

REVISED BUILDING UTILIZATION PLAN

As described in greater detail in the attached revised Educational Impact Statement (“EIS”), originally published on March 3, 2011, the New York City Department of Education (“DOE”) is proposing to co-locate a new charter high school, ROADS Charter High School I (“ROADS Charter School I”), in school building K894 (“K894”), located at 1495 Herkimer Street, Brooklyn, NY 11233 within the geographical confines of Community School District 23 (“District 23”), beginning in the 2011-2012 school year. ROADS Charter School I intends to serve disconnected over-age and under-credited students who are between the ages of 15-17 in grades 9-12.¹ ROADS Charter School I would gradually phase in to the building by adding one class of ninth-grade students each year until it reaches its full grade span of 9-12 in the 2014-2015 school year. ROADS Charter School I would operate at full scale in terms of enrollment numbers in the 2013-2014 school year.² ROADS Charter School I would enroll students who are 15-17 years of age with 0-11 academic credits through the charter application process.

If this co-location proposal is approved, ROADS Charter School I would be co-located in building K894 with Aspirations Diploma Plus High School (23K646, “Aspirations Diploma Plus”), an existing transfer high school. Aspirations Diploma Plus currently enrolls over-age and under-credited students in grades 9-12 based on their credit accumulation.³ Building K894 also provides space to the Living for the Young Family through Education (“LYFE”) Center and the Learning To Work program.^{4,5} In addition, East Brooklyn Congregation/East New York High School for Public Safety and Law (23K645, “EBC/ENY”), an existing high school that currently serves students in grades 9-12, is currently housed in building K894. EBC/ENY is in the process of phasing out and will close in June 2011. Therefore, ROADS Charter School I would not be co-located with EBC/ENY in 2011-2012. 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 between Aspirations Diploma Plus and ROADS Charter School I. It also includes a proposal for the collaborative usage of shared resources and spaces between Aspirations Diploma Plus and ROADS Charter School I, 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 attached revised EIS for further information about the proposed co-location.

The Building Utilization Plan (“BUP”) for this proposal, originally published on March 3, 2011, has been revised in the following manner:

- the full-size science lab has been re-classified as a shared space between the co-located schools;
- as a result, the room allocations for all school organizations have been adjusted in order to more accurately reflect the total full-size, half-size and quarter-size spaces in the K894 building;

¹ ROADS submitted its charter application for ROADS Charter School I to the SUNY Charter Schools Institute on January 14, 2011. On February 25, 2011, ROADS re-submitted its charter school application in response to SUNY’s Request for Amendments. ROADS’ charter school application for ROADS Charter School I was approved by the New York State Department of Education Board of Regents at its March 29, 2011 meeting.

² In the first year of operation, ROADS Charter School I will enroll approximately 150 9th graders with 11 or fewer academic credits. In years two and year three of its phase-in, ROADS Charter School I will add 50 new students each year. Thus, the school will reach its capacity of approximately 250 students by the start of the 2013-2014 school year. ROADS Charter School I is expected to add one grade level each year as the student population earns more credits. The grade span of 9-12 reflects the credit accumulation that students need in order to be considered part of a particular grade. ROADS Charter School I expects to offer all high school grades—9th through 12th—in 2014-2015 as this is the first year in which it is expected that some students enrolled at the school will have earned at least 33 credits, and therefore will be considered 12th graders.

³ Transfer schools do not adhere to strict grade distinctions as students typically enroll at various stages in terms of credit accumulation or Regents pass rates as they progress to graduation.

⁴ The Living for the Young Family through Education (“LYFE”) Center helps student parents stay on track to graduation while supporting their transition to parenthood. Certified teachers and caregivers at each LYFE childcare site provide safe, nurturing and meaningful learning experiences for infants and toddlers and help their parents do the same at home. On-site social workers offer support services to student parents, such as counseling and referrals to social, health and community agencies. Please visit a Referral Center for High School Alternatives for more information or visit the DOE’s Website at <http://schools.nyc.gov/Offices/District79/default.htm>.

