

BUILDING UTILIZATION PLAN

As discussed in greater detail in the attached Educational Impact Statement (“EIS”), the DOE has proposed to site a new elementary school, P.S. 401 (23K401), and to re-site Leadership Preparatory Ocean Hill Charter School (84K775) (“Ocean Hill”) to building K332, located at 51 Christopher Avenue, Brooklyn, NY 11212 in Community School District 23, beginning in the 2011-12 school year. Ocean Hill and P.S. 401 would be co-located with P.S. 332 Charles H. Houston (23K332, “P.S. 332”) and an Alternative Learning Center (K992, “ALC”), in building K332. P.S. 332 currently enrolls students in K-8, and offers a pre-Kindergarten program. In a separate EIS posted on December 17, 2010, the DOE has proposed to phase P.S. 332 out because of its low performance. Ocean Hill is an existing charter school that opened in 2010-2011 with grades K and 1 in Building K271. There is not space at K271 for Ocean Hill to remain there long-term. As a result, in a separate EIS posted on December 20, 2010 and amended on January 26, 2011, the DOE has proposed to re-site Ocean Hill to K332 where it will phase-in gradually and serve grades K-8 when fully phased in 2017-2018. P.S. 401 is a new zoned elementary school that will open in 2011-2012 with grades K-2 and will also offer a pre-kindergarten program. P.S. 401 will phase-in gradually and serve grades K-5 and will offer a pre-Kindergarten program based on available funding. If the proposal to phase out P.S. 332 is approved, P.S. 332 would no longer accept incoming students and would close at the end of the 2013-2014 school year. In 2017-2018, once P.S. 332 has completed its phase out, Ocean Hill and P.S. 401 would be fully phased in K332 and would serve 892-952 students in K332 combined. The projected utilization for K332 at that point would be approximately 99%.

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. 332, P.S. 401, Ocean Hill and the ALC beginning in 2011-2012. The DOE will propose that the ALC in the building be relocated prior to 2012-2013. This plan also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 332, P.S. 401, Ocean Hill and the ALC including but not limited to, cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision making between the co-located schools, and a description of the shared space committee is also included. Please refer to the Educational Impact Statement, if applicable, to which this plan is attached for further information about the proposed co-location.

METHODOLOGY

We have applied the DOE 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 ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving grades K-5 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 or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained 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 classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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 DOE Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

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

Enrollment	# of Cluster Rooms
1,251 and up	5
750-1,250	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 allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full size classrooms² for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint 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 10, 2010 by Charles Fisher, Director of Space Planning, building K332 has a total of 50 full size classrooms/spaces, 1 full size science demonstration lab, 15 half-size classrooms/spaces, designed administrative office/space that is equivalent to 2 full size spaces, and 6 quarter size rooms which can be utilized as administrative offices/spaces.^{3/4/5} K332 building also contains a gymnasium, auditorium, lunchroom, library and school yard.

The Nurse's Office operates out of 1 full size classroom/space, and the Custodian's office is currently occupying 1 half size classroom/space. Excluding these spaces, the K332 building has a total of 50 full size classrooms (including 1 science demonstration room), 14 half-size classrooms/spaces, 1 designed administrative office/space that is equivalent to 2 full size spaces, and 6 quarter size administrative offices/spaces remaining that can be allocated to schools.

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 2 full size classrooms for student support services or resource rooms which could be equal to 4 half-size classrooms or 1 full size classroom and 2 half-size classrooms, etc.

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 Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

2010-2011

P.S. 332 currently enrolls 401 students in kindergarten through eighth grade and 18 students in pre-kindergarten. These students are served in 23 classes/sections (including pre-kindergarten students and students with disabilities).⁶

The table below summarizes P.S. 332's baseline Footprint allocation, which is based on the methodology described at the beginning of this document and the amount of space that P.S. 332 is currently using.

2010-2011: P.S. 332	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	19	8	2.0	0	0	4	3.0
Current Space Allocation	45	14	2.0	0	0	5	3.25

Currently, an Alternative Learning Center ("ALC") is located in building K332. The table below summarizes the ALC's baseline Footprint allocation and the amount of space that the ALC is currently using.

