

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 X156 ("X156") by Bronx Global Learning Institute for Girls (84X389, "BGLIG"), from kindergarten through fifth grades to kindergarten through eighth grades.¹ BGLIG is an existing charter elementary school in the X156 building located at 750 Concourse Village West, Bronx, NY 10451 in Community School District 7 ("District 7"). BGLIG is co-located with Performance School (07X385, "Performance School"), a district elementary school serving kindergarten through fifth grades and additionally offering a pre-kindergarten program. 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.

In a separate EIS, posted on January 22, 2013, the DOE is proposing the phase-out and eventual closure of Performance School. In an additional EIS, also posted on January 22, 2013, the DOE is proposing to co-locate a new district elementary school (07X359), which will serve kindergarten through fifth grades and offer a pre-kindergarten program, and open a new site of an existing District 75 program (75X017, "P017X@X156") in the X156 building. The new District 75 site in X156 for the existing D75 program will be referred to as P017X@156 throughout the course of this Building Utilization Plan ("BUP"). This BUP presumes that the proposal to phase out Performance School, the proposal to co-locate 07X359 and P017X@X156 in the X156 building, and the proposal to expand the co-location of BGLIG are all approved.²

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 BGLIG, Performance School, 07X359, and P017X@X156. It also includes a proposal for the collaborative usage of shared resources and spaces among the co-located 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.

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

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")³ 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.

¹ BGLIG is chartered by the DOE, which has already approved BGLIG's request to expand its charter from serving kindergarten through fifth grades to kindergarten through eighth grades. The New York State Board of Regents is expected to give final approval of this charter expansion in Spring 2013. Should the Board of Regents not finalize the charter expansion, the DOE will consider alternate options for the space in X156 and, if necessary, propose an alternative option in a new or revised EIS and Building Utilization Plan ("BUP").

² Should either the proposal for the phase-out and eventual closure of Performance School, or the proposal for the co-location of 07X359 and opening of a new site of an existing District 75 program not be approved by the Panel for Educational Policy ("PEP") at the March 11, 2013 meeting, the DOE will revise this BUP accordingly.

³ 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.

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 1 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 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 1 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 September 21, 2012 by the Director of Bronx Space Planning, building X156 has a total of 56 full-size rooms⁴ (including one full-size science demonstration room), 12 half-size rooms,⁵ three quarter-size rooms,⁶ and the equivalent of 4.5 full-size rooms of designed administrative space. X156 also contains a gymnasium, an auditorium, a cafeteria, and a library.. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The nurse’s office occupies 0.5 full-size equivalent (“FSE”) rooms of designed administrative space.
- The custodian’s office occupies 1 half-size room.
- The School Based Support Team (“SBST”) occupies 0.5 FSE rooms of designed administrative space.

⁴ Full-size classrooms have an area of 500 square feet or more.

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

⁶ Quarter-size classrooms have an area of less than 240 square feet.

- A school safety office occupies 1 half-size room.

Excluding the spaces outlined above, the X156 building currently has a total of 56 full-size rooms, 10 half-size rooms, 3 quarter-size rooms, and the equivalent of 3.5 full-size equivalent rooms of designed administrative space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	56	12	3	4.5
Building Spaces	0	2	0	1
Total to be Allocated	56	10	3	3.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at Performance School and BGLIG in the current 2012-2013 school year.

School Name	Grade Span	Enrollment ⁷	GE/ICT Sections	SC Sections
Performance School	K-5	580	25	5
BGLIG	K-5	287	12	0

The table below summarizes the current baseline and adjusted Footprint allocations of Performance School and BGLIG. 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 Performance School and BGLIG because building X156 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, Performance School has been allocated 3 additional full-sized rooms in lieu of the 3 half-sized rooms necessary for its 2 self-contained special education classes and 1 resource room.
- Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to the limited number of half-sized rooms, BGLIG has been allocated 2 additional full-sized rooms in lieu of the 2 half-sized rooms necessary for its resource rooms.