⁵ The Learning to Work (“LTW”) program offers additional academic and student support, post-secondary and career exploration, work preparation, skills development, and internships. These elements of LTW are designed to enhance and complement the academic component of transfer schools. For more information about the Learning to Work initiative, please visit the DOE’s Website at http://schools.nyc.gov/NR/rdonlyres/E092084C-07D0-4038-A3C0-31DD0CD13AD9/87739/TransferSchoolLTWSitesbyBorough10_12.pdf

- in effect, the proposed shared space schedule on page 11 has been adjusted accordingly; and
- the DOE has clarified the rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal.

The final shared space schedule will be finalized by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy (“PEP”) at its May 18, 2011 meeting.

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.⁶

JUSTIFICATION OF FEASIBILITY AND EQUITY 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 walkthrough of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving kindergarten through fifth grade 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 kindergarten through fifth grade 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
750-1,250	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 classrooms for student support services, resource rooms and administrative space when serving their entire grade span.⁷ 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

⁶ 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/ronlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

⁷ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 2 full-size classrooms for student support services or resource rooms which could be equal to 4 half-size classrooms or 1 full-size classroom and 2 half-size classrooms, etc.

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 January 24, 2011 by Charles Fisher, Director of Space Planning, building K894 has a total of 27 full-size classrooms/spaces (which includes 1 full-size science lab and 2 full-size science demonstration rooms), 10 half-size classrooms/spaces, the equivalent of 2.5 rooms of designed administrative office/space (1500 square feet), and 3 quarter-size rooms which can be utilized as administrative offices/spaces. The K894 building also contains a gymnasium, weight room, auditorium, cafeteria, teacher's lounge, and library.^{8,9,10} The below spaces are shared spaces or contain building services:

- The science lab is a shared space and it occupies 1 full-size classroom/space.
- The teacher's lounge is a shared space and it occupies 1 full-size classroom/space.¹¹
- The LYFE Center operates out of 1 full-size and 1 half-size classrooms/spaces.
- The Child Center of New York is the CBO partner to Aspirations Diploma Plus under the Learning To Work initiative and it is currently occupying 1 full-size and 1 half-size classrooms/spaces.
- The nurse's office occupies 1 full-size classroom/space.
- The weight room is a shared space and it occupies 1 half-size classroom/space.
- The custodian's office occupies 1 half-size classroom/space.
- School Safety occupies 1 half-size classroom/space.

Excluding the spaces outlined above, the K894 building has a total of 22 full-size classrooms/spaces (including 2 full-size science demonstration rooms), 5 half-size classrooms/spaces, 2.5 rooms of designed administrative office/space, and 3 quarter-size rooms remaining that can be allocated to schools.

2010-2011

In 2010-2011, Aspirations Diploma Plus has an enrollment of 251 students in grades 9-12. These students are served in 8 sections (including students with disabilities).¹² The table below summarizes Aspirations Diploma Plus' baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that Aspirations Diploma Plus is currently using.

⁸ Full-size classrooms have an area of 500 square feet or more.

⁹ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

¹⁰ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

¹¹ The teacher's lounge is a shared space; however, it is not an instructional space. As a result, the DOE has not allocated time to the co-located schools in the teacher's lounge on the shared space schedule.

¹² Enrollment data is based on the November 1, 2010 Audited Register.

2010-2011: Aspirations Diploma Plus	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE) ¹³	Full-Size Spaces	Half-Size Spaces	Quarter- Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	8	1	1.5	0	1	0	2.0
Current Space Allocation	11	1	1.5	0	1	0	2.0

In 2010-2011, EBC/ENY has an enrollment of 86 students in grades 9-12. These students are served in 4 sections (including students with disabilities).¹⁴ The table below summarizes EBC/ENY's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that EBC/ENY is currently using.

2010-2011: EBC/ENY	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE) ¹⁵	Full-Size Spaces	Half-Size Spaces	Quarter- Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	4	1	1.0	0	1	0	1.5
Current Space Allocation	11	1	1.0	0	2	3	2.75

As demonstrated in the tables above, Aspirations Diploma Plus and EBC/ENY are currently using several classrooms/spaces in excess of their baseline allocation. The table below summarizes the available space within K894.

2010-2011: Building K894	Full-Size Spaces	Half-Size Spaces	Quarter- Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10	1	3	0.0

2011-2012

As mentioned at the beginning of this document, EBC/ENY will close in June 2011. Therefore, EBC/ENY will no longer occupy space in building K894 after the conclusion of the 2010-2011 school year.

