

REVISED 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 re-site and co-locate Explore Charter School (84K704, "Explore"), an existing public charter school located in Building K884 ("K884"), located at 15 Snyder Avenue, Brooklyn, NY 11226, in Community School District 17 into Building K002 ("K002"), located at 655 Parkside Avenue, Brooklyn, NY, 11226, in Community School District 17. Explore is currently at scale and serving students in kindergarten through eighth grade at its current location. If this proposal is approved, Explore would be re-sited and co-located in K002 with M.S. 002 (17K002, "M.S. 002"), an existing DOE district middle school that serves sixth through eighth grade, and an existing District 75 school¹ (75K141, "P141K@I002K") serving students who are emotionally disturbed or mentally retarded in sixth through eighth grade.² A "re-siting" means a school will be located in a different building than the building in which it is currently located. 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.

As discussed in further detail in the EIS for this proposal, P141K@I002K will reorganize the distribution of services provided at P141K@I002K. As a result of this reorganization, enrollment at P141K@I002K will decline, but P141K@I002K may serve additional grade levels next year.³

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 between Explore, M.S. 002, and P141K@I002K. It also includes a proposal for the collaborative usage of shared resources and spaces between Explore, M.S. 002, and P141K@I002K, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas 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.

The Building Utilization Plan ("BUP") for this proposal, originally published on March 14, 2011, has been revised: the proposed shared space schedule has been adjusted and the DOE has clarified rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal.

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 Panel for Education Policy.

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")⁴ 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 classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of

¹ 75K141 is sited at four locations throughout Brooklyn: P141K@I002K, located at 655 Parkside Avenue, Brooklyn, NY 11206; P141K@P380K, located at 370 Marcy Avenue, Brooklyn, NY 11206; and P141K@P035K, located at 272 MacDonough Street, Brooklyn, NY 11233, and P141K@I071K located at 215 Heyward Street Brooklyn NY 11206. This proposal only refers to changes at P141K@I002K that is sited in Building K002.

² All references to 2010-2011 enrollment and beyond are for P141K@I002K and are based on the January 12, 2011 unaudited register.

³ As discussed in the EIS on this proposal, even though enrollment at P141K@I002K will decline as a result of this proposal, that loss of seats would be recovered at 75K141's other two sites. Therefore, in total, there would not be a loss of seats across all sites for 75K141, rather some students who may have been served at P141K@I002K, would be served at a different location instead.

⁴ 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/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf

Space Planning and the school’s principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, 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 (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 classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving grades K-5 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:

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

For grades 6-12 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 general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education 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.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms⁵ for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint 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 walkthrough and survey performed on November 18, 2010 by Charles Fisher, Director of Space Planning, building K002 has a total of 50 full-size classrooms/spaces⁶ (including three full-size science demonstration labs and one full-size science lab), 15 half-size classrooms/spaces,⁷ 18 quarter-size spaces that can be used for administrative purposes, and the equivalent of 2.0 rooms of designed administrative office/space. K002 building also contains a gymnasium, auditorium, lunchroom, library and two outside recreational areas. The below spaces are occupied by shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The Beacon Program occupies one full-size space and one half-size space
- The shared dance studio occupies one full-size space
- The shared media production center occupies one full-size space
- The shared home economics class occupies one full-size space
- The school nurse occupies one half-size space
- The physical fitness office occupies one half-size space

⁵ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of three full-size classrooms for student support services and one half-size resource room which could be equal to two full-size and three half-size classrooms or one full-size classroom and five half-size classrooms, etc.

⁶ Full-size classrooms have an area of 500 square feet or more.

⁷ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

- The Custodian's office occupies two quarter-size spaces
- The School Based Support Team ("SBST") occupies one quarter-size space

Excluding the spaces outlined above, the K002 building has a total of 46 full-size classrooms (including three full-size science demonstration labs and one full-size science lab), 12 half-size classrooms/spaces, 15 quarter-size spaces, and the equivalent of 2.0 full-size designed administrative office/space remaining that can be allocated to schools.

2010-2011

In 2010-2011, M.S. 002 currently enrolls 402 students in sixth through eighth grade. These students are served in 17 classes/sections, including three self-contained special education classes.⁸

The table below summarizes M.S. 002's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that M.S. 002 is currently using.

