

BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to temporarily co-locate a new public charter elementary school, the Children’s Aid Society Community Charter School (84XTBD, “CAS”), in building X193, located at 1919 Prospect Avenue, Bronx, New York 10457, in Community School District 12 (“District 12”). If this proposal is approved by the Panel for Educational Policy (“PEP”), CAS’s kindergarten through third grades will be co-located in building X193 with P.S. 211 (12X211, “P.S. 211”), an existing district choice K-8 school serving students in kindergarten through eighth grades and offering a full-day pre-kindergarten program, and I.S. 318 The School of Mathematics, Science & Technology through the Arts (12X318, “I.S. 318”), an existing zoned middle school serving students in sixth through eighth grades, for a three-year period starting in the 2012-2013 school year. 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 proposed allocation of classrooms and administrative space among P.S. 211, I.S. 318, and CAS. It also includes a proposal for the collaborative usage of shared resources and spaces among P.S. 211, I.S. 318, and CAS, including, but not limited to, building X193’s cafeteria, library, gymnasium, and 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 after the proposed co-location has been approved by the PEP.

METHODOLOGY

We have applied the DOE Instructional Footprint (the “Footprint”) 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.¹

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

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 classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size² room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size³ 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.

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. Please refer to the following DOE Web site to access the Footprint: http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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

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

At the elementary level, cluster or specialty 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 classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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 walk-through and survey performed on September 19, 2011 by the Bronx Director of Space Planning, building X193 has a total of 71 full-size rooms (including 6 full-size science demonstration rooms and 1 full-size dance room), 16 half-size rooms, 48 quarter-size⁴ rooms, and 7.5 full-size equivalent (“FSE”) rooms of designed administrative/office space. Building X193 also has a cafeteria, a gymnasium, an auditorium, and a library, all of which are shared spaces. 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 Based Support Team (“SBST”) occupies 1 FSE room of designed administrative/office space.
- School Safety occupies 1 quarter-size room.
- The nurse’s office occupies 1 FSE room of designed administrative/office space.
- The custodian’s office occupies 1 half-size room.
- A dark room appropriate for storage occupies 1 quarter-size room.

⁴ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

Excluding the spaces outlined above, building X193 has a total of 71 full-size rooms, 15 half-size rooms, 46 quarter-size rooms, and 5.5 FSE rooms of designed administrative/office space remaining that can be allocated to schools once the co-location is in effect, as shown in the table below:

| Summary | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Designed Admin (FSE) |
|---|-----------------|-----------------|--------------------|----------------------|
| Building Grand Total | 71 | 16 | 48 | 7.5 |
| Shared Spaces or Building Services | 0 | 1 | 2 | 2.0 |
| Remaining Total to be Allocated in 2012-2013 | 71 | 15 | 46 | 5.5 |

2011-2012 (Current School Year):

The table below summarizes the total enrollment and sections served at each school currently in building X193 in 2011-2012.

| School Name | Grades Served | Total Enrollment ⁵ | GE/ICT Sections | SC Sections |
|-------------|---------------|-------------------------------|-----------------|-------------|
| P.S. 211 | PK-8 | 677 ⁶ | 23 ⁷ | 7 |
| I.S. 318 | 6-8 | 385 | 12 | 7 |

The table below summarizes P.S. 211's and I.S. 318's baseline and adjusted baseline footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted P.S. 211's and I.S. 318's baseline footprint allocations because building X193 does not have a sufficient number of half-size rooms or FSE rooms of designed administrative/office space. Additionally, P.S. 211's adjusted baseline footprint allocation includes one full-size dance room, which is currently being used exclusively by P.S. 211 to support its Ballroom Dancing program. The dance room will continue to be part of P.S. 211's adjusted baseline footprint allocation throughout the period of this proposal.

⁵ Based on unaudited enrollment as of October 31, 2011.

⁶ Total enrollment in 2011-2012 and beyond at P.S. 211 includes pre-kindergarten enrollment.

