

## REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

On August 29, 2013, the Department of Education ("DOE") issued an Educational Impact Statement (the "August 29 EIS") and a Building Utilization Plan (the "August 29 BUP") describing a proposal to co-locate grades six through eight of American Dream Charter School (84XTBD, "American Dream"), with P.S. 30 Wilton (07X030, "P.S. 30") in building X030, located at 510 East 141 Street, Bronx, NY 10454 in Community School District 7, beginning in the 2014-2015 school year.<sup>1</sup> A "co-location" means that two or more school organizations are located in the same building and may share common spaces such as auditoriums, gymnasiums, and cafeterias.

American Dream is a public charter school that was authorized to serve students in sixth through eighth grades by the New York State Education Department ("SED") on December 17, 2013. American Dream intends to serve grades six through twelve at full scale. This proposal only applies to grades six through eight of American Dream.

On October 15, 2013, the Panel for Educational Policy ("PEP") approved the co-location proposal as described in the August 29 EIS and the August 29 BUP. On March 4, 2014, the DOE proposed to revise the August 29 EIS to include updated enrollment information.

The August 29 BUP has been revised to include:

- Updated enrollment and section count information for each of the schools;
- Modified instructional and administrative space allocations for P.S. 30 and American Dream consistent with the methodology discussed in the following section; and
- A modified proposed shared space schedule aligned with enrollment modifications.

Pursuant to the New York Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space between American Dream and P.S. 30. It also includes a proposal for the collaborative usage of shared resources and spaces between the two school organizations, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable and comparable 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 are also included. Please refer to the revised EIS to which this plan is attached for further information about the co-location.

The final shared space schedule will be collaboratively finalized by the Building Council if this revised BUP is approved by the PEP.

### METHODOLOGY

We have applied the DOE Instructional Footprint ("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.<sup>2</sup>

### 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 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, or a desk review of the annual facilities survey completed by the principal.

---

<sup>1</sup> The August 29 EIS and August 29 BUP are available at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2013-2014/Oct15SchoolProposals>.

<sup>2</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: [http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf).

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, art) or lunch, recess, etc.

Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full size or half-size classroom to accommodate each self-contained (“SC”) special education section served by the school. In addition, schools serving grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes 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:

<b>Enrollment</b>	<b>Number of Cluster Rooms</b>
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 allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC section served by the school. 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, resource 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 walk-through and survey performed on October 19, 2010 by the Director of Bronx Space Planning and a desk review conducted on March 25, 2013, building X030 has a total of 41 full-size rooms,<sup>3</sup> 10 half-size rooms,<sup>4</sup> and the equivalent of 2.5 full-size rooms of designed administrative space. X030 also contains a gymnasium, auditorium, cafeteria, library, and outdoor play yard. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The nurse's office is located in the equivalent of one half-size designed administrative space
- The School Based Support Team is located in the equivalent of one half-size designed administrative space
- The custodian's office occupies one half-size room

Excluding the spaces outlined above, the X030 building currently has a total of 41 full-size rooms, 9 half-size rooms, and the equivalent of 1.5 full-size designed administrative spaces remaining that can be allocated to schools.

Summary	FS	HS	Designed Admin (FSE)
Building Grand TOTAL	41	10	2.5
Shared Spaces or Building Services	0	1	1.0
<b>Remaining Total to Be Allocated</b>	<b>41</b>	<b>9</b>	<b>1.5</b>

<sup>3</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>4</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

**2013-2014 (CURRENT SCHOOL YEAR)**

The table below summarizes the audited enrollment and sections served at P.S. 30 in the 2013-2014 school year.

School Name	Grade Span	Audited Enrollment <sup>5</sup>	Total GE/ICT Sections	Total SC Sections
P.S. 30 <sup>6</sup>	K-5	565	23	4

The table below summarizes the Footprint allocations for P.S. 30. These allocations are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Designed Admin (FSE)
P.S. 30	Baseline Footprint Allocation	26	6	1.5	2	1	4.0	28	7	1.5
	Current Space Allocation	39	6	1.5	2	3	5.0	41	9	1.5

In total:

- P.S. 30 is currently allocated 41 full-size rooms, 9 half-size rooms, and the equivalent of 1.5 full-size designed administrative rooms. This includes 13 full-size rooms and 2 half-size rooms in excess of its baseline allocation.

There are no changes between the current space allocation in the August 29 BUP and the space allocation outlined in this revised BUP for the 2013-2014 school year.

The current excess space in the X030 building is shown in the table below.

