

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 the fifth through eighth grade students of an existing public charter school, Leadership Preparatory Brownsville Charter school's (84K711, "LPBV") in school building K284 ("K284"), located at 213 Osborn Street, Brooklyn, NY 11212, in Community School District 23. LPBV's fifth through eighth grade students will be co-located with P.S. 284 Lew Wallace (23K284, "P.S. 284"), an existing zoned school that currently serves students in kindergarten through eighth grade and offers one full-day pre-kindergarten section. Currently, P.S. 284 is co-located with LPBV's kindergarten through third grade students in K284. In a separate EIS, the DOE has proposed to re-site LPBV's kindergarten through third grades and co-locate them with existing schools Knowledge and Power Preparatory Academy V (23K518), and two existing transfer high schools: Metropolitan Diploma Plus High School (23K647) and Brooklyn Democracy Academy (23K643) in building K275, which is located at 985 Rockaway Avenue, Brooklyn, NY 11212. In the 2012-2013 school year, LPBV will expand to serve fourth grade students, and LPBV's kindergarten through fourth grade students will be served in K275. Starting in the 2013-2014 school year, LPBV will expand to serve fifth grade students, and, if this proposal is approved, they will be served in K284.

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 P.S. 284 and LPBV as its fifth through eighth grades phase in. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 284 and LPBV as its fifth through eighth grades phase in, 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 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 Citywide 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 Footprint is available at: <http://schools.nyc.gov/community/planning/default.htm> under "Key Documents." A more comprehensive version of the Footprint is not yet available online, but it can be provided upon request.

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 December 2, 2011 by the Director of Space Planning in the Office of Space Planning, K284 has a total of 43 full-size rooms², 6 half-size rooms,³ 11 quarter-size rooms, and 2.5 FSE rooms of designed administrative office/space. K284 also contains a gymnasium, an auditorium, a cafeteria, a library, and a swimming pool. The below spaces are shared spaces or contain building services and are not included in the allocation of space for any individual school:

- The School Based Support Team occupies 2 quarter-size rooms.
- The custodian's office occupies 1 half-size room.
- The nurse's office occupies 1 full-size room.

In the 2011-2012 school year, excluding the spaces outlined above, K284 has a total of: 42 full-size rooms, 5 half-size rooms, 9 quarter-size rooms, and 2.5 FSE of designed administrative office/space remaining that can be allocated to P.S. 284 and LPBV's kindergarten through third grade:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	43	6	11	2.5
SHARED SPACES or Building Services	1	1	2	0.0
Remaining Total Currently Allocated	42	5	9	2.5

2011-2012 (CURRENT SCHOOL YEAR):

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

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

The table below summarizes the total enrollment and sections served at P.S. 284 and LPBV's kindergarten through third grades in 2011-2012:

2011-2012	Grades Served	Total Enrolled ⁴	GE/ICT Sections	SC Sections
P.S. 284	K-8 and Pre-kindergarten	537	19	7
LPBV	K-3	245	10	0

The DOE has adjusted P.S. 284's baseline allocation for the following reason:

- P.S. 284 currently operates 7 SC special education classes. Typically, SC special education classes are accommodated in half-size rooms. In this case, there is an insufficient number of half-size rooms in K284. P.S. 284's baseline Footprint allocation has thus been adjusted to include 6 additional full-size rooms to substitute for 6 half-size rooms.

The table below summarizes P.S. 284's and LPBV's baseline and adjusted baseline Footprint allocations, which is based on the methodology described at the beginning of this document. The current space allocation is the amount of space that P.S. 284 and LPBV are currently using:

2011-2012		Non-Admin Spaces		Administrative Spaces ⁵			Total Admin (FSE)	Current Grand Total				
		Full-Size Rooms	Half-Size Rooms	<u>Designed Admin (FSE)</u>	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	<u>Designed Admin (FSE)</u>
P.S. 284	Baseline Footprint Allocation	22	9	2.5	0	0	4	3.5	22	9	4	2.5
	Adjusted Baseline Footprint Allocation	28	3	2.5	0	0	4	3.5	28	3	4	2.5
	Current Space Allocation	31	2	2.5	0	0	4	3.5	31	2	4	2.5
LPBV (K-3 grades)	Baseline Footprint Allocation	11	2	0.0	1	0	6	2.5	12	2	5	0.0
	Current Space Allocation	10	1	0.0	1	0	5	2.25	11	3	5	0.0

As demonstrated in the table above, P.S. 284 is currently using rooms in excess of its adjusted baseline Footprint allocation.