⁷ Total number of sections served at P.S. 211 in 2011-2012 and beyond includes two sections of pre-kindergarten.

| 2011-2012 | | Non-Admin Spaces | | Administrative Spaces | | | | Grand Total Space Allocations | | | | |
|-----------|-------------------------------|------------------|-----------------|-----------------------|-----------------|-----------------|--------------------|-------------------------------|-----------------------|-----------------------|--------------------------|----------------------|
| | | Full-Size Rooms | Half-Size Rooms | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Total Admin (FSE) | Total Full-Size Rooms | Total Half-Size Rooms | Total Quarter-Size Rooms | Designed Admin (FSE) |
| P.S. 211 | Baseline Footprint Allocation | 26 | 9 | 4.5 | 0 | 0 | 0 | 4.5 | 26 | 9 | 0 | 4.5 |
| | Adjusted Baseline Allocation | 27 | 8 | 2.5 | 0 | 0 | 8 | 4.5 | 27 | 8 | 8 | 2.5 |
| | Current Space Allocation | 39 | 4 | 2.5 | 0 | 2 | 34 | 12.0 | 39 | 6 | 34 | 2.5 |
| I.S. 318 | Baseline Footprint Allocation | 15 | 8 | 3.0 | 0 | 0 | 0 | 3.0 | 15 | 8 | 0 | 3.0 |
| | Adjusted Baseline Allocation | 16 | 7 | 3.0 | 0 | 0 | 0 | 3.0 | 16 | 7 | 0 | 3.0 |
| | Current Space Allocation | 31 | 3 | 3.0 | 0 | 2 | 12 | 7.0 | 31 | 5 | 12 | 3.0 |

As demonstrated in the table above, P.S. 211 and I.S. 318 are currently using several classrooms in excess of their respective adjusted baseline footprint allocations. The table below summarizes the available space within building X193 after each school has received its respective adjusted baseline allocation of rooms, some of which will be allocated to CAS in the 2012-2013 school year:

| 2011-2012 | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Designed Admin (FSE) |
|--|-----------------|-----------------|--------------------|----------------------|
| Space In Excess of Baseline or Adjusted Allocation | 28 | 0 | 38 | 0 |

2012-2013 (First Year of Implementation):

If this proposal is approved, CAS will be co-located with P.S. 211 and I.S. 318 in building X193 for a three-year period starting in 2012-2013. During the first year of implementation, CAS will serve two sections each of kindergarten and first grade in the building.

As discussed previously, the baseline footprint allocations for P.S. 211 and I.S. 318 have been adjusted because the X193 building does not have a sufficient number of full-size rooms or FSE rooms of designed administrative/office space. P.S. 211's adjusted baseline footprint allocation also includes one full-size dance room, which P.S. 211 will continue using exclusively for its Ballroom Dancing program.

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

| School Name | Grades Served | Total Projected Enrollment ⁸ | GE/ICT Sections | SC Sections |
|-------------|---------------|---|-----------------|-------------|
| P.S. 211 | PK-8 | 616-706 | 23 | 7 |
| I.S. 318 | 6-8 | 365-395 | 12 | 7 |
| CAS | K-1 | 108-138 ⁹ | 4 | N/A |

After P.S. 211, I.S. 318, and CAS have received their respective baseline or adjusted footprint allocations, the following number of rooms will remain unallocated:

| 2012-2013 | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Designed Admin (FSE) |
|--|-----------------|-----------------|--------------------|----------------------|
| Space In Excess of Baseline or Adjusted Allocation | 22 | 0 | 30 | 0 |

The excess space will be allocated among P.S. 211, I.S. 318, and CAS based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools. Although CAS's room allocation per the Footprint is sufficient to accommodate all of its students and programming during the course of this co-location, CAS has been allocated some of the excess space based on its total enrollment as compared to the other schools. The DOE believes that this plan is feasible and treats all schools equitably and comparably. However, CAS has indicated that it plans to decline the excess rooms to which it is entitled since the school believes it will only require its baseline footprint allocation of rooms in order to operate effectively. If this is the case, P.S. 211 and I.S. 318 will work together to arrange for an equitable distribution of the excess rooms allocated to CAS.

