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 re-site and co-locate the elementary school grades K-4 of Bronx Success Academy Charter School 1 (84X493, "BSA 1"), an existing public charter school, in building X183, located at 339 Morris Avenue, Bronx 10451, in Community School District 7 ("District 7").[1] BSA 1 is an existing school serving students in kindergarten through second grades currently located in building X030 at 510 East 141st Street, Bronx, NY 10454, also in District 7. If this proposal is approved by the Panel for Educational Policy ("PEP"), BSA 1 will be co-located in X183, beginning with kindergarten through third grades in 2012-21013, and growing to serve kindergarten through fourth grades in 2013-2014, with M.S. 203 (07X203, "M.S. 203"), Bronx Academy of Letters (07X551, "Bronx Letters"), and District 75 school site P168X (75X168, "P178X"). A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space between M.S. 203, Bronx Letters, P168X, and BSA 1. It also includes a proposal for the collaborative usage of shared resources and spaces between the four schools, 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 are also included. Please refer to the EIS, to which this plan is attached for further information about the proposed co-location.

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

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")[2] 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 EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE 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, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education or Integrated Co-Teaching section and a full-size or half-size classroom to accommodate each self-contained 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 classes 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] BSA 1 is currently undergoing a formal name change process with its charter authorizer. The new name of the school is proposed to be Success Academy Charter School – Bronx 1, subject to formal approval. Throughout this proposal, the school will continue to be referred to as BSA 1.

[2] The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE's District 75 Instructional Footprint. District 75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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 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 walk-through and survey performed on October 7, 2011 by the Director of Bronx Space Planning, building X183 has a total of 76 full-size rooms[3] (including six full-size science demonstration labs and one full-size science lab), 26 half-size rooms,[4] and the equivalent of 4.5 full-size rooms of designed administrative space. The seven science rooms are all allocated to schools, and therefore are included in the full-size room allocations and are not included in the Proposed Shared Space Schedule. X183 also contains a gymnasium, auditorium, cafeteria, a library, and an outdoor play yard. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- Nurse's office occupies one half-size room.
- Custodian's office occupies one half-size room.
- School Based Support Team ("SBST") occupies one half-size room.
- School Safety occupies one half-size room.
- A gym office occupies one half-size room.
- A dance room occupies one full-size room and is included in the Proposed Shared Space plan below.
- Additionally, the District 75 program, P168X, has a dedicated nurse that occupies one half-size space and is allocated regardless of the program's year to year allocations.

Excluding the spaces outlined above, the X183 building currently has a total of:

75 full-size rooms (including six full-size science demonstration labs and one full-size science lab), 20 half-size rooms, and the equivalent of 4.5 full-size designed administrative space remaining that can be allocated to schools.

[3] Full-size classrooms have an area of 500 square feet or more.
[4] Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

Additionally, one full-size room included in the count of 75 full-size rooms is currently occupied by the District 7 Food Service Office. This office will be moving to a different building within the district before the start of the upcoming school year. This room, which is 1,100 square feet, will be equivalent to 2.0 FSE of designed administrative space beginning in 2012-2013 and is reflected in the summary table below. Additionally, the building currently utilizes two separate half-size rooms for SBST; typically, however, co-located buildings only have one SBST room shared among the schools. Going forward, the schools in X183 will share only one half-size room for SBST purposes and the second half-size room is included in the 20 half-size rooms remaining to be allocated.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	75	26	0	6.5
SHARED SPACES or Building Services	1	6	0	2.0
Remaining Total to be Allocated	**74**	**20**	**0**	**4.5**

2011-2012 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled[5]	GE/ICT Sections	SC Sections
M.S. 203	274	9	2
Bronx Letters	548	21	4
P168X	218	0	25

The table below summarizes M.S. 203's, Bronx Letters', and P168X's baseline and/or adjusted footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

Building X183 does not contain sufficient half-size classrooms appropriate for instruction for all of the self-contained classes served by M.S. 203 and Bronx Letters, and as a result some full-size classrooms have been allocated for this purpose to both M.S. 203 and Bronx Letters. The baseline footprint for P168X has been adjusted to include full-size classrooms in lieu of half-size classrooms, because those rooms have been specifically designed for District 75 students. Additionally, building X183 does not contain sufficient designed administrative space, and therefore half-size spaces appropriate for this use have been allocated.

