

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate grades six through eight of Girls Preparatory Charter School (84X487, "Girls Prep Bronx") in building X120 ("X120"), located at 890 Cauldwell Avenue, Bronx, NY 10456 in Community School District 8 ("District 8"), beginning in the 2014-2015 school year. If this proposal is approved, the middle school grades of Girls Prep Bronx will be co-located in X120 with M.S. 301 Paul L. Dunbar (08X301, "M.S. 301"), an existing zoned middle school that serves students in sixth through eighth grades and one site of P188X, a multi-sited District 75 school (75X188, "P188X@I301X") that serves students in sixth through eighth grades at this site. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

Public Prep is a charter management organization ("CMO") that currently operates two public charter schools in New York City, including Girls Prep Bronx. In addition, as approved by the Panel for Educational Policy ("PEP") on June 19, 2013, Public Prep will open another public charter elementary school, Boys Preparatory Charter School, that will admit students beginning in the 2014-2015 school year in building X107, also located in District 8.¹ In August 2013, Girls Prep Bronx submitted an application to renew and expand its charter to include grades six through eight to the State University of New York Trustees ("SUNY"). Only SUNY has the authority to approve or deny Girls Prep Bronx's application for renewal and expansion. If this proposal is approved, Girls Prep Bronx will serve sixth-grade students in the 2014-2015 school year in X120. The school will then add one grade per year until it serves a projected total of 210-255 students in grades six through eight during the 2016-2017 school year in X120.

Pursuant to the New York Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space among Girls Prep Bronx, M.S. 301, and P188X@I301X. It also includes a proposal for the collaborative usage of shared resources and spaces among the three school organizations, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable and comparable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making among the co-located schools, and a description of the shared space committee are also included. Please refer to the EIS to which this plan is attached for further information about the co-location.

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

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint") to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.²

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school's principal, or a desk review of the facilities survey completed by the principal.

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

¹ The details of the approved proposal concerning Boys Preparatory Charter School in building X107 beginning in the 2014-2015 school year can be found on the DOE Web site at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/June2013Proposals>.

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

Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained (“SC”) special education section served by the school. In addition, schools serving grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

At the elementary level, cluster classrooms are allocated as follows:

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

For grades six through twelve the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, library, auditorium, and cafeteria, and spaces such as occupational therapy/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walk-through and survey performed on August 2, 2013 by the Director of Bronx Space Planning, building X120 has a total of 41 full-size rooms,³ 26 half-size rooms,⁴ and the equivalent of 3.5 full-size rooms of designed administrative space. X120 also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

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

Excluding the spaces outlined above, the X120 building currently has a total of 40 full-size rooms, 25 half-size rooms, and the equivalent of 1.5 full-size designed administrative space remaining that can be allocated to schools.

Summary	FS	HS	Designed Admin (FSE)
Building Grand TOTAL	41	26	3.5
Shared Spaces or Building Services	1	1	2.0
Remaining Total to Be Allocated	40	25	1.5

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.

2013-2014 (CURRENT SCHOOL YEAR)

The table below summarizes the projected enrollment and sections to be served at M.S. 301 and P188X@I301X in the 2013-2014 school year.

School Name	Grade Span	Projected Enrollment ⁵	GE/ICT Sections	SC Sections
M.S. 301	6-8	233	10	1
P188X@I301X	6-8	174	0	21

The table below summarizes the Footprint allocations for M.S. 301 and P188X@I301X. These allocations are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

P188X@I301X's baseline has been adjusted for the following reason:

- Given the configuration of rooms within X120 and a lack of half-size rooms suitable for instruction, the DOE has adjusted the baseline allocation of P188X@I301X to include 9 additional full-size rooms in lieu of 9 half-size rooms to ensure that P188X@I301X is able to operate in a contiguous space.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Designed Admin (FSE)
M.S. 301	Baseline Footprint Allocation	11	2	1.5	0	2	2.5	11	4	1.5
	Current Space Allocation	22	8	1.5	0	2	2.5	22	10	1.5
P188X@I301X	Baseline Footprint Allocation	7	22	0.0	1	1	1.5	8	23	0.0
	Adjusted Baseline Allocation	16	13	0.0	1	1	1.5	17	14	0.0
	Current Space Allocation	17	13	0.0	1	2	2.0	18	15	0.0

⁵ 2013-2014 enrollment figures are based on the 2013-2014 budget register projections.

