

REVISED BUILDING UTILIZATION PLAN

On February 28, 2011, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (“EIS”) describing a proposal to permanently site grades K-4 of VOICE Charter School of New York (84Q304, “VOICE”), an existing public charter school that currently serves 214 students in kindergarten through third grade in building Q111,¹ at 37-15 13 Street, Long Island City, NY 11101, in Community School District 30, where it is co-located with an existing DOE zoned elementary school, P.S. 111 Jacob Blackwell (30Q111, “P.S. 111”), which serves grades K-8 and offers a pre-kindergarten program. As described in greater detail in the revised EIS, the DOE now proposes to permanently site only grades K-2 of VOICE at Q111 beginning in the 2011-2012 school year. VOICE’s grades 3, 4 and eventually 5 will be sited in private space at 36-14 to 36-28 12th Street, Long Island City, NY 11101 (which is owned by the St. Rita School), also in Community School District 30.²

VOICE has been sited in Q111 on a temporary basis since September 2008. VOICE will expand in 2011-2012 to serve approximately 50 students in fourth grade and another 50 students in fifth grade in 2012-2013. If this proposal is approved, grades K-2 of VOICE would be permanently sited at Q111 beginning in the 2011-2012 school year. As discussed above, VOICE’s grades 3-5 will be sited in a private facility. In 2012-2013, when VOICE completes its expansion and achieves “full scale,” it will serve approximately 425 students in kindergarten through fifth grade. VOICE enrolls kindergarten students through a charter lottery application process which gives preference to students residing in District 30.³ Specifics about this process are detailed in Section III.A. of the EIS.

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 VOICE and P.S. 111. It also includes a proposal for the collaborative usage of shared resources and spaces between VOICE and P.S. 111, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the revised EIS, to which this plan is attached, for further information about the proposed co-location.

The Building Utilization Plan (“BUP”) for this proposal, originally published on February 28, 2011, has been revised in the following manner:

- The number of grades and sections in each grade that VOICE will serve within Building Q111 in 2011-2012 and beyond has been adjusted and the Baseline Footprint allocation has been modified accordingly;
- Some of P.S. 111’s Baseline Footprint allocations have been corrected;
- The proposed shared space schedule has been adjusted and the DOE has clarified the rationale for the amount of time that the two co-located schools are allocated in the shared spaces under this proposal; and
- Information about anticipated construction has been removed because the revised plan does not require additional building capacity.

The final shared space schedule will be finalized by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

¹ 2010-2011 Audited Register data.

² The DOE has received a Memorandum of Understanding (“MOU”) from VOICE describing the shared intentions of VOICE and the St. Rita School to sign a lease for this private space. According to the MOU, the third and fourth grades of VOICE students will be served in the St. Rita School, as will all future grades (third through fifth grades according to the current charter, third through eighth grades according to the likely charter revision for which VOICE has publicly expressed interest in applying).

³ For more information about the charter school lottery application process, please consult the DOE’s Directory of NYC Charter Schools, which can be accessed on the DOE’s website: <http://schools.nyc.gov/community/planning/charters/For+Parents>. Applicants who reside in the district in which a charter is located receive preference for admission.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)⁴ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching (“CTT”) section and a full-size or half-size classroom to accommodate each Self-Contained special education section served by the school. In addition to these capacity generating instructional rooms, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

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

For grades 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms⁵ for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide

⁴The 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/.../0/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

⁵ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3 full-size classrooms for student support services or resource rooms which could be equal to 6 half-size classrooms or 1 full-size classroom and 4 half-size classrooms, etc.

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 January 19, 2011 by Demetra Ciardullo, Director of Space Planning, Building Q111 has a total of 42 full-size classrooms/spaces,⁶ 8 half-size classrooms/spaces,⁷ the equivalent of 1.0 room of designed administrative office/space (1,080 square feet), and 1 quarter-size room which can be utilized as an administrative office/space.⁸ The Q111 building also contains a gymnasium, auditorium, lunchroom, a library and a playground and basketball courts.

The following rooms are used by Community-based Organizations (“CBOs”) or building-wide services and will therefore not be included in individual school space allocations:

- The nurse’s office occupies 1 full-size classroom/space
- C.Y.N.Y.,⁹ a CBO, occupies 1 half-size classroom/space
- The custodian’s office occupies 1 half-size classroom/space
- The School Based Support Team (SBST) occupies 1 half-size classroom/space

Excluding the classrooms/spaces above, the Q111 building has a total of 41 full-size classrooms, 5 half-size classrooms/spaces, 1.0 designed administrative office/space, and 1 quarter-size administrative office/space remaining that can be allocated to schools.