[5] Based on 2011-2012 Audited Register

2011-2012		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total 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. 203	Baseline Footprint Allocation	10	3	1.5	0	2	0	2.5	10	5	0	1.5
	Adjusted Baseline Allocation	11	2	1.5	0	2	0	2.5	11	4	0	1.5
	Current Space Allocation	21	2	1.5	0	5	0	4	21	7	0	1.5
Bronx Academy of Letters	Baseline Footprint Allocation	21	5	2.0	0	4	0	4.0	21	9	0	2.0
	Adjusted Baseline Allocation	23	3	2.0	0	4	0	4.0	23	7	0	2.0
	Current Space Allocation	34	3	2.0	0	3	0	3.5	34	6	0	2.0
P168X	Baseline Footprint Allocation	15	19	3.0	0	0	0	3.0	15	19	0	3.0
	Adjusted Baseline Allocation[6]	19	8	1.0	0	4	0	3.0	19	12	0	1.0
	Current Space Allocation	19	5	1.0	0	2	0	2.0	19	7	0	1.0

As demonstrated in the table above, M.S. 203 and Bronx Letters are currently using many classrooms in excess of their adjusted baseline Footprint allocations. The table below summarizes the available space within X183 after each schools has received its adjusted baseline allocation, some of which will be allocated to BSA 1 for 2012-2013.

[6] It should be noted that P168X's adjusted baseline allocation is currently smaller than its baseline footprint. This is, in part, due to the fact that P168X has been provided with additional time in the gymnasium to meet its students' Occupational Therapy and Physical Therapy ("OTPT") needs, which would otherwise be offered in full-size or half-size rooms. Given this, the DOE is proposing to keep all of P168X's half-size room allocations constant in all years of this proposal, and has actually increased the school's allocation of time in the gymnasium and dance room in the proposed shared space schedule. Furthermore, P168X is also currently under footprint for administrative office space. Because the school currently occupies the entire fourth floor it is able to remain contiguous and separated from the other schools in the building. Since this proposal continues the school's current arrangement as determined by the Office of Space Planning and the existing Building Council, the DOE is proposing to keep P168X's administrative allocations constant in all years of this proposal.

2011-2012: Building X183	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.0	21	2	0

2012-2013 (FIRST YEAR PROPOSED IMPLEMENTATION)

If this proposal is approved, BSA1's kindergarten through third grade students would be sited in X183 in the 2012-2013 school year.

This means that there would be 74 full-size rooms to allocate between M.S. 203, BRONX LETTERS, P168X, and BSA 1 going forward. As discussed previously, the baseline Footprint for P168X has been adjusted to include full-size classrooms in lieu of half-size classrooms, because those rooms have been specifically designed for District 75 students.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.[7]

2012-13	Projected Enrollment	GE/ICT Sections	SC Sections
M.S. 203	260-290	9	3
Bronx Letters	535-605	21	3
P168X	200-230	0	25
BSA 1	350-390	13	0

[7] This number is subject to change pending final enrollment projections.

After M.S. 203, BRONX LETTERS, P168X, and BSA 1 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building X183	Designed Admin (FSE)	Full size Rooms	Half size Rooms
Space In Excess of Baseline Allocations	0.0	2	2

The excess space will be allocated among M.S. 203, BRONX LETTERS, P168X, and BSA 1 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2012-2013 room allocation plan for M.S. 203, Bronx Letters, P168X, and BSA 1 based on their adjusted baseline footprint allocation, plus the excess space allocation.

