

## **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 expand the grades served in building X183 ("X183") by Success Academy Charter School – Bronx 1 (84X493, "SA-Bronx 1"), from kindergarten through fourth grades<sup>1</sup> to kindergarten through eighth grades. SA-Bronx 1 is an existing charter elementary school currently serving kindergarten through third grades in the X183 building, located at 339 Morris Avenue, Bronx, NY 10451 in Community School District 7 ("District 7"). SA-Bronx 1 is co-located with M.S. 203 (07X203, "M.S. 203"), The Urban Assembly Bronx Academy of Letters (07X551, "Bronx Letters"), and a District 75 program (75X168, "P168X"). A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

Pursuant to the New York Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space among SA-Bronx 1, M.S. 203, Bronx Letters, and P168X. It also includes a proposal for the collaborative usage of shared resources and spaces among the four school organizations, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, 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 are also included. Please refer to the EIS to which this plan is attached for further information about the co-location.

In a separate EIS, also posted on January 14, 2013, the DOE is proposing the phase-out and eventual closure of M.S. 203. This Building Utilization Plan ("BUP") presumes that both the proposal to phase out M.S. 203 and the proposal to expand the co-location of SA-Bronx 1 are approved.<sup>2</sup>

The final shared space schedule will be collaboratively finalized by the Building Council if the proposals are approved by the Panel for Educational Policy ("PEP").

### METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")<sup>3</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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

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

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, this 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 kindergarten through five

<sup>1</sup> SA-Bronx 1 currently serves kindergarten through third grades, however as per a proposal approved by the Panel for Educational Policy ("PEP") on April 26, 2012, SA-Bronx 1 will serve grades kindergarten through four in building X183 in 2013-2014.

<sup>2</sup> Should the proposal for the phase-out and eventual closure of M.S. 203 not be approved by the PEP at the March 11, 2013 meeting, the DOE will revise this proposal accordingly.

<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).

receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

Enrollment	Number 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 allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC section served by the school. 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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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

### Allocation of Classrooms and Administrative Space

According to a building walk-through and survey performed on November 16, 2012 by the Director of Bronx Space Planning, building X183 has a total of 81 full-size rooms<sup>4</sup> (including six full-size science demonstration labs), 26 half-size rooms,<sup>5</sup> four quarter-size rooms,<sup>6</sup> and the equivalent of 3.5 full-size rooms of designed administrative space. The six science rooms are all allocated to schools, and therefore are included in the full-size room allocations and are not included in the proposed Shared Space Schedule. X183 also contains a gymnasium, an auditorium, a cafeteria, a library, and an outdoor play yard. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- Nurse's office occupies one half-size room and one quarter-size room.
- Custodian's office occupies one half-size room.
- School Based Support Team ("SBST") occupies one half-size room.
- A teachers' cafeteria occupies one full-size room.
- A dance room is located in one full-size room and is included in the Proposed Shared Space Plan below.

<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.

<sup>6</sup> Quarter-size classrooms have an area of less than 240 square feet.

Excluding the spaces outlined above, the X183 building currently has a total of 79 full-size rooms (including six full-size science demonstration labs), 23 half-size rooms, three quarter-size rooms, and the equivalent of 3.5 full-size designed administrative space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	81	26	4	3.5
Shared Spaces or Building Services	2	3	1	0.0
<b>Remaining Total to Be Allocated</b>	<b>79</b>	<b>23</b>	<b>3</b>	<b>3.5</b>

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

The table below summarizes the total enrollment and sections served at M.S. 203, SA-Bronx 1, Bronx Letters, and P168X in the current 2012-2013 school year.

School Name	Grade Span	Total Enrollment <sup>7</sup>	Total GE/ICT Sections	Total SC Sections
M.S. 203	6-8	288	9	3
SA – Bronx 1	K-3 <sup>8</sup>	330	15	0
Bronx Letters	6-12	566	20	2
P168X	K-8	206	0	25

The table below summarizes the baseline and adjusted Footprint allocations of M.S. 203, SA-Bronx 1, Bronx Letters, and P168X. These allocations are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted the baseline allocations of M.S. 203, Bronx Letters, and P168X because building X183 does not have a sufficient number of half-size rooms.

- Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to the limited number of half-sized rooms, M.S. 203 has been allocated three additional full-sized rooms (including one large full-size room which has two discrete spaces allowing for simultaneous programmatic offerings) in lieu of the four half-sized rooms necessary for its two self-contained special education classes and one resource room.
- Bronx Letters has been allocated two additional full-sized rooms in lieu of the two half-sized rooms necessary for its self-contained special education classes.
- The baseline footprint for P168X has been adjusted to include full-size classrooms in lieu of half-size classrooms, because those rooms have been specifically designed for District 75 students. P168X has been allocated five additional full-sized rooms to meet the need for half-size self-contained and resource rooms needed for District 75 programming.

<sup>7</sup> M.S. 203 and Bronx Letters' enrollment figures are based on the 2012-2013 Unaudited Register (as of October 26, 2012); SA – Bronx 1's enrollment figures are based on charter headcount as of October 1, 2012. P168X's enrollment figures are based on school register as of November 26, 2012.

<sup>8</sup> As indicated in the BUP approved by the PEP on April 26, 2012 ([http://schools.nyc.gov/NR/rdonlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/122799/AmendedBUPBSAX183\\_vfinal.pdf](http://schools.nyc.gov/NR/rdonlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/122799/AmendedBUPBSAX183_vfinal.pdf)), SA-Bronx 1 is in the process of phasing in to serve grades kindergarten through four.