⁶ Full-size classrooms have an area of 500 square feet or more.

⁷ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁸ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

⁹ City Year New York is a national not-for-profit organization that partners with New York public schools to improve the chance that students will graduate from high school in neighborhoods where one out of every two students is at risk for dropping out. City Year teams of high school graduates, college students and college graduates commit a year of their lives to serve full-time in our public schools. The teams provide critical services like tutoring and after-school programs, serve as role models, and make the schools a more engaging place to learn.

2010-2011

In 2010-2011, P.S. 111 was projected to enroll 447 students in kindergarten through eighth grade (including students with disabilities), in addition to two sections of pre-kindergarten. P.S. 111 currently enrolls 460 students in pre-kindergarten and kindergarten through eighth grade. These students are served in 23 classes/sections.¹⁰

The table below summarizes P.S. 111’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 111’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P.S. 111 is currently using.

2010-2011: P.S. 111	Full-size Class- rooms	Half-size Class- rooms	Administrative Spaces				
			Designed Admin (FSE) ¹¹	Full-size Space	Half-size Space	Quarter- size Space	Total Admin (FSE)
Baseline Footprint Allocation	21	7	0	0	0	0	3.0
Adjusted Baseline Allocation	26	1	1.0	1	2	0	3.0
Current Space Allocation	31	1	1.0	1	2	1	3.25

The DOE has adjusted P.S.111’s baseline allocation for the following reason:

- Typically, Self-Contained classes are accommodated in half-size classrooms. However, there is not an adequate number of half-size classrooms to accommodate all five of P.S. 111’s Self-Contained classes. Therefore, P.S. 111 has been allocated four additional full-size classrooms to accommodate four out of five of the Self-Contained special education classes it serves. The one remaining Self-Contained class is accommodated in a half-size classroom. Therefore, P.S.111’s adjusted allocation includes four additional full-size classrooms and four fewer half-size classrooms.
- In addition, half-size classroom/spaces are allocated to be programmed as resource room space. Again, due to the insufficient number of half-size classrooms/spaces in the Q111 building, P.S. 111 has also been allocated 1 additional full-size classroom space to program its resource rooms.

In 2010-2011, VOICE was projected to enroll 200 students in kindergarten through third grade (including students with disabilities). VOICE currently enrolls 214 in kindergarten through third grade. These students are served in eight classes/sections (including students with disabilities).¹²

¹⁰ 2010-2011 Audited Register data.

¹¹ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

¹² 2010-2011 Audited Register data.

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

2010-2011: VOICE	Full-size Class- rooms	Half-size Class- rooms	Administrative Spaces				
			Designed Admin (FSE) ¹³	Full-size Space	Half-size Space	Quarter- size Space	Total Admin (FSE)
Baseline Footprint Allocation	9	1	0	0	0	0	2.0
Current Space Allocation	9	1	0	0	1	0	0.5

As demonstrated in the table above, P.S. 111 is currently using 5 full-size classrooms and 1 quarter-size room in excess of its adjusted baseline allocation. VOICE is currently operating under its baseline Footprint allocation by 1.5 FSE administrative spaces. This arrangement was agreed upon by the Q111 Building Council. VOICE will continue to operate under its administrative space baseline allocation in Building Q111 because it has the option to use administrative space in the St. Rita School instead, for which VOICE has stated a preference and which allows more space in Q111 to be used to serve student needs.

The table below summarizes the space in excess of each school’s baseline or adjusted baseline allocation (as applicable).

