

**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 existing charter school Explore Exceed Charter School (84K333, “Explore Exceed”) in building K320 (“K320”), located at 46 Mckeever Place, Brooklyn, NY 11225, in Community School District 17, beginning in the 2015-2016 school year. Explore Exceed will be co-located in K320 with existing schools P.S. 375 Jackie Robinson School (17K375, “P.S. 375”), an existing zoned elementary school that serves kindergarten through fifth grade students and offers two sections of pre-kindergarten, and M.S. 352 Ebbet’s Field Middle School (17K352, “M.S. 352”), a district zoned middle school, which serves sixth through eighth grade students. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 375, M.S. 352 and Explore Exceed. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 375, M.S. 352 and Explore Exceed during the 2015-2016 year, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school’s baseline allocation under the Citywide Instructional Footprint (“Footprint”) declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed, and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. For elementary schools serving kindergarten through fifth grades and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint 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 kindergarten through fifth grades receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms 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

Enrollment	Number of Cluster Rooms
0-150	1

For sixth through twelfth grades, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. 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.

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

#### Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on July 19 by the Office of Space Planning, building K320 has a total of 71 full-size classrooms/spaces,<sup>1</sup> 24 half-size classrooms/spaces,<sup>2</sup> 1 quarter-size space<sup>3</sup>, and the full-size equivalent ("FSE") of 2.0 rooms of designed administrative office/space. The K320 building 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 school nurse's office occupies 0.5 FSE of designed administrative space.
- The custodian's office occupies one half-size room.
- The School Based Support Team occupies one half-size room.
- The Teacher's Lounge occupies one full-size room.
- The music room occupies one full-size room.
- The Sports and Arts in Schools Foundation, a community-based organization ("CBO"), occupies one half-size room.
- A United Federation of Teachers ("UFT") Center occupies one half-size room.

Excluding the spaces outlined above, the K320 building has a total of 69 full-size classrooms, 20 half-size classrooms/spaces, 1 quarter-size space and the equivalent of 1.5 full-size designed administrative office/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	71	24	1	2.0
Building Spaces	2	4	0	0.5
<b>Total to be Allocated</b>	<b>69</b>	<b>20</b>	<b>1</b>	<b>1.5</b>

<sup>1</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>2</sup> Half-size classrooms have an area of less than 500 square feet but greater than or equal to 240 square feet.

<sup>3</sup> Quarter-size classrooms have an area of less than 240 square feet.

**2013-2014 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections served at P.S. 375 and M.S. 352 in 2013-2014.

2013-2014	Total Enrolled <sup>4</sup>	GE/ICT Sections	SC Sections
P.S. 375	575	22	6
M.S. 352	307	12	3

The table below summarizes P.S. 375 and M.S. 352's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

2013-2014		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
P.S. 375	Baseline Footprint Allocation	25	9	0	1.5	2	1	0	4.0	27	10	0	1.5
	Current Space Allocation	29	9	1	1.5	0	3	0	3.0	29	12	1	1.5
M.S. 352	Baseline Footprint Allocation	13	4	0	0.0	2	1	0	2.5	15	5	0	0.0
	Adjusted Baseline Allocation	14	3	0	0.0	2	1	0	2.5	16	4	0	0.0
	Current Space Allocation	38	4	0	0.0	2	4	0	4.0	40	8	0	0.0

<sup>4</sup> All enrollment figures are from the 2013-2014 Budget Register Projections.

M.S. 352's baseline allocation has been adjusted for the following reason:

- M.S. 352 has been allocated one additional full-size room for instructional use in lieu of one half-size room because one of the half-size rooms is not suitable for self-contained instruction.

As demonstrated in the table above, P.S. 375 and M.S. 352 are currently using classrooms in excess of their baseline or adjusted baseline instructional use allocations, as applicable. The table below summarizes the available space within K320 after P.S. 375 and M.S. 352 have received their baseline or adjusted baseline allocations. The excess space will be allocated to P.S. 375 and M.S. 352 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 enrollment of each school.