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)
M.S. 203	Baseline Footprint Allocation	10.00	4.00	0.00	1.00	3.00	0.00	2.50	11.00	7.00	0.00	0.00
	Adjusted Baseline Allocation	13.00	0.00	0.00	1.00	2.00	0.00	2.00	14.00	2.00	0.00	0.00
	Current Space Allocation	13.00	0.00	0.00	1.00	2.00	0.00	2.00	14.00	2.00	0.00	0.00
SA - Bronx 1	Baseline Footprint Allocation	17.00	2.00	1.00	0.00	4.00	0.00	3.00	17.00	6.00	0.00	1.00
	Adjusted Baseline Allocation	17.00	2.00	1.00	0.00	4.00	0.00	3.00	17.00	6.00	0.00	1.00
	Current Space Allocation	18.00	4.00	1.00	0.00	4.00	1.00	3.25	18.00	8.00	1.00	1.00
Bronx Letters	Baseline Footprint Allocation	20.00	3.00	1.50	0.00	4.00	2.00	4.00	20.00	7.00	2.00	1.50
	Adjusted Baseline Allocation	22.00	1.00	1.50	0.00	4.00	2.00	4.00	22.00	5.00	2.00	1.50
	Current Space Allocation	28.00	1.00	1.50	0.00	4.00	2.00	4.00	28.00	5.00	2.00	1.50
P168X	Baseline Footprint Allocation	14.00	17.00	1.00	0.00	3.00	0.00	2.50	14.00	20.00	0.00	1.00
	Adjusted Baseline Allocation <sup>9</sup>	19.00	6.00	1.00	0.00	2.00	0.00	2.00	19.00	8.00	0.00	1.00
	Current Space Allocation	19.00	6.00	1.00	0.00	2.00	0.00	2.0	19.00	8.00	0.00	1.00

<sup>9</sup> It should be noted that P168X's adjusted baseline allocation is currently smaller than its baseline footprint. This is due to the fact that P168X has been provided with additional time in the gymnasium to meet its students' occupational therapy and physical therapy needs, which would otherwise be offered in full-size or half-size rooms. Given this, the DOE is proposing to keep all of P168X's adjusted baseline allocation constant in all years of this proposal, but has given the school a larger than proportional amount of time in the gymnasium and dance room in the proposed shared space schedule. Furthermore, P168X is also currently under footprint for administrative office space. Because the school currently occupies the entire fourth floor it is able to remain contiguous and separated from the other schools in the building. Since this proposal maintains the school's current arrangement as determined by the Office of Space Planning and the existing Building Council—and reflects the preference of the school that this arrangement best meets its needs--the DOE is proposing to keep P168X's adjusted baseline administrative allocations constant in all years of this proposal.

In total:

- M.S. 203 is currently allocated 14 full-size rooms and 2 half-size rooms. M.S. 203 is not currently allocated any space in excess of its adjusted baseline footprint. Due to the configuration of space in the X183 building, M.S. 203 is currently under footprint by 0.5 administrative space but will receive its full administrative allocation in future years throughout the course of its phase-out.
- SA-Bronx 1 is currently allocated 18 full-size rooms, 8 half-size rooms, 1 quarter-size room, and 1.0 FSE room of designed administrative space. This allocation includes 1 full-size space and 2 half-size spaces and 1 quarter-size space in excess of SA-Bronx 1's baseline footprint.
- Bronx Letters is currently allocated 28 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 6 full-size spaces in excess of Bronx Letters' adjusted baseline footprint.
- P168X is currently allocated 19 full-size rooms, 8 half-size rooms, and 1.0 FSE room of designed administrative space. P168X is not currently allocated any space in excess of its adjusted baseline footprint but, as mentioned above, will have a disproportionately large amount of time in the shared gym and dance spaces to provide therapy services to its students.

The current excess space in the X183 building is demonstrated in the table below.

2012-2013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	7	2	1	0

#### **2013-2014**

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2013-2014, reflecting both the previously approved expansion of SA-Bronx 1 to serve kindergarten through fourth grades, and the proposal to phase out M.S. 203.

2013-2014	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
M.S. 203 <sup>11</sup>	190 - 210	6	2
SA - Bronx 1	410 - 460	17	0
Bronx Letters	530 - 600	20	2
P168X	188 - 224	0	25

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

<sup>11</sup> If the proposal to phase out M.S. 203 is approved, M.S. 203 will serve only seventh and eighth grades in 2013-2014. This EIS can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>

After M.S. 203, SA-Bronx 1, Bronx Letters, and P168X have received their respective baseline or adjusted baseline footprint allocations 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	7	1	0	0

The excess space will be allocated among M.S. 203, SA-Bronx 1, Bronx Letters, and P168X 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 needs of the schools. For the 2012-2013 school year, the DOE constructed additional classroom facilities for Bronx Letters within its space. None of this space will be allocated to any of the other schools in the building. SA – Bronx 1 and M.S. 203 will be receiving sufficient space to meet their baseline footprint allocations, plus some excess space. As discussed throughout, P168X is also receiving a sufficient amount of space to meet its needs. The DOE believes that the allocation of space is equitable because it allows Bronx Letters to retain the space constructed for it, because of the physical location of the available space in relation to the location of each school within the building, and because the other schools are receiving space appropriate for their needs.

As per the aforementioned proposal, approved by the PEP in April 2012, SA-Bronx 1 was approved to serve kindergarten through fourth grades in the X183 building, with the expansion completing in the 2013-2014 school year. The 2013-2014 room allocations represented here also account for the impact the proposal to phase out M.S. 203 will have on space availability in X183 if it is approved.

