

BUILDING UTILIZATION PLANINTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to re-site and co-locate Bronx Success Academy Charter School 2 (84X494, "BSA 2"), an existing public charter school, to building X055 ("X055"), located at 450 Saint Paul's Place, Bronx, NY 10456, in Community School District 9, beginning in 2012-2013.<sup>1</sup> BSA 2 would be co-located in X055 with P.S. 55 Benjamin Franklin (09X055, "P.S. 55"), an existing zoned elementary school serving kindergarten through fifth grades and offering a full-day pre-kindergarten program.<sup>2</sup> BSA 2 is currently located in building X146 ("X146") at 968 Cauldwell Avenue, Bronx, NY 10456, in Community School District 8, where it is co-located with P.S. 146 Edward Collins (08X146, "P.S. 146"). If this proposal is approved, BSA 2 would vacate its space in X146, in District 8, and be re-sited into X055, in District 9.

Currently, in addition to P.S. 55, X055 also houses a middle school, Mott Hall III (09X128, "Mott Hall"). However, in a separate EIS also posted on January 12, 2012, the DOE has proposed to re-site Mott Hall to building X110 ("X110"), also in District 9, beginning in the 2012-2013 school year. As detailed in that proposal, Mott Hall is proposed to be located in the space currently used by M.S. 327, which the DOE proposed to re-site, in a separate proposal posted on December 1, 2011.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed actual allocation of classrooms and administrative space between P.S. 55 and BSA 2. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 55 and BSA 2, 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 is approved by the Panel for Educational Policy ("PEP").

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<sup>1</sup> Bronx Success Academy Charter School 2 is currently undergoing a formal name change process. The new name of the school is proposed to be Success Academy Charter School – Bronx 2, subject to approval. Throughout this proposal, the school will continue to be referred to as BSA 2.

<sup>2</sup> A student's zoned school is determined by his or her home address.

METHODOLOGY

The DOE has applied the Citywide Instructional Footprint (“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.<sup>3</sup>

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 a representative of the school organization.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each self-contained (“SC”) special education section served by the school. In addition to these rooms, schools serving kindergarten through fifth grade receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

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

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<sup>3</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. Please visit the DOE’s website to access the Footprint, which guides space allocation and use in City schools: <http://schools.nyc.gov/community/planning/default.htm>. The Footprint can be found in the “Key Documents” section.

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 classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Any space remaining beyond the baseline shall be allocated equitably among the co-located 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 14, 2011 by the Bronx Director of Space Planning from the Office of Space Planning, X055 has a total of 66 full-size ("FS") classrooms/spaces,<sup>4</sup> 7 half-size ("HS") classrooms/spaces,<sup>5</sup> 8 quarter-size ("QS") spaces that can be used for administrative purposes, and 4.5 full-size equivalent ("FSE") rooms of designed administrative office/space. X055 also contains two small indoor play areas, an auditorium, cafeteria, and a library. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- Montefiore Medical Center, a community-based organization ("CBO") that provides medical services to students in place of a nurse occupies 1.0 FSE of designed administrative space. Grand Windham, a CBO, occupies 1 full-size space.
- Custodian's office occupies 1 half-size space.

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

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

- School Based Support Team (“SBST”) occupies 1 half-size space.
- District 9 Superintendent occupies 1 half-size space.
- District 9 Community Education Council occupies 1 half-size space.

Excluding the spaces outlined above, X055 has a total of 65 full-size classrooms/spaces (including 1 full-size science laboratory), 3 half-size classrooms/spaces, 8 quarter-size spaces that can be used for administrative purposes, and 3.5 FSE rooms of designed administrative office/space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	66	7	8	4.5
SHARED SPACES or Building Services	1	4	0	1
<b>Remaining Total to Be Allocated</b>	<b>65</b>	<b>3</b>	<b>8</b>	<b>3.5</b>

Excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the relative projected enrollments of the schools.

**2011-2012 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment and sections served at each school in 2011-2012:

2011-2012	Total Enrolled <sup>6</sup>	GE/ICT Sections	SC Sections
P.S. 55	708	28	7
Mott Hall III	365	12	1

The table below summarizes P.S. 55’s and Mott Hall’s baseline and/or adjusted footprint allocations, which 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 allocation of both schools because building X055 does not have a sufficient number of half-size spaces. P.S. 55 has been allocated 7 full-size rooms in lieu of the 7 half-size rooms necessary for its SC special education population and 3 full-size rooms in lieu of 3 of the 4 half-size rooms necessary for resource rooms (with the school also receiving 1 half-size room to be used as a resource room). Mott Hall has been allocated 1 full-size room in lieu of the 1 half-size room necessary for its SC special education population.

