

BUILDING UTILIZATION PLAN

As described in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to open and co-locate ROADS Charter High School II (84XTBD, “ROADS II”), a new public charter high school, in school building X401 (“X401”), beginning in the 2012-2013 school year. Building X401 is located at 1010 Reverend James A. Polite Avenue, Bronx, New York 10459, within the geographical confines of Community School District 12 (“District 12”). 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.

If this proposal is approved by the Panel for Educational Policy (“PEP”), ROADS II would be co-located in X401 with Bronx Regional High School (12X480, “Bronx Regional”), an existing transfer high school,¹ Arturo A. Schomburg Satellite Academy Bronx (12X446, “Satellite Academy”), an existing transfer high school, and a full-time General Education Development (“GED”) Plus program (79Q950).² Building X401 also houses the following programs and organizations: a Living for the Young Family through Education (“LYFE”) program, community-based organization (“CBO”) Montefiore Medical Center, and a Referral Center for High School Alternatives (“Referral Center”).³

If this proposal is approved, ROADS II would open in X401 for the 2012-2013 school year with approximately 135-165 students. The school is expected to reach full scale in terms of enrollment in 2014-2015, when it would serve approximately 225-275 students. ROADS II is expected to add one grade level each year as the student population earns more credits. The grade span of nine through twelve reflects the credit accumulation that students need in order to be considered part of a particular grade. ROADS Charter School II expects to offer all high school grades—nine through twelve—in 2015-2016 as this is the first year in which it is expected that some students enrolled at the school will have earned at least 33 credits, and therefore will be considered twelfth-graders.

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 among Satellite Academy, Bronx Regional, GED Plus, and ROADS II. It also includes a proposal for the collaborative usage of shared resources and spaces among Satellite Academy, Bronx Regional, GED Plus, and ROADS II, including, but not limited to building X401’s cafeteria, library, gymnasium, and auditorium, 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 is also included in this document.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council after the proposed co-location has been approved by the PEP.

¹ Transfer schools are small, academically rigorous high schools designed to reengage over-age, under-credited students. Students designated as “over-age, under-credited” are considered to be two or more years behind his or her expected age and credit accumulation.

² GED Plus is a Citywide program that provides full-day GED services as well as support in transitioning to a college and/or career, at no cost to students in New York City who are 18 to 21 years old. Students who receive a passing score on the GED exam earn a high school equivalency or GED diploma. The GED test is typically administered three times per month throughout the year. For additional information about the GED test, please visit the following Web site: <http://www.acenet.edu/Content/NavigationMenu/ged/index.htm>.

³ The LYFE program operates independently of the schools located in X401. The LYFE program serves pregnant and parenting students enrolled in X401 as well as students enrolled in other schools in the surrounding community. Because LYFE programs are not full-time educational programs, but rather provide additional support and childcare services, students who participate in the LYFE program currently housed in X401, and who are not enrolled at any of the schools in the building, are not included in the building’s enrollment totals.

METHODOLOGY

We have applied the DOE Citywide Instructional Footprint (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.⁴

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

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 sections per grade, assuming class size remains constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he or she is accompanied by a school’s representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section,⁵ and a full-size or half-size room to accommodate each Self-Contained (“SC”) special education section served by the school.⁶ 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.

At the elementary school level, cluster or specialty 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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

⁴ 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 Footprint can be accessed on the DOE’s Web site at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

⁵ Full-size rooms have an area of 500 square feet or more.

⁶ Half-size rooms have an area of less than 500 square feet but greater than 239 square feet.

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 other 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 31, 2011 by the Borough Director of Space Planning, building X401 has a total of 65 full-size rooms (including 3 science labs and 4 science demonstration rooms), 24 half-size rooms, and the equivalent of 4.5 full-size (“FSE”) rooms of designed administrative/office space. Thus, building X401 has a total of 81.5 FSE rooms. All science labs and science demonstration rooms are allocated to the co-located organizations according to the Footprint. The building also has the following rooms, which are currently shared among the co-located schools and programs: a gymnasium, an auditorium, a student cafeteria, a teacher’s cafeteria, and a library.