- M.S. 203's adjusted baseline footprint allocation will decrease from 2012-2013 to 2013-2014.
  - M.S. 203 will no longer serve sixth-grade students and will need three fewer instructional full-size rooms. M.S. 203 will also be allocated three full-size rooms in lieu of three half-size rooms necessary for its self-contained special education class and resource room.
- Bronx Letters' baseline footprint allocation will remain the same in 2013-2014 as in 2012-2013.
  - Bronx Letters has been allocated two additional full-size rooms in lieu of the three half-size rooms necessary for its self-contained special education classes.
- P168X's adjusted baseline footprint allocation will remain the same in 2013-2014 as in 2012-2013.
  - The baseline footprint for P168X has been adjusted to include full-size classrooms in lieu of half-size classrooms, because those rooms have been specifically designed for District 75 students. P168X has been allocated five full-size rooms to meet the need for half-size self-contained and resource rooms used for District 75 programming. Additionally, as detailed in the proposed shared space schedule, P168X has been allocated a disproportionately large amount of time in the gymnasium and dance room (30 hours weekly) because the school has found that these spaces are suitable for the provision of occupational and physical therapy services, which are required by many P168X students.

The table below summarizes the full 2013-2014 room allocation plan for M.S. 203, SA-Bronx 1, Bronx Letters, and P168X based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.<sup>12</sup>

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)
M.S. 203	Baseline Footprint Allocation	7.00	3.00	0.00	1.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	8.00	5.00	0.00	0.00
	Adjusted Baseline Allocation	10.00	0	0.00	1.00	2.00	0.00	2.00	1.00	0.00	0.00	0.00	12.00	2.00	0.00	0.00
SA - Bronx 1	Baseline Footprint Allocation	20.00	2.00	1.00	0.00	5.00	0.00	3.50	0.00	0.00	0.00	0.00	20.00	7.00	0.00	1.00
	Adjusted Baseline Allocation	20.00	2.00	1.00	0.00	5.00	1.00	3.75	0.00	1.00	0.00	0.00	20.00	8.00	1.00	1.00
Bronx Letters	Baseline Footprint Allocation	20.00	3.00	1.50	0.00	4.00	2.00	4.00	0.00	0.00	0.00	0.00	20.00	7.00	2.00	1.50
	Adjusted Baseline Allocation	22.00	1.00	1.50	0.00	4.00	2.00	4.00	6.00	0.00	0.00	0.00	28.00	5.00	2.00	1.50
P168X	Baseline Footprint Allocation	14.00	17.00	1.00	0.00	3.00	0.00	2.50	0.00	0.00	0.00	0.00	14.00	20.00	0.00	1.00
	Adjusted Baseline Allocation	19.00	6.00	1.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	19.00	8.00	0.00	1.00

In total:

- M.S.203 will be allocated 12 full-size rooms and 2 half-size rooms in total in X183. This allocation includes 1 full-size space in excess of M.S. 203's adjusted baseline footprint.

<sup>12</sup> Please note that the footprints and allocations for 2013-2014 do not always align with the BUP posted on March 5, 2011. This is due to the space allocation changes caused by the proposed phase-out of M.S. 203.

- SA-Bronx 1 will be allocated 20 full-size rooms, 8 half-size rooms, 1 quarter-size room, and 1.0 FSE room of designed administrative space total in X183. This allocation includes 1 half-size space in excess of SA-Bronx 1's adjusted baseline footprint.
- Bronx Letters will be allocated 28 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space total in X183. This allocation includes 6 full-size spaces in excess of Bronx Letters' adjusted baseline footprint.
- P168X will be allocated 19 full-size rooms, 8 half-size rooms, and 1.0 FSE room of designed administrative space total in X183.

The room change between 2012-2013 and 2013-2014 is reflected in the table below, which reflects changes to room allocations resulting from the phase-out of M.S. 203, as well as the previously-approved phase-in of SA-Bronx 1 to serve kindergarten through fourth grades.

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)
M.S. 203	14.00	2.00	0.00	0.00	12.00	2.00	0.00	0.00	-2	0	0	0
SA - Bronx 1	18.00	8.00	1.00	1.00	20.00	8.00	1.00	1.00	+2	0	0	0
Bronx Letters	28.00	5.00	2.00	1.50	28.00	5.00	2.00	1.50	0	0	0	0
P168X	19.00	8.00	0.00	1.00	19.00	8.00	0.00	1.00	0	0	0	0

**2014-2015 (FIRST YEAR OF IMPLEMENTATION)**

If this proposal is approved, SA-Bronx 1 will expand to serve kindergarten through fifth-grade students in building X183 in the 2014-2015 school year. Additionally, if the proposal to phase out and eventually close M.S. 203 is approved, M.S. 203 will serve only eighth grade in the 2014-2015 school year.<sup>13</sup>

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2014-2015 if this proposal and the phase-out proposal are approved.

2014-2015	Projected Enrollment <sup>14</sup>	GE/ICT Sections	SC Sections
M.S. 203 <sup>15</sup>	90 - 100	3	1
SA - Bronx 1	490 - 550	20	0
Bronx Letters	540 - 610	21	2
P168X	188 - 224	0	25

After M.S. 203, SA-Bronx 1, Bronx Letters, and P168X have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	7	2	0	0

The excess space will be allocated among M.S. 203, SA-Bronx 1, Bronx Letters, and P168X 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 needs of each school. For the 2012-2013 school year, the DOE constructed additional classroom facilities for Bronx Letters within its space. None of this space will be allocated to any of the other schools in the building. SA – Bronx 1 and M.S. 203 will be receiving sufficient space to meet their baseline footprint allocations, plus some excess space. As discussed throughout, P168X is also receiving a sufficient amount of space to meet its needs. The DOE believes that the allocation of space is equitable because it allows Bronx Letters to retain the space constructed for it, because of the physical location of the available space in relation to the location of each school within the building, and because the other schools are receiving space appropriate for their needs.

The table below summarizes the full 2014-2015 room allocation plan for M.S. 203, SA-Bronx 1, Bronx Letters, and P168X based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

- M.S. 203 will serve only eighth-grade students and therefore will be allocated fewer spaces in X183. M.S. 203 will continue to be allocated two additional full-size rooms in lieu of the half-size rooms needed for one self-contained special education class and one resource room.
- Due to the shortage of half-size rooms in building X183, Bronx Letters has been allocated two full-size rooms in lieu of two self-contained classes.