The table below summarizes the full 2012-2013 room allocation plan for P.S. 211, I.S. 318, and CAS based on their adjusted baseline footprint allocations, plus the excess space allocations:

| 2012-2013 | | Non-Admin Spaces | | Administrative Spaces | | | | Additional (Excess) Allocations | | | | Grand Total Space Allocations | | | | |
|-----------|-------------------------------|------------------|-----------------|-----------------------|-----------------|-----------------|--------------------|---------------------------------|----------------------|----------------------|-------------------------|-------------------------------|-----------------------|-----------------------|--------------------------|----------------------------|
| | | Full-Size Rooms | Half-Size Rooms | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Total Admin (FSE) | Add. Full-Size Rooms | Add. Half-Size Rooms | Add. Quarter-Size Rooms | Add. Designed Admin (FSE) | Total Full-Size Rooms | Total Half-Size Rooms | Total Quarter-Size Rooms | Total Designed Admin (FSE) |
| P.S. 211 | Adjusted Baseline Allocation | 27 | 8 | 2.5 | 0 | 0 | 8 | 4.5 | 13 | 0 | 17 | 0 | 40 | 8 | 25 | 2.5 |
| I.S. 318 | Adjusted Baseline Allocation | 16 | 7 | 3.0 | 0 | 0 | 0 | 3.0 | 7 | 0 | 10 | 0 | 23 | 7 | 10 | 3.0 |
| CAS | Baseline Footprint Allocation | 6 | 0 | 0 | 0 | 0 | 8 | 2.0 | 2 | 0 | 3 | 0 | 8 | 0 | 11 | 0 |

⁸ The DOE's enrollment figures for the 2012-2013 school year and beyond are based on projections. Significant changes in enrollment could result in an amendment to this plan.

⁹ All projections referenced for the 2012-2013 school year and beyond reflect the charter school's authorized enrollment pursuant to its Charter application.

In total, P.S. 211 will occupy 40 full-size rooms, 8 half-size rooms, 25 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. I.S. 318 will occupy 23 full-size rooms, 7 half-size rooms, 10 quarter-size rooms, and 3.0 FSE rooms of designed administrative/office space. CAS will occupy 8 full-size rooms and 11 quarter-size rooms.

The room change between the current school year and the 2012-2013 school year is reflected in the table below.

| Room Change (+/-) | Current: 2011-2012 Grand Total Space Allocations | | | | Proposed (Year 1): 2012-2013 Grand Total Space Allocations | | | | Room 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. 211 | 39 | 6 | 34 | 2.5 | 40 | 8 | 25 | 2.5 | +1 | +2 | -9 | 0 |
| I.S. 318 | 31 | 5 | 12 | 3.0 | 23 | 7 | 10 | 3.0 | -8 | +2 | -2 | 0 |
| CAS | N/A | N/A | N/A | N/A | 8 | 0 | 11 | 0 | +8 | 0 | +11 | 0 |

2013-2014 (Second Year of Implementation):

If this proposal is approved, during the second year of implementation, CAS will serve two sections each of kindergarten, first grade, and second grade in building X193.

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

| School Name | Grades Served | Total Projected Enrollment | GE/ICT Sections | SC Sections |
|-------------|---------------|----------------------------|-----------------|-------------|
| P.S. 211 | PK-8 | 601-691 | 23 | 7 |
| I.S. 318 | 6-8 | 360-390 | 12 | 7 |
| CAS | K-2 | 158-201 | 6 | N/A |

After P.S. 211, I.S. 318, and CAS have received their respective adjusted baseline footprint allocations, the following number of rooms will remain unallocated:

| 2013-2014 | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Designed Admin (FSE) |
|--|-----------------|-----------------|--------------------|----------------------|
| Space In Excess of Baseline or Adjusted Allocation | 19 | 0 | 30 | 0 |

