

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 co-locate Citizens of the World Charter School New York 2 (84KTBD, "Citizens"), a new public charter school that will serve students in kindergarten through fifth grade, in building K221 ("K221") and building K892 ("K892"), located at 791 Empire Boulevard, Brooklyn, NY 11213, in Community School District 17 beginning in 2013-2014.¹ K221 and K892 currently house P.S. 221 Toussaint L'Ouverture (17K221, "P.S. 221"), an existing district elementary school that serves kindergarten through fifth grade students and offers two sections of full day pre-kindergarten. K221 serves as the school's main building and K892 is a mini-school building attached to the main building and serves as an annex. If this proposal is approved, Citizens will be co-located in K221 and K892 with P.S. 221. The DOE does not anticipate that this proposal will affect P.S. 221's pre-kindergarten program, which will continue to be offered subject to funding and demand.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 221 and Citizens. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year between P.S. 221 and Citizens, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.² Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

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

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained ("SC"), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching section ("ICT") and a full-size or half-size classroom to accommodate each SC special education section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

¹ 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.

² 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/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

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

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

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on June 25, 2012 by a representative of the Office of Space Planning, K221 has a total of 40 full-size ("FS") classrooms/spaces,³ 7 half-size ("HS") classrooms/spaces,⁴ 2 quarter-size ("QS") spaces, and 3.0 full-size equivalent rooms ("FSE") of designed administrative office space. According to a building walkthrough of K892 conducted on June 25, 2012 by a representative of the Office of Space Planning, K892 has a total of 9 full-size classrooms/spaces and 2 half-size classrooms/spaces. In total, the main building and the annex have a combined 49 full-size rooms, 9 half-size rooms, 2 quarter-size spaces, and 3.0 FSE of designed administrative space. K221 also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse's office occupies 1.0 FSE of designed administrative space.
- The teacher's lounge occupies 1 half-size space.
- The custodian's office occupies 1 quarter-size space.
- The School Based Support Team occupies 0.5 FSE of designed administrative space.

Excluding the spaces outlined above, K221 and K892 have a total of 49 full-size classrooms, 8 half-size classrooms/spaces, 1 quarter-size space, and the equivalent of 1.5 full-size designed administrative office spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand Total ⁵	49	9	2	3.0
Shared Spaces or Building Services	0	1	1	1.5
Remaining Total to be Allocated	49	8	1	1.5

2012-2013 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 221 in 2012-2013:

2012-2013	Total Enrolled ⁶	GE/ICT Sections	SC Sections
P.S. 221	517	20	3

The table below summarizes P.S. 221's baseline Footprint allocation, which are based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

³ Full-size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁵ Building total here includes both K221 and K892.

⁶ 2012-2013 Unaudited Register (as of October 26, 2012)

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 221	Baseline Footprint Allocation	23	5	1.5	2	1	0	4.0	25	6	0	1.5
	Current Space Allocation	46	5	1.5	3	3	1	6.25	49	8	1	1.5

As demonstrated in the table above, P.S. 221 is currently using classrooms in excess of its adjusted baseline footprint allocation. The table below summarizes the available space within K221 and K892 after P.S. 221 has received its adjusted baseline allocation, some of which will be allocated to Citizens for 2013-2014.

2012-2013	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	24	2	1

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2013-2014 Citizens will serve kindergarten and first-grade students in K221 and K892.

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

2013-2014	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
P.S. 221	496-556	20	3
Citizens	114-144	6	0

After P.S. 221 and Citizens have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K221 and K892	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms
Space In Excess of Baseline Allocation	0.0	14	0	1

The excess space will be allocated between P.S. 221 and Citizens based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 221 and Citizens based on their baseline Footprint allocations, plus the excess space allocation:

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

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)
P.S. 221	Baseline Footprint Allocation	23	5	1.5	2	1	0	4.0	11	0	1	0.0	36	6	1	1.5
Citizens	Baseline Footprint Allocation	8	2	0.0	2	0	0	2.0	3	0	0	0.0	13	2	0	0.0

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 221	49	8	1	1.5	36	6	1	1.5	-13	-2	0	0.0
Citizens	N/A	N/A	N/A	N/A	13	2	0	0.0	+13	+2	0	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2014-2015 Citizens will serve kindergarten through second-grade students in K221 and K892. The table below summarizes the total projected enrollment and number of sections served at each school in 2014-2015:

2014-2015	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 221	486 – 546	20	3
Citizens	171- 216	9	0

After P.S. 221 and Citizens have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K221 and K892	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms
Space In Excess of Baseline Allocation	0.0	10	0	1

The excess space will be allocated between P.S. 221 and Citizens based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 221 and Citizens based on their adjusted baseline footprint allocations, plus the excess space allocation:

