

## **BUILDING UTILIZATION PLAN**

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate Math, Engineering, and Science Academy Charter High School (84KTBD, "MESA"), a new public charter high school, in building K291 ("K291"), located at 231 Palmetto Street Brooklyn, NY 11221, in Community School District 32 beginning in 2013-2014.<sup>1</sup> If this proposal is approved, MESA will serve students in ninth through twelfth grades in this location. MESA will be co-located in K291 with J.H.S. 291 Roland Hayes (32K291, "J.H.S. 291"), an existing DOE school that currently serves zoned students in sixth through eighth grade, and Bushwick Community High School (32K564, "Bushwick Community HS"), an existing transfer school<sup>2</sup> serving students in grades nine through twelve. Beginning in 2013-2014, MESA will serve ninth-grade students. At full scale in 2016-2017, MESA will serve students in ninth through twelfth grades. In addition, K291 houses a United Federation of Teachers ("UFT") Training Center, a school safety office, and the District 32 Office of School and Food Nutrition. Three community based organizations ("CBOs") are also located in building K291: a Beacon program operated by the YMCA ("Beacon"), Brooklyn College Community Partnership ("Brooklyn College"), and The St. Nick's Alliance ("St. Nick's Alliance"). This proposal is not expected to impact the continued siting of these programs and CBOs.

In November 2012, MESA's charter was authorized by the New York State Education Department ("SED") to serve students in ninth through twelfth grade. MESA will open with ninth grade in 2013-2014, and will add one grade each year until it serves students in ninth through twelfth grade in 2016-2017 in K291.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between J.H.S. 291, Bushwick Community HS, and MESA. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year between J.H.S. 291, Bushwick Community HS, and MESA including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.<sup>3</sup> Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the Panel for Educational Policy.

### METHODOLOGY

The DOE has applied the Footprint to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by a representative of the

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<sup>1</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>2</sup> Transfer schools are small, academically rigorous high schools designed to re-engage students who have dropped out of high school or have fallen behind. These schools are designed to create a personalized learning environment and to provide students with connections to college. Students graduate with a high school diploma from the transfer school they attend. For more information about transfer schools, please visit the DOE Web site at: [www.goingforme.org](http://www.goingforme.org).

<sup>3</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).

Office of Space Planning and a representative of the school. For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“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 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on June 14, 2012 by a representative of the Office of Space Planning, building K291 has a total of 90 full-size ("FS") classrooms/spaces<sup>4</sup> (including 8 science demonstration rooms), 6 half-size ("HS") classrooms/spaces,<sup>5</sup> 72 quarter-size ("QS") spaces, and 9.0 full-size equivalent rooms ("FSE") of designed administrative offices/spaces. The K291 building also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- Nurse's office occupies 1.0 FSE of designed administrative space
- Teacher Cafeteria occupies 1 full-size space
- Custodian's office occupies 1 half-size space
- School Safety office occupies 1 half-size space
- UFT Training Central occupies 1 full-size space
- Office of School Food and Nutrition occupies 1 full-size space
- Beacon program occupies 2 quarter-size spaces
- Brooklyn College Community Partnership occupies 1 full-size space
- St. Nick's Alliance occupies 0.5 FSE of designed administrative space

Excluding the spaces outlined above, the K291 building has a total of 86 full-size classrooms, 4 half-size classrooms/spaces, 70 quarter-size spaces, and the equivalent of 7.5 full-size designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	90	6	72	9.0
Shared Spaces or Building Services	4	2	2	1.5
<b>Total to be Allocated</b>	<b>86</b>	<b>4</b>	<b>70</b>	<b>7.5</b>

<sup>4</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>5</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

**2012-2013 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections served at J.H.S. 291 and Bushwick Community HS in 2012-2013.

2012-2013	Total Enrolled <sup>6</sup>	GE/ICT Sections	SC Sections
J.H.S. 291	591	22	6
Bushwick Community HS	346	13	0

The table below summarizes J.H.S. 291 and Bushwick Community HS's baseline and adjusted baseline footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

The DOE has adjusted J.H.S. 291's baseline footprint allocation for the following reason:

- The DOE has allocated J.H.S. 291 six full-size classrooms in lieu of six half-size spaces because there are not enough half-size spaces in the building.

