Department of Education

REVISED BUILDING UTILIZATION PLAN

INTRODUCTION

On April 2, 2012, the New York City Department of Education ("DOE") issued an Educational Impact Statement (the "April 2 EIS") and a Building Utilization Plan (the "April 2 BUP") describing a proposal to co-locate Leadership Preparatory Charter School 4 (84KTBD, "Leadership Prep 4"), in building K211 ("K211"), located at 1001 East 100 Street, Brooklyn, NY 11236, in Community School District 18 beginning in the 2013-2014 school year.[1] Leadership Prep 4 will be a public charter school that serves students in kindergarten through eighth grade at full scale. Only Leadership Prep 4's kindergarten through fourth grades will be co-located in K211. While Leadership Prep 4 phases in, it will be co-located with I.S. 211 John Wilson (18K211, "I.S. 211"), an existing DOE middle school that serves students in sixth through eighth grade. In addition, a community based organization ("CBO"), Champions, and the United Federation of Teacher's District 18 Training Center also utilize space in K211.

On May 23, 2012, the Panel for Educational Policy ("PEP") approved the co-location proposal as described in the April 2 EIS and the April 2 BUP.

The April 2 EIS and the April 2 BUP stated that Leadership Prep 4 will open with kindergarten and first grade in the 2013-2014 school year and will add one grade each year until it serves students in kindergarten through fourth grade in K211 in the 2016-2017 school year. On November 6, 2012, Uncommon Schools, the Charter Management Organization that will manage Leadership Prep 4, revised Leadership Prep 4's enrollment plan so that it will open with only kindergarten in the 2013-2014 school year and will add one grade each year until it serves students in kindergarten through fourth grade in K211 in the 2017-2018 school year. This change to Leadership Prep 4's enrollment plan was approved by Leadership Prep 4's charter authorizer, the State University of New York's Charter Schools Institute, on January 22, 2013.

On December 14, 2012, the Brooklyn Director of Space Planning in the Office of Space Planning met with the K211 Building Council, which is comprised of the principals of I.S. 211 and Leadership Prep 4, to discuss the allocations of space for the respective organizations for the 2013-2014 school year. The Building Council collaboratively determined to allocate space differently than was set forth in the April 2 BUP to account for Leadership Prep 4's revised enrollment plan. Therefore, the DOE proposes to revise the April 2 BUP so that it will be consistent with the Building Council's determination:

- In the 2013-2014 school year, Leadership Prep 4 will receive two half-size rooms more than the number of half-size rooms it was allocated in the April 2 BUP. It will also receive two fewer full-size rooms than it was allocated in the April 2 BUP.

Revisions to the Shared Space Plan have been proposed to reflect Leadership Prep 4's revised enrollment plan.

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 I.S. 211 and Leadership Prep 4. It also includes a proposal for the collaborative usage of shared resources and spaces between I.S. 211 and Leadership Prep 4, including the cafeteria, the library, the gymnasium, and the auditorium 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 will be collaboratively finalized by the Building Council.

METHODOLOGY

We have applied the Citywide Instructional Footprint ("Footprint")[2] 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

[1] A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias

[2] 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 Footprint is available at: http://schools.nyc.gov/community/planning/default.htm under "Key Documents."

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 self-contained ("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:

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.

Space is allocated to District 75 programs according to the DOE's District 75 Instructional Footprint ("D75 Footprint"). District 75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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 October 25, 2010 by the Office of Space Planning, K211 has a total of 62 full-size rooms,[3] 24 half-size rooms,[4] 4 quarter-size rooms, and the 1.5 FSE rooms of designed administrative office/space. K211 also contains a gymnasium, an auditorium, a cafeteria, a library, and an outdoor play yard. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for I.S. 211 and Leadership Prep 4:

[3] Full-size classrooms have an area of 500 square feet or more.
[4] Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

- The custodian's office occupies 1 full-size room.
- The nurse's office occupies 1 full-size room.
- Champions occupies 1 half-size room.
- The United Federation of Teachers' District 18 Training Center occupies 1 full-size room.