The below spaces are either shared spaces or contain building services and therefore will not be included in the allocation of space for an individual school or program.⁷

- The LYFE program uses 4 full-size rooms and 2 half-size rooms.
- The CBO Montefiore Medical Center uses 2 full-size rooms.
- The UFT Center is a shared space and it occupies 1 full-size room.
- The teacher’s cafeteria is a shared space and it occupies 1 half-size room.
- The nurse’s office occupies 1 full-size room of designed administrative/office space.
- The custodian’s office occupies 1 half-size room.
- The vault/record room occupies 1 half-size room.

Excluding the spaces outlined above, building X401 has a total of 58 full-size rooms (including 3 science labs and 4 science demonstration rooms), 19 half-size rooms, and 3.5 FSE rooms of designed administrative/office space remaining to be allocated among the schools and programs in X401 in 2012-2013. This space totals 71.0 FSE rooms.

Summary	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Building Grand Total	65	24	4.5
Shared Spaces or Building Services	7	5	1.0
Remaining Total to be Allocated in 2012-2013	58	19	3.5

⁷ The Referral Center works in conjunction with the GED Plus program in X401 and it shares the administrative space allocated to GED Plus by the Footprint.

2011-2012 (Current School Year):

The table below summarizes total enrollment at Satellite Academy, Bronx Regional, and GED Plus in 2011-2012.

School Name	Grade Spans ⁸	Total Enrollment ⁹	GE/ICT Sections
Satellite Academy	9 - 12	219	9
Bronx Regional	9 - 12	326	13
GED Plus	N/A ¹⁰	535 ¹¹	N/A

The table below summarizes Satellite Academy’s, Bronx Regional’s, and GED Plus’ baseline footprint allocation of instructional and administrative rooms, which is based on the methodology described at the beginning of this document, and the amount of space each school and program is currently using.

⁸ While transfer schools serve students in grades nine through twelve, they do not adhere to strict grade distinctions as students typically enroll at various stages of credit accumulation or number of Regents exams passed. This is reflected in enrollment charts throughout this document, which group students leveling grades nine through twelve.

⁹ Based on the October 31, 2011 Audited Register and the 2010-2011 Average Daily Enrollment of GED Plus at site X401.

¹⁰ GED Plus programs serve students between the ages of 18 and 21 and do not organize students by grade or class sections.

¹¹ 2011-2012 enrollment for the GED program at site X401 reflects average daily enrollment. Average daily enrollment is calculated based on the Aggregate Student Attendance Report (“RRSA”) for the 2010-2011 school year. The Aggregate Student Attendance Report generates a total of all days each student is enrolled at a site by class code and divides the resulting figure by the number of school days to generate an average daily enrollment. (The 2011-2012 Aggregate Student Attendance Report will not be available until the end school year.)

2011-2012:		Instructional Spaces		Administrative Spaces			Grand Total Space Allocations			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Total Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
Satellite Academy	Baseline Footprint Allocation	9	1	2.0	0	0	2.0	9	1	2.0
	Adjusted Footprint Allocation	9	1	0	0	4	2.0	9	5	0.0
	Current Space Allocation	20	0	0	0	4	2.0	20	4	0.0
Bronx Regional	Baseline Footprint Allocation	13	1	2.5	0	0	2.5	13	1	2.5
	Current Space Allocation	19	1	2.5	0	3	4.0	19	4	2.5
GED Plus	Baseline Footprint Allocation	19	3	5.0	0	0	5.0	19	3	5.0
	Adjusted Footprint Allocation	19	3	1.0	0	8	5.0	19	3	5.0
	Current Space Allocation	19	3	1.0	0	8	5.0	19	3	5.0

As demonstrated in the table above, Satellite Academy and Bronx Regional are currently using numerous classrooms in excess of their respective baseline or adjusted baseline footprint allocations.

The DOE has adjusted Satellite Academy’s and GED Plus’ baseline footprint allocation of administrative rooms because building X401 does not have a sufficient number of designed administrative/office space. Satellite Academy’s adjusted baseline footprint allocation includes 4 half-size rooms in lieu of 2.0 FSE rooms of designed administrative/office space. GED Plus’ adjusted baseline footprint allocation includes 8 half-size rooms in lieu of 4.0 FSE rooms of designed administrative/office space, which mirrors the space the program is currently using and is entitled to according to the Footprint.