⁷ Performance School's enrollment figures are based on the 2012-2013 Unaudited Register (as of October 26, 2012); BGLIG's enrollment figures are based on charter headcount as of October 1, 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)
Performance School	Baseline Footprint Allocation	28	9	2.50	0	3	0	4.00	28	12	0	2.50
	Adjusted Baseline Allocation	31	6	2.50	0	3	0	4.00	31	9	0	2.50
	Current Space Allocation	38	6	2.50	0	3	3	4.75	38	9	3	2.50
BGLIG	Baseline Footprint Allocation	15	2	1.00	1	1	0	2.50	16	3	0	1.00
	Adjusted Baseline Allocation	17	0	1.00	1	1	0	2.50	18	1	0	1.00
	Current Space Allocation	17	0	1.00	1	1	0	2.50	18	1	0	1.00

In total:

- Performance School is currently allocated 38 full-size rooms, 9 half-size rooms, 3 quarter-size rooms, and 2.5 FSE rooms of designed administrative space. This allocation includes 7 full-size spaces and 3 quarter-size spaces in excess of Performance School's adjusted footprint.
- BGLIG is currently allocated 18 full-size rooms, 1 half-size room, and 1.0 FSE room of designed administrative space.

The current excess space in the X156 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	0	3	0
--	---	---	---	---

2013-2014 (FIRST YEAR OF IMPLEMENTATION)

If this proposal is approved, BGLIG will expand to serve kindergarten through sixth grades in building X156 in the 2013-2014 school year. Additionally, if the proposal to phase out and eventually close Performance School is approved, Performance School will serve only third, fourth and fifth grades in the 2013-2014 school year.⁸ If the proposal to co-locate new elementary school 07X359 and a new site of P017X@X156 is approved, 07X359 will serve students in kindergarten through second grades, as well as pre-kindergarten students, in the 2013-2104 year, P017X@X156 will serve four self-contained class sections.⁹

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2013-2014, reflecting the proposal to phase out Performance School, the proposal to co-locate 07X359 and a new site of P017X@X156, and the proposal to expand the co-location of BGLIG in the X156 building.

2013-2014	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
Performance School ¹¹	275 - 305	11	2
BGLIG	315-385	14	0
07X359	246 - 276	11	1
P017X@X156	20 - 24	0	4

After Performance School, BGLIG, 07X359, and P017X@X156 have received their respective baseline or adjusted baseline footprint allocations of rooms, there will be 1 excess quarter-size space in the X156 building, as indicated in the chart below:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	1	0

The 2013-2014 room allocations represented here account for the impact the proposal to phase out Performance School, the proposal to co-locate 07X359 and open a New District 75 program, and the proposal to expand the co-location of BGLIG will have on space availability in X156 if approved.

- Under this proposal, Performance School's baseline footprint allocation will be adjusted in the 2013-2014 school year:

⁸ If the proposal to phase out Performance School is approved, Performance School will serve only third, fourth and fifth grades in 2014-2015. This EIS can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

⁹ The proposals to phase out Performance School and to co-locate 07X359 and a new section of P017X@X156 in the X156 building can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>

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

¹¹ If the proposal to phase out Performance School is approved, Performance School will serve only third, fourth and fifth grades in 2013-2014. This EIS can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

- Due to a lack of half-size rooms in the building, Performance School will receive 2 additional full-size rooms in lieu of the half-size rooms needed for its 2 resource rooms.
- Due to the lack of half-size spaces in this building, 07X359 will receive 1 full-size room in lieu of 1 half-size room needed for administrative space.
- P017X@X156 will also receive an adjusted footprint in the 2013-2014 school year:
 - Due to the lack of half-size rooms in the building, P017X@X156 will be allocated 4 additional full size rooms in lieu of 4 half-size rooms: 2 half-size rooms needed for 2 self-contained sections, 1 half-size room needed for physical therapy, and 1 half-size room needed for specialty cluster programming. .

The table below summarizes the full 2013-2014 room allocation plan for Performance School, BGLIG, 07X359, and P017X@X156 based on their baseline footprint and adjusted baseline footprint allocations..

