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 co-locate Explore Excel Charter School (84K379, "Explore Excel") in Building K068 ("K068"), located at 956 East 82 Street, Brooklyn, NY, 11236 in District 18. If this proposal is approved, Explore Excel's fifth grade would be sited in K068 beginning in the 2013-2014 school year. Explore Excel would add one grade each year until it reaches full scale in 2016-2017 and serves fifth through eighth grade in K068. Explore Excel would be co-located in K068 with I.S. 68 – Isaac Bildersee (18K068, "I.S. 68"), an existing zoned middle school that serves students in sixth through eighth grade, which also has an academies program that accepts students outside of the zone who reside in District 18. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between I.S. 68 and Explore Excel. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year, between I.S. 68 and Explore Excel, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures 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. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

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 Panel for Educational Policy.

METHODOLOGY

We have applied the Footprint 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 ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by 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, 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 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 classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
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.

Space is allocated to District 75 programs according to the DOE's District 75 Instructional Footprint ("D75 Footprint"). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy 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. 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 October 4, 2012 by the Office of Space Planning, building K068 has a total of 63 full-size ("FS") classrooms/spaces[1] (including five full-size science demonstration labs and one full-size science lab), 15 half-size ("HS") classrooms/spaces,[2] 5 quarter-size ("QS") spaces[3], and the equivalent of 4.5 rooms of designed administrative office/space. The K068 building also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies one full-size equivalent of designed administrative space
- CAMBA, a community-based organization occupies one quarter-size space
- BEACON, a community-based organization occupies one full-size space and one half-size equivalent of designed administrative space
- Custodian's office occupies one half-size space
- School Based Support Team occupies one half-size equivalent of designed administrative space
- Science demonstration labs occupy five full-size spaces
- Science lab occupies one full-size space

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

Excluding the spaces outlined above, the K068 building has a total of 56 full-size classrooms, 14 half-size classrooms/spaces, 4 quarter-size spaces, and the equivalent of 2.5 full-size designed administrative office space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	63	15	5	4.5
Building Spaces	7	1	1	2.0
Total to be Allocated	**56**	**14**	**4**	**2.5**

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at I.S. 68 in 2012-2013.

2012-2013	Total Enrolled[4]	GE/ICT Sections[5],[6]	SC Sections[7]
I.S. 68	898	28[8]	6

The table below summarizes I.S. 68'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 the school is currently using.

[4] Based on 2012-2013 Budgeted Projections.
[5] General Education (GE) classrooms.
[6] Integrated Co-Teaching (ICT) classrooms include students with and without disabilities and have two teachers, a general education teacher, and a special education teacher.
[7] Self-contained (SC) special education classrooms are provided for children with disabilities who are grouped together in a classroom on a full-time or part-time basis. They serve children whose needs cannot be met in the general education classroom environment. These classes may have from 6 to 15 students with one special education teacher and up to four paraprofessionals.
[8] I.S. 68 has a larger eighth grade section count than sixth and seventh grade section counts.

2012-2013		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)
I.S. 68	Baseline Footprint Allocation	29	11	2.5	1	2	4	5.5	30	13	4	2.5
	Current Space Allocation	53	5	2.5	3	9	4	11.0	56	14	4	2.5

As demonstrated in the table above, I.S. 68 is currently using classrooms in excess of its adjusted baseline Footprint allocation. The table below summarizes the available space within K068 after I.S. 68 has received its adjusted baseline allocation, some of which will be allocated to Explore Excel for 2013-2014.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	26	1	0	0.0

<u>2013-2014</u> (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in 2013-2014 Explore Excel would serve fifth grade students in K068. There would be 56 full-size classrooms/spaces to allocate between I.S. 68 and Explore Excel.

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

2013-2014	Projected Enrollment[9]	GE/ICT Sections	SC Sections
I.S. 68	880 - 910	27	6
Explore Excel	54 - 69	2	1

[9] The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After I.S. 68 and Explore Excel have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	20	0	0	0.0

The excess space will be allocated 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.[10] The table below summarizes the full 2013-2014 room allocation plan for I.S. 68 and Explore Excel based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation. Explore Excel's baseline has been adjusted in the following manner:

- The DOE has allocated Explore Excel one full-size room in lieu of one half-size administrative space because there are an insufficient number of half-size spaces in the K068 building.
- The DOE has allocated Explore Excel one full-size room in lieu of one half-size self-contained classroom because there are an insufficient number of half-size spaces in the K068 building.

