

## REVISED BUILDING UTILIZATION PLAN

The New York City Department of Education (“DOE”) has proposed to site Teaching Firms of America Charter School (“Teaching Firms”), a new public charter school that would serve students in kindergarten through fifth grade, in Building K308 (“K308”), located at 616 Quincy Street, Brooklyn, NY, 11221, in Community School District 16. Teaching Firms would be co-located in K308 with an existing DOE K-8 school that offers one section of pre-kindergarten and serves kindergarten through eighth grade, P.S. 308 Clara Cardwell (16K308, “P.S. 308”). As discussed in greater detail in the revised Educational Impact Statements (“EIS”), the DOE has proposed the gradual phase-in of Teaching Firms in K308, with Teaching Firms opening in September 2011 to serve Kindergarten and first grade students. The EIS for this proposal and the corresponding BUP were approved by the Panel for Education Policy (“PEP”) on March 1, 2011.

The Building Utilization Plan (“BUP”) for this proposal, originally published on January 8, 2011 and approved by the PEP on March 1, 2011, has been revised in the following manner:

- the proposed shared space schedule been adjusted;
- 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 correct website for the DOE’s Instructional Footnote has been included; and
- the capacity for the cafeteria has been adjusted to reflect the total capacity of the modified cafeteria.

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 Teaching Firms and P.S. 308. It also includes a proposal for the collaborative usage of shared resources and spaces between Teaching Firms and P.S. 308, 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.

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”)<sup>1</sup> 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 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 walk-through of the building by the Borough Director of 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. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team

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<sup>1</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/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE\\_Instructional\\_Footprint\\_Final9210TNT.pdf](http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf).

Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school.<sup>2</sup> In addition to these capacity generating instructional rooms, 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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
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 classrooms<sup>3</sup> 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 October 15, 2010 by Charles Fisher, Director of Space Planning, building K308 has a total of 61 full-size classrooms/spaces (including one full-size science demonstration lab),<sup>4</sup> seven half-size classrooms/spaces,<sup>5</sup> the equivalent of 1.5 designed administrative office/space (820 square feet), and 20 quarter-size rooms which can be utilized as administrative offices/spaces.<sup>6</sup> K308 building also contains a gymnasium, auditorium, cafeteria, library and two outside recreational areas (one early childhood playground that is fenced in, and another large playground with basketball hoops).

<sup>2</sup> As per the building survey of K308 conducted on October 15, 2010, none of the seven half-size classrooms/spaces in K308 can accommodate self-contained special education classes/sections.

<sup>3</sup> Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of two full-size classrooms for student support services or resource rooms which could be equal to four half-size classrooms or one full-size classroom and two half-size classrooms, etc.

<sup>4</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>5</sup> Half-size classrooms have an area of less than 500 square feet but have an area of 240 square feet or more.

<sup>6</sup> Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

- The nurse’s office in the K308 building currently operates out of one full-size classroom/space.
- the custodian’s office is currently occupying one half-size classroom/space.

Excluding the custodian’s office and the nurse’s office, the K308 building has a total of 60 full-size classrooms (including one full-size science demonstration lab), six half-size classrooms/spaces, 1.5 designed administrative office/space, and 20 quarter-size administrative offices/spaces remaining that can be allocated to both schools.

**2010-2011**

P.S. 308 currently enrolls 633 students in kindergarten through eighth grade and 13 students in pre-kindergarten. These students are served in 35 classes/sections (including pre-kindergarten students and students with disabilities).<sup>7</sup>

The table below summarizes P.S. 308’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 308’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P.S. 308 is currently using.

2010-2011: P.S. 308	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE) <sup>8</sup>	Full-size Space	Half-size Space	Quarter-Size Space	
Baseline Footprint Allocation	31	9	1.5	0	0	10	4.0
Adjusted Baseline Allocation	38	2	1.5	0	0	10	4.0
Current Space Allocation	60	6	1.5	0	0	20	6.5

The DOE has adjusted P.S. 308’s baseline allocation for the following reason:

- P.S. 308 currently operates seven self-contained special education classes. Typically, self-contained classes are accommodated in half-size classrooms. The DOE notes that there are not enough half-size rooms in the building where P.S. 308 is located, however there are enough full-size rooms. As a result, the DOE has allocated seven full-size rooms in lieu of seven half-size rooms that P.S. 308 should have received under its baseline footprint allocation.