The excess space will be allocated among P.S. 211, I.S. 318, and CAS based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools. Although CAS's room allocation per the Footprint is sufficient to accommodate all of its students and programming during the course of this co-location, CAS has been allocated its share of the excess space based on its total enrollment as compared to the other schools, even though the school has indicated that it may decline any excess space above its baseline footprint allocation. Should CAS decline any of the excess space it is entitled to receive under this plan, P.S. 211 and I.S. 318 will work together to arrange for an equitable distribution of the excess rooms allocated to CAS. The DOE believes that this plan is feasible and treats all schools equitably and comparably.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 211, I.S. 318, and CAS based on their adjusted baseline footprint allocations, plus the excess space allocations:

| 2013-2014 | | Non-Admin Spaces | | Administrative Spaces | | | | Additional (Excess) Allocations | | | | Grand Total Space Allocations | | | | |
|-----------|-------------------------------|------------------|-----------------|-----------------------|-----------------|-----------------|--------------------|---------------------------------|----------------------|----------------------|-------------------------|-------------------------------|-----------------------|-----------------------|--------------------------|----------------------------|
| | | Full-Size Rooms | Half-Size Rooms | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Total Admin (FSE) | Add. Full-Size Rooms | Add. Half-Size Rooms | Add. Quarter-Size Rooms | Add. Designed Admin (FSE) | Total Full-Size Rooms | Total Half-Size Rooms | Total Quarter-Size Rooms | Total Designed Admin (FSE) |
| P.S. 211 | Adjusted Baseline Allocation | 27 | 8 | 2.5 | 0 | 0 | 8 | 4.5 | 10 | 0 | 16 | 0 | 37 | 8 | 24 | 2.5 |
| I.S. 318 | Adjusted Baseline Allocation | 16 | 7 | 3.0 | 0 | 0 | 0 | 3.0 | 6 | 0 | 9 | 0 | 22 | 7 | 9 | 3.0 |
| CAS | Baseline Footprint Allocation | 9 | 0 | 0 | 0 | 0 | 8 | 2.0 | 3 | 0 | 5 | 0 | 12 | 0 | 13 | 0 |

In total, P.S. 211 will occupy 37 full-size rooms, 8 half-size rooms, 24 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. I.S. 318 will occupy 22 full-size rooms, 7 half-size rooms, 9 quarter-size rooms, and 3.0 FSE rooms of designed administrative/office space. CAS will occupy 12 full-size rooms and 13 quarter-size rooms.

The room change between the 2012-2013 school year and the 2013-2014 school year is reflected in the table below.

| Room Change (+/-) | Proposed (Year 1): 2012-2013 Grand Total Space Allocations | | | | Proposed (Year 2): 2013-2014 Grand Total Space Allocations | | | | Room 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. 211 | 40 | 8 | 25 | 2.5 | 37 | 8 | 24 | 2.5 | -3 | 0 | -1 | 0 |
| I.S. 318 | 23 | 7 | 10 | 3.0 | 22 | 7 | 9 | 3.0 | -1 | 0 | -1 | 0 |
| CAS | 8 | 0 | 11 | 0 | 12 | 0 | 13 | 0 | +4 | 0 | +2 | 0 |

2014-2015 (Final Year of Implementation):

If this proposal is approved, during the final year of implementation, CAS will serve two sections each of kindergarten, first grade, second grade, and third grade in building X193. CAS will move out of the building at the end of the 2014-2015 school year, at which point the school will move into its permanent private facility.

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

| School Name | Grades Served | Total Projected Enrollment | GE/ICT Sections | SC Sections |
|-------------|---------------|----------------------------|-----------------|-------------|
| P.S. 211 | PK-8 | 606-696 | 23 | 7 |
| I.S. 318 | 6-8 | 360-390 | 12 | 7 |
| CAS | K-3 | 200-255 | 8 | N/A |

After P.S. 211, I.S. 318, and CAS have received their respective baseline or adjusted allocations of rooms, the following number of rooms will remain unallocated:

| 2014-2015 | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Designed Admin (FSE) |
|--|-----------------|-----------------|--------------------|----------------------|
| Space In Excess of Baseline or Adjusted Allocation | 16 | 0 | 30 | 0 |

