

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 the fifth through eighth grades of Excellence Girls Charter School (84K712, "Excellence Girls") in building K191 ("K191"). Excellence Girls is an existing public charter school serving students in kindergarten through fourth grade in building K309 ("K309") at 794 Monroe Street, Brooklyn, NY 11221, in Community School District 16. Under this proposal, Excellence Girls' fifth through eighth grades would be co-located¹ with P.S. 191 Paul Robeson (17K191, "P.S. 191") in building K191 ("K191"), located at 1600 Park Place, Brooklyn, NY 11233, in Community School District 17. P.S. 191 is an existing DOE school that currently serves zoned students in kindergarten through fifth grade and offers a full-day pre-kindergarten program. P.S. 191 is the only existing school in K191.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 191 and Excellence Girls. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 191 and Excellence Girls during the 2013-2014 year, including but not limited to cafeterias, libraries, and gymnasiums, 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 would be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

METHODOLOGY

The DOE has applied the DOE's Instructional Footprint ("Footprint")² 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 size a school has programmed and is confirmed by a walk-through of the building by a representative from the Office of Space Planning and a representative of the school.

For elementary schools serving grades kindergarten through five (and for all 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). Therefore, the Footprint allocates one full-size room for each general education (GE) or Integrated Co-Teaching (ICT) section and a full-size or half-size room to accommodate each self-contained special education (SC) section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

¹ 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.

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/community/planning/default.htm>.

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 six through twelve, 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 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. 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 walkthrough and survey performed on October 3, 2012 by Chris Mangiero, Director of Space Planning, building K191 has a total of 32 full-size ("FS") classrooms/spaces,³ 17 half-size ("HS") classrooms/spaces,⁴ 3 quarter-size ("QS") classrooms/spaces,⁵ and 2.75 full-size equivalent ("FSE") rooms of designed administrative office/space. The K191 building also contains 1 gymnasium, 1 auditorium, 1 cafeteria, and 1 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:

- Nurse's office occupies 1 quarter-size space
- Custodian's office occupies 1 quarter-size space
- School Based Support Team occupies 1 quarter-size space

Excluding the spaces outlined above, the K191 building has a total of 32 full-size classrooms/spaces, 17 half-size classroom/spaces, 0 quarter-size classrooms/spaces, and 2.75 FSE designed administrative spaces 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.

⁵ Quarter-size classrooms have an area of less than 240 square feet.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	32	17	3	2.75
SHARED SPACES or Building Services	0	0	3	0.0
Remaining Total to Be Allocated	32	17	0	2.75

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at K191 in 2012-2013.

2012-2013	Total Enrolled ^{6,7}	GE/ICT Sections	SC Sections
P.S. 191	241	11	0

The table below summarizes P.S. 191's baseline 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.

The DOE has adjusted P.S. 191's baseline allocation for the following reason:

- An additional .25 FSE designed administrative space has been added to its baseline due to building configuration reasons.

⁶ Based on 2012-2013 Budget Register Projections.

⁷ Includes pre-kindergarten enrollment.

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)
P.S. 191	Baseline Footprint Allocation	13	2	2.5	0	0	0	2.5	13	2	0	2.5
	Adjusted Baseline Allocation	13	2	2.75	0	0	0	2.75	13	2	0	2.75
	Current Space Allocation	30	9	2.75	2	8	0	8.75	32	17	0	2.75

As demonstrated in the table above, P.S. 191 is currently using 19 full-size classrooms/spaces and 15 half-size classrooms/spaces in excess of its adjusted Footprint allocation. The table below summarizes the available space within K191 after P.S. 191 has received its adjusted baseline allocation, some of which will be allocated to Excellence Girls for the 2013-2014 school year.

2012-2013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	19	15	0	0.0

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

Under this proposal, beginning in 2013-2014, Excellence Girls will serve fifth grade students in K191. There will be 32 full-size classrooms/spaces, 17 half-size classrooms/spaces, and 2.75 FSE spaces to allocate between P.S. 191 and Excellence Girls.

