

BUILDING UTILIZATION PLAN: K057

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 Brooklyn Emerging Leaders Academy Charter School (84KTBD, "BELA") in building K057 ("K057") with J.H.S. 57 Whitelaw Reid (16K057, "J.H.S. 57"), a district middle school serving students in sixth through eighth grades, Frederick Douglass Academy IV (16K393, "FDA IV"), and Brooklyn Academy of Global Finance (16K688, "BAGF") two district high schools serving students in ninth through twelfth grades, beginning in the 2017-2018 school year. A "co-location" means that two or more school organizations are located in the same building and may share common spaces such as the auditorium, gymnasium, library and cafeteria. K057 also houses a community-based organizations ("CBO"): Center for Supportive Schools. If this proposal is approved, Center for Supportive Schools will continue to provide services and maintain space in K057.

In a separate EIS, the DOE is concurrently proposing to consolidate FDA IV and BAGF two district high schools serving students in ninth through twelfth grades currently housed in K057 beginning in the 2017-2018 school year.¹ This proposal is contingent on the proposal to consolidate FDA IV and BAGF in K057. These proposals will be voted on separately by the Panel for Educational Policy ("PEP") on March 22, 2017. If both proposals are approved, BELA will be co-located with J.H.S. 57 and the consolidated BAGF in K057 beginning in the 2017-2018 school year. If the proposal to consolidate FDA IV and BAGF is not approved by the PEP, the DOE will reassess the space in K057 and may propose an alternate use of space resulting in a revised proposal in accordance with Chancellor's Regulation A-190.

Pursuant to the New York Charter Schools Act of 1998 (as amended), the following plan outlines the classrooms and administrative space that will be allocated to BELA, J.H.S. 57, and the consolidated BAGF if the proposal to open BELA and the proposal to consolidate BAGF with FDA IV is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2017-2018 school year between BELA, J.H.S. 57 and the consolidated BAGF, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. Schools' allocations are based on the Citywide Instructional Footprint ("Footprint"), which prescribes a minimum 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.² 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.

In future years, BELA may decide to move out of K057 into private space, at which time the DOE would reassess the space in K057 and evaluate District 16 needs in collaboration with the community. Any future significant changes to school utilization in K057 would be proposed in a future EIS, if one is required pursuant to Chancellor's Regulation A-190, and be subject to separate approval by the PEP in accordance with Chancellor's Regulation A-190.

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 PEP.

METHODOLOGY

The DOE has applied the Footprint to all schools outlined in this plan to allocate rooms in an unbiased manner, and has divided any remaining excess space equitably based on the proportion of the total students in the building enrolled by each school, 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

¹ More information regarding this proposal can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2017-2018/March222017SchoolProposal>

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/Offices/OSP/KeyDocuments/Instructional_Footprint

As noted above, 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 sizes 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 grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for 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 section (“ICT”) and a full-size or half-size classroom to accommodate each SC 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 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	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
0-250	2

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 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 makes decisions about how and where students will be served within the space allocated to the school. The DOE also provides 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 November 17, 2016 by a representative of the Office of Space Planning, K057 contains a total of 54 full-size rooms,³ 11 half-size rooms,⁴ 2 quarter-size rooms,⁵ and 2.5 FSE of designed administrative office space. K057 also contains an auditorium, cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse's office occupies 1.0 FSE of designed administrative space.
- The custodian's office occupies 1 half-size space.
- The School Based Support Team occupies 1 full-size space.
- Community Education Council 16 occupies 1 half-size space.

Excluding the spaces outlined above, K057 has a total of 53 full-size rooms, 9 half-size rooms, 2 quarter-size rooms, and the full-size equivalent of 1.5 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
K057 Total	54	11	2	2.5
Shared Spaces or Building Services	1	2	0	1.0
Remaining to be Allocated	53	9	2	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.

⁵ Quarter-size classrooms have an area of 239 square feet or less.

2016-2017 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at each school in K057 in the 2016-2017 school year:

2016-2017	Enrollment ⁶	Grade Span	GE/ICT Sections	SC Sections
J.H.S. 57	213	6-8	9	1
BAGF	112	9-12	6	0
FDA IV	69	9-12	4	0

The DOE has adjusted FDA IV's baseline Footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated FDA IV 1 full-size room in lieu of 1 half-size room. If the proposal to consolidate FDA IV with BAGF is approved, FDA IV will no longer receive its adjusted baseline Footprint allocations since it will no longer exist as a distinct option after the 2016-2017 school year.