<sup>13</sup> The proposal to phase out M.S. 203 can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>

<sup>14</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>15</sup> If the proposal to phase out M.S. 203 is approved, M.S. 203 will serve only eighth grade in 2014-2015. This EIS can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

- The baseline footprint for P168X has been adjusted to include full-size classrooms in lieu of half-size classrooms, because those rooms have been specifically designed for District 75 students. P168X has been allocated five full-size rooms to meet the need for half-size self-contained and resource rooms needed for District 75 programming. Additionally, as detailed in the proposed shared space schedule, P168X has been allocated a disproportionately large amount of time in the gymnasium and dance room (30 hours weekly) because the school has found that these spaces are suitable for the provision of occupational and physical therapy services, which are required by many P168X students.

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)
M.S. 203	Baseline Footprint Allocation	4.00	2.00	0.00	1.00	1.00	0.00	1.50	0.00	0.00	0.00	0.00	5.00	3.00	0.00	0.00
	Adjusted Baseline Allocation	6.00	0.00	0.00	1.00	1.00	0.00	1.50	0.00	1.00	0.00	0.00	7.00	2.00	0.00	0.00
SA - Bronx 1	Baseline Footprint Allocation	23.00	2.00	1.00	0.00	5.00	1.00	3.75	0.00	0.00	0.00	0.00	23.00	7.00	1.00	1.00
	Adjusted Baseline Allocation	23.00	2.00	1.00	0.00	5.00	1.00	3.75	2.00	1.00	0.00	0.00	25.00	8.00	1.00	1.00
Bronx Letters	Baseline Footprint Allocation	21.00	3.00	1.50	0.00	4.00	2.00	4.00	0.00	0.00	0.00	0.00	21.00	7.00	2.00	1.50
	Adjusted Baseline Allocation	23.00	1.00	1.50	0.00	4.00	2.00	4.00	5.00	0.00	0.00	0.00	28.00	5.00	2.00	1.50
P168X	Baseline Footprint Allocation	14.00	17.00	1.00	0.00	3.00	0.00	2.50	0.00	0.00	0.00	0.00	14.00	20.00	0.00	1.00
	Adjusted Baseline Allocation	19.00	6.00	1.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	19.00	8.00	0.00	1.00

In total:

- M.S. 203 will be allocated 7 full-size rooms and 2 half-size rooms. This allocation includes 1 half-size space in excess of M.S. 203's adjusted baseline footprint.
- SA-Bronx 1 will be allocated 25 full-size rooms, 8 half-size rooms, 1 quarter-size room, and 1.0 FSE room of designed administrative space. This allocation includes 2 full-size spaces and 1 half-size space in excess of SA-Bronx 1's adjusted baseline footprint.
- Bronx Letters will be allocated 28 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 5 full-size spaces in excess of Bronx Letters' adjusted baseline footprint.
- P168X will be allocated 19 full-size rooms, 8 half-size rooms, and 1.0 FSE room of designed administrative space.

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

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 203	12.00	2.00	0.00	0.00	7.00	2.00	0.00	0.00	-5	0	0	0
SA - Bronx 1	20.00	8.00	1.00	1.00	25.00	8.00	1.00	1.00	+5	0	0	0
Bronx Letters	28.00	5.00	2.00	1.50	28.00	5.00	2.00	1.50	0	0	0	0
P168X	19.00	8.00	0.00	1.00	19.00	8.00	0.00	1.00	0	0	0	0

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

If this proposal is approved, SA-Bronx 1 will expand to serve kindergarten through sixth-grade students in building X183 in the 2015-2016 school year.<sup>16</sup> Additionally, if the proposal to phase out and eventually close M.S. 203 is approved, M.S. 203 will no longer serve any students in the 2015-2016 school year.<sup>17</sup>

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2015-2016 if this proposal and the phase-out proposal are approved.

2015-2016	Projected Enrollment <sup>18</sup>	GE/ICT Sections	SC Sections
SA - Bronx 1	570 - 640	23	0
Bronx Letters	540 - 610	21	2
P168X	188 - 224	0	25

After SA-Bronx 1, Bronx Letters, and P168X have received their respective baseline or adjusted baseline footprint 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	11	2	1	0

The excess space will be allocated among SA-Bronx 1, Bronx Letters, and P168X 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 needs of each school. For the 2012-2013 school year, the DOE constructed additional classroom facilities for Bronx Letters within its space. None of this space will be allocated to any of the other schools in the building. SA – Bronx 1 will be receiving sufficient space to meet its baseline footprint allocation plus some excess space. As discussed throughout, P168X is also receiving a sufficient amount of space to meet its needs. The DOE believes that the allocation of space is equitable because it allows Bronx Letters to retain the space constructed for it, because of the physical location of the available space in relation to the location of each school within the building, and because the other schools are receiving space appropriate for their needs.

The table below summarizes the full 2015-2016 room allocation plan for SA-Bronx 1, Bronx Letters, and P168X based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

<sup>16</sup> Pursuant to the terms of its charter, SA - Bronx 1 is currently only authorized to serve students in kindergarten through fifth grade. SA - Bronx 1 has informed the DOE that it intends to apply to SUNY CSI to revise its charter, expanding its grade span to include students in sixth through eighth grade. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny SA - Bronx 1's request to expand, or if SA - Bronx 1 fails to make this request, SA - Bronx 1 will only serve its approved grade span of kindergarten through fifth grade and the BUP will be revised accordingly.