2010-2011: M.S. 002	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁹	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	15	5	2.0	0	0	4	3.0
Current Space Allocation	35	11	2.0	0	0	11	5.0

In 2010-2011, P141K@I002K currently enrolls 93 students in sixth through eighth grade. These students are served in eight classes/sections.¹⁰ The table below summarizes P141K@I002K's baseline and adjusted Footprint allocation, and the amount of space that P141K@I002K is currently using.

2010-2011: P141K@I002K	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	1	10	0.0	1	0	4	2.0
Adjusted Baseline	10	1	0.0	1	0	4	2.0
Current Space Allocation	10	1	0.0	1	0	4	2.0

The DOE has adjusted P141K@I002K's baseline allocation for the following reason:

The baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms, because they are not suitable for special education instruction.

As demonstrated in the tables above, M.S. 002 is currently using many classrooms in excess of its baseline Footprint allocation.

The table below summarizes the available space within K002 after M.S. 002 has received its baseline allocation, that will be allocated to Explore for 2011-2012.

2010-2011: Building K002	Full-size Class-rooms	Half-size Class-rooms	Quarter-size spaces
Space In Excess of Baseline Allocation	20	6	7

2011-2012

If approved, Explore's K-8 students would be re-sited to K002 beginning in the 2011-2012 school year. In addition, the full-size science laboratory in K002 will become a shared space during the 2011-2012 school year. This means that there would be 45 full-size classrooms/spaces to allocate between M.S. 002, P141K@I002K and Explore going forward. In 2011-2012, the DOE projects that M.S. 002 will serve between 370-400 students in grades six through eight in 17 sections, including three self-contained special education sections.¹¹ The table below summarizes M.S.002's baseline Footprint allocation:

2011-2012: M.S. 002	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	15	5	2.0	0	0	4	3.0

⁸ All current enrollment figures reference 2010 Audited Register

⁹ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

¹⁰ 2010 Audited Register

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

As described in the EIS, beginning in September 2011, 75K141 would reorganize the distribution of services across three of its sites. As a result, P141K@I002K would only serve six classes during the 2011-2012 school year for a total projected enrollment of 67-72 students.¹² The table below summarizes P141K@I002K's baseline and adjusted baseline Footprint allocation:

2011-2012: P141K@I002K	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	1	8	0	1	0	4	2.0
Adjusted Baseline Footprint Allocation	8	1	0	0	2	4	2.0

As discussed previously, the baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms, because they are not suitable for special education instruction.

In 2011-2012, Explore will serve approximately 478 students in grades kindergarten through eight in 18 sections. The table below summarizes Explore's baseline Footprint allocation:

2011-2012: Explore	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	21	2	0.0	1	2	4	3.0

After M.S. 002, P141K@I002K, and Explore have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K002	Full-size Class-rooms	Half-size Class-rooms	Quarter-size Spaces
Space In Excess of Baseline Allocations	0	0	3

The excess space will be allocated between M.S. 002 and Explore based upon the following factors: the physical location of the available space in relation to the location of each school within the building.¹³

The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces				Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Spaces	Additional Designed Admin (FSE)	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces					Total Admin (FSE)
M.S. 002	15	5	2.0	0	0	4	3.0	0	0	3	0.0
P141K@I002K	8	1	0	0	2	4	2.0	0	0	0	0.0
Explore	21	2	0.0	1	2	4	3.0	0	0	0	0.0

In total, M.S. 002 will be allocated 15 full-size, 5 half-size, and 7 quarter size spaces, and 2.0 FSE in designed administrative office space. Explore will be allocated 22 full-size, 4 half-size, and 4 quarter size spaces, and P141K@I002K will be allocated 8 full-size, 3 half-size, 4 quarter size spaces. The DOE notes that P141K@I002K will be allocated 3 fewer full-size classrooms than it is currently allocation. As discussed in further detail in the EIS for this proposal, P141K@I002K will reorganize the distribution of services provided at P141K@I002K. As a result of this reorganization, enrollment at P141K@I002K will decline, and P141K@I002K will serve 6 sections of classes instead of 8 sections in 2011-2012.

This will be the long-term space allocation for M.S. 002, P141K@I002K, and Explore.

¹² The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹³ This number is subject to change pending final enrollment projections.