In 2011-2012, Aspirations Diploma Plus will continue to serve approximately 225-250 students in grades 9-12. These students are served in 8 sections (including students with disabilities).¹⁶ The table below summarizes Aspirations Diploma Plus' baseline Footprint allocation from the previous year as the DOE does not anticipate a significant change in its enrollment based on historical trends.

2011-2012: Aspirations Diploma Plus	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter- Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	8	1	1.5	0	1	0	2.0

¹³ FES refers to full-size equivalent rooms that may be used for administrative purposes.

¹⁴ Enrollment data is based on the November 1, 2010 Audited Register.

¹⁵ FES refers to full-size equivalent rooms that may be used for administrative purposes.

¹⁶ Enrollment reflects 2011-2012 Enrollment Projections.

In 2011-2012, ROADS Charter School I will serve approximately 125-150 students in grade 9 per its charter.¹⁷ These students will be served in 5 sections (including students with disabilities). The table below summarizes ROADS Charter School I's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2011-2012: ROADS Charter School I	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	5	1	1.0	0	1	0	1.5

After Aspirations Diploma Plus and ROADS Charter School I have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K894	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocations	9	1	3	0.0

The excess space will be allocated between Aspirations Diploma Plus and ROADS Charter School I based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹⁸ The full 2011-2012 room allocation plan is summarized below.

2011-2012	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2011-2012 GRAND TOTAL ALLOCATIONS			
	Full-Size Spaces	Half-Size Spaces	Administrative Spaces					Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Designed Admin (FSE)
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)							
Aspirations Diploma Plus	8	1	1.5	0	1	0	2.0	5	1	1	13	3	1	1.5
ROADS Charter School I	5	1	1.0	0	1	0	1.5	4	0	2	9	2	2	1.0

2012-2013

In 2012-2013, Aspirations Diploma Plus will continue to serve approximately 225-250 students in grades 9-12. These students are served in 8 sections (including students with disabilities).¹⁹ The table below summarizes Aspirations Diploma Plus' baseline Footprint allocation from the previous year as the DOE does not anticipate a significant change in its enrollment based on historical trends.

2012-2013: Aspirations Diploma Plus	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	8	1	1.5	0	1	0	2.0

¹⁷ Enrollment reflects 2011-2012 Enrollment Projections.

¹⁸ This number is subject to change pending final enrollment projections.

¹⁹ Enrollment reflects 2011-2012 Enrollment Projections.

In 2012-2013, ROADS Charter School I will serve approximately 175-200 students in grades 9 and 10 per its charter.²⁰ These students will be served in 7 sections (including students with disabilities). The table below summarizes ROADS Charter School I's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2012-2013: ROADS Charter School I	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	7	1	1.0	0	1	0	1.5

After Aspirations Diploma Plus and ROADS Charter School I have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K894	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocations	7	1	3	0.0

The excess space will be allocated between Aspirations Diploma Plus and ROADS Charter School I based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.²¹ The full 2012-2013 room allocation plan is summarized below.

2012-2013	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2012-2013 GRAND TOTAL ALLOCATIONS			
	Full-Size Spaces	Half-Size Spaces	Administrative Spaces					Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Designed Admin (FSE)
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)							
Aspirations Diploma Plus	8	1	1.5	0	1	0	2.0	4	1	0	12	3	0	1.5
ROADS Charter School I	7	1	1.0	0	1	0	1.5	3	0	3	10	2	3	1.0

2013-2014 & 2014-2015

In 2013-2014 & 2014-2015, Aspirations Diploma Plus will continue to serve approximately 225-250 students in grades 9-12. These students are served in 8 sections (including students with disabilities).²² The table below summarizes Aspirations Diploma Plus' baseline Footprint allocation from the previous year as the DOE does not anticipate a significant change in its enrollment based on historical trends.

2013-2014 & 2014-2015: Aspirations Diploma Plus	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	8	1	1.5	0	1	0	2.0

²⁰ Enrollment reflects 2012-2013 Enrollment Projections.

²¹ This number is subject to change pending final enrollment projections.

²² Enrollment reflects 2011-2012 Enrollment Projections.