<sup>17</sup> The proposal to phase out M.S. 203 can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>

<sup>18</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

- Due to the shortage of half-size rooms in building X183, Bronx Letters has been allocated two full-size rooms in lieu of two self-contained classes.
- The baseline footprint for P168X has been adjusted to include full-size classrooms in lieu of half-size classrooms, because those rooms have been specifically designed for District 75 students. P168X has been allocated five full-size rooms to meet the need for half-size self-contained and resource rooms needed for District 75 programming. Additionally, as detailed in the proposed shared space schedule, P168X has been allocated a disproportionately large amount of time in the gymnasium and dance room (30 hours weekly) because the school has found that these spaces are suitable for the provision of occupational and physical therapy services, which are required by many P168X students.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designated 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 Designated Admin (FSE)
SA - Bronx 1	Baseline Footprint Allocation	26.00	2.00	1.00	1.00	4.00	0.00	4.00	0.00	0.00	0.00	0.00	27.00	6.00	0.00	1.00
	Adjusted Baseline Allocation	26.00	2.00	1.00	0.00	6.00	0.00	4.00	6.00	2.00	1.00	0.00	32.00	10.00	1.00	1.00
Bronx Letters	Baseline Footprint Allocation	21.00	3.00	1.50	0.00	4.00	2.00	4.00	0.00	0.00	0.00	0.00	21.00	7.00	2.00	1.50
	Adjusted Baseline Allocation	23.00	1.00	1.50	0.00	4.00	2.00	4.00	5.00	0.00	0.00	0.00	28.00	5.00	2.00	1.50
P168X	Baseline Footprint Allocation	14.00	17.00	1.00	0.00	3.00	0.00	2.50	0.00	0.00	0.00	0.00	14.00	20.00	0.00	1.00
	Adjusted Baseline Allocation	19.00	6.00	1.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	19.00	8.00	0.00	1.00

In total:

- SA-Bronx 1 will be allocated 32 full-size rooms, 10 half-size rooms, 1 quarter-size room, and 1.0 FSE room of designed administrative space. This allocation includes 6 full-size spaces, 2 half-size spaces, and 1 quarter-size space in excess of SA-Bronx 1's adjusted baseline footprint.
- Bronx Letters will be allocated 28 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 5 full-size spaces in excess of Bronx Letters' adjusted baseline footprint.
- P168X will be allocated 19 full-size rooms, 8 half-size rooms, and 1.0 FSE room of designed administrative space.

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 203	7.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	-7	-2	0	0
SA - Bronx 1	25.00	8.00	1.00	1.00	32.00	10.00	1.00	1.00	+7	+2	0	0
Bronx Letters	28.00	5.00	2.00	1.50	28.00	5.00	2.00	1.50	0	0	0	0
P168X	19.00	8.00	0.00	1.00	19.00	8.00	0.00	1.00	0	0	0	0

**2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, SA-Bronx 1 will expand to serve kindergarten through seventh-grade students in building X183 in the 2016-2017 school year.

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2016-2017 if this proposal and the M.S. 203 phase-out proposal are approved.

2016-2017	Projected Enrollment <sup>19</sup>	GE/ICT Sections	SC Sections
SA - Bronx 1	650-730	26	0
Bronx Letters	540 - 610	21	2
P168X	188 - 224	0	25

After SA-Bronx 1, Bronx Letters, and P168X have received their respective baseline or adjusted baseline footprint 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	8	1	1	0

<sup>19</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The excess space will be allocated among SA-Bronx 1, Bronx Letters, and P168X 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 needs of each school. For the 2012-2013 school year, the DOE constructed additional classroom facilities for Bronx Letters within its space. None of this space will be allocated to any of the other schools in the building. SA – Bronx 1 will be receiving sufficient space to meet its baseline footprint allocation plus some excess space. As discussed throughout, P168X is also receiving a sufficient amount of space to meet its needs. The DOE believes that the allocation of space is equitable because it allows Bronx Letters to retain the space constructed for it, because of the physical location of the available space in relation to the location of each school within the building, and because the other schools are receiving space appropriate for their needs.

The table below summarizes the full 2016-2017 room allocation plan for SA-Bronx 1, Bronx Letters, and P168X based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

- Due to the shortage of half-size rooms in building X183, Bronx Letters has been allocated two full-size rooms in lieu of two self-contained class spaces.
- Due to the shortage of half-size rooms in building X183, P168X has been allocated five full-size rooms in lieu of five half-size resource rooms. Additionally, as detailed in the proposed shared space schedule, P168X has been allocated a disproportionately large amount of time in the gymnasium and dance room (30 hours weekly) because the school has found that these spaces are suitable for the provision of occupational and physical therapy services, which are required by many P168X students.

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)
SA - Bronx 1	Baseline Footprint Allocation	29.00	2.00	1.00	0.00	7.00	0.00	4.50	0.00	0.00	0.00	0.00	29.00	9.00	0.00	1.00
	Adjusted Baseline Allocation	29.00	2.00	1.00	0.00	7.00	0.00	4.50	3.00	1.00	1.00	0.00	32.00	10.00	1.00	1.00
Bronx Letters	Baseline Footprint Allocation	21.00	3.00	1.50	0.00	4.00	2.00	4.00	0.00	0.00	0.00	0.00	21.00	7.00	2.0	1.50
	Adjusted Baseline Allocation	23.00	1.00	1.50	0.00	4.00	2.00	4.00	5.00	0.00	0.00	0.00	28.00	5.00	2.00	1.50
P168X	Baseline Footprint Allocation	14.00	17.00	1.00	0.00	3.00	0.00	2.50	0.00	0.00	0.00	0.00	14.00	20.00	0.00	1.00
	Adjusted Baseline Allocation	19.00	6.00	1.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	19.00	8.00	0.00	1.00

In total:

- SA-Bronx 1 will be allocated 32 full-size rooms, 10 half-size rooms, 1 quarter-size room, and 1.0 FSE room of designed administrative space. This allocation includes 3 full-size spaces, 1 half-size space, and 1 quarter-size space in excess of SA-Bronx 1's adjusted baseline footprint.
- Bronx Letters will be allocated 28 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 5 full-size spaces in excess of Bronx Letters' adjusted baseline footprint.
- P168X will be allocated 19 full-size rooms, 8 half-size rooms, and 1.0 FSE room of designed administrative space.