As demonstrated in the table above, P.S. 308 is currently using a number of classrooms in excess of its adjusted baseline allocation. In the future, P.S. 308 will have to operate closer to its baseline. The table below summarizes the available space within K308.

<sup>7</sup> 2010 audited register

<sup>8</sup> FSE refers to full-size equivalent rooms that may be used for administrative purposes.

2010-2011: Building K308	Full-size Class- rooms	Half-size Class- rooms	Quarter- Size Class- rooms
Space in Excess of Adjusted Baseline Allocation	22	4	10

**2011-2012**

In 2011-2012, the DOE projects that P.S. 308 will continue to serve between 618-663 students and would continue to have 36 classes (including pre-kindergarten students and students with disabilities).<sup>9</sup> The table below summarizes P.S. 308's adjusted baseline allocation:

2011-2012: P.S. 308	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)
Adjusted Baseline Allocation	38	2	1.5	0	2	6	4.0

According to its charter, Teaching Firms will serve a total of 114 students in kindergarten through first grade, in six classes (including students with disabilities) in the 2011-2012 school year. The table below summarizes Teaching Firm's baseline Footprint allocation:

2011-2012: Teaching Firms	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	7	1	0.0	0	1	4	1.5

After P.S. 308 and Teaching Firms have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

<sup>9</sup> Total projection is consistent with budget register projections for 2011-2012.

2011-2012: Building K308	Full-size Class- rooms	Half-size Class- rooms	Quarter- Size Class- rooms
Space in Excess of Baseline Allocations	15	0	10

The excess space will be allocated between P.S. 308 and Teaching Firms 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. The full 2011-2012 room allocation plan is summarized below:

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2011-12 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter- size Rooms	Full-size Rooms	Half-size Rooms	Quarter- size Rooms	Designed Admin (FSE)	
Designed Admin (FSE)			Full-size Spaces	Half-size Spaces	Quarter- size Spaces	Total Admin (FSE)								
2011- 2012														
P.S. 308	38	2	1.5	0	2	6	4.0	12	0	8	50	4	14	1.5
Teaching Firms	7	1	0.0	0	1	4	1.5	3	0	2	10	2	6	0

In total, P.S. 308 will be allocated 50 full-size, 4 half-size, and 14 quarter-size spaces, and 1.5 FSE in designed administrative office space. Teaching Firms of America will be allocated 10 full-size, 2 half-size, and 6 quarter-size spaces, and will not be allocated any designed administrative office space.

Room Change (+/-)	2010-2011 GRAND TOTAL				2011-2012 GRAND TOTAL				CHANGE (+/-)			
	CURRENT SPACE ALLOCATIONS											
	Full-size Rooms	Half-size Rooms	Quarter- size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter- size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter- size Rooms	Designed Admin (FSE)
P.S. 308	60	6	20	1.5	50	4	14	1.5	-10	-2	-6	0
Teaching Firms	n/a	n/a	n/a	n/a	10	2	6	0	n/a	n/a	n/a	n/a

**2012-2013**

In 2012-2013, the DOE projects that P.S. 308 will have an enrollment of approximately 588-633 students and would continue to maintain its adjusted baseline space allocation from the previous year.<sup>10</sup> The table below summarizes P.S. 308's adjusted baseline allocation, which is the same as the year before:

2012-2013: P.S. 308	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)
Adjusted Baseline Allocation	38	2	1.5	0	2	6	4.0

In 2012-2013, Teaching Firms is projected to enroll 171 students in 9 sections (including students with disabilities) in kindergarten through second grade. The table below summarizes Teaching Firms's baseline Footprint allocation:

2012-2013: Teaching Firms	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	11	1	0.0	0	1	6	2.0

After P.S. 308 and Teaching Firms have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

<b>2012-2013: Building K308</b>	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space in Excess of Baseline Allocations	11	0	8

The excess space will be allocated between P.S. 308 and Teaching Firms 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. The full 2012-2013 room allocation plan is summarized below:

<sup>10</sup> Enrollment numbers are subject to change pending finalized projections for the 2012-2013 school year.