The DOE has adjusted Bushwick Community HS's baseline footprint allocation for the following reason:

- The DOE has allocated Bushwick Community HS one full-size classroom in lieu of one half-size space because there are not enough half-size spaces in the building.

These adjustments have been made to the baseline footprint allocations for J.H.S. 291 and Bushwick Community HS in each year of room allocations presented in this document except where otherwise indicated.

<sup>6</sup> 2012-2013 Unaudited Register (as of October 26, 2012).

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
J.H.S. 291	Baseline Footprint Allocation	23	10	4.0	0	0	0	4.0	23	10	0	4.0
	Adjusted Baseline Allocation	29	4	4.0	0	0	0	4.0	29	4	0	4.0
	Current Space Allocation	61	3	7.5	1	1	52	22.0	62	4	52	7.5
Bushwick Community HS	Baseline Footprint Allocation	13	1	0.0	1	0	8	3.0	14	1	8	0.0
	Adjusted Baseline Allocation	14	0	0.0	1	0	8	3.0	15	0	8	0.0
	Current Space Allocation	23	0	0.0	1	0	18	5.5	24	0	18	0.0

As demonstrated in the table above, J.H.S. 291 and Bushwick HS are currently using classrooms in excess of their adjusted baseline footprint allocations. The table below summarizes the available space within K291 after J.H.S. 291 and Bushwick Community HS have received their adjusted baseline allocations, some of which will be allocated to MESA for 2013-2014.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	42	0	62	3.5

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

If this proposal is approved, beginning in 2013-2014 MESA will serve ninth-grade students in K291. There would be 86 full-size classrooms/spaces, 4 half-size rooms, 70 quarter-size rooms, and 7.5 FSE of designed administrative office/space to allocate between J.H.S. 291, Bushwick Community HS, and MESA.

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

2013-2014	Projected Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
J.H.S. 291	550-580	21	6
Bushwick Community HS	340-380	13	0
MESA	115-140	5	0

After J.H.S. 291, Bushwick Community HS, and MESA have received their respective adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	35	0	62	3.5

The excess space will be allocated between J.H.S. 291, Bushwick Community HS, and MESA based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools. The table below summarizes the full 2013-2014 room allocation plan for J.H.S. 291, Bushwick Community HS, and MESA based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocation. J.H.S. 291 and Bushwick Community HS's adjusted baseline footprint allocation will remain the same as the year before.

The DOE has adjusted MESA's baseline footprint allocation for the following reason:

- The DOE has allocated MESA one full-size classroom in lieu of one half-size space because there are not enough half-size spaces in the building.

<sup>7</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

This adjustment has been made to the baseline Footprint allocation for MESA in all years of room allocations presented in this document.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
J.H.S. 291	Baseline Footprint Allocation	22	10	4.0	0	0	0	4.0	0	0	0	0.0	22	10	0	4.0
	Adjusted Baseline Allocation	28	4	4.0	0	0	0	4.0	19	0	33	2.0	47	4	33	6.0
Bushwick Community HS	Baseline Footprint Allocation	13	1	0.0	1	0	8	3.0	0	0	0	0.0	14	1	8	0.0
	Adjusted Baseline Allocation	14	0	0.0	1	0	8	3.0	12	0	21	1.0	27	0	29	1.0
MESA	Baseline Footprint Allocation	5	1	0.0	2	0	0	2.0	0	0	0	0.0	7	1	0	0.0
	Adjusted Baseline Allocation	6	0	0.0	2	0	0	2.0	4	0	8	0.5	12	0	8	0.5

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
J.H.S. 291	62	4	52	7.5	47	4	33	6.0	-15	0	-19	-1.5
Bushwick Community HS	24	0	18	0.0	27	0	29	1.0	+3	0	+11	+1.0
MESA	0	0	0	0.0	12	0	8	0.5	+12	0	+8	+0.5