The table below summarizes FDA IV's adjusted baseline Footprint allocations, and J.H.S. 57 and BAGF's baseline Footprint allocation, which are based on the methodology described at the beginning of this document. FDA IV is currently using the space described in their adjusted baseline Footprint allocation and BAGF and J.H.S. 57 is currently using the space described in their baseline Footprint allocation.

⁶ 2016-2017 Unaudited Register as of October 31, 2016.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Current Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 57	Baseline Footprint Allocation	10	2	0.0	2	2	0	3.0	17	3	1	0.0	29	7	1	0.0
FDA IV	Baseline Footprint Allocation	4	1	-	-	-	-	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	5	0	0.0	2	0	0	2.0	2	0	0	0.0	9	0	0	0.0
BAGF	Baseline Footprint Allocation	6	1	1.5	1	0	0	2.5	8	1	1	0.0	15	2	1	1.5

As indicated in the preceding chart, in the current 2016-2017 school year:

- J.H.S. 57 is currently allocated 29 full-size rooms, 7 half-size rooms, and 1 quarter-size room. This allocation includes 17 full-size rooms, 3 half-size rooms, and 1 quarter-size room, in excess of J.H.S. 57's baseline allocation.
- FDA IV is currently allocated 9 full-size rooms. This allocation includes 2 full-size rooms in excess of FDA IV's adjusted baseline allocation.
- BAGF is currently allocated 15 full-size rooms, 2 half-size rooms, 1 quarter-size room, and 1.5 FSE of designed administrative space. This allocation includes 8 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BAGF's baseline allocation.

As shown in the table above, J.H.S. 57, FDA IV, and BAGF are currently using rooms in excess of their baseline or adjusted baseline Footprint allocation. The table below summarizes the available space within K057 after J.H.S. 57, FDA IV, and BAGF has received their baseline or adjusted baseline Footprint allocation of space.

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Footprint Allocation ⁷	27	4	2	0.0

2017-2018 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If both proposals involving K057 are approved, beginning in 2017-2018 school year, FDA IV will consolidate with BAGF and no longer exist as a high school option, and BELA will serve students in ninth grade in K057 alongside the consolidated BAGF and J.H.S. 57.

2017-2018	Projected Enrollment ⁸	Grade Span	GE/ICT Sections	SC Sections
J.H.S. 57	195-225	6-8	9	1
BELA	90-100	9	4	0
BAGF	175-215	9-12	8	0

⁷ Excess space allocation for the 2016-2017 school year is calculated based on the total rooms available in K057 less the current space allocation for each school.

⁸ Projected enrollment is based on 2016-2017 enrollment for grades K-8, 2014-2015 to 2016-2017 enrollment for grades 9-12, and enrollment in the charter application for the new charter school.

The DOE has adjusted BELA's baseline Footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated BELA 1 full-size room in lieu of 1 half-size room. After J.H.S. 57, the consolidated BAGF, and BELA have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	24	3	2	0.0

The excess space will be allocated between J.H.S. 57, BELA, and the consolidated BAGF based upon the at scale enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2017-2018 room allocation plan for J.H.S. 57, the consolidated BAGF, and BELA based on their baseline Footprint allocations, plus the excess space allocations:

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Current Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 57	Baseline Footprint Allocation	10	2	0.0	3	0	0	3.0	12	2	1	0.0	25	7	1	0.0
BELA	Baseline Footprint Allocation	4	1	-	-	-	-	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	5	0	0.0	2	0	0	2.0	5	0	0	0.0	12	0	0	0.0
BAGF	Baseline Footprint Allocation	8	1	1.5	1	0	0	2.5	7	1	1	0.0	16	2	1	1.5

As indicated in the preceding chart, in 2017-2018:

- The DOE will allocate J.H.S. 57 25 full-size rooms, 7 half-size rooms, and 1 quarter-size room. This allocation includes 12 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of J.H.S. 57's baseline Footprint allocation.
- The DOE will allocate BELA 12 full-size rooms. This allocation includes 5 full-size rooms in excess of BELA's adjusted baseline Footprint allocation.
- The DOE will allocate BAGF 16 full-size rooms, 2 half-size rooms, 1 quarter-size room, and 1.5 FSE of designed administrative space. This allocation includes 7 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BAGF's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2016-2017 TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
J.H.S. 57	31	7	1	0.0	25	7	1	0.0	-6	0	0	0
BELA	-	-	-	-	12	0	0	0.0	+12	0	0	0
BAGF	13	2	1	1.5	16	2	1	1.5	+3	0	0	0
FDA IV	9	0	0	0.0	-	-	-	-	-9	0	0	0

2018-2019 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2018-2019 school year, BELA will serve students in ninth and tenth grades, J.H.S. 57 will serve students in grades six through eight, and the consolidated BAGF will serve students in grades nine through twelve. The table below summarizes the projected enrollment, grade spans, and number of sections at each school in the 2018-2019 school year:

2018-2019	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
J.H.S. 57	180-210	6-8	9	1
BELA	180-200	9-10	8	0
BAGF	175-215	9-12	8	0

After J.H.S. 57, BELA, and the consolidated BAGF have received their respective baseline Footprint allocation of rooms, the following number of excess rooms remain:

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	21	4	2	0.0

The excess space will be allocated between J.H.S. 57 and BELA based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2018-2019 room allocation plan for J.H.S. 57, BELA, and the consolidated BAGF based on their baseline Footprint allocations, plus the excess space allocations:

2018-2019		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 57	Baseline Footprint Allocation	10	2	0.0	3	0	0	3.0	7	2	0	0.0	20	4	0	0.0
BELA	Baseline Footprint Allocation	8	1	0.0	2	1	0	2.5	7	1	1	0.0	17	3	1	0.0
BAGF	Baseline Footprint Allocation	8	1	1.5	1	0	0	2.5	7	1	1	0.0	16	2	1	1.5

As indicated in the preceding chart, in 2018-2019:

- The DOE will allocate J.H.S. 57 20 full-size rooms and 4 half-size rooms. This allocation includes 7 full-size rooms and 2 half-size rooms in excess of J.H.S. 57's baseline Footprint allocation.
- The DOE will allocate BELA 17 full-size rooms, 3 half-size rooms, and 1 quarter-size room. This allocation includes 7 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BELA's baseline Footprint allocation.
- The DOE will allocate BAGF 16 full-size rooms, 2 half-size rooms, 1 quarter-size room, and 1.5 FSE of designed administrative space. This allocation includes 7 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BELA's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2017-2018 TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 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)
J.H.S. 57	25	7	1	0.0	20	4	0	0.0	-5	-3	-1	0
BELA	12	0	0	0.0	17	3	1	0.0	+5	+3	+1	0
BAGF	16	2	1	1.5	16	2	1	1.5	0	0	0	0

2019-2020 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2019-2020 BELA will serve students in ninth through eleventh grades in K057, J.H.S. 57 will serve students in grades six through eight, and the consolidated BAGF will serve students in grades nine through twelve. The table below summarizes the projected enrollment, grade spans, and number of sections at each school in the 2019-2020 school year:

2019-2020	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
J.H.S. 57	180-210	6-8	9	1
BELA	265-295	9-11	12	0
BAGF	175-215	9-12	8	0

After J.H.S. 57, the consolidated BAGF, and BELA have received their respective baseline Footprint allocation of rooms, the following number of excess rooms remains:

2019-2020	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	17	3	2	0.0

The excess space will be allocated between J.H.S. 57, BELA, and the consolidated BAGF based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2019-2020 room allocation plan for J.H.S. 57, BELA, and the consolidated BAGF based on their baseline Footprint allocations, plus the excess space allocations:

2019-2020		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 57	Baseline Footprint Allocation	10	2	0.0	3	0	0	3.0	4	1	0	0.0	17	3	0	0.0
BELA	Baseline Footprint Allocation	12	1	0.0	2	2	0	3.0	7	1	1	0.0	21	4	1	0.0
BAGF	Baseline Footprint Allocation	8	1	1.5	1	0	0	2.5	6	1	1	0.0	15	2	1	1.5

As indicated in the preceding chart, in 2019-2020:

- The DOE will allocate J.H.S. 57 17 full-size rooms and 3 half-size rooms. This allocation includes 4 full-size rooms and 1 half-size room in excess of J.H.S. 57's baseline Footprint allocation.
- The DOE will allocate BELA 21 full-size rooms, 4 half-size rooms, and 1 quarter-size room. This allocation includes 7 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BELA's baseline Footprint allocation.
- The DOE will allocate BAGF 15 full-size rooms, 2 half-size rooms, 1 quarter-size room, and 1.5 FSE of designed administration space. This allocation includes 6 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BAGF's baseline Footprint allocation

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

ROOM CHANGE (+/-)	CURRENT 2018-2019 TOTAL SPACE ALLOCATIONS				PROPOSED 2019-2020 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)
J.H.S. 57	20	4	0	0.0	17	3	0	0.0	-3	-1	0	0
BELA	17	3	1	0.0	21	4	1	0.0	+4	+1	0	0
BAGF	16	2	1	1.5	15	2	1	1.5	-1	0	0	0

2020-2021 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2020-2021 BELA will be at scale and serve students in ninth through twelfth grades, J.H.S. 57 will serve students in grades six through eight and the consolidated BAGF will serve students in grades nine through twelve. The table below summarizes the projected enrollment, grade spans, and number of sections at each school in the 2020-2021 school year:

2020-2021	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
J.H.S. 57	180-210	6-8	9	1
BELA	350-390	9-12	16	0
BAGF	175-215	9-12	8	0

After J.H.S. 57, BELA, and consolidated BAGF have received their respective baseline or baseline Footprint allocation of rooms, the following number of excess rooms remain:

2020-2021	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	12	4	2	0.0

The excess space will be allocated between J.H.S. 57, BELA, and the consolidated BAGF based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2020-2021 room allocation plan for J.H.S. 57, BELA, and the consolidated BAGF based on their baseline Footprint allocations, plus the excess space allocations:

2020-2021		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 57	Baseline Footprint Allocation	10	2	0.0	3	0	0	3.0	3	1	0	0.0	16	3	0	0.0
BELA	Baseline Footprint Allocation	16	1	0.0	3	1	0	3.5	3	2	1	0.0	22	4	1	0.0
BAGF	Baseline Footprint Allocation	8	1	1.5	1	0	0	2.5	6	1	1	0.0	15	2	1	1.5

As indicated in the preceding chart, in 2020-2021:

- The DOE will allocate J.H.S. 57 16 full-size rooms and 3 half-size rooms. This allocation includes 3 full-size rooms and 1 half-size room in excess of J.H.S. 57's baseline Footprint allocation.
- The DOE will allocate BELA 22 full-size rooms, 4 half-size rooms, and 1 quarter-size room. This allocation includes 3 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of BELA's baseline Footprint allocation.
- The DOE will allocate the BAGF 15 full-size rooms, 2 half-size rooms, 1 quarter-size room, and 1.5 FSE of designed administrative space. This allocation includes 6 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BAGF's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2019-2020 TOTAL SPACE ALLOCATIONS				PROPOSED 2020-2021 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)
J.H.S. 57	17	3	0	0.0	16	3	0	0.0	-1	0	0	0
BELA	21	4	1	0.0	22	4	1	0.0	+1	0	0	0
BAGF	15	2	1	1.5	15	2	1	1.5	0	0	0	0

Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2017-2018 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 K057. The final shared space schedule will be collaboratively drafted by the Building Council ("BC") if the proposed re-siting and co-location is approved by the PEP. The allocated time for each of the co-located schools in subsequent years will be adjusted based on further changes in total enrollment.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SSP

This proposed SSP 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, BCs are free to deviate from the proposed SSP to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the BC comes to an agreement of the final SSP collaboratively. (NOTE: The BC will revisit the SSP 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 BC 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 J.H.S. 57, BELA, and the consolidated BAGF, the current lunch schedule for J.H.S. 57 and the consolidated BAGF 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 time of J.H.S. 57 and the consolidated BAGF school day based on the Office of Pupil Transportation's bus schedule for a regular school day. Where possible, the proposed schedule maintains J.H.S. 57's, and the consolidated BAGF's current allocation of time for breakfast and lunch. If this proposal is approved, 2017-2018 will be the first year that BELA is co-located with J.H.S. 57 and the consolidated BAGF, and therefore, it may be necessary to shorten or change some of the times that have been used by J.H.S. 57 or the consolidated BAGF so that all students in the building may be accommodated in 2017-2018 and subsequent school years.

