

## REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

On December 1, 2011, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (the “December 1 EIS”) and a building utilization plan (the “December 1 BUP”) describing a proposal to co-locate the middle school grades, grades 6-8, of an existing public charter school, Community Roots Charter School (84K536, “Community Roots”) in building K287 (“K287”), located at 50 Navy Street, Brooklyn, NY 11201 in Community School District 13 beginning in the 2012-2013 school year.<sup>1</sup> Prior to the 2012-2013 school year, Community Roots served students in kindergarten through fifth grade in building K067, located at 51 St. Edwards Street in Community School District 13. Per its charter, Community Roots is in the process of expanding to serve students in sixth through eighth grades. Community Roots’ kindergarten through fifth grades are currently co-located in building K067 with P.S. 67 Charles A. Dorsey (13K067, “P.S. 067”), an existing zoned elementary school serving students in kindergarten through fifth grade and offering a pre-kindergarten program, and 75K369 (75K369, “P369K@P067K”), a District 75 school that serves students in kindergarten through fifth grade.<sup>2, 3</sup> Based on the instructional needs of P.S. 67, P369K@P067K, and Community Roots, and based on the size of the building, the DOE has determined that there is not sufficient space within K067 for Community Roots to expand to serve grades six through eight in the building. Thus, Community Roots’ middle school grades will be co-located in K287 with P.S. 287 Bailey K. Ashford (13K287, “P.S. 287”), an existing zoned elementary school serving students in kindergarten through fifth grade and offering a pre-kindergarten program.<sup>4</sup> Community Roots will continue to serve its kindergarten through fifth grade students at K067.

The Panel for Educational Policy (“PEP”) approved the co-location proposed in the December 1 EIS and December 1 BUP on January 18, 2012.

On February 2, 2012, the Brooklyn Director of Space Planning in the Office of Space Planning met with the K287 Building Council, which is comprised of the principals of Community Roots and P.S. 287, to discuss the allocations of space for the respective organizations for the 2012-2013 school year. The Building Council collaboratively determined to allocate space differently than the December 1 BUP. Therefore, the DOE proposes to revise the December 1 BUP so that it will be consistent with the Building Council’s determination:

- In the 2012-2013 school year, Community Roots will receive four additional full-size classrooms beyond the rooms it was allocated in the December 1 BUP.
- In the 2013-2014 school year, Community Roots will receive two full-size classrooms beyond the rooms it was allocated in the December 1 BUP.

In addition, this revised BUP includes updated enrollment information for the 2011-2012 school year and updated administrative space allocations for P.S. 287 consistent with the methodology discussed in the following section.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between P.S. 287 and Community Roots. It also includes a proposal for the collaborative usage of shared resources and spaces, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, between P.S. 287 and Community Roots in a way that 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. Please refer to the December 1 EIS, available at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Jan2012Proposals>, for further information about the approved co-location.

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<sup>1</sup> P.S. 287 was co-located in K287 with the Khalil Gibran International Academy (13K592, “KGIA”), an existing middle school that currently serves students in seventh and eighth grade. On June 27, 2011, the Panel for Educational Policy (“PEP”) approved a proposal to re-site KGIA from K287 to building K806, located at 362 Schermerhorn Street, Brooklyn, NY 11217 after the conclusion of the 2011-2012 school year.

<sup>2</sup> 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

<sup>3</sup> 75K369 serves students at 9 separate sites: P369K @ Coy L. Cox School located at 383 State Street, Brooklyn, NY 11217; P369K @ P056K located at 170 Gates Avenue, Brooklyn, NY 11238; P369K @ P067K located at 51 St. Edwards Street Brooklyn, NY 11205; P369K @ 1103 Satellite Three located at 170 Gates Avenue Brooklyn, NY 11238; P369K @ 1117K located at 300 Willoughby Avenue Brooklyn, NY 11205; P369K@H605 Westinghouse HS located at 105 Tech Place, Brooklyn NY 11201; P369K@HB69-Adams St High School located at 283 Adams Street, 11201; P369K @ P261K located at 314 Pacific Street Brooklyn, NY 11201; and P369K @ P005K located at 820 Hancock Street, Brooklyn NY 11233.

<sup>4</sup> The DOE’s pre-kindergarten programs are maintained based on available funding and student enrollment. The DOE does not anticipate that P.S. 287’s pre-kindergarten program will be affected by this proposal.