The table below summarizes the available space within building X401 after Satellite Academy, Bronx Regional, and GED Plus have each received their respective baseline or adjusted baseline allocation of instructional and administrative rooms per the Footprint, some of which would be allocated to ROADS II in 2012-2013 and in subsequent years as it phases in.

2011-2012	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	17	2	0.0

2012-2013 (First Year of Implementation)

If this proposal is approved, ROADS II would be co-located in X401 beginning in the 2012-2013 school year. ROADS II would serve approximately 135-165 students in its first year of operation.

The table below summarizes total projected enrollment at Satellite Academy, Bronx Regional, GED Plus, and ROADS II in 2012-2013.

School Name	Grade Span	Total Enrollment	GE/ICT Sections
Satellite Academy ¹²	9 - 12	200 - 240	9
Bronx Regional ¹³	9 - 12	310 - 340	13
GED Plus ¹⁴	-	485 - 590	-
ROADS II ¹⁵	9 ¹⁶	135 - 165	6

After Satellite Academy, Bronx Regional, GED Plus, and ROADS II have all received their respective baseline or adjusted baseline footprint allocations, the following number of rooms would remain unallocated:

2012-2013	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	9	1	0.0

The excess space would be allocated among Satellite Academy, Bronx Regional, and ROADS II based upon the following factors: the relative enrollment of the schools and the physical location of the available space in relation to the location of each school within the building. The DOE has determined that GED Plus does not require any of the excess space available in the building because it is a program, rather than a school, and students in this particular program come and go throughout the day to avail themselves of GED services as needed; thus, the daily average of GED Plus students may not accurately represent how many GED Plus students are in the building at any given time. In this way, the Footprint overstates the needs of GED Plus, the DOE believes that the most equitable solution overall is to provide GED Plus with its full baseline allocation under the Footprint, but not to allocate any excess space to the program.

The table below summarizes the full 2012-2013 room allocation plan for Satellite Academy, Bronx Regional, GED Plus, and ROADS II based on their baseline or adjusted baseline footprint allocations, plus the excess space allocations. The DOE has adjusted ROADS II's baseline footprint allocation of administrative rooms

¹² All transfer school projections for Satellite Academy referenced for the 2012-2013 school year and beyond assume that total enrollment by grade, based on the audited October 31, 2011 register, will be sustained.

¹³ All transfer school projections for Bronx Regional referenced for the 2012-2013 school year and beyond assume that total enrollment by grade, based on the audited October 31, 2011 register, will be sustained.

¹⁴ All projected ranges for GED Plus referenced for the 2012-2013 school year and beyond reference a variance of 10% above and below the average daily enrollment figure.

¹⁵ All projections referenced for the 2012-2013 school year and beyond reflect the charter school's authorized enrollment pursuant to its charter application.

¹⁶ While ROADS II will serve students in grades nine through twelve, the school will not adhere to strict grade distinctions as students typically enroll at various stages of credit accumulation or number of Regents exams passed. The grade span of nine through twelve reflects the credit accumulation that students need in order to be considered part of a particular grade. ROADS II is expected to add one grade level each year as the student population earns more credits. ROADS Charter School II expects to offer all high school grades—nine through twelve—in 2015-2016 as this is the first year in which it is expected that some students enrolled at the school will have earned at least 33 credits, and therefore will be considered twelfth graders.

because building X401 does not have a sufficient number of designed administrative/office space. ROADS II's adjusted baseline footprint allocation includes 2 full-size rooms in lieu of 2.0 FSE rooms of designed administrative/office space.