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	26	6	1	0.0

**2014-2015**

In the 2014-2015 school year, P.S. 375 will continue to serve pre-kindergarten through fifth grade students and M.S. 352 will continue to serve sixth through eighth grade students.

2014-2015	Projected Enrollment <sup>5</sup>	GE/ICT Sections	SC Sections
P.S. 375	571 - 631	23	6
M.S. 352	265 - 295	12	3

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

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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)

<sup>5</sup> 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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 375	Baseline Foot Print Allocation	26	9	1.5	2	1	0	4.0	1	2	1	0.0	29	12	1	1.5
M.S. 352	Baseline Footprint Allocation	13	4	0.0	0	0	0	2.5	0	0	0	0.0	13	4	0	0.0
	Adjusted Baseline Allocation	14	3	0.0	2	1	0	2.5	24	4	0	0.0	40	8	0	0.0

M.S. 352's baseline allocation has been adjusted for the following reason:

- M.S. 352 has been allocated one additional full-size room in lieu of one half-size room because one of the half-size rooms is not suitable for self-contained instruction.

There is no change between the 2013-2014 and 2014-2015 school years in total room allocations for P.S. 375 and M.S. 352.

**2015-2016 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in the 2015-2016 school year, Explore Exceed will begin to serve sixth grade students in K320. P.S. 375 will continue to serve students in pre-kindergarten through fifth grade, and M.S. 352 will continue to serve sixth through eighth grade.

The table below summarizes the projected enrollment and number of sections served at each school in 2015-2016.

2015-2016	Projected Enrollment <sup>6</sup>	GE/ICT Sections	SC Sections
P.S. 375	606 - 666	24	6
M.S. 352	255 - 285	12	3

<sup>6</sup> The DOE's enrollment figures are based on projections. Projections for Explore Exceed are based on enrollment in the charter application Significant changes could result in an amendment to this plan.

2015-2016	Projected Enrollment <sup>6</sup>	GE/ICT Sections	SC Sections
Explore Exceed	55 - 70	3	0

After P.S. 375, M.S. 352 and Explore Exceed have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	19	3	1	0.0

The excess space will be allocated among P.S. 375, M.S. 352 and Explore Exceed based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 375, M.S. 352 and Explore Exceed, based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation.

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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 375	Baseline Footprint Allocation	27	9	1.5	2	2	0	4.5	13	0	1	0.0	42	11	1	1.5
	Adjusted Baseline Allocation	14	3	0.0	2	1	0	2.5	5	2	0	0.0	21	6	0	0.0

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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
Explore Exceed	Baseline Footprint Allocation	4	1	0.0	1	1	0	1.5	1	1	0	0.0	6	3	0	0.0

M.S. 352's baseline allocation has been adjusted for the following reason:

- M.S. 352 has been allocated one additional full-size room in lieu of one half-size room because one of the half-size rooms is not suitable for self-contained instruction.

The change in rooms for each school organization is reflected 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	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. 375	29	12	1	1.5	42	11	1	1.5	+13	-1	0	0.0
M.S. 352	40	8	0	0.0	21	6	0	0.0	-19	-2	0	0.0
Explore Exceed	0	0	0	0.0	6	3	0	0.0	+6	+3	0	0.0

**2016-2017 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in the 2016-2017 school year, Explore Exceed will serve students in sixth and seventh grade in K320. P.S. 375 will continue to serve students in pre-kindergarten through fifth grade, and M.S. 352 will continue to serve sixth through eighth grade.

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

2016-2017	Projected Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
P.S. 375	646 - 706	25	6
M.S. 352	255 - 285	12	3
Explore Exceed	110 - 140	6	0

After P.S. 375, M.S. 352 and Explore Exceed have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	15	2	1	0.0

The excess space will be allocated between P.S. 375, M.S. 352 and Explore Exceed based upon the following factors: the physical location of the available space in relation to the location of each school within the building and relative enrollment of the schools.