METHODOLOGY

As described in the December 1 BUP, the DOE applied the DOE’s Instructional Footprint (“Footprint”)<sup>5</sup> to all schools and/or programs outlined in this plan to initially allocate rooms. The DOE then 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.

However, as discussed in the December 1 BUP, the Building Council is free to deviate from the proposed allocation of classrooms to accommodate each organization’s needs, provided that the Building Council comes to an agreement collaboratively. This is precisely what the K287 Building Council has done. The principals of P.S. 287 and Community Roots collaboratively decided that it is in the best interests of their schools to minimize the disruption and administrative burden associated with changing classrooms between organizations during each year of Community Roots’ phase-in by permitting the charter school to receive over the next two years the total allocation of rooms it would not otherwise be entitled to until it reached full scale in the 2014-2015 school year.

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 the Borough Director of Space Planning and a representative of the school organization. For kindergarten through fifth grade 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 also assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained special education (“SC”) 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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
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 full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment.

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<sup>5</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: [http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf)

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 OT/PT rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on September 2, 2011 by the Brooklyn Director of Space Planning, K287 has a total of 30 full-size classrooms/spaces<sup>6</sup> (including one full-size science demonstration lab), 7 half-size classrooms/spaces,<sup>7</sup> 4 quarter-size spaces that can be used for administrative purposes, and 2.5 FSE rooms of designed administrative/office space. K287 also contains a gymnasium, auditorium, lunchroom, playground, and a 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 1 full-size space.
- School Based Support Team (“SBST”) occupies 1.0 FSE room of designed administrative space.
- Teachers’ lounge occupies 1 full-size space.
- Custodian occupies 1 half-size space.

Excluding the spaces outlined above, K287 has a total of 28 full-size classrooms (including 1 full-size science lab), 6 half-size classrooms/spaces, 4 quarter-size spaces, and the equivalent of 1.5 full-size designed administrative/office spaces remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	30	7	4	2.5
SHARED SPACES or Building Services	2	1	0	1.0
<b>Remaining Total to be Allocated</b>	<b>28</b>	<b>6</b>	<b>4</b>	<b>1.5</b>

**2011-2012**

The table below summarizes the total enrollment and number of sections served at each school in K287 in 2011-2012.<sup>8</sup>

2011-2012	Grades Served	Total Enrolled	GE/ICT Sections	SC Sections
P.S. 287	K-5 and Pre-kindergarten	217	12	1
KGIA	7-8	78	6	0

The table below summarizes P.S. 287 and KGIA’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document. The space allocation is the amount of space that each school used during the 2011-2012 school year. The DOE made no adjustments to the baseline Footprint allocations for either P.S. 287 or KGIA:

<sup>6</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>7</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>8</sup> The December 1 BUP reflected enrollment based on the 2011-2012 unaudited register as of October 31, 2011 and included pre-kindergarten. This revised BUP includes updated enrollment data for P.S. 287 and KGIA to reflect the data contained in the 2011-2012 audited register.

2011-2012		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. 287	Baseline Footprint Allocation	14	3	0.0	0	0	0	2.0 <sup>9</sup>	14	3	0	0.0
	Actual Space Allocation	17	0	1.5	0	4	2	4.0	17	4	2	1.5
KGIA	Baseline Footprint Allocation	7	1	0.0	1	0	2	1.5	8	1	2	0.0
	Actual Space Allocation	10	0	0.0	1	2	2	2.5	11	2	2	0.0

As demonstrated in the table above, P.S. 287 and KGIA both used classrooms in excess of their baseline Footprint allocations. As described in the December 1 EIS, KGIA was re-sited at the close of the 2011-2012 school year.

**2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

Community Roots is expanding to serve sixth grade students in K287. The table below summarizes the total projected enrollment and projected number of sections for each school in 2012-2013:

2012-2013	Grades Served	Projected Enrollment	Projected GE/ICT Sections	Projected SC Sections
P.S. 287	K-5 and Pre-kindergarten	178-238	12	1
Community Roots	6	45-58	2	0

After P.S. 287 and Community Roots have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K287	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	10	1	0

In the December 1 BUP, P.S. 287 was allocated 21 full-size, 4 half-size, and 2 quarter-size rooms and 1.5 FSE rooms of designed administrative/office space. This space allocation exceeded P.S. 287's baseline Footprint allocation by 7 full-size rooms and 1 half-size room. Community Roots was allocated 7 full-size, 2 half-size, and 2 quarter-size rooms. This space allocation exceeded Community Roots' baseline Footprint allocation by 3 full-size rooms and 1 half-size room.

