

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to co-locate Launch Expeditionary Learning Charter School (84KTBD, “Launch Charter School”) in Building K243 (“K243”), located at 1580 Dean Street, Brooklyn, NY, 11213, in Community School District 16. Launch Charter School is a new public charter school that will serve students in sixth through tenth grades at full scale. Only Launch Charter School’s sixth through eighth grades will be co-located in K243. Launch Charter School will open with sixth grade in 2012-2013 and will add one grade each year until it serves students in sixth through eighth grades in K243 in 2014-2015. If this proposal is approved, Launch Charter School will be co-located in K243 with existing school P.S. 243 The Weeksville School (16K243, “P.S. 243”) that serves students in kindergarten through fifth grade and offers a pre-kindergarten program. K243 also houses four community based organizations (“CBOs”): Change for Kids, Brooklyn Arts Council, Fan-4-Fitness, and Madison Square Boys and Girls Clubs. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between Launch Charter School and P.S. 243. It also includes a proposal for the collaborative usage of shared resources and spaces between Launch Charter School and P.S. 243, including the cafeteria, the gymnasium, the auditorium, and the recreational area which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the Panel for Educational Policy (“PEP”).

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)¹ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school’s representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

At the elementary level, cluster classrooms are allocated as follows:

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on November 23, 2011 by a Director of Space Planning in the Office of Space Planning, K243 has a total of 50 full-size classrooms/spaces² (including 1 full-size science demonstration room), 3 half-size classrooms/spaces,³ 4 quarter-size spaces that can be used for administrative purposes, and 3.0

² Full-size classrooms have an area of 500 square feet or more.

FSE rooms of designed administrative office/space. K243 also contains a gymnasium, an auditorium, a lunchroom, a library, and an outdoor play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The school nurse's office occupies 1.0 FSE rooms of designed administrative space.
- Change for Kids occupies 1 full-size space.
- Brooklyn Arts Council occupies 1 full-size space.
- Fan-4-Fitness occupies 1 full-size space.
- Madison Square Boys and Girls Clubs occupies 5 full-size spaces.
- The custodian's office occupies 1 quarter-size space.
- The School Based Support Team occupies 0.5 FSE rooms of designed administrative space.
- The teachers' lounge occupies 1 half-size space.
- School safety currently occupies 1 quarter-size space.

Excluding the spaces outlined above, the K243 building has a total of: 42 full-size classrooms (including 1 full-size science demonstration room), 2 half-size rooms, 2 quarter-size rooms, and the equivalent of 1.5 full-size designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	50	3	4	3.0
SHARED SPACES or Building Services	8	1	2	1.5
Remaining Total to be Allocated	42	2	2	1.5

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

This means that there would be 42 full-size classrooms, 2 half-size rooms, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space to be allocated between P.S. 243 and Launch Charter School going forward.

2011-2012 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 243 in 2011-2012.

2011-2012	Total Enrolled ⁴	GE/ICT Sections	SC Sections
P.S. 243	357	16	3

The table below summarizes the baseline and adjusted baseline Footprint allocation for P.S. 243, based on the methodology described at the beginning of this document, and the amount of space that P.S.243 is currently using. The DOE has adjusted the baseline Footprint allocation of P.S. 243 because there is an insufficient number of half-size classrooms in K243. Its baseline Footprint allocation has been adjusted as follows:

- 2 full-size classrooms have been allocated to P.S. 243 in lieu of 2 half-size resource rooms.
- 3 full-size classrooms have been allocated to P.S. 243 in lieu of 3 half-size classrooms required for P.S. 243's SC special education sections.
- 2 half-size classrooms and 2 quarter-size rooms have been allocated to P.S. 243 in lieu of 1.5 FSE rooms of designed administrative space

⁴ 2011-2012 Audited Register.

2011-2012		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	<u>Designed</u> Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	<u>Designed</u> Admin (FSE)
P.S. 243	Baseline Footprint Allocation	19	5	3.0	0	0	0	3.0	19	5	0	3.0
	Adjusted Baseline Allocation	24	0	1.5	0	2	2	3.0	24	2	2	1.5
	Current Space Allocation	42	0	1.5	0	2	2	3.0	42	2	2	1.5

As demonstrated in the table above, P.S. 243 is using many classrooms in excess of its adjusted baseline Footprint allocation. The table below summarizes the available space within K243 after P.S. 243 has received its adjusted baseline allocation, some of which will be allocated to Launch Charter School in 2012-2013 and beyond:

2011-2012: Building K243	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	18	0	0

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Launch Charter School will begin serving sixth grade students in K243 in the 2012-2013 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.