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)
Performance School	Baseline Footprint Allocation	14	4	1.0	1	1	0	2.5	0	0	0	0.0	15	5	0	1.0
	Adjusted Baseline Allocation	16	2	1.0	1	1	0	2.5	0	0	0	0.0	17	3	0	1.0
BGLIG	Baseline Footprint Allocation	17	2	1.0	2	0	0	3.0	0	0	0	0.0	19	2	0	1.0
	Adjusted Baseline Allocation	17	2	1.0	2	0	0	3.0	0	0	0	0.0	19	2	0	1.0
07X359	Baseline Footprint Allocation	14	2	1.5	0	1	2	2.5	0	0	0	0.0	14	3	2	1.5
	Adjusted Baseline Allocation	14	2	1.5	1	0	2	3.0	0	0	1	0.0	15	2	3	1.5
P017X@X156	Baseline Footprint Allocation	0	6	0.0	1	1	0	1.5	0	0	0	0.0	1	7	0	0.0
	Adjusted Baseline Allocation	4	2	0.0	1	1	0	1.5	0	0	0	0.0	5	3	0	0.0

In total:

- Performance School will be allocated 17 full-size rooms, 3 half-size rooms, and 1.0 FSE rooms of designed administrative space in total.
- BGLIG will be allocated 19 full-size rooms, 2 half-size rooms, and 1.0 FSE room of designed administrative space total.
- 07X359 will be allocated 15 full-size rooms, 2 half-size rooms, 3 quarter-size rooms, and 1.5 FSE rooms of designed administrative space total. This includes 1 quarter-size room in excess of BGLIG's adjusted footprint.
- P017X@X156 will be allocated 5 full-size rooms and 3 half-size rooms total in X156.

The room change between 2012-2013 and 2013-2014 is reflected in the table below, which reflects changes to room allocations resulting from the proposed phase-out of Performance School, co-location of 07X359, opening of the new District 75 program and the expansion of the co-location of BGLIG.

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)
Performance School	38	9	3	2.5	17	3	0	1.0	-21	-6	-3	-1.5
BGLIG	18	1	0	1.0	19	2	0	1.0	+1	+1	0	0.0
07X359	0	0	0	0.0	15	2	3	1.5	+15	+2	+3	+1.5
P017X@X156	0	0	0	0.0	5	3	0	0.0	+5	+3	0	0.0

2014-2015 (SECOND YEAR OF IMPLEMENTATION)

If this proposal is approved, BGLIG will expand to serve kindergarten through seventh grades in building X156 in the 2014-2015 school year. Additionally, if the proposal to phase out and eventually close Performance School is approved, Performance School will serve only fourth and fifth grades in the 2014-2015 school year.¹² If the proposal to co-locate new elementary school 07X359 and a new site of P017X@X156 is approved, 07X359 will serve students in kindergarten through third grades, as well as pre-kindergarten students, in the 2014-2105 year, and P017X@X156 will serve four self-contained class sections.¹³

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, the phase-out proposal and the co-location proposal are approved:

2014-2015	Projected Enrollment ¹⁴	GE/ICT Sections	SC Sections
Performance School	195 - 215	8	1
BGLIG	360-440	16	0
07X359	316 - 356	14	2
P017X@X156	20 - 24	0	4

After Performance School, BGLIG, 07X359, and P017X@X156 have received their respective baseline or adjusted baseline footprint allocations of rooms, there will 1 quarter-size excess room in the X156 building, as indicated in the chart below:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	1	0

The table below summarizes the full 2014-2015 room allocation plan for Performance School, BGLIG, 07X359, and P017X@X156 based on their baseline footprint and adjusted baseline footprint allocations.

- Under this proposal, Performance School's baseline footprint allocation will be adjusted in the 2014-2015 school year:
 - Due to a lack of half-size rooms in the building, Performance School will receive 1 additional full-size room in lieu of 1 half-size room needed for 1 resource room.
- P017X@X156 will also receive an adjusted footprint in the 2014-2015 school year:

¹² If the proposal to phase out Performance School is approved, Performance School will serve only fourth and fifth grades in 2014-2015. This EIS can be found here:

<http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

¹³ The proposals to phase out Performance School and to co-locate 07X359 and a new section of P017X@X156 in the X156 building can be found here:

<http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>

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

- Due to the lack of half-size rooms in the building, P017X@X156 will be allocated 4 additional full size rooms in lieu of 4 half-size rooms, 2 half-size rooms for 2 self-contained sections, 1 half-size room needed for physical therapy, and 1 half-size room needed for specialty cluster programming.

