

REVISED BUILDING UTILIZATION PLAN

As discussed in greater detail in the attached revised Educational Impact Statement (“EIS”), the DOE has proposed to site a new elementary school, P.S. 401 (23K401), and to re-site and co-locate Leadership Preparatory Ocean Hill Charter School (84K775, “Ocean Hill”) to building K332, located at 51 Christopher Avenue, Brooklyn, NY 11212 in Community School District 23, beginning in the 2011-12 school year. Ocean Hill and P.S. 401 would be co-located with P.S. 332 Charles H. Houston (23K332, “P.S. 332”) and an Alternative Learning Center (K992, “ALC”), in building K332. P.S. 332 currently enrolls students in K-8 and offers a pre-kindergarten program. In a separate EIS posted on December 17, 2010, the DOE proposed to phase P.S. 332 out because of its low performance. On February 3, 2011, the Panel for Educational Policy (“PEP”) approved the proposal to phase out P.S. 332 and the proposal to re-site and co-locate Ocean Hill in K332.

Ocean Hill is an existing charter school that opened in 2010-2011 with kindergarten and first grade in Building K271. There is not sufficient space at K271 for Ocean Hill to remain there long-term and grow to scale. As a result, the DOE has proposed to re-site and co-locate Ocean Hill in K332, where it will phase-in gradually and serve kindergarten through eighth grade when fully phased in the 2017-2018 school year. The DOE has also proposed to phase in a new zoned elementary school, P.S. 401, into K332. P.S. 401 will open in 2011-2012 with kindergarten through second grade and will also offer a pre-kindergarten program. P.S. 401 will phase-in gradually and serve kindergarten through fifth grade at scale. P.S. 332 will no longer accept incoming students and will close at the end of the 2013-2014 school year.

The Building Utilization Plan (“BUP”) for this proposal, originally published on December 20, 2010, amended on January 26, 2011, and approved by the PEP on February 3, 2011, has been revised in the following manner:

- The room allocations for all organizations have been adjusted in order to more accurately reflect the total full-size, half-size, and quarter-size rooms in the K332 building;
- the proposed shared space schedule has been adjusted; 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.

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 P.S. 332, P.S. 401, Ocean Hill and the ALC beginning in 2011-2012. The DOE will propose that the ALC in the building be relocated prior to 2012-2013. This plan also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 332, P.S. 401, Ocean Hill and the ALC 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 revised Educational Impact Statement to which this plan is attached for further information about the proposed co-location.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)¹ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

¹ 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.

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, 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 classrooms² 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.

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3.5 full-size classrooms for student support services or resource rooms which could be equal to seven half-size classrooms or two full-size classroom and three half-size classrooms, etc.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on December 10, 2010, by Charles Fisher, Director of Space Planning, building K332 has a total of 51 full-size classrooms/spaces (including one full-size science demonstration lab), 15 half-size classrooms/spaces, one designed administrative office/space that is equivalent to two full-size spaces, and six quarter-size rooms which can be utilized as administrative offices/spaces.^{3,4,5} Building K332 also contains a gymnasium, auditorium, cafeteria, library and playground.

The Nurse’s Office operates out of one full-size classroom/space, and the Custodian’s office is currently occupying one half-size classroom/space.

Excluding these spaces, building K332 has a total of 50 full-size classrooms (including one science demonstration room), 14 half-size classrooms/spaces, one designed administrative office/space that is equivalent to two full-size spaces, and six quarter-size administrative offices/spaces remaining that can be allocated to schools.

2010-2011

P.S. 332 currently enrolls 392 students in kindergarten through eighth grade and 18 students in pre-kindergarten. These students are served in 23 classes/sections (including pre-kindergarten students and students with disabilities).⁶

The table below summarizes P.S. 332’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that P.S. 332 is currently using.

2010-2011: P.S. 332	Full-size Class- rooms	Half-size Class- rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	
Baseline Footprint Allocation	19	8	2.0	0	0	4	3.0
Current Space Allocation	45	14	2.0	0	0	5	3.25

³ Full-size classrooms have an area of 500 square feet or more.

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

⁵ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

⁶ Source: 2010 audited register

Currently, an Alternative Learning Center (“ALC”) is located in building K332. Citywide, ALCs are designed to serve a maximum of 80 students. The table below summarizes the ALC’s baseline Footprint allocation and the current amount of space that the ALC is using.

