

BUILDING UTILIZATION PLAN: Q109

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate New Visions Charter High School for the Humanities IV (84QTBD, "Humanities IV"), a charter high school that will serve students in grades nine through twelve in building Q109 ("Q109"), with Jean Nuzzi Intermediate School (29Q109, "Jean Nuzzi"), an existing district middle school that serves students in sixth through eighth grades, beginning in the 2016-2017 school year. Q109 is located at 213-10 92 Avenue, Queens, NY 11428 in Community School District 29 ("District 29"). 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.

Q109 also houses one community-based organization ("CBO"), Beacon.

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 Jean Nuzzi and Humanities IV. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between Jean Nuzzi and Humanities IV, 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.¹ 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 ("SSC") is also included. Please refer to the Educational Impact Statement ("EIS"), to which this plan is attached, for further information about the proposed re-siting and co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council ("BC") if the proposed re-siting and co-location is approved by the Panel for Educational Policy ("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

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.

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint

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 December 17, 2015 by a representative of the Office of Space Planning, Q109 contains a total of 54 full-size rooms,² 16 half-size rooms,³ 8 quarter-size rooms,⁴ and 2.0 FSE of designed administrative office space. Q109 also contains an auditorium, cafeteria, library, and two gymnasiums. 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 half-size space.
- The CBO Beacon occupies 1 half-size space.
- The custodian's office occupies 1 quarter-size space.
- The school safety office occupies 1 quarter-size space.
- The School Based Support Team (SBST) occupies 1 half-size space.

Excluding the spaces outlined above, Q109 has a total of 54 full-size rooms, 13 half-size rooms, 6 quarter-size rooms, and the full-size equivalent of 2.0 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Q109 Total	54	16	8	2.0
Shared Spaces or Building Services	0	3	2	0.0
Remaining to be Allocated	54	13	6	2.0

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size spaces have an area of less than 240 square feet.

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at Q109 in the 2015-2016 school year:

2015-2016	Total Enrollment ⁵	Grade Span	GE/ICT Sections	SC Sections
Jean Nuzzi	972	6-8	30	6

The DOE has adjusted Jean Nuzzi's baseline footprint allocation 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 Jean Nuzzi 1 full-size room in lieu of 1 half-size room.

⁵ Based on the 2015-2016 Audited Register as of October 31, 2015, excluding Long Term Absence ("LTA") students who have been absent continuously for 30 days or more as of October 31, 2015

The table below summarizes Jean Nuzzi's baseline and adjusted baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2015-2016		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)
Jean Nuzzi	Baseline Footprint Allocation	31	10	-	-	-	-	6.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	32	9	2.0	1	4	6	6.5	21	0	0	0.0	54	13	6	2.0

In total:

- Jean Nuzzi is currently allocated 54 full-size rooms, 13 half-size rooms, 6 quarter-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 21 full-size rooms in excess of Jean Nuzzi's adjusted baseline allocation.

2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If the proposal to open and co-locate Humanities IV in Q109 is approved, in 2016-2017, Humanities IV will serve students in ninth grade. Jean Nuzzi will continue to serve students in sixth through eighth grades in Q109. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2016-2017 school year:

2016-2017	Projected Enrollment ⁶	Grade Span	GE/ICT Sections	SC Sections
Jean Nuzzi	945-975	6-8	30	6
Humanities IV	105-115	9	4	0

The DOE has adjusted Jean Nuzzi's baseline footprint allocation 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 Jean Nuzzi 6 full-size rooms in lieu of 6 half-size rooms. The DOE has also adjusted Humanities IV's baseline footprint allocation 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 Humanities IV 1 full-size room in lieu of 1 half-size room.

After Jean Nuzzi and Humanities IV have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	11	0	0	0.0

The excess space will be allocated between Jean Nuzzi and Humanities IV 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.