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)
Performance School	Baseline Footprint Allocation	10	3	1.0	1	0	0	2.0	0	0	0	0.0	11	3	0	1.0
	Adjusted Baseline Allocation	11	2	1.0	1	0	0	2.0	0	0	0	0.0	12	2	0	1.0
BGLIG	Baseline Footprint Allocation	19	2	1.0	2	0	0	3.0	0	0	0	0.0	21	2	0	1.0
	Adjusted Baseline Allocation	19	2	1.0	2	0	0	3.0	0	0	0	0.0	21	2	0	1.0
07X359	Baseline Footprint Allocation	17	3	1.5	1	0	2	3.0	0	0	0	0.0	18	3	2	1.5
	Adjusted Baseline Allocation	17	3	1.5	1	0	2	3.0	0	0	1	0.0	18	3	3	1.5
P017X@X156	Baseline Footprint Allocation	0	6	0.0	1	1	0	1.5	0	0	0	0.0	1	7	0	0.0
	Adjusted Baseline Allocation	4	2	0.0	1	1	0	1.5	0	0	0	0.0	5	3	0	0.0

In total:

- Performance School will be allocated 12 full-size rooms, 2 half-size rooms and 1.0 FSE room of designed administrative space total.
- BGLIG will be allocated 21 full-size rooms, 2 half-size rooms, and 1.0 FSE room of designed administrative space total.

- 07X359 will be allocated 18 full-size rooms, 3 half-size rooms, 3 quarter-size rooms, and 1.5 FSE rooms of designed administrative space total in X156. This allocation includes 1 quarter-size room in excess of its adjusted footprint allocation.
- P017X@X156 will be allocated 5 full-size rooms and 3 half-size rooms in total in X156.

The room change between the 2013-2014 school year and the 2014-2015 school year is reflected in the table 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)
Performance School	17	3	0	1.0	12	2	0	1.0	-5	-1	0	0.0
BGLIG	19	2	0	1.0	21	2	0	1.0	+2	0	0	0.0
07X359	15	2	3	1.5	18	3	3	1.5	+3	+1	0	0.0
P017X@X156	5	3	0	0.0	5	3	0	0.0	0	0	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, BGLIG will expand to serve students in kindergarten through seventh grades in building X156 in the 2015-2016 school year. Additionally, if the proposal to phase out and eventually close Performance School is approved, Performance School will serve only fifth grade in the 2015-2016 school year.¹⁵ If the proposal to co-locate new elementary school 07X359 and a new site of P017X@X156 is approved, 07X359 will serve students in kindergarten through fourth grades, as well as students in pre-kindergarten, in the 2015-2106 year, and P017X@X156 will serve four self-contained class sections.¹⁶

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, the phase-out proposal and the co-location proposal are approved.

2015-2016	Projected Enrollment ¹⁷	GE/ICT Sections	SC Sections
Performance School	80 - 90	3	1
BGLIG	405-495	18	0
07X359	386 - 436	17	2

¹⁵ If the proposal to phase out Performance School is approved, Performance School will serve only fifth grade in 2015-2016. This EIS can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

¹⁶ The proposals to phase out Performance School and co-locate 07X359 and a new site of P017X@X156 in the X156 building can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>

¹⁷ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

P017X@X156	20 - 24	0	4
------------	---------	---	---

After Performance School, BGLIG, 07X359, and P017X@X156 have received their respective baseline or adjusted baseline footprint allocations of rooms, there will be no excess space in the X156 building, as indicated in the chart below:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	1	0

The table below summarizes the full 2015-2016 room allocation plan for Performance School, BGLIG, 07X359, and P017X@X156 based on their baseline footprint and adjusted baseline footprint allocations.

- Under this proposal, 07X359's baseline footprint allocation will be adjusted in the 2015-2016 school year:
 - Due to a lack of half-size rooms in the building, 07X359 will receive 2 additional full-size rooms in lieu of 2 half-size rooms needed for 2 resource rooms.
- Due to a lack of half-size rooms in the building, BGLIG will receive 1 additional full-size room in lieu of 1 half-size room needed for a 0.5 FSE of administrative space.
- P017X@X156 will also receive an adjusted footprint in the 2015-2016 school year:
 - Due to the lack of half-size rooms in the building, P017X@X156 will be allocated 4 additional full size rooms in lieu of 4 half-size rooms: 2 half-size rooms for 2 self-contained sections, 1 half-size room needed for physical therapy, and 1 half-size room need for specialty cluster programming.