The table below summarizes the full 2016-2017 room allocation plan for P.S. 375, M.S. 352 and Explore Exceed based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation.

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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 375	Baseline Footprint Allocation	28	9	1.5	2	2	0	4.5	10	0	1	0.0	40	11	1	1.5

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

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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
M.S. 352	Baseline Footprint Allocation	13	4	0.0	2	1	0	2.5	0	0	0	0.0	15	5	0	0.0
	Adjusted Baseline Allocation	14	3	0.0	2	1	0	2.5	3	2	0	0.0	19	6	0	0.0
Explore Exceed	Baseline Footprint Allocation	7	1	0.0	1	2	0	2.0	2	0	0	0.0	10	3	0	0.0

M.S. 352's baseline allocation has been adjusted for the following reason:

- M.S. 352 has been allocated one additional full-size room in lieu of one half-size room because one of the half-size rooms is not suitable for self-contained instruction.

The change in rooms for each school organization 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	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. 375	42	11	1	1.5	40	11	1	1.5	-2	0	0	0.0
M.S. 352	21	6	0	0.0	19	6	0	0.0	-2	0	0	0.0
Explore Exceed	6	3	0	0.0	10	3	0	0.0	+4	0	0	0.0

**2017-2018 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in the 2017-2018 school year, Explore Exceed will be fully phased in, serving students in sixth through eighth grades in K320. P.S. 375 will continue to serve students in pre-kindergarten through fifth grade, and M.S. 352 will continue to serve sixth through eighth grade.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018.

2017-2018	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
P.S. 375	671 - 731	26	6
M.S. 352	255 - 285	12	3
Explore Exceed	165 - 210	9	0

After P.S. 375, M.S. 352 and Explore Exceed have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	11	2	1	0.0

The excess space will be allocated based upon the following factors: the physical location of the available space in relation to the location of each school within the building and relative enrollment of the schools.

The table below summarizes the full 2017-2018 room allocation plan for P.S. 375, M.S. 352 and Explore Exceed based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

2017-2018	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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)		

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

2017-2018		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	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 375	Adjusted Baseline Allocation	29	9	1.5	2	2	0	4.5	7	0	1	0.0	38	11	1	1.5
M.S. 352	Baseline Footprint Allocation	13	4	0.0	2	1	0	2.5	0	0	0	0.0	15	5	0	0.0
	Adjusted Baseline Allocation	14	3	0.0	2	1	0	2.5	2	2	0	0.0	18	6	0	0.0
Explore Exceed	Adjusted Baseline Allocation	10	1	0.0	1	2	0	2.0	2	0	0	0.0	13	3	0	0.0

M.S. 352's baseline allocation has been adjusted for the following reason:

- M.S. 352 has been allocated one additional full-size room in lieu of one half-size room because one of the half-size rooms is not suitable for self-contained instruction.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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. 375	40	11	1	1.5	38	11	1	1.5	-2	0	0	0.0
M.S. 352	19	6	0	0.0	18	6	0	0.0	-1	0	0	0.0
Explore Exceed	10	3	0	0.0	13	3	0	0.0	+3	0	0	0.0

This is the final room allocation for P.S. 375, M.S. 352 and Explore Exceed in K320.

### Shared Space Plan

A proposed Shared Space Plan for the 2015-2016 school year 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 K320. 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 enrollment 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 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 will 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; P.S. 375's and M.S. 352's lunch schedules 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 and end times of P.S. 375's and M.S. 352's school day as described on their DOE school portal website, and Explore Exceed's current schedule.<sup>9</sup> Where possible, the proposed schedule maintains P.S. 375 and M.S. 352's current allocation of time for each shared space and re-distributes any remaining time for Explore Exceed. To the extent feasible, shared spaces are allocated in a manner that will allow P.S. 375 and M.S. 352 to continue using the spaces on a similar schedule next year. Because Explore Exceed will 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 times that are currently allocated to P.S. 375 and M.S. 352 so that all students in the building may be accommodated in the 2015-2016 school year.