In total, M.S. 203 will be allocated 13 full-size spaces, three half-size spaces, and 1.5 FSE in designed administrative office space. Bronx Letters will be allocated 24 full-size spaces, three half-size spaces, and 3.0 FSE in designed administrative office space. P168X will be allocated 19 full-size spaces, 7 half-size spaces, and 1.0 FSE in designed administrative office space. BSA 1 will be allocated 18 full-size spaces, 7 half-size spaces, and 1.0 FSE in designed administrative office space.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
M.S. 203	Baseline Footprint Allocation	10	4	1.5	0	2	0	2.5					10	6	0	1.5
	Adjusted Baseline Allocation	13	1	1.5	0	2	0	2.5					13	3	0	1.5
Bronx Letters	Baseline Footprint Allocation	21	4	3.0	1	0	0	4.0					22	4	0	3.0
	Adjusted Baseline Allocation	23	2	3.0	1	0	0	4.0		1			24	3	0	3.0
P168X	Baseline Footprint Allocation	15	19	3.0	0	0	0	3.0					15	19	0	3.0
	Adjusted Baseline Allocation[8]	19	5	1.0	0	2	0	2.0					19	7	0	1.0
BSA 1	Baseline Footprint Allocation	16	2	1.0	0	4	0	3.0					16	6	0	1.0
	Adjusted Baseline Allocation	16	2	1.0	0	4	0	3.0	2	1			18	7	0	1.0

[8] The adjustments referred to in footnote 6 will also apply in 2012-2013 and all future years.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				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. 203	21	7	0	1.5	13	3	0	1.5	-8	-4	0	0.0
Bronx Letters	34	6	0	2.0	24	3	0	3.0	-10	-3	0	1.0
P168X	19	7	0	1.0	19	7	0	1.0	0	0	0	0.0
BSA 1	-	-	-	-	18	7	0	1.0	+18	+7	0	+1.0

2013-2014 (SECOND YEAR PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014.[9]

2013-2014	Projected Enrollment	GE/ICT Sections	SC Sections
M.S. 203	260-290	9	3
Bronx Letters	535-605	21	3
P168X	200-230	0	25
BSA 1	430-480	16	0

[9] This number is subject to change pending final enrollment projections.

After M.S. 203, BRONX LETTERS, P168X@X183, and BSA 1 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building X183	Designed Admin (FSE)	Full size Rooms	Half size Rooms
Space In Excess of Baseline Allocations	0.0	0	1

The excess space will be allocated among M.S. 203, Bronx Letters, P168X, and BSA 1, based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2013-2014 room allocation plan for M.S. 203, Bronx Letters, P168X, and BSA 1 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

There are not sufficient full-size classrooms in building X183 to accommodate BSA1 during the 2013-2014 school year because that school will serve one section more than it will be in all future years. As a result, two half-size rooms have been allocated to BSA 1 in lieu of the full size room.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
M.S. 203	Baseline Footprint Allocation	10	4	1.5	0	2	0	2.5					10	6	0	1.5
	Adjusted Baseline Allocation	13	1	1.5	0	2	0	2.5					13	3	0	1.5
Bronx Letters	Baseline Footprint Allocation	21	4	3.0	1	0	0	4.0					22	4	0	3.0
	Adjusted Baseline Allocation	23	2	3.0	1	0	0	4.0		1			24	3	0	3.0
P168X	Baseline Footprint Allocation	15	19	3.0	0	0	0	3.0					15	19	0	3.0
	Adjusted Baseline Allocation	19	5	1.0	0	2	0	2.0					19	7	0	1.0
BSA 1	Baseline Footprint Allocation	19	2	1.0	0	4	0	3.0					19	6	0	1.0
	Adjusted Baseline Allocation	18	4	1.0	0	3	0	2.5					18	7	0	1.0

In total, M.S. 203 will be allocated 13 full-size spaces, three half-size spaces, and 1.5 FSE in designed administrative office space. Bronx Letters will be allocated 24 full-size spaces, three half-size spaces, and 3.0 FSE in designed administrative office space. P168X will be allocated 19 full-size spaces, seven half-size spaces, and 1.0 FSE in designed administrative office space. BSA 1 will be allocated 18 full-size spaces, seven half-size spaces, and 1.0 FSE in designed administrative office space.