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
SA - Bronx 1	32.00	10.00	1.00	1.00	32.00	10.00	1.00	1.00	0	0	0	0
Bronx Letters	28.00	5.00	2.00	1.50	28.00	5.00	2.00	1.50	0	0	0	0
P168X	19.00	8.00	0.00	1.00	19.00	8.00	0.00	1.00	0	0	0	0

**2017-2018 (FOURTH AND FINAL YEAR OF IMPLEMENTATION)**

If this proposal is approved, SA-Bronx 1 will expand to serve kindergarten through eighth-grade students in building X183 in the 2017-2018 school year.

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2017-2018 if this proposal and the phase-out proposal are approved.

2017-2018	Projected Enrollment <sup>20</sup>	GE/ICT Sections	SC Sections
SA - Bronx 1	730 - 820	29	0
Bronx Letters	540 - 610	21	2
P168X	188 - 224	0	25

<sup>20</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After SA-Bronx 1, Bronx Letters, and P168X have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	5	0	1	0

The excess space will be allocated among SA-Bronx 1, Bronx Letters, and P168X 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 needs of each school. For the 2012-2013 school year, the DOE constructed additional classroom facilities for Bronx Letters within its space. None of this space will be allocated to any of the other schools in the building. SA – Bronx 1 will be receiving sufficient space to meet its baseline footprint allocation. As discussed throughout, P168X is also receiving a sufficient amount of space to meet its needs. The DOE believes that the allocation of space is equitable because it allows Bronx Letters to retain the space constructed for it, because of the physical location of the available space in relation to the location of each school within the building, and because the other schools are receiving space appropriate for their needs.

The table below summarizes the full 2017-2018 room allocation plan for SA-Bronx 1, Bronx Letters, and P168X based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

- Bronx Letters’ adjusted baseline footprint allocation:
  - Due to the shortage of half-size rooms in building X183, Bronx Letters has been allocated two full-size rooms in lieu of two self-contained class spaces.
- P168X’s adjusted baseline footprint allocation:
  - Due to the shortage of half-size rooms in building X183, P168X has been allocated five full-size rooms in lieu of five half-size resource rooms. Additionally, as detailed in the proposed shared space schedule, P168X has been allocated a disproportionately large amount of time in the gymnasium and dance room (30 hours weekly) because the school has found that these spaces are suitable for the provision of occupational and physical therapy services, which are required by many P168X students.

2017-2018		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)
SA - Bronx 1	Baseline Footprint Allocation	32.00	2.00	1.00	0.00	8.00	0.00	5.00	0.00	0.00	0.00	0.00	34.00	10.00	0.00	1.00
	Adjusted Baseline Allocation	32.00	2.00	1.00	0.00	8.00	0.00	5.00	0.00	0.00	1.00	0.00	32.00	10.00	1.00	1.00
Bronx Letters	Baseline Footprint Allocation	21.00	3.00	1.50	0.00	4.00	2.00	4.00	0.00	0.00	0.00	0.00	21.00	7.00	2.00	1.50
	Adjusted Baseline Allocation	23.00	1.00	1.50	0.00	4.00	2.00	4.00	5.00	0.00	0.00	0.00	28.00	5.00	2.00	1.50
P168X	Baseline Footprint Allocation	14.00	17.00	1.00	0.00	3.00	0.00	2.50	0.00	0.00	0.00	0.00	14.00	20.00	0.00	1.00
	Adjusted Baseline Allocation	19.00	6.00	1.00	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	19.00	8.00	0.00	1.00

In total:

- SA-Bronx 1 will be allocated 32 full-size rooms, 10 half-size rooms, 1 quarter-size room, and 1.0 FSE room of designed administrative space. This allocation includes 1 quarter-size space in excess of SA-Bronx 1's adjusted baseline footprint.
- Bronx Letters will be allocated 28 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 5 full-size spaces in excess of Bronx Letters' adjusted baseline footprint.
- P168X will be allocated 19 full-size rooms, 8 half-size rooms, and 1.0 FSE room of designed administrative space.

The room change between the 2016-2017 school year and the 2017-2018 school year is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
SA - Bronx 1	32.00	10.00	1.00	1.00	32.00	10.00	1.00	1.00	0	0	0	0
Bronx Letters	28.00	5.00	2.00	1.50	28.00	5.00	2.00	1.50	0	0	0	0
P168X	19.00	8.00	0.00	1.00	19.00	8.00	0.00	1.00	0	0	0	0

### 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 X183 during the first year of implementation of this proposal in 2014-2015, when SA-Bronx 1 will expand to serve fifth grade. 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 X183 building may be utilized, the Building Council is 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/KeyDocuments/CampusMemo.htm>).

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>21</sup> Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time as needed. 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>22</sup> The DOE has assigned times in each of the shared spaces to the co-located organizations in X183 proportional to their enrollments. In planning how M.S. 203, SA-Bronx 1, Bronx Letters and P168X 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 will be made collaboratively by all organizations through the Building Council.

In planning how SA-Bronx 1, M.S. 203, Bronx Letters and P168X may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

#### Cafeteria

- There is one main cafeteria in the X183 building, which has the capacity to serve 550 students.
- In addition to the main cafeteria, there is a small cafeteria that has previously only been used by staff of the three currently co-located schools. The DOE has proposed that this cafeteria be used by the District 75 program for one period each day.
- 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:
  - M.S. 203 has been allocated a 30-minute period daily in the main cafeteria from 12:00 p.m. to 12:30 p.m.
  - SA-Bronx 1 has been allocated one 55-minute period daily in the main cafeteria from 11:05 a.m. to 12:00 p.m.
  - Bronx Letters has been allocated one 80-minute period daily in the main cafeteria from 12:35 p.m. to 1:55 p.m.

