

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 a new public charter school, Explore Exceed Charter School (84KTBD, "Explore Exceed") and a new zoned district elementary school, P.S. 705 (17K705, "P.S. 705") in school building K022 ("K022"), located at 443 St. Marks Avenue, Brooklyn, NY 11238, in Community School District 17. P.S. 705 will be a DOE zoned elementary school serving kindergarten through fifth grade and will offer two full-day pre-kindergarten classes. Explore Exceed will be a public charter school serving kindergarten through fifth grade. While Explore Exceed and P.S. 705 are phasing in, they will be co-located with P.S. 22 (17K022, "P.S. 22"), which currently serves students in kindergarten through fifth grade and offers two full-day pre-kindergarten sections. Currently, P.S. 22 is the sole educational organization in K022. In a separate EIS, the DOE has proposed to gradually phase out and eventually close P.S. 22, whereby P.S. 22 would no longer admit kindergarten grade students and would offer neither first grade, second grade, third grade, nor its pre-kindergarten program after the conclusion of the 2011-2012 school year. Beginning in the 2012-2013 school year, after P.S. 22's kindergarten, first grade, second grade, and third grade are phased out, P.S. 22 would serve one less grade in each subsequent year until it completes its phase-out in June 2014. Three community based organizations ("CBOs"), Building Educated Leaders for Life ("BELL"), Education Futures Corp, and Academic Advantage, also currently utilize space in K022.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between P.S. 22 as it phases out and P.S. 705 and Explore Exceed as they phase in. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 22 as it phases out and P.S. 705 and Explore Exceed as they phase in, including the cafeteria, the library, the gymnasium, and the auditorium 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 is also included. Please refer to the EIS, to which this plan is attached for further information about the proposed co-location.

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

METHODOLOGY

We have applied the Citywide Instructional Footprint ("Footprint")¹ 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 ADMINSTRATIVE 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 kindergarten through fifth grade and offering a pre-kindergarten section, 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 (i.e. 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 ("SC") special education section served by the school. In addition, schools serving kindergarten through fifth grade 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:

¹ 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 Footprint is available at: <http://schools.nyc.gov/community/planning/default.htm> under "Key Documents."

Enrollment	# 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 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. If there is excess space in a building after each co-located school has been provided its baseline allocation, the excess space will be equitably allocated between the schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on December 2, 2011 by Charles Fisher, Director of Space Planning, K022 has a total of 40 full-size classrooms/spaces², 8 half-size classrooms/spaces,³ 8 quarter-size classrooms/spaces, and the equivalent of 2.75 rooms of designed administrative office/space. K022 also contains a gymnasium, an auditorium, a cafeteria, and a library. The below spaces are shared spaces or contain building services and are not included in the allocation of space for P.S. 22 in the 2011-2012 school year:

- The School Based Support Team occupies 1.0 FSE of designed administrative space.
- The custodian's office occupies 1 quarter-size classroom/space.
- The nurse's office occupies 1 half-size FSE of designed administrative space.
- A teacher's lounge occupies 1 half-size classroom/space.
- BELL occupies 1 full-size classroom/space.
- Education Futures Corp occupies 1 full-size classroom/space.
- Academic Advantage occupies 1 full-size classroom/space.⁴

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ In the current school year, each of the three CBO's occupies 1 full-size classroom/space. However, beginning in 2012-2013, the first year the co-location will be implemented, the CBO's will move into 3 half-size classrooms/spaces, and the 3 full-size classrooms/spaces they currently occupy will be reprogrammed into instructional classrooms/spaces. In addition, in the current school year, the teacher's lounge occupies 1 half-size classroom/space. This space will also be reprogrammed into an instructional classroom/space starting in 2012-2013.

In the 2011-2012 school year, excluding the spaces outlined above, K022 has a total of: 37 full-size classrooms, 7 half-size classrooms/spaces, 7 quarter-size classrooms/spaces, and 1.25 FSE of designed administrative office/space remaining that can be allocated to P.S. 22:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	40	8	8	2.75
SHARED SPACES or Building Services	3	1	1	1.5
Remaining Total Currently Allocated	37	7	7	1.25

2011-2012 (CURRENT SCHOOL YEAR):⁵

The table below summarizes the total enrollment and sections served at P.S. 22 in 2011-2012:

2011-2012	Grades Served	Total Enrolled ⁶	GE/ICT Sections	SC Sections
P.S. 22	K-5 and Pre-kindergarten	448	20	7

The DOE has adjusted P.S. 22's baseline allocation for the following reason:

- P.S. 22 currently operates 7 SC special education classes. Typically, SC special education classes are accommodated in half-size classrooms/spaces. In this case, there is an insufficient number of half-size classrooms/spaces in K022. P.S. 22 has been allocated 3 additional full-size classrooms/spaces to substitute for 3 half-size classrooms/spaces to meet its baseline Footprint space allocation. Therefore, P.S. 22's adjusted baseline Footprint allocation includes 3 additional full-size classrooms/spaces and three 3 fewer half-size classrooms/spaces.