Since BSA 1's full-scale allocation was allocated during the first year of implementation, it will not receive additional rooms in the second year. BSA 1's footprint has been adjusted for the 2013-2014 school year to allocate only 2.5 FSE in administrative office space to BSA 1, as was previously agreed upon by the charter school management organization, Success Academies. In 2014-2015 and beyond, after an enrollment bubble in the fourth grade cycles out of the building, BSA 1 will be exactly at footprint.

Since sufficient rooms were allocated to each school to meet their adjusted baselines in both years, there is no change in room allocations from the 2012-2013 to the 2013-2014 school years, as indicated below.

Department of Education

Room Change (+/-)	2012-13 GRAND TOTAL SPACE ALLOCATIONS				2013-14 GRAND TOTAL SPACE ALLOCATIONS				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. 203	13	3	0	1.5	13	3	0	1.5	0	0	0	0
Bronx Letters	23	3	0	3.0	23	3	0	3	0	0	0	0
P168X	19	7	0	1.0	19	7	0	1.0	0	0	0	0
BSA 1	18	7	0	1.0	18	7	0	1	0	0	0	0

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 X183. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed re-siting and co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN
This proposed Shared Space Plan is based upon 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, 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, the unique needs of the District 75 population and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.[10] Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. 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 2011 Campus Audit Template submitted by the Building Council.[11] Because BSA 1 would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how BSA 1, M.S. 203, BRONX LETTERS and P168X 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 and Outdoor Play Yard:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.

- In addition to the main cafeteria, there is a small cafeteria that has previously only been used by staff of the three currently co-located schools. The DOE has proposed that this cafeteria be used by the District 75 program for one period each day.

- Under this proposal, all students from all four schools would have their meals served out of the main cafeteria. This means that for P168X, which would be served in the small cafeteria, the school would arrange for staff to bring students' lunch from the main cafeteria into the small cafeteria. The DOE has been informed by P168X school leadership that this arrangement is preferable to the students eating in the main cafeteria.

- In the proposed plan below, BSA 1, M.S. 203, and P168X each receive 50 minutes daily, or 4 hours and 10 minutes weekly for lunch. To accommodate its enrollment, which exceeds capacity of the cafeteria, Bronx Letters will receive two 50-minute periods daily, or 8 hours and 20 minutes weekly for lunch. Bronx Letters and P168X will maintain the same amount of time that they are currently allocated for lunch in the cafeteria this year based on their current schedule. Even though P168X enrolls the least number of students, it has been allocated the same amount of time in the cafeteria for lunch based on the current school schedule. The DOE notes that this may be because P168X is required to serve students in small classes. Regardless, none of the schools are gaining or losing time in these shared spaces next year. In addition, the DOE notes that the schedule calls for each individual student to receive the same amount of time in the cafeteria during customary lunch hours, regardless of which school he or she attends. Thus, the DOE believes that this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.

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[10] See DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx
[11] 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.

- The DOE notes that many of the lunch times for the co-located schools overlap during the day because the cafeteria has the space to accommodate 550 students. For example, currently P168X's lunch period overlaps with M.S. 203's lunch period because combined, both schools will only serve approximately 505 students, which is less than the cafeteria's capacity.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at building X183. Furthermore, the current shared schedule does not allocate any time in the cafeteria for breakfast to any school. Given that the capacity of the cafeteria is 550 students, the DOE has allocated the same duration and time to M.S 203, Bronx Letters, P168X, and BSA 1 for breakfast. Since Bronx Letters and BSA 1 (in its current location at X030) currently start their school days before the other schools, these two schools have been allocated the first period for breakfast. This means that Bronx Letters and BSA 1 will begin school as the other schools begin to serve breakfast.