⁶ Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

The table below summarizes the full 2016-2017 room allocation plan for Jean Nuzzi and Humanities IV based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

2016-2017		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)
Jean Nuzzi	Baseline Footprint Allocation	31	10	-	-	-	-	6.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	37	4	2.0	1	4	6	6.5	10	0	0	0.0	48	8	6	2.0
Humanities IV	Baseline Footprint Allocation	4	1	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	5	0	0.0	0	5	0	2.5	1	0	0	0.0	6	5	0	0.0

As indicated in the preceding chart, in 2016-2017:

- The DOE will allocate Jean Nuzzi 48 full-size rooms, 8 half-size rooms, 6 quarter-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 10 full-size rooms in excess of Jean Nuzzi's adjusted baseline Footprint allocation.
- The DOE will allocate Humanities IV 6 full-size rooms and 5 half-size rooms. This allocation includes 1 full-size room in excess of Humanities IV's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2015-2016 TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 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)
Jean Nuzzi	54	13	6	2.0	48	8	6	2.0	-6	-5	0	0.0
Humanities IV	0	0	0	0.0	6	5	0	0.0	+6	+5	0	0.0

2017-2018 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If the proposal to open and co-locate Humanities IV in Q109 is approved, in 2017-2018, Humanities IV will serve students in ninth and tenth grades. Jean Nuzzi will continue to serve students in sixth through eighth grades in Q109. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2017-2018 school year:

2017-2018	Projected Enrollment ⁷	Grade Span	GE/ICT Sections	SC Sections
Jean Nuzzi	975-1,005	6-8	30	6
Humanities IV	210-230	9-10	8	0

The DOE has adjusted Jean Nuzzi's baseline footprint allocation 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 Jean Nuzzi 6 full-size rooms in lieu of 6 half-size rooms.

After Jean Nuzzi and Humanities IV 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 Adjusted Baseline Allocation	7	0	0	0.0

The excess space will be allocated between Jean Nuzzi and Humanities IV 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.

⁷ Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

The table below summarizes the full 2017-2018 room allocation plan for Jean Nuzzi and Humanities IV based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

2017-2018		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)
Jean Nuzzi	Baseline Footprint Allocation	31	10	-	-	-	-	6.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	37	4	2.0	1	4	6	6.5	6	0	0	0.0	44	8	6	2.0
Humanities IV	Baseline Footprint Allocation	8	1	0.0	1	4	0	3.0	1	0	0	0.0	10	5	0	0.0

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

- The DOE will allocate Jean Nuzzi 44 full-size rooms, 8 half-size rooms, 6 quarter-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 6 full-size rooms in excess of Jean Nuzzi's adjusted baseline Footprint allocation.
- The DOE will allocate Humanities IV 10 full-size rooms and 5 half-size rooms. This allocation includes 1 full-size room in excess of Humanities IV's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	PROPOSED 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)
Jean Nuzzi	48	8	6	2.0	44	8	6	2.0	-4	0	0	0.0
Humanities IV	6	5	0	0.0	10	5	0	0.0	+4	0	0	0.0

2018-2019 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If the proposal to open and co-locate Humanities IV in Q109 is approved, in 2018-2019, Humanities IV will serve students in ninth through eleventh grades. Jean Nuzzi will continue to serve students in sixth through eighth grades in Q109. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2018-2019 school year:

2018-2019	Projected Enrollment ⁸	Grade Span	GE/ICT Sections	SC Sections
Jean Nuzzi	975-1,005	6-8	30	6
Humanities IV	315-345	9-11	12	0

The DOE has adjusted Jean Nuzzi's baseline footprint allocation 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 Jean Nuzzi 6 full-size rooms in lieu of 6 half-size rooms.

After Jean Nuzzi and Humanities IV have received their respective baseline or adjusted 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 Adjusted Baseline Allocation	2	0	2	0.0

The excess space will be allocated between Jean Nuzzi and Humanities IV 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.