2013-2014		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		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)
I.S. 68	Baseline Footprint Allocation	28	11	2.5	1	2	4	5.5	19	0	0	0.0	48	13	4	2.5
Explore Excel	Baseline Footprint Allocation	4	2	0.0	1	1	0	1.5	0	0	0	0.0	5	3	0	0.0
Explore Excel	Adjusted Baseline Allocation	5	1	0.0	2	0	0	2.0	1	0	0	0.0	8	1	0	0.0

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

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL[11] SPACE ALLOCATIONS				PROPOSED 2013-2014 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)
I.S. 68	56	14	4	2.5	48	13	4	2.5	-8	-1	0	0.0
Explore Excel	0	0	0	0.0	8	1	0	0.0	+8	+1	0	0.0

<u>2014-2015</u> (SECOND YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the projected enrollment and number of sections served at each school in 2014-2015.

2014-2015	Projected Enrollment[12]	GE/ICT Sections	SC Sections
I.S. 68	885 - 915	27	6
Explore Excel	108 - 138	5	1

[11] The DOE assumes that I.S. 68 will continue to use all the space in the building as it did in 2011-2012.
[12] The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After I.S. 68 and Explore Excel have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	18	0	0	0.0

The excess space will be allocated among I.S. 68 and Explore Excel 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.[13] The table below summarizes the full 2014-2015 room allocation plan for I.S. 68 and Explore Excel based on their adjusted baseline footprint allocations, plus the excess space allocation. Explore Excel's baseline has been adjusted in the following manner:

- The DOE has allocated Explore Excel one full-size room in lieu of one half-size self-contained classroom because there are an insufficient number of half-size spaces in the K068 building.

2014-2015		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		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)
I.S. 68	Baseline Footprint Allocation	28	11	2.5	1	2	4	5.5	16	0	0	0.0	45	13	4	2.5
Explore Excel	Baseline Footprint Allocation	6	2	0	2	0	0	2.0	0	0	0	0.0	8	2	0	0.0
Explore Excel	Adjusted Baseline Allocation	7	1	0	2	0	0	2.0	2	0	0	0.0	11	1	0	0.0

[13] The number of excess rooms in the building is subject to change pending final enrollment projections.

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

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 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)
I.S. 68	48	13	4	2.5	45	13	4	2.5	-3	0	0	0.0
Explore Excel	8	1	0	0.0	11	1	0	0.0	+3	0	0	0.0

<u>2015-2016</u> (THIRD YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016.

2015-2016	Projected Enrollment[14]	GE/ICT Sections	SC Sections
I.S. 68	885 - 915	27	6
Explore Excel	162 - 207	8	2

After I.S. 68 and Explore Excel have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	14	0	0	0.0

[14] The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The excess space will be allocated between I.S. 68 and Explore Excel 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.[15] The table below summarizes the full 2015-2016 room allocation plan for I.S. 68 and Explore Excel based on their adjusted baseline footprint allocations, plus the excess space allocation. Explore Excel's baseline has been adjusted in the following manner:

- The DOE has allocated Explore Excel two full-size room in lieu of two half-size self-contained classroom because there are an insufficient number of half-size spaces in the K068 building.

2015-2016		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		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)
I.S. 68	Baseline Footprint Allocation	28	11	2.5	1	2	4	5.5	11	0	0	0.0	40	13	4	2.5
Explore Excel	Baseline Footprint Allocation	9	3	0.0	2	0	0	2.0	0	0	0	0.0	11	3	0	0.0
	Adjusted Baseline Allocation	11	1	0.0	2	0	0	2.0	3	0	0	0.0	16	1	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 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)
I.S. 68	45	13	4	2.5	40	13	4	2.5	-5	0	0	0.0
Explore Excel	11	1	0	0.0	16	1	0	0.0	+5	0	0	0.0

[15] The number of excess rooms in the building is subject to change pending final enrollment projections.

2016-2017 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017.