The table below summarizes P.S. 22's baseline and adjusted baseline Footprint allocations, which is based on the methodology described at the beginning of this document. The current space allocation is the amount of space that P.S. 22 is currently using:

⁵ As outlined in footnote four, because of the way the space in K022 is being utilized in 2011-2012, there are currently 37 full-size classrooms/spaces, 7 half-size classrooms/spaces, and 7 quarter-size classrooms/spaces and 1.25 FSE of designed administrative space available for P.S. 22's use.

⁶ Based on the 2011-2012 unaudited register as of October 31, 2011.

2011-2012		Non-Admin Spaces		Administrative Spaces ⁷			Total Admin (FSE)	Current Grand Total				
		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. 22	Baseline Footprint Allocation	23	9	1.25	0	1	5	3.0	23	10	5	1.25
	Adjusted Baseline Footprint Allocation	26	6	1.25	0	1	5	3.0	26	7	5	1.25
	Current Space Allocation	37	3	1.25	0	4	7	5.0	37	7	7	1.25

The table below summarizes the current available space within K022 after P.S. 22 has received its baseline allocation:

2011-2012: Building K022	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocation	0.0	11	0	2

As demonstrated in the table above, P.S. 22 is currently using classrooms in excess of its adjusted baseline allocation.

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

Beginning in 2012-2013, if this proposal is approved, adjustments would be made to K022's shared spaces and rooms that contain building services:

- The SBST will occupy 1.0 FSE of designed administrative space.
- The custodian's office will occupy 1 quarter-size classroom/space.
- The nurse's office will occupy 0.5 FSE of designed administrative space.
- BELL will occupy 1 half-size classroom/space.
- Education Futures Corp will occupy 1 half-size classroom/space.
- Academic Advantage will occupy 1 half-size classroom/space.

Thus, starting in the 2012-2013 school year, excluding the spaces outlined above, K022 has a total of: 40 full-size classrooms, 5 half-size classrooms/spaces, 7 quarter-size classrooms/spaces, and 1.25 FSE of designed administrative office/space remaining that can be allocated to schools when the co-location is implemented.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	40	8	8	2.75
SHARED SPACES or Building Services	0	3	1	1.5
Remaining Total to be Allocated	40	5	7	1.25

⁷ Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint of 3.5 FSE spaces for administrative use.

If this proposal and the proposal to phase out P.S. 22 are approved, P.S. 22 would serve only fourth and fifth grade students and would no longer offer two full-day pre-kindergarten sections in the 2012-2013 school year. P.S. 705 would open and serve kindergarten through third grade students and offer two full-day pre-kindergarten sections, pending funding availability. Explore Exceed would serve kindergarten through third grade students.

The DOE has adjusted all three schools' baseline allocations because there is an insufficient number of half-size classrooms in K022. The baseline allocations will be adjusted as follows:

- P.S. 22 will be allocated 1 full-size classroom in lieu of 2 half-size classrooms/spaces to be used as resource rooms.
- P.S. 705 will be allocated 1 full-size classroom in lieu of 2 half-size classrooms/spaces to be used as resource rooms.
- Explore Exceed will be allocated 1 full-size classroom in lieu of 2 half-size classrooms/spaces to be used as resource rooms.