2013-2014	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Adjusted Baseline Allocation	13	2	0.0

<sup>5</sup> Enrollment figures are from the 2013-2014 Audited Register as of October 31, 2013. Significant changes in enrollment could result in an amendment to this plan.

<sup>6</sup> Total current enrollment at P.S. 30 includes two full-day sections of pre-kindergarten.

**2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

American Dream will begin to serve sixth-grade students in the X030 building during the 2014-2015 school year.

The table below summarizes the total projected enrollment and projected number of sections to be served at each school located in the X030 building in 2014-2015.

2014-2015	Projected Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
P.S. 30 <sup>8</sup>	559-619	25	4
American Dream	70-85	3	-

In 2014-2015, after P.S. 30 and American Dream have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	5	1	0.5

P.S. 30 and American Dream will both receive their respective baseline Footprint allocations, as well as excess space. The excess space will be allocated between P.S. 30 and American Dream 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 needs of each school. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

The table below summarizes the Footprint allocations for P.S. 30 and American Dream. These allocations are based on the methodology described at the beginning of this document.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation			Grand Total Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
P.S. 30	Baseline Footprint Allocation	28	6	1.0	3	0	4.0	4	0	0.5	35	6	1.5
American Dream	Baseline Footprint Allocation	4	1	0.0	1	1	1.5	1	1	0.0	6	3	0.0

<sup>7</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>8</sup> Since the August 29 EIS and BUP were approved, P.S. 30 was awarded a third section of full-day pre-kindergarten beginning in the 2014-2015 school year. Total projected enrollment at P.S. 30 includes three full-day sections of pre-kindergarten.

In total:

- P.S. 30 will be allocated 35 full-size rooms, 6 half-size rooms, and the equivalent of 1.5 full-size designed administrative spaces. This allocation includes 4 full-size rooms and 0.5 FSE of administrative space in excess of P.S. 30's baseline Footprint.
- American Dream will be allocated 6 full-size rooms and 3 half-size rooms. This allocation includes 1 full-size room and 1 half-size room in excess of American Dream's baseline Footprint.

The change between the space allocation in the August 29 BUP and the revised space allocations for the 2014-2015 school year is reflected in the table below.

ROOM CHANGE (+/-)	AUGUST 29 BUP 2014-2015 GRAND TOTAL SPACE ALLOCATIONS			REVISED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS			CHANGE (+/-)		
	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)
P.S. 30	32	6	1.5	35	6	1.5	+3	0	0.0
American Dream	9	3	0.0	6	3	0.0	-3	0	0.0

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

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS			REVISED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS			YEAR-OVER-YEAR CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
P.S. 30	41	9	1.5	35	6	1.5	-6	-3	0.0
American Dream	0	0	0.0	6	3	0.0	+6	+3	0.0

**2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

American Dream will serve sixth and seventh-grade students in building X030 in the 2015-2016 school year.

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2015-2016 if this proposal is approved.

2015-2016	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
P.S. 30 <sup>10</sup>	534-594	24	4
American Dream	140-170	6	-

After P.S. 30 and American Dream have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	3	0	0.5

Both schools in the X030 building will receive their baseline Footprint allocations, as well as excess space, which will be allocated between the two schools based on the following factors: the physical location of the available space in relation to the location of each school within the building and the needs of each school. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 30 and American Dream based on their baseline Footprint allocations, plus the excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation			Grand Total Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
P.S. 30	Baseline Footprint Allocation	27	6	1.0	3	0	4.0	2	0	0.5	32	6	1.5
American Dream	Baseline Footprint Allocation	7	1	0.0	1	2	2.0	1	0	0.0	9	3	0.0

<sup>9</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>10</sup> Since the August 29 BUP was approved, P.S. 30 was awarded a third section of full-day pre-kindergarten beginning in the 2014-2015 school year. Total projected enrollment at P.S. 30 includes three full-day sections of pre-kindergarten.

In total:

- P.S. 30 will be allocated 32 full-size rooms, 6 half-size rooms, and the equivalent of 1.5 full-size designed administrative spaces. This allocation includes 2 full-size rooms and 0.5 FSE of administrative space in excess of P.S. 30's baseline Footprint.
- American Dream will be allocated 9 full-size rooms and 3 half-size rooms. This allocation includes 1 full-size room in excess of American Dream's baseline Footprint.

The change between the space allocation in the August 29 BUP and the revised space allocations for the 2015-2016 school year is reflected in the table below.