In planning how J.H.S. 57, BELA, and the consolidated BAGF may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon J.H.S. 57's and the consolidated BAGF's current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school.
- In the proposed plan below, J.H.S. 57, BELA, and the consolidated BAGF are allocated separate lunch times in the cafeteria, which has the capacity to hold 320 students.
- The DOE proposes that J.H.S. 57 will be allocated 1 hour daily in the cafeteria for lunch, BELA will be allocated 45 minutes daily, and the consolidated BAGF will be allocated 1 hour daily in the cafeteria for lunch.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at J.H.S. 57 or BAGF, which currently uses the cafeteria from 7:30 a.m. to 8:00 a.m. for breakfast. J.H.S. 57 will continue to be allocated the cafeteria for breakfast from 7:30 a.m. to 8:00 a.m., and BELA will be allocated the cafeteria from 8:00 a.m. to 8:30 a.m.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 304 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.

- The DOE proposes that J.H.S. 57 receive the greatest amount of time in the gymnasium because this school will serve the greatest number of students in the 2017-2018 school year. J.H.S. 57 has been allocated 2 hours daily. The consolidated BAGF has been allocated 1 hour and 45 minutes daily. BELA has been allocated 1 hour daily.

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollment of each school.
- The DOE proposes that J.H.S. 57 receives the greatest amount of time in the library because this school will serve the greatest number of students in the 2017-2018 school year. J.H.S. 57 has been allocated 2 hours daily. The consolidated BAGF has been allocated 1 hour and 45 minutes daily. BELA has been allocated 1 hour daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 504 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that J.H.S. 57 receives the greatest amount of time in the auditorium because this school will serve the greatest number of students in the 2017-2018 school year. J.H.S. 57 has been allocated 2 hours daily. The consolidated BAGF has been allocated 2 hours daily. BELA has been allocated 1 hour and 15 minutes daily.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day. The BC will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

