BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate Success Academy Charter School - New York 4 (84QTBD, "SA-Far Rockaway"), a new public K-4 charter school, in building Q053 ("Q053"), located at 10-45 Nameoke Street, Queens, NY 11691, in Community School District 27 ("District 27") beginning in the 2016-2017 school year. If this proposal is approved, SA-Far Rockaway will be co-located in Q053 with M.S. 53 Brian Piccolo (27Q053, "M.S. 53") and Village Academy Middle School (27Q319, "Village Academy"), two existing district middle schools that currently serve students in sixth through eighth grade, and Alternate Learning Center - M.S. 53 (88Q996, "ALC-M.S. 53"), which provides an educational setting for students in grades six through eight who are on a Superintendent's Suspension for up to 90 days. Q053 also provides space to two community-based organizations ("CBO"): Sports and Arts in Schools Foundation and Cross Island YMCA. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like the auditorium, gymnasium, library, and cafeteria. If this proposal is approved, SA-Far Rockaway will open with kindergarten and first grade in the 2016-2017 school year and will add one grade level each year until it reaches full scale in the 2019-2020 school year, serving students in kindergarten through fourth grade in Q053.

Pursuant to the New York State Charter Schools Act of 1998 (as amended), the following plan outlines the classrooms and administrative space that will be allocated to M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway, if this proposal is approved by the Panel for Educational Policy ("PEP"). It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.[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 EIS, to which this plan is attached, for further information about the proposed co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council ("BC") if the proposed co-location is approved by the PEP.

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class 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.

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[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/NR/rdonlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf.

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
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 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, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on December 17, 2014 by a representative of the Office of Space Planning, Q053 has a total of 71 full-size rooms,[2] 6 half-size rooms,[3] 12 quarter-size rooms,[4] and 11.0 FSE of designed administrative office space. Q053 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 0.5 FSE of designed administrative space.
- The School Based Support Team occupies 1 half-size space and 1 quarter-size space.
- The custodian's office occupies 1 quarter-size space.
- The teacher's room occupies 1 full-size space.
- CBO Sports and Arts in Schools Foundations occupies 1.0 FSE of designed administrative space.
- CBO Cross Island YMCA occupies 1.0 FSE of designed administrative space.

Excluding the spaces outlined above, Q053 has a total of 70 full-size rooms, 5 half-size rooms, 10 quarter-size rooms, and the full-size equivalent of 8.5 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Total	71	6	12	11.0
Shared Spaces or Building Services	1	1	2	2.5
Remaining to be Allocated	**70**	**5**	**10**	**8.5**

[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 rooms are smaller than 240 square feet.

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at M.S. 53, Village Academy, and ALC-M.S. 53 in 2015-2016:

2015-2016	Total Enrollment[5]	Grade Span	GE/ICT Sections	SC Sections
M.S. 53	354	6-8	12	6
Village Academy	298	6-8	12	3
ALC-M.S. 53	30[6]	6-8	3	0

The DOE has adjusted M.S. 53 and Village Academy's baseline footprint allocations due to the lack of half-size rooms available in the building that are appropriate for instructional purposes or that may serve as resource rooms.

- The DOE has allocated M.S. 53 3 full-size rooms in lieu of 3 half-size rooms.
- The DOE has allocated Village Academy 4 full-size rooms in lieu of 4 half-size rooms.

[5] Based on the 2015-2016 Budgeted Register Projections.

[6] While ALC enrollment can vary widely throughout the year, 80 students is the maximum allowable enrollment at any one time. Therefore, the ALC enrollment is anticipated to be 30-80 students, even though enrollment may be lower at given times throughout each school year.