ROOM CHANGE (+/-)	AUGUST 29 BUP 2015-2016 GRAND TOTAL SPACE ALLOCATIONS			REVISED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS			CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
P.S. 30	29	6	1.5	32	6	1.5	+3	0	0.0
American Dream	12	3	0.0	9	3	0.0	-3	0	0.0

The proposed change between the 2014-2015 school year and the 2015-2016 school year is reflected below.

ROOM CHANGE (+/-)	REVISED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS			REVISED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS			YEAR-OVER-YEAR CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full- Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
P.S. 30	35	6	1.5	32	6	1.5	-3	0	0.0
American Dream	6	3	0.0	9	3	0.0	+3	0	0.0

**2016-2017 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION)**

American Dream will serve sixth- through eighth-grade students in building X030 in the 2016-2017 school year.

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2016-2017 under this proposal.

2016-2017	Projected Enrollment <sup>11</sup>	GE/ICT Sections	SC Sections
P.S. 30 <sup>12</sup>	514-594	24	4
American Dream	210-255	9	-

After P.S. 30 and American Dream have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline and Adjusted Baseline Allocations	0	0	0.5

The table below summarizes the full 2016-2017 room allocation plan for P.S. 30 and American Dream based on their baseline Footprint allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation			Grand Total Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
P.S. 30	Baseline Footprint Allocation	27	6	1.0	3	0	4.0	0	0	0.5	30	6	1.5
American Dream	Baseline Footprint Allocation	10	1	0.0	1	2	2.0	0	0	0.0	11	3	0.0

<sup>11</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>12</sup> Since the August 29 BUP was approved, P.S. 30 was awarded a third section of full-day pre-kindergarten beginning in the 2014-2015 school year. Total projected enrollment at P.S. 30 includes three full-day sections of pre-kindergarten.

In total:

- P.S. 30 will be allocated 30 full-size rooms, 6 half-size rooms, and the equivalent of 1.5 full-size designed administrative spaces. This allocation includes 0.5 FSE of administrative space in excess of P.S. 30's baseline Footprint.
- American Dream will be allocated 11 full-size rooms and 3 half-size rooms.

The change between the space allocation in the August 29 BUP and the revised space allocations for the 2016-2017 school year is reflected in the table below.

ROOM CHANGE (+/-)	AUGUST 29 BUP 2016-2017 GRAND TOTAL SPACE ALLOCATIONS			REVISED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS			CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
P.S. 30	27	6	1.5	30	6	1.5	+3	0	0.0
American Dream	14	3	0.0	11	3	0.0	-3	0	0.0

The proposed change between the 2015-2016 school year and the 2016-2017 school year is reflected below.

ROOM CHANGE (+/-)	REVISED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS			REVISED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS			YEAR-OVER-YEAR CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full- Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
P.S. 30	32	6	1.5	30	6	1.5	-2	0	0.0
American Dream	9	3	0.0	11	3	0.0	+2	0	0.0

## Shared Space Plan

A proposed Shared Space Plan for the 2014-2015 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 the X030 building during the first year of implementation of this proposal in 2014-2015, when American Dream will begin to serve sixth grade. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location has been approved by the Panel for Education Policy.

### 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 X030 building may be utilized, the Building Council is 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 equitable and comparable, 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 P.S. 30 as described on the DOE School Food website, the total capacity of each shared space, the grades 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.<sup>13</sup> Where possible, the proposed schedule maintains P.S. 30's current allocation of time for each shared space and re-distributes remaining time as needed. 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 2012 Campus Audit Template submitted by the Building Council.<sup>14</sup> As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

In planning how P.S. 30 and American Dream may use shared space, the DOE has applied the factors described above as follows to develop a proposed plan that allocates time in each space equitably:

#### Cafeteria

- There is one main cafeteria in the X030 building, which has the capacity to serve 450 students.
- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 30's current use of the cafeteria, the schools' projected enrollments, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate all of its students in the cafeteria within this proposed allocation of time:
  - American Dream is allocated a total of 55 minutes daily in the cafeteria, including the period from 7:20 a.m. to 7:45 a.m. for breakfast and from 1:00 p.m. to 1:30 p.m. for lunch.<sup>15</sup>
  - P.S. 30 is allocated a total of 210 minutes daily in the cafeteria, including the period from 7:45 a.m. to 8:15 a.m. for breakfast and from 10:00 a.m. to 1:00 p.m. for lunch.
- The Building Council is free to deviate from the proposed Shared Space Plan of the cafeteria to accommodate specific programmatic needs of all groups within each school as is equitable and comparable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

#### Outdoor Playground

<sup>13</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<sup>14</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

<sup>15</sup> American Dream is allocated a comparable amount of time for breakfast primarily because this school's schedule includes an earlier start time than that of P.S. 30.