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 K002. The final shared space schedule will be collaboratively drafted by the Building Council after 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 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 DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁴ Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2010-2011 Campus Audit Template submitted by the Building Council.¹⁵ Because Explore would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how Explore, M.S. 002 and P141K@I002K may use shared space, 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

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, grade levels served, and the current lunch cafeteria schedule as described on the DOE School Food's website for M.S. 002 and P141K@I002K. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the current school year, M.S. 002 currently serves lunch during one 40 minute lunch period (10:50am-11:30am). In the schedule below, M.S. 002 will be allocated 55 minutes in the cafeteria for lunch. The DOE has extended M.S. 002's lunch period by 15 minutes for 2011-2012 school year (10:50 a.m. -11:45 pm) in order to ensure that M.S. 002 receives equitable and comparable time in the cafeteria.
- Similarly, P141K@I002K will be allocated 1 hour in the cafeteria for lunch (12:00-1:00pm), which is consistent with what it currently receives. Given the unique needs of students enrolled in District 75 schools and its smaller class sizes, P141K@I002K receives more time in the cafeteria than M.S. 002 even though it serves fewer students than M.S. 002.
- Explore will be allocated 1 hour and 15 minutes daily in the cafeteria for lunch (11:45am-1:00pm). Explore has been allocated more time in the cafeteria than M.S. 002 and P141K@I002K because it is projected to serve a larger number of students and more grade levels than M.S. 002 and P141K@I002K.
- Explore's lunch hour from 12:00 to 1:00 pm will overlap with P141K@I002K's lunch hour (12:00-1:00pm). Since the cafeteria has the capacity to accommodate 460 students, Explore will need to schedule its lunch time in shifts in

¹⁴ See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>

¹⁵ 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.

order to accommodate its projected enrollment of 478 students. The proposed schedule below assumes that Explore would serve two 30 minute lunch periods with approximately 239 students served in each period, or three 25 minute lunch periods with approximately 160 students served in each period. Thus, even though P141K@I002K and Explore's lunch period would overlap, both schools would be able to serve lunch at the same time because P141K@I002K is only projected to serve a maximum of 72 students next year. If Explore served a maximum of 239 students in one period and P141K@I002K served a maximum of 72 students during the same lunch period, there would be a total of 311 students in the cafeteria, which is well below the capacity of the cafeteria (460 students).

- The DOE believes that this schedule is equitable and comparable based on the fact that all students should be able to eat lunch between 10:50 am to 1:00 pm.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K002. As a result, the DOE has proposed that M.S. 002 and P141K@I002K serve breakfast from 7:45-8:10 am, which is consistent with both schools' current practice during the 2010-2011 school year.

Gymnasium, Library and Playground Playground

- Explore is allocated the largest amount of time on the outdoor playground (1.75 hours daily) whereas M.S. 002 is allocated 1.50 hours daily and P141@I002K is allocated 1 hour daily because Explore will serve the largest number of projected students and grade levels next year. Additionally, the playground time is loosely aligned to the proposed cafeteria schedule to provide schools with the option of offering students a recess either before, during or after their lunch period.

Library

- M.S. 002 is allocated the largest amount of time in the library (17 hours weekly), more than Explore (14 hrs weekly) and P141K@I002K (4 hrs weekly) ,because it serves a larger number of middle school students than either of the other two schools Typically, middle school students in the City receive more time in the library than lower grade levels and therefore this proposed Shared Space Plan is consistent with traditional practice.
- During the current school year, M.S. 002 has sole access to the library and P141K@I002K is provided with access to the library based upon request for access to the Building Council. In the proposed schedule below, the DOE has allocated time in the library for all three schools based on each school's projected enrollments and the grade levels served by all three schools. The Building Council is free, however, to deviate from the proposed Shared Space schedule below.

Gymnasium

- Explore is provided with the largest amount of time in the gymnasium (17.5 hours weekly) in the schedule below because Explore will serve the largest number of students and most grade levels next year. M.S. 002 is allocated the second largest amount of time in the cafeteria (15 hours weekly) because it will serve more students than P141K@I002K. P141K@I002K is allocated 5 hours in the gym weekly to accommodate its projected enrollment.
- Currently, P141K@I002K is allocated total of 8.5 hours weekly in the gymnasium. However, as discussed in the EIS, P141K@I002K will reorganize the distribution of services for its students next year and will therefore serve fewer students. As a result, the decrease in time in the gymnasium for P141K@I002K is due to the decrease in its enrollment.
- Currently, M.S. 002 is allocated the remainder of the school day for time in the gymnasium, or approximately 25 hours weekly. Although this proposed schedule would reduce the amount of time M.S. 002 would receive in the gymnasium, the DOE believes that the proposed schedule would still meet the needs of its students. In any case, the Building Council is free to deviate from the proposed schedule below.