2012-2013:		Instructional Spaces		Administrative Spaces			Additional (Excess) Allocations			Grand Total Space Allocations			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Total Admin (FSE)	Add. Full-Size Rooms	Add. Half-Size Rooms	Add. Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
Satellite Academy	Adjusted Footprint Allocation	9	1	0	0	4	2.0	3	0	0.0	12	5	0.0
Bronx Regional	Baseline Footprint Allocation	13	1	2.5	0	0	2.5	4	1	0.0	17	2	2.5
GED Plus	Adjusted Footprint Allocation	19	3	1.0	0	8	5.0	0	0	0.0	19	11	1.0
ROADS II	Baseline Footprint Allocation	6	1	2.0	0	0	2.0	-	-	-	6	1	2.0
	Adjusted Footprint Allocation	6	1	0	2	0	2.0	2	0	0.0	10	1	0.0

Satellite Academy would occupy a total of 12 full-size rooms and 5 half-size rooms. Bronx Regional would occupy a total of 17 full-size rooms, 2 half-size rooms, and 2.5 FSE rooms of designed administrative/office space. GED Plus would occupy a total of 19 full-size rooms, 11 half-size rooms, and 1.0 FSE rooms of designed administrative/office space. ROADS II would occupy a total of 10 full-size rooms and 1 half-size room.

The room change between the 2011-2012 school year and the 2012-2013 school year is reflected in the table below.

Room Change (+/-)	Current: 2011-2012 Grand Total Space Allocations			Proposed (Year 1): 2012-2013 Grand Total Space Allocations			Room Change (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Satellite Academy	20	4	0.0	12	5	0.0	-8	+1	0.0
Bronx Regional	19	4	2.5	17	2	2.5	-2	-2	0.0
GED Plus	19	11	1.0	19	11	1.0	0	0	0.0
ROADS II	-	-	-	10	1	0.0	+10	+1	0.0

2013-2014 (Second Year of Implementation)

If this proposal is approved, during the second year of implementation, ROADS II would serve approximately 180-220 students in X401. ROADS II would be co-located in X401 with Satellite Academy, Bronx Regional, and GED Plus.

The table below summarizes total projected enrollment at Satellite Academy, Bronx Regional, GED Plus, and ROADS II in 2013-2014.

School Name	Grade Span	Total Enrollment	GE/ICT Sections
Satellite Academy	9 - 12	200 - 240	9
Bronx Regional	9 - 12	310 - 340	13
GED Plus	-	485 - 590	-
ROADS II	9 - 10	180 - 220	8

After Satellite Academy, Bronx Regional, GED Plus, and ROADS II have all received their respective baseline footprint allocations, the following number of rooms would remain unallocated:

2013-2014	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	7	0	0.0

The excess space would be allocated among Satellite Academy, Bronx Regional, and ROADS II based upon the following factors: the relative enrollment of the schools and the physical location of the available space in relation to the location of each school within the building. The GED Plus is not a school, but a program, and therefore will not receive excess space for the above-described reasons.

The table below summarizes the full 2013-2014 room allocation plan for Satellite Academy, Bronx Regional, GED Plus, and ROADS II based on their baseline or adjusted baseline footprint allocations, plus the excess space allocations.

2013-2014:		Instructional Spaces		Administrative Spaces			Additional (Excess) Allocations			Grand Total Space Allocations			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Total Admin (FSE)	Add. Full-Size Rooms	Add. Half-Size Rooms	Add. Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
Satellite Academy	Adjusted Footprint Allocation	9	1	0	0	4	2.0	2	0	0.0	11	5	0.0
Bronx Regional	Baseline Footprint Allocation	13	1	2.5	0	0	2.5	3	0	0.0	16	1	2.5
GED Plus	Adjusted Footprint Allocation	19	3	1.0	0	8	5.0	0	0	0.0	19	11	1.0
ROADS II	Adjusted Footprint Allocation	8	1	0	2	1	2.5	2	0	0.0	12	2	0.0

Satellite Academy would occupy a total of 11 full-size rooms and 5 half-size rooms. Bronx Regional would occupy a total of 16 full-size rooms, 1 half-size room, and 2.5 FSE rooms of designed administrative/office space. GED Plus would occupy a total of 19 full-size rooms, 11 half-size rooms, and 1.0 FSE rooms of designed administrative/office space. ROADS II would occupy a total of 12 full-size rooms and 2 half-size rooms.