The table below summarizes the total projected enrollment and projected number of sections for each school in 2012-2013:

2012-2013	Grades Served	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 22	4-5	145-165	7	2
P.S. 705	K-3 and Pre-kindergarten	206-246	10	3
Explore Exceed	K-3	200-246	8	0

After P.S. 22, P.S. 705, and Explore Exceed have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K022	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	1	0	2

The excess space will be allocated between P.S. 22, P.S. 705, and Explore Exceed based on the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

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

The table below summarizes the full 2012-2013 room allocation plan for P.S. 22, P.S. 705, and Explore Exceed based on their respective baseline and adjusted baseline footprint allocations, plus the excess space allocation:

2012-2013		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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. 22	Baseline Footprint Allocation	9	4	0	1.25	1	0	1	2.5	0	0	2	0	10	4	3	1.25
	Adjusted Baseline Allocation	10	2	0	1.25	1	0	1	2.5	0	0	2	0	11	2	3	1.25
P.S. 705	Baseline Footprint Allocation	12	5	0	0.0	2	0	2	2.5	1	0	0	0	15	5	2	0.0
	Adjusted Baseline Allocation	13	3	0	0.0	2	0	2	2.5	1	0	0	0	16	3	2	0.0
Explore Exceed	Baseline Footprint Allocation	10	2	0	0.0	2	0	2	2.5	0	0	0	0	12	2	2	0.0
	Adjusted Baseline Allocation	11	0	0	0.0	2	0	2	2.5	0	0	0	0	13	0	2	0.0

In total, P.S. 22 will occupy 11 full-size classrooms/spaces, 2 half-size classrooms/spaces, 3 quarter-size classrooms/spaces, and 1.25 FSE of designed administrative spaces. P.S. 705 will occupy 16 full-size classrooms/spaces, 3 half-size classrooms/spaces, and 2 quarter-size classrooms/spaces. Explore Exceed will occupy a total of 13 full-size classrooms/spaces and 2 quarter-size classrooms/spaces.

The room change from the current school year 2011-2012 to the 2012-2013 school year is reflected below:

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				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 ⁹	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
P.S. 22	37	7	7	1.25	11	2	3	1.25	-26	-5	-4	0.0
P.S. 705	0	0	0	0.0	16	3	2	0	+16	+3	+2	0.0
Explore Exceed	0	0	0	0.0	13	0	2	0	+13	0	+2	0.0

2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

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

2013-2014	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 22	5	45-55	2	1
P.S. 705	K-4 and Pre-kindergarten	211-251	12	5
Explore Exceed	K-4	250-310	10	0

The DOE has adjusted P.S. 22's and P.S. 705's baseline allocations because there is an insufficient number of half-size classrooms in K022. The baseline allocations will be adjusted as follows:

- P.S. 22 will be allocated 2 full-size classrooms/spaces in lieu of 2 half-size classrooms/spaces to be used as resource rooms and 1 half-size classroom/space to be used for a SC special education class
- P.S. 705 will be allocated 2 full-size classrooms/spaces in lieu of 2 half-size classrooms/spaces to be used as resource rooms and 1 half-size classroom/space to be used for a SC special education class.
- Explore Exceed will be allocated 2 quarter-size classrooms/spaces in lieu of 1 half-size classroom/space to be used as a resource room.

⁹ As stated above, BELL, Education Futures Corp, and Academic Advantage each currently operates in one full-size classroom/space. They will move into three half-size classrooms/spaces starting in 2012-2013. These three full-size classrooms/spaces will also be reprogrammed into instructional classrooms/spaces starting in 2012-2013. Thus, the total number of classrooms/spaces that can be allocated to P.S. 22, P.S. 705, and Explore Exceed going forward changes to 40 full-size classrooms, 5 half-size classrooms/spaces, 7 quarter-size classrooms/spaces, and the equivalent of 1.25 full-size designed administrative office space.

After P.S. 22, P.S. 705, and Explore Exceed have received their respective baseline allocation of rooms, there will be no rooms that will remain unallocated:

The table below summarizes the full 2013-2014 room allocation plan for P.S. 22, P.S. 705 and Explore Exceed based on their baseline and adjusted footprint allocation, plus the excess space allocation:

2013-2014		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Quarter-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. 22	Baseline Footprint Allocation	3	3	0	1.25	1	0	1	2.5	0	0	0	0	4	3	1	1.25
	Adjusted Baseline Allocation	5	0	0	1.25	1	0	1	2.5	0	0	0	0	6	0	1	1.25
P.S. 705	Baseline Footprint Allocation	15	7	0	0.0	2	0	2	2.5	0	0	0	0	17	7	2	0.0
	Adjusted Baseline Allocation	17	4	0	0.0	2	0	2	2.5	0	0	0	0	19	4	2	0.0
Explore Exceed	Baseline Footprint Allocation	13	2	0	0.0	2	0	2	2.5	0	0	0	0	15	2	0	0.0
	Adjusted Baseline Allocation	13	1	2	0.0	2	0	2	2.5	0	0	0	0	15	1	4	0.0