However, as discussed above, the DOE now proposes to revise the December 1 BUP consistent with the Building Council's collaborative decision to re-allocate classrooms so that P.S. 287 will occupy 17 full-size, 4 half-size, 2 quarter-size rooms, and 1.5 FSE rooms in designed administrative/office space. P.S. 287's baseline Footprint allocation of administrative space has also been revised from 2.0 FSE to 2.5 FSE to reflect the minimum administrative space allocation according to its enrollment. This space allocation exceeds P.S. 287's baseline Footprint allocation by 3 full-size rooms, 1 half-size room, and 2 quarter-size rooms. Community Roots will occupy 11 full-size, 2 half-size rooms, and 2 quarter-size rooms. This space allocation exceeds Community Roots' baseline Footprint allocation by 7 full-size rooms and 1 half-size room.

<sup>9</sup> Schools may elect to utilize Designed Administrative spaces, or full-size, half-size, and/or quarter-size spaces to meet their baseline Footprint of full-size equivalency ("FSE") spaces for administrative use.

The table below summarizes the revised 2012-2013 room allocation plan for P.S. 287 and Community Roots based on their respective baseline Footprint allocations, plus the excess space allocation:

2012- 2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 287	Baseline Footprint Allocation	14	3	1.5	0	1	2	2.5	3	0	0	0.0	17	4	2	1.5
Community Roots	Baseline Footprint Allocation	3	1	0.0	1	0	2	1.5	7	1	0	0.0	11	2	2	0.0

The changes between the proposed space allocation in the December 1 BUP and the revised proposed space allocation for the 2012-2013 school year are reflected below.

2012-2013 Comparison (+/-)	December 1 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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. 287	21	4	2	1.5	17	4	2	1.5	-4	0	0	0.0
Community Roots	7	2	2	0.0	11	2	2	0.0	+4	0	0	0.0

The room change between the 2011-2012 and 2012-2013 school years is reflected below.

Room Change (+/-)	2011-2012				PROPOSED 2012-2013				CHANGE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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. 287	17	4	2	1.5	17	4	2	1.5	0	0	0	0.0
KGIA	11	2	2	0.0	re-sited				-11	-2	-2	0.0
Community Roots	n/a	n/a	n/a	n/a	11	2	2	0.0	+11	+2	+2	0.0

**2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

Community Roots will serve grades six and seven during the 2013-2014 school year. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014:

2013-2014	Grades Served	Projected Enrollment	Projected GE/ICT Sections	Projected SC Sections
P.S. 287	K-5 and Pre-kindergarten	183-243	12	1
Community Roots	6-7	90-116	4	0

After P.S. 287 and Community Roots have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K287	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	8	0	0

In the December 1 BUP, P.S. 287 was allocated a total of 19 full-size rooms, 4 half-size rooms, 2 quarter-size rooms and 1.5 FSE rooms of designed administrative/office space. This space allocation exceeded P.S. 287’s baseline Footprint allocation by 5 full-size rooms and 1 half-size room. Community Roots was allocated 9 full-size rooms, 2 half-size rooms and 2 quarter-size rooms. This space allocation exceeded Community Roots’ baseline Footprint allocation by 2 full-size rooms and 1 half-size room.

As discussed above, the Building Council has collaboratively determined to revise the December 1 BUP space allocations so that P.S. 287 is allocated 17 full-size classrooms, 4 half-size rooms, 2 quarter-size rooms and 1.5 FSE rooms of designed administrative/office space. P.S. 287’s baseline Footprint allocation of administrative space has also been revised from 2.0 FSE to 2.5 FSE to reflect the minimum administrative space allocation according to its enrollment. Community Roots will receive 11 full-size classrooms, 2 half-size rooms, and 2 quarter-size rooms. Under the revised space allocation, P.S. 287 will receive 3 full-size rooms in excess of its baseline Footprint allocation, and Community Roots will receive 5 full-size classrooms in excess of its baseline Footprint allocation.

The table below summarizes the full revised 2013-2014 room allocation plan for P.S. 287 and Community Roots based on their baseline Footprint allocations, plus the excess space allocation that will be allocated to each school:

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 287	Baseline Footprint Allocation	14	3	1.5	0	1	2	2.5	3	0	0	0.0	17	4	2	1.5
Community Roots	Baseline Footprint Allocation	5	1	0.0	1	1	2	2.0	5	0	0	0.0	11	2	2	0.0

The changes between the proposed space allocation in the December 1 BUP and the revised proposed space allocation for the 2013-2014 school year are reflected below.