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<sup>6</sup> 2011-2012 unaudited register as of October 31, 2011.

2011-2012		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	<u>Designed Admin (FSE)</u>	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	<u>Designed Admin (FSE)</u>
P.S. 55	Baseline Footprint Allocation	31	11	2.5	0	1	4	4.0	31	12	4	2.5
	Adjusted Baseline Allocation	42	0	2.5	0	1	4	4.0	42	1	4	2.5
	Current Space Allocation	44	0	2.5	0	1	6	4.5	44	1	6	2.5
Mott Hall III	Baseline Footprint Allocation	13	2	1.0	1	1	2	3.0	14	3	2	1.0
	Adjusted Baseline Allocation	14	1	1.0	1	1	2	3.0	15	2	2	1.0
	Current Space Allocation	20	1	1.0	1	1	2	3.0	21	2	2	1.0

As referenced above, the DOE has separately proposed to re-site Mott Hall to another building beginning in the 2012-2013 school year. If that proposal is approved, the rooms currently occupied by Mott Hall would be available for allocation between P.S. 55 and BSA 2 for the 2012-2013 school year and subsequent years. As demonstrated in the table above, P.S. 55 and Mott Hall are currently using classrooms in excess of their adjusted baseline footprint allocations.

The table below summarizes the available space within X055 in the 2011-2012 school year after P.S. 55 and Mott Hall received their adjusted baseline allocations:

2011-2012: Building X055	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms
Space in Excess of Baseline Allocation	0	8	0	2

**2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, BSA 2’s kindergarten through third-grade students would be sited in X055 beginning in the 2012-2013 school year.<sup>7</sup>

The DOE has adjusted the baseline allocations of both schools for the 2012-2013 and 2013-2014 school years because X055 does not have sufficient half-size spaces. P.S. 55 has been allocated 6 full-size rooms in lieu of the 6 half-size rooms necessary for its SC special education population and 4 full-size rooms in lieu of the 4 half-size resource rooms.<sup>8</sup> BSA 2 has been allocated 3 full-size rooms in lieu of 3 half-size resource rooms. Additionally, BSA 2 has been allocated 2 full-size and 1 half-size rooms have been allocated as administrative space in lieu of 2.5 FSE of designed administrative space.

<sup>7</sup> The space planning that appears in this document for the 2012-2013 and 2013-2014 school years assumes that the proposal to re-site Mott Hall to a different building has been approved.

<sup>8</sup> This reduction in P.S. 55’s baseline allocation from the previous year is related to two projected reductions. First, the DOE projects a reduction in GE/ICT sections served by the school from 28 in 2011-2012 to 27 in 2012-2013 because the graduating fifth-grade class in 2011-2012 has five sections of classes, whereas all but one subsequent grade has four sections, and future grades are anticipated to be similar to recently enrolled grades. Similarly, the DOE projects a reduction in SC classes served by the school from 7 sections to 6 sections because the graduating fifth grade class in 2011-2012 has two sections of SC classes, whereas all subsequent grades have one section, and future grades are anticipated to be similar to recently enrolled grades.

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

2012-2013	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
P.S. 55	656-716	27	6
BSA 2	375-425	15	0

After P.S. 55 and BSA 2 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building X055	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space in Excess of Baseline Allocation	0	3	0	2

<sup>9</sup> 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. 55 and BSA 2 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocation, which has been allocated between the two schools in approximate relation to their projected enrollment.

2012-2013		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. 55	Baseline Footprint Allocation	30	10	2.5	0	1	4	4.0					30	11	4	2.5
	Adjusted Baseline Allocation	40	0	2.5	0	1	4	4.0	2		2		42	1	6	2.5
BSA 2	Baseline Footprint Allocation	18	4	3.0	0	0	0	3.0					18	2	0	3.0
	Adjusted Baseline Allocation	21	1	1.0	1	1	2	3.0	1				23	2	2	1.0

In total, P.S. 55 will be allocated 42 full-size, 1 half-size, and 6 quarter-size rooms and 2.5 FSE of designed administrative spaces. BSA 2 will be allocated 23 full-size, 2 half-size, and 2 quarter-size rooms and 1.0 FSE of designed administrative space.