Science Laboratory Room

- M.S. 002 currently has sole access to the science laboratory room, however it will become a shared space in the 2011-2012 school year.
- M.S. 002 is provided with the greatest amount of time in the science lab in the schedule below because M.S. 002 will serve a greater number of middle school students than Explore and P141K@I002K. Typically, middle school students in the City receive more science instruction than lower grade levels and therefore this proposed Shared Space Plan is consistent with traditional practice.
- In the proposed Shared Space Plan below, the DOE allocates the science lab to M.S. 2 for 15 hours weekly, to Explore for 10 hours weekly, and P141K@I002K for 5 hours weekly.

Dance Room

- M.S. 002 currently has sole access to the dance room, however it will become a shared space in the 2011-2012 school year.
- M.S. 002 is provided with the greatest amount of time in the dance room in the schedule below (16 hours weekly) because it will serve more middle school students than the other two schools, and because M.S.002 offers Special Programs and Courses such as Dance enrichment classes, which may require more use of the dance room.
- Explore is allocated the second greatest amount of time in the dance room (14 hours weekly) because it will serve more students and additional grade levels than P141K@I002K.
- P141K@I002K is allocated 6 hours weekly in the dance room to serve its students.

Home Economics Room

- M.S. 002 currently has sole access to the home economics room, however it will become a shared space in the 2011-2012 school year.
- M.S. 002 is provided with the greatest amount of time in the home economics room in the schedule below (16 hours weekly) because it will serve more middle school students than the other two schools, and since M.S.002 offers Special Programs and Courses such as Health and Career Planning, Arts, Technology, and Photography which may require more use of the home economics room.

Explore is allocated the second greatest amount of time in the dance room (14 hours weekly) because it will serve more students and additional grade levels than P141K@I002K. P141K@I002K has been allocated 5 hours weekly in the home economics room to accommodate its students.

Media Center

- M.S. 002 currently has sole access to the media room, however it will become a shared space in the 2011-2012 school year
- M.S. 002 is provided with the greatest amount of time in the media room (16 hours weekly) because it serves the greatest number of middle school students and because M.S.002 offers Special Programs and Courses such as Computer Science, Arts, Technology, Photography, and an Accelerated High School Program which may require more use of the Media Center.
- Explore is allocated the second greatest amount of time in the media center (14 hours weekly) since it will serve more students and more grade levels than P141K@I002K. P141K@I002K has been allocated 5 hours weekly in the media center to accommodate its students.

Auditorium

- M.S. 2 currently has sole access to the auditorium or 37.5 hours weekly. P141K@I002K is granted access to the auditorium on an as-needed basis per its requests to the Building Council. The auditorium will, however, become a shared space in the 2011-2012 school year.
- M.S. 002 is provided with the greatest amount of time in the auditorium in the schedule below (17.5 hours weekly) because it will serve more middle school students than the other two schools, and because M.S.002

offers Special Programs and Courses such as Chorus, Band, and Dance which require use of the auditorium.

- The DOE proposes that Explore be allocated the second greatest amount of time in the auditorium (13.5 hours weekly) given that it will serve the largest enrollment of students and total number of grade levels as compared to M.S. 002 and P141K@I002K.
- P141K@I002K is allocated a total of 5 hours weekly based on its projected enrollment.
- Given that the capacity of the auditorium is 460, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensures that all students at all schools will have access to the auditorium. For example, Explore may wish to utilize the auditorium in 3 periods of 60 minutes, serving approximately 160 students at a time; or in 6 periods of 30 minutes, serving approximately 80 students. . As noted throughout this document the Building Council may deviate from this proposed Shared Space plan to serve the co-located schools' needs.