2010-2011: ALC	Full-size Class- rooms	Half-size Class- rooms	Administrative Spaces				
			Designed Admin (FSE) ⁷	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	0	0.0	0	0	1	0.25
Current Space Allocation	5	0	0.0	0	0	1	0.25

As demonstrated in the table above, P.S. 332 and the ALC are currently using several classrooms in excess of their respective baseline allocations, but as P.S 332 phases-out, P.S. 332 will need to operate closer to its baseline space allocation. The DOE does not anticipate that the reduction of classroom space will impact P.S. 332’s ability to meet the needs of all its students

The table below summarizes the available space in excess of P.S. 332 and the ALC’s respective baseline allocations within K332.

2010-2011: Building K332	Full-size Class- rooms	Half-size Class- rooms	Quarter- Size Class- rooms
Space In Excess of Adjusted Baseline Allocation	27	6	1

2011-2012

P.S. 332 will no longer enroll incoming kindergarten or sixth grade students and will only serve grades 3, 4, 5, 7 and 8 in 2011-2012. The DOE projects that P.S. 332 will serve between 175-225 students in 10 classes (including students with disabilities).⁸ The table below summarizes P.S. 332’s baseline Footprint allocation:

2011-2012: P.S. 332	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	12	5	2.0	0	0	0	2.0

⁷ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

⁸ Total projection is consistent with budget register projections for 2011-2012.

In 2011-2012, P.S. 401 will serve students in kindergarten through second grade and will offer a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 173-203 students in 10 classes (including 18 pre-kindergarten students and students with disabilities).⁹ The table below summarizes P.S. 401's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and P.S. 401's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2011-2012: P.S. 401	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	9	5	0.0	2	0	0	2.0
Adjusted Baseline Allocation	12	2	0.0	2	0	0	2.0

P.S. 401's baseline Footprint allocation was adjusted for the following reason:

Given the limited number of half-size classrooms where P.S. 401 will be located in the building, the DOE has allocated three full-size rooms in lieu of three half-size rooms that P.S. 401 should have received under its baseline footprint allocation.

In 2011-2012, Ocean Hill will serve students in kindergarten through second grade. Ocean Hill is projected to serve approximately 232 students in eight classes. The table below summarizes Ocean Hill's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2011-2012: Ocean Hill	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	10	2	0.0	0	3	2	2.0

⁹ Total projection is consistent with budget register projections for 2011-2012.

The ALC will continue to be located within K332 for the 2011-2012 school year. Citywide, ALCs are designed to serve a maximum of 80 students. The table below summarizes the ALC's baseline Footprint allocation.

2011-2012: ALC	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	4	0	0	0	0	1	0.25

After P.S. 332, P.S. 401, Ocean Hill and the ALC have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K332	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space in Excess of Baseline Allocations	10	2	3

The excess space will be allocated between P.S. 332, P.S. 401 and Ocean Hill 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:

2011-2012	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)							
P.S. 332	12	5	2.0	0	0	0	2.0	5	1	3	17	6	3	2.0
P.S. 401	12	2	0.0	2	0	0	2.0	3	1	0	17	3	0	0
Ocean Hill	10	2	0.0	0	3	2	2.0	2	0	0	12	5	2	0
ALC	4	0	0.0	0	0	1	0.25	0	0	0	4	0	1	0

In total, P.S. 332 will be allocated 17 full-size rooms, six half-size rooms, two full-size equivalent designed administrative rooms, and three quarter-size rooms. P.S. 401 will be allocated 17 full-size rooms and three half-size rooms. Ocean Hill will be allocated 12 full-size rooms, five half-size rooms and two quarter-size rooms. The ALC will be allocated four full-size rooms and one quarter-size room.

Room Change (+/-)	2010-2011 GRAND TOTAL CURRENT SPACE ALLOCATIONS				2011-2012 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. 332	45	14	5	2.0	17	6	3	2.0	-28	-8	-2	0
P.S. 401	N/A	N/A	N/A	N/A	17	3	0	0	N/A	N/A	N/A	N/A
Ocean Hill	N/A	N/A	N/A	N/A	12	5	2	0	N/A	N/A	N/A	N/A
ALC	5	0	1	0	4	0	1	0	-1	0	0	0

2012-2013

In 2012-2013, the ALC will no longer be located within K332 and will be re-sited to an alternate location within District 23 or where there is a district need for an additional ALC.