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

Room Change (+/-)	CURRENT 2011-2012				PROPOSED 2012-2013				CHANGE (+/-)			
	GRAND TOTAL				GRAND TOTAL							
	SPACE ALLOCATIONS				SPACE ALLOCATIONS							
	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. 55	44	1	6	2.5	42	1	6	2.5	-2	0	0	0.0
Mott Hall III	21	2	2	1.0	0	0	0	0.0	-21	-2	-2	-1.0
BSA 2	0	0	0	0.0	23	2	2	1.0	+23	+2	+2	+1.0

**2013-2014 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, BSA 2's kindergarten through fourth-grade students would be sited in X055 beginning in the 2013-2014 school year.

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

2013-2014	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 55	666-726	27	6
BSA 2	465-530	18	0

After P.S. 55 and BSA 2 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

<b>2013-2014: Building X055</b>	<b>Designed Admin (FSE)</b>	<b>Full-Size Rooms</b>	<b>Half-Size Rooms</b>	<b>Quarter- Size Rooms</b>
Space In Excess of Baseline Allocation	0	0	0	2

The table below summarizes the full 2013-2014 room allocation plan for P.S. 55 and BSA 2 based on their baseline footprint or adjusted baseline footprint allocations, plus the excess space allocation, which has been allocated between the two schools in approximate relation to their projected enrollment:

2013-2014		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. 55	Baseline Footprint Allocation	30	10	2.5	0	1	4	4.0					30	11	4	2.5
	Adjusted Baseline Allocation	40	0	2.5	0	1	4	4.0	0		2		40	1	6	2.5
BSA 2	Baseline Footprint Allocation	21	4	1	1	1	2	0					20	3	2	1.0
	Adjusted Baseline Allocation	24	1	1	1	1	2	3.0	0				25	2	2	1.0

In total, P.S. 55 will be allocated 40 full-size, 1 half-size, and 6 quarter-size rooms and 2.5 FSE of designed administrative spaces. BSA 2 will be allocated 25 full-size, 2 half-size, and 2 quarter-size rooms and 1.0 FSE of designed administrative spaces.

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

Room Change (+/-)	PROPOSED 2012-2013  GRAND TOTAL  SPACE ALLOCATIONS				PROPOSED 2013-2014  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)				
	P.S. 55	42	1	6	2.5	40	1	6	2.5	-2	-	-
BSA 2	23	2	2	1.0	25	2	2	1.0	+2	-	-	-

**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 would have in each of the shared spaces in X055 if the co-location proposal is approved (and the proposal to re-site Mott Hall is approved). 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, 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>).

The proposed schedule below 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 and Nutrition website,<sup>10</sup> 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 and as reported by BSA 2.<sup>11</sup> Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and redistributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year (i.e., P.S. 55) to continue using it on a similar schedule next year, based on school start and end times and school-reported information. Because BSA 2 would be co-located in the building for the first time if this proposal is approved, it may be necessary to change some of the current times that have been allocated to P.S. 55 in the shared spaces in 2011-2012 so that all students in the building can be accommodated in 2012-2013.

In planning how BSA 2 and P.S. 55 may use the shared spaces, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

#### Cafeteria

- There is one cafeteria (with capacity to hold 415 students) in building X055.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, grade levels served, and P.S. 55's current use of the cafeteria. Each organization will be able to accommodate its students in the cafeteria within its proposed allocation of time.
- Currently, Mott Hall eats lunch in its allocated play space and does not use cafeteria space; however, the DOE has allocated P.S. 55 and BSA 2 time in the cafeteria. If P.S. 55 and BSA 2 elect to continue to allocate cafeteria space in the way that P.S. 55 and Mott Hall currently do, with BSA 2 choosing to have its students eat lunch in the play space rather than the cafeteria, the Building Council is free to differ from this schedule.
- In the proposed plan below, P.S. 55 would receive two 50-minute periods in the cafeteria daily, or 8 hours 20 minutes weekly, which is necessary to serve P.S. 55's enrollment. BSA would receive one 50-minute period daily, or 4 hours 10 minutes weekly. The DOE believes that this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.
- In the proposed plan below, both P.S. 55 and BSA 2 would receive one 30-minute period in the cafeteria for breakfast daily, or 2 hours 30 minutes weekly. The DOE believes that this plan treats all schools equitably and comparably, because traditionally not all students at P.S. 55 and at BSA 2 have

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<sup>10</sup> See the School Food Information search function available on DOE's School Food and Nutrition website at: <http://www.opt-osfns.org/osfns/>.

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

opted to participate in the breakfast program. BSA2 has been allocated the first period for breakfast, since its school day starts before that of P.S. 55. The Building Council is empowered to make alternative arrangements to the below proposal.