**2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

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

2014-2015	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
J.H.S. 291	510 - 540	21	6
Bushwick Community HS	340 - 380	13	0
MESA	230 - 280	10	0

After J.H.S. 291, Bushwick Community HS, and MESA have received their respective adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

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

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	29	0	60	3.5

The excess space will be allocated among J.H.S. 291, Bushwick Community HS, and MESA based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 291, Bushwick Community HS, and MESA based on their adjusted baseline footprint allocations, plus the excess space allocation. J.H.S. 291 and Bushwick Community HS's adjusted baseline footprint allocation will remain the same as the year before.

MESA's baseline has been adjusted in the following manner:

- The DOE has allocated MESA two full-size rooms in lieu of two half-size resource rooms because there are not enough half-size rooms in the building.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
J.H.S. 291	Baseline Footprint Allocation	22	10	4.0	0	0	0	4.0	0	0	0	0.0	22	10	0	4.0
	Adjusted Baseline Allocation	28	4	4.0	0	0	0	4.0	14	0	33	2.0	42	4	33	6.0
Bushwick Community HS	Baseline Footprint Allocation	13	1	0.0	1	0	8	3.0	0	0	0	0.0	14	1	8	0.0
	Adjusted Baseline Allocation	14	0	0.0	1	0	8	3.0	9	0	19	1.0	24	0	27	1.0
MESA	Baseline Footprint Allocation	10	2	0.0	2	0	2	2.5	0	0	0	0.0	12	2	2	0.0
	Adjusted Baseline Allocation	12	0	0.0	2	0	2	2.5	6	0	8	0.5	20	0	10	0.5

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

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
J.H.S. 291	47	4	33	6.0	42	4	33	6.0	-5	0	0	0.0
Bushwick Community HS	27	0	29	1.0	24	0	27	1.0	-3	0	-2	0.0
MESA	12	0	8	0.5	20	0	10	0.5	+8	0	+2	0.0

**2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)**

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

2015-2016	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
J.H.S. 291	510 - 540	21	6
Bushwick Community HS	340 - 380	13	0
MESA	330 - 405	15	0

<sup>9</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After J.H.S. 291, Bushwick Community HS, and MESA have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	24	0	58	3.5

The excess space will be allocated between J.H.S. 291, Bushwick Community HS, and MESA based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

The table below summarizes the 2015-2016 room allocation plan for J.H.S. 291, Bushwick Community HS, and MESA based on their adjusted baseline Footprint allocation. J.H.S. 291 and Bushwick Community HS's adjusted baseline Footprint allocations will remain the same as the year before.

2015-2016		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
J.H.S. 291	Baseline Footprint Allocation	22	10	4.0	0	0	0	4.0	0	0	0	0.0	22	10	0	4.0
	Adjusted Baseline Allocation	28	4	4.0	0	0	0	4.0	11	0	33	1.5	39	4	33	5.5
Bushwick Community HS	Baseline Footprint Allocation	13	1	0.0	1	0	8	3.0	0	0	0	0.0	14	1	0	0.0
	Adjusted Baseline Allocation	14	0	0.0	1	0	8	3.0	7	0	19	1.0	22	0	27	1.0
MESA	Baseline Footprint Allocation	15	2	0.0	2	0	4	3.0	0	0	0	0.0	17	2	4	0.0
	Adjusted Baseline Allocation	17	0	0.0	2	0	4	3.0	6	0	6	1.0	25	0	10	1.0

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

ROOM CHANGE (+/-)	CURRENT 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
J.H.S. 291	42	4	33	6.0	39	4	33	5.5	-3	0	0	-0.5
Bushwick Community HS	24	0	27	1.0	22	0	27	1.0	-2	0	0	0.0
MESA	20	0	10	0.5	25	0	10	1.0	+5	0	0	+0.5

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

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

2016-2017	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
J.H.S. 291	510 - 540	21	6
Bushwick Community HS	340 - 380	13	0
MESA	445 - 520	20	0