2010-2011: Building Q111	Full-size Class- rooms	Half-size Class- rooms	Quarter- size Class- rooms
Space In Excess of Adjusted Baseline Allocation	5	0	1

2011-2012

As discussed in the EIS, in 2011-2012, P.S. 111 will continue to participate in a Federal Magnet grant program that seeks voluntary desegregation of schools in District 30. In order to achieve this goal, P.S. 111 has proposed to grow enrollment by an additional 100 students in its admitting grades over the next three years, taking enrollment from approximately 440 students in pre-kindergarten through eighth grade to 540 students in pre-kindergarten through eighth grade.¹⁴ This growth is intended to support the goal of increased diversity by bringing in out-of-zone District 30 students primarily in the school’s “entry” grades (grades which begin a new level of education, like elementary or secondary). As a K-8 school, P.S. 111’s entry grades are kindergarten and sixth grades. If this proposal were to be implemented, P.S. 111 would meet these goals with existing class sections, rather than create new sections. Over the next three years, P.S. 111 is projected to have 59 available seats in the existing class sections of its entry grades. These seats are available because the classes can accommodate significantly more students than are enrolled in them. In order to accommodate new students in existing class sections, average class size at P.S. 111 will increase. However, given the small class sizes that the

¹³ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

¹⁴ Based on 2009-2010 Audited Register data.

school currently experiences, the increase is not expected to meet or exceed UFT contractual class size limits. Over the next three years in all of its nine grades served, the school is projected to have 221 available seats. Thus, the school can meet its proposed enrollment growth without adding sections of students, or, in other words, without additional classroom allocations. Additionally, P.S. 111 will be 3 rooms over its Footprint in 2011-2012 (and, after it adds its planned second section of eighth grade, will be 1 room over Footprint in 2012-2013 and beyond). P.S. 111 could choose to use these rooms to open additional sections.

In addition, as discussed in the EIS, P.S. 111 has recently made efforts to retain more of its students between elementary school and middle school, thereby increasing the number of sections of middle school grades it serves. This year's sixth grade has two sections of students, and the DOE assumes that this enrollment trend will continue in the coming years. This growth in the number of middle school sections is independent of the magnet grant. Thus, in 2010-2011, P.S. 111 has four sections of middle school students (two sixth, one seventh, and one eighth), in 2011-2012 it will have five sections of middle school students (two sixth, two seventh, and one eighth), and in 2012-2013 and beyond it will have six sections of middle school students. This anticipated growth means that P.S. 111 will eventually require more rooms in Building Q111 than it currently uses.

Under the original proposal, the DOE anticipated undertaking construction to expand Q111's capacity. Because VOICE requires fewer rooms under the revised proposal, this construction does not need to occur.

As detailed below, over the course of VOICE's co-location, P.S. 111 would no longer be allocated the same number of full-size classrooms it is currently using in excess of its adjusted baseline allocation. According to the Footprint, P.S. 111 should be allocated 27 full-size rooms for regular classrooms, specialty instruction, and administrative space for 2010-2011, 28 for 2011-2012, and 29 for 2012-2013. However, P.S. 111 is currently using 32 full-size spaces for these same uses. If this proposal is approved, P.S. 111 will be able to combine, repurpose, or more efficiently use its allocated space in Q111, and the proposal should not affect the programmatic offerings at P.S. 111. P.S. 111 will have the support of its Network to adjust its programming to the reduced classroom allocation required by this proposal.

In accordance with New York State Charter Schools Act of 1998 (as amended May 2010), the Chancellor or his/her designee must first authorize in writing any proposed capital improvement or facility upgrade in excess of five thousand dollars, regardless of the source of funding, made to accommodate the co-location of a charter school within a public school building. For any such improvements or upgrades that have been approved by the Chancellor, capital improvements or facility upgrades shall be made in an amount equal to the expenditure of the charter school for each non-charter school within the public school building.

The DOE projects that P.S. 111 will serve approximately 490-495 number of students (including students in pre-kindergarten and students with disabilities) in 24 sections. The table below summarizes P.S.111's baseline Footprint and adjusted baseline allocation:

2011-2012: P.S. 111	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)
Baseline Footprint Allocation	22	7	1.0	1	2	0	3.0
Adjusted Baseline Allocation	27	1	1.0	1	2	0	3.0

The DOE has adjusted P.S.111's baseline allocation for the following reason:

- Typically, Self-Contained classes are accommodated in half-size classrooms. However, there is not an adequate number of half-size classrooms to accommodate all five of P.S. 111's Self-Contained classes. Therefore, P.S. 111 has been allocated four additional full-size classrooms to accommodate four out of five of the Self-Contained special education classes it serves. The one remaining Self-Contained class is accommodated in a half-size classroom. Therefore, P.S.111's adjusted allocation includes four additional full-size classrooms and four fewer half-size classrooms.
- In addition, half-size classroom/spaces are allocated to be programmed as resource room space. Again, due to the insufficient number of half-size classrooms/spaces in the Q111 building, P.S. 111 has also been allocated 1 additional full-size classroom space to program its resource rooms. In 2011-2012, VOICE will serve 200 students in kindergarten through second grade in 8 sections (3 in Kindergarten, 3 in first grade, 2 in second grade) per its charter revision that was authorized in 2010.¹⁵ The table below summarizes VOICE's baseline Footprint allocation:

2011-2012: VOICE	Full-size Class- rooms	Half-size Class- rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- size Space	Total Admin (FSE)
Baseline Footprint Allocation	10	1	0	1	2	0	2.0
Adjusted Baseline Allocation	10	1	0	0	1	0	0.5

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

- VOICE has elected to place the majority of its administrative staff in its private facility, and therefore will only need to continue using the one half-size room in Q111 that it currently uses for administrative space.

After P.S. 111 and VOICE have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building Q111	Full-size Class- rooms	Half-size Class- rooms	Quarter- size Class- rooms
Space In Excess of Baseline Allocations	3	0	1

¹⁵ If VOICE enrolls more students than permitted by its charter in the given school year, VOICE will need to accommodate the increased number of students in the space allocation provided above and will not be allotted any additional classrooms for the increased enrollment.

The excess space will be allocated based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹⁶ The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
P.S. 111	27	1	1.0	1	2	0	3.0	3	0	1
VOICE	10	1	0	0	1	0	0.5	0	0	0

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	2011-2012 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
P.S.111	27	1	1.0	1	2	0	3.0	3	0	1	31	3	1	1.0
VOICE	10	1	0	0	1	0	0.5	0	0	0	10	2	0	0

2011-2012	2010-2011 GRAND TOTAL				2011-2012-GRAND TOTAL				CHANGE			
	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
P.S.111	32	3	1	1.0	31	3	1	1.0	-1	0	0	0
VOICE	9	2	0	0	10	2	0	0	+1	0	0	0

¹⁶ This number is subject to change pending final enrollment projections.

2012-2013

In 2012-2013, the DOE anticipates that P.S. 111 will serve approximately 525-530 students in 25 sections. The table below summarizes P.S.111's baseline Footprint as it continues to take in additional students in its admitting grades:

2012-2013: P.S. 111	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)
Baseline Footprint Allocation	23	7	1.0	1	2	0	3.0
Adjusted Baseline Allocation	28	1	1.0	1	2	0	3.0

The DOE has adjusted P.S.111's baseline allocation for the following reason:

- Typically, Self-Contained classes are accommodated in half-size classrooms. However, there is not an adequate number of half-size classrooms to accommodate all five of P.S. 111's Self-Contained classes. Therefore, P.S. 111 has been allocated four additional full-size classrooms to accommodate four out of five of the Self-Contained special education classes it serves. The one remaining Self-Contained class is accommodated in a half-size classroom. Therefore, P.S.111's adjusted allocation includes four additional full-size classrooms and four fewer half-size classrooms.
- In addition, half-size classroom/spaces are allocated to be programmed as resource room space. Again, due to the insufficient number of half-size classrooms/spaces in the Q111 building, P.S. 111 has also been allocated 1 additional full-size classroom space to program its resource rooms.

In 2012-2013, VOICE would expand to serve 225 students in kindergarten through second grade in 9 sections (3 sections per grade) according to its revised charter; therefore, the baseline space allocation for VOICE would increase over the 2011-2012 allocation by one classroom. The table below summarizes VOICE's baseline Footprint allocation :

2012-2013: VOICE	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)
Baseline Footprint Allocation	11	1	0	1	2	0	2.0
Adjusted Baseline Allocation	11	1	0	0	1	0	0.5

After P.S. 111 and VOICE have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building Q111	Full-size Class- rooms	Half-size Class- rooms	Quarter- size Class- rooms
Space In Excess of Baseline Allocations	1	0	1

The excess space will be allocated based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹⁷ The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full- size Rooms	Half- size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter- size Rooms ¹⁸
			Designed Admin (FSE)	Full- size Spaces	Half- size Spaces	Quarter- size Spaces	Total Admin (FSE)			
P.S. 111	28	1	1.0	1	2	0	3.0	1	0	1
VOICE	11	1	0	0	1	0	0.5	0	0	0

P.S. 111 enrollment is planned as two sections per grade of general education/CTT classes, and five sections of Self-Contained special education students across all 10 grades (including pre-kindergarten). Given the large number of available seats in existing class sections, P.S. 111 will place the increased enrollment due to the magnet grant in a fixed number of class sections to achieve the magnet grant goal. This diversity goal would be achieved through new curriculum development and recruiting efforts. The DOE believes that the proposed permanent co-location of VOICE in Building Q111 would not affect P.S. 111's ability to meet its diversity goals.