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

2013-2014	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 191	221 - 288	11	0
Excellence Girls	49 - 62	3	0

After P.S. 191 and Excellence Girls 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	13	13	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.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 191 and Excellence Girls based on their baseline and/or adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan

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)
P.S. 191	Baseline Footprint Allocation	14	2	2.5	0	0	0	2.5	0	0	0	0.00	14	2	0	2.5
	Adjusted Baseline Allocation	14	2	2.75	0	0	0	2.75	11	11	0	0.00	25	13	0	2.75
Excellence Girls	Baseline Footprint Allocation	4	1	1.5	0	0	0	1.5	0	0	0	0.00	4	1	0	1.5
	Adjusted Baseline Allocation	4	1	0.0	1	1	0	1.5	2	2	0	0.00	7	4	0	0.0

The room change between the 2012-2013 school year and the 2013-2014 school year is reflected below.

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL 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)
P.S. 191	32	17	0	2.75	25	13	0	2.75	-7	-4	0	0.00
Excellence Girls	0	0	0	0.00	7	4	0	0.00	+7	+4	0	0.00

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

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

2014-2015	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
P.S. 191	238 - 298	11	0
Excellence Girls	115 - 146	6	0

After P.S. 191 and Excellence Girls 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	10	12	0	0

The excess space will be allocated between P.S. 191 and Excellence Girls 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 2014-2015 room allocation plan for P.S. 191 and Excellence Girls based on their adjusted baseline Footprint allocations, plus the excess space allocations.

⁹ Based on 2012-2013 Budget Register Projections

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)
P.S. 191	Baseline Footprint Allocation	14	2	2.5	0	0	0	2.5	0	0	0	0.00	14	2	0	2.5
	Adjusted Baseline Allocation	14	2	2.75	0	0	0	2.75	7	8	0	0.00	21	10	0	2.75
Excellence Girls	Baseline Footprint Allocation	7	1	2.0	0	0	0	2.0	0	0	0	0.00	7	1	0	2.0
	Adjusted Baseline Allocation	7	1	0.0	1	2	0	2.0	3	4	0	0.00	11	7	0	0.0

The room change between the 2013-2014 and the 2014-2015 school year is reflected below.

ROOM CHANGE (+/-)	CURRENT 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)
P.S. 191	25	13	0	2.75	21	10	0	2.75	-4	-3	0	0
Excellence Girls	7	4	0	0	11	7	0	0	+4	+3	0	0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

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

2015-2016	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
P.S. 191	243 - 303	11	0
Excellence Girls	176 - 225	9	0

After P.S. 191 and Excellence Girls have received their respective baseline and adjusted 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	7	11	0	0

The excess space will be allocated between P.S. 191 and Excellence Girls 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 2015-2016 room allocation plan for P.S. 191 and Excellence Girls based on their adjusted baseline Footprint allocations, plus the excess space allocations.

¹⁰ Based on 2012-2013 Budget Register Projections

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)
P.S. 191	Baseline Footprint Allocation	14	2	2.5	0	0	0	2.5	0	0	0	0.0	14	2	0	2.5
	Adjusted Baseline Allocation	14	2	2.75	0	0	0	2.75	4	6	0	0.0	18	8	0	2.75
Excellence Girls	Baseline Footprint Allocation	10	1	2.50	0	0	0	2.5	0	0	0	0.00	10	1	0	2.5
	Adjusted Baseline Allocation	10	1	0.0	1	3	0	2.5	3	5	0	0.00	14	9	0	0.0

The room change between the 2014-2015 school year and the 2015-2016 school year is reflected below.

ROOM CHANGE (+/-)	CURRENT 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)
P.S. 191	21	10	0	2.75	18	8	0	2.75	-3	-2	0	0.0
Excellence Girls	11	7	0	0.0	14	9	0	0	+3	+2	0	0.0

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

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

2016-2017	Projected Enrollment ¹¹	GE/ICT Sections	SC Sections
P.S. 191	243 - 303	11	0
Excellence Girls	236 - 303	12	0

After P.S. 191 and Excellence Girls have received their respective baseline and adjusted 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	4	11	0	0

The excess space will be allocated between P.S. 191 and Excellence Girls 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 2016-2017 room allocation plan for P.S. 191 and Excellence Girls based on their adjusted baseline Footprint allocations, plus the excess space allocations.