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2012-2013 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces					Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-size Spaces	Total Admin (FSE)							
2012-2013														
P.S. 308	38	2	1.5	0	2	6	4.0	8	0	6	46	4	12	1.5
Teaching Firms	11	1	0.0	0	1	6	2.0	3	0	2	14	2	8	0

In total, P.S. 308 will be allocated 46 full-size, four half-size, and 12 quarter-size spaces, and 1.5 FSE in designed administrative office space. Teaching Firms will be allocated 14 full-size, two half-size, and eight quarter-size spaces, and will not be allocated any designed administrative office space.

Room Change (+/-)	2011-2012 GRAND TOTAL CURRENT SPACE ALLOCATIONS				2012-2013 GRAND TOTAL				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
	P.S. 308	50	4	14	1.5	46	4	12	1.5	-4	0	-2
Teaching Firms	10	2	6	0	14	2	8	0	+4	0	+2	0

**2013-2014**

In 2013-2014, the DOE projects that P.S. 308 is projected to serve approximately 538-583 students and would continue to maintain its adjusted baseline space allocation from the previous year.<sup>11</sup> The table below summarizes P.S. 308's adjusted baseline allocation:

2013-2014: P.S. 308	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)
Adjusted Baseline Allocation	38	2	1.5	0	2	6	4.0

<sup>11</sup> Enrollment numbers are subject to change pending finalized projections for the 2013-2014 school year.

In 2013-2014, Teaching Firms is projected to enroll 228 students in 12 sections (including students with disabilities) in kindergarten through third grade. The table below summarizes Teaching Firm’s baseline Footprint allocation:

2013-2014: Teaching Firms	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	14	1	0.0	0	1	8	2.5

After P.S. 308 and Teaching Firms have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K308	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space in Excess of Baseline Allocations	8	0	6

The excess space will be allocated between P.S. 308 and Teaching Firms 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. The full 2013-2014 room allocation plan is summarized below:

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2013-2014 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces					Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-size Spaces	Total Admin (FSE)							
P.S. 308	38	2	1.5	0	2	6	4.0	5	0	4	43	4	10	1.5
Teaching Firms	14	1	0.0	0	1	8	2.5	3	0	2	17	2	10	0

In total, P.S. 308 will be allocated 43 full-size, four half-size, and 10 quarter-size spaces, and 1.5 FSE in designed administrative office space. Teaching Firms will be allocated 17 full-size, two half-size, and 10 quarter-size spaces, and will not be allocated any designed administrative office space.

Room Change (+/-)	2012-2013 GRAND TOTAL				2013-2014 GRAND TOTAL				CHANGE (+/-)			
	CURRENT SPACE ALLOCATIONS											
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
P.S. 308	46	4	12	1.5	43	4	10	1.5	-3	0	-2	0
Teaching Firms	14	2	8	0	17	2	10	0	+3	0	+2	0

**2014-2015**

In 2014-2015, the DOE projects that P.S. 308 will serve approximately 538-583 students and would continue to maintain its adjusted baseline space allocation from the previous year.<sup>12</sup> The table below summarizes P.S. 308's adjusted baseline allocation:

2014-2015: P.S. 308	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)
Adjusted Baseline Allocation	38	2	1.5	0	2	6	4.0

In 2014-2015, Teaching Firms is projected to enroll 285 students in 15 sections (including students with disabilities) in kindergarten through grade four. The table below summarizes Teaching Firms's baseline Footprint allocation:

2014-2015: Teaching Firms	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	18	1	0.0	0	1	8	2.5

After P.S. 308 and Teaching Firms have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

<sup>12</sup> Enrollment numbers are subject to change pending finalized projections for the 2014-2015 school year.

<b>2014-2015: Building K308</b>	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	4	0	6

The excess space will be allocated between P.S. 308 and Teaching Firms 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. The allocation of remaining space would minimize the number of rooms that change hands year to year, which the DOE feels is less taxing on school staff and more cost efficient for both P.S. 308 and Teaching Firms.