Therefore, excluding the spaces outlined above, K211 has a total of: 59 full-size rooms, 23 half-size rooms, 4 quarter-size rooms, and 1.5 FSE rooms of designed administrative space remaining that can be allocated to the individual schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	62	24	4	1.5
SHARED SPACES or Building Services	3	1	0	0.0
Remaining Total Currently Allocated	**59**	**23**	**4**	**1.5**

2011-2012

The table below summarizes the total enrollment and sections served at I.S. 211 in 2011-2012:

2011-2012	Grades Served	Total Enrolled[5]	GE/ICT Sections	SC Sections
I.S. 211	6-8	764	26	8

The table below summarizes I.S. 211's baseline Footprint allocation, which is based on the methodology described at the beginning of this document. The current space allocation is the amount of space that I.S. 211 is currently using:

2011-2012		Non-Admin Spaces			Administrative Spaces[6]				Total Admin (FSE)	Current Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
I.S. 211	Baseline Footprint Allocation	27	12	0	1.5	2	3	0	5.0	29	15	0	1.5
	Current Space Allocation	57	20	4	1.5	2	3	0	5.0	59	23	4	1.5

The table below summarizes the current available space within K211 after I.S. 211 has received its baseline allocation:

[5] Based on the 2011-2012 audited register.
[6] Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint of FSE spaces for administrative use.

2011-2012: Building K211	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0.0	30	8	4

As demonstrated in the table above, I.S. 211 is currently using rooms in excess of its baseline allocation.

2012-2013:

As stated in the April 2 BUP, the proposed co-location of Leadership Prep 4's kindergarten through fourth grades will not begin implementation until 2013-2014. Thus, in 2012-2013, I.S. 211 will still be the sole school organization in K211 and could still occupy 59 full-size rooms, 23 half-size rooms, 4 quarter-size rooms, and 1.5 FSE rooms of designed administrative spaces.

The table below summarizes the total enrollment and sections served at I.S. 211 in 2012-2013:

2012-2013	Grades Served	Total Enrolled[7]	GE/ICT Sections	SC Sections
I.S. 211	6-8	725	24	8

The table below summarizes I.S. 211's baseline Footprint allocation, which is based on the methodology described at the beginning of this document. The current space allocation is the amount of space that I.S. 211 is currently using:

In the April 2 BUP, the DOE allocated 29 full-size, 15 half-size, and 1.5 rooms of designed administrative/office space to I.S. 211 per the Footprint. I.S. 211's baseline Footprint allocation was determined based on the DOE's projected enrollment for I.S. 211 in the 2012-2013 school year. The DOE now proposes to revise the April 2 BUP to be consistent with I.S. 211's audited enrollment in the 2012-2013 school year. As a result, I.S. 211 will be allocated 27 full-size, 13 half-size, and 1.5 FSE rooms of designed administrative/office space per the Footprint.

2012-2013		Non-Admin Spaces			Administrative Spaces[8]				Total Admin (FSE)	Current Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
I.S. 211	Baseline Footprint Allocation	25	11	0	1.5	2	2	0	4.5	27	13	0	1.5
	Current Space Allocation	57	20	4	1.5	2	3	0	5.0	59	23	4	1.5

The table below summarizes the current available space within K211 after I.S. 211 has received its baseline allocation:

[7] Based on the 2012-2013 audited register. The April 2 BUP reflected the DOE's projections for I.S. 211's enrollment in the 2012-2013 school year.
[8] Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint of FSE spaces for administrative use.

2012-2013: Building K211	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0.0	32	10	4

As demonstrated in the table above, I.S. 211 is currently using rooms in excess of its baseline allocation.