Outdoor Playground

- The DOE notes that the outdoor play yard is a shared space; however specific time in the outdoor playground is not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school.

- The DOE has allocated time in the outdoor playground to Bronx Letters under the assumption that only middle school students would utilize this shared space, as recess is not part of traditional high school programming.

- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period. The schedule includes several overlapping times, acknowledging that schools would select an appropriate time out of these options. However, the schools would not be required to overlap depending on which times within these allotments they choose to provide recess.

- Because the proposed allocations give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible.

- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium

Bronx Letters will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students and grade levels compared to the other schools.

Gymnasiums

- There is one gymnasium in the building, which is partitioned into two separate gym spaces.

- There is also a dance room which is a shared space and can be used for gym instruction.

- The DOE further proposes that the two portions of the gymnasium (Gym 1 and Gym 2) and the dance room be allocated based on the relative projected enrollment of each school.

- In the current shared space plan, schools are allocated overlapping times in the gymnasium, which has a capacity of 392 students. As such, the proposed schedule below continues to allocate overlapping time, which is accommodated by dividing the gymnasium in half as previously mentioned.

- In the proposed schedule below, Bronx Letters is allocated the largest amount of time in the gymnasium and dance room (32 hours and 30 minutes weekly), while M.S. 203 is allocated 22 hours 30 minutes weekly, BSA 1 is allocated 22 hours and 30 minutes weekly, and P168X is allocated 25 hours weekly. Although it has the smallest enrollment in the building, P168X is allocated more time because those students are required to be served in smaller class sizes and time has been provided to accommodate its OT and PT needs, which take place in the gym instead of its classrooms, since the school does not have its full baseline allocation of classrooms.

- Because the proposed allocations give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible.

- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the gym on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Library

- The DOE notes that the library is a shared space; however specific time in the library is not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes that the library be allocated to all schools based on the relative projected enrollment for each school.

- Bronx Letters is allocated the largest amount of time in the library based on its projected enrollment (12 hours and 30 minutes weekly). M.S. 203 is allocated 7 hours and 30 minutes weekly. BSA 1 is allocated 7 hours and 30 minutes weekly. Although it has the smallest enrollment in the building, P168X is allocated 5 hours weekly because those students are required to be served in smaller class sizes.

- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The DOE notes the auditorium is a shared space. However, time in the auditorium is currently only allocated to M.S. 203. The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.

- Bronx Letters is allocated the largest amount of time in the library based on its projected enrollment (12 hours and 30 minutes weekly). M.S. 203 is allocated 7 hours and 30 minutes weekly. BSA 1 is allocated 7 hours and 30 minutes weekly. P168X is allocated 5 hours weekly.

- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

After School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, all shared spaces but two are only allocated until 3:00 pm; BSA 1 is allocated time in Gym 2 until 4:00pm and until 3:30pm in the auditorium, because BSA 1's school hours extend to 4:00 pm. The building council should allocate the remainder of this space as needed for after school programs.

- BSA 1 does not currently have any after-school programming. Since none of the nine Success schools have after-school programming, the DOE assumes that this would continue to be the case with BSA 1.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once BSA 1 is co-located in the building.

In 2012-2013, the DOE projects M.S. 203 will serve 260-290 students, Bronx Letters will serve 535-605 students, P168X will serve 200-230 students in X183, and BSA 1 will serve 350-390 students.

Based on the School Session Time Report, M.S. 203's school day runs from approximately 8:20 a.m. to 2:55 p.m. and Bronx Letters' school day runs from approximately 7:50 a.m. to 3:00 p.m. According to school reported information, P168X's school day runs from approximately 8:10 a.m. to 3:00 p.m. According to school reported data, in its current location BSA 1's school day runs from approximately 7:45 a.m. to 4:30 p.m., and it is expected that the school will maintain this schedule.