⁸ Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

The table below summarizes the full 2018-2019 room allocation plan for Jean Nuzzi and Humanities IV based on their baseline and adjusted 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)
Jean Nuzzi	Baseline Footprint Allocation	31	10	-	-	-	-	6.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	37	4	2.0	2	3	4	6.5	2	0	1	0.0	41	7	5	2.0
Humanities IV	Baseline Footprint Allocation	12	1	0.0	1	5	0	3.5	0	0	1	0.0	13	6	1	0.0

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

- The DOE will allocate Jean Nuzzi 41 full-size rooms, 7 half-size rooms, 5 quarter-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 2 full-size rooms and 1 quarter-size room in excess of Jean Nuzzi's adjusted baseline Footprint allocation.
- The DOE will allocate Humanities IV 13 full-size rooms, 6 half-size rooms, and 1 quarter-size room. This allocation includes 1 quarter-size room in excess of Humanities IV's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 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)
Jean Nuzzi	44	8	6	2.0	41	7	5	2.0	-3	-1	-1	0.0
Humanities IV	10	5	0	0.0	13	6	1	0.0	+3	+1	+1	0.0

2019-2020 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

Construction in the building is anticipated to re-configure the space available in Q109 for the 2019-2020 school year. The DOE anticipates that the net impact of construction will be the loss of two full-size rooms and the addition of four half-size rooms in Q109 to be used by Jean Nuzzi. As described in the table below, in 2019-2020, after accounting for shared spaces, there will be 52 full-size rooms, 17 half-size rooms, 6 quarter-size rooms, and the full-size equivalent of 2.0 designed administrative spaces to allocate among Jean Nuzzi and Humanities IV.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Q109	52	20	8	2.0
Shared Spaces or Building Services	0	3	2	0.0
Remaining to be Allocated	52	17	6	2.0

If the proposal to open and co-locate Humanities IV in Q109 is approved, Humanities IV would serve students in grades nine through twelve. Jean Nuzzi would continue to serve students in grades six through eight in Q109. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2019-2020 school year:

2019-2020	Projected Enrollment ⁹	Grade Span	GE/ICT Sections	SC Sections
Jean Nuzzi	975-1,005	6-8	30	6
Humanities IV	420-460	9-12	16	0

The DOE has adjusted Jean Nuzzi's baseline footprint allocation 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 Jean Nuzzi 2 full-size rooms in lieu of 2 half-size rooms.

After Jean Nuzzi and Humanities IV have received their respective baseline or adjusted baseline Footprint allocation of rooms, no excess rooms will remain in Q109.

The excess space will be allocated between Jean Nuzzi and Humanities IV 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.

⁹ Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

The table below summarizes the full 2019-2020 room allocation plan for Jean Nuzzi and Humanities IV based on their baseline and adjusted 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)
Jean Nuzzi	Baseline Footprint Allocation	31	10	-	-	-	-	6.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	33	8	2.0	2	3	4	6.5	0	0	0	0	35	11	4	2.0
Humanities IV	Baseline Footprint Allocation	16	1	0.0	1	5	2	4.0	0	0	0	0	17	6	2	0.0

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

- The DOE will allocate Jean Nuzzi 35 full-size rooms, 11 half-size rooms, 4 quarter-size rooms, and 2.0 FSE of designed administrative space.
- The DOE will allocate Humanities IV 17 full-size rooms, 6 half-size rooms, and 2 quarter-size rooms.

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 ¹⁰	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
Jean Nuzzi	41	7	5	2.0	35	11	4	2.0	-6	+4	-1	0.0
Humanities IV	13	6	1	0.0	17	6	2	0.0	+4	0	+1	0.0

¹⁰ The DOE anticipates that the net impact of construction will be the loss of two full-size rooms and the addition of four half-size rooms in Q109 to be used by Jean Nuzzi.

Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2016-2017 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 Q109. The final shared space schedule will be collaboratively drafted by the Building Council ("BC") if the proposed opening and co-location is approved by the Panel for Educational Policy. The allocated time for each of the co-located schools in subsequent years will be adjusted based on the phase-in process of Humanities IV, as well as the 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 Jean Nuzzi, Jean Nuzzi's current lunch schedule as described on the DOE School Food website,¹¹ the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of Jean Nuzzi's school day based on the Office of Pupil Transportation's bus schedule for a regular school day as well as the anticipated school day for Humanities IV. Where possible, the proposed schedule maintains Jean Nuzzi's current allocation of time for breakfast and lunch. If this proposal is approved, in 2016-2017, Humanities IV will be co-located in the building and therefore, it may be necessary to shorten or change some of the times that have been used by Jean Nuzzi so that all students in the building may be accommodated in 2016-2017 and subsequent school years.