In total, P.S. 22 will be allocated 6 full-size classrooms/spaces, 1 quarter-size classroom/space, and 1.25 FSE in designed administration office spaces. This allocation does not include classrooms/spaces in excess of P.S. 22's baseline footprint. In total, P.S. 705 will be allocated 19 full-size classrooms/spaces, 4 half-size classrooms/spaces, and 2 quarter-size classrooms/spaces. This allocation does not include classrooms/spaces in excess of P.S. 705's baseline footprint. Explore Exceed will be allocated 15 full-size classrooms/spaces, 1 half-size classrooms/spaces, and 4 quarter-size classrooms/spaces. This allocation does not include classrooms/spaces in excess of Explore Exceed's baseline footprint.

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

Room Change (+/-)	2012-13 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				2013-14 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				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. 22	11	2	3	1.25	6	0	1	1.25	-5	-2	-2	0.0
P.S. 705	16	3	2	0.0	19	4	2	0	+3	+1	0	0.0
Explore Exceed	13	0	2	0.0	15	1	4	0	+2	+1	+2	0.0

P.S. 22 will close in June 2014.

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

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

2014-2015	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 705	K-5 and Pre-kindergarten	301-361	14	6
Explore Exceed	K-5	300-372	12	0

The DOE has adjusted P.S. 705's and Explore Exceed's baseline allocations because there is an insufficient number of half-size classrooms in K022. The baseline allocations will be adjusted as follows:

- P.S. 705 will be allocated 2 full-size classrooms/spaces in lieu of 2 half-size classrooms/spaces to be used as resource rooms and 1 half-size classroom/space to be used for a SC special education class. .
- Explore Exceed will be allocated 1 full-size classroom/space in lieu of 2 half-size classrooms/spaces to be used as resource rooms.

After P.S. 705 and Explore Exceed have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K022	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	2	0	0

The excess space will be allocated between P.S. 705 and Explore Exceed 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. 705 and Explore Exceed based on their baseline footprint allocation, plus the excess space allocation:

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		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. 705	Baseline Footprint Allocation	17	8	1.25	1	0	3	3.0	1	0	0	0	19	8	3	1.25
	Adjusted Baseline Allocation	19	5	1.25	1	0	3	3.0	1	0	0	0	21	5	3	1.25
Explore Exceed	Baseline Footprint Allocation	15	2	0.0	2	0	4	3.0	1	0	0	0	17	2	4	0.0
	Adjusted Baseline Allocation	16	0	0.0	2	0	4	3.0	1	0	0	0	19	0	4	0.0

In total, P.S. 705 will be allocated 21 full-size classrooms/spaces, 5 half-size classrooms/spaces, 3 quarter-size classrooms/spaces, and 1.25 FSE in designed administration office spaces. This allocation is 1 full-size classroom/space in excess of P.S. 705's baseline footprint. Explore Exceed will be allocated 19 full-size classrooms/spaces and 4 quarter-size spaces. This allocation is 1 full-size classroom/space in excess of Explore Exceed's baseline footprint.

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

Room Change (+/-)	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 GRAND TOTAL SPACE ALLOCATIONS				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. 22	6	0	1	1.25	0	0	0	0	-6	0	-1	-1.25
P.S. 705	19	4	2	0	21	5	3	1.25	+2	+1	+1	+1.25
Explore Exceed	15	1	4	0	19	0	4	0	+4	-1	0	0

The 2014-2015 allocation of space will serve as the long-term space allocation for P.S. 705 and Explore Exceed.

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 K022. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council 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 shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the 2011-2012 Campus Audit Template submitted by the Building Council,¹⁰ the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹¹ Where possible, the proposed schedule maintains schools' current allocations of time for each shared space and re-distributes remaining time as each organization's grade configuration changes. 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 2011-2012 Campus Audit Template submitted by the Building Council.