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

Leadership Prep 4 will serve its kindergarten students in K211 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	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
I.S. 211	6-8	705-735	24	8
Leadership Prep 4	K	47-55	2	0

After I.S. 211 and Leadership Prep 4 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K211	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	28	7	4

In this revised BUP, the DOE has not adjusted I.S. 211's or Leadership Prep 4's baseline Footprint allocations for the 2013-2014 school year.
The table below summarizes the full revised 2013-2014 room allocation plan for I.S. 211 and Leadership Prep 4 based on their baseline allocations, plus the excess space allocation:

2013-2014		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
I.S. 211	Baseline Footprint Allocation	25	12	0	1.5	2	2	0	4.5	23	6	4	0.0	50	20	4	1.5
Leadership Prep 4	Baseline Footprint Allocation	3	1	0	0.0	1	1	0	1.5	5	1	0	0.0	9	3	0	0.0

Department of Education

The changes between the space allocation in the April 2 BUP and the revised space allocation for the 2013-2014 school year are reflected below:

2013-2014 Comparison	April 2 BUP				Revised BUP				DIFFERENCE (+/-)			
(+/-)	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
I.S. 211	47	19	0	1.5	50	20	4	1.5	+3	+1	+4	0.0
Leadership Prep 4	12	4	4	0.0	9	3	0	0.0	-3	-1	-4	0.0

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

Room Change (+/-)	2012-2013 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				2013-2014 PROPOSED 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)
I.S. 211	59	23	4	1.5	50	20	4	1.5	-9	-3	0	0.0
Leadership Prep 4	-	-	-	-	9	3	0	0.0	+9	+3	0	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

Leadership Prep 4 will serve its kindergarten through first grade students in K211 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	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
I.S. 211	6-8	705-735	24	8
Leadership Prep 4	K-1	94-110	4	0

After I.S. 211 and Leadership Prep 4 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K211	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	26	7	4

Department of Education

In this revised BUP, the DOE has not adjusted I.S. 211's or Leadership Prep 4's baseline Footprint allocations for the 2014-2015 school year.
The table below summarizes the full revised 2014-2015 room allocation plan for I.S. 211 and Leadership Prep 4 based on their baseline footprint allocation, plus the excess space allocation:

2014-2015		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
I.S. 211	Baseline Footprint Allocation	25	12	0	1.5	2	2	0	4.5	22	5	4	0	49	19	4	1.5
Leadership Prep 4	Baseline Footprint Allocation	5	1	0	0.0	1	1	0	1.5	4	2	0	0	10	4	0	0.0

The changes between the space allocation in the April 2 BUP and the revised space allocation for the 2014-2015 school year are reflected below:

2014-2015 Comparison	**April 2 BUP**				**Revised BUP**				**DIFFERENCE (+/-)**			
(+/-)	**GRAND TOTAL SPACE ALLOCATIONS**				**GRAND TOTAL SPACE ALLOCATIONS**							
	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)
I.S. 211	43	18	0	1.5	49	19	4	1.5	+6	+1	+4	0.0
Leadership Prep 4	16	5	4	0.0	10	4	0	0.0	-6	-1	-4	0.0

The revised room change from the 2013-2014 to the 2014-2015 school year is reflected below:

Department of Education

Room Change (+/-)	2013-2014 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				2014-2015 PROPOSED 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)
I.S. 211	50	20	4	1.5	49	19	4	1.5	-1	-1	0	0.0
Leadership Prep 4	9	3	0	0.0	10	4	0	0.0	+1	+1	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

Leadership Prep 4 will serve its kindergarten through second grade students in K211 in the 2015-2016 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016:

2015-2016	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
I.S. 211	6-8	705-735	24	8
Leadership Prep 4	K-2	173-239	7	0

After I.S. 211 and Leadership Prep 4 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K211	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	23	5	2

In this revised BUP, the DOE has not adjusted I.S. 211's or Leadership Prep 4's baseline Footprint allocations for the 2015-2016 school year.
The table below summarizes the full revised 2015-2016 room allocation plan for I.S. 211 and Leadership Prep 4 based on their baseline footprint allocation, plus the excess space allocation:

Department of Education

2015-2016		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
I.S. 211	Baseline Footprint Allocation	25	12	0	1.5	2	2	0	4.5	17	4	1	0	44	18	1	1.5
Leadership Prep 4	Baseline Footprint Allocation	8	2	0	0.0	1	2	2	2.5	6	1	1	0	15	5	3	0.0