The excess space will be allocated among P.S. 211, I.S. 318, and CAS based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools. Although CAS's room allocation per the Footprint is sufficient to accommodate all of its students and programming during the course of this co-location, CAS has been allocated its share of the excess space based on its total enrollment as compared to the other schools, even though the school has indicated that it may decline any excess space above its baseline footprint allocation. As discussed previously, if CAS chooses to decline any of the excess space it is entitled to receive under this plan, P.S. 211 and I.S. 318 will work together to arrange for an equitable distribution of the excess rooms allocated to CAS. The DOE believes that this plan is feasible and treats all schools equitably and comparably.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 211, I.S. 318, and CAS based on their adjusted baseline footprint allocations, plus the excess space allocations:

| 2014-2015 | | Non-Admin Spaces | | Administrative Spaces | | | | Additional (Excess) Allocations | | | | Grand Total Space Allocations | | | | |
|-----------|-------------------------------|------------------|-----------------|-----------------------|-----------------|-----------------|--------------------|---------------------------------|-----------------------|-----------------------|--------------------------|-------------------------------|-----------------------|-----------------------|--------------------------|----------------------------|
| | | Full-Size Rooms | Half-Size Rooms | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms | Total Admin (FSE) | Addl. Full-Size Rooms | Addl. Half-Size Rooms | Addl. Quarter-Size Rooms | Addl. Designed Admin (FSE) | Total Full-Size Rooms | Total Half-Size Rooms | Total Quarter-Size Rooms | Total Designed Admin (FSE) |
| P.S. 211 | Adjusted Baseline Allocation | 27 | 8 | 2.5 | 0 | 0 | 8 | 4.5 | 8 | 0 | 15 | 0 | 35 | 8 | 23 | 2.5 |
| I.S. 318 | Adjusted Baseline Allocation | 16 | 7 | 3.0 | 0 | 0 | 0 | 3.0 | 5 | 0 | 9 | 0 | 21 | 7 | 9 | 3.0 |
| CAS | Baseline Footprint Allocation | 12 | 0 | 0 | 0 | 0 | 8 | 2.0 | 3 | 0 | 6 | 0 | 15 | 0 | 14 | 0 |

In total, P.S. 211 will occupy 35 full-size rooms, 8 half-size rooms, 23 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. I.S. 318 will occupy 21 full-size rooms, 7 half-size rooms, 9 quarter-size rooms, and 3.0 FSE rooms of designed administrative/office space. CAS will occupy 15 full-size rooms and 14 quarter-size rooms.

The room change between the 2013-2014 school year and the 2014-2015 school year is reflected in the table below.

| Room Change (+/-) | Proposed (Year 2): 2013-2014 Grand Total Space Allocations | | | | Proposed (Year 3): 2014-2015 Grand Total Space Allocations | | | | Room 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. 211 | 37 | 8 | 24 | 2.5 | 35 | 8 | 23 | 2.5 | -2 | 0 | -1 | 0 |
| I.S. 318 | 22 | 7 | 9 | 3.0 | 21 | 7 | 9 | 3.0 | -1 | 0 | 0 | 0 |
| CAS | 12 | 0 | 13 | 0 | 15 | 0 | 14 | 0 | +3 | 0 | +1 | 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 building X193. 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 the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.)

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 DOE School Food Web site, the total capacity of each shared space, the grades served and the number of sections served by each of the co-located schools, and the start and end times 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 (based on the 2011 Campus Audit Template submitted by the Building Council) and re-distributes the remaining time for additional organizations proportional to their enrollment.¹¹ Because CAS would be co-located in the building for the first time in 2012-2013, if this proposal is approved, it may be necessary to modify the 2011-2012 schedule for the use of shared spaces so that all students in the building can be accommodated in 2012-2013.

¹⁰ See the DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹¹ 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.