After-School

- Currently, P141K@I002K uses the Cafeteria after school from 3:30pm-5:30 pm daily. Therefore, the DOE has allocated P141K@I002K the same time in the cafeteria after school in the schedule below to accommodate P141K@I002K 's current after-school needs.
 - The DOE also recognizes that the Beacon Program and M.S. 002 are both allocated after-school time in the cafeteria. Given that this is consistent with current practice, and the likelihood that the Beacon program and M.S. 002 are currently sharing the space during that time, the DOE is proposing that they continue using the cafeteria in the same manner. Under this plan both schools are maintaining the amount of time that they are currently allocated for these shared spaces. Put another way, neither school or program is gaining or losing time in these shared spaces after-school next year; thus, we believe this plan treats both schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.
 - The DOE notes that M.S. 002 offers extracurricular activities and an after school program that is provided by the Beacon Program at K002, which offers enrichment programs for students and adults of the community The DOE notes that according to information provided by the Beacon program, the Beacon program currently utilizes the cafeteria and gymnasium as well as rooms A320, A316, B305, B312, B307, B305, B301, C210, C212, C312, for a variety of purposes. While the Beacon program may change the specific rooms or times which they offer their programs, the DOE has also allocated time to the Beacon program in the cafeteria and gymnasium after-school, consistent with its current practice.
 - Aside from the Beacon program, currently, the library, auditorium, and gymnasium are allocated to M.S. 002 after school on an as-needed basis. In the future, the DOE proposes that the Building Council should address all requests for shared spaces for after school hours.
 - Explore currently offers after-school tutoring, clubs, and sports in its current location. The DOE anticipates that Explore may continue to offer these programs and that some of these programs may be provided in Explore's space allocations in the building. If Explore needs access to the shared spaces in the building such as the gymnasium, auditorium library or playground, Explore could request permission from the Building Council specifically for access to those shared spaces.
- As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. The Building Council is free to deviate from the allocation of time in the schedule below 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 projects M.S. 002 to serve approximately 370-400 students, P141K@I002K to serve approximately 67-72 students, and Explore to serve approximately 478 students in 2011-2012. Based on the Office of Pupil Transportation’s bus schedules for the earliest start time and latest end time for a school day, M.S 002 school day runs from approximately 8:15 am – 3:12 pm, P141K@I002K school day runs from approximately 7:45 am – 2:45 pm , and Explore’s school day runs from 7:50 am-3:45 pm.¹⁶ 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 ¹⁷ (Capacity: 460)	<p>BREAKFAST: Explore 7:20 – 7:50am M.S. 002 & P141K@I002K 7:45 – 8:10am</p> <p>LUNCH: M.S. 002 10:50am-11:45am Explore 11:45am-1:00pm P141K@I002K 12:00-1:00pm</p> <p>After School: M.S. 002 3:30-5:30 pm</p> <p>Beacon: 2:30pm-4:00pm</p>	<p>BREAKFAST: Explore 7:20 – 7:50am M.S. 002 & P141K@I002K 7:45 – 8:10am</p> <p>LUNCH: M.S. 002 10:50am-11:45am Explore 11:45am-1:00pm P141K@I002K 12:00-1:00pm</p> <p>After School: M.S. 002 3:30-5:30 pm</p> <p>Beacon: 2:30pm-4:00pm</p>	<p>BREAKFAST: Explore 7:20 – 7:50am M.S. 002 & P141K@I002K 7:45 – 8:10am</p> <p>LUNCH: M.S. 002 10:50am-11:45am Explore 11:45am-1:00pm P141K@I002K 12:00-1:00pm</p> <p>After School: M.S. 002 3:30-5:30 pm</p> <p>Beacon: 2:30pm-4:00pm</p>	<p>BREAKFAST: Explore 7:20 – 7:50am M.S. 002 & P141K@I002K 7:45 – 8:10am</p> <p>LUNCH: M.S. 002 10:50am-11:45am Explore 11:45am-1:00pm P141K@I002K 12:00-1:00pm</p> <p>After School: M.S. 002 3:30-5:30 pm</p> <p>Beacon: 2:30pm-4:00pm</p>	<p>BREAKFAST: Explore 7:20 – 7:50am M.S. 002 & P141K@I002K 7:45 – 8:10am</p> <p>LUNCH: M.S. 002 10:50am-11:45am Explore 11:45am-1:00pm P141K@I002K 12:00-1:00pm</p> <p>After School: M.S. 002 3:30-5:30 pm</p> <p>Beacon: 2:30pm-4:00pm</p>
Library	<p>P141K@I002K 7:20 am -11:20 pm</p> <p>M.S. 002 11:20 – 2:20 pm</p>	<p>Explore 7:20 am -2:20 pm</p>	<p>M.S. 002 7:20 am -2:20 pm</p>	<p>Explore 7:20 am -2:20 pm</p>	<p>M.S. 002 7:20 am -2:20 pm</p>
Gymnasium (Capacity: 353)	<p>P141K@I002K 8:00am-9:00am</p> <p>M.S. 002 9:00am-12:00pm</p> <p>Explore 12:00pm-3:30pm</p> <p>After School: Beacon: 6:00pm-8:30pm</p>	<p>P141K@I002K 8:00am-9:00am</p> <p>M.S. 002 9:00am-12:00pm</p> <p>Explore 12:00pm-3:30pm</p> <p>After School: Beacon: 5:00pm-9:00pm</p>	<p>P141K@I002K 8:00am-9:00am</p> <p>M.S. 002 9:00am-12:00pm</p> <p>Explore 12:00pm-3:30pm</p> <p>After School: Beacon: 6:00pm-8:30pm</p>	<p>P141K@I002K 8:00am-9:00am</p> <p>M.S. 002 9:00am-12:00pm</p> <p>Explore 12:00pm-3:30pm</p> <p>After School: Beacon: 5:00pm-9:00pm</p>	<p>P141K@I002K 8:00am-9:00am</p> <p>M.S. 002 9:00am-12:00pm</p> <p>Explore 12:00pm-3:30pm</p> <p>After School: Beacon: 6:00pm-8:30pm</p>