In total:

- M.S. 301 is currently allocated 22 full-size rooms, 10 half-size rooms, and the equivalent of 1.5 full-size designed administrative rooms. This includes 11 full-size rooms and 6 half-size rooms in excess of its baseline allocation.
- P188X@I301X is currently allocated 18 full-size rooms and 15 half-size rooms. This includes 1 full-size and 1 half-size room in excess of its adjusted baseline allocation.

The current excess space in the X120 building is shown in the table below.

2013-2014	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Adjusted Baseline Allocation	12	7	0.0

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, Girls Prep Bronx will begin to serve sixth-grade students in the X120 building during the 2014-2015 school year.

The table below summarizes the total projected enrollment and projected number of sections to be served at each school located in the X120 building in 2014-2015.

2014-2015	Grade Span	Projected Enrollment ⁶	GE/ICT Sections	SC Sections
M.S. 301	6-8	200-230	9	1
P188X@I301X	6-8	170-178	0	21
Girls Prep Bronx	6	70-85	3	0

In 2014-2015, after M.S. 301, P188X@I301X, and Girls Prep Bronx have received their respective baseline or adjusted baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	8	5	0.0

M.S. 301, P188X@I301X, and Girls Prep Bronx will all receive their respective baseline Footprint allocations, as well as excess space. The excess space will be allocated among M.S. 301, P188X@I301X, and Girls Prep Bronx based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the relative enrollments of the schools in the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

The table below summarizes the baseline and/or adjusted Footprint allocations for M.S. 301, P188X@I301X, and Girls Prep Bronx. These allocations are based on the methodology described at the beginning of this document.

P188X@I301X's baseline has been adjusted for the following reason:

- Given the configuration of rooms within X120 and a lack of half-size rooms suitable for instruction, the DOE has adjusted the baseline allocation of P188X@I301X to include 9 additional full-size rooms in lieu of 9 half-size rooms to ensure that P188X@I301X is able to operate in a contiguous space.

⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation			Grand Total Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
M.S. 301	Baseline Footprint Allocation	10	2	1.5	0	2	2.5	5	3	0.0	15	7	1.5
P188X@I301X	Baseline Footprint Allocation	7	22	0.0	1	1	1.5	0	0	0.0	8	23	0.0
	Adjusted Baseline Allocation	16	13	0.0	1	1	1.5	1	1	0.0	18	15	0.0
Girls Prep Bronx	Baseline Footprint Allocation	4	1	0.0	1	1	1.5	2	1	0.0	7	3	0.0

In total:

- M.S. 301 will be allocated 15 full-size rooms, 7 half-size rooms, and the equivalent of 1.5 full-size designed administrative spaces. This allocation includes 5 full-size rooms and 3 half-size rooms in excess of M.S. 301's baseline footprint allocation.
- P188X@I301X will be allocated 18 full-size rooms and 15 half-size rooms. This allocation includes 1 full-size room and 1 half-size room in excess of P188X@I301X's adjusted footprint allocation.
- Girls Prep Bronx will be allocated 7 full-size rooms and 3 half-size rooms. This allocation includes 2 full-size rooms and 1 half-size room in excess of Girls Prep Bronx's baseline footprint allocation.

The proposed room change between 2013-2014 and 2014-2015 is reflected in the table below.

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS			PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS			YEAR-OVER-YEAR CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
M.S. 301	22	10	1.5	15	7	1.5	-7	-3	0.0
P188X@I301X	18	15	0.0	18	15	0.0	0	0	0.0
Girls Prep Bronx	0	0	0.0	7	3	0.0	+7	+3	0.0

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, Girls Prep Bronx will serve sixth- and seventh-grade students in building X120 in the 2015-2016 school year.

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

2015-2016	Grade Span	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
M.S. 301	6-8	195-225	9	1
P188X@I301X	6-8	170-178	0	21
Girls Prep Bronx	6-7	140-170	6	0

After M.S. 301, P188X@I301X, and Girls Prep Bronx have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	6	2	0.0

All schools in the X120 building will receive their baseline Footprint allocations, as well as excess space, which will be allocated among the three schools based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the relative enrollments of the schools in the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

The table below summarizes the full 2015-2016 room allocation plan for M.S. 301, P188X@I301X, and Girls Prep Bronx based on their baseline and/or adjusted Footprint allocations, plus the excess space allocations.