In planning how Jean Nuzzi and Humanities IV 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 Jean Nuzzi'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, Jean Nuzzi and Humanities IV are allocated separate lunch times in the cafeteria, which has the capacity to hold 625 students.
- The DOE proposes that Jean Nuzzi will be allocated 2 hours and 30 minutes daily in the cafeteria for lunch and Humanities IV will be allocated 40 minutes 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 Jean Nuzzi, which currently uses the cafeteria from 7:30 a.m. to 7:50 a.m. for breakfast. Jean Nuzzi will continue to be allocated the cafeteria for breakfast from 7:30 a.m. to 7:50 a.m. and Humanities IV will be allocated the cafeteria from 8:00 a.m. to 8:20 a.m.

Gymnasium, Library, and Auditorium

Gymnasium

There are two gymnasiums in Q109.

¹¹ See the DOE's School Food website at: http://www.schoolfoodnyc.org/school_search/school_map.aspx?school=jhs%20292&b=&zip.

Gymnasium 1

- Gymnasium 1 has the capacity to serve 300 students.
- The DOE proposes that time in gymnasium 1 be allocated relative to the projected enrollment of each school.
- The DOE proposes that Jean Nuzzi receive the greatest amount of time in gymnasium 1 because this school will serve the greatest number of students in the 2016-2017 school year. Jean Nuzzi has been allocated 4 hours and 50 minutes on Monday, Tuesday, and Thursday and 3 hours on Wednesdays and Fridays. Humanities IV has been allocated 1 hour daily.

Gymnasium 2

- Gymnasium 2 has the capacity to serve 400 students.
- The DOE proposes that time in gymnasium 2 be allocated relative to the projected enrollment of each school.
- The DOE proposes that Jean Nuzzi receive the greatest amount of time in gymnasium 2 because this school will serve the greatest number of students in the 2016-2017 school year. Jean Nuzzi has been allocated 4 hours and 50 minutes on Monday, Tuesday, and Thursday and 3 hours on Wednesdays and Fridays. Humanities IV 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 Jean Nuzzi receive the greatest amount of time in the library because this school will serve the greatest number of students in the 2016-2017 school year. Jean Nuzzi has been allocated 4 hours daily and Humanities IV has been allocated 1 hour daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 646 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that Humanities IV receive the greatest amount of time in the auditorium because this school will serve the greatest number of students in the 2016-2017 school year. Jean Nuzzi has been allocated 3 hours and 30 minutes daily and Humanities IV has been allocated 1 hour 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 Building Council 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 2016-2017, Jean Nuzzi is projected to serve 945-975 students and Humanities IV is projected to serve 105-115 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, Jean Nuzzi's school day runs from 8:00 a.m. - 2:20 p.m. Monday through Friday. The DOE has based the start and end times for Humanities IV's school day on the school day of other New Vision Schools already in operation. As such, Humanities IV's school day is expected to run from approximately 8:25 a.m. to 4:30 p.m. Monday, Tuesday, and Thursdays and from approximately 8:25 a.m. to 2:50 p.m. on Wednesday and Fridays.