- The DOE notes that the outdoor playground is a shared space; the DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school and on the needs of each school.
- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period. The schedule includes several overlapping times, acknowledging that schools would select an appropriate time out of these options and additionally can choose to deviate from this plan. The schools would not be required to overlap depending on which times within these allotments they choose to provide recess.
- In the proposed plan:
  - American Dream is allocated one 30-minute period daily in the outdoor playground from 1:30 p.m. to 2:00 p.m.
  - P.S. 30 is allocated one 180-minute period daily in the outdoor playground from 9:30 a.m. to 12:30 p.m.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

### **Gymnasium, Library, and Auditorium**

Time in the gymnasium, library, and auditorium will be based upon the enrollments of the schools.

The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the gym on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is equitable and comparable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

### **Gymnasium**

- The gymnasium in the X030 building has the capacity to serve 390 students.
- In the proposed schedule below, P.S. 30 is allocated just under 26 hours of time in the gymnasium each week. P.S. 30 has received the larger allocation of gym time because in 2014-2015, during the first year of implementation, P.S. 30 is projected to have the greater enrollment of the two schools in the X030 building. American Dream is allocated 5 hours of time in the gymnasium each week.
  - American Dream is allocated one 55-minute period daily in the gymnasium from 11:00 a.m. to 12:00 p.m.
  - P.S. 30 is allocated two 155-minute periods daily in the gymnasium from 8:15 a.m. to 10:50 a.m. and 12:00 p.m. to 2:35 p.m.
- Because the proposed allocations have been devised with regard to the schools' relative enrollments and the existing allocation of shared space, the DOE believes that the proposed allocation is equitable and comparable.

### **Library**

- In the proposed plan:
  - P.S. 30 is allocated 345 minutes daily in the library from 8:15 a.m. to 2:00 p.m.
  - American Dream is allocated 60 minutes daily from 2:00 p.m. to 3:00 p.m.

### **Auditorium**

- There is one auditorium in the X030 building, which has the capacity to serve 413 students.
  - P.S. 30 is allocated one 240-minute period daily in the auditorium from 8:15 a.m. to 12:15 p.m.
  - American Dream is allocated one 45-minute period daily in the auditorium from 12:15 p.m. to 1:00 p.m.
- P.S. 30 is allocated four hours daily because its enrollment is larger than the auditorium's capacity and therefore cannot serve all of its students in the auditorium during one shorter period. All other times for auditorium usage will be scheduled by the Building Council upon request.

### **After-School Programs**

- The DOE notes that currently the shared spaces are not allocated for after-school hours. In the schedule below, all shared spaces are only allocated until 3:00 p.m. The Building Council will allocate space as needed for after-school programs.

As noted in this 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 equitable and comparable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

In 2014-2015, the DOE projects P.S. 30 will serve 559-619 students and American Dream will serve 70-85 students. P.S. 30's school day begins at 8:15 a.m. and ends at 2:35 p.m. American Dream's school day is anticipated to begin at 8:00 a.m. and end at 4:00 p.m.