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

P188X@I301X's baseline has been adjusted for the following reason:

- Given the configuration of rooms within X120 and a lack of half-size rooms suitable for instruction, the DOE has adjusted the baseline allocation of P188X@I301X to include 9 additional full-size rooms in lieu of 9 half-size rooms to ensure that P188X@I301X is able to operate in a contiguous space.

2015-2016		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation			Grand Total Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
M.S. 301	Baseline Footprint Allocation	10	2	1.5	0	2	2.5	4	0	0	14	4	1.5
P188X@I301X	Baseline Footprint Allocation	7	22	0.0	1	1	1.5	0	0	0	8	23	0.0
	Adjusted Footprint Allocation	16	13	0.0	1	1	1.5	1	1	0	18	15	0.0
Girls Prep Bronx	Baseline Footprint Allocation	7	1	0.0	0	4	2.0	1	1	0	8	6	0.0

In total:

- M.S. 301 will be allocated 14 full-size rooms, 4 half-size rooms, and the equivalent of 1.5 full-size designed administrative spaces. This allocation includes 4 full-size rooms in excess of M.S. 301's baseline footprint allocation.
- P188X@I301X will be allocated 18 full-size rooms and 15 half-size rooms. This allocation includes 1 full-size room and 1 half-size room in excess of P188X@I301X's adjusted footprint allocation.
- Girls Prep Bronx will be allocated 8 full-size rooms and 6 half-size rooms. This allocation includes 1 full-size room and 1 half-size room in excess of Girls Prep Bronx's baseline footprint allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS			PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS			YEAR-OVER-YEAR CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
M.S. 301	15	7	1.5	14	4	1.5	-1	-3	0.0
P188X@I301X	18	15	0.0	18	15	0.0	0	0	0.0
Girls Prep Bronx	7	3	0.0	8	6	0.0	+1	+3	0.0

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

If this proposal is approved, Girls Prep Bronx will serve sixth- through eighth-grade students in building X120 in the 2016-2017 school year.

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

2016-2017	Grade Span	Projected Enrollment ⁸	GE/CT Sections	SC Sections
M.S. 301	6-8	195-225	9	1
P188X@I301X	6-8	170-178	0	21
Girls Prep Bronx	6-8	210-255	9	0

After M.S. 301, P188X@I301X, and Girls Prep Bronx have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline and Adjusted Baseline Allocations	3	1	0.0

⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

All schools in the X120 building will receive their baseline Footprint allocations, as well as excess space, which will be allocated among the three schools based upon the following factors: the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

The table below summarizes the full 2016-2017 room allocation plan for M.S. 301, P188X@I301X, and Girls Prep Bronx based on their baseline or adjusted baseline Footprint allocations.

P188X@I301X's baseline has been adjusted for the following reason:

- Given the configuration of rooms within X120 and a lack of half-size rooms suitable for instruction, the DOE has adjusted the baseline allocation of P188X@I301X to include 9 additional full-size rooms in lieu of 9 half-size rooms to ensure that P188X@I301X is able to operate in a contiguous space.

2016-2017		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation			Grand Total Space Allocation		
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
M.S. 301	Baseline Footprint Allocation	10	2	1.5	0	2	2.5	1	0	0.0	11	4	1.5
P188X@I301X	Baseline Footprint Allocation	7	22	0.0	1	1	1.5	0	0	0.0	8	23	0.0
	Adjusted Footprint Allocation	16	13	0.0	1	1	1.5	1	1	0.0	18	15	0.0
Girls Prep Bronx	Baseline Footprint Allocation	10	1	0.0	0	5	2.5	1	0	0.0	11	6	0.0

In total:

- M.S. 301 will be allocated 11 full-size rooms, 4 half-size rooms, and the equivalent of 1.5 full-size designed administrative spaces. This allocation includes 1 full-size room in excess of M.S. 301's baseline footprint allocation.
- P188X@I301X will be allocated 18 full-size rooms and 15 half-size rooms. This allocation includes 1 full-size and 1 half-size room in excess of P188X@I301X's adjusted footprint allocation.