In planning how P.S. 211, I.S. 318, and CAS may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria and Outdoor Playground

Cafeteria

- The total time allocated to each school in the cafeteria is primarily based upon each school's current use of the cafeteria, projected enrollment, the grade levels served by each school, and the capacity of the cafeteria. The DOE notes that the proposed schedule below allocates the most amount of time to the schools with the largest enrollment and is approximately equivalent (if not identical) to how time is currently allocated in the cafeteria based on the 2011 Campus Audit and school-reported information. The DOE believes that this plan is feasible and treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal. All schools will be able to serve their entire student bodies in the designated lunch periods below because the cafeteria has the capacity to accommodate 490 students.
- In the proposed plan below, P.S. 211 is allocated two 50-minute periods daily in the cafeteria for lunch, I.S. 318 is allocated one 45-minute period daily in the cafeteria for lunch, and CAS is allocated one 45-minute period daily in the cafeteria for lunch.
 - During the current school year, P.S. 211 uses the cafeteria for lunch during two 50-minute periods daily; therefore, the proposed schedule below allows the school to continue its current lunch schedule. Students enrolled in kindergarten through fifth grades at P.S. 211 are currently served lunch in the cafeteria from 10:56 a.m. to 11:46 a.m., while students enrolled in sixth through eighth grades at the school are served lunch in the cafeteria from 1:19 p.m. to 2:09 p.m. These time slots will remain the same for 2012-2013. The pre-kindergarten students eat lunch in their classrooms and therefore are not allocated a lunch period in the cafeteria.
 - I.S. 318 currently uses the cafeteria for lunch during two 45-minute periods, from 11:47 a.m. to 12:32 p.m. and from 12:33 p.m. to 1:18 p.m. The DOE has allocated only one 45-minute lunch period (from 12:33 p.m. to 1:18 p.m.) in the cafeteria to the school in the 2012-2013 school year. Given that the school only has approximately 365-395 students, and the cafeteria's capacity is 490 students, the entire school can be served lunch during one period.
 - CAS will be allocated one 45-minute lunch period daily, from 11:47 a.m. to 12:32 p.m.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 211 or I.S. 318. The DOE has allocated time to P.S. 211 and I.S. 318 in the cafeteria for breakfast based on their respective start times and/or their current breakfast schedules. The DOE has allocated to I.S. 318 and CAS the same time slot in the cafeteria for breakfast since both schools will start their school day at 8:00 a.m., and the cafeteria can readily accommodate both schools' participants in the breakfast program.

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space, but based on the 2011 Campus Audit, specific times on the outdoor playground are not currently allocated to P.S. 211 or I.S. 318.
- In the proposed plan below, the DOE has assigned time to each school on the outdoor playground based on each school's cafeteria schedule in order to provide schools with the option of offering students the opportunity to play outside during their lunch periods. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium

Gymnasium

- There is only one gymnasium in building X193, and it has a capacity of 371 students.
- The DOE notes that the gymnasium is a shared space; however, specific times in the gymnasium are not currently allocated to either of the existing schools according to the 2011 Campus Audit. The proposed allocated times in the gymnasium are based on the projected enrollments and projected number of sections served at each of the co-located schools in the building for 2012-2013. The DOE's allocations are based on the assumption that the gymnasium would not be used for more than two sections of elementary or middle school students at a time.
 - P.S. 211 will serve approximately 616-706 elementary and middle school students in 30 sections total, and it has been allocated a total of fifteen 45-minute periods, or 11.25 hours per week in the gymnasium, between 8:38 a.m. and 10:55 a.m.
 - I.S. 318 will serve approximately 365-395 middle school students in 19 sections total, and it has been allocated ten 45-minute periods, or 7.5 hours per week in the gymnasium, between 11:47 a.m. and 12:32 p.m. and between 2:10 p.m. and 2:55 p.m.
 - CAS will serve approximately 108-138 elementary school students in 4 sections total, and it has been allocated two 45-minute periods, or 1.5 hours per week in the gymnasium, between 12:33 p.m. and 1:18 p.m.

Library

- The DOE notes that building X193's library is a shared space; however, specific times in the library are not currently allocated to either of the existing schools according to the 2011 Campus Audit. The library is currently allocated on an as-needed basis to accommodate specific programmatic needs of all groups within each school. The proposed schedule below is based on the relative projected enrollments for each of the co-located schools.
- Since P.S. 211 will serve the greatest number of students in 2012-2013, it has been allocated approximately 17 hours per week in the library, the most time of any school. I.S. 318 will serve the second greatest number of students and has been allocated approximately 10 hours per week in the library. CAS will serve the fewest number of students and has been allocated approximately 3 hours per week in the library.