<sup>10</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After J.H.S. 291, Bushwick Community HS, and MESA have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	18	0	60	3.5

The excess space will be allocated between J.H.S. 291, Bushwick Community HS, and MESA based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

The table below summarizes the 2016-2017 room allocation plan for J.H.S. 291, Bushwick Community HS, and MESA based on their adjusted baseline Footprint allocation. J.H.S. 291, Bushwick Community HS, and MESA's adjusted baseline Footprint allocation will remain the same as the year before.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
J.H.S. 291	Baseline Footprint Allocation	22	10	4.0	0	0	0	4.0	0	0	0	0.0	22	10	0	4.0
	Adjusted Baseline Allocation	28	4	4.0	0	0	0	4.0	7	0	33	1.5	35	4	33	5.5
Bushwick Community HS	Baseline Footprint Allocation	13	1	0.0	1	0	8	3.0	0	0	0	0.0	14	1	8	0.0
	Adjusted Baseline Allocation	14	0	0.0	1	0	8	3.0	6	0	19	1.0	21	0	27	1.0
MESA	Baseline Footprint Allocation	20	2	0.0	3	0	2	3.5	0	0	0	0.0	23	2	2	0.0
	Adjusted Baseline Allocation	22	0	0.0	3	0	2	3.5	5	0	8	1.0	30	0	10	1.0

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

ROOM CHANGE (+/-)	CURRENT 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
J.H.S. 291	39	4	33	5.5	35	4	33	5.5	-4	0	0	0.0
Bushwick Community HS	22	0	27	1.0	21	0	27	1.0	-1	0	-	0.0
MESA	25	0	10	1.0	30	0	10	1.0	+5	0	0	0.0

This will serve as the final room allocation for all three schools.

### Shared Space Plan

A proposed Shared Space plan for the 2013-2014 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces at building K291. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

#### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link:

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

The below proposed schedule is based on projected enrollments for each co-located school, J.H.S. 291 and Bushwick Community HS's current space allocation and lunch schedule as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of J.H.S. 291 and Bushwick Community HS's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>11</sup> Where possible, the proposed schedule maintains J.H.S. 291 and Bushwick Community HS's current allocation of time for each shared space and re-distributes remaining time for MESA. To the extent feasible, shared spaces are allocated in a manner that allows J.H.S. 291 and Bushwick Community HS to continue using it on a similar schedule next year. Because MESA will be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the times that have been allocated to J.H.S. 291 and Bushwick Community HS this year so that all students in the building may be accommodated in 2013-2014 and subsequent school years.

In planning how J.H.S. 291, Bushwick Community HS, and MESA may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

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

**Cafeteria:**

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon J.H.S. 291's and Bushwick Community HS'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.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at J.H.S. 291 and Bushwick Community HS. The proposed schedule allows for J.H.S. 291 and Bushwick Community HS to continue to serve breakfast based on their current schedules. J.H.S. 291 currently uses the cafeteria from 7:30 a.m. to 8:00 a.m. and has been allocated this time on the proposal schedule below as well. Bushwick Community HS currently uses the cafeteria from 8:30 a.m. to 10:11 a.m. and has been allocated this time on the proposal schedule below as well. MESA has been allocated from 8:30 a.m. to 9:00 a.m. Because the cafeteria has the capacity to hold 770 students, the DOE believes the overlapping time in the cafeteria for Bushwick Community HS and MESA is appropriate.
- In the proposed plan below, J.H.S. 291, Bushwick Community HS, and MESA are allocated separate lunch times in the cafeteria, which has a capacity to hold 770 students. MESA will receive 30 minutes daily in the cafeteria for lunch from 12:30 p.m. to 1:00 p.m., or 2.5 hours weekly. J.H.S. 291 currently uses the cafeteria for lunch from 11:12 a.m. to 1:33 p.m. The proposed schedule below allocates time to J.H.S. 291 in the cafeteria from 11:12 a.m. to 11:57 p.m. and from 1:03 p.m. to 1:33 p.m. or 1 hour and 15 minutes daily and 6 hours and 15 minutes weekly.<sup>12</sup> The DOE notes that Bushwick Community HS does not currently use the cafeteria for lunch. However, in the proposed schedule below, Bushwick Community HS is allocated 30 minutes daily in the cafeteria for lunch from 12:00 p.m. to 12:30 p.m., or 2.5 hours weekly.
- The Building Council is empowered to make additional and alternative allocations.