2013-2014 Comparison (+/-)	December 1 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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. 287	19	4	2	1.5	17	4	2	1.5	-2	0	0	0.0
Community Roots	9	2	2	0	11	2	2	0.0	+2	0	0	0.0

The revised room change from the 2012-2013 to the 2013-2014 school year is reflected below:

Room Change (+/-)	PROPOSED 2012-2013				PROPOSED 2013-2014				CHANGE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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. 287	17	4	2	1.5	17	4	2	1.5	0	0	0	0.0
Community Roots	11	2	2	0.0	11	2	2	0.0	0	0	0	0.0

**2014-2015 (THIRD AND FINAL YEAR OF THE PROPOSED IMPLEMENTATION)**

Community Roots will grow to serve eighth grade students in 2014-2015 and will be at full scale. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015:

2014-2015	Grades Served	Projected Enrollment	Projected GE/ICT Sections	Projected SC Sections
P.S. 287	K-5 and Pre-kindergarten	173-233	12	1
Community Roots	6-8	135-174	6	0

After P.S. 287 and Community Roots have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K287	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	6	0	0

In the December 1 BUP, P.S. 287 was allocated a total of 17 full-size rooms, 4 half-size rooms, 2 quarter-size rooms and 1.5 FSE rooms of designed administrative/office spaces. This space allocation exceeded P.S. 287's baseline Footprint allocation by 2 full-size rooms and 1 half-size room. Community Roots was allocated 11 full-size rooms, 2 half-size rooms and 2 quarter-size rooms. This space allocation exceeded Community Roots' baseline Footprint allocation by 2 full-size rooms and 1 half-size room.

As discussed above, the Building Council has collaboratively determined to revise the December 1 BUP space allocations so that P.S. 287 is allocated 17 full-size classrooms, 4 half-size rooms, 2 quarter-size rooms and 1.5 FSE rooms of designed administrative/office spaces. P.S. 287's baseline Footprint allocation of administrative space has also been revised from 3.0 FSE to 2.5 FSE to reflect the minimum administrative space allocation according to its enrollment. Community Roots is to receive 11 full-size classrooms and three half-size rooms. Community Roots' baseline Footprint allocation of administrative space has also been revised from 3.0 FSE to 2.0 FSE to reflect the minimum administrative space allocation according to its enrollment. Under the revised space allocation, P.S. 287 and Community Roots would each receive three full-size rooms in excess of their baseline Footprint allocations.

The table below summarizes the full revised 2014-2015 room allocation plan for P.S. 287 and Community Roots based on their baseline Footprint allocations, plus the excess space allocation:

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		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. 287	Baseline Footprint Allocation	14	3	1.5	0	1	2	2.5	3	0	0	0.0	17	4	2	1.5
Community Roots	Baseline Footprint Allocation	7	1	0.0	1	1	2	2.0	3	0	0	0.0	11	2	2	0.0

The changes between the proposed space allocation in the December 1 BUP and the revised proposed space allocation for the 2014-2015 school year are reflected below.

2014-2015 Comparison (+/-)	December 1 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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. 287	17	4	2	1.5	17	4	2	1.5	0	0	0	0.0
Community Roots	11	2	2	0.0	11	2	2	0.0	0	0	0	0.0

The revised room change for the 2013-2014 to the 2014-2015 school year is reflected below:

Room Change	PROPOSED 2013-2014				PROPOSED 2014-2015				CHANGE (+/-)			
(+/-)	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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. 287	17	4	2	1.5	17	4	2	1.5	0	0	0	0.0
Community Roots	11	2	2	0.0	11	2	2	0.0	0	0	0	0.0

The 2014-2015 allocation of space will serve as the long-term space allocation for P.S. 287 and Community Roots.

### Shared Space Plan

A proposed Shared Space Plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K287. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been 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 agrees on the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link:

<http://schools.nyc.gov/community/campusgov.>)

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, 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.<sup>10</sup> Where possible, the proposed schedule maintains schools’ current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011 Campus Audit Template submitted by the Building Council.<sup>11</sup> Because Community Roots co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how Community Roots and P.S. 287 may use shared space, the DOE has applied these factors in the manner described below in order to develop a proposed plan that allocates time in each space equitably:

<sup>10</sup> See DOE’s Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>11</sup> 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.