- Girls Prep Bronx will be allocated 11 full-size rooms and 6 half-size rooms. This includes 1 full-size room in excess of its baseline footprint allocation.

The proposed room change between 2015-2016 and 2016-2017 is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS			PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS			YEAR-OVER-YEAR CHANGE (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
M.S. 301	14	4	1.5	11	4	1.5	-3	0	0.0
P188X@I301X	18	15	0.0	18	15	0.0	0	0	0.0
Girls Prep Bronx	8	6	0.0	11	6	0.0	+3	0	0.0

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 the X120 building during the first year of implementation of this proposal in 2014-2015, when Girls Prep Bronx will begin to serve sixth grade. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location has been approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the X120 building may be utilized, the Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is equitable and comparable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.)

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for 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 unique needs of the District 75 population, and the start and end times of each school's school day (based in part on the Office of Pupil Transportation's bus schedule for a regular school day). Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2012 Campus Audit Template submitted by the Building Council. The DOE has assigned times in each of the shared spaces to the co-located organizations in X120 proportional to their enrollments. In planning how the schools in X120 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each shared space equitably. As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

In planning how M.S. 301, P188X@I301X and Girls Prep Bronx may use shared space, the DOE has applied the factors described above as follows to develop a proposed plan that allocates time in each space equitably:

Cafeteria

- There is one main cafeteria in the X120 building, which has the capacity to serve 300 students.
- The total time allocated to each organization in the cafeteria is primarily based upon M.S. 301 and P188X@I301X's current use of the cafeteria, the schools' projected enrollments, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate all of its students for breakfast and lunch in the cafeteria within this proposed allocation of time and therefore the DOE believes this allocation is equitable and comparable:
 - M.S. 301 has been allocated a total of 105 minutes daily in the cafeteria, including the period from 7:50 a.m. to 8:20 a.m. before school for breakfast and from 11:00 a.m. to 12:15 p.m. for lunch.
 - P188X@I301X has been allocated a total of 75 minutes daily in the cafeteria, including the period from 7:30 a.m. to 8:00 a.m. before school for breakfast and from 12:15 p.m. to 1:00 p.m. for lunch.
 - Girls Prep Bronx has been allocated a total of 75 minutes daily in the cafeteria, including the period from 7:00 a.m. to 7:30 a.m. before school for breakfast and from 1:00 p.m. to 1:45 p.m. for lunch.
- The DOE notes that traditionally not all students have opted to participate in the breakfast program at M.S. 301. Considering the capacity of the cafeteria is 300 students, the proposed schedule allows for a slight overlap in breakfast time for M.S. 301 and P188X@I301X. Girls Prep Bronx's breakfast period does not overlap with M.S. 301's or P188X@I301X's breakfast periods due to Girls Prep Bronx's earlier start time.

- The Building Council is free to deviate from the proposed Shared Space Plan of the cafeteria to accommodate specific programmatic needs of all groups within each school as is equitable and comparable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

Gymnasium, Library, and Auditorium

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

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

Gymnasium

- The gymnasium in the X120 building has the capacity to serve 500 students.
- In the proposed schedule below, M.S. 301 is allocated 12 hours of time in the gymnasium each week. M.S. 301 has received the largest allocation of gym time because in 2014-2015, during the first year of implementation, M.S. 301 is projected to have the greatest enrollment of the three schools in the X120 building. P188X@I301X is allocated 11 hours and 15 minutes of time in the gymnasium each week and Girls Prep Bronx is allocated 5 hours of time in the gymnasium each week.
- Because the proposed allocations have been devised with regard to the schools' relative enrollments and the existing allocation of shared space, the DOE believes that the proposed allocation is equitable and comparable.

Library

- The DOE proposes that the library be allocated based on the relative projected enrollment for each school. In the proposed plan:
 - M.S. 301 is allocated 185 minutes daily in the library from 10:10 a.m. to 11:00 a.m. and 12:15 p.m. to 2:30 p.m.
 - P188X@I301X is allocated 120 minutes daily in the library from 8:10 a.m. to 10:10 a.m.
 - Girls Prep Bronx is allocated 90 minutes daily from 2:30 p.m. to 4:00 p.m.