The full 2014-2015 room allocation plan is summarized below:

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2014-2015 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-size Spaces								Total Admin (FSE)
2014-2015														
P.S. 308	38	2	1.5	0	2	6	4.0	1	0	2	39	4	8	1.5
Teaching Firms	18	1	0.0	0	1	8	2.5	3	0	4	21	2	12	0

In total, P.S. 308 will be allocated 39 full-size, four half-size, and eight quarter-size spaces, and 1.5 FSE in designed administrative office space. Teaching Firms of America will be allocated 21 full-size, two half-size, and 12 quarter-size spaces, and will not be allocated any designed administrative office space.

Room Change (+/-)	2013-2014 GRAND TOTAL				2014-2015 GRAND TOTAL				CHANGE (+/-)			
	CURRENT SPACE ALLOCATIONS											
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
P.S. 308	43	4	10	1.5	39	4	8	1.5	-4	0	-2	0
Teaching Firms	17	2	10	0	21	2	12	0	+4	0	+2	0

**2015-2016**

In 2015-2016, the DOE projects that P.S. 308 will serve approximately 538-583 students and would continue to maintain its adjusted baseline space allocation from the previous year.<sup>13</sup> The table below summarizes P.S. 308's adjusted baseline allocation:

2015-2016: P.S. 308	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)
Adjusted Baseline Allocation	38	2	1.5	0	2	6	4.0

In 2015-2016, Teaching Firms is projected to enroll 342 students in 18 sections (including students with disabilities) in kindergarten through grade five. The table below summarizes Teaching Firm's baseline Footprint allocation and their adjusted baseline allocation:

2015-2016: Teaching Firms	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	0	1	6	2.5
Adjusted Baseline Allocation	21	1	0.0	0	1	8	2.5

The DOE has adjusted Teaching Firm's baseline allocation for the following reason:

- Due to an insufficient number of half-size rooms, Teaching Firms will be allocated two additional quarter-size rooms to be used as resource rooms.

After P.S. 308 and Teaching Firms have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K308	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	1	0	6

The excess space will be allocated between P.S. 308 and Teaching Firms based upon the following factors: the relative enrollment of the schools in the building.

<sup>13</sup> Enrollment numbers are subject to change pending finalized projections for the 2015-2016 school year.

The full 2015-2016 room allocation plan is summarized below:

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2015-2016 GRAND TOTAL ALLOCATIONS			
	Full-size Rooms	Half-size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	
Designed Admin (FSE)			Full-size Spaces	Half-size Spaces	Quarter-size Spaces	Total Admin (FSE)								
P.S. 308	38	2	1.5	0	2	6	4.0	1	0	3	39	4	9	1.5
Teaching Firms	21	1	0.0	0	1	8	2.5	0	0	3	21	2	11	0

This will serve as the long term space plan for the K308 building.

In total, P.S. 308 will be allocated 39 full-size, four half-size, and nine quarter-size spaces, and 1.5 FSE in designed administrative office space. Teaching Firms of America will be allocated 21 full-size, two half-size, and 11 quarter-size spaces, and zero FSE in designed administrative office space.

Room Change (+/-)	2014-2015 GRAND TOTAL CURRENT SPACE ALLOCATIONS				2015-2016 GRAND TOTAL				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
P.S. 308	39	4	8	1.5	39	4	9	1.5	0	0	+1	0
Teaching Firms	21	2	12	0	21	2	11	0	0	0	-1	0