¹⁶ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

¹⁷ DOE notes that not all students choose to eat breakfast at school. Also, the duration may be extended if necessary, as determined by the Building Council.

Auditorium (Capacity: 460)	P141K@I002K 8:00am-9:00am Explore 9:00am-12:00pm M.S. 002 12:00pm-3:30pm				
Other: Playground	M.S. 002 10:30am – 12:00pm Explore 12:00 – 1:45pm P141K@I002K 12:00pm-1:00pm	M.S. 002 10:30am – 12:00pm Explore 12:00 – 1:45pm P141K@I002K 12:00pm-1:00pm	M.S. 002 10:30am – 12:00pm Explore 12:00 – 1:45pm P141K@I002K 12:00pm-1:00pm	M.S. 002 10:30am – 12:00pm Explore 12:00 – 1:45pm P141K@I002K 12:00pm-1:00pm	M.S. 002 10:30am – 12:00pm Explore 12:00 – 1:45pm P141K@I002K 12:00pm-1:00pm
Other: Dance Room	Explore 7:20 am -2:20 pm	M.S. 002 7:20 am -2:20 pm	P141K@I002K 7:20 am -12:20 pm M.S. 002 12:20pm – 2:20pm	M.S. 002 7:20 am -2:20 pm	Explore 7:20 am -2:20 pm
Other: Science Lab	Explore 8:00 – 10:00am M.S. 002 10:00 – 1:00 pm P141K@I002K 1:00pm-2:00 pm	Explore 8:00 – 10:00am M.S. 002 10:00 – 1:00 pm P141K@I002K 1:00pm -2:00 pm	Explore 8:00 – 10:00am M.S. 002 10:00 – 1:00 pm P141K@I002K 1:00pm -2:00 pm	Explore 8:00 – 10:00am M.S. 002 10:00 – 1:00 pm P141K@I002K 1:00pm -2:00 pm	Explore 8:00 – 10:00am M.S. 002 10:00 – 1:00 pm P141K@I002K 1:00pm --2:00 pm
Other: Media Center	Explore 7:20 am -2:20 pm	M.S. 002 7:20 am -2:20 pm	P141K@I002K 7:20 am -12:20 pm M.S. 002 12:20-2:20 pm	M.S. 002 7:20 am -2:20 pm	Explore 7:20 am -2:20 pm
Other: Home Economics	Explore 7:20 am -2:20 pm	M.S. 002 7:20 am -2:20 pm	P141K@I002K 7:20 am -12:20 pm M.S. 002 12:20-2:20 pm	M.S. 002 7:20 am -2:20 pm	Explore 7:20 am -2:20 pm

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 Explore will be part of the K002 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Explore 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 Explore will be addressed on an ongoing basis. Moreover, the Safety Plan for the K002 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Explore will enter information in the K002 school's overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team 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 K002 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 2010,¹⁸ 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. 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 eligible District 75 programs by the principals of the schools and/or eligible programs, 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 Building Utilization Plan 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 minimally 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 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 Building Utilization Plan and its campus implementation.

Proposed Collaborative Decision Making Strategy

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.

¹⁸ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.