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)
Performance School	Baseline Footprint Allocation	4	2	1.0	0	1	0	1.5	0	0	0	0.0	4	3	0	1.0
	Adjusted Baseline Allocation	4	2	1.0	0	1	0	1.5	0	0	0	0.0	4	3	0	1.0
BGLIG	Baseline Footprint Allocation	21	2	1.0	2	1	0	3.5	0	0	0	0.0	23	3	0	1.0
	Adjusted Baseline Allocation	21	2	1.0	3	0	0	4.0	0	0	0	0.0	24	2	0	1.0
07X359	Baseline Footprint Allocation	20	4	1.5	1	0	2	3.0	0	0	0	0.0	21	4	2	1.5
	Adjusted Baseline Allocation	22	2	1.5	1	0	2	3.0	0	0	1	0.0	23	2	3	1.5
P017X@X156	Baseline Footprint Allocation	0	6	0.0	1	1	0	1.5	0	0	0	0.0	1	7	0	0.0
	Adjusted Baseline Allocation	4	2	0.0	1	1	0	1.5	0	0	0	0.0	5	3	0	0.0

In total:

- Performance School will be allocated 4 full-size rooms, 3 half-size rooms and 1.0 FSE room of designed administrative space total.
- BGLIG will be allocated 24 full-size rooms, 2 half-size rooms, and 1.0 FSE room of designed administrative space total.
- 07X359 will be allocated 23 full-size rooms, 2 half-size rooms, 3 quarter-size rooms, and 1.5 FSE rooms of designed administrative space total. This includes 1 quarter-size room in excess of 07X359's adjusted footprint.

- P017X@X156 will be allocated 5 full-size rooms and 3 half-size rooms total in X156.

The room change between 2014-2015 and 2015-2016 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)
Performance School	12	2	0	1.0	4	3	0	1.00	-8	+1	0	0.0
BGLIG	21	2	0	1.0	24	2	0	1.00	+3	0	0	0.0
07X359	18	3	3	1.5	23	2	3	1.50	+5	-1	0	0.0
P017X@X156	5	3	0	0.0	5	3	0	0.00	0	0	0	0.0

2016-2017 (FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, BGLIG will expand to serve kindergarten through eighth grades in building X156 in the 2016-2017 school year. Additionally, if the proposal to phase out and eventually close Performance School is approved, Performance School will no longer serve any students and will close prior to the 2016-2017 school year. If the proposal to co-locate new elementary school 07X359 and a new site of P017X@X156 is approved, 07X359 will serve students in grades kindergarten through five and pre-kindergarten students in the 2016-2107 year, and the District 75 program will be at full scale serving five self-contained class sections.¹⁸

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, the phase-out proposal and the co-location proposal are approved.

2016-2017	Projected Enrollment ¹⁹	GE/ICT Sections	SC Sections
BGLIG	405-495	18	0
07X359	456 - 516	20	3
P017X@X156	25-30	0	5

¹⁸ The proposals to phase out Performance School and co-locate 07X359 and a new site of P017X@X156 in the X156 building can be found here:

<http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>

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

After Performance, BGLIG, and P017X@X156 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	1	1	3	0.0

The excess space will be allocated among BGLIG, 07X359, and P017X@X156 based upon the following factors: the physical location of the available space in relation to the location of each school within the building, the relative enrollment of each school organization, and the needs of each school.

The table below summarizes the full 2016-2017 room allocation plan for BGLIG, 07X359, and P017X@X156 based on their baseline footprint and adjusted baseline footprint allocations.

- Under this proposal, 07X359's baseline footprint allocation will be adjusted in the 2015-2016 school year:
 - Due to a lack of half-size rooms in the building, 07X359 will receive 2 additional full-size rooms in lieu of 2 half-size rooms needed for 2 resource rooms.
- P017X@X156 will also receive an adjusted footprint in the 2015-2016 school year:
 - Due to the lack of half-size rooms in the building, P017X@X156 will be allocated 4 additional full size rooms in lieu of 4 half-size rooms, 2 half-size rooms for 2 self-contained sections, 1 half-size room needed for physical therapy, and 1 half-size room for specialty cluster programming.