The table below summarizes M.S. 53, Village Academy, and ALC-M.S. 53's baseline or adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
M.S. 53	Baseline Footprint Allocation	13	7	2.5	0	1	0	3.0	13	8	0	2.5
	Adjusted Baseline Allocation	16	4	2.5	0	1	0	3.0	16	5	0	2.5
	Current Space Allocation	37	4	5.0	2	1	6	9.0	39	5	6	5.0
Village Academy	Baseline Footprint Allocation	13	4	2.5	0	0	2	3.0	13	4	2	2.5
	Adjusted Baseline Allocation	17	0	2.5	0	0	2	3.0	17	0	2	2.5
	Current Space Allocation	24	0	2.5	0	0	4	3.5	24	0	4	2.5
ALC-M.S. 53	Baseline Footprint Allocation	4	0	1.0	0	0	0	1.0	4	0	0	1.0
	Current Space Allocation	7	0	1.0	0	0	0	1.0	7	0	0	1.0

In total:

- M.S. 53 is currently allocated 39 full-size rooms, 5 half-size rooms, 6 quarter-size rooms, and 5.0 FSE of designed administrative space. This allocation includes 23 full-size rooms, 6 quarter-size rooms, and 2.5 FSE of designed administrative space in excess of M.S. 53's adjusted baseline allocation.
- Village Academy is currently allocated 24 full-size rooms, 4 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 7 full-size rooms and 2 quarter-size rooms in excess of Village Academy's adjusted baseline allocation.
- ALC-M.S. 53 is currently allocated 7 full-size rooms and 1.0 FSE of designed administrative space. This allocation includes 3 full-size rooms in excess of ALC-M.S. 53's baseline allocation.

As demonstrated in the table above, M.S. 53, Village Academy, and ALC-M.S. 53 are currently using rooms in excess of their baseline or adjusted baseline footprint allocations. The table below summarizes the available space within Q053 after M.S. 53, Village Academy, and ALC-M.S. 53 have received their baseline or adjusted baseline allocations.

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocation	33	0	8	2.5

2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2016-2017 SA-Far Rockaway will serve kindergarten and first grade students in Q053. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in 2016-2017:

2016-2017	Projected Enrollment[7]	Grade Span	GE/ICT Sections	SC Sections
M.S. 53	345-375	6-8	12	6
Village Academy	270-300	6-8	12	3
ALC-M.S. 53	30-80	6-8	3	0
SA-Far Rockaway	150-180	K-1	6	0

The DOE has adjusted M.S. 53 and Village Academy'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 M.S. 53 4 full-size rooms in lieu of 4 half-size rooms.
- The DOE has allocated Village Academy 4 full-size rooms in lieu of 4 half-size rooms.

[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 adjustment of full-size rooms for half-size rooms has been made to the baseline footprint allocation for M.S. 53 and Village Academy in each year of room allocations presented in this document moving forward.

The DOE has adjusted SA-Far Rockaway'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 SA-Far Rockaway 1 full-size room in lieu of 1 half-size room. An adjustment of full-size rooms for half-size rooms has been made to the baseline footprint allocation for SA-Far Rockaway in each year of room allocations presented in this document.

After M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 Baseline or Adjusted Baseline Allocation	23	0	10	0.5

The excess space will be allocated between M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 2016-2017 room allocation plan for M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations:

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	Baseline Footprint Allocation	13	7	2.5	0	1	0	3.0	-	-	-	-	13	8	0	2.5
	Adjusted Baseline Allocation	17	3	2.5	0	1	0	3.0	10	0	6	0	27	4	6	2.5
Village Academy	Baseline Footprint Allocation	13	4	2.5	0	0	0	2.5	-	-	-	-	13	4	0	2.5
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	7	0	4	0	24	0	4	2.5
ALC-M.S. 53	Baseline Footprint Allocation	4	0	1.0	0	0	0	1.0	3	0	0	0	7	0	0	1.0
SA-Far Rockaway	Baseline Footprint Allocation	8	2	2.0	0	0	0	2.0	-	-	-	-	8	2	0	2.0
	Adjusted Baseline Allocation	9	1	2.0	0	0	0	2.0	3	0	0	0.5	12	1	0	2.5

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

- The DOE will allocate M.S. 53 27 full-size rooms, 4 half-size rooms, 6 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 10 full-size rooms and 6 quarter-size rooms in excess of M.S. 53's adjusted baseline allocation.
- The DOE will allocate Village Academy 24 full-size rooms, 4 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 7 full-size rooms and 4 quarter-size rooms in excess of Village Academy's adjusted baseline allocation.