<sup>21</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<sup>22</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

- P168X has been allocated one 1 hour and 35-minute period daily in the small cafeteria from 11:35 a.m. to 1:10 p.m.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at X183. Accordingly, and in light of the large capacity of the cafeteria, M.S. 203, Bronx Letters, and P168X can be served during an overlapping (and equitable) breakfast period in the cafeteria. Based on the early start of SA – Bronx 1's school day, SA – Bronx 1 is allocated an earlier 25-minute period in the cafeteria for breakfast. This schedule is based on the manner in which cafeteria time is currently allocated in the X183 building.
- The Building Council is free to deviate from the proposed Shared Space Plan of the cafeteria 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.

### **Outdoor Playground**

- The DOE notes that the outdoor play yard is a shared space; the DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school and on the needs of each school.
- The DOE has allocated the time in the outdoor playground to Bronx Letters under the assumption that only its middle school grades would utilize this shared space, as recess is not part of traditional high school programming.
- 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 lunch period. The schedule includes several overlapping times, acknowledging that schools would select an appropriate time out of these options and additionally can choose to deviate from this plan. The schools would not be required to overlap depending on which times within these allotments they choose to provide recess.
- In the proposed plan:
  - M.S. 203 is allocated one one-hour period in the outdoor playground from 12:30 p.m. to 1:30 p.m.
  - SA-Bronx 1 is allocated one hour and thirty minutes in the outdoor playground, from 11:30 a.m. to 1:00 p.m.
  - Bronx Letters is allocated a one-hour and thirty minute period daily in the outdoor playground from 1:30 p.m. to 3:00 p.m.
  - P168X shares a one-hour period daily with Bronx Letters in the outdoor playground space from 1:15 p.m. to 2:15 p.m.
- Because the proposed allocations give the most time to the largest schools in the building (adjusting for the fact that Bronx Letters' high school students do not require outdoor play space), the DOE believes that the proposed allocation is equitable and feasible.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

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

Time in the library, gymnasium, and auditorium will be based upon the enrollments of the schools, as well as the schools' special needs.

The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the gym on an as-needed basis 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.

## Gymnasium

- There is one gymnasium in the building, which is partitioned into two separate gym spaces (noted as Gym 1 and Gym 2 in the proposed Shared Space Schedule).
- There is also a dance room, which is a shared space and can be used for gym instruction.
- In the current Shared Space Plan, schools are allocated overlapping times in the gymnasium, which has a capacity of 392 students. As such, the proposed schedule below continues to allocate overlapping time, which is accommodated by dividing the gymnasium in half as previously mentioned.
- In the proposed schedule below, Bronx Letters is allocated the largest amount of time in the gymnasium and dance room (30 hours weekly). P168X is also allocated 30 hours weekly, even though it has the smallest enrollment in the building, because the school has special needs relating to the provision of the District 75 services: as described above, P168X requires space in the gym and dance room for physical and occupational therapy services. SA-Bronx 1 is allocated 27 hours and 30 minutes weekly, and M.S. 203 is allocated 15 hours weekly.
- Because the proposed allocations have been devised with regard to the schools' enrollments and special needs, the DOE believes that the proposed allocation is equitable and feasible.

## Library

- The DOE proposes that the library be allocated to all schools based on the relative projected enrollment for each school. In the proposed plan, Bronx Letters is allocated the largest amount of time in the library based on its projected enrollment (10 hours weekly). SA-Bronx 1 is allocated 8 hours and 45 minutes weekly, P168X is allocated 5 hours weekly, and M.S. 203 is allocated 3 hours and 45 minutes weekly.

## Auditorium

- There is one auditorium in the X183 building, which has the capacity to serve 583 students.
  - M.S. 203 has been allocated a 30-minute period daily in the auditorium from 10:00 a.m. to 10:30 a.m.
  - SA-Bronx 1 has been allocated one hour and 45 minutes daily in the auditorium, from 7:45 a.m. to 8:15 a.m. and 3:00 p.m. to 4:15 p.m.
  - Bronx Letters has been allocated one two-hour period daily in the auditorium from 1:00 p.m. to 3:00 p.m.
  - P168X has been allocated a one-hour period daily in the auditorium from 11:15 a.m. to 12:15 p.m.

## After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after-school hours. In the schedule below, all shared spaces but two are only allocated until 3:00 p.m. SA-Bronx 1 is allocated time in Gym 2 until 4:00 p.m. and time in the auditorium until 3:30 p.m. because SA-Bronx 1's school hours extend to 4:00 p.m. The Building Council should allocate the remainder of this space as needed for after-school programs.
- SA-Bronx 1 does not currently have any after-school programming. Since none of the twelve school operated by Success Academy Charter Schools, which includes SA-Bronx 1, have after-school programming, the DOE assumes that this would continue to be the case with SA-Bronx 1.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will 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 the current schools in the building changing their use of the shared space once SA-Bronx 1 expands in the building.

In 2014-2015, the DOE projects M.S. 203 will serve 90-100 students, SA-Bronx 1 will serve 490-550 students, Bronx Letters will serve 540-610 students, and P168X will serve 188-224 students in X183.