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

Room Change (+/-)	Proposed (Year 1): 2012-2013 Grand Total Space Allocations			Proposed (Year 2): 2013-2014 Grand Total Space Allocations			Room Change (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Satellite Academy	12	5	0.0	11	5	0.0	-1	0	0.0
Bronx Regional	17	2	2.5	16	1	2.5	-1	0	0.0
GED Plus	19	11	1.0	19	11	1.0	0	-1	0.0
ROADS II	10	1	0.0	12	2	0.0	+2	+1	0.0

2014-2015 (Final Year of Implementation)

If this proposal is approved, during the final year of implementation, ROADS II will have grown to scale to serve approximately 225-275 students in X401. ROADS II would be co-located in X401 with Satellite Academy, Bronx Regional, and GED Plus.

The table below summarizes total projected enrollment at Satellite Academy, Bronx Regional, GED Plus, and ROADS II in 2014-2015.

School Name	Grade Span	Total Enrollment	GE/ICT Sections
Satellite Academy	9 - 12	200 - 240	9
Bronx Regional	9 - 12	310 - 340	13
GED Plus	-	485 - 590	-
ROADS II	9 - 11 ¹⁷	225 - 275	10

After Satellite Academy, Bronx Regional, GED Plus, and ROADS II have all received their respective baseline footprint allocations, the following number of rooms would remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	5	0	0.0

¹⁷ As noted, ROADS II is expected to add one grade level each year as the student population earns more credits. ROADS Charter School II expects to offer all high school grades—nine through twelve—in 2015-2016 as this is the first year in which it is expected that some students enrolled at the school will have earned at least 33 credits, and therefore will be considered twelfth graders.

The excess space would be allocated among Satellite Academy, Bronx Regional, and ROADS II based upon the following factors: the relative enrollment of the schools and the physical location of the available space in relation to the location of each school within the building. The GED Plus is not a school, but a program, and therefore will not receive excess space for the above-described reasons.

The table below summarizes the full 2014-2015 room allocation plan for Satellite Academy, Bronx Regional, GED Plus, and ROADS II based on their baseline or adjusted baseline footprint allocations, plus the excess space allocations.

2014-2015:		Instructional Spaces		Administrative Spaces			Additional (Excess) Allocations			Grand Total Space Allocations			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Total Admin (FSE)	Add. Full-Size Rooms	Add. Half-Size Rooms	Add. Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Designed Admin (FSE)
Satellite Academy	Adjusted Footprint Allocation	9	1	0	0	4	2.0	1	0	0.0	10	5	0.0
Bronx Regional	Baseline Footprint Allocation	13	1	2.5	0	0	2.5	2	0	0.0	15	1	2.5
GED Plus	Adjusted Footprint Allocation	19	3	1.0	0	8	5.0	0	0	0.0	19	11	1.0
ROADS II	Adjusted Footprint Allocation	10	1	0	2	1	2.5	2	0	0.0	14	2	0.0

Satellite Academy would occupy a total of 10 full-size rooms and 5 half-size rooms. Bronx Regional would occupy a total of 15 full-size rooms, 1 half-size room, and 2.5 FSE rooms of designed administrative/office space. GED Plus would occupy a total of 19 full-size rooms, 11 half-size rooms, and 1.0 FSE rooms of designed administrative/office space. ROADS II would occupy a total of 14 full-size rooms and 2 half-size rooms.

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

Room Change (+/-)	Proposed (Year 2): 2013-2014 Grand Total Space Allocations			Proposed (Year 3): 2014-2015 Grand Total Space Allocations			Room Change (+/-)		
	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)
Satellite Academy	11	5	0.0	10	5	0.0	-1	0	0.0
Bronx Regional	16	1	2.5	15	1	2.5	-1	0	0.0
GED Plus	19	11	1.0	19	11	1.0	0	0	0.0
ROADS II	12	2	0.0	14	2	0.0	+2	0	0.0

This 2014-2015 allocation will serve as the long-term space allocation for Satellite Academy, Bronx Regional, GED Plus, and ROADS II.

Proposed 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 would have in each of the shared spaces in building X401. The final shared space schedule would be collaboratively drafted by the Building Council if this proposal is approved by the PEP.

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 would 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 would follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.)