In planning how P.S. 22, P.S. 705, and Explore Exceed may use shared space, the DOE has applied these factors as described below 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. 22'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.
- The cafeteria has the capacity of 324 students. P.S. 22 currently is scheduled for lunch from 11:15 to 12:50 p.m., which means that it currently allocates 1 hour and 35 minutes daily for lunch or 7 hours and 55 minutes a week.
- In the proposed schedule below, P.S. 22 will receive 45 minutes daily for lunch, or 3 hours and 45 minutes weekly, because it will enroll fewer students than it currently enrolls and because P.S. 22 can serve all its students in one lunch period. Because P.S. 705 will serve approximately the same number of students as Explore Exceed, P.S. 705 and Explore Exceed have been allocated the same amount of time in the cafeteria for lunch; P.S. 705 and Explore Exceed will each be allocated 50 minutes daily, or 4 hours and 10 minutes weekly, to serve lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 22. Neither P.S. 705 nor Explore Exceed currently serves students. As a result, the DOE has allocated time to P.S. 22, P.S. 705, and Explore Exceed for breakfast based on their respective expected start times.

¹⁰ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

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

Gymnasium, Library, and Auditorium

Explore Exceed and P.S. 705 will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students and grade levels as compared to P.S. 22.

Gymnasium

- There is only one gymnasium in the building that has the capacity to fit 188 students. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school.
- In the proposed schedule below, Explore Exceed and P.S. 705 are allocated more time in the gymnasium than P.S. 22. Explore Exceed and P.S. 705 will each be allocated 1 hour and 45 minutes daily or 8 hours and 45 minutes weekly, while P.S. 22 is allocated 1 hour and 30 minutes or 7 hours and 30 minutes weekly.

Library

- The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
- Explore Exceed and P.S. 705 are each allocated more time in the library than P.S. 22 based on their respective projected enrollment. Explore Exceed and P.S. 705 are each allocated 1 hour and 25 minutes daily or 7 hours and 5 minutes weekly. P.S. 22 is allocated 1 hour daily or 5 hours weekly.

Auditorium

- The DOE proposes in the schedule below that time in the auditorium be allocated to all schools based on the relative projected enrollment of each school.
- Explore Exceed and P.S. 705 are each allocated more time in the auditorium than P.S. 22 based on their respective projected enrollment. Explore Exceed and P.S. 705 are each allocated 1 hour and 25 minutes daily or 7 hours and 5 minutes weekly. P.S. 22 is allocated 1 hour daily or 5 hours weekly.

After School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs and will address any requests to use all shared spaces after school hours and will resolve all conflicts.
- The DOE also notes that P.S. 22 does not currently offer extracurricular activities, and since P.S. 705 and Explore Exceed are new schools that have not opened yet, they do not have schedules of after school activities.

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.

In 2012-2013, the DOE projects that P.S. 22 will serve 145-165 students, P.S. 705 will serve 206-246 students, and Explore Exceed will serve 200-246 students in K022. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, P.S. 22's school day runs from approximately 8:30 a.m. to 2:50 p.m.¹² Since Explore Exceed is a new school, it does not have a current school start or end time. However, the DOE notes that three other schools in the Explore network (Explore Charter School, Explore Empower Charter School, and Explore Excel Charter School) have school days that run from approximately 7:50 a.m. to 4:20 p.m. P.S. 705 would also be a new school, but the DOE assumes that it will match P.S. 22's school day.

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

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 324)	Breakfast: Explore Exceed 7:30-7:50am P.S. 22 7:40-8:10am P.S. 705 7:40-8:10am Lunch: P.S. 705 11:00-11:50am P.S. 22 12:00-12:45pm Explore Exceed 1:00-1:50pm				
Library	Explore Exceed 8:30-9:55am P.S. 22 10:00-11:00am P.S. 705 12:05-1:30pm				
Gymnasium (Capacity: 188)	P.S. 705 8:45-10:30am Explore Exceed 12:00-12:45pm 2:00-3:00pm P.S. 22 11:00-11:45am 1:05-1:50pm				
Auditorium (Capacity: 204)	P.S. 22 8:30-9:30am Explore Exceed 10:00-11:25am P.S. 705 1:35-3:00pm				

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; UFT 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 P.S. 22, P.S. 705, and Explore Exceed will be part of the K022 School Safety Committee. As a member of the School Safety Committee, the leader/designee of P.S. 22, P.S. 705, and Explore Exceed will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of P.S. 22, P.S. 705, and Explore Exceed will be addressed on an ongoing basis. Moreover, the Safety Plan for the K022 school building will be modified as appropriate to meet any changing security needs associated with the co-location. P.S. 22, P.S. 705, and Explore Exceed will enter information in the K022 schools' overall Safety Plan to ensure the safe operation of the school building.

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

The completed Safety Plan for the K022 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹³ co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

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