Auditorium

- There is one auditorium in the X120 building, which has the capacity to serve 470 students.
 - M.S. 301 has been allocated one 160-minute period daily in the auditorium from 8:20 a.m. to 11:00 a.m.
 - P188X@I301X has been allocated one 90-minute period daily in the auditorium from 11:00 a.m. to 12:30 p.m.
 - Girls Prep Bronx has been allocated one 60-minute period daily in the auditorium from 2:00 p.m. to 3:00 p.m.
- This allocation of auditorium time enables each school to serve all of its students in the auditorium for at least one hour per day. All other times for auditorium use will be scheduled by the Building Council upon request.

After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after-school hours. In the schedule below, all shared spaces are only allocated until 3:00 p.m. after which time the school days of M.S. 301 and P188X@I301X are expected to have ended. The Building Council will allocate space as needed for after-school programs.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is equitable and comparable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

In 2014-2015, the DOE projects M.S. 301 will serve 200-230 students, P188X@I301X will serve 170-178 students, and Girls Prep Bronx will serve 70-85 students. M.S. 301's school day runs from 8:20 a.m. to 2:40 p.m. P188X@I301X's school day runs from 8:10 a.m. to 3:00 p.m. Girls Prep Bronx's school day runs from 7:50 a.m. to 4:00 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
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<p>Cafeteria (Capacity: 300)</p>	<p>Breakfast: Girls Prep Bronx 7:00 a.m. to 7:30 a.m. P188X@I301X 7:30 a.m. to 8:00 a.m. M.S. 301 7:50 a.m. to 8:20 a.m.</p> <p>Lunch: M.S. 301 11:00 a.m. to 12:15 p.m. P188X@I301X 12:15 p.m. to 1:00 p.m. Girls Prep Bronx 1:00 p.m. to 1:45 p.m.</p>	<p>Breakfast: Girls Prep Bronx 7:00 a.m. to 7:30 a.m. P188X@I301X 7:30 a.m. to 8:00 a.m. M.S. 301 7:50 a.m. to 8:20 a.m.</p> <p>Lunch: M.S. 301 11:00 a.m. to 12:15 p.m. P188X@I301X 12:15 p.m. to 1:00 p.m. Girls Prep Bronx 1:00 p.m. to 1:45 p.m.</p>	<p>Breakfast: Girls Prep Bronx 7:00 a.m. to 7:30 a.m. P188X@I301X 7:30 a.m. to 8:00 a.m. M.S. 301 7:50 a.m. to 8:20 a.m.</p> <p>Lunch: M.S. 301 11:00 a.m. to 12:15 p.m. P188X@I301X 12:15 p.m. to 1:00 p.m. Girls Prep Bronx 1:00 p.m. to 1:45 p.m.</p>	<p>Breakfast: Girls Prep Bronx 7:00 a.m. to 7:30 a.m. P188X@I301X 7:30 a.m. to 8:00 a.m. M.S. 301 7:50 a.m. to 8:20 a.m.</p> <p>Lunch: M.S. 301 11:00 a.m. to 12:15 p.m. P188X@I301X 12:15 p.m. to 1:00 p.m. Girls Prep Bronx 1:00 p.m. to 1:45 p.m.</p>	<p>Breakfast: Girls Prep Bronx 7:00 a.m. to 7:30 a.m. P188X@I301X 7:30 a.m. to 8:00 a.m. M.S. 301 7:50 a.m. to 8:20 a.m.</p> <p>Lunch: M.S. 301 11:00 a.m. to 12:15 p.m. P188X@I301X 12:15 p.m. to 1:00 p.m. Girls Prep Bronx 1:00 p.m. to 1:45 p.m.</p>
<p>Gymnasium (Capacity: 500)</p>	<p>Girls Prep Bronx 8:00 a.m. to 9:00 a.m. P188X@I301X 10:00 a.m. to 12:15 p.m. M.S. 301 12:15 p.m. to 2:40 p.m.</p>	<p>Girls Prep Bronx 8:00 a.m. to 9:00 a.m. P188X@I301X 10:00 a.m. to 12:15 p.m. M.S. 301 12:15 p.m. to 2:40 p.m.</p>	<p>Girls Prep Bronx 8:00 a.m. to 9:00 a.m. P188X@I301X 10:00 a.m. to 12:15 p.m. M.S. 301 12:15 p.m. to 2:40 p.m.</p>	<p>Girls Prep Bronx 8:00 a.m. to 9:00 a.m. P188X@I301X 10:00 a.m. to 12:15 p.m. M.S. 301 12:15 p.m. to 2:40 p.m.</p>	<p>Girls Prep Bronx 8:00 a.m. to 9:00 a.m. P188X@I301X 10:00 a.m. to 12:15 p.m. M.S. 301 12:15 p.m. to 2:40 p.m.</p>