The table below summarizes the current available space within K284 after P.S. 284 and LPBV have received their respective baseline and adjusted baseline allocations:

⁴ Based on the 2011-2012 audited register and the charter headcount as of October 1, 2011.

⁵ Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint of 3.5 FSE spaces for administrative use.

2011-2012: Building K284	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocation	0.0	2	0	0

2012-2013:

If the proposal to re-site LPBV's kindergarten through third grade students is approved, in 2012-2013 those students will not be served in K284 and P.S. 284 will be the sole school organization in K284 in the 2012-2013 school year. Therefore, P.S. 284 could occupy 42 full-size rooms, 5 half-size rooms, 9 quarter-size rooms, and 2.5 FSE of designed administrative spaces.

In an effort to minimize any disruption that might result from the implementation of the proposed co-location of LPBV's fifth through eighth grade classes, the DOE's long term plan, once LPBV is fully phased in 2016-2017, is that LPBV's fifth through eighth grade classes will use approximately the amount of space previously occupied by LPBV's kindergarten through third grade classes and that P.S. 284 will receive its adjusted baseline Footprint allocation of rooms. When LPBV's fifth through eighth grade classes begin phasing into K284 in 2013-2014, it will serve only three sections. Thus, its baseline allocation under the Footprint will be significantly less than the total amount of space that LPBV's fifth through eighth grade classes will occupy when it has reached full grade scale in K284. Therefore, in 2013-2014 through 2015-2016, P.S. 284 will be allocated space in K284 that will ultimately be allocated to LPBV's fifth through eighth grade classes once that school has phased in to full scale.

The room change from the current school year 2011-2012 to the 2012-2013 school year is reflected below:

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. 284	31	2	4	2.5	42	5	9	2.5	+11	+3	+5	0.0
LPBV	11	3	5	0.0	-	-	-	-	-11	-3	-5	0.0

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2013-2014, LPBV will serve its fifth grade students in K284.

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
P.S. 284	K-8 and Pre-kindergarten	483-573	19	7

LPBV	5	45-58	3	0
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The DOE has adjusted P.S. 284's baseline Footprint allocation because there is an insufficient number of half-size rooms in K284. The baseline Footprint allocation will be adjusted so that P.S. 284 will be allocated 6 full-size rooms in lieu of 6 half-size rooms to be used to be used for SC special education classes.

After P.S. 284 and LPBV have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K284	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	9	0	1

The table below summarizes the full 2013-2014 room allocation plan for P.S. 284 and LPBV based on their baseline and adjusted 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	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)
P.S. 284	Baseline Footprint Allocation	22	9	0	2.5	0	0	6	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	28	3	0	2.5	0	0	6	4.0	6	0	0	0.0	34	3	6	2.5
LPBV	Baseline Footprint Allocation	4	2	0	0.0	1	0	2	1.5	3	0	1	0.0	8	2	3	0.0

As stated above, in an effort to minimize any disruption that might result from the implementation of the proposed co-location of LPBV's fifth through eighth grade classes, the DOE's long term plan, once LPBV is fully phased in 2016-2017, is that LPBV's fifth through eighth grade classes will use approximately the amount of space previously occupied by LPBV's kindergarten through third grade classes and that P.S. 284 will receive its adjusted baseline Footprint allocation of rooms. When LPBV's fifth through eighth grade classes begin phasing into K284, it will serve only three sections. Thus, its baseline allocation under the Footprint will be significantly less than the total amount of space that LPBV's fifth through eighth grade classes will occupy when it reaches full scale in K284. Therefore, in 2013-2014 through 2015-2016, P.S. 284 could occupy space and be allocated space in K284 that will ultimately be allocated to LPBV's fifth through eighth grade classes once that school has phased in to full scale.