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that both schools are being treated equitably and comparably in their ability to use the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 450)	<b>Breakfast:</b> <b>American Dream</b> 7:20 a.m. – 7:45 a.m. <b>P.S. 30</b> 7:45 a.m. – 8:15 a.m.  <b>Lunch:</b> <b>American Dream</b> 1:00 p.m. – 1:30 p.m. <b>P.S. 30</b> 10:00 a.m. – 1:00 p.m.	<b>Breakfast:</b> <b>American Dream</b> 7:20 a.m. – 7:45 a.m. <b>P.S. 30</b> 7:45 a.m. – 8:15 a.m.  <b>Lunch:</b> <b>American Dream</b> 1:00 p.m. – 1:30 p.m. <b>P.S. 30</b> 10:00 a.m. – 1:00 p.m.	<b>Breakfast:</b> <b>American Dream</b> 7:20 a.m. – 7:45 a.m. <b>P.S. 30</b> 7:45 a.m. – 8:15 a.m.  <b>Lunch:</b> <b>American Dream</b> 1:00 p.m. – 1:30 p.m. <b>P.S. 30</b> 10:00 a.m. – 1:00 p.m.	<b>Breakfast:</b> <b>American Dream</b> 7:20 a.m. – 7:45 a.m. <b>P.S. 30</b> 7:45 a.m. – 8:15 a.m.  <b>Lunch:</b> <b>American Dream</b> 1:00 p.m. – 1:30 p.m. <b>P.S. 30</b> 10:00 a.m. – 1:00 p.m.	<b>Breakfast:</b> <b>American Dream</b> 7:20 a.m. – 7:45 a.m. <b>P.S. 30</b> 7:45 a.m. – 8:15 a.m.  <b>Lunch:</b> <b>American Dream</b> 1:00 p.m. – 1:30 p.m. <b>P.S. 30</b> 10:00 a.m. – 1:00 p.m.
<b>Outdoor Playground</b>	<b>P.S. 30</b> 9:30 a.m. – 12:30 p.m.  <b>American Dream</b> 1:30 p.m. – 2:00 p.m.	<b>P.S. 30</b> 9:30 a.m. – 12:30 p.m.  <b>American Dream</b> 1:30 p.m. – 2:00 p.m.	<b>P.S. 30</b> 9:30 a.m. – 12:30 p.m.  <b>American Dream</b> 1:30 p.m. – 2:00 p.m.	<b>P.S. 30</b> 9:30 a.m. – 12:30 p.m.  <b>American Dream</b> 1:30 p.m. – 2:00 p.m.	<b>P.S. 30</b> 9:30 a.m. – 12:30 p.m.  <b>American Dream</b> 1:30 p.m. – 2:00 p.m.
<b>Gymnasium</b> (Capacity: 390)	<b>P.S. 30</b> 8:15 a.m. – 10:50 a.m. 12:00 p.m. – 2:35 p.m.  <b>American Dream</b> 11:00 a.m. – 12:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 10:50 a.m. 12:00 p.m. – 2:35 p.m.  <b>American Dream</b> 11:00 a.m. – 12:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 10:50 a.m. 12:00 p.m. – 2:35 p.m.  <b>American Dream</b> 11:00 a.m. – 12:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 10:50 a.m. 12:00 p.m. – 2:35 p.m.  <b>American Dream</b> 11:00 a.m. – 12:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 10:50 a.m. 12:00 p.m. – 2:35 p.m.  <b>American Dream</b> 11:00 a.m. – 12:00 p.m.
<b>Library</b>	<b>P.S. 30</b> 8:15 a.m. – 2:00 p.m.  <b>American Dream</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 2:00 p.m.  <b>American Dream</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 2:00 p.m.  <b>American Dream</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 2:00 p.m.  <b>American Dream</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 30</b> 8:15 a.m. – 2:00 p.m.  <b>American Dream</b> 2:00 p.m. – 3:00 p.m.
<b>Auditorium</b> (Capacity: 413)	<b>P.S. 30</b> 8:15 a.m. – 12:15 p.m.  <b>American Dream</b> 12:15 p.m. – 1:00 p.m.  All other times to be scheduled by the Building Council upon request.	<b>P.S. 30</b> 8:15 a.m. – 12:15 p.m.  <b>American Dream</b> 12:15 p.m. – 1:00 p.m.  All other times to be scheduled by the Building Council upon request.	<b>P.S. 30</b> 8:15 a.m. – 12:15 p.m.  <b>American Dream</b> 12:15 p.m. – 1:00 p.m.  All other times to be scheduled by the Building Council upon request.	<b>P.S. 30</b> 8:15 a.m. – 12:15 p.m.  <b>American Dream</b> 12:15 p.m. – 1:00 p.m.  All other times to be scheduled by the Building Council upon request.	<b>P.S. 30</b> 8:15 a.m. – 12:15 p.m.  <b>American Dream</b> 12:15 p.m. – 1:00 p.m.  All other times to be scheduled by the Building Council upon request.

### **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; United Federation of Teachers 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. The School Safety Plan is 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 School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the respective leaders/designees of P.S. 30 and American Dream will be part of the X030 School Safety Committee. As a member of the School Safety Committee, each such leader/designee will participate in the development of the School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the expansion of American Dream will be addressed on an ongoing basis. Moreover, the Safety Plan for the X030 school building will be modified as appropriate to meet any changing security needs associated with the expansion. All schools will enter information in the School 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 in X030, and that 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 School Safety Plan for the X030 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 Safety Plan is approved, it will be submitted to the New York Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>16</sup> 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 school 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 by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC 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 Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

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

---

<sup>16</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."