<p>Library</p>	<p>P188X@I301X 8:10 a.m. to 10:10 a.m. M.S. 301 10:10 a.m. to 11:00 a.m. 12:15 p.m. to 2:30 p.m. Girls Prep Bronx 2:30 p.m. to 4:00 p.m.</p>	<p>P188X@I301X 8:10 a.m. to 10:10 a.m. M.S. 301 10:10 a.m. to 11:00 a.m. 12:15 p.m. to 2:30 p.m. Girls Prep Bronx 2:30 p.m. to 4:00 p.m.</p>	<p>P188X@I301X 8:10 a.m. to 10:10 a.m. M.S. 301 10:10 a.m. to 11:00 a.m. 12:15 p.m. to 2:30 p.m. Girls Prep Bronx 2:30 p.m. to 4:00 p.m.</p>	<p>P188X@I301X 8:10 a.m. to 10:10 a.m. M.S. 301 10:10 a.m. to 11:00 a.m. 12:15 p.m. to 2:30 p.m. Girls Prep Bronx 2:30 p.m. to 4:00 p.m.</p>	<p>P188X@I301X 8:10 a.m. to 10:10 a.m. M.S. 301 10:10 a.m. to 11:00 a.m. 12:15 p.m. to 2:30 p.m. Girls Prep Bronx 2:30 p.m. to 4:00 p.m.</p>
<p>Auditorium (Capacity: 470)</p>	<p>M.S. 301 8:20 a.m. to 11:00 a.m. Girls Prep Bronx 2:00 p.m. to 3:00 p.m. P188X@I301X 11:00 a.m. to 12:30 p.m. All other times to be scheduled by the Building Council upon request.</p>	<p>M.S. 301 8:20 a.m. to 11:00 a.m. Girls Prep Bronx 2:00 p.m. to 3:00 p.m. P188X@I301X 11:00 a.m. to 12:30 p.m. All other times to be scheduled by the Building Council upon request.</p>	<p>M.S. 301 8:20 a.m. to 11:00 a.m. Girls Prep Bronx 2:00 p.m. to 3:00 p.m. P188X@I301X 11:00 a.m. to 12:30 p.m. All other times to be scheduled by the Building Council upon request.</p>	<p>M.S. 301 8:20 a.m. to 11:00 a.m. Girls Prep Bronx 2:00 p.m. to 3:00 p.m. P188X@I301X 11:00 a.m. to 12:30 p.m. All other times to be scheduled by the Building Council upon request.</p>	<p>M.S. 301 8:20 a.m. to 11:00 a.m. Girls Prep Bronx 2:00 p.m. to 3:00 p.m. P188X@I301X 11:00 a.m. to 12:30 p.m. All other times to be scheduled by the Building Council upon request.</p>

Building Safety and Security

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; United Federation of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. The School Safety Plan is updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions, and other factors. In addition, the committee recommends changes in the School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the respective leaders/designees of M.S. 301, P188X@I301X and Girls Prep Bronx will be part of the X120 School Safety Committee. As a member of the School Safety Committee, each such leader/designee will participate in the development of the School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-location of Girls Prep Bronx will be addressed on an ongoing basis. Moreover, the Safety Plan for the X120 school building will be modified as appropriate to meet any changing security needs associated with the co-location. All schools will enter information in the School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team ("BRT") that will consist of trained staff members from each school in X120, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the X120 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,⁹ co-located schools on campuses must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee ("SSC") shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

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

⁹ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."