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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Main Cafeteria (Capacity: 550)	**Breakfast:** **Bronx Letters** 7:10am-7:40am **BSA 1** 7:15am-7:45am **MS 203 and P168X** 7:40am-8:10am **Lunch:** **M.S. 203** 12:06pm-12:56pm **Bronx Letters** 11:00am-11:50am 12:55pm-1:45pm **BSA 1** 11:30am-12:20pm	**Breakfast:** **Bronx Letters** 7:10am-7:40am **BSA 1** 7:15am-7:45am **MS 203 and P168X** 7:40am-8:10am **Lunch:** **M.S. 203** 12:06pm-12:56pm **Bronx Letters** 11:00am-11:50am 12:55pm-1:45pm **BSA 1** 11:30am-12:20pm	**Breakfast:** **Bronx Letters** 7:10am-7:40am **BSA 1** 7:15am-7:45am **MS 203 and P168X** 7:40am-8:10am **Lunch:** **M.S. 203** 12:06pm-12:56pm **Bronx Letters** 11:00am-11:50am 12:55pm-1:45pm **BSA 1** 11:30am-12:20pm	**Breakfast:** **Bronx Letters** 7:10am-7:40am **BSA 1** 7:15am-7:45am **MS 203 and P168X** 7:40am-8:10am **Lunch:** **M.S. 203** 12:06pm-12:56pm **Bronx Letters** 11:00am-11:50am 12:55pm-1:45pm **BSA 1** 11:30am-12:20pm	**Breakfast:** **Bronx Letters** 7:10am-7:40am **BSA 1** 7:15am-7:45am **MS 203 and P168X** 7:40am-8:10am **Lunch:** **M.S. 203** 12:06pm-12:56pm **Bronx Letters** 11:00am-11:50am 12:55pm-1:45pm **BSA 1** 11:30am-12:20pm
Small Cafeteria	**Lunch:** **P168X** 12:00pm-12:50pm	**Lunch:** **P168X** 12:00pm-12:50pm	**Lunch:** **P168X** 12:00pm-12:50pm	**Lunch:** **P168X** 12:00pm-12:50pm	**Lunch:** **P168X** 12:00pm-12:50pm
Gym 1 (Capacity of approximately half the gym: 196)	**M.S. 203** 8:30am-11:30am **P168X** 11:30am-3:00pm	**M.S. 203** 8:30am-11:30am **P168X** 11:30am-3:00pm	**M.S. 203** 8:30am-11:30am **P168X** 11:30am-3:00pm	**M.S. 203** 8:30am-11:30am **P168X** 11:30am-3:00pm	**M.S. 203** 8:30am-11:30am **P168X** 11:30am-3:00pm