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 of the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 550)	<p><b>Breakfast:</b> <b>SA-Bronx 1</b> 7:15a.m.-7:40a.m. <b>M.S. 203</b> 7:45a.m.-8:30a.m. <b>P168X</b> 7:45a.m.-8:30a.m. <b>Bronx Letters</b> 7:45a.m.-8:30a.m.</p> <p><b>Lunch:</b> <b>SA-Bronx 1</b> 11:05a.m.-12:00p.m. <b>M.S. 203</b> 12:00p.m.-12:30 p.m. <b>Bronx Letters</b> 12:35p.m.-1:55p.m.</p>	<p><b>Breakfast:</b> <b>SA-Bronx 1</b> 7:15a.m.-7:40a.m. <b>M.S. 203</b> 7:45a.m.-8:30a.m. <b>P168X</b> 7:45a.m.-8:30a.m. <b>Bronx Letters</b> 7:45a.m.-8:30a.m.</p> <p><b>Lunch:</b> <b>SA-Bronx 1</b> 11:05a.m.-12:00p.m. <b>M.S. 203</b> 12:00p.m.-12:30 p.m. <b>Bronx Letters</b> 12:35p.m.-1:55p.m.</p>	<p><b>Breakfast:</b> <b>SA-Bronx 1</b> 7:15a.m.-7:40a.m. <b>M.S. 203</b> 7:45a.m.-8:30a.m. <b>P168X</b> 7:45a.m.-8:30a.m. <b>Bronx Letters</b> 7:45a.m.-8:30a.m.</p> <p><b>Lunch:</b> <b>SA-Bronx 1</b> 11:05a.m.-12:00p.m. <b>M.S. 203</b> 12:00p.m.-12:30 p.m. <b>Bronx Letters</b> 12:35p.m.-1:55p.m.</p>	<p><b>Breakfast:</b> <b>SA-Bronx 1</b> 7:15a.m.-7:40a.m. <b>M.S. 203</b> 7:45a.m.-8:30a.m. <b>P168X</b> 7:45a.m.-8:30a.m. <b>Bronx Letters</b> 7:45a.m.-8:30a.m.</p> <p><b>Lunch:</b> <b>SA-Bronx 1</b> 11:05a.m.-12:00p.m. <b>M.S. 203</b> 12:00p.m.-12:30 p.m. <b>Bronx Letters</b> 12:35p.m.-1:55p.m.</p>	<p><b>Breakfast:</b> <b>SA-Bronx 1</b> 7:15a.m.-7:40a.m. <b>M.S. 203</b> 7:45a.m.-8:30a.m. <b>P168X</b> 7:45a.m.-8:30a.m. <b>Bronx Letters</b> 7:45a.m.-8:30a.m.</p> <p><b>Lunch:</b> <b>SA-Bronx 1</b> 11:05a.m.-12:00p.m. <b>M.S. 203</b> 12:00p.m.-12:30 p.m. <b>Bronx Letters</b> 12:35p.m.-1:55p.m.</p>
<b>Small Cafeteria</b>	<p><b>Lunch:</b> <b>P168X</b> 11:35a.m.-1:10p.m.</p>	<p><b>Lunch:</b> <b>P168X</b> 11:35a.m.-1:10p.m.</p>	<p><b>Lunch:</b> <b>P168X</b> 11:35a.m.-1:10p.m.</p>	<p><b>Lunch:</b> <b>P168X</b> 11:35a.m.-1:10p.m.</p>	<p><b>Lunch:</b> <b>P168X</b> 11:35a.m.-1:10p.m.</p>
<b>Gym 1</b> (Capacity of approximately half the gym: 196)	<p><b>M.S. 203</b> 8:30 a.m.-10:30 a.m. <b>P168X</b> 10:30 a.m.-3:00p.m.</p>	<p><b>M.S. 203</b> 8:30 a.m.-10:30 a.m. <b>P168X</b> 10:30 a.m.-3:00p.m.</p>	<p><b>M.S. 203</b> 8:30 a.m.-10:30 a.m. <b>P168X</b> 10:30 a.m.-3:00p.m.</p>	<p><b>M.S. 203</b> 8:30am-10:30 a.m. <b>P168X</b> 10:30 a.m.-3:00p.m.</p>	<p><b>M.S. 203</b> 8:30 a.m.-10:30 a.m. <b>P168X</b> 10:30 a.m.-3:00p.m.</p>

<b>Gym 2</b> (Capacity of approximately half the gym: 196)	<b>Bronx Letters</b> 8:30 a.m.-12:30p.m. <b>SA-Bronx 1</b> 12:30p.m.-4:00p.m.	<b>Bronx Letters</b> 8:30 a.m.-1:00p.m. <b>SA-Bronx 1</b> 1:00p.m.-4:00p.m.			
<b>Dance Room</b>	<b>P168X</b> 8:30 a.m.-10:00 a.m. <b>SA-Bronx 1</b> 10:00a.m.-12:00p.m. <b>M.S. 203</b> 12:00pm-1:00p.m. <b>Bronx Letters</b> 1:00p.m.-3:00p.m.				
<b>Outdoor Playground</b>	<b>P168X</b> 1:15p.m.-2:15p.m. <b>M.S. 203</b> 12:30p.m.-1:30p.m. <b>SA-Bronx 1</b> 11:30 a.m.-1:00p.m. <b>Bronx Letters</b> 1:30p.m.-3:00p.m.				
<b>Library</b>	<b>P168X</b> 8:30a.m.-9:30a.m. <b>SA-Bronx 1</b> 9:30a.m.-11:15a.m. <b>Bronx Letters</b> 12:00p.m.-2:00p.m. <b>M.S. 203</b> 11:15a.m.-12:00p.m.				
<b>Auditorium</b> (Capacity: 583)	<b>M.S. 203</b> 10:00a.m.-10:30a.m. <b>SA-Bronx 1</b> 7:45a.m.-8:15a.m. 3:00p.m.-4:15p.m. <b>Bronx Letters</b> 1:00p.m.-3:00p.m. <b>P168X</b> 11:15a.m.-12:15p.m.				

### **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. 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. The School Safety Plan is 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 School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of M.S. 203, SA-Bronx 1, Bronx Letters, and P168X will be part of the X183 School Safety Committee. As a member of the School Safety Committee, the leader/designee of M.S. 203, SA-Bronx 1, Bronx Letters, and P168X respectively will participate in the development of the School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the expansion of SA-Bronx 1 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X183 school building will be modified as appropriate to meet any changing security needs associated with the expansion. All schools will enter information in the School 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 school in X183, and that 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 X183 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>23</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 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 for 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 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 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 BUP and its campus implementation.

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<sup>23</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."