In 2013-2014, ROADS Charter School I will serve approximately 225-250 students in grades 9, 10 and 11 per its charter. These students will be served in 8 sections (including students with disabilities). The school would operate at full scale in terms of enrollment numbers in the 2013-2014 school year though it is expected to reach its full grade span of 9-12 in the 2014-2015 school year. The table below summarizes ROADS Charter School I's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2013-2014 & 2014-2015: ROADS Charter School I	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	8	1	1.0	0	1	2	2.0

After Aspirations Diploma Plus and ROADS Charter School I have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014 & 2014-2015: Building K894	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocations	6	1	1	0.0

The excess space will be allocated between Aspirations Diploma Plus and ROADS Charter School I based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.²³ The full 2013-2014 & 2014-2015 room allocation plan is summarized below.

2013-2014 & 2014-2015	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2013-2014 & 2014-2015 GRAND TOTAL ALLOCATIONS			
	Full-Size Spaces	Half-Size Spaces	Administrative Spaces					Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Designed Admin (FSE)
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Quarter-Size Spaces	Total Admin (FSE)							
Aspirations Diploma Plus	8	1	1.5	0	1	0	2.0	3	1	0	11	3	0	1.5
ROADS Charter School I	8	1	1.0	0	1	2	2.0	3	0	1	11	2	3	1.0

This will serve as the permanent allocation of space.

Proposed 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 K894. 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 Educational 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

²³ This number is subject to change pending final enrollment projections.

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's website, the total capacity of each shared space, the grades and number of sections 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.²⁴ 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.²⁵ Because ROADS Charter School I 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 Aspirations Diploma Plus in the shared spaces this year so that all students in the building can be accommodated in the following school year. The DOE notes that EBC/ENY will close after June 2011, therefore in 2011-2012, the total number of schools that will remain in the building is two.

In planning how Aspirations Diploma Plus and ROADS Charter School I may use 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

- The total time allocated to each school in the cafeteria is primarily based upon each school's projected enrollment, capacity of the cafeteria, and the grades and number of sections served by each school. Each school will be able to accommodate their students in the cafeteria with this proposed allocation of time.
- The DOE believes that all students should be able to eat lunch during customary lunchtimes.
- The cafeteria has the capacity to serve approximately 168 students. Therefore, Aspirations Diploma Plus will need to schedule its lunch time in multiple shifts in order to accommodate its projected enrollment of 225-250 students in grades 9-12. The proposed schedule below assumes that in 2011-2012, Aspirations Diploma Plus will serve two 45-minute lunch periods with approximately 113-125 students in each period.
- ROADS Charter School I will be allocated one 45-minute lunch period based on its projected enrollment of 125-150 students in grade 9 next year.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Aspirations Diploma Plus and expects the same for ROADS Charter School I students. As a result, the DOE has proposed that both schools share the cafeteria from 7:00 am to 8:05 am, for a total of 1 hour and 5 minutes on a daily basis.

Library

- The total time allocated to each school in the library is primarily based upon each school's projected enrollment, capacity of the library, and the grades and number of sections served by each school. Each school will be able to accommodate their students in the library with this proposed allocation of time.
- The library has the capacity to accommodate approximately 30 students. Aspirations Diploma Plus will be allocated eight 45-minute periods or the equivalent of 6 hours per week in the library. Therefore, all students enrolled in the school will have access to the library for one 45-minute period per week with approximately 29-32 students served in each period.
- ROADS Charter School I will be allocated five 45-minute periods or the equivalent of 3.75 hours per week in the

²⁴ See the DOE School Food's website at <http://www.opt-osfns.org/osfns>.

²⁵ 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.

library based on its projected enrollment and the number of sections it will serve next year. This means that all students enrolled in the school will have access to the library for one 45-minute period per week with approximately 25-30 students served in each period.

- The library will also be available to students during their respective lunch periods. The library schedule is aligned with the cafeteria lunch schedule for each school in order to provide schools with the option of offering students access to the library during their lunchtimes.

Science Lab

- The total time allocated to each school in the science lab is primarily based upon each school's projected enrollment and the grades and number of sections served by each school. Each school will be able to accommodate their students in the science lab with this proposed allocation of time.
- Because Aspirations Diploma Plus will serve approximately 225-250 students in 8 sections next year, it will be allocated the greatest amount of time in the science lab. Aspirations Diploma Plus will be allocated a total of 6 hours per week in the science lab or the equivalent of eight 45-minute periods. This means that students enrolled at Aspirations Diploma Plus will have access to the science lab for one 45-minute period per week with approximately 29-32 students served in each period.
- ROADS Charter School I will serve approximately 125-150 students in 5 sections next year, and it will therefore be allocated a total of 3.75 hours per week in the science lab or the equivalent of five 45-minute periods. This means that students enrolled at ROADS Charter School I will have access to the science lab for one 45-minute period per week with approximately 25-30 students served in each period.