2012-2013	Projected Enrollment ⁵	GE/ICT Sections	SC Sections
P.S. 243	321-381	16	3
Launch Charter School	90-115	4	0 ⁶

The table below summarizes the baseline and adjusted baseline Footprint allocations for P.S. 243 and Launch Charter School, based on the methodology described at the beginning of this document. The DOE has adjusted the baseline Footprint allocations for both organizations because there is an insufficient number of half-size rooms and designed administrative space in the building. The baseline Footprint allocations of P.S. 243 and Launch Charter School have been adjusted as follows:

- 2 full-size classrooms have been allocated to P.S. 243 in lieu of 2 half-size resource rooms.

⁵ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

⁶ Launch Charter School has indicated their intent to serve students requiring special education services in integrated classroom settings. Therefore, while they have been allocated no full-size room for self-contained sections, Launch will serve students with special education needs.

- 3 full-size classrooms have been allocated to P.S. 243 in lieu of 3 half-size classrooms required for P.S. 243's SC special education sections.
- 2 half-size classrooms and 2 quarter-size rooms have been allocated to P.S. 243 in lieu of 1.5 FSE rooms of designed administrative space.
- 1 full-size classroom has been allocated to Launch Charter School in lieu of 1 half-size resource room.
- 3 full-size classrooms have been allocated to Launch Charter School in lieu of 3.0 FSE rooms of designed administrative space.

After Launch Charter School and P.S. 243 have received their respective adjusted baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K243	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	9	0	0

The excess space has been allocated among Launch Charter School and P.S. 243 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.⁷

The table below summarizes the full 2012-2013 room allocation plan for P.S. 243 and Launch Charter School based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation:

2012-2013	Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size	Additional Half-Size Rooms	Additional Quarter-Size	Additional Admin	Total Full-Size	Total Half-Size	Total Quarter-Size	Total Admin

⁷ This number is subject to change pending final enrollment projections.

									Rooms		Rooms	(FSE)	Rooms	Rooms	Rooms	(FSE)
P.S. 243	Baseline Footprint Allocation	19	5	3.0	0	0	0	3.0	-	-	-	-	19	5	0	3.0
	Adjusted Baseline Allocation	24	0	1.5	0	2	2	3.0	7	-	-	-	31	2	2	1.5
Launch Charter School	Baseline Footprint Allocation	5	1	3.0	0	0	0	3.0	-	-	-	-	5	1	0	3.0
	Adjusted Baseline Allocation	6	0	0.0	3	0	0	3.0	2	-	-	-	11	0	0	0.0

In total, P.S. 243 will be allocated 31 full-size, 2 half-size, and 2 quarter-size rooms, as well as 1.5 FSE rooms of designed administrative space. Launch Charter School will be allocated 11 full-size rooms.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 243	42	2	2	1.5	31	2	2	1.5	-11	0	0	0.0
Launch Charter School	-	-	-	-	11	0	0	0.0	+11	0	0	0.0

2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Launch Charter School will serve sixth and seventh grade students in K243 in the 2013-2014 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014.

2013-2014	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 243	311-371	16	3
Launch Charter School	171-219	8	0

The table below summarizes the baseline and adjusted baseline Footprint allocations for P.S. 243 and Launch Charter School, based on the methodology described at the beginning of this document. The DOE has adjusted the baseline Footprint allocations for both organizations because there is an insufficient number of half-size rooms and designed administrative space in the building. The baseline Footprint allocations of P.S. 243 and Launch Charter School have been adjusted as follows:

- 2 full-size classrooms have been allocated to P.S. 243 in lieu of 2 half-size resource rooms.
- 3 full-size classrooms have been allocated to P.S. 243 in lieu of 3 half-size classrooms required for P.S. 243's SC special education sections.
- 2 half-size classrooms and 2 quarter-size rooms have been allocated to P.S. 243 in lieu of 1.5 FSE rooms of designed administrative space.
- 1 full-size classroom has been allocated to Launch Charter School in lieu of 1 half-size resource room.
- 3 full-size classrooms have been allocated to Launch Charter School in lieu of 3.0 FSE rooms of designed administrative space.

After Launch Charter School and P.S. 243 have received their respective adjusted baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K243	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	5	0	0

The excess space has been allocated among Launch Charter School and P.S. 243 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.⁸

⁸ This number is subject to change pending final enrollment projections.