Outdoor Play Yard

- The DOE notes that the outdoor play yard is a shared space; however, specific time in the outdoor playground is not currently allocated to any of the existing schools in the building according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the outdoor playground be allocated to both schools based on the relative projected enrollment for each school.
- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during, or after the proposed lunch period.
- Because the proposed allocations give more time to the larger school in the building, the DOE believes that the proposed allocations are equitable and feasible.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Indoor Play Areas

- There are two indoor play areas in the building that are appropriate for gym instruction. Currently, one is allocated to P.S. 55 and one to Mott Hall.
- This allocation would be applied to the proposed co-location, with P.S. 55 and BSA 2 each being allocated its own indoor play area. Therefore, the gym schedule for P.S. 55 would remain the same as it currently is for 2011-2012, with students receiving instruction in the school's own indoor play area. BSA 2 would set its schedule for physical education in its indoor play area as it sees fit. Because each school has its own space, gymnasium space is not shared and therefore these spaces are not included in the shared space schedule below.
- The two play areas are of different size and shape. Currently, P.S. 55 is allocated the smaller of the two play areas. For 2012-2013, the Office of Space Planning will work with the Building Council to determine which school is allocated each indoor play area.

Library

- The DOE proposes that P.S. 55 receive more time in the library—4.5 hours per day, or 22.5 hours per week—because it has a larger projected enrollment than BSA 2 for 2012-2013. Under the proposed shared space schedule, BSA 2 will receive 2.5 hours per day, or 12.5 hours per week.

Auditorium

- The DOE proposes that P.S. 55 receive more time in the auditorium—4.5 hours per day, or 22.5 hours per week—because it has a larger projected enrollment than BSA 2 for 2012-2013. Under the proposed shared space schedule, BSA 2 will receive 2.5 hours per day, or 12.5 hours per week.

**After-School Programs**

- The schedule below does not include a proposed plan for how the schools can equitably use the shared spaces after the end of the school day. The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts.
- BSA 2 does not currently provide after-school programming in its space in building X146 and would continue only to serve students during the school day if it is re-sited and co-located in X055. P.S. 55 should have sufficient space for its after-school programming, even when its school day has ended but BSA 2's school day is still running, because P.S. 55 has its own indoor play area, in addition to its allocated classroom space. This would remain true if BSA 2 were to begin offering after-school programming requiring space after its school day ends, as BSA 2 also has its own indoor play area.

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 P.S. 55’s changing its use of the shared space once BSA 2 is co-located in the building.

In 2012-2013, the DOE projects P.S. 55 will serve 656-716 students in X055. BSA 2 will serve a total of 375-425 students in 2012-2013. Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end of the school day, P.S. 55’s school day runs from approximately 8:50 to 3:10 pm.<sup>12</sup> P.S. 55 would maintain this same schedule if this proposal is approved. According to school-reported data, in its current location, BSA 2’s school day runs from approximately 7:45 a.m. to 4:30 p.m., with breakfast beginning at 7:15 a.m., and it is expected that the school will maintain this schedule in X055.

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	<b><u>Breakfast</u></b> <b>P.S. 55</b> 8:15am – 8:45am				
	<b>BSA 2</b> <u>7:15am – 7:45am</u>				

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

	<u>Lunch</u>  <b>P.S. 55</b>  11:40am – 1:20pm  <b>BSA 2</b>  10:50am – 11:40am				
<b>Outdoor Play Yard</b>	<b>P.S. 55</b>  12:30pm – 2:10pm  <b>BSA 2</b>  11:40am – 12:30pm				
<b>Library</b>  (Capacity: N/A)	<b>P.S. 55</b>  8:00:am – 12:30pm  <b>BSA 2</b>  12:30pm – 3:00pm				
<b>Auditorium</b>  (Capacity: 512)	<b>P.S. 55</b>  10:30am – 3:00pm  <b>BSA 2</b>  8:00am – 10:30am				

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

Consistent with the process described above, if this co-location proposal is approved, the leader/designee of BSA 2 will be part of the X055 School Safety Committee. As a member of the School Safety Committee, the leader/designee of BSA 2 will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-location of BSA 2 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X055 school building will be modified as appropriate to meet any changing security needs associated with the co-location. BSA 2 will enter information in the X055 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 school on the campus, 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 X055 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 City Police Department ("NYPD") for final approval and certification by the NYPD.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

### **Proposed Communications Strategy**

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011,<sup>13</sup> co-located schools on campuses must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee ("SSC") shall be established 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 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 School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.

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