2016-2017	Projected Enrollment[16]	GE/ICT Sections	SC Sections
I.S. 68	885 - 915	27	6
Explore Excel	216 - 276	11	2

After I.S. 68 and Explore Excel have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10	0	0	0.0

The excess space will be allocated 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.[17] The table below summarizes the full 2016-2017 room allocation plan for I.S. 68 and Explore Excel based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation. Explore Excel's baseline has been adjusted in the following manner:

- The DOE has allocated Explore Excel one full-size room in lieu of one half-size administrative space because there are an insufficient number of half-size spaces in the K068 building.
- The DOE has allocated Explore Excel two full-size room in lieu of two half-size self-contained classroom because there are an insufficient number of half-size spaces in the K068 building.

[16] The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.
[17] The number of excess rooms in the building is subject to change pending final enrollment projections.

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		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)
I.S. 68	Baseline Footprint Allocation	28	11	2.5	1	2	4	5.5	8	0	0	0.0	37	13	4	2.5
Explore Excel	Baseline Footprint Allocation	12	3	0	2	1	0	2.5	0	0	0	0.0	14	4	0	0.0
	Adjusted Baseline Allocation	14	1	0	3	0	0	3.0	2	0	0	0.0	19	1	0	0.0

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)
I.S. 68	40	13	4	2.5	37	13	4	2.5	-3	0	0	0.0
Explore Excel	16	1	0	0.0	19	1	0	0.0	+3	0	0	0.0

The 2016-2017 allocation of space will serve as the long-term space allocation for I.S. 68 and Explore Excel.

Shared Space Plan

A proposed Shared Space plan for the 2013-2014 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 K068. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN
This proposed Shared Space Plan 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, I.S. 68's current space allocation and lunch schedule as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of I.S. 68's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.[18] Where possible, the proposed schedule maintains I.S. 68's current allocation of time for each shared space and re-distributes remaining time for Explore Excel. To the extent feasible, shared spaces are allocated in a manner such that I.S. 68 can continue to use them on a similar schedule next year. Because Explore Excel 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 times that have been allocated to I.S. 68 this year so that all students in the building may be accommodated in 2013-2014 and subsequent school years.

In planning how Explore Excel and I.S. 68 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:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, grade levels served, and I.S. 68's current use of the cafeteria. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.

- In the proposed plan below, Explore Excel and I.S. 68 are allocated separate lunch times in the cafeteria, which has a capacity to hold 736 students. Explore Excel will receive 45 minutes daily in the cafeteria, or 3 hours and 45 minutes weekly for lunch. I.S. 68 will receive 2 hours and 17 minutes daily in the cafeteria, or 11 hours and 25 minutes weekly for lunch. I.S. 68 currently uses the cafeteria for lunch from 11:10 am-1:27 pm. The proposed schedule below allocates time to I.S. 68 in the cafeteria from 11:10 am-1:27 pm; therefore the proposed schedule below allows the school to continue its current lunch schedule.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at I.S. 68. The proposed schedule allows for I.S. 68 to continue to serve breakfast based on its current schedule. Explore Excel will serve breakfast before I.S. 68 does in the cafeteria. The cafeteria has sufficient capacity to accommodate both schools during the 15 minute overlap between both schools during breakfast given I.S. 68's average daily breakfast participation.

Gymnasium, Library, and Auditorium

Gymnasiums

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

- There is one gymnasium in the building, which has a capacity to hold 673 students. The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.

- In the proposed schedule below, I.S. 68 is allocated the largest amount of time in the gymnasium (32.0 hours weekly), while Explore Excel is allocated 3.0 hours weekly.

Library

- The DOE proposes that I.S. 68 receive the greatest amount of time in the library (27.5 hours weekly) because it will serve the largest number of students and grade levels compared with Explore Excel, which has been allocated 2.5 hours weekly in the library.

Auditorium

- The DOE proposes that I.S. 68 receive the greatest amount of time in the auditorium (32.5 hours weekly) because it will serve the largest number of students and grade levels compared with Explore Excel, which has been allocated 2.5 hours weekly in the auditorium. Given that the auditorium has the capacity to serve 616 students, the proposed Shared Space plan below offers flexibility to schedule the auditorium in multiple periods and ensures that all students have access to the auditorium.