The table below summarizes the full 2013-2014 room allocation plan for Launch Charter School and P.S. 243 based on their baseline Footprint and adjusted baseline Footprint allocation, plus the excess space allocation:

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 243	Baseline Footprint Allocation	19	5	3.0	0	0	0	3.0	-	-	-	-	19	5	0	3.0
	Adjusted Baseline Allocation	24	0	1.5	0	2	2	3.0	4	-	-	-	28	2	2	1.5
Launch Charter School	Baseline Footprint Allocation	9	1	3.0	0	0	0	3.0	-	-	-	-	9	1	0	3.0
	Adjusted Baseline Allocation	10	0	0.0	3	0	0	3.0	1	-	-	-	14	0	0	0.0

In total, P.S. 243 will be allocated 28 full-size, 2 half-size, and 2 quarter-size rooms, as well as 1.5 FSE rooms of designed administrative space. Launch Charter School will be allocated 14 full-size rooms.

The room change is reflected below for the 2012-2013 to the 2013-2014 school year:

Room Change (+/-)	2012-2013 GRAND TOTAL SPACE ALLOCATIONS				2013-2014 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 243	31	2	2	1.5	28	2	2	1.5	-3	0	0	0.0
Launch Charter School	11	0	0	0.0	14	0	0	0.0	+3	0	0	0.0

2014-2015 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Launch Charter School will serve sixth through eighth grade students in K243 in the 2014-2015 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015:

2014-2015	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 243	296-356	15	3
Launch Charter School	244-312	12	0

The table below summarizes the baseline and adjusted baseline Footprint allocations for P.S. 243 and Launch Charter School, based on the methodology described at the beginning of this document. The DOE has adjusted the baseline Footprint allocations for both organizations because there is an insufficient number of half-size rooms and designed administrative space in the building. The baseline Footprint allocations of P.S. 243 and Launch Charter School have been adjusted as follows:

- 2 full-size classrooms have been allocated to P.S. 243 in lieu of 2 half-size resource rooms.
- 3 full-size classrooms have been allocated to P.S. 243 in lieu of 3 half-size classrooms required for P.S. 243's SC special education sections.
- 2 half-size classrooms and 2 quarter-size rooms have been allocated to P.S. 243 in lieu of 1.5 FSE rooms of designed administrative space.
- 1 full-size classroom has been allocated to Launch Charter School in lieu of 1 half-size resource room.

4 full-size classrooms have been allocated to Launch Charter School in lieu of 4.0 FSE rooms of designed administrative space.

After P.S. 243 and Launch Charter School have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building 243	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	2	0	0

The excess space has been allocated among Launch Charter School and P.S. 243 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools:⁹

The table below summarizes the full 2014-2015 room allocation plan for P.S. 243 and Launch Charter School based on their baseline Footprint and adjusted baseline Footprint allocation, plus the excess space allocation:

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 243	Baseline Footprint Allocation	18	5	3.0	0	0	0	3.0	-	-	-	-	18	5	0	3.0
	Adjusted Baseline Allocation	23	0	1.5	0	2	2	3.0	2	-	-	-	25	2	2	1.5
Launch Charter School	Baseline Footprint Allocation	13	1	3.0	0	0	0	3.0	-	-	-	-	13	1	0	3.0
	Adjusted Baseline	14	0	0.0	3	0	0	3.0	-	-	-	-	17	0	0	0.0

⁹ This number is subject to change pending final enrollment projections.

Allocation																			
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P.S. 243 will be allocated 25 full-size, 2 half-size, and 2 quarter-rooms, as well as 1.5 FSE rooms of designed administrative space. Launch Charter School will be allocated 17 full-size rooms.

The room change is reflected below for the 2012-2013 to the 2014-2015 school year:

Room Change (+/-)	2013-2014 GRAND TOTAL SPACE ALLOCATIONS				2014-2015 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 243	28	2	2	1.5	25	2	2	1.5	-3	0	0	0.0
Launch	14	0	0	0.0	17	0	0	0.0	+3	0	0	0.0

Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in K243. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at <http://schools.nyc.gov/community/campusgov>.)

The below proposed schedule is based on projected enrollments for each co-located school, the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁰ Where possible, the proposed schedule maintains P.S. 243 current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 243 to continue using it on a similar schedule next year. Because Launch Charter School would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that P.S. 243 utilizes spaces that will be shared by the two schools once Launch Charter School is co-located at K243.