The below proposed schedule takes into account some or all of the following factors: the projected enrollment of each organization, the number of sections served by each organization, the total capacity of each shared space, and the start and end times of the school day based on the Office of Pupil Transportation’s bus schedule for a regular school day.¹⁸ There is no Campus Audit Template for building X401.¹⁹ Therefore, the DOE has assigned times in each of the shared spaces to the co-located organizations in X401 proportional to their enrollments. In planning how Satellite Academy, Bronx Regional, the GED Plus program, and ROADS II 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 shared space equitably. As noted, decisions regarding the use and allocation of shared spaces would be made collaboratively by all organizations through the Building Council. Although the GED

¹⁸ Please refer to DOE’s Office of Pupil Transportation’s Web site at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹⁹ 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.

Plus does not have a representative on the Building Council, it sends representatives to Building Council meetings as needed, when there is a building issue of relevance to the program. GED Plus will continue to participate in Building Council matters in this way.

Cafeteria

- There is only one cafeteria in building X401, and it has a capacity of 750 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, the grade levels served, and the capacity of the cafeteria. All organizations would be able to serve their entire student bodies over the course of their designated lunch periods. The DOE believes that this plan is feasible and treats all organizations equitably and comparably, since the cafeteria is large and can serve each organization's entire student body over the course of just one lunch period. The Building Council is empowered to make alternate arrangements to the below proposal.
 - Satellite Academy has been allocated one thirty-minute lunch period daily in the cafeteria. The proposed schedule below assumes that all students enrolled at Satellite Academy (approximately 200-240 students) would be accommodated in the cafeteria for lunch during this time.
 - Bronx Regional has been allocated one thirty-minute lunch period daily in the cafeteria. The proposed schedule below assumes that all students enrolled at Bronx Regional (approximately 310-340 students) would be accommodated in the cafeteria for lunch during this time.
 - GED Plus has been allocated one thirty-minute lunch period daily in the cafeteria. The proposed schedule below assumes that all students enrolled in the GED Plus program (approximately 485-590 students) would be accommodated in the cafeteria for lunch during this time.
 - ROADS II has been allocated one thirty-minute lunch period daily in the cafeteria. The proposed schedule below assumes that all students enrolled at ROADS II (approximately 135-165 students) would be accommodated in the cafeteria for lunch during this time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at building X401. Given that the cafeteria can hold 750 students at a time, the schools will have overlapping breakfast schedules, since the cafeteria has the capacity to serve multiple schools' breakfast participants at the same time. Since GED Plus and ROADS II will start their school days at 8:00 a.m., per the proposed plan, the DOE has allocated the same duration and time to GED Plus and ROADS II for breakfast. Since Bronx Regional and Satellite Academy currently start their school day after the other schools, at 8:20 a.m. and 8:40 a.m., respectively, they have been allocated separate times in the cafeteria for breakfast.

Gymnasium

- There is only one gymnasium in building X401, and it has a capacity of 650 students.
- The proposed allocated times in the gymnasium are based on the projected enrollments and total projected number of sections for all of the co-located schools. Because students physical education programming is not offered to students enrolled in the GED Plus program, and these students do not need to complete physical education credits to earn their GED diplomas, GED Plus students are not allocated time in the gymnasium. However, the DOE notes that, under this proposed schedule, there is unallocated time in the gymnasium throughout the GED Plus school day that is available for GED Plus, should the Building Council determine that GED Plus should be allocated time in the gymnasium. The DOE's allocations are based on the assumption that the gymnasium would accommodate at least one section but no more than two sections of students at a time. The DOE believes that this plan treats all organizations equitably and comparably.
 - Because Satellite Academy is projected to serve a total of nine sections of students next year, it has been allocated a total of ten one-hour periods or ten hours per week in the gymnasium. This means that all students at Satellite Academy would receive two hours of physical education classes per week.
 - Because Bronx Regional is projected to serve a total of thirteen sections of students next year, it has been allocated a total of fourteen one-hour periods or fourteen hours per week in the gymnasium. This means that all students at Satellite Academy would receive two hours of physical education classes per week.
 - Because ROADS II is projected to serve a total of six sections of students next year, it has been allocated a total of six one-hour periods or six hours per week in the gymnasium. This means that all students at ROADS II would receive two hours of physical education classes per week.