In 2012-2013, P.S. 332 will serve between 105-135 students in eight classes (including students with disabilities) in grades four, five and eight. The table below summarizes P.S. 332's baseline Footprint allocation:

2012-2013: P.S. 332	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	8	4	1.0	0	0	2	1.5
Adjusted Baseline Allocation	8	4	2.0	0	0	0	2.0

P.S. 332's baseline Footprint allocation was adjusted for the following reason:

- The designed general office, which the DOE has determined will remain with P.S. 332 throughout the phase-out period, is the equivalent of two full-size spaces. Although slightly in excess of the Footprint allocation, the DOE feels that it is appropriate that the designed general office remain with P.S. 332.

In 2012-2013, P.S. 401 will serve grades kindergarten through third and will offer a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 218-258 students in 13 classes (including 18 pre-kindergarten students and students with disabilities). The table below summarizes P.S. 401's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and P.S. 401's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2012-2013: P.S. 401	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	6	0.0	2	0	0	2.0
Adjusted Baseline Allocation	14	3	0.0	2	0	0	2.0

P.S. 401's baseline Footprint allocation was adjusted for the following reason:

- Given the limited number of half-size classrooms where P.S. 401 will be located in the building, the DOE has allocated three full-size rooms in lieu of three half-size rooms that P.S. 401 should have received under its baseline footprint allocation.

In 2012-2013, Ocean Hill will serve grades kindergarten through three. Ocean Hill is projected to serve approximately 313 students in 11 classes. The table below summarizes Ocean Hill's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2012-2013: Ocean Hill	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	2	0.0	0	3	2	2.0

After P.S. 332, P.S. 401, and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K332	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	12	2	4

The excess space will be allocated between P.S. 332, P.S. 401 and Ocean Hill 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:

2012-2013	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)
P.S. 332	8	4	2.0	0	0	0	2.0	3	2	2	11	6	2	2
P.S. 401	14	3	0.0	2	0	0	2.0	4	0	1	20	3	1	0
Ocean Hill	14	2	0.0	0	3	2	2.0	5	0	1	19	5	3	0

In total, P.S. 332 will be allocated 11 full-size rooms, six half-size rooms, two full-size equivalent designed administrative spaces and two quarter-size rooms. P.S. 401 will be allocated 20 full-size rooms, three half-size rooms and one quarter-size rooms. Ocean Hill will be allocated 19 full-size spaces, five half-size rooms and three quarter-size space.

Room Change (+/-)	2011-2012 GRAND TOTAL				2012-2013 GRAND TOTAL				CHANGE (+/-)			
	CURRENT SPACE ALLOCATIONS											
	Full-size Room	Half-size Room	Quarter-size Room	Designed Admin (FSE)	Full-size Room	Half-size Room	Quarter-size Room	Designed Admin (FSE)	Full-size Room	Half-size Room	Quarter-size Room	Designed Admin (FSE)
P.S. 332	17	6	3	2.0	11	6	2	2	-6	0	-1	0
P.S. 401	17	3	0	0	20	3	1	0	+3	0	+1	0
Ocean Hill	12	5	2	0	19	5	3	0	+7	0	+1	0

2013-2014

In 2013-2014, P.S. 332 will serve between 40-50 students in two classes (including students with disabilities) in grade five. The table below summarizes P.S. 332's baseline and adjusted Footprint allocation:

2013-2014: P.S. 332	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	3	1	1.0	0	0	2	1.5
Adjusted Baseline Allocation	3	1	2.0	0	0	0	2.0

P.S. 332's baseline Footprint allocation has been adjusted for the following reason:

- The designed general office, which the DOE has determined will remain with P.S. 332 throughout the phase-out period, is the equivalent of two full-size spaces. Although slightly in excess of the Footprint allocation, the DOE feels that it is appropriate that the designed general office remain with P.S. 332.

In 2013-2014, P.S. 401 will serve grades K-4 and will offer a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 263-313 students in 16 classes (including 18 pre-kindergarten students and students with disabilities). The table below summarizes P.S. 401's baseline and adjusted Footprint allocation.

2013-2014: P.S. 401	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	7	0.0	2	1	2	3.0
Adjusted Baseline Allocation	19	2	0.0	2	1	2	3.0

P.S. 401's baseline Footprint allocation was adjusted for the following reason:

- Given the limited number of half-size classrooms where P.S. 401 will be located in the building, the DOE has allocated five full-size rooms in lieu of five half-size rooms that P.S. 401 should have received under its baseline footprint allocation.