¹¹ 2012-2013 Budget Register Projections

This will serve as the final room allocation for both schools.

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)
P.S. 191	Baseline Footprint Allocation	14	2	2.5	0	0	0	2.50	0	0	0	0.0	14	2	0	2.5
	Adjusted Baseline Allocation	14	2	2.75	0	0	0	2.75	2	5	0	0.0	16	7	0	2.75
Excellence Girls	Baseline Footprint Allocation	13	1	2.5	0	0	0	2.50	0	0	0	0.0	13	1	0	2.5
	Adjusted Baseline Allocation	13	1	0.0	1	3	0	2.50	2	6	0	0.0	16	10	0	0.0

The room change between the 2015-2016 and the 2016-2017 school year is reflected below.

ROOM CHANGE (+/-)	CURRENT 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)
P.S. 191	18	8	0	2.75	16	7	0	2.75	-2	-1	0	0.0
Excellence Girls	14	9	0	0.0	16	10	0	0	+2	+1	0	0.0

The space allocations for the 2016-2017 school year described above will serve as the long-term space allocation plan for P.S. 191 and Excellence Girls in K309. As described in the EIS to which this plan is attached, while Excellence Girls' phase-in will be complete in the 2016-2017 school year, Excellence Girls' projected enrollment will continue to increase from 236-303 students in the 2016-2017 school year to 252-321 students in the 2017-2018 school year, at which level it is expected to remain constant. This projected increase in enrollment does not require changes in the space allocations described for the 2016-2017 school year.

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 K191. The final shared space schedule would be collaboratively drafted by the Building Council after the proposed co-location has been 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, P.S. 191'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 the school day based on the Office of Pupil Transportation's bus schedule for an extended school day.¹² Where possible, the proposed schedule maintains P.S. 191's current allocation of time for each shared space and re-distributes remaining time for Excellence Girls. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 191 to continue using it on a similar schedule next year. Because Excellence Girls 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 P.S. 191 this year in the shared spaces so that all students in the building may be accommodated throughout the co-location.

In planning how P.S. 191 and Excellence Girls may use the shared spaces, 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 P.S. 191's current use of the cafeteria, both schools' 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.
- Excellence Girls and P.S. 191 are allocated separate lunch times in the cafeteria, which has a capacity to hold 164 students. Excellence Girls receives 45 minutes daily for lunch and P.S. 191 receives 2.5 hours daily for lunch. P.S. 191 currently uses the cafeteria during 3 separate lunch periods: from 11:00 am to 11:40 am, 11:43am to 12:30pm and 12:43pm to 1:30pm daily; the proposed schedule below allows the school to continue to operate on its current lunch schedule.¹³
- Although P.S. 191's time in the cafeteria briefly overlaps with its designated library, gymnasium and auditorium time, the DOE notes that not all students follow the same schedule and students may transition from one area to another.
- With regard to breakfast, P.S. 191 currently uses the cafeteria from 7:15 am to 8:00 am and on the proposed schedule below, has been allocated 7:25am to 8:00am Monday through Thursday and 7:25am to 8:30am on Friday. P.S. 191's Friday breakfast is extended until 8:30am based upon the school's start time, as described further below. Since Excellence Girls will likely start its school day before P.S. 191, it has been allocated a separate period for breakfast from 7:00 am to 7:25 am. This proposal will result in a 10-minute change to P.S. 191's current breakfast schedule.

¹² See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹³ The 2011-2012 lunch schedule can be found at http://www.opt-osfns.org/osfns/resources/sch_searchNew/schFoodNew.aspx?cfoodsch=17191.

- Additional times remain unallocated.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 138 students. The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P.S. 191 is allocated the largest amount of time in the gymnasium (24.63 hours weekly), while Excellence Girls is allocated 5 hours weekly.
- Additional times remain unallocated.