## **Cafeteria and Outdoor Play Yard:**

### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the current shared space plan, P.S. 287 and KGIA are allocated separate lunch times in the cafeteria, which has a capacity of 268 students. The DOE is proposing a shared space schedule which would allow P.S. 287 and Community Roots to also serve lunch at separate times. P.S. 287 may choose to serve all of its students in one lunch period of 60 minutes, or it could serve its students in two 30 minute lunch periods.
- In the proposed plan below, P.S. 287 will receive 2 hours and 15 minutes daily for breakfast and lunch, or 11 hours and 15 minutes a week for both combined meal periods. P.S. 287 will actually receive more time in the cafeteria for breakfast and lunch in comparison to the amount of the time it is allocated based on its current schedule. This year P.S. 287 is allocated 1 hour and 20 minutes daily for breakfast and lunch or 6 hours and 40 minutes a week for both combined meal periods.
- Because Community Roots will enroll fewer students than P.S. 287, it has been allocated less time in the cafeteria for breakfast and lunch. Therefore, Community Roots will receive 55 minutes daily, and 4 hours and 35 minutes weekly, to serve breakfast and lunch.
- P.S. 287 and Community Roots will share the cafeteria for a portion of breakfast, but the DOE notes that traditionally not all students eat breakfast at the school. In this proposed space plan, P.S. 287 will be the only school organization in the cafeteria from 8:00am to 8:35am. The DOE is proposing that Community Roots serve breakfast from 8:35am to 9:00am. Thus, even though both schools will overlap for a 35 minute period during breakfast, there is sufficient space in the cafeteria to accommodate all students.
- The DOE notes that the schedule calls for each individual student to receive the same amount of time in the cafeteria during customary lunch hours, regardless of which school he or she attends. Thus, the DOE believes that this plan treats all schools equitably and comparably.
- Based on the current shared space schedule, P.S. 287 is programmed to use the cafeteria from 3:40 pm until 4:00 pm. During this time, P.S. 287 offers an afternoon snack to children who participate in the extended day academic enrichment program. Since the DOE is not proposing a shared space schedule which extends after the close of each organization's school day, the DOE has not provided time in the schedule below to P.S. 287 for this after school activity, however the DOE notes that based on the proposal described in the table below P.S. 287 will continue to be able to offer an afternoon snack to students during that time period.

### Outdoor Playground

- The DOE notes that the outdoor playground is a shared space; however specific time on the outdoor playground is not currently allocated to the existing schools in the building, according to the 2011 Campus Audit document.
- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during, or after the proposed breakfast and lunch period. As a result, the proposed allocation of time is not directly proportional to enrollment. P.S. 287 is allocated the most time (2 hours and 45 minutes daily) since it will serve more students than Community Roots. Community Roots is allocated 1 hour and 15 minutes daily.
- Because the proposed allocation gives the most time to P.S. 287, the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

## **Gymnasium, Library, and Auditorium**

P.S. 287 will be allocated the greatest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students and grade levels compared to Community Roots.

### Gymnasium

- There is one gymnasium in the building and the DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school.
- The DOE notes that P.S. 287 currently uses the gymnasium from 3:00 pm to 5:30 pm on Fridays as part of their extended day offerings.
- In the proposal described in the table below, P.S. 287 is allocated the greatest amount of time in the gymnasium (22 hours and 5 minutes weekly), while Community Roots is allocated 7 hours and 30 minutes.
- Since the proposed schedule below provides more time to P.S. 287 (as the largest school in the building) than it currently receives, the DOE believes that the proposed allocations are equitable and feasible. Currently, P.S. 287 is programmed to use the gymnasium from 9:40 am until 12:35 pm and from 2:05 pm to 2:50 pm daily. The proposed space schedule below provides P.S. 287 with access to the gymnasium from 9:40 am to 12:45 pm and from 1:40 pm to 3:00 pm daily. While KGIA currently uses the gym from 8:00 am to 9:40 am, and from 12:40 pm to 1:30 pm, the DOE is proposing to allocate Community Roots time in the gymnasium from 9:00 am to 9:40 am and 12:40 pm to 1:30 pm daily. This adjustment from KGIA's current schedule is designed to accommodate Community Roots' later start time, as they will be eating breakfast from 8:35 am to 9:10 am.