**Shared Space Plan**

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K308. 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.<sup>14</sup> 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. The DOE notes that a 2010-2011 Campus Audit Template has not been received from P.S. 308 for the K308 building. Because Teaching Firms of America Charter School would be co-located in the building for the first time, it may be necessary to shorten or change some of the current times that have been allocated to P.S. 308 in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how P.S. 308 and Teaching Firms 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, and grade levels served. Because P.S. 308 will serve a larger number of students and grade levels than Teaching Firms next year, it has been allocated the largest amount of time in the cafeteria in the schedule below. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The cafeteria has the capacity to accommodate 222 students. As a result, P.S. 308 will need to schedule its lunch time in shifts in order to accommodate its projected enrollment of 618-663 students (including pre-kindergarten students). Currently, P.S. 308 serves 646 students in the cafeteria in three shifts, for a total of 110 minutes. In the schedule below, the DOE has allocated P.S. 308 a total of 140 minutes a day in the cafeteria based on its projected enrollment next year. The proposed schedule below assumes that P.S. 308 would serve lunch to its 618-663 students, in four 30 minute shifts. Thus, all P.S. 308 students will be able to be accommodated in the cafeteria for lunch and extra time has also been allocated to P.S. 308 to assist with exit and entry into the cafeteria.
- The proposed schedule allocates 30 minutes of time to Teaching Firms for lunch everyday based on its projected enrollment.
- The DOE believes that this schedule is equitable and comparable based on the fact that all students should be able to eat lunch during customary lunch times.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 308. As a result, the DOE has allocated the same amount of time to P.S. 308 for breakfast as it currently has (35 minutes) during the 2010-2011 school year. Teaching Firms has also been allocated 20 minutes in the cafeteria for breakfast to serve its projected enrollment.

**Gymnasium, Library, Playground, and Auditorium**

Because P.S. 308 will serve more students and grade levels than Teaching Firms, it has been allocated the largest amount of time in the library, gymnasium, outside playgrounds, and auditorium.

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

### Gymnasium

- For example, P.S. 308 is allocated the largest amount of time in the gymnasium (25 hours weekly), while Teaching Firms is allocated four hours weekly in the gymnasium.

### Library

- Similarly, in the proposed shared space schedule below, P.S. 308 is allocated the largest amount of time in the library, 27 hours weekly, while Teaching Firms is allocated five hours weekly.

### Outside Playgrounds

- The DOE notes that proposed shared space plan for the two outside playgrounds assumes that each school will have access to both playgrounds during their scheduled time. P.S. 308 has been allocated the largest amount of time on the outdoor playgrounds (13 hours and 20 minutes weekly) whereas Teaching Firms is allocated three hours 20 minutes weekly. Additionally, the scheduled playground times are loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess either before, during or after their lunch period.

### Auditorium

- The DOE proposes that P.S. 308 be allocated the largest amount of time in the auditorium (26 hours and 30 minutes weekly) based on its projected enrollment and the number of grade levels served. Teaching Firms has been allocated four hours and 30 minutes weekly on the schedule below based on its enrollment and the number of grade levels it will serve.

### **After School Programs**

- The DOE notes that P.S. 308 currently partners with Community Based Organizations LeAp, Purelements, and One to World to provide after-school programs. LeAp provides percussion programs on Mondays, theater programs on Mondays and Wednesdays, and ballroom dance programs on Tuesdays. Purelements provides hip hop dance programs on Mondays and Tuesdays and jazz dance programs on Tuesdays and Wednesdays. One to World provide global classroom programs on Tuesdays and Wednesdays. Currently, P.S. 308 uses the auditorium from 3:30 to 5:30 p.m. on Mondays, Tuesdays, and Wednesdays and the cafeteria from 3:30 to 5:30 p.m. on Mondays and Tuesdays. The schedule below maintains the same after school schedule that P.S. 308 has this year.
- Teaching Firms is a new school and thus does not have a current after school program. The Building Council will address any requests to use all shared spaces after school hours.
- 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, the DOE projects that P.S. 308 will serve 618-663 students. According to its charter, Teaching Firms will serve up to a total of 114 students in 2011-2012. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end to the school day, P.S. 308's school day runs from 8:00 a.m. – 3:10 p.m. on Monday, Tuesday, and Wednesday, and 8:00-2:20 p.m. on Thursday and Friday. Since Teaching Firms is a new school, it does not have a current school

start or end time. For the purpose of the developing this Shared Space Schedule, the DOE has assumed that Teaching Firms operates on the same schedule as P.S. 308.