The changes between the space allocation in the April 2 BUP and the revised space allocation for the 2015-2016 school year are reflected below:

2015-2016 Comparison	April 2 BUP				Revised BUP				DIFFERENCE (+/-)			
(+/-)	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
I.S. 211	38	18	0	1.5	44	18	1	1.5	+6	0	+1	0.0
Leadership Prep 4	21	5	4	0.0	15	5	3	0.0	-6	0	-1	0.0

The revised room change from the 2014-2015 to the 2015-2016 school year is reflected below:

Room Change (+/-)	2014-2015 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				2015-2016 PROPOSED 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)
I.S. 211	49	19	4	1.5	44	18	1	1.5	-5	-1	-3	0.0
Leadership Prep 4	10	4	0	0.0	15	5	3	0.0	+5	+1	+3	0.0

Department of Education

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION):

Leadership Prep 4 will serve its kindergarten through third grade students in K211 in the 2016-2017 school year and will be at full scale in the building.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017:

2016-2017	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
I.S. 211	6-8	705-735	24	8
Leadership Prep 4	K-3	252-340	10	0

After I.S. 211 and Leadership Prep 4 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017: Building K211	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	19	6	2

In this revised BUP, the DOE has not adjusted I.S. 211's or Leadership Prep 4's baseline Footprint allocations for the 2016-2017 school year.
The table below summarizes the full revised 2016-2017 room allocation plan for I.S. 211 and Leadership Prep 4 based on their baseline footprint allocation, plus the excess space allocation:

2016-2017		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
I.S. 211	Baseline Footprint Allocation	25	12	0	1.5	2	2	0	4.5	13	4	1	0	40	18	1	1.5
Leadership Prep 4	Baseline Footprint Allocation	11	2	0	0.0	2	1	2	3.0	6	2	1	0	19	5	3	0.0

Department of Education

The changes between the space allocation in the April 2 BUP and the revised space allocation for the 2016-2017 school year are reflected below:

2016-2017 Comparison	April 2 BUP				Revised BUP				DIFFERENCE (+/-)			
(+/-)	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
I.S. 211	36	18	0	1.5	40	18	1	1.5	+4	0	+1	0.0
Leadership Prep 4	23	5	4	0.0	19	5	3	0.0	-4	0	-1	0.0

The revised room change from the 2015-2016 to the 2016-2017 school year is reflected below:

Room Change (+/-)	2015-2016 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				2016-2017 PROPOSED 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)
I.S. 211	44	18	1	1.5	40	18	1	1.5	-4	0	0	0.0
Leadership Prep 4	15	5	3	0.0	19	5	3	0.0	+4	0	0	0.0

2017-2018 (FIFTH YEAR OF PROPOSED IMPLEMENTATION):

Leadership Prep 4 will serve its kindergarten through fourth grade students in K211 in the 2017-2018 school year and will be at full scale in the building.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018:

2017-2018	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
I.S. 211	6-8	705-735	24	8
Leadership Prep 4	K-4	331-441	13	0

Department of Education

After I.S. 211 and Leadership Prep 4 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2017-2018: Building K211	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	14	5	2

In this revised BUP, the DOE has not adjusted I.S. 211's or Leadership Prep 4's baseline Footprint allocations for the 2017-2018 school year.

The table below summarizes the full 2017-2018 room allocation plan for I.S. 211 and Leadership Prep 4 based on their baseline footprint allocation, plus the excess space allocation:

2017-2018		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
I.S. 211	Baseline Footprint Allocation	25	12	0	1.5	2	2	0	4.5	9	4	1	0	36	18	1	1.5
Leadership Prep 4	Baseline Footprint Allocation	16	2	0	0.0	2	2	2	3.5	5	1	1	0	23	5	3	0.0

In total, I.S. 211 will occupy 36 full-size rooms, 18 half-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative space. This allocation includes 9 full-size rooms and 4 half-size rooms in excess of I.S. 211's baseline Footprint allocation. In total, Leadership Prep 4 will occupy 23 full-size rooms, 5 half-size rooms, and 3 quarter-size rooms. This allocation includes 5 full-size rooms, 1 half-size rooms, and 1 quarter-size room in excess of Leadership Prep 4's baseline Footprint allocation.