In 2013-2014, Ocean Hill will serve grades kindergarten through four. Ocean Hill is projected to serve approximately 390 students in 14 classes. The table below summarizes Ocean Hill's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2013-2014: Ocean Hill	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	17	2	0.0	0	4	4	3.0

After P.S. 332, P.S. 401, and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K332	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	9	4	0

The excess space will be allocated between P.S. 332, P.S. 401 and Ocean Hill 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:

2013-2014	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. 332	3	1	2.0	0	0	0	2.0	1	0	0	4	1	0	2
P.S. 401	19	2	0.0	2	1	2	3.0	3	2	0	24	5	2	0
Ocean Hill	17	2	0.0	0	4	4	3.0	5	2	0	22	8	4	0

In total, P.S. 332 will be allocated four full-size rooms, one half-size room and two full-size equivalent designed administrative spaces. P.S. 401 will be allocated 24 full-size rooms five half-size rooms and two quarter-size rooms. Ocean Hill will be allocated 22 full-size rooms, eight half-size rooms and four quarter-size rooms.

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. 332	11	6	2	2	4	1	0	2	-7	-5	-2	2
P.S. 401	20	3	1	0	24	5	2	0	+4	+2	+1	0
Ocean Hill	19	5	3	0	22	8	4	0	+3	+3	+1	0

2014-2015

By the 2014-2015 school year, P.S. 332 will have completed its phase-out and will no longer be located in the building.

In 2014-2015, P.S. 401 will be at scale, serving grades kindergarten through five, with a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 308-368 students in 18 classes (including 18 pre-kindergarten students and students with disabilities). The table below summarizes P.S. 401's baseline and adjusted Footprint allocation:

2014-2015: P.S. 401	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	7	2.0	0	2	0	3.0
Adjusted Baseline Allocation	20	2	2.0	0	2	0	3.0

P.S. 401's baseline Footprint allocation was adjusted for the following reason:

- Given the limited number of half-size classrooms where P.S. 401 will be located in the building, the DOE has allocated five full-size rooms in lieu of five half-size rooms that P.S. 401 should have received under its baseline footprint allocation.

In 2014-2015, Ocean Hill will serve grades kindergarten through five. Ocean Hill is projected to serve approximately 465 students in 17 classes. The table below summarizes Ocean Hill's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2014-2015: Ocean Hill	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	20	2	0.0	0	4	4	3.0

After P.S. 401 and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K332	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	10	4	2

The excess space will be allocated between P.S. 401 and Ocean Hill based upon the following factor: the physical location of the available space in relation to the location of each school within the building. 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. 401	20	2	2.0	0	2	0	3.0	3	1	0	23	5	0	2.0
Ocean Hill	20	2	0.0	0	4	4	3.0	7	3	2	27	9	6	0

In total, P.S. 401 will be allocated 23 full-size rooms, five half-size rooms, and two full-size equivalent designed administrative spaces. Ocean Hill will be allocated 27 full-size rooms, nine half-size rooms and six quarter-size rooms.

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. 401	24	5	2	0	23	5	0	2.0	-1	0	-2	0
Ocean Hill	22	8	4	0	27	9	6	0	+5	+1	+2	0

P.S. 401 will be allocated the entire first and second floor of K332. Ocean Hill will be allocated the entire third and fourth floor. Although Ocean Hill will continue to grow in size, and its baseline allocation will change, Ocean Hill will maintain the total amount of space assigned to it in the 2014-2015 school year. In other words, the additional rooms or excess rooms allocated to Ocean Hill in 2014-2015 will be used to meet Ocean Hill's baseline needs in 2015-2016 and 2016-2017. Thus, the BUP will forego listing the room allocations for P.S. 401 and Ocean Hill for the 2015-2016 and 2016-2017 school years because it will remain identical to the 2014-2015 room allocations.

2017-2018

In 2017-2018, P.S. 401 will be at scale, serving students kindergarten through fifth grade, with a pre-kindergarten program, pending funding availability. P.S. 401 is projected to continue to serve between 288-348 students in 18 classes (including 18 pre-kindergarten students and students with disabilities). P.S. 401's adjusted baseline allocation will be the same as the years before.