Library

- There is one library in building X401. The proposed schedule below is based on the relative projected enrollments for each of the co-located organizations.
 - Satellite Academy has been allocated approximately 6 hours per week in the library.
 - Bronx Regional has been allocated approximately 9 hours per week in the library.
 - GED Plus has been allocated approximately 16 hours per week in the library.
 - ROADS II has been allocated approximately 4 hours per week in the library.

Auditorium

- There is one auditorium in building X401, and it has a capacity of 604 students. The proposed schedule below is based on the relative projected enrollments for each of the co-located organizations.
 - Satellite Academy has been allocated approximately 6 hours per week in the auditorium.
 - Bronx Regional has been allocated approximately 9 hours per week in the auditorium.
 - GED Plus has been allocated approximately 16 hours per week in the auditorium.
 - ROADS II has been allocated approximately 4 hours per week in the auditorium.

After-School Programs

- The DOE does not allocate any of the shared spaces beyond 3:00 p.m., by which time the school day has ended. Thus, the Building Council should allocate these spaces as needed for after-school programs or activities.
- ROADS II is a new school; therefore, it does not currently have after-school programming. ROADS II intends on providing an extended-day program that would take place in ROADS II's classrooms and would not interfere with the other schools' activities. The extended-day program would run from approximately 3:00 p.m. to 8:00 p.m.
- As noted in this document, the Building Council would address any requests to use all shared spaces after school hours and would 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 Satellite Academy, Bronx Regional, or GED Plus changing their current use of the shared spaces during and after school hours once ROADS II is co-located in the building in 2012-2013.

In 2012-2013, the DOE projects Satellite Academy would serve approximately 200-240 students, Bronx Regional would serve approximately 310-340 students, GED Plus would serve approximately 485-590 students, and ROADS II would serve approximately 135-165 students pursuant to its charter. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Satellite Academy's school day runs from 8:40 a.m. to 3:00 p.m. The Office of Pupil Transportation's Web site does not list school start and end times for Bronx Regional; however, according to the school, its school day runs from 8:20 a.m. to 3:09 p.m. in the proposed schedule below. The GED Plus program runs from 8:00 a.m. to 3:00 p.m. Since ROADS II is a new school, it does not have a current school start or end time; therefore, the DOE assumes that its school day would run from 8:00 a.m. to 3:00 p.m.