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)
BGLIG	Baseline Footprint Allocation	21	2	1.0	2	1	0	3.5	0	0	0	0.0	23	3	0	1.0
	Adjusted Baseline Allocation	21	2	1.0	2	1	0	3.5	1	0	0	0.0	24	3	0	1.0
07X359	Baseline Footprint Allocation	23	5	2.5	1	0	0	3.5	0	0	0	0.0	24	5	0	2.5
	Adjusted Baseline Allocation	25	3	2.5	1	0	0	3.5	0	0	3	0.0	26	3	3	2.5
P017X@X156	Baseline Footprint Allocation	0	7	0.0	2	0	0	2.0	0	0	0	0.0	2	7	0	0.0
	Adjusted Baseline Allocation	4	3	0.0	2	0	0	2.0	0	1	0	0.0	6	4	0	0.0

- BGLIG will be allocated 24 full-size rooms, 3 half-size rooms, and 1.0 FSE room of designed administrative space. This allocation includes one full-size room in excess of BGLIG's adjusted footprint.
- 07X359 will be allocated 26 full-size rooms, 3 half-size rooms, 3 quarter-size room, and 2.5 FSE rooms of designed administrative space in total in X156. This allocation includes 3 quarter-size rooms in excess of 07X359's adjusted footprint.
- P017X@X156 will be allocated 6 full-size rooms and 4 half-size rooms total in X156. This allocation includes 1 half-size in excess of P017X@X156's adjusted footprint.

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

ROOM CHANGE (+/-)	CURRENT 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Performance School	4	3	0	1.0	0	0	0	0.0	-4	-3	0	-1.0
BGLIG	24	2	0	1.0	24	3	0	1.0	0	+1	0	0.0
07X359	23	2	3	1.5	26	3	3	2.5	+3	+1	0	+1.0
P017X@X156	5	3	0	0.0	6	4	0	0.0	+1	+1	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 X156 during the first year of implementation of this proposal in 2013-2014, when BGLIG will expand to serve sixth 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 X156 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.²⁰ 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.²¹ The DOE has assigned times in each of the shared spaces to the co-located organizations in X156 proportional to their enrollments. In planning how Performance School, BGLIG, 07X359, and P017X@X156 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.

²⁰ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

²¹ 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.

In planning how Performance School, BGLIG, 07X359, and P017X@X156 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 cafeteria in the X156 building, which has the capacity to serve 256 students.
- The total time allocated to each organization in the cafeteria is 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:
 - BGLIG has been allocated a one hour and 25-minute period daily in the cafeteria from 1:05 p.m. to 2:30 p.m.
 - Performance School has been allocated one hour daily in the cafeteria from 11:15 a.m. to 12:15 p.m.
 - 07X359 has been allocated one 50-minute period daily in the cafeteria from 12:15 p.m. to 1:05 p.m.
 - P017X@X156 has been allocated one 25-minute period daily in the cafeteria from 10:50 a.m. to 11:15 a.m.

With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at X156. Accordingly, Performance School, 07X359, and P017X@X156 can be served during an overlapping (and equitable) breakfast period in the cafeteria. Based on the early start of BGLIG's school day, BGLIG is allocated an earlier 30-minute period in the cafeteria for breakfast. P017X@X156's breakfast period ends slightly earlier than the breakfast period of Performance School and 07X359 due to the program's anticipated start time of 8:10 a.m., consistent with that of several District 75 programs in the Bronx.

- 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.

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 has the capacity to serve 313 students.
 - The allocation of time in the gymnasium presumes that up to 60 students will be served at a time in 30-minute increments.
 - In the proposed schedule below, BGLIG is allocated the largest amount of time in the gymnasium (14 hours weekly), 07X359 is allocated 12 hours and 30 minutes weekly, Performance School is allocated 11 hours weekly, and P017X@X156 is allocated 2 hours and 30 minutes weekly.
 - 07X359 has a projected enrollment that is smaller than Performance School's enrollment in 2013-2014. However, based on the availability of the gymnasium and the scheduling of other space in the building (e.g., lunch times in the cafeteria), the DOE has proposed the above time allocations as logistically necessary in order to ensure that students in all organizations have met state requirements for gym time (in light of the fact that the gymnasium is planned for 60 students at a time). All other shared spaces in the building will be allocated time in a way that is more closely proportional to each school organization's enrollment.

- Because the proposed allocations have been devised with regard to the schools' enrollments and 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, BGLIG is allocated the largest amount of time in the library based on its projected enrollment (10 hours weekly). Performance School is allocated 7 hours and 30 minutes weekly, 07X359 is allocated 5 hours weekly, and P017X@X156 is allocated 2 hours and 30 minutes weekly.