- The DOE will allocate ALC-M.S. 53 7 full-size rooms and 1.0 FSE of designed administrative space. This allocation includes 3 full-size rooms in excess of ALC-M.S. 53's baseline allocation.
- The DOE will allocate SA-Far Rockaway 12 full-size rooms, 1 half-size room, and 2.5 FSE of designed administrative space. This allocation includes 3 full-size rooms and 0.5 FSE of designed administrative space in excess of SA-Far Rockaway's adjusted baseline allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	39	5	6	5.0	27	4	6	2.5	-12	-1	0	-2.5
Village Academy	24	0	4	2.5	24	0	4	2.5	0	0	0	0
ALC-M.S. 53	7	0	0	1.0	7	0	0	1.0	0	0	0	0
SA-Far Rockaway	0	0	0	0	12	1	0	2.5	+12	+1	0	+2.5

2017-2018 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2017-2018 SA-Far Rockaway will serve kindergarten through second grade students in Q053. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in 2017-2018:

2017-2018	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
M.S. 53	345-375	6-8	12	6
Village Academy	270-300	6-8	12	3
ALC-M.S. 53	30-80	6-8	3	0
SA-Far Rockaway	210-250	K-2	9	0

After M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 or Adjusted Baseline Allocation	20	0	10	0.0

The excess space will be allocated between M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 2017-2018 room allocation plan for M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway based on their baseline or adjusted baseline footprint allocations, plus the excess space allocations:

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	Baseline Footprint Allocation	13	7	2.5	0	1	0	3.0	-	-	-	-	13	8	0	2.5
	Adjusted Baseline Allocation	17	3	2.5	0	1	0	3.0	7	0	6	0	24	4	6	2.5
Village Academy	Baseline Footprint Allocation	13	4	2.5	0	0	0	2.5	-	-	-	-	13	4	0	2.5
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	6	0	4	0	23	0	4	2.5
ALC-M.S. 53	Baseline Footprint Allocation	4	0	1.0	0	0	0	1.0	2	0	0	0	6	0	0	1.0
SA-Far Rockaway	Baseline Footprint Allocation	11	2	2.5	0	0	0	2.5	-	-	-	-	11	2	0	2.5
	Adjusted Baseline Allocation	12	1	2.5	0	0	0	2.5	5	0	0	0	17	1	0	2.5

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

- The DOE will allocate M.S. 53 24 full-size rooms, 4 half-size rooms, 6 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 7 full-size rooms and 6 quarter-size rooms in excess of M.S. 53's adjusted baseline allocation.
- The DOE will allocate Village Academy 23 full-size rooms, 4 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 6 full-size rooms and 4 quarter-size rooms in excess of Village Academy's adjusted baseline allocation.

- The DOE will allocate ALC-M.S. 53 6 full-size rooms and 1.0 FSE of designed administrative space. This allocation includes 2 full-size rooms in excess of ALC-M.S. 53's baseline allocation.
- The DOE will allocate SA-Far Rockaway 17 full-size rooms, 1 half-size room, and 2.5 FSE of designed administrative space. This allocation includes 5 full-size rooms in excess of SA-Far Rockaway's adjusted baseline allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	27	4	6	2.5	24	4	6	2.5	-3	0	0	0
Village Academy	24	0	4	2.5	23	0	4	2.5	-1	0	0	0
ALC-M.S. 53	7	0	0	1.0	6	0	0	1.0	-1	0	0	0
SA-Far Rockaway	12	1	0	2.5	17	1	0	2.5	+5	0	0	0

2018-2019 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2018-2019 SA-Far Rockaway will serve kindergarten through third grade students in Q053. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in 2018-2019:

2018-2019	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
M.S. 53	345-375	6-8	12	6
Village Academy	270-300	6-8	12	3
ALC-M.S. 53	30-80	6-8	3	0
SA-Far Rockaway	400-480	K-3	16	0