2017-2018: P.S. 401	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	20	2	2.0	0	2	0	3.0

In 2017-2018, Ocean Hill will be fully phased in and will serve students in kindergarten through eighth grade. Ocean Hill is projected to serve approximately 604 students in 24 classes. The table below summarizes Ocean Hill's baseline Footprint allocation:

2017-2018: Ocean Hill	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	27	2	0.0	0	4	4	3.0

After P.S. 332, P.S. 401, and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2017-2018: Building K332	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	3	4	2

The excess space will be allocated between P.S. 401 and Ocean Hill based upon the following factor: the physical location of the available space in relation to the location of each school within the building. The full 2017-2018 room allocation plan is summarized below:

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2017-2018 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)							
2017-2018														
P.S. 401	20	2	2.0	0	2	0	3.0	3	1	0	23	5	0	2
Ocean Hill	27	2	0.0	0	4	4	3.0	0	3	2	27	9	6	0

In total, P.S. 401 will be allocated 23 full-size rooms, five half-size rooms and two full-size designed administrative rooms. Ocean Hill will be allocated 27 full-size rooms, nine half-size rooms and six quarter-size rooms.

Room Change (+/-)	2016-2017 GRAND TOTAL				2017-2018 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. 401	23	5	0	2.0	23	5	0	2	0	0	0	0
Ocean Hill	27	9	6	0	27	9	6	0	0	0	0	0

P.S. 401 will continue to be allocated the entire first and second floor of K332. Ocean Hill will continue to be allocated the entire third and fourth floor. In 2017-2018, both P.S. 401 and Ocean Hill will be completely phased in. This will remain 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 K332. 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, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁰ Where possible, the proposed schedule maintains schools' current 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. Because Ocean Hill and P.S. 401 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

¹⁰ See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>.

P.S. 332 currently uses in the shared spaces. The DOE notes that the ALC will be re-sited from the K332 building by the 2013-2014 school year, and that P.S. 332 will close after June 2014. Therefore, the total number of schools that will utilize the shared spaces will decrease from four organizations to two organizations in 2014-2015.

In planning how Ocean Hill, P.S. 401, P.S. 332 and the ALC may use the shared spaces in 2011-2012, 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. Each organization will be able to accommodate its students in the cafeteria with this proposed allocation of time.
- The cafeteria has the capacity to accommodate 300 students. Currently, P.S. 332 offers three periods of lunch for 45 minute periods, from 11:30 am to 2:00 pm, for a weekly total of 11.25 hours weekly. In the schedule below, P.S. 332's time in the cafeteria will be reduced next year because two new organizations will need to share the cafeteria with P.S. 332 as it phases out. However, all students will be accommodated in the cafeteria for lunch.
- P.S. 332 is allocated an equal amount of time in the cafeteria for lunch (4 hours and 10 minutes weekly) as Ocean Hill since Ocean Hill and PS 332 will serve approximately the same proportion of students. P.S. 401 will be allocated three hours and 20 minutes weekly in the cafeteria for lunch based on its projected enrollment.
- The ALC is allocated the least amount of time in the cafeteria for lunch (2 hours and 30 minutes weekly) since it will serve the fewest number of students
- 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 hours.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K332. As a result, the DOE has allocated the same amount of time and the same duration to P.S. 332 for breakfast as it currently has during the 2010-2011 school year. P.S. 401 will share that breakfast time with P.S. 332 and Ocean Hill will offer breakfast from 7:30-7:55 a.m.

Gymnasium, Library and Playground:

Because P.S. 332 and Ocean Hill will serve the approximately the same number of students, both schools have been allocated the same amount of time in the library, gymnasium, playground, and auditorium to accommodate all of their students. The other co-located schools will be allocated time in these shared spaces based on the number of students each school will serve.

Gymnasium

- For example, P.S. 332 and Ocean Hill are both allocated 11 hours each in the gymnasium weekly, while P.S. 401 is allocated nine hours minutes weekly and the ALC is allocated three hours and 30 minutes weekly.

Library

- P.S. 332 and Ocean Hill are both allocated the largest amount of time each in the library (10 hours weekly), P.S. 401 is allocated 8 hours and 20 minutes weekly, and ALC is allocated five hours weekly based on their projected enrollments.