Auditorium

- There is one auditorium in the X156 building, which has the capacity to serve 228 students.
 - BGLIG has been allocated one two-hour period daily in the auditorium from 10:30 a.m. to 12:30 p.m.
 - Performance School has been allocated one hour and 30 minutes daily in the auditorium, from 8:30 a.m. to 10:00 a.m.
 - 07X359 has been allocated one hour and 30-minute periods daily in the auditorium from 10:00 a.m. to 10:30 a.m. and from 2:00 p.m. to 3:00 p.m.
 - P017X@X156 has been allocated a one 30 minute period daily in the auditorium from 12:30 p.m. to 1:00 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 (gymnasium and library) are only allocated until 3:00 p.m. BGLIG is allocated time in the gymnasium until 3:30 p.m. because BGLIG's school hours extend to 3:30 p.m. The Building Council should allocate the remainder of this space as needed for after-school programs.
- BGLIG does not currently have any after-school programming.

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 BGLIG expands in the building.

In 2013-2014, the DOE projects BGLIG will serve 315-385 students, Performance School will serve 275-305 students, 07X359 will serve 246-276 students, and P017X@X156 will serve 20-24 students in X156.

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
Cafeteria (Capacity: 256)	<p>Breakfast: BGLIG 7:15a.m.-7:45a.m. Performance School 7:45a.m.-8:15a.m. 07X359 7:45a.m.-8:15a.m. P017X@X156 7:45a.m.-8:10a.m.</p> <p>Lunch: Performance School 11:15a.m.-12:15p.m. BGLIG 1:05p.m.-2:30p.m. 07X359 12:15p.m.-1:05p.m. P017X@X156 10:50a.m.-11:15a.m.</p>				
Gymnasium (Capacity: 313)	<p>Performance School 12:30p.m.-2:30p.m. BGLIG 8:00a.m.-10:30a.m. 3:30p.m.-4:00p.m. 07X359 10:30a.m.-11:30a.m. 12:00p.m.-12:30p.m. 2:30p.m.-3:30p.m. P017X@X156 11:30a.m.-12:00p.m.</p>	<p>Performance School 10:00a.m.-10:30a.m. 12:30p.m.-2:30p.m. BGLIG 8:00a.m.-10:00a.m. 3:30p.m.-4:00p.m. 07X359 10:30a.m.-11:30a.m. 12:00p.m.-12:30p.m. 2:30p.m.-3:30p.m. P017X@X156 11:30a.m.-12:00p.m.</p>	<p>Performance School 12:30p.m.-2:30p.m. BGLIG 8:00a.m.-10:30a.m. 3:30p.m.-4:00p.m. 07X359 10:30a.m.-11:30a.m. 12:00p.m.-12:30p.m. 2:30p.m.-3:30p.m. P017X@X156 11:30a.m.-12:00p.m.</p>	<p>Performance School 10:00a.m.-10:30a.m. 12:30p.m.-2:30p.m. BGLIG 8:00a.m.-10:00a.m. 3:30p.m.-4:00p.m. 07X359 10:30a.m.-11:30a.m. 12:00p.m.-12:30p.m. 2:30p.m.-3:30p.m. P017X@X156 11:30a.m.-12:00p.m.</p>	<p>Performance School 12:30p.m.-2:30p.m. BGLIG 8:00a.m.-10:30a.m. 3:30p.m.-4:00p.m. 07X359 10:30a.m.-11:30a.m. 12:00p.m.-12:30p.m. 2:30p.m.-3:30p.m. P017X@X156 11:30a.m.-12:00p.m.</p>
Library	<p>Performance School 2:00p.m.-3:30p.m. BGLIG 11:00a.m.-1:00p.m. 07X359 08:30a.m.-9:30a.m. P017X@X156 10:00a.m.-10:30a.m.</p>				

<p>Auditorium (Capacity: 228)</p>	<p>Performance School 8:30a.m.-10:00a.m. BGLIG 10:30a.m.-12:30p.m. 07X359 10:00a.m.-10:30a.m. 2:00p.m.-3:00p.m. P017X@X156 12:30p.m.-1:00p.m.</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 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 Performance School, BGLIG, 07X359, and P017X@X156 will be part of the X156 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Performance School, BGLIG, 07X359, and P017X@X156 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 BGLIG will be addressed on an ongoing basis. Moreover, the Safety Plan for the X156 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 X156, 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 X156 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 2011,²² 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.

²² Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."