After M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 Baseline or Adjusted Baseline Allocation	11	0	10	0.0

The excess space will be allocated between M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway based on their baseline or adjusted baseline footprint allocations, plus the excess space allocations:

2018-2019		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	Baseline Footprint Allocation	13	7	2.5	0	1	0	3.0	-	-	-	-	13	8	0	2.5
	Adjusted Baseline Allocation	17	3	2.5	0	1	0	3.0	3	0	5	0.0	20	4	5	2.5
Village Academy	Baseline Footprint Allocation	13	4	2.5	0	0	0	2.5	-	-	-	-	13	4	0	2.5
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	3	0	4	0.0	20	0	4	2.5
ALC-M.S. 53	Baseline Footprint Allocation	4	0	1.0	0	0	0	1.0	1	0	0	0	5	0	0	1.0
SA-Far Rockaway	Baseline Footprint Allocation	19	2	3.5	0	0	0	3.5	-	-	-	-	19	2	0	3.5
	Adjusted Baseline Allocation	20	1	2.5	1	0	0	3.5	4	0	1	0.0	25	1	1	2.5

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

- The DOE will allocate M.S. 53 20 full-size rooms, 4 half-size rooms, 5 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 3 full-size rooms and 5 quarter-size rooms in excess of M.S. 53's adjusted baseline allocation.
- The DOE will allocate Village Academy 20 full-size rooms, 4 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 3 full-size rooms and 4 quarter-size rooms in excess of Village Academy's adjusted baseline allocation.
- The DOE will allocate ALC-M.S. 53 5 full-size rooms and 1.0 FSE of designed administrative space. This allocation includes 1 full-size room in excess of ALC-M.S. 53's baseline allocation.
- The DOE will allocate SA-Far Rockaway 25 full-size rooms, 1 half-size room, 1 quarter-size room, and 2.5 FSE of designed administrative space. This allocation includes 4 full-size and 1 quarter-size room in excess of SA-Far Rockaway's adjusted baseline allocation.

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

ROOM CHANGE (+/-)	**PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS**				**PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS**				**YEAR-OVER-YEAR CHANGE (+/-)**			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	24	4	6	2.5	20	4	5	2.5	-4	0	-1	0
Village Academy	23	0	4	2.5	20	0	4	2.5	-3	0	0	0
ALC-M.S. 53	6	0	0	1.0	5	0	0	1.0	-1	0	0	0
SA-Far Rockaway	17	1	0	2.5	25	1	1	2.5	+8	0	+1	0

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

If this proposal is approved, beginning in 2019-2020 SA-Far Rockaway will serve kindergarten through fourth grade students in Q053. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in 2019-2020:

2019-2020	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
M.S. 53	345-375	6-8	12	6
Village Academy	270-300	6-8	12	3
ALC-M.S. 53	30-80	6-8	3	0
SA-Far Rockaway	500-600	K-4	20	0

The DOE has adjusted SA-Far Rockaway's 2019-2020 baseline Footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes, resource rooms, or that may serve as admin spaces, the DOE has allocated SA-Far Rockaway 2 full-size rooms in lieu of 2 half-size rooms.

After M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain.

2019-2020	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocation	5	0	10	0.5

The excess space will be allocated between M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway based on their baseline or adjusted baseline footprint allocations, plus the excess space allocations:

2019-2020		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	Baseline Footprint Allocation	13	7	2.5	0	1	0	3.0	-	-	-	-	13	8	0	2.5
	Adjusted Baseline Allocation	17	3	2.5	0	1	0	3.0	2	0	5	0.0	19	4	5	2.5
Village Academy	Baseline Footprint Allocation	13	4	2.5	0	0	0	2.5	-	-	-	-	13	4	0	2.5
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	1	0	3	0.0	18	0	3	2.5
ALC-M.S. 53	Baseline Footprint Allocation	4	0	1.0	0	0	0	1.0	-	-	-	-	4	0	0	1.0
SA-Far Rockaway	Baseline Footprint Allocation	23	3	4.0	0	0	0	4.0	-	-	-	-	23	3	0	4.0
	Adjusted Baseline Allocation	25	1	2.0	2	0	0	4.0	2	0	2	0.5	29	1	2	2.5