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. 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 ROADS II is co-located in the building. The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. In addition, the Building Council is free to adjust this Shared Space Plan to accommodate the needs of the co-located schools and programs in future years as ROADS II phases in and its enrollment increases.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 750)	Breakfast GED Plus and ROADS II 7:00 a.m. - 8:00 a.m. Bronx Regional 7:20 a.m. - 8:20 a.m. Satellite Academy 7:40 a.m. - 8:40 a.m. Lunch GED Plus 11:30 a.m. - 12:00 p.m. Satellite Academy 12:00 p.m. - 12:30 p.m. Bronx Regional 12:30 p.m. - 1:00 p.m. ROADS II 1:00 p.m. - 1:30 p.m.	Breakfast GED Plus and ROADS II 7:00 a.m. - 8:00 a.m. Bronx Regional 7:20 a.m. - 8:20 a.m. Satellite Academy 7:40 a.m. - 8:40 a.m. Lunch GED Plus 11:30 a.m. - 12:00 p.m. Satellite Academy 12:00 p.m. - 12:30 p.m. Bronx Regional 12:30 p.m. - 1:00 p.m. ROADS II 1:00 p.m. - 1:30 p.m.	Breakfast GED Plus and ROADS II 7:00 a.m. - 8:00 a.m. Bronx Regional 7:20 a.m. - 8:20 a.m. Satellite Academy 7:40 a.m. - 8:40 a.m. Lunch GED Plus 11:30 a.m. - 12:00 p.m. Satellite Academy 12:00 p.m. - 12:30 p.m. Bronx Regional 12:30 p.m. - 1:00 p.m. ROADS II 1:00 p.m. - 1:30 p.m.	Breakfast GED Plus and ROADS II 7:00 a.m. - 8:00 a.m. Bronx Regional 7:20 a.m. - 8:20 a.m. Satellite Academy 7:40 a.m. - 8:40 a.m. Lunch GED Plus 11:30 a.m. - 12:00 p.m. Satellite Academy 12:00 p.m. - 12:30 p.m. Bronx Regional 12:30 p.m. - 1:00 p.m. ROADS II 1:00 p.m. - 1:30 p.m.	Breakfast GED Plus and ROADS II 7:00 a.m. - 8:00 a.m. Bronx Regional 7:20 a.m. - 8:20 a.m. Satellite Academy 7:40 a.m. - 8:40 a.m. Lunch GED Plus 11:30 a.m. - 12:00 p.m. Satellite Academy 12:00 p.m. - 12:30 p.m. Bronx Regional 12:30 p.m. - 1:00 p.m. ROADS II 1:00 p.m. - 1:30 p.m.
Gymnasium (Capacity: 650)	Physical Education ROADS II 8:00 a.m. - 9:00 a.m. 12:00 p.m. - 1:00 p.m. Bronx Regional 9:00 a.m. - 12:00 p.m. Satellite Academy 1:00 p.m. - 3:00 p.m.	Physical Education ROADS II 8:00 a.m. - 9:00 a.m. 12:00 p.m. - 1:00 p.m. Bronx Regional 9:00 a.m. - 12:00 p.m. Satellite Academy 1:00 p.m. - 3:00 p.m.	Physical Education ROADS II 8:00 a.m. - 9:00 a.m. Bronx Regional 9:00 a.m. - 12:00 p.m. Satellite Academy 1:00 p.m. - 3:00 p.m.	Physical Education ROADS II 8:00 a.m. - 9:00 a.m. Bronx Regional 9:00 a.m. - 12:00 p.m. Satellite Academy 1:00 p.m. - 3:00 p.m.	Physical Education ROADS II 8:00 a.m. - 9:00 a.m. Bronx Regional 9:00 a.m. - 11:00 a.m. Satellite Academy 1:00 p.m. - 3:00 p.m.
Library	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. GED Plus 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 2:00 p.m. Satellite Academy 2:00 p.m. - 3:00 p.m.
Auditorium (Capacity: 604)	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. ROADS II 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 3:00 p.m.	GED Plus 8:00 a.m. - 11:00 a.m. Satellite Academy 11:00 a.m. - 12:00 p.m. GED Plus 12:00 p.m. - 1:00 p.m. Bronx Regional 1:00 p.m. - 2:00 p.m. Satellite Academy 2:00 p.m. - 3:00 p.m.

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 Federation of Teachers ("UFT") Chapter Leader; custodian's or engineer's 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 ROADS II would be part of the X401 building's School Safety Committee. As a member of the School Safety Committee, the leader/designee of ROADS II would 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 ROADS II would be addressed on an ongoing basis. Moreover, the Safety Plan for the X401 building would be modified as appropriate to meet any changing security needs associated with the co-location. ROADS II would enter information in the X401 building's overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team ("BRT") that would consist of trained staff members from each school on the campus, 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 X401 building would 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 would be advised. Once the School Safety Plan is approved, it would be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

Proposed Communications Strategy

Representatives from the co-located schools would utilize a variety of collaborative decision-making strategies to address issues that may arise and would communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011, co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building.²⁰ Only principals and charter leaders serve on the Building Council. The Building Council 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 Building Council 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. Although the GED Plus does not have a representative on the Building Council, it sends representatives to Building Council meetings as needed, when there is a building issue of relevance to the program. GED Plus will continue to participate in Building Council matters in this way.

²⁰ The Campus Policy Memo 2011 is available at: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.

A Shared Space Committee 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 Shared Space Committee is to review the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee would meet at minimum four times per year.

The Shared Space Committee would 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 Shared Space Committee members shall be selected by the corresponding constituent member of the School Leadership Team ("SLT") of the school. Charter school leaders would work with their constituencies to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the BUP and its campus implementation.