In planning how P.S. 243 and Launch Charter School may use shared space, the DOE has applied the factors described below to develop a proposed plan that allocates time in each space equitably:

¹⁰ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx> and the DOE's Office of School Food website at: <http://www.opt-osfns.org/osfns/>

Cafeteria and Outdoor Play Yard:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, grade levels served and the current schedule of P.S. 243. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- P.S. 243 currently utilizes the cafeteria from 11:00 am to 1:35 pm. The proposed schedule below allocates time in the cafeteria to P.S. 243 from 11:00 am to 1:15 pm, thereby shortening P.S. 243's lunch schedule by twenty minutes daily.
- In the proposed plan below, P.S. 243 receives 2 hours and 15 minutes daily in the cafeteria for lunch and Launch Charter School receives 45 minutes daily in the cafeteria for lunch. Because P.S. 243 will serve a larger share of the students in building K243 in the 2012-2013 school year, more time in the cafeteria has been allocated to students at P.S. 243. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.
- The DOE notes that the cafeteria has the space to accommodate 450 students and, therefore, both P.S. 243 and Launch Charter School can serve the entirety of their student bodies in the cafeteria at one time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 243. Currently P.S. 243 serves breakfast from 7:45 a.m.-8:20 a.m. and the proposed plan below maintains this schedule. Since Launch Charter School plans to start its school day before P.S. 243, it has been allocated a separate period for breakfast and therefore is scheduled to serve breakfast alone. This means that Launch Charter School will begin school as P.S. 243 begins to serve breakfast, and thus it will not affect P.S. 243's current breakfast schedule.

Outdoor Playground

- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide the schools with the option of offering students a recess before, during, or after the proposed lunch period. While the proposed allocation of time is not directly proportional to enrollment because of the need to align playground time with lunch schedules, P.S. 243 is allocated the most time (210 minutes daily) since it will serve the greatest percentage of students. Launch Charter School has been allocated 75 minutes daily. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Gymnasium and Auditorium

P.S. 243 will be allocated the largest amount of time in the gymnasium and auditorium because it will serve the greatest number of students and grade levels compared to Launch Charter School.

Gymnasiums

- There is one gymnasium in the building.
- In the proposed schedule below, P.S. 243 is allocated the greatest amount of time in the gymnasium (210 minutes daily), while Launch Charter School is allocated 75 minutes daily. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Auditorium

- The DOE proposes that P.S. 243 receive the greatest amount of time in the auditorium (240 minutes daily) based on the fact that it will serve the largest share of students in the building. Launch Charter School has been allocated 180 minutes daily. Given that the capacity of the auditorium is 416, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.

Library

- The DOE proposes that P.S. 243 receive the greatest amount of time in the library (240 minutes daily) based on the fact that it will serve the largest share of students in the building. Launch Charter School has been allocated 90 minutes daily. Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

After School Programs

- Currently, Madison Square Boys and Girls Club offers after school programming to P.S. 243 students each weekday from 3:30 p.m. to 6:30 p.m. This programming is offered in the full-size classrooms occupied by this CBO, not in a shared space. If this proposal is approved, the DOE does not anticipate that this program would be impacted by this proposed co-location.
- In the schedule below, the DOE does not allocate this space beyond 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs and will address any requests to use all shared spaces after school hours and will resolve all conflicts.

The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once Launch Charter School is co-located in the building.

In 2012-2013, the DOE projects that P.S. 243 will serve 321-381 students and that Launch Charter School will serve 90-115 students in K243. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, the school days of P.S. 243 run from approximately 8:15 a.m. to 3:25 p.m. Since Launch Charter School is a new school, it does not have a current school start or end time.

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday	
Cafeteria (Capacity: 450)	<u>Breakfast:</u> Launch Charter School 7:15am-7:45am P.S. 243 7:45am-8:20am					
	<u>Lunch:</u> P.S. 243 11:00am-1:15pm Launch Charter School 1:15pm-2:00pm	<u>Lunch:</u> P.S. 243 11:00am-1:15pm Launch Charter School 1:15pm-2:00pm				
	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm				
	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm				
	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm				
	Gymnasium (Capacity: 250)	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm	P.S. 243 9:00am-12:30pm Launch Charter School 12:30pm-2:30pm			

Auditorium (Capacity: 416)	Launch Charter School 8:00am-11:00am P.S. 243 11:00am-3:00pm				
Library	Launch Charter School 9:00am-10:30am P.S. 243 10:30am-2:30pm				
Outdoor Playground	P.S. 243 9:30am-1:00pm Launch Charter School 1:15pm-2:30pm				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information

in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of Launch Charter School will be part of the K243 School Safety Committee. As a member of the School Safety Committee, the leader(s)/designee(s) of Launch Charter School and P.S. 243 will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of Launch Charter School will be addressed on an ongoing basis. Moreover, the Safety Plan for the K243 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Launch Charter School and P.S. 243 will enter information in the K243 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each of the campus' schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed Safety Plan for the K243 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹¹ co-located schools on campuses must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the

¹¹ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."

Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan ("BUP") once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.