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

- The DOE will allocate M.S. 53 19 full-size rooms, 4 half-size rooms, 5 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 2 full-size rooms and 5 quarter-size rooms in excess of M.S. 53's adjusted baseline allocation.
- The DOE will allocate Village Academy 18 full-size rooms, 3 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 1 full-size room and 3 quarter-size rooms in excess of Village Academy's adjusted baseline allocation.
- The DOE will allocate ALC-M.S. 53 4 full-size rooms and 1.0 FSE of designed administrative space.

- The DOE will allocate SA-Far Rockaway 29 full-size rooms, 1 half-size room, 2 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 2 full-size rooms, 2 quarter-size rooms and 0.5 FSE of designed administrative space in excess of SA-Far Rockaway's adjusted baseline allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2019-2020 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 53	20	4	5	2.5	19	4	5	2.5	-1	0	0	0.0
Village Academy	20	0	4	2.5	18	0	3	2.5	-2	0	-1	0.0
ALC-M.S. 53	5	0	0	1.0	4	0	0	1.0	-1	0	0	0.0
SA-Far Rockaway	25	1	1	2.5	29	1	2	2.5	+4	0	+1	0.0

Shared Space Plan

A proposed Shared Space plan 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 Q053. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

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

The below proposed schedule is based on projected enrollments for each co-located school, M.S. 53, Village Academy, and ALC-M.S. 53's current space allocations and lunch schedules as described on the DOE School Food website,[8] the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of M.S. 53, Village Academy, and ALC-M.S. 53's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.[9] Where possible, the proposed schedule maintains M.S. 53, Village Academy, and ALC-M.S. 53's current allocation of time for breakfast and lunch. If this proposal is approved, 2016-2017 will be the first year that SA-Far Rockaway 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 M.S. 53, Village Academy, and ALC-M.S. 53 so that all students in the building may be accommodated in 2016-2017 and subsequent school years.

In planning how M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 M.S. 53, Village Academy, ALC-M.S. 53'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. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.

- In the proposed plan below, M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway are allocated separate lunch times in the cafeteria, which has the capacity to hold 560 students.

- The DOE proposes that M.S. 53 and Village Academy receive the greatest amount of time in the cafeteria because these schools will serve the greatest number of students in the 2016-17 school year. In the proposed plan, M.S. 53 will be allocated 1 hour daily in the cafeteria for lunch. Village Academy will be allocated 1 hour daily in the cafeteria for lunch. ALC-M.S. 53 will be allocated 30 minutes daily in the cafeteria for lunch. SA-Far Rockaway will be allocated 30 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 M.S. 53, Village Academy, and ALC-M.S. 53, which currently uses the cafeteria from 7:30 a.m. to 8:15 a.m. for breakfast. SA-Far Rockaway will be allocated the cafeteria from 7:00 a.m. to 7:30 a.m.

Gymnasium, Library, and Auditorium

[8] See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsch=17221.
[9] See DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

Gymnasium

- There is one gymnasium in the building with the capacity to serve 380 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that M.S. 53 and Village Academy receive the greatest amount of time in the gymnasium because these schools will serve the greatest number of students in the 2016-17 school year. M.S. 53 has been allocated 6 hours and 5 minutes on Monday and Thursday and 2 hours on Wednesday. Village Academy has been allocated 6 hours and 5 minutes on Tuesday and Friday and 2 hours on Wednesday. SA-Far Rockaway has been allocated 1 hour and 30 minutes daily. ALC-M.S. 53 has been allocated 2 hours and 15 minutes on Wednesday.

Library

- There is one library in the building.
- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that M.S. 53 and Village Academy receive the greatest amount of time in the library, 1 hour and 30 minutes daily, because these schools will serve the greatest number of students in the 2016-17 school year. SA-Far Rockaway has been allocated 45 minutes daily and ALC-M.S. 53 has been allocated 30 minutes daily in the library.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 695 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that M.S. 53 and Village Academy receive the greatest amount of time in the auditorium, 1 hour and 30 minutes daily, because the schools will serve the greatest number of students in the 2016-17 school year. SA-Far Rockaway has been allocated 45 minutes daily and ALC-M.S. 53 has been allocated 30 minutes daily in the auditorium.