In planning how Explore Exceed, M.S. 352 and P.S. 375 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 space equitably.

#### **Cafeteria:**

##### Cafeteria

- The cafeteria has the capacity to hold 582 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 375. P.S. 375 currently uses the cafeteria for breakfast from 7:30 am until 8:45 am (75 minutes daily), and starts its regular and extended school day at 8:00 am Mondays through Wednesdays, and Friday. On Thursdays, P.S. 375's regular and extended school day starts at 8:37 am. The proposed schedule allows P.S. 375 to continue serving breakfast based on its current schedule. M.S. 352's regular school day starts at 8:20 am and ends at 2:40 pm; its extended school days starts at 8:20 am and ends at 3:17 pm on Mondays through Thursdays, and starts at 8:20 am and ends at 2:40 pm on Fridays. M.S. 352 has been allocated the time period from 8:00 am to 8:30 am. Explore Exceed currently starts its school day at 7:30 am and ends at approximately 3:30 pm. Explore Exceed has been allocated the time period from 7:00 am until 7:30 am (30 minutes daily) for breakfast.

<sup>9</sup> See DOE's school portal website for P.S.375 at <http://schools.nyc.gov/SchoolPortals/17/K375/AboutUs/Schedules/default.htm>. See DOE's school portal website for M.S. 352 at <http://schools.nyc.gov/SchoolPortals/17/K352/default.htm>.

- With regard to lunch, P.S. 375 has been allocated a lunch period from 12:00 pm to 1:30 pm. It may serve its students in three half-hour periods during this time. M.S. 352 has been allocated a lunch hour from 11:15 am to 12:00 pm. Explore Exceed's proposed lunch time is 10:45 am to 11:15 am. As such, Explore Exceed's lunch time will not overlap or interfere with P.S. 375's or M.S. 352's lunch time. Though the allocation of time in the cafeteria is not strictly proportional based on the schools' relative enrollments, the DOE believes that this allocation is equitable and appropriate because it minimizes the disruption to the current lunch schedule and provides sufficient time for all students to be served. The Building Council is empowered to make alternative arrangements to the below proposal.

### **Gymnasium, Library, and Auditorium:**

The DOE proposes that time in the gymnasium, library, and auditorium be allocated relative to the projected enrollments of each school. P.S. 375 will be allocated the largest amount of time in these spaces because it will serve a larger number of students than M.S. 352 and Explore Exceed.

#### Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 650 students.
- In the proposed schedule below, P.S. 375 is allocated the largest amount of time in the gymnasium – approximately 4 hours and 30 minutes, Monday through Thursday, and 4 hours 20 minutes on Friday, for a total of approximately 22.3 hours weekly. M.S. 352 is allocated 1 hour and 50 minutes, Monday through Thursday, and 1 hour and 30 minutes on Friday, totaling approximately 8.8 hours weekly. Explore Exceed is allocated 1 hour daily, for a total of 5 hours per week.
- Because the proposed allocations are proportional to each school's projected enrollment, the DOE believes that the proposed schedule is equitable and feasible. The Building Council members, however, are empowered to make additional and alternative allocations.

#### Library

- P.S. 375 is allocated the largest amount of time in the library, approximately 4 hours daily on Monday through Thursday and 3 hours and 20 minutes on Friday, for a total of 19 hours and 20 minutes weekly based on its projected enrollment. M.S. 352 is allocated 1 hour and 30 minutes daily for a total of 7 hours and 30 minutes per week, and Explore Exceed is allocated 1 hour daily or 5 hours weekly.
- Building Council members are free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as-needed basis 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.

#### Auditorium

- The Auditorium has the capacity to hold 600 students.
- The DOE proposes that P.S. 375 receive the greatest amount of time in the auditorium, 4 hours daily for a total of 20 hours weekly, based on the fact that it will serve the most students in the building. M.S. 352 is allocated 1 hour and 45 minutes daily, for a total of 8 hours and 45 minutes weekly. Explore Exceed is allocated 45 minutes daily, for a total of 3 hours and 45 minutes weekly. Given that the capacity of the auditorium is 600, the proposed shared space plan below offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.
- 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 auditorium on an as-needed basis 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.