Gymnasium

- The total time allocated to each school in the gymnasium is primarily based upon each school's projected enrollment and the number of sections and grades served by each school. Each school will be able to accommodate their students in the gymnasium with this proposed allocation of time.
- Because Aspirations Diploma Plus will serve approximately 225-250 students in 8 sections next year, it will be allocated the greatest amount of time in the gymnasium. Aspirations Diploma Plus will be allocated a total of 6 hours per week in the gymnasium or the equivalent of eight 45-minute periods. This means that students enrolled at Aspirations Diploma Plus will have access to the gymnasium for physical education classes once per week for 45 minutes. Approximately 29-32 students will be served in each period.
- Because ROADS Charter School I will serve approximately 125-150 students in 5 sections next year, it will be allocated a total of 3.75 hours per week in the gymnasium or the equivalent of five 45-minute periods. This means that students enrolled at ROADS Charter School I will have access to the gymnasium for physical education classes once per week for 45 minutes. Approximately 25-30 students will be served in each period.

Weight Room

- The weight room will be available to students during their respective physical education periods. The weight room schedule is aligned with the gymnasium schedule for each school in order to provide schools with the option of offering students access to the weight room during their physical education classes.

Auditorium

- The DOE notes that in the current school year the two co-located schools share the auditorium and that programming is scheduled on a need basis with the Building Council.
- The DOE, however, has allocated set times to ROADS Charter School I and Aspirations Diploma Plus based upon each school's projected enrollment, capacity of the auditorium, and the grades and number of sections served by each school. Each school will be able to accommodate their students in the auditorium with this proposed allocation of time.

- The auditorium has the capacity to accommodate approximately 150 students. Aspirations Diploma Plus will be allocated eight 45-minute periods or the equivalent of 6 hours per week in the auditorium. Therefore, all 8 sections will have access to the auditorium for one 45-minute period weekly. Approximately 29-32 students will be served in each period.
- ROADS Charter School I will be allocated five 45-minute periods or the equivalent of 3.75 hours per week in the auditorium based on its projected enrollment and the number of sections it will serve next year. This means that all 5 sections will have access to the auditorium for one 45-minute period weekly. Approximately 25-30 students will be served in each period.
- As noted throughout this document, the Building Council may deviate from this proposed Shared Space Plan to serve the co-located schools' programmatic needs.

After School Programs

- The DOE notes that Aspirations Diploma Plus offers extracurricular activities that require the use of the auditorium, library and gymnasium after school from 3:30 pm to 5:30 pm. In addition, ROADS Charter School I will offer an extended-day program that will run until 7:00 pm.
- According to the proposed Shared Space Plan, Aspirations Diploma Plus will be allocated a total of 2.15 hours per day in the auditorium, library and gymnasium from 3:30 pm to 5:45 pm. Therefore, the school will continue to program staff meetings, student activities and sports in the library, auditorium and gymnasium, respectively, in a similar manner as the current school year.
- ROADS Charter School I will be allocated a total of 1.10 hours per day in the auditorium, library and gymnasium from 5:50 pm to 7:00 pm based on its projected enrollment and grade levels served.
- Under this plan, Aspirations Diploma Plus will maintain the same amount of time that it is currently using after school in the auditorium, library and gymnasium. In other words, it will neither gain nor lose time in these shared spaces next year; thus, the DOE believes this plan treats both schools equitably and comparably.
- 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 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.

In 2011-2012, Aspirations Diploma Plus will serve approximately 225-250 students in grades 9-12. According to its charter, ROADS Charter School I will serve approximately 125-150 students in grade 9 in 2011-2012. According to the Office of Pupil Transportation's bus schedules for a regular school day, Aspirations Diploma Plus' regular school day runs from approximately 8:10 am to 3:07 pm.²⁶ ROADS Charter School I's school hours will be between 7:00 am to 7:00 pm per its charter. Based on the schedule below and the rationale 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.

²⁶ See the DOE Office of Pupil Transportation's website at [https://www.opt-
osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx](https://www.opt-
osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx).