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

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)
P.S. 221	Baseline Footprint Allocation	23	5	1.5	2	1	0	4.0	7	0	1	0.0	32	6	1	1.5
Citizens	Baseline Footprint Allocation	12	2	0.0	2	0	0	2.0	3	0	0	0.0	17	2	0	0.0

The change in rooms for each school organization is reflected 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)
P.S. 221	36	6	1	1.5	32	6	1	1.5	-4	0	0	0.0
Citizens	13	2	0	0.0	17	2	0	0.0	+4	0	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2015-2016 Citizens will serve kindergarten through third-grade students in K221 and K892. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016:

2015-2016	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
P.S. 221	491-551	20	3
Citizens	228-288	12	0

After P.S. 221 and Citizens have received their respective baseline and adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K221 and K892	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms
Space In Excess of Baseline Allocation	0.0	6	0	1

The excess space will be allocated between P.S. 221 and Citizens is based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

Citizens' baseline Footprint allocation was adjusted because there are not sufficient half-size spaces in K221 and K892. Therefore, the DOE has allocated Citizens 1 full-size room in lieu of 0.5 FSE of designed administrative space.

The table below summarizes the 2015-2016 room allocation plan for P.S. 221 and Citizens based on their adjusted baseline Footprint allocation:

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

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)
P.S.221	Baseline Footprint Allocation	23	5	1.5	2	1	0	4.0	4	0	1	0.0	29	6	1	1.5
Citizens	Baseline Footprint Allocation	15	2	0.0	2	1	0	2.5	0	0	0	0.0	17	3	0	0.0
	Adjusted Baseline Allocation	15	2	0.0	3	0	0	3.0	2	0	0	0.0	20	2	0	0.0

The change in rooms for each school organization 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)
P.S. 221	32	6	1	1.5	29	6	1	1.5	-3	0	0	0.0
Citizens	17	2	0	0.0	20	2	0	0.0	+3	0	0	0.0

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2016-2017 Citizens will serve kindergarten through fourth-grade students in K221 and K892. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017:

2016-2017	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
P.S. 221	491-551	20	3
Citizens	285-360	15	0

After P.S. 221 and Citizens have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2016-2017: Building K221 and K892	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms
Space In Excess of Baseline Allocation	0.0	3	0	1

The excess space will be allocated between P.S. 221 and Citizens is based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the 2016-2017 room allocation plan for P.S. 221 and Citizens based on their baseline Footprint allocations:

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

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)
	Baseline Footprint Allocation	23	5	1.5	2	1	0	4.0	2	0	1	0.0	27	6	1	1.5
	Baseline Footprint Allocation	18	2	0.0	3	0	0	3.0	1	0	0	0.0	22	2	0	0.0

The change in rooms for each school organization 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)
P.S. 221	29	6	1	1.5	27	6	1	1.5	-2	0	0	0.0
Citizens	20	2	0	0.0	22	2	0	0.0	+2	0	0	0.0

2017-2018 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2017-2018 Citizens will be at full scale and will serve kindergarten through fifth-grade students in K221 and K892. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018:

2017-2018	Projected Enrollment ¹¹	GE/ICT Sections	SC Sections
P.S. 221	486-546	20	3
Citizens	342-432	18	0

After P.S. 221 and Citizens have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2017-2018: Building K221 and K892	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms
Space In Excess of Baseline Allocation	0.0	0	0	1

The excess space will be allocated between P.S. 221 and Citizens is based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the 2017-2018 room allocation plan for P.S. 221 and Citizens based on their baseline Footprint allocations:

¹¹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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)
P.S. 221	Baseline Footprint Allocation	23	5	1.5	2	1	0	4.0	0	0	1	0.0	25	6	1	1.5
Citizens	Baseline Footprint Allocation	21	2	0.0	3	0	0	3.0	0	0	0	0.0	24	2	0	0.0

The change in rooms for each school organization 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)
P.S. 221	27	6	1	1.5	25	6	1	1.5	-2	0	0	0.0
Citizens	22	2	0	0.0	24	2	0	0.0	+2	0	0	0.0

This will serve as the long term room allocation for both schools.

Shared Space Plan

A proposed Shared Space plan for the 2013-2014 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in buildings K221 and K892. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, P.S. 221's current space allocation and lunch schedule as described on the DOE School Food website¹², the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of P.S. 221's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹³ Where possible, the proposed schedule maintains P.S. 221's current allocation of time for each shared space and distributes the remaining time to Citizens. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 221 to continue using them on a similar schedule next year. Because Citizens will be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the times that have been used by P.S. 221 this year so that all students in the building may be accommodated in 2013-2014 and subsequent school years.