### Library

- The DOE notes that the library is currently a shared space; however, specific time in the library is not currently allocated to either of the existing schools according to the 2011 Campus Audit document. The DOE proposes that time in the library should be allocated to each school based on its relative projected enrollment.
- P.S. 287 is allocated the largest amount of time in the library (22 hours and 30 minutes weekly). Community Roots will receive a smaller time allotment proportional to its smaller total student population. The DOE proposes that Community Roots receives 6 hours and 15 minutes weekly.

### Auditorium

- The DOE notes the auditorium is a shared space; however, specific time in the auditorium is not currently allocated to either of the existing schools according to the 2011 Campus Audit document. The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
- The DOE proposes that P.S. 287 receive a greater amount of time in the auditorium (20 hours and 50 minutes weekly) because it will serve more students than Community Roots. Community Roots has been allocated 7 hours and 55 minutes weekly. Given that the capacity of the auditorium is 418, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensures that all students have access to the auditorium.
- P.S. 287 currently uses the auditorium after school on Fridays from 3:00 pm to 5:30 pm as a part of its extended day offerings. While the DOE is not scheduling shared spaces after school hours, the DOE anticipates that P.S. 287 may continue to offer this extended day offering in the auditorium and may program shared space accordingly.

### **After School Programs**

- Through the process outlined in the Campus Policy Memo, the Building Council will address any requests to use all shared spaces after school hours.

- The DOE notes that P.S. 287 currently offers an extended day program for its students. As discussed above, the proposed co-location of Community Roots in K287 should not prevent P.S. 287 from continuing to program the following shared spaces after the close of the school day:
  - P.S. 287 uses the auditorium on 3:00 pm-5:30 pm, every Friday.
  - P.S. 287 uses the gymnasium from 2:50 pm-3:35 pm, Mondays through Thursdays.
  - P.S. 287 uses the gymnasium from 3:00 pm to 5:30 pm on Fridays
  - P.S. 287 uses the cafeteria daily to serve an afternoon snack from 3:40 pm-4:00 pm.
- The DOE notes that Community Roots currently offers an after school program that runs from 4:00 pm to 6:00 pm on Tuesdays through Friday. Community Roots' middle school grades have not yet opened, and as a result an after-school schedule does not yet exist for its middle school students. Community Roots may decide to schedule its extended day programs in its classroom allocation, and will manage scheduling of shared spaces using the process outlined below.

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 Community Roots is co-located in the building.

In 2012-2013, the DOE projects P.S. 287 will serve 178-238 students and Community Roots will serve 45-58 students in K287. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 287's school day runs from approximately 8:00 am to 3:00 pm and Community Roots' school day runs from approximately 8:30 am to 4:35 pm.<sup>12</sup>

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.

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<sup>12</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 268)	<b>Breakfast:</b> <b>P.S. 287</b> 8:00am-9:15am <b>Community Roots</b> 8:35am-9:00am  <b>Lunch:</b> <b>P.S. 287</b> 11:40am-12:40pm <b>Community Roots</b> 12:45pm-1:15pm				
<b>Library</b>	<b>P.S. 287</b> 9:00am-1:30pm  <b>Community Roots</b> 1:45pm-3:00pm	<b>P.S. 287</b> 9:00am-1:30pm  <b>Community Roots</b> 1:45pm -3:00pm			
<b>Gymnasium</b> (Capacity: 370)	<b>P.S. 287</b> 9:40am-12:45pm 1:40pm-3:00pm  <b>Community Roots</b> 9:00am-9:40am 12:40pm-1:30pm				
<b>Auditorium</b> (Capacity: 418)	<b>P.S. 287</b> 9:30am-12:35pm 1:55pm-3:00pm  <b>Community Roots</b> 8:30am-9:30am 12:40pm-1:15pm				
<b>Outdoor Playground</b>	<b>P.S. 287</b> 8:30am-9:45am 12:00pm-1:30pm  <b>Community Roots</b> 1:30pm-2:45pm				

**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 Federation of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III, among others. 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 Community Roots will be part of the K287 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Community Roots 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 Community Roots will be addressed on an ongoing basis. Moreover, the Safety Plan for the K287 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Community Roots will enter information in the K287 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each of the building's schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed Safety Plan for the K287 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,<sup>13</sup> 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 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 co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet 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 BUP and its campus implementation.

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<sup>13</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."