¹⁷ This number is subject to change pending final enrollment projections.

¹⁸ For the Q111 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full-size classrooms, half-size classrooms and quarter-size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter-size equivalent spaces/offices (less than 240 square feet).

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	2011-2012 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter - Size Spaces	Total Admin (FSE)				Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
P.S.111	28	1	1.0	1	2	0	3.0	1	0	1	30	3	1	1.0
VOICE	11	1	0	0	1	0	0.5	0	0	0	11	2	0	0

2012-2013	2011-2012 GRAND TOTAL				2012-2013 GRAND TOTAL				CHANGE			
	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
P.S.111	31	3	1	1.0	30	3	1	1.0	-1	0	0	0
VOICE	10	2	0	0	11	2	0	0	+1	0	0	0

Based on the charts above, P.S. 111 will occupy 30 full-size classrooms/spaces, 3 half-size classrooms/spaces, 1.0 designed administrative spaces and 1 quarter-size administrative space in 2011-2012. VOICE will occupy 11 full-size classrooms/spaces and 2 half-size classrooms/spaces in 2011-2012.

Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building Q111. 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 illustrates how population size and other relevant factors described below for each co-located school will be used to determine the allocation of time in each shared space. 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 the specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/default.htm>).

The below proposed schedule is based on projected enrollment for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁹ 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 2010-2011 Campus Audit Template submitted by the Building Council.²⁰

In planning how P.S. 111 and VOICE may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, current use and grade levels served. Each organization will be able to accommodate its students in the cafeteria with this proposed allocation of time.
- The cafeteria schedule below is based on the current cafeteria schedules that P.S. 111 and VOICE currently operate under, with one exception. The current schedule the schools use allots VOICE the same time period for cafeteria and auditorium use. The proposed schedule below has allocated different time periods for VOICE to use the cafeteria and auditorium. Each organization will be able to accommodate its students in the cafeteria with this proposed allocation of time.
- The cafeteria has the capacity to accommodate 250 students.
 - In 2011-2012, P.S. 111 may offer lunch in two periods of 60 minutes each consisting of approximately 230 students per period or three periods of 40 minutes each consisting of approximately 153 students per period.
 - VOICE may offer lunch in either two 30 minute lunch periods of 113 students in each period, or one 60 minute lunch period for the whole school. Thus, all VOICE students will be accommodated in the cafeteria for lunch.
- The DOE believes that this schedule is equitable and comparable based on the fact that all students in the building should be able to eat lunch during customary lunchtimes.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast programs at P.S. 111 and VOICE. As a result, the DOE has allocated the same amount of time and the same duration to P.S. 111 and VOICE for breakfast.²¹

Gymnasium, Library, and Playground

- Because P.S. 111 has the largest enrollment and serves more grade levels than VOICE, it has been allocated the largest amount of time in the gymnasium, library, and playground and basketball courts to accommodate all of its students.
- P.S. 111 is allocated the largest amount of time in the gymnasium (27.5 hours weekly), while VOICE is allocated 15 hours weekly. (The two schools' gym time totals more than 35 hours per week because VOICE's school day extends 1.5 hours longer than PS 111's each day.)
- P.S. 111 is allocated the largest amount of time in the library (25 hours weekly), while VOICE is allocated 10 hours weekly.
- P.S. 111 is allocated the largest amount of time on the playground and basketball courts with 11 hours and 15 minutes weekly and VOICE is allocated 6 hours and 15 minutes weekly. The playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess either before, during, or after their lunch period.

¹⁹ See DOE's School Food website at <http://www.opt-osfns.org/osfns/>.

²⁰ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

²¹ http://www.opt-osfns.org/osfns/resources/sch_search/schfood.aspx?cfoods=30111.

Auditorium

- Consistent with the current shared space schedule that the two schools use, under the proposed shared space plan below, only VOICE is specifically allotted time in the auditorium from 10:45-11:35 each day for a total of 4 hours and 10 minutes weekly; this is because VOICE's instructional model is based on arts-infusion, particularly singing. The remaining time is currently used by either school on an as needed basis. However, for 2011-2012, the DOE has proposed that the remaining time be allocated to P.S. 111, though the Building Council may elect to make changes on occasions with different programming needs.