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: 625)	Breakfast: Jean Nuzzi 7:30a.m.-7:50a.m.	Breakfast: Jean Nuzzi 7:30a.m.-7:50a.m.	Breakfast: Jean Nuzzi 7:30a.m.-7:50a.m.	Breakfast: Jean Nuzzi 7:30a.m.-7:50a.m.	Breakfast: Jean Nuzzi 7:30a.m.-7:50a.m.
	Humanities IV 8:00a.m.-8:20a.m.	Humanities IV 8:00a.m.-8:20a.m.	Humanities IV 8:00a.m.-8:20a.m.	Humanities IV 8:00a.m.-8:20a.m.	Humanities IV 8:00a.m.-8:20a.m.
	Lunch: Jean Nuzzi 11:00a.m.-1:30p.m.	Lunch: Jean Nuzzi 11:00a.m.-1:30p.m.	Lunch: Jean Nuzzi 11:00a.m.-1:30p.m.	Lunch: Jean Nuzzi 11:00a.m.-1:30p.m.	Lunch: Jean Nuzzi 11:00a.m.-1:30p.m.
	Humanities IV 1:30p.m.-2:10p.m.	Humanities IV 1:30p.m.-2:10p.m.	Humanities IV 1:30p.m.-2:10p.m.	Humanities IV 1:30p.m.-2:10p.m.	Humanities IV 1:30p.m.-2:10p.m.
Gymnasium 1 (Capacity: 300)	Jean Nuzzi 8:00a.m.-11:30a.m. 1:00p.m.-2.20p.m.	Jean Nuzzi 8:00a.m.-11:30a.m. 1:00p.m.-2.20p.m.	Jean Nuzzi 8:00a.m.-11:00a.m.	Jean Nuzzi 8:00a.m.-11:30a.m. 1:00p.m.-2.20p.m.	Jean Nuzzi 8:00a.m.-11:00a.m.
	Humanities IV 2:30p.m.-3:30p.m.	Humanities IV 2:30p.m.-3:30p.m.	Humanities IV 12:30p.m.-1:30p.m.	Humanities IV 2:30p.m.-3:30p.m.	Humanities IV 12:30p.m.-1:30p.m.
Gymnasium 2 (Capacity: 400)	Jean Nuzzi 8:00a.m.-11:30a.m. 1:00p.m.-2.20p.m.	Jean Nuzzi 8:00a.m.-11:30a.m. 1:00p.m.-2.20p.m.	Jean Nuzzi 8:00a.m.-11:00a.m.	Jean Nuzzi 8:00a.m.-11:30a.m. 1:00p.m.-2.20p.m.	Jean Nuzzi 8:00a.m.-11:00a.m.
	Humanities IV 2:30p.m.-3:30p.m.	Humanities IV 2:30p.m.-3:30p.m.	Humanities IV 12:30p.m.-1:30p.m.	Humanities IV 2:30p.m.-3:30p.m.	Humanities IV 12:30p.m.-1:30p.m.
Library	Jean Nuzzi 8:00a.m.-12:00p.m.	Jean Nuzzi 8:00a.m.-12:00p.m.	Jean Nuzzi 8:00a.m.-12:00p.m.	Jean Nuzzi 8:00a.m.-12:00p.m.	Jean Nuzzi 8:00a.m.-12:00p.m.
	Humanities IV 12:00p.m.-1:00p.m.	Humanities IV 12:00p.m.-1:00p.m.	Humanities IV 12:00p.m.-1:00p.m.	Humanities IV 12:00p.m.-1:00p.m.	Humanities IV 12:00p.m.-1:00p.m.
Auditorium (Capacity: 646)	Jean Nuzzi 9:00a.m.-12:30p.m.	Jean Nuzzi 9:00a.m.-12:30p.m.	Jean Nuzzi 9:00a.m.-12:30p.m.	Jean Nuzzi 9:00a.m.-12:30p.m.	Jean Nuzzi 9:00a.m.-12:30p.m.
	Humanities IV 12:30p.m.-1:30p.m.	Humanities IV 12:30p.m.-1:30p.m.	Humanities IV 12:30p.m.-1:30p.m.	Humanities IV 12:30p.m.-1:30p.m.	Humanities IV 12:30p.m.-1:30p.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹² 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/designee of Humanities IV will be part of the Q109 SSC. As a member of the SSC, the leaders/designees of Jean Nuzzi and Humanities IV 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 Humanities IV will be addressed on an ongoing basis. Moreover, the SSP for the Q109 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Humanities IV will enter information in the Q109 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 Q109, 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 Q109 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 Memo 2014,¹³ 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 shall meet 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.

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

The SSC will comprise 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

¹² Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/ronlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

¹³ Campus Policy Memo 2014 is available at <http://schools.nyc.gov/NR/ronlyres/D75FC07C-3548-4787-B262-107EB7C57BB4/0/2014CampusPolicyMemo9114.pdf>.

representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.