Music Room

- Building K320 has one music room.
- P.S. 375 is allocated the largest amount of time in the music room: 3 hours and 30 minutes daily for a total of 17 hours and 30 minutes weekly. M.S. 352 is allocated 1 hour and 20 minutes daily for a total of 5 hours and 40 minutes weekly) in the music room and Explore Exceed is allocated 50 minutes daily for a total of 4 hours and 10 minutes weekly in the music room. The Building Council members, however, are empowered to make additional and alternative allocations.

After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate space beyond 3:30 pm. Thus, the Building Council should allocate space as needed for after-school programs.
- As noted above, Explore Exceed is not currently located in K320, and as a result it does not yet have an after-school schedule in the building. Explore Exceed and any other school in K320 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces using the process outlined below.
- 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 members comes to an agreement on the final shared space plan collaboratively. This agreement could result in P.S. 375 and M.S. 352 changing their use of the shared space once Explore Exceed is co-located in the building.

In 2015-2016, the DOE projects Explore Exceed will serve 55-70 students, M.S. 352 will serve 255-285 students and P.S. 375 will serve 606-666 students in building K320. P.S. 375 starts its regular and extended school day at 8:00 am Mondays through Wednesdays, and Fridays. On Mondays through Wednesdays, the school day ends at 2:57 pm; on Fridays, the school day ends at 2:20 pm. On Thursdays, P.S. 375’s school day starts at 8:37 am and ends at 2:57 pm.

M.S 352’s regular school day starts at 8:20 am and ends at 2:40 pm; its extended school days starts at 8:20 am and ends at 3:17 pm Mondays through Thursdays. On Fridays, it’s extended day starts at 8:20am and ends at 2:40pm.

Explore Exceed currently starts its school day at 7:30 am and ends at approximately 3:30 pm. Based on each school’s daily schedule, the Building Council will address any requests to use all shared spaces after 3:30 pm and will resolve all scheduling conflicts.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 582)	<b>Breakfast:</b> <b>P.S. 375</b> 7:30 am-8:45 am				
	<b>M.S. 352</b> 8:00 am-8:30 am				
	<b>Explore Exceed</b> 7:00 am-7:30 am				
	<b>Lunch:</b> <b>P.S. 375</b> 12:00 pm -1:30 pm				