Library

- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The proposed schedule below allocates 30 hours weekly to P.S. 191 and 2.5 hours weekly to Excellence Girls. Although P.S. 191's time in the library briefly overlaps with its designated lunch, gymnasium and auditorium time, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

Auditorium

- There is one auditorium in the building, which has a capacity to hold 503 students. The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- P.S. 191 is allocated 20 hours weekly and Excellence Girls is allocated 5 hours weekly in the auditorium. Although P.S. 191's time in the auditorium briefly overlaps with their designated library, lunch and gymnasium times, the DOE notes that not all students will be following the same schedule and students may transition from one area to another.
- Additional times remain unallocated.

After-School Programs

- The DOE notes that P.S. 191 offers after-school programming that takes place after school hours, on weekends and during school holiday breaks. Spaces used include classrooms and the gymnasium. The DOE does not anticipate this after school programming would conflict with the shared space schedule below
- Excellence Girls is a new school and thus does not yet have a current after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours and is empowered to make any alternative arrangements.

In 2013-2014, the DOE projects that P.S. 191 will serve up to 288 students and Excellence Girls will serve up to 62 students at K191. Based on the Office of Pupil Transportation's bus schedule for an extended school day,¹⁴ P.S. 191's school day runs from approximately 8:00 am to 2:57 pm on Monday through Thursdays and from approximately 8:30am to 2:50pm on Fridays. Since Excellence Girls does not currently serve grades 5-8, it does not have a current school start or end time for those grades. However, the DOE notes that the existing middle schools managed by Uncommon Schools run from approximately 7:15 am to 4 pm on Mondays through Thursdays and from 7:15 am to 1:30 pm on Fridays.

¹⁴ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Based on the schedule below and the explanations provided above, the DOE believes that the proposed Shared Space Plan is feasible and that both schools are being treated equitably and comparably in regards to their ability to use all shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 164)	<p><u>Breakfast:</u> Excellence Girls 7:00am-7:25am P.S. 191 7:25am-8:00am</p> <p><u>Lunch:</u> Excellence Girls 10:15am-11:00am P.S. 191 11:00am-1:30pm</p>	<p><u>Breakfast:</u> Excellence Girls 7:00am-7:25am P.S. 191 7:25am-8:00am</p> <p><u>Lunch:</u> Excellence Girls 10:15am-11:00am P.S. 191 11:00am-1:30pm</p>	<p><u>Breakfast:</u> Excellence Girls 7:00am-7:25am P.S. 191 7:25am-8:00am</p> <p><u>Lunch:</u> Excellence Girls 10:15am-11:00am P.S. 191 11:00am-1:30pm</p>	<p><u>Breakfast:</u> Excellence Girls 7:00am-7:25am P.S. 191 7:25am-8:00am</p> <p><u>Lunch:</u> Excellence Girls 10:15am-11:00am P.S. 191 11:00am-1:30pm</p>	<p><u>Breakfast:</u> Excellence Girls 7:00am-7:25am P.S. 191 7:25am-8:30am</p> <p><u>Lunch:</u> Excellence Girls 10:15am-11:00am P.S. 191 11:00am-1:30pm</p>
Library	<p>Excellence Girls 2:15pm-3:45pm</p> <p>P.S. 191 8:00am-2:00pm</p>	<p>Excellence Girls 7:15am-7:45am</p> <p>P.S. 191 8:00am-2:00pm</p>			
Gymnasium (Capacity: 138)	<p>Excellence Girls 8:00am-9:00am</p> <p>P.S. 191 10:00am-2:57pm</p>	<p>Excellence Girls 8:00am-9:00am</p> <p>P.S. 191 10:00am-2:50pm</p>			

<p>Auditorium (Capacity: 503)</p>	<p>P.S. 191 8:00am-12:00pm</p> <p>Excellence Girls 12:00pm-1:00pm</p>				
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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 Excellence Girls will be part of the K191 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Excellence Girls will participate in the development of the building’s School Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of Excellence Girls will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K191 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Excellence Girls will enter information in the K191 schools’ overall School 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 the K191 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 K191 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 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

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011,¹⁵ 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. 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 communicate their decisions campus-wide to staff, students and parents, where applicable, 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 the amended Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the Panel for Education 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.

¹⁵ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."