Playground

- Similarly, P.S.332 and Ocean Hill are allocated the largest amount of time on the outdoor playground (5 hours weekly) and P.S. 401 is allocated four hours and 10 minutes weekly, based on their projected enrollments. Additionally, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after their lunch period. The DOE also notes that the ALC is not currently allocated time on the playground, therefore the schedule below does not include time on the playground for the ALC.

Auditorium

- P.S. 332 and Ocean Hill receive the most amount of time in the auditorium (10 hours weekly) given that they will serve the largest number of students as compared to P.S. 401 or the ALC. P.S. 401 has been allocated 8 hours and 20 minutes weekly, and the ALC has been allocated five hours weekly. Given that the capacity of the auditorium is 266, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium. The Building Council may deviate from this proposed Shared Space plan to serve the co-located schools' needs.

After School Programs:

- P.S. 332 currently offers an after-school program. Currently, the after-school program takes place in the following classrooms: 308, 310, 207, 113, and 109 from 3:30-5:00 p.m. on Mondays, Tuesdays, and Wednesdays. Since P.S. 332 does not currently use shared space for the after-school program, shared space has not been allocated to P.S. 332.
- The DOE also recognizes that OASIS, a community-based organization, offers an after-school program to P.S. 332 students from 3:30-6:00 p.m. in the cafeteria, gymnasium, auditorium and in the following rooms: 139, 151, and 154. While OASIS may change the specific rooms or times which they offer their programs, the DOE has allocated time to OASIS in the cafeteria, gymnasium, and auditorium, consistent with its current practice.
- The DOE notes that Ocean Hill does not currently offer an after-school program at its current location, therefore Ocean Hill is not currently allocated time in the shared space schedule for after-school activities. If Ocean Hill needs access to the shared spaces in the building such as the gymnasium, auditorium, library or playground, Ocean Hill could request permission from the Building Council specifically for access to those shared spaces.
- The DOE also notes that P.S. 401 is a new school and does not currently have an after-school schedule. 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 P.S. 332 will serve 175-225 students, P.S. 401 will serve 173-203 students, Ocean Hill will serve 232 students, and the ALC will continue to serve a maximum of 80 students in K332. As Ocean Hill and P.S. 401's enrollment increases each year, and as P.S. 332's decreases, this shared plan would be revised accordingly.

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end time of the school day, P.S. 332's school day runs from approximately 8:30 a.m. to 3:30 p.m. from Monday to Thursday and from approximately 8:30 a.m. to 2:50 p.m. on Friday.¹¹ P.S. 401 is a new school, and its projected school day would run from approximately 8:30 a.m. to 3:27 p.m. from Monday to Friday. Ocean Hill's regular school day runs from 7:15 a.m. to 4:00 p.m. on Monday to Thursday and from 7:15 a.m. to 1:30 p.m. on Friday. The ALC's regular school day runs from 8:00 a.m. to 2:00pm. 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.

¹¹ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (capacity of space: <u>300</u>)	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am	<u>BREAKFAST:</u> P.S.332 & P.S. 401: 8:00-8:30am	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am
	Ocean Hill: 7:30-7:55am	Ocean Hill: 7:30-7:55am	Ocean Hill: 7:30-7:55am	Ocean Hill: 7:30-7:55am	Ocean Hill: 7:30-7:55am
	<u>LUNCH:</u> Ocean Hill 11:00-11:50	<u>LUNCH:</u> Ocean Hill 11:00-11:50	<u>LUNCH:</u> Ocean Hill 11:00-11:50	<u>LUNCH:</u> Ocean Hill 11:00-11:50	<u>LUNCH:</u> Ocean Hill 11:00-11:50
	P.S. 401 11:50-12:30pm	P.S. 401 11:50-12:30pm	P.S. 401 11:50-12:30pm	P.S. 401 11:50-12:30pm	P.S. 401 11:50-12:30pm
	P.S. 332 12:30-1:20pm	P.S. 332 12:30-1:20pm	P.S. 332 12:30-1:20pm	P.S. 332 12:30-1:20pm	P.S. 332 12:30-1:20pm
	ALC 1:30-2:00pm	ALC 1:30-2:00pm	ALC 1:30-2:00pm	ALC 1:30-2:00pm	ALC 1:30-2:00pm
	<u>After School:</u> OASIS 3:30-6:00pm	<u>After School:</u> OASIS 3:30-6:00pm	<u>After School:</u> OASIS 3:30-6:00pm	<u>After School:</u> OASIS 3:30-6:00pm	<u>After School:</u> OASIS 3:30-6:00pm
Library	Ocean Hill 8:00-10:00am	Ocean Hill 8:00-10:00am	Ocean Hill 8:00-10:00am	Ocean Hill 8:00-10:00am	Ocean Hill 8:00-10:00am
	P.S. 332 10:00-12:00pm	P.S. 332 10:00-12:20pm	P.S. 332 10:00-12:20pm	P.S. 332 10:00-12:20pm	P.S. 332 10:00-12:20pm
	ALC 12:00-1:00pm	ALC 12:00-1:00pm	ALC 12:00-1:00pm	ALC 12:00-1:00pm	ALC 12:00-1:00pm
	P.S. 401 1:00-2:40pm	P.S. 401 1:00-2:40pm	P.S. 401 1:00-2:40pm	P.S. 401 1:00-2:40pm	P.S. 401 1:00-2:40pm