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, M.S. 53 is projected to serve 345-375 students, Village Academy is projected to serve 270-300 students, ALC-M.S. 53 is projected to serve 30-80 students, and SA-Far Rockaway is projected to serve 150-180 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, M.S. 53's school day runs from approximately 8:00 a.m. to 2:20 p.m. Monday through Friday and Village Academy's school day runs from approximately 8:05 a.m. to 2:25 p.m. Monday through Friday. Since SA-Far Rockaway is a new school, it does not yet have a current school start or end time. However, the DOE has based the start and end times for SA-Far Rockaway's school day on the school day of other Success Academy Charter Schools already in operation. As such, SA-Far Rockaway's school day is expected to run from approximately 7:15 a.m. to 4:30 p.m. Monday through Friday.

Based on the explanations provided above, the DOE believes that the proposed Shared Space Plan 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: 560)	**Breakfast:** **M.S. 53** 7:30a.m.-8:15a.m. **Village Academy** 7:30a.m.-8:15a.m. **ALC-M.S. 53** 7:30a.m.-8:15a.m. **SA-Far Rockaway** 7:00a.m.-7:30a.m. **Lunch:** **M.S. 53** 11:30a.m.-12:30p.m. **Village Academy** 12:30p.m.-1:30p.m. **ALC-M.S. 53** 11:00a.m.-11:30a.m. **SA-Far Rockaway** 1:30p.m-2:00p.m.	**Breakfast:** **M.S. 53** 7:30a.m.-8:15a.m. **Village Academy** 7:30a.m.-8:15a.m. **ALC-M.S. 53** 7:30a.m.-8:15a.m. **SA-Far Rockaway** 7:00a.m.-7:30a.m. **Lunch:** **M.S. 53** 11:30a.m.-12:30p.m. **Village Academy** 12:30p.m.-1:30p.m. **ALC-M.S. 53** 11:00a.m.-11:30a.m. **SA-Far Rockaway** 1:30p.m-2:00p.m.	**Breakfast:** **M.S. 53** 7:30a.m.-8:15a.m. **Village Academy** 7:30a.m.-8:15a.m. **ALC-M.S. 53** 7:30a.m.-8:15a.m. **SA-Far Rockaway** 7:00a.m.-7:30a.m. **Lunch:** **M.S. 53** 11:30a.m.-12:30p.m. **Village Academy** 12:30p.m.-1:30p.m. **ALC-M.S. 53** 11:00a.m.-11:30a.m. **SA-Far Rockaway** 1:30p.m-2:00p.m.	**Breakfast:** **M.S. 53** 7:30a.m.-8:15a.m. **Village Academy** 7:30a.m.-8:15a.m. **ALC-M.S. 53** 7:30a.m.-8:15a.m. **SA-Far Rockaway** 7:00a.m.-7:30a.m. **Lunch:** **M.S. 53** 11:30a.m.-12:30p.m. **Village Academy** 12:30p.m.-1:30p.m. **ALC-M.S. 53** 11:00a.m.-11:30a.m. **SA-Far Rockaway** 1:30p.m-2:00p.m.	**Breakfast:** **M.S. 53** 7:30a.m.-8:15a.m. **Village Academy** 7:30a.m.-8:15a.m. **ALC-M.S. 53** 7:30a.m.-8:15a.m. **SA-Far Rockaway** 7:00a.m.-7:30a.m. **Lunch:** **M.S. 53** 11:30a.m.-12:30p.m. **Village Academy** 12:30p.m.-1:30p.m. **ALC-M.S. 53** 11:00a.m.-11:30a.m. **SA-Far Rockaway** 1:30p.m-2:00p.m.
Gymnasium (Capacity: 380)	**M.S. 53** 8:00a.m.-2:05p.m. **SA-Far Rockaway** 2:15p.m.-3:45p.m.	**Village Academy** 8:00a.m.-2:05p.m. **SA-Far Rockaway** 2:15p.m.-3:45p.m.	**M.S. 53** 8:00a.m.-10:00a.m. **Village Academy** 10:00a.m.-12:00p.m. **ALC-M.S. 53** 12:00p.m.-2:15p.m. **SA-Far Rockaway** 2:15p.m.-3:45p.m.	**M.S. 53** 8:00a.m.-2:05p.m. **SA-Far Rockaway** 2:15p.m.-3:45p.m.	**Village Academy** 8:00a.m.-2:05p.m. **SA-Far Rockaway** 2:15p.m.-3:45p.m.