	<b>M.S. 352</b> 11:15 am-12:00 pm <b>Explore Exceed</b> 10:45 am-11:15 am	<b>M.S. 352</b> 11:15 am-12:00 pm <b>Explore Exceed</b> 10:45 am-11:15 am	<b>M.S. 352</b> 11:15 am-12:00 pm <b>Explore Exceed</b> 10:45 am-11:15 am	<b>M.S. 352</b> 11:15 am-12:00 pm <b>Explore Exceed</b> 10:45 am – 11:15 am	<b>M.S. 352</b> 11:15 am-12:00 pm <b>Explore Exceed</b> 10:45 am – 11:15 am
<b>Gymnasium</b> (Capacity: 650)	<b>P.S. 375</b> 10:30 am-2:57 pm <b>M.S. 352</b> 8:30 am-10:20 am <b>Explore Exceed</b> 8:00 am-8:30 am 3:00 pm-3:30 pm	<b>P.S. 375</b> 10:30 am-2:57 pm <b>M.S. 352</b> 8:30 am-10:20 am <b>Explore Exceed</b> 8:00 am-8:30 am 3:00 pm-3:30 pm	<b>P.S. 375</b> 10:30 am-2:57 pm <b>M.S. 352</b> 8:30 am-10:20 am <b>Explore Exceed</b> 8:00 am-8:30 am 3:00 pm-3:30 pm	<b>P.S. 375</b> 10:30 am-2:57 pm <b>M.S. 352</b> 8:30 am-10:20 am <b>Explore Exceed</b> 8:00 am-8:30 am 3:00 pm-3:30 pm	<b>P.S. 375</b> 10:00 am-2:20 pm <b>M.S. 352</b> 8:30 am-10:00 am <b>Explore Exceed</b> 8:00 am-8:30 am 3:00 pm-3:30 pm
<b>Library</b>	<b>P.S. 375</b> 8:30 am-9:30 am 12:00 pm -2:57 pm <b>M.S. 352</b> 10:30 am-12:00 pm <b>Explore Exceed</b> 9:30 am-10:30 am	<b>P.S. 375</b> 8:30 am-9:30 am 12:00 pm -2:57 pm <b>M.S. 352</b> 10:30 am-12:00 pm <b>Explore Exceed</b> 9:30 am-10:30 am	<b>P.S. 375</b> 8:30 am-9:30 am 12:00 pm -2:57 pm <b>M.S. 352</b> 10:30 am-12:00 pm <b>Explore Exceed</b> 9:30 am-10:30 am	<b>P.S. 375</b> 8:30 am-9:30 am 12:00 pm -2:57 pm <b>M.S. 352</b> 10:30 am-12:00 pm <b>Explore Exceed</b> 9:30 am-10:30 am	<b>P.S. 375</b> 8:30 am-9:30 am 12:00 pm -2:20 pm <b>M.S. 352</b> 10:30 am-12:00 pm <b>Explore Exceed</b> 9:30 am-10:30 am
<b>Auditorium</b> (Capacity: 600)	<b>P.S. 375</b> 8:30 am-12:30 pm <b>M.S. 352</b> 12:30 pm-2:15 pm <b>Explore Exceed</b> 2:15 pm-3:00 pm	<b>P.S. 375</b> 8:30 am-12:30 pm <b>M.S. 352</b> 12:30 pm-2:15 pm <b>Explore Exceed</b> 2:15 pm-3:00 pm	<b>P.S. 375</b> 8:30 am-12:30 pm <b>M.S. 352</b> 12:30 pm-2:15 pm <b>Explore Exceed</b> 2:15 pm -3:00 pm	<b>P.S. 375</b> 8:30 am-12:30 pm <b>M.S. 352</b> 12:30 pm-2:15 pm <b>Explore Exceed</b> 2:15 pm-3:00 pm	<b>P.S. 375</b> 8:30 am-12:30 pm <b>M.S. 352</b> 12:30 pm-2:15 pm <b>Explore Exceed</b> 2:15 pm-3:00 pm
<b>Music Room</b>	<b>P.S. 375</b> 9:00 am-12:30 pm <b>M.S. 352</b> 1:20 pm-2:40 pm <b>Explore Exceed</b> 12:30 pm-1:20 pm	<b>P.S. 375</b> 9:00 am-12:30 pm <b>M.S. 352</b> 1:20 pm-2:40 pm <b>Explore Exceed</b> 12:30 pm-1:20 pm	<b>P.S. 375</b> 9:00 am-12:30 pm <b>M.S. 352</b> 1:20 pm-2:40 pm <b>Explore Exceed</b> 12:30 pm-1:20 pm	<b>P.S. 375</b> 9:00 am – 12:30 pm <b>M.S. 352</b> 1:20 pm-2:40 pm <b>Explore Exceed</b> 12:30 pm-1:20 pm	<b>P.S. 375</b> 9:00 am-12:30 pm <b>M.S. 352</b> 1:20 pm -2:40 pm <b>Explore Exceed</b> 12:30 pm-1:20 pm

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including: Principal(s); designee of all other programs operating within the building; United Federations 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. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of Explore Exceed will be part of the K320 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Explore Exceed will participate in the development of the building's School Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of Explore Exceed will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K320 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Explore Exceed will enter information in the K320 schools' overall School 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 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 School Safety Plan for the K320 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 building's School Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>10</sup> co-located schools 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 as related to 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 Building Utilization Plan once it has been approved by the Panel for Educational Policy. 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 Building Utilization Plan and its campus implementation.

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<sup>10</sup> The Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".