<p>Gymnasium (capacity of space: 340)</p>	<p>Ocean Hill 8:00am-9:30am 12:00-1:30pm</p> <p>P.S. 401 9:30am-12:00pm</p> <p>P.S. 332 1:30pm-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>Ocean Hill 8:00am-10:00am</p> <p>P.S. 401 10:00am-11:30am</p> <p>ALC 11:30am-12:30pm</p> <p>P.S. 332 12:30pm-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>Ocean Hill 8:00am-10:00am</p> <p>P.S. 401 10:00-11:30am</p> <p>ALC 11:30am-12:30pm</p> <p>P.S. 332 12:30pm-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>Ocean Hill 8:00am-10:00am</p> <p>P.S. 401 10:00-11:30am</p> <p>ALC 11:30am-12:30pm</p> <p>P.S. 332 12:30pm-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>Ocean Hill 8:00am-10:00am</p> <p>P.S. 401 10:00am-12:00pm</p> <p>ALC 12:00-12:30pm</p> <p>P.S. 332 12:30pm-2:30pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>
<p>Auditorium (capacity of space: 266)</p>	<p>ALC 8:00-9:00am</p> <p>P.S. 401 9:00-10:40am</p> <p>Ocean Hill 10:40am-12:40pm</p> <p>P.S. 332 1:00-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>ALC 8:00-9:00am</p> <p>P.S. 401 9:00-10:40am</p> <p>Ocean Hill 10:40am-12:40pm</p> <p>P.S. 332 1:00-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>ALC 8:00-9:00am</p> <p>P.S. 401 9:00-10:40am</p> <p>Ocean Hill 10:40am-12:40pm</p> <p>P.S. 332 1:00-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>ALC 8:00-9:00am</p> <p>P.S. 401 9:00-10:40am</p> <p>Ocean Hill 10:40am-12:40pm</p> <p>P.S. 332 1:00-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>	<p>ALC 8:00-9:00am</p> <p>P.S. 401 9:00-10:40am</p> <p>Ocean Hill 10:40am-12:40pm</p> <p>P.S. 332 1:00-3:00pm</p> <p><u>After School:</u> OASIS 3:30-6:00pm</p>
<p>Playground (elementary/ middle schools)</p>	<p>Ocean Hill 10:50-11:50am</p> <p>P.S. 401 11:50am-12:40pm</p> <p>P.S. 332 12:40-1:40pm</p>	<p>Ocean Hill 10:50-11:50am</p> <p>P.S. 401 11:50am-12:40pm</p> <p>P.S. 332 12:40-1:40pm</p>	<p>Ocean Hill 10:50-11:50am</p> <p>P.S. 401 11:50am-12:40pm</p> <p>P.S. 332 12:40-1:40pm</p>	<p>Ocean Hill 10:50-11:50am</p> <p>P.S. 401 11:50am-12:40pm</p> <p>P.S. 332 12:40-1:40pm</p>	<p>Ocean Hill 10:50-11:50am</p> <p>P.S. 401 11:50am-12:40pm</p> <p>P.S. 332 12:40-1:40pm</p>

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; 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 leaders/designees of Ocean Hill and P.S. 401 will be part of the K332 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of Ocean Hill and P.S. 401 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 Ocean Hill will be addressed on an ongoing basis. Moreover, the Safety Plan for the K332 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Ocean Hill and P.S. 401 will enter information in the K332 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 K332 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 2010,¹² 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 District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the Shared Space Committee is to review the implementation of the 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

¹² Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.

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.