Library	**M.S. 53** 8:00a.m.-9:30a.m. **Village Academy** 9:30a.m.-11:00a.m. **ALC-M.S. 53** 12:30p.m.-1:00p.m. **SA-Far Rockaway** 11:00a.m.-11:45a.m.	**M.S. 53** 8:00a.m.-9:30a.m. **Village Academy** 9:30a.m.-11:00a.m. **ALC-M.S. 53** 12:30p.m.-1:00p.m. **SA-Far Rockaway** 11:00a.m.-11:45a.m.	**M.S. 53** 8:00a.m.-9:30a.m. **Village Academy** 9:30a.m.-11:00a.m. **ALC-M.S. 53** 12:30p.m.-1:00p.m. **SA-Far Rockaway** 11:00a.m.-11:45a.m.	**M.S. 53** 8:00a.m.-9:30a.m. **Village Academy** 9:30a.m.-11:00a.m. **ALC-M.S. 53** 12:30p.m.-1:00p.m. **SA-Far Rockaway** 11:00a.m.-11:45a.m.	**M.S. 53** 8:00a.m.-9:30a.m. **Village Academy** 9:30a.m.-11:00a.m. **ALC-M.S. 53** 12:30p.m.-1:00p.m. **SA-Far Rockaway** 11:00a.m.-11:45a.m.
Auditorium (Capacity: 695)	**M.S. 53** 9:30a.m.-11:00a.m. **Village Academy** 8:00a.m.-9:30a.m. **ALC-M.S. 53** 2:00p.m.-2:30p.m. **SA-Far Rockaway**	**M.S. 53** 9:30a.m.-11:00a.m. **Village Academy** 8:00a.m.-9:30a.m. **ALC-M.S. 53** 2:00p.m.-2:30p.m. **SA-Far Rockaway**	**M.S. 53** 9:30a.m.-11:00a.m. **Village Academy** 8:00a.m.-9:30a.m. **ALC-M.S. 53** 2:00p.m.-2:30p.m. **SA-Far Rockaway**	**M.S. 53** 9:30a.m.-11:00a.m. **Village Academy** 8:00a.m.-9:30a.m. **ALC-M.S. 53** 2:00p.m.-2:30p.m. **SA-Far Rockaway**	**M.S. 53** 9:30a.m.-11:00a.m. **Village Academy** 8:00a.m.-9:30a.m. **ALC-M.S. 53** 2:00p.m.-2:30p.m. **SA-Far Rockaway**

	12:00p.m.-12:45p.m.	12:00p.m.-12:45p.m.	12:00p.m.-12:45p.m.	12:00p.m.-12:45p.m.	12:00p.m.-12:45p.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,[10] every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including principal(s); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The School Safety Committee 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 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 SA-Far Rockaway will be part of the Q053 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of M.S. 53, Village Academy, ALC-M.S. 53, and SA-Far Rockaway 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 SA-Far Rockaway will be addressed on an ongoing basis. Moreover, the Safety Plan for the Q053 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of SA-Far Rockaway will enter information in the Q053 schools' 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 schools in Q053, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the Q053 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 New York City Police Department ("NYPD") for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2014,[11] 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 Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at least four times per year.

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[10] Chancellor's Regulation A-414 is located here: http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf.
[11] Campus Policy Memo 2014 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents".

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