Auditorium

- There is one auditorium in building X193, and it has a capacity of 574 students.
- The DOE notes that the auditorium is a shared space; however, specific times in the auditorium are not currently allocated to any of the existing schools according to the 2011 Campus Audit.
- The DOE proposes that P.S. 211 receive the greatest amount of time in the auditorium based on the fact that it will serve the most students, as compared to the other schools in the building.
 - P.S. 211 has been allocated 17 hours weekly in the auditorium.
 - I.S. 318 has been allocated 10 hours weekly in the auditorium.
 - CAS has been allocated 3 hours weekly in the auditorium.

After-School Programs

- The DOE notes that P.S. 211 and I.S. 318 both currently offer after-school tutoring, extended-day programs, and sports. P.S. 211's after-school tutoring program and extended-day program for English Language Learner ("ELL") students both take place Monday through Friday from 3:00 p.m. to 5:00 p.m. in the school's classrooms. These students meet in the cafeteria for a snack in the afternoon. P.S. 211 also offers a Ballroom Dancing program during and after school hours in the dance room; however, the dance room will continue to be part of P.S. 211's room allocation and therefore is not a shared space.
- I.S. 318 offers an extended-day program and after-school activities, all of which take place in the school's classrooms.
- Both P.S. 211 and I.S. 318 offer sports and these take place in the gymnasium Monday through Friday from 3:00 p.m. to 5:00 p.m. P.S. 211 and I.S. 318 have been able to share the gymnasium for this programming without conflict and would continue to do so per the proposed schedule below.
- CAS is a new school and thus does not have a current after-school program; however, the DOE is informed that CAS intends on providing an extended-day program that will take place in the school's classrooms and will not interfere with the other schools' activities or after-school schedule in the cafeteria and gymnasium. CAS's extended-day program will run from approximately 4:00 p.m. to 7:00 p.m.
- As noted in this Building Utilization Plan ("BUP"), the Building Council 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 spaces once CAS is co-located in the building in 2012-2013.

In 2012-2013, the DOE projects P.S. 211 will serve approximately 616-706 students, and I.S. 318 will serve approximately 365-395 students in building X193. According to its Charter, CAS will serve approximately 108-138 students in 2012-2013 at building X193, if this proposal is approved. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 211's school day runs from 8:38 a.m. to 2:58 p.m. I.S. 318's school day runs from 8:00 a.m. to 2:50 pm. CAS's school day will run from 8:00 a.m. to 3:57 p.m.¹²

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 shared spaces in the building.