The room change from the 2016-2017 to the 2017-2018 school year is reflected below:

Room Change (+/-)	**2016-2017 PROPOSED GRAND TOTAL SPACE ALLOCATIONS**				**2017-2018 PROPOSED 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)
I.S. 211	40	18	1	1.5	36	18	1	1.5	-4	0	+1	0.0
Leadership Prep 4	19	5	3	0.0	23	5	3	0.0	+4	0	-1	0.0

The 2017-2018 allocation of space will serve as the long-term space allocation for I.S. 211 and Leadership Prep 4.

Shared Space Plan

In the April 2 BUP, the DOE included a proposed shared space plan. Because Leadership Prep 4's enrollment plan has changed, the DOE proposes a revised shared space plan below in accordance with Leadership Prep 4's revised enrollment plan. 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 building K211. 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 shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: http://schools.nyc.gov/community/campusgov).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the 2011-2012 Campus Audit Template submitted by the Building Council,[9] 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 schools' current allocations of time for each shared space and re-distributes remaining time as each organization's grade configuration changes. To the extent feasible, shared spaces are allocated in a manner that allows I.S. 211 to continue using it on a similar schedule next year, based on the 2011-2012 Campus Audit Template submitted by the Building Council.

In planning how I.S. 211 and Leadership Prep 4 may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, the capacity of the cafeteria, grade levels served by I.S. 211 and Leadership Prep 4, and I.S. 211's current schedule. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.

- The cafeteria has the capacity to serve of 506 students. I.S. 211 currently is scheduled for lunch from 11:00 a.m. to 11:45 a.m., from 12:00 p.m. to 12:35 p.m., and from 12:45 p.m. to 1:20 p.m., which means that it is currently allocated 1 hour and 55 minutes daily for lunch, or 9 hours and 35 minutes weekly. The proposed shared space plan below essentially maintains this schedule.

- In the proposed schedule below, I.S. 211 has been allocated 1 hour and 45 minutes daily, or 8 hours and 45 minutes weekly. Leadership Prep 4 will receive 30 minutes daily for lunch, or 2 hours and 30 minutes weekly. Because the proposed allocation gives the most time to I.S. 211, which will serve the greatest number of students during the 2013-2014 school year, the DOE believes that the proposed allocation is equitable and feasible.

[9] Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.
[10] See DOE's Office of Pupil Transportation Web site at https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at I.S. 211. I.S. 211 currently scheduled to serve breakfast between 8:00 and 8:25 a.m. Since Leadership Prep 4 plans to start its school day before I.S. 211, it has been allocated a separate period for breakfast and, therefore, is scheduled to serve breakfast alone. This means that Leadership Prep 4 will begin school as I.S. 211 begins to serve breakfast, and thus it will not affect I.S. 211's current breakfast schedule.

Library

- Currently, the library is scheduled for use on an as-needed basis.
- In the proposed schedule below, because I.S. 211 will serve the greatest number of students during the 2013-2014 school year, it has been allocated 2 hours daily, or 10 hours weekly, in the library. Leadership Prep 4 has been allocated 45 minutes a week.

Auditorium

- Currently, the auditorium is scheduled for use on an as-needed basis.
- In the proposed schedule below, because I.S. 211 will serve the greatest number of students during the 2012-2013 school year, it has been allocated 1 hour daily, or 5 hours weekly, in the auditorium. Leadership Prep 4 has been allocated 25 minutes a week .

Gymnasium and Outdoor Play Yard

Gymnasium

- There is one gymnasium in the building that has the capacity to serve 300 students. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school.
- I.S. 211 will serve approximately 705-735 students, and it will be allocated 3 hours and 30 minutes daily, or 17 hours and 30 minutes weekly in the gymnasium.
- Leadership Prep 4 will serve approximately 47-55 students, and it will be allocated 45 minutes a day, four days a week, or 3 hours per week in the gymnasium.