In 2017-2018, J.H.S. 57 is projected to serve 195-225 students, the consolidated BAGF is projected to serve 175-215 students, and BELA is projected to serve 90-100 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, J.H.S. 57's school day runs from 8:15 a.m. - 2:35 p.m. Monday through Friday, the consolidated BAGF's school day runs from 8:15 a.m. - 2:35 p.m. Monday through Friday, and BELA's school day runs from 8:45 a.m. - 3:40 p.m. Monday, Tuesday, Thursday, and Friday and 8:45 a.m. - 2:20 p.m. on Wednesdays.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity:320)	Breakfast: J.H.S. 57 7:30a.m.-8:00a.m. BAGF 7:30a.m.-8:00a.m. BELA 8:00a.m.-8:30a.m.	Breakfast: J.H.S. 57 7:30a.m.-8:00a.m. BAGF 7:30a.m.-8:00a.m. BELA 8:00a.m.-8:30a.m.	Breakfast: J.H.S. 57 7:30a.m.-8:00a.m. BAGF 7:30a.m.-8:00a.m. BELA 8:00a.m.-8:30a.m.	Breakfast: J.H.S. 57 7:30a.m.-8:00a.m. BAGF 7:30a.m.-8:00a.m. BELA 8:00a.m.-8:30a.m.	Breakfast: J.H.S. 57 7:30a.m.-8:00a.m. BAGF 7:30a.m.-8:00a.m. BELA 8:00a.m.-8:30a.m.
	Lunch: J.H.S. 57 10:45a.m.-11:45a.m. BAGF 12:30p.m.-1:30p.m. BELA 11:45a.m.-12:30p.m.	Lunch: J.H.S. 57 10:45a.m.-11:45a.m. BAGF 12:30p.m.-1:30p.m. BELA 11:45a.m.-12:30p.m.	Lunch: J.H.S. 57 10:45a.m.-11:45a.m. BAGF 12:30p.m.-1:30p.m. BELA 11:45a.m.-12:30p.m.	Lunch: J.H.S. 57 10:45a.m.-11:45a.m. BAGF 12:30p.m.-1:30p.m. BELA 11:45a.m.-12:30p.m.	Lunch: J.H.S. 57 10:45a.m.-11:45a.m. BAGF 12:30p.m.-1:30p.m. BELA 11:45a.m.-12:30p.m.
Gymnasium (Capacity: 304)	J.H.S. 57 8:00a.m.-9:00a.m. 1:00p.m.-2:00p.m. BAGF 10:30a.m.-12:15p.m. BELA 9:00a.m.-10:00a.m.	J.H.S. 57 8:00a.m.-9:00a.m. 1:00p.m.-2:00p.m. BAGF 10:30a.m.-12:15p.m. BELA 9:00a.m.-10:00a.m.	J.H.S. 57 8:00a.m.-9:00a.m. 1:00p.m.-2:00p.m. BAGF 10:30a.m.-12:15p.m. BELA 9:00a.m.-10:00a.m.	J.H.S. 57 8:00a.m.-9:00a.m. 1:00p.m.-2:00p.m. BAGF 10:30a.m.-12:15p.m. BELA 9:00a.m.-10:00a.m.	J.H.S. 57 8:00a.m.-9:00a.m. 1:00p.m.-2:00p.m. BAGF 10:30a.m.-12:15p.m. BELA 9:00a.m.-10:00a.m.
Library	J.H.S. 57 9:30a.m.-11:30a.m. BAGF 11:30a.m.-1:15p.m. BELA 1:15p.m.-2:15p.m.	J.H.S. 57 9:30a.m.-11:30a.m. BAGF 11:30a.m.-1:15p.m. BELA 1:15p.m.-2:15p.m.	J.H.S. 57 9:30a.m.-11:30a.m. BAGF 11:30a.m.-1:15p.m. BELA 1:15p.m.-2:15p.m.	J.H.S. 57 9:30a.m.-11:30a.m. BAGF 11:30a.m.-1:15p.m. BELA 1:15p.m.-2:15p.m.	J.H.S. 57 9:30a.m.-11:30a.m. BAGF 11:30a.m.-1:15p.m. BELA 1:15p.m.-2:15p.m.
Auditorium (Capacity: 504)	J.H.S. 57 12:00p.m.-2:00p.m. BAGF 8:00a.m.-10:00a.m. BELA 10:00a.m.-11:15a.m.	J.H.S. 57 12:00p.m.-2:00p.m. BAGF 8:00a.m.-10:00a.m. BELA 10:00a.m.-11:15a.m.	J.H.S. 57 12:00p.m.-2:00p.m. BAGF 8:00a.m.-10:00a.m. BELA 10:00a.m.-11:15a.m.	J.H.S. 57 12:00p.m.-2:00p.m. BAGF 8:00a.m.-10:00a.m. BELA 10:00a.m.-11:15a.m.	J.H.S. 57 12:00p.m.-2:00p.m. BAGF 8:00a.m.-10:00a.m. BELA 10:00a.m.-11:15a.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,⁹ every school/campus must have a School Safety Committee ("SSC"). 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 SSC must meet once each month. During each school year, one annual Town Hall meeting must also be held, which is open to all parents in the schools/campus. The meeting is conducted for the purpose of allowing parents to discuss concerns regarding the school, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

The committee is also responsible for developing a comprehensive SSP 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 SSP model. Each program operating within a school must enter program-specific information in the SSP. Safety plans are updated annually by the SSC in order to meet changing security needs, changes in organization, and building conditions and other factors. In addition, the SSC 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/designees of BELA, the consolidated BAGF, and J.H.S. 57 will form a SSC. As a member of the SSC, the leaders/designees of J.H.S. 57, the consolidated BAGF, and BELA 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 BELA will be addressed on an ongoing basis. Moreover, the SSP for the K057 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of J.H.S. 57, the consolidated BAGF, and BELA will enter information in the K057 schools' overall SSP 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 in K057, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the SSP.

The completed SSP for the K057 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 SSP 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 Memo¹⁰, co-located schools must actively participate in a 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 meets at least once a month to discuss and resolve issues related to the smooth daily operation of all the 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.

⁹ Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

¹⁰ The Campus Policy Memo is available at <http://schools.nyc.gov/community/campusgov/KeyDocuments/>