In planning how Citizens and P.S. 221 may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 221's current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the proposed plan below, Citizens and P.S. 221 are allocated separate lunch times in the cafeteria, which has the capacity to hold 200 students. P.S. 221 currently serves lunch from 10:50 a.m. to 1:30 p.m. In the proposed plan, P.S. 221 will be allocated 3 hours daily, or 15 hours weekly, in the cafeteria from 10:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 2:00 p.m. Citizens will be allocated 1 hour daily, or 5 hours weekly, in the cafeteria, from 12:00 p.m. to 1:00 p.m.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at P.S. 221. P.S. 221 currently uses the cafeteria from 7:45 a.m. to 9:00 a.m. for breakfast and has been allocated a similar time, from 8:00 a.m. to 9:00 a.m., in the proposal schedule below. Citizens has been allocated from 7:30 a.m. to 8:00 a.m. Citizens has been allocated time in the auditorium in the morning between the end of its breakfast period and the start of its school day.

¹² See the DOE's SchoolFood website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=17221.

¹³ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building, which has the capacity to hold 145 students.
- The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule, P.S. 221 is allocated the largest amount of time in the gymnasium, 25 hours weekly, while Citizens is allocated 7.5 hours weekly. Although Citizens' and P.S. 221's times in the gymnasium overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

Library

- There is one library in the building.
- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that P.S. 221 receive the greatest amount of time in the library, 25 hours weekly, because it will serve the greatest number of students and grade levels. Citizens has been allocated 7.5 hours weekly in the library. Although Citizens' and P.S. 221's times in the library overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 585 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that P.S. 221 receive the greatest amount of time in the auditorium, 25 hours weekly, because it will serve the greatest number of students and grade levels. Citizens has been allocated 7.5 hours weekly in the auditorium. Although Citizens' and P.S. 221's times in the auditorium overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

Playground

- There is one playground in the building.
- The DOE proposes that the playground be allocated relative to the projected enrollments of each school.
- The DOE proposes that P.S. 221 receive the greatest amount of time in the playground, 20 hours weekly, because it will serve the greatest number of students and grade levels. Citizens has been allocated 5 hours weekly in the playground. Use of the playground is loosely aligned with each school's lunch period to provide the schools with the option of offering students a recess before, during, or after the proposed lunch period.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

In 2013-2014, P.S. 221 is projected to serve 496-556 students and Citizens is projected to serve 114-144 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 221's school day runs from approximately 8:00 a.m. to 3:00 p.m. Since Citizens is a new school, it does not yet have a current school start or end time. However, based on its charter application, Citizens' plans to have the school day run from approximately 8:20 a.m. to 3:10 p.m. on Mondays, Tuesdays, Thursdays, and Fridays and from 8:20 a.m. to 1:00 p.m. on Wednesdays.

Based on the explanations provided above, the DOE believes that the proposed Shared Space Plan below is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 200)	<p><u>Breakfast:</u> P.S. 221 8:00a.m.-9:00a.m. Citizens 7:30a.m.-8:00a.m.</p> <p><u>Lunch:</u> P.S. 221 10:00a.m.-12:00p.m. 1:00p.m.- 2:00p.m. Citizens 12:00p.m.-1:00p.m.</p>				
Gymnasium (Capacity: 145)	<p>P.S. 221 8:30a.m.-1:30p.m.</p> <p>Citizens 1:30p.m.-3:00p.m.</p>	<p>P.S. 221 8:30a.m.-1:30p.m.</p> <p>Citizens 1:30p.m.-3:00p.m.</p>	<p>P.S. 221 10:00a.m.- 3:00p.m.</p> <p>Citizens 8:30a.m.-10:00a.m.</p>	<p>P.S. 221 8:30a.m.-1:30p.m.</p> <p>Citizens 1:30p.m.-3:00p.m.</p>	<p>P.S. 221 8:30a.m.-1:30p.m.</p> <p>Citizens 1:30p.m.-3:00p.m.</p>

Library	<p>P.S. 221 10:00a.m.- 3:00p.m.</p> <p>Citizens 8:30a.m.-10:00a.m.</p>				
Auditorium (Capacity: 585)	<p>P.S. 221 10:00a.m.-3:00p.m.</p> <p>Citizens 8:00a.m.-10:00a.m.</p>				
Playground	<p>P.S. 221 9:00a.m.-12:00p.m. 1:00p.m.- 2:00p.m.</p> <p>Citizens 12:00p.m.-1:00p.m.</p>				

Building Safety and Security

Pursuant to Chancellor’s Regulation A-414¹⁴, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including principal(s); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the leader/designee of Citizens will be part of the K221 and K892 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Citizens will participate in the development of the building’s Safety Plan and ensure that any security-related issues or needs which may arise with respect to the

¹⁴ Chancellor’s Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

co-location of Citizens will be addressed on an ongoing basis. Moreover, the Safety Plan for the K221 and K892 school buildings will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Citizens will enter information in the K221 and K892 schools' overall Safety Plan to ensure the safe operation of the school building.

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

The completed School Safety Plan for the K221 and K892 school buildings will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹⁵ co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

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

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