After-School Programs

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 3:00 pm. The Building Council may allocate this space as needed for after-school programs.

- As noted above, Explore Excel is expanding to serve grades 5-8, and as a result it does not yet have an after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours and is empowered to make alternative arrangements.

In 2013-2014, I.S. 68 will serve 880-910 students in K068. If this proposal is approved, Explore Excel will serve a total of 54-69 students in 2013-2014 at K068. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 68's school day runs from approximately 8:03 a.m. to 3:00 p.m.[19] Since Explore Excel is expanding to serve grades 5-8, it does not have a current school start or end time. However, the DOE notes that the existing Explore Charter schools that serve middle school grades run from approximately 7:40 a.m. to 4:20 p.m. on Monday through Friday.

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 shared spaces in the building.

[19] https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 736)	**Breakfast:** **Explore Excel** 7:00-7:30am **I.S. 68** 7:15am-8:15am **Lunch:** **Explore Excel** 10:23am-11:08am **I.S. 68** 11:10am-1:27pm	**Breakfast:** **Explore Excel** 7:00-7:30am **I.S. 68** 7:15am-8:15am **Lunch:** **Explore Excel** 10:23am-11:08am **I.S. 68** 11:10am-1:27pm	**Breakfast:** **Explore Excel** 7:00am-7:30am **I.S. 68** 7:15am-8:15am **Lunch:** **Explore Excel** 10:23am-11:08am **I.S. 68** 11:10am-1:27pm	**Breakfast:** **Explore Excel** 7:00am-7:30am **I.S. 68** 7:15am-8:15am **Lunch:** **Explore Excel** 10:23am-11:08am **I.S. 68** 11:10am-1:27pm	**Breakfast:** **Explore Excel** 7:00am-7:30am **I.S. 68** 7:15am-8:15am **Lunch:** **Explore Excel** 10:23am-11:08am **I.S. 68** 11:10am-1:27pm
Library	**Explore Excel** 8:00am-8:30am **I.S. 68** 8:30am-3:00pm	**Explore Excel** 8:00am-8:30am **I.S. 68** 8:30am-3:00pm	**Explore Excel** 8:00am-8:30am **I.S. 68** 8:30am-3:00pm	**Explore Excel** 8:00am-8:30am **I.S. 68** 8:30am-3:00pm	**Explore Excel** 8:00am-8:30am **I.S. 68** 8:30am-3:00pm
Gymnasium (Capacity: 673)	**Explore Excel** 1:00pm-1:30pm **I.S. 68** 8:00am-1:00pm 1:30pm-3:00pm	**Explore Excel** 1:00pm-2:00pm **I.S. 68** 8:00am-1:00pm 2:00pm-3:00pm	**Explore Excel** 1:00pm-1:30pm **I.S. 68** 8:00am-1:00pm 1:30pm-3:00pm	**Explore Excel** 1:00pm-1:30pm **I.S. 68** 8:00am-1:00pm 1:30pm-3:00pm	**Explore Excel** 1:00pm-1:30pm **I.S. 68** 8:00am-1:00pm 1:30pm-3:00pm

Auditorium (Capacity: 616)	**Explore Excel** 9:00am-9:30am **I.S. 68** 8:00am-9:00am 9:30am-3:00pm	**Explore Excel** 9:00am-9:30am **I.S. 68** 8:00am-9:00am 9:30am-3:00pm	**Explore Excel** 9:00am-9:30am **I.S. 68** 8:00am-9:00am 9:30am-3:00pm	**Explore Excel** 9:00am-9:30am **I.S. 68** 8:00am-9:00am 9:30am-3:00pm	**Explore Excel** 9:00am-9:30am **I.S. 68** 8:00am-9:00am 9:30am-3:00pm

Building Safety and Security

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; 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 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 Explore Excel will be part of the K068 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Explore Excel 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 Explore Excel will be addressed on an ongoing basis. Moreover, the Safety Plan for the K068 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Explore Excel will enter information in the K068 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, 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 School Safety Plan for the K068 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 2011,[20] co-located schools 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. 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 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 Shared Space Committee (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

[20] Campus Policy Memo 2011 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents".

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 minimum four times per year.

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.