¹² Please refer to DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

| Space | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------------|--|--|--|--|--|
| Cafeteria (Capacity: 490) | <p><u>Breakfast</u></p> <p>7:22 a.m. - 7:59 a.m.: I.S. 318 & CAS 8:00 a.m. - 8:37 a.m.: CAS</p> <p><u>Lunch</u></p> <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p><u>Breakfast</u></p> <p>7:22 a.m. - 7:59 a.m.: I.S. 318 & CAS 8:00 a.m. - 8:37 a.m.: CAS</p> <p><u>Lunch</u></p> <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p><u>Breakfast</u></p> <p>7:22 a.m. - 7:59 a.m.: I.S. 318 & CAS 8:00 a.m. - 8:37 a.m.: CAS</p> <p><u>Lunch</u></p> <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p><u>Breakfast</u></p> <p>7:22 a.m. - 7:59 a.m.: I.S. 318 & CAS 8:00 a.m. - 8:37 a.m.: CAS</p> <p><u>Lunch</u></p> <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p><u>Breakfast</u></p> <p>7:22 a.m. - 7:59 a.m.: I.S. 318 & CAS 8:00 a.m. - 8:37 a.m.: CAS</p> <p><u>Lunch</u></p> <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> |
| Outdoor Playground | <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> | <p>10:56 a.m. - 11:46 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: CAS 12:33 p.m. - 1:18 p.m.: I.S. 318 1:19 p.m. - 2:09 p.m.: P.S. 211</p> |
| Library | <p>8:38 a.m. - 9:23 a.m.: CAS 9:24 a.m. - 10:09 a.m.: P.S. 211 10:10 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:55 p.m.: P.S. 211</p> | <p>8:38 a.m. - 9:23 a.m.: CAS 10:10 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:55 p.m.: P.S. 211</p> | <p>8:38 a.m. - 9:23 a.m.: CAS 9:24 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:55 p.m.: P.S. 211</p> | <p>8:38 a.m. - 9:23 a.m.: CAS 9:24 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:55 p.m.: P.S. 211</p> | <p>8:38 a.m. - 9:23 a.m.: P.S. 211 9:24 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:55 p.m.: P.S. 211</p> |
| Auditorium (Capacity: 574) | <p>8:38 a.m. - 10:09 a.m.: I.S. 318 10:10 a.m. - 10:55 a.m.: P.S. 211 10:56 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:09 p.m.: P.S. 211 2:10 p.m. - 2:55 p.m.: CAS</p> | <p>8:38 a.m. - 10:09 a.m.: I.S. 318 10:10 a.m. - 10:55 a.m.: P.S. 211 10:56 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:09 p.m.: P.S. 211 2:10 p.m. - 2:55 p.m.: CAS</p> | <p>8:38 a.m. - 10:09 a.m.: I.S. 318 10:10 a.m. - 10:55 a.m.: P.S. 211 10:56 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:09 p.m.: P.S. 211 2:10 p.m. - 2:55 p.m.: P.S. 211</p> | <p>8:38 a.m. - 10:09 a.m.: P.S. 211 10:10 a.m. - 10:55 a.m.: P.S. 211 10:56 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:09 p.m.: P.S. 211 2:10 p.m. - 2:55 p.m.: CAS</p> | <p>8:38 a.m. - 10:09 a.m.: P.S. 211 10:10 a.m. - 10:55 a.m.: P.S. 211 10:56 a.m. - 11:46 a.m.: I.S. 318 11:47 a.m. - 2:09 p.m.: P.S. 211 2:10 p.m. - 2:55 p.m.: CAS</p> |
| Gymnasium (Capacity: 371) | <p>8:38 a.m. - 10:55 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: I.S. 318 12:33 p.m. - 1:18 p.m.: CAS 2:10 p.m. - 2:55 p.m.: I.S. 318</p> | <p>8:38 a.m. - 10:55 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: I.S. 318 2:10 p.m. - 2:55 p.m.: I.S. 318</p> | <p>8:38 a.m. - 10:55 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: I.S. 318 12:33 p.m. - 1:18 p.m.: CAS 2:10 p.m. - 2:55 p.m.: I.S. 318</p> | <p>8:38 a.m. - 10:55 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: I.S. 318 2:10 p.m. - 2:55 p.m.: I.S. 318</p> | <p>8:38 a.m. - 10:55 a.m.: P.S. 211 11:47 a.m. - 12:32 p.m.: I.S. 318 2:10 p.m. - 2:55 p.m.: I.S. 318</p> |

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; United Federation of Teachers ("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 CAS will be part of the X193 building School Safety Committee. As a member of the School Safety Committee, the leader/designee of CAS 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 CAS will be addressed on an ongoing basis. Moreover, the Safety Plan for the X193 school building will be modified as appropriate to meet any changing security needs associated with the co-location. CAS will enter information in the X193 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 school on the campus, 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 X193 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 New York City Police Department ("NYPD") for final approval and certification by the NYPD.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

Proposed Communications Strategy

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011, co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building.¹³ Only principals and charter leaders serve on the Building Council. The Building Council 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 Building Council 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 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 Shared Space Committee is to review the implementation of the 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 Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet at minimum four times per year.

The Shared Space Committee 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 Shared Space Committee members shall be selected by the corresponding constituent member of the School Leadership Team ("SLT") of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the BUP and its campus implementation.

¹³ The Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.