**Gymnasium, Library, and Auditorium**

Gymnasiums

- There is one gymnasium in the building, which has a capacity to hold 333 students. The DOE notes that there is a partition in the gym, which allows two classes to be programmed at the same time. For purposes of the shared space schedule, one side of the gym has been labeled "Gymnasium 1," and has a capacity to serve 167 students, and the other side has been labeled "Gymnasium 2," and has the capacity to serve 166 students.
- The DOE proposes that time in the gymnasiums be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, J.H.S. 291 is allocated the largest amount of time in the gymnasiums (approximately 15 hours and 25 minutes weekly), while Bushwick Community HS is allocated 10 hours weekly and MESA is allocated 3 hours and 45 minutes weekly. Although MESA's, J.H.S. 291's, and Bushwick Community HS's time in the gymnasium overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.
- The Building Council is empowered to make additional and alternative allocations.

Library

- There is one library in the building.

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<sup>12</sup> The DOE recognizes that J.H.S. 291 will be losing one hour from their current scheduled time in the cafeteria for lunch. However, because the cafeteria has the capacity to hold 770 students, J.H.S. 291 will still be able to appropriately accommodate their students for lunch during the proposed times in the shared space schedule below.

- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that J.H.S. 291 receive the greatest amount of time in the library (16 hours and 40 minutes weekly) because it will serve the largest number of students compared with Bushwick Community HS and MESA. Bushwick Community HS has been allocated 10 hours weekly in the library, and MESA has been allocated 2.5 hours weekly. Although MESA's, J.H.S. 291's, and Bushwick Community HS's times in the library overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.
- The Building Council is empowered to make additional and alternative allocations.

#### Auditorium

- There is one auditorium in the building, which has the capacity to hold 620 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that J.H.S. 291 receive the greatest amount of time in the auditorium (17.5 hours weekly) because it will serve the largest number of students compared with Bushwick Community HS and MESA. Bushwick Community HS has been allocated 10 hours weekly in the auditorium, and MESA has been allocated 4 hours and 10 minutes weekly in the auditorium. Although MESA's, J.H.S. 291's, and Bushwick Community HS's times in the gymnasium overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.
- The Building Council is empowered to make additional and alternative allocations.

#### **After-School Programs**

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 4:30 p.m., the end of MESA's school day. The Building Council may allocate this space as needed for after-school programs.
- As noted above, MESA is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours and is empowered to make alternative arrangements.

In 2013-2014, J.H.S. 291 will serve 550-580 students and Bushwick Community HS will serve 340-380 students in K291. If this proposal is approved, MESA will serve a total of 115-140 students in 2013-2014 at K291. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, J.H.S. 291's school day runs from approximately 8:00 a.m. to 2:59 p.m. and Bushwick Community HS's school day runs from 8:30 a.m. to 3:30 p.m.<sup>13</sup> Since MESA is a new school, it does not have a current school start or end time. However, based on the charter application, MESA plans to have the school day run from approximately 9:00 a.m. to 4:30 p.m.<sup>14</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 shared spaces in the building:

<sup>13</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>14</sup> <http://www.p12.nysed.gov/psc/documents/MathEngineeringRedacted.pdf>.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 770)	<p><b>Breakfast:</b> <b>J.H.S. 291</b> 7:30am-8:00am <b>Bushwick Community HS</b> 8:30am-10:11 am <b>MESA</b> 8:30am-9:00am</p> <p><b>Lunch:</b> <b>J.H.S. 291</b> 11:12am-11:57am 1:03pm-1:33pm <b>Bushwick Community HS</b> 12:00pm-12:30 pm <b>MESA</b> 12:30pm-1:00pm</p>	<p><b>Breakfast:</b> <b>J.H.S. 291</b> 7:30am-8:00am <b>Bushwick Community HS</b> 8:30am-10:11 am <b>MESA</b> 8:30am-9:00am</p> <p><b>Lunch:</b> <b>J.H.S. 291</b> 11:12am-11:57am 1:03pm-1:33pm <b>Bushwick Community HS</b> 12:00pm-12:30 pm <b>MESA</b> 12:30-1:00pm</p>	<p><b>Breakfast:</b> <b>J.H.S. 291</b> 7:30am-8:00am <b>Bushwick Community HS</b> 8:30am-10:11 am <b>MESA</b> 8:30am-9:00am</p> <p><b>Lunch:</b> <b>J.H.S. 291</b> 11:12am-11:57am 1:03pm-1:33pm <b>Bushwick Community HS</b> 12:00pm-12:30 pm <b>MESA</b> 12:30-1:00pm</p>	<p><b>Breakfast:</b> <b>J.H.S. 291</b> 7:30am-8:00am <b>Bushwick Community HS</b> 8:30am-10:11 am <b>MESA</b> 8:30am-9:00am</p> <p><b>Lunch:</b> <b>J.H.S. 291</b> 11:12am-11:57am 1:03pm-1:33pm <b>Bushwick Community HS</b> 12:00pm-12:30 pm <b>MESA</b> 12:30-1:00pm</p>	<p><b>Breakfast:</b> <b>J.H.S. 291</b> 7:30am-8:00am <b>Bushwick Community HS</b> 8:30am-10:11 am <b>MESA</b> 8:30am-9:00am</p> <p><b>Lunch:</b> <b>J.H.S. 291</b> 11:12am-11:57am 1:03pm-1:33pm <b>Bushwick Community HS</b> 12:00pm-12:30 pm <b>MESA</b> 12:30-1:00pm</p>
<b>Gymnasium 1</b> (Capacity: 167)	<p><b>J.H.S. 291</b> 11:15am-2:20pm <b>Bushwick Community HS</b> 8:30am-10:30am <b>MESA</b> 10:30am-11:15am</p>	<p><b>J.H.S. 291</b> 11:15am-2:20pm <b>Bushwick Community HS</b> 8:30am-10:30am <b>MESA</b> 10:30am-11:15am</p>	<p><b>J.H.S. 291</b> 11:15am-2:20pm <b>Bushwick Community HS</b> 8:30am-10:30am <b>MESA</b> 10:30am-11:15am</p>	<p><b>J.H.S. 291</b> 11:15am-2:20pm <b>Bushwick Community HS</b> 8:30am-10:30am <b>MESA</b> 10:30am-11:15am</p>	<p><b>J.H.S. 291</b> 11:15am-2:20pm <b>Bushwick Community HS</b> 8:30am-10:30am <b>MESA</b> 10:30am-11:15am</p>

<p><b>Gymnasium 2</b> (Capacity: 166)</p>	<p><b>J.H.S. 291</b> 11:15am-2:20pm <b>Bushwick Community HS</b> 8:30am-10:30am <b>MESA</b> 10:30am-11:15am</p>				
<p><b>Library</b></p>	<p><b>J.H.S. 291</b> 11:00am-2:20pm <b>Bushwick Community HS</b> 8:30am-10:30am <b>MESA</b> 10:30am-11:00am</p>				
<p><b>Auditorium</b> (Capacity: 426)</p>	<p><b>J.H.S. 291</b> 8:00am-11:30am <b>Bushwick Community HS</b> 11:30am-1:30pm <b>MESA</b> 1:30pm-2:20pm</p>				

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide Prescribed Safety Plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of MESA will be part of the K291 School Safety Committee. As a member of the School Safety Committee, the leader/designee of MESA 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 MESA will be addressed on an ongoing basis. Moreover, the Safety Plan for the K291 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of MESA will enter information in the K291 schools' overall Safety Plan to ensure the safe operation of the school building.

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

The completed School Safety Plan for the K291 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>15</sup> co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

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