Gym 2 (Capacity of approximately half the gym: 196)	**Bronx Letters** 8:30am-1:00pm **BSA 1** 1:00pm-4:00pm	**Bronx Letters** 8:30am-1:00pm **BSA 1** 1:00pm-4:00pm	**Bronx Letters** 8:30am-1:00pm **BSA 1** 1:00pm-4:00pm	**Bronx Letters** 8:30am-1:00pm **BSA 1** 1:00pm-4:00pm	**Bronx Letters** 8:30am-1:00pm **BSA 1** 1:00pm-4:00pm
Dance Room	**P168X** 8:30am-10:00am **BSA 1** 10:00am-11:30pm **M.S. 203** 11:30pm-1:00pm **Bronx Letters** 1:00pm-3:00pm	**P168X** 8:30am-10:00am **BSA 1** 10:00am-11:30pm **M.S. 203** 11:30pm-1:00pm **Bronx Letters** 1:00pm-3:00pm	**P168X** 8:30am-10:00am **BSA 1** 10:00am-11:30pm **M.S. 203** 11:30pm-1:00pm **Bronx Letters** 1:00pm-3:00pm	**P168X** 8:30am-10:00am **BSA 1** 10:00am-11:30pm **M.S. 203** 11:30pm-1:00pm **Bronx Letters** 1:00pm-3:00pm	**P168X** 8:30am-10:00am **BSA 1** 10:00am-11:30pm **M.S. 203** 11:30pm-1:00pm **Bronx Letters** 1:00pm-3:00pm
Library	**BSA 1** 8:30am-10:00am **M.S. 203** 10:00am-11:30am **Bronx Letters** 11:30am-2:00pm **P168X** 2:00pm-3:00pm	**BSA 1** 8:30am-10:00am **M.S. 203** 10:00am-11:30am **Bronx Letters** 11:30am-2:00pm **P168X** 2:00pm-3:00pm	**BSA 1** 8:30am-10:00am **M.S. 203** 10:00am-11:30am **Bronx Letters** 11:30am-2:00pm **P168X** 2:00pm-3:00pm	**BSA 1** 8:30am-10:00am **M.S. 203** 10:00am-11:30am **Bronx Letters** 11:30am-2:00pm **P168X** 2:00pm-3:00pm	**BSA 1** 8:30am-10:00am **M.S. 203** 10:00am-11:30am **Bronx Letters** 11:30am-2:00pm **P168X** 2:00pm-3:00pm
Auditorium (Capacity: 539)	**M.S. 203** 8:30am-10:00am **Bronx Letters** 10:00am-12:30pm **P168X** 12:30pm-1:30pm **BSA 1** 2:00pm-3:30pm	**M.S. 203** 8:30am-10:00am **Bronx Letters** 10:00am-12:30pm **P168X** 12:30pm-1:30pm **BSA 1** 2:00pm-3:30pm	**M.S. 203** 8:30am-10:00am **Bronx Letters** 10:00am-12:30pm **P168X** 12:30pm-1:30pm **BSA 1** 2:00pm-3:30pm	**M.S. 203** 8:30am-10:00am **Bronx Letters** 10:00am-12:30pm **P168X** 12:30pm-1:30pm **BSA 1** 2:00pm-3:30pm	**M.S. 203** 8:30am-10:00am **Bronx Letters** 10:00am-12:30pm **P168X** 12:30pm-1:30pm **BSA 1** 2:00pm-3:30pm

Outdoor Playground	**M.S. 203** 11:30am-1:30pm **Bronx Letters** 11:30am-2:15pm **P168X** 12:30pm-1:30pm **BSA 1** 11:30am-1:30pm	**M.S. 203** 11:30am-1:30pm **Bronx Letters** 11:30am-2:15pm **P168X** 12:30pm-1:30pm **BSA 1** 11:30am-1:30pm	**M.S. 203** 11:30am-1:30pm **Bronx Letters** 11:30am-2:15pm **P168X** 12:30pm-1:30pm **BSA 1** 11:30am-1:30pm	**M.S. 203** 11:30am-1:30pm **Bronx Letters** 11:30am-2:15pm **P168X** 12:30pm-1:30pm **BSA 1** 11:30am-1:30pm	**M.S. 203** 11:30am-1:30pm **Bronx Letters** 11:30am-2:15pm **P168X** 12:30pm-1:30pm **BSA 1** 11:30am-1:30pm

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); designees 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 BSA 1 will be part of the X183 School Safety Committee. As a member of the School Safety Committee, the leader/designee of BSA 1 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 BSA 1 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X183 school building will be modified as appropriate to meet any changing security needs associated with the co-location. BSA 1 will enter information in the X183 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) 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 X183 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 2011, co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. [12] Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) 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 SSC is to review the implementation of the Building Utilization Plan (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 School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally four times per year.

[12] Campus Policy Memo 2011 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 SLT 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 BUP and its campus implementation.