In total, P.S. 284 will be allocated 34 full-size rooms, 3 half-size rooms, 6 quarter-size rooms, and 2.5 FSE in designed administration office spaces. This allocation includes 6 full-size rooms in excess of P.S. 284's baseline footprint. In total, LPBV will be allocated 8 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation includes 3 full-size rooms and 1 quarter-size room in excess of LPBV's baseline footprint.

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

Room Change	2012-13	2013-14	CHANGE (+/-)
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(+/-)	PROPOSED GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 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)
P.S. 284	42	5	9	2.5	34	3	6	2.5	-8	-2	-3	0.0
LPBV	-	-	-	-	8	2	3	0.0	+8	+2	+3	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2014-2015, LPBV will serve its fifth and sixth grades in K284.

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
P.S. 284	K-8 and Pre-kindergarten	458-548	19	7
LPBV	5-6	87-112	6	0

The DOE has adjusted P.S. 284's baseline Footprint allocation because there is an insufficient number of half-size rooms in K284. The baseline Footprint allocation will be adjusted so that P.S. 284 will be allocated 6 full-size rooms in lieu of 6 half-size rooms to be used to be used for SC special education classes.

After P.S. 284 and LPBV have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K284	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	5	0	5

The table below summarizes the full 2014-2015 room allocation plan for P.S. 284 and LPBV 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 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. 284	Baseline Footprint Allocation	22	9	2.5	0	0	4	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	28	3	2.5	0	0	4	3.5	4	0	2	0.0	32	3	6	2.5
LPBV	Baseline Footprint Allocation	7	2	0.0	2	0	0	2.0	1	0	3	0.0	10	2	3	0.0

In total, P.S. 284 will be allocated 32 full-size rooms, 3 half-size rooms, 6 quarter-size rooms, and 2.5 FSE in designed administration office spaces. This allocation is 4 full-size rooms and 2 quarter-size rooms in excess of P.S. 284's baseline footprint. LPBV will be allocated 10 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation is 1 full-size room and 3 quarter-size rooms in excess of LPBV's baseline footprint.

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

Room Change (+/-)	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 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. 284	34	3	6	2.5	32	3	6	2.5	-2	0	0	0.0
LPBV	8	2	3	0.0	10	2	3	0.0	+2	0	0	0.0

2015-2016 (FOURTH YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2015-2016, LPBV will serve its sixth through seventh grades in K284.

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
P.S. 284	K-8 and Pre-kindergarten	458-548	19	7
LPBV	5-7	151-192	9	0

The DOE has adjusted P.S. 284's baseline Footprint allocation because there is an insufficient number of half-size rooms in K284. The baseline allocations will be adjusted so that P.S. 284 will be allocated 6 full-size rooms in lieu of 6 half-size rooms to be used to be used for SC special education classes.

After P.S. 284 and LPBV have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K284	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	2	0	5

The table below summarizes the full 2015-2016 room allocation plan for P.S. 284 and LPBV based on their baseline Footprint allocations, plus the excess space allocation:

2015-2016		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. 284	Baseline Footprint Allocation	22	9	2.5	0	0	4	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	28	3	2.5	0	0	4	3.5	2	0	2	0.0	30	3	6	2.5
LPBV	Baseline Footprint Allocation	10	2	0.0	2	0	0	2.0	0	0	3	0.0	12	2	3	0.0

In total, P.S. 284 will be allocated 30 full-size rooms, 3 half-size rooms, 6 quarter-size rooms, and 2.5 FSE in designed administration office spaces. This allocation is 2 full-size rooms and 2 quarter-size rooms in excess of P.S. 284's baseline footprint. LPBV will be allocated 12 full-size rooms, 2 half-size rooms, and 3 quarter-size rooms. This allocation is 3 quarter-size rooms in excess of LPBV's baseline footprint.