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 222)	<b>Breakfast:</b> <b>P.S. 308</b> 7:25-8:00 a.m. <b>Teaching Firms</b> 8:00-8:20 a.m.  <b>Lunch:</b> <b>P.S. 308</b> 11:00-11:30 a.m. 12:20-2:10 p.m. <b>Teaching Firms</b> 11:40-12:10 p.m.  <u>After School:</u> <b>Purelements</b> 3:30-5:30 p.m.	<b>Breakfast:</b> <b>P.S. 308</b> 7:25-8:00 a.m. <b>Teaching Firms</b> 8:00-8:20 a.m.  <b>Lunch:</b> <b>P.S. 308</b> 11:00-11:30 a.m. 12:20-2:10 p.m. <b>Teaching Firms</b> 11:40-12:10 p.m.  <u>After School:</u> <b>Purelements</b> 3:30-5:30 p.m.	<b>Breakfast:</b> <b>P.S. 308</b> 7:25-8:00 a.m. <b>Teaching Firms</b> 8:00-8:20 a.m.  <b>Lunch:</b> <b>P.S. 308</b> 11:00-11:30 a.m. 12:20-2:10 p.m. <b>Teaching Firms</b> 11:40-12:10 p.m.	<b>Breakfast:</b> <b>P.S. 308</b> 7:25-8:00 a.m. <b>Teaching Firms</b> 8:00-8:20 a.m.  <b>Lunch:</b> <b>P.S. 308</b> 11:00-11:30 a.m. 12:20-2:10 p.m. <b>Teaching Firms</b> 11:40-12:10 p.m.	<b>Breakfast:</b> <b>P.S. 308</b> 7:25-8:00 a.m. <b>Teaching Firms</b> 8:00am-8:20 a.m.  <b>Lunch:</b> <b>P.S. 308</b> 11:00-11:30 a.m. 12:20-2:10 p.m. <b>Teaching Firms</b> 11:40-12:10 p.m.
Library	<b>Teaching Firms</b> 8:20-10:00 a.m.  <b>P.S. 308</b> 10:00-3:00 p.m.	<b>P.S. 308</b> 8:00-3:00 p.m.	<b>Teaching Firms</b> 8:20-10:00 a.m.  <b>P.S. 308</b> 10:00-3:00 p.m.	<b>P.S. 308</b> 8:00-2:00 p.m.	<b>Teaching Firms</b> 8:20-10:00 a.m.  <b>P.S. 308</b> 10:00-2:00 p.m.
Gymnasium (Capacity: 175)	<b>P.S. 308</b> 8:00-12:30 p.m. 2:00-3:00 p.m.  <b>Teaching Firms</b> 12:30-2:00 p.m.	<b>P.S. 308</b> 8:00-3:00 p.m.	<b>P.S. 308</b> 8:00-12:30 p.m. 2:00-3:00 p.m.  <b>Teaching Firms</b> 12:30pm-2:00 p.m.	<b>P.S. 308</b> 8:00-1:30 p.m.	<b>P.S. 308</b> 8:00-12:30 p.m.  <b>Teaching Firms</b> 12:30pm-1:30 p.m.
Auditorium (Capacity: 274)	<b>P.S. 308</b> 8:00-1:30 p.m.  <b>Teaching Firms</b> 1:30-3:00 p.m.  <u>After School:</u>	<b>P.S. 308</b> 8:00-1:30 p.m.  <b>Teaching Firms</b> 1:30-3:00 p.m.  <u>After School:</u>	<b>P.S. 308</b> 8:00-1:30 p.m.  <b>Teaching Firms</b> 1:30-3:00 p.m.  <u>After School:</u>	<b>P.S. 308</b> 8:00-1:00 p.m.	<b>P.S. 308</b> 8:00-1:00 p.m.

	<b>LeAp</b> 3:30-5:30 p.m.	<b>LeAp</b> 3:30-5:30 p.m.	<b>LeAp</b> 3:30-5:30 p.m.		
Other: Outside playgrounds	<b>P.S. 308</b> 11:00-11:40 a.m. 12:20-2:20 p.m.				
	<b>Teaching Firms</b> 11:40-12:20 p.m.				

### 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 Teaching Firms will be part of the K308 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Teaching Firms 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 Teaching Firms will be addressed on an ongoing basis. Moreover, the Safety Plan for the K308 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Teaching Firms will enter information in the K308 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 K308 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,<sup>15</sup> 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.

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<sup>15</sup> Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.