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 168)	<u>Breakfast</u> ROADS Charter School I & Aspirations Diploma Plus 7:00 am - 8:05 am	<u>Breakfast</u> ROADS Charter School I & Aspirations Diploma Plus 7:00 am - 8:05 am	<u>Breakfast</u> ROADS Charter School I & Aspirations Diploma Plus 7:00 am - 8:05 am	<u>Breakfast</u> ROADS Charter School I & Aspirations Diploma Plus 7:00 am - 8:05 am	<u>Breakfast</u> ROADS Charter School I & Aspirations Diploma Plus 7:00 am - 8:05 am
	<u>Lunch</u> ROADS Charter School I 10:26 am - 11:11 am	<u>Lunch</u> ROADS Charter School I 10:26 am - 11:11 am	<u>Lunch</u> ROADS Charter School I 10:26 am - 11:11 am	<u>Lunch</u> ROADS Charter School I 10:26 am - 11:11 am	<u>Lunch</u> ROADS Charter School I 10:26 am - 11:11 am
	Aspirations Diploma Plus 11:13 am - 12:45 pm				
Library (Capacity: 30)	ROADS Charter School I 8:52 am - 9:37 am	ROADS Charter School I 8:52 am - 9:37 am	ROADS Charter School I 8:52 am - 9:37 am	ROADS Charter School I 8:52 am - 9:37 am	ROADS Charter School I 8:52 am - 9:37 am
	10:26 am - 11:11 am				
	Aspirations Diploma Plus 9:39 am - 10:24 am				
	11:13 am - 12:45 pm				
	12:47 pm - 1:32 pm				
Gymnasium (Capacity: 176)	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am
	Aspirations Diploma Plus 10:26 am - 11:11 am				
	2:21 pm - 3:06 pm				
Other: Weight Room (Capacity: Unavailable)	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am	ROADS Charter School I 8:10 am - 8:55 am
	Aspirations Diploma Plus 10:26 am - 11:11 am				
	2:21 pm - 3:06 pm				
Other: Science Lab	Aspirations Diploma Plus 8:10 am - 9:37 am	ROADS Charter School I 9:39 am - 10:24 am			
	ROADS Charter School I 9:39 am - 10:24 am	ROADS Charter School I 9:39 am - 10:24 am	ROADS Charter School I 9:39 am - 10:24 am	ROADS Charter School I 9:39 am - 10:24 am	
Auditorium (Capacity: 150)	Aspirations Diploma Plus 8:10 am - 9:37 am	ROADS Charter School I 12:47 pm - 1:32 pm			
	ROADS Charter School I 12:47 pm - 1:32 pm	ROADS Charter School I 12:47 pm - 1:32 pm	ROADS Charter School I 12:47 pm - 1:32 pm	ROADS Charter School I 12:47 pm - 1:32 pm	
Library (Capacity: 30) Auditorium (Capacity: 150) & Gymnasium (Capacity: 176)	<u>After school</u> Aspirations Diploma Plus 3:30 pm - 5:45 pm	<u>After school</u> Aspirations Diploma Plus 3:30 pm - 5:45 pm	<u>After school</u> Aspirations Diploma Plus 3:30 pm - 5:45 pm	<u>After school</u> Aspirations Diploma Plus 3:30 pm - 5:45 pm	<u>After school</u> Aspirations Diploma Plus 3:30 pm - 5:45 pm
	ROADS Charter School I 5:50 pm - 7:00 pm	ROADS Charter School I 5:50 pm - 7:00 pm	ROADS Charter School I 5:50 pm - 7:00 pm	ROADS Charter School I 5:50 pm - 7:00 pm	ROADS Charter School I 5:50 pm - 7:00 pm

As ROADS Charter School I's enrollment increases each year, this Shared Space Plan will be revised accordingly by the Building Council.

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 ("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 ROADS Charter School I will be part of the K894 building School Safety Committee. As a member of the School Safety Committee, the leader/designee of ROADS Charter School I 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 ROADS Charter School I will be addressed on an ongoing basis. Moreover, the Safety Plan for the K894 school building will be modified as appropriate to meet any changing security needs associated with the co-location. ROADS Charter School I will enter information in the K894 school building'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 K894 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, 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.²⁷ 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.

²⁷ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov> under "Key Documents."

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 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.