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

Room Change (+/-)	2014-15 GRAND TOTAL SPACE ALLOCATIONS				2015-16 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. 284	32	3	6	2.5	30	3	6	2.5	-2	0	0	0.0
LPBV	10	2	3	0.0	12	2	3	0.0	+2	0	0	0.0

2016-2017 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2016-2017, LPBV will be at scale in K284 and will serve its fifth through eighth grades 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
P.S. 284	K-8 and Pre-kindergarten	458-548	19	7
LPBV	5-8	215-274	12	0

The DOE has adjusted P.S. 284's baseline Footprint allocation because there is an insufficient number of half-size rooms in K284. The baseline Footprint allocation will be adjusted so that P.S. 284 will be allocated 6 full-size rooms in lieu of 6 half-size rooms to be used to be used for SC special education classes.

After P.S. 284 and LPBV have received their respective baseline Footprint allocation of rooms, there will be no rooms that will remain unallocated:

The table below summarizes the full 2016-2017 room allocation plan for P.S. 284 and LPBV 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 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. 284	Baseline Footprint Allocation	22	9	2.5	0	0	4	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	28	3	2.5	0	0	4	3.5	0	0	0	0	28	3	4	2.5
LPBV	Baseline Footprint Allocation	13	2	0.0	1	0	6	2.5	0	0	0	0	14	2	6	0.0
	Adjusted Baseline Allocation	13	2	0.0	1	0	5	2.25	0	0	0	0	14	2	5	0.0

In total, P.S. 284 will be allocated 28 full-size rooms, 3 half-size rooms, 4 quarter-size rooms, and 2.5 FSE in designed administration office spaces. This allocation does not include rooms in excess of P.S. 284's adjusted baseline footprint. In total, LPBV will be allocated 14 full-size rooms, 2 half-size rooms and 5 quarter-size rooms. This allocation does not include rooms in excess of LPBV's baseline footprint. LPBV will be below its baseline footprint by 0.25 FSE in its allocation of administrative spaces. LPBV has been made aware of the lack of 0.25 FSE in administrative space.

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

Room Change (+/-)	2015-2016 GRAND TOTAL SPACE ALLOCATIONS				2016-2017 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. 284	30	3	6	2.5	28	3	4	2.5	-2	0	-2	0
LPBV	12	2	3	0	14	2	5	0	+2	0	+2	0

The 2016-2017 allocation of space will serve as the long-term space allocation for P.S. 284 and LPBV.

Shared Space Plan

A proposed shared space plan for the 2013-2014 school year 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 building K284. 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,⁶ 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.⁷ 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 schools that have already been using the space this year 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 P.S. 284 and LPBV 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:

⁶ 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.

⁷ See DOE's Office of Pupil Transportation website at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Cafeteria:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 284 and LPBV's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The cafeteria has the capacity of 300 students. P.S. 284 currently is scheduled for breakfast from 7:05 to 8:25 a.m. and for lunch from 10:40 to 11:30 a.m. and from 11:30 to 12:20 p.m., which means that it is currently allocated 1 hour and 40 minutes daily, or 8 hours and 20 minutes a week, for lunch. In the proposed schedule below, P.S. 284 maintains its current breakfast and lunch schedules.
- LPBV will be scheduled for lunch from 12:20-12:50 p.m. and will receive 30 minutes daily, or 2 hours and 30 minutes per week, to serve lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 284 or LPBV. As a result, the DOE has allocated time to P.S. 284 and LPBV for breakfast based on their respective expected start times.

Gymnasium, Library, and Auditorium

P.S. 284 will be allocated the largest amount of time in the library, gymnasium, swimming pool, and auditorium because it will serve the largest number of students and grade levels as compared to LPBV.

Gymnasium

- There is only one gymnasium in the building that has the capacity to fit 75 students. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school. Currently, LPBV is allocated the gym from 11:30 a.m. to 12:35 p.m., from 2:40 to 4:00 p.m. on Monday through Thursday, and from 4:00 to 5:15 p.m. on Tuesday and Wednesday. P.S. 284 is currently allocated the gym from 8:25 to 11:30 a.m. and from 1:10 to 2:40 p.m. on Monday through Thursday, from 4:00 to 6:30 on Monday, and from 8:25 to 6:30 on Friday.
- In the proposed schedule below, P.S. 284 will be allocated more time in the gymnasium than LPBV. P.S. 284 will be allocated 4 hours and 40 minutes daily or 23 hours and 20 minutes per week. LPBV will be allocated 50 minutes daily or 4 hours and 10 minutes weekly.