Outdoor Play Yard

- The outdoor play yard will be available to students during each school's time allocation in the gymnasium. The purpose of this is to provide each school with the option of offering students access to the outdoor play yard during physical education class.

After School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. 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.
- If either school wishes to use any of the shared spaces after school hours, they will manage scheduling of shared spaces through the Building Council.

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.

Department of Education

In 2013-2014, the DOE projects that I.S. 211 will serve 705-735 students and Leadership Prep 4 will serve 47-55students in K211. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, I.S. 211's school day runs from approximately 8:30 a.m. to 3:27 p.m.[11] Since Leadership Prep 4 is a new school, it does not have a current school start or end time. However the DOE notes that, according to Uncommon Schools, the charter management organization that will manage Leadership Prep 4, Leadership Prep 4's regular school hours will be between 7:15 a.m. and 4:00 p.m. on Mondays to Thursdays and from 7:15 a.m. to 1:30 p.m. on Fridays.

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: 506)	**Breakfast:** **Leadership Prep 4** 7:00-7:15am **I.S. 211** 8:00-8:25am **Lunch:** **I.S. 211** 11:00-11:35am 12:15-12:50pm 12:55-1:30pm **Leadership Prep 4** 11:40am-12:10pm	**Breakfast:** **Leadership Prep 4** 7:00-7:15am **I.S. 211** 8:00-8:25am **Lunch:** **I.S. 211** 11:00-11:35am 12:15-12:50pm 12:55-1:30pm **Leadership Prep 4** 11:40am-12:10pm	**Breakfast:** **Leadership Prep 4** 7:00-7:15am **I.S. 211** 8:00-8:25am **Lunch:** **I.S. 211** 11:00-11:35am 12:15-12:50pm 12:55-1:30pm **Leadership Prep 4** 11:40am-12:10pm	**Breakfast:** **Leadership Prep 4** 7:00-7:15am **I.S. 211** 8:00-8:25am **Lunch:** **I.S. 211** 11:00-11:35am 12:15-12:50pm 12:55-1:30pm **Leadership Prep 4** 11:40am-12:10pm	**Breakfast:** **Leadership Prep 4** 7:00-7:15am **I.S. 211** 8:00-8:25am **Lunch:** **I.S. 211** 11:00-11:35am 12:15-12:50pm 12:55-1:30pm **Leadership Prep 4** 11:40am-12:10pm
Library	**I.S. 211** 8:30-10:00am 2:30-3:00pm	**I.S. 211** 8:30-10:00am 2:30-3:00pm	**I.S. 211** 8:30-10:00am 2:30-3:00pm **Leadership Prep 4** 12:10-12:55pm	**I.S. 211** 8:30-10:00am 2:30-3:00pm	**I.S. 211** 8:30-10:00am 2:30-3:00pm
Gymnasium (Capacity: 300)	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-10:45am	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-10:45am	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-10:45am	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-10:45am	**I.S. 211** 11:00am-2:30pm
Outdoor Play Yard	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-11:00am	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-11:00am	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-11:00am	**I.S. 211** 11:00am-2:30pm **Leadership Prep 4** 10:00-11:00am	**I.S. 211** 11:00am-2:30pm

[11] https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx

Auditorium (Capacity: 416)	**I.S. 211** 10:00-11:00am	**I.S. 211** 10:00-11:00am **Leadership Prep 4** 11:05-11:30am	**I.S. 211** 10:00-11:00am	**I.S. 211** 10:00-11:00am	**I.S. 211** 10:00-11:00am

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 I.S. 211 and Leadership Prep 4 will be part of the K211 School Safety Committee. As a member of the School Safety Committee, the leader/designee of I.S. 211 and Leadership Prep 4 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 I.S. 211 and Leadership Prep 4 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K211 school building will be modified as appropriate to meet any changing security needs associated with the co-location. I.S. 211 and Leadership Prep 4 will enter information in the K211 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 K211 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,[12] 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 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.

[12] Campus Policy Memo 2011 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents".

Department of Education

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.