After School Programs

- Both schools currently offer after-school programs for their students which use both shared spaces and classroom space.
- P.S. 111 uses:
 - Its own classroom space for programs three days a week;
 - The double-sized dance room (allocated exclusively to P.S. 111) on two days a week from 3-6pm; and
 - The auditorium one day a week from 3-5pm.
- VOICE currently uses:
 - The gymnasium from 3:00-4:30pm each day. (In the event that P.S. 111 needs the gymnasium after school, the two schools work out an alternative for VOICE on those occasions.)
- As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within both schools as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

Based on the Office of Pupil Transportation's bus schedules for a regular school day, P.S. 111's regular school day runs from approximately 8:00am – 3:00pm, and VOICE's regular school day runs from 8:00am – 4:30pm.²² Based on the schedule below and the explanations provided above, the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

²² <https://www.opt-osfns.org/opt/Resources/schoolroutestestsearch/searchresult.aspx>.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 250)	<p><u>Breakfast</u> VOICE – 7:15-7:45am</p> <p>P.S. 111 - 7:50-8:20am</p> <p><u>Lunch</u> VOICE - 12:40-1:25pm</p> <p>P.S. 111 - 10:45am-12:30pm</p>	<p><u>Breakfast</u> VOICE – 7:15-7:45am</p> <p>P.S. 111 - 7:50-8:20am</p> <p><u>Lunch</u> VOICE - 12:40-1:25pm</p> <p>P.S. 111 - 10:45am-12:30pm</p>	<p><u>Breakfast</u> VOICE – 7:15-7:45am</p> <p>P.S. 111 - 7:50-8:20am</p> <p><u>Lunch</u> VOICE - 12:40-1:25pm</p> <p>P.S. 111 - 10:45am-12:30pm</p>	<p><u>Breakfast</u> VOICE – 7:15-7:45am</p> <p>P.S. 111 - 7:50-8:20am</p> <p><u>Lunch</u> VOICE - 12:40-1:25pm</p> <p>P.S. 111 - 10:45am-12:30pm</p>	<p><u>Breakfast</u> VOICE – 7:15-7:45am</p> <p>P.S. 111 - 7:50-8:20am</p> <p><u>Lunch</u> VOICE - 12:40-1:25pm</p> <p>P.S. 111 - 10:45am-12:30pm</p>
Gymnasium (Capacity: 240)	<p>VOICE – 1:30-4:30pm</p> <p>P.S. 111 – 8:00am-1:30pm</p>				
Library	<p>VOICE – 8:00am-10:00am</p> <p>P.S. 111 – 10:00am – 3:00pm</p>				
Auditorium (Capacity: 408)	<p>VOICE – 10:45-11:35am</p> <p>P.S. 111 – 8:00-10:45am 11:35am-3:00pm</p>	<p>VOICE 10:45-11:35am</p> <p>P.S. 111 – 8:00-10:45am 11:35am-3:00pm</p>	<p>VOICE – 10:45-11:35am</p> <p>P.S. 111 – 8:00-10:45am 11:35am-3:00pm 3:00pm-5:00pm</p>	<p>VOICE – 10:45-11:35am</p> <p>P.S. 111 – 8:00-10:45am 11:35am-3:00pm</p>	<p>VOICE – 10:45-11:35am</p> <p>P.S. 111 – 8:00-10:45am 11:35am-3:00pm</p>
Playground and Basketball Courts	<p>VOICE – 12:40-1:55pm</p> <p>P.S. 111 – 10:15am-12:30pm</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; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the leader/designee of VOICE will continue to be part of the Q111 building's School Safety Committee. As a member of the School Safety Committee, the leader/designee of VOICE 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 VOICE will be addressed on an ongoing basis. Moreover, the Safety Plan for the Q111 school building will be modified as appropriate to meet any changing security needs associated with the co-location. VOICE will enter information in the Q111 school building's overall Safety Plan to ensure the safe operation of the school building.

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

The completed Safety Plan for the Q111 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2010, co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the Building Council. The Building Council shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

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

The Shared Space Committee will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such Shared Space Committee members shall be selected by the corresponding constituent member of the SLT of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

Proposed Collaborative Decision Making Strategy

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.