Swimming Pool

- The swimming pool 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 swimming pool during physical education class.

Library

- The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school. Currently, P.S. 284 is allocated the auditorium from 7:50 a.m. to 1:10 p.m. on Monday through Friday, while LPBV is allocated the auditorium from 1:10 to 4:00 p.m. on Monday through Friday and from 4:00 to 5:15 p.m. on Tuesday and Wednesday.
- P.S. 284 will be allocated 6 hours and 20 minutes daily or 31 hours and 30 minutes per week. LPBV will be allocated 40 minutes daily or 3 hours and 20 minutes per week.

Auditorium

- The DOE proposes in the schedule below that time in the auditorium be allocated to all schools based on the relative projected enrollment of each school. Currently, LPBV is allocated the auditorium from 10:40 a.m. to 1:10 p.m. on Fridays. Use of the auditorium in other times is scheduled as needed.
- P.S. 284 will be allocated 6 hours daily or 30 hours weekly. LPBV will be allocated 30 minutes daily or 2 hours and 30 minutes per week.

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.
- The DOE also notes that P.S. 284 currently offers a weekly dance class, an after school homework help program, and an after school supplemental education service and that LPBV currently offers music, art, dance, and fitness programs after school from 4:00 to 6:00 p.m. on Tuesdays and Thursdays. P.S. 284's weekly dance class takes place in the auditorium. LPBV's fifth through eighth grades have not yet opened, and as a result, an after school schedule does not exist for its middle school students. LPBV may decide to schedule its after school programs in its room allocation.
- 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.

The DOE notes that P.S. 284 will be the sole school organization in K284 in 2012-2013. In 2013-2014, the DOE projects that P.S. 284 will serve 483-573 students and LPBV will serve 45-58 students in K284. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, P.S. 284's school day runs from approximately 8:20 a.m. to 2:40 p.m.⁸ LPBV currently has school days that run from approximately 7:15 a.m. to 3:55 p.m. on Mondays to Thursdays and from 7:15 a.m. to 1:30 p.m. on Friday.

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: 300)	Breakfast: LPBV 7:30-7:45am	Breakfast: LPBV 7:30-7:45am	Breakfast: LPBV 7:30-7:45am	Breakfast: LPBV 7:30-7:45am	Breakfast: LPBV 7:30-7:45am
	P.S. 284 7:05-8:25am				
	Lunch: P.S. 284 10:40am-12:20pm				
	LPBV 12:20-12:50pm	LPBV 12:20-12:50pm	LPBV 12:20-12:50pm	LPBV 12:20-12:50pm	LPBV 12:20-12:50pm

⁸ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Library (Capacity: 400)	P.S. 284 8:20am-2:20pm				
	LPBV 2:20-3:00pm	LPBV 2:20-3:00pm	LPBV 2:20-3:00pm	LPBV 2:20-3:00pm	LPBV 2:20-3:00pm
Gymnasium (Capacity: 75)	P.S. 284 9:00-11:30am 12:30-2:40pm				
	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm
Swimming Pool	P.S. 284 9:00-11:30am 12:30-2:40pm				
	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm	LPBV 11:30am-12:20pm
Auditorium (Capacity: 400)	LPBV 8:30-9:00am	LPBV 8:30-9:00am	LPBV 8:30-9:00am	LPBV 8:30-9:00am	LPBV 8:30-9:00am
	P.S. 284 9:00am-2:40pm				

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 P.S. 284 and LPBV will be part of the K284 School Safety Committee. As a member of the School Safety Committee, the leader/designee of P.S. 284 and LPBV 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 P.S. 284 and LPBV will be addressed on an ongoing basis. Moreover, the Safety Plan for the K284 school building will be modified as appropriate to meet any changing security needs associated with the co-location. P.S. 284 and LPBV will enter information in the K284 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 K284 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 2011,⁹ 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.

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 SLT 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.

⁹ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".