2010-2011: ALC	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁷	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	0	0.0	0	0	1	0.5
Current Space Allocation	5	0	0.0	0	0	1	0.25

The baseline Footprint allocation for the ALC has been adjusted for the following reason:

- There are no full size administrative rooms available in the area of the building where the ALC is located. There are quarter size rooms. The quarter size room is sufficient in meeting the ALC's administrative needs.

As demonstrated in the table above, P.S. 332 and the ALC are currently using several classrooms in excess of their respective baseline allocations. The table below summarizes the available space within K332.

2010-2011: Building K332	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Adjusted Baseline Allocation	27	6	1

⁶ November 1, 2011 unaudited register data

⁷ FSE refers to full size equivalent rooms that may be used for administrative purposes.

2011-2012

If the proposal to phase-out P.S.332 is approved by the Panel for Educational Policy (“PEP”), P.S. 332 would no longer enroll incoming kindergarten or sixth grade students and would only serve grades 3, 4, 5, 7 and 8 in 2011-2012. The DOE projects that P.S. 332 will serve between 215-265 students in 10 classes (including students with disabilities).⁸ The table below summarizes P.S. 332’s baseline Footprint allocation:

2011-2012: P.S. 332	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	12	5	2.0	0	0	0	2.0

In 2011-2012, P.S. 401 will serve students in kindergarten through second grade and will offer a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 173-203 students in 10 classes (including 18 pre-kindergarten students and students with disabilities).⁹ The table below summarizes P.S. 401’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and P.S. 401’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2011-2012: P.S. 401	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	9	5	0.0	2	0	0	2.0
Adjusted Baseline Allocation	12	2	0.0	2	0	0	2.0

P.S. 401’s baseline Footprint allocation was adjusted for the following reason:

- Given the limited number of half size classrooms where P.S. 401 will be located, the DOE will allocate 3 additional full size classrooms to P.S. 401 in lieu of half size classrooms for P.S. 401’s projected self contained classes.

In 2011-2012, Ocean Hill will serve students in kindergarten through second grade. Ocean Hill is projected to serve approximately 232 students in 8 classes.¹⁰ The table below summarizes Ocean Hill’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2011-2012: Ocean Hill	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	10	2	0.0	0	3	2	2.0

⁸ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

⁹ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

¹⁰ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

The ALC will continue to be located within K332. The table below summarizes the ALC's baseline Footprint allocation:

2011-2012: ALC	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	4	0	0	0	0	1	0.25

After P.S. 332, P.S. 401, Ocean Hill and the ALC have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K332	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	10	12	3

The excess space will be allocated between P.S. 332, P.S. 401 and Ocean Hill based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹¹ The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
P.S. 332	12	5	2.0	0	0	0	2.0	5	1	3
P.S. 401	12	2	0.0	2	0	0	2.0	3	1	0
Ocean Hill	10	2	0.0	0	3	2	2.0	2	0	0
ALC	4	0	0.0	0	0	1	0.25	0	0	0

2012-2013

In 2012-2013, P.S. 332 will serve between 130-160 students in 8 classes (including students with disabilities) in grades four, five and eight. The table below summarizes P.S. 332's baseline Footprint allocation:

2012-2013: P.S. 332	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	8	4	1.0	0	0	2	1.5
Adjusted Baseline Allocation	8	4	2.0	0	0	0	2.0

¹¹ This number is subject to change pending final enrollment projections.

P.S. 332's baseline Footprint allocation was adjusted for the following reason:

- The designed general office, which the DOE has determined will remain with P.S. 332 throughout the phase-out period, is the equivalent of 2 full size spaces. Although slightly in excess of the Footprint allocation, the DOE feels that it is appropriate that the designed general office remain with P.S. 332.

In 2012-2013, P.S. 401 will serve grades kindergarten through three and will offer a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 218-258 students in 13 classes (including 18 pre-kindergarten students and students with disabilities). The table below summarizes P.S. 401's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and P.S. 401's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2012-2013: P.S. 401	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	11	6	0.0	2	0	0	2.0
Adjusted Baseline Allocation	14	3	0.0	2	0	0	2.0

P.S. 401's baseline Footprint allocation was adjusted for the following reason:

- Given the limited number of half size classrooms where P.S. 401 will be located, the DOE will allocate 3 additional full size classrooms to P.S. 401 in lieu of half size classrooms for P.S. 401's projected self contained classes.

In 2012-2013, Ocean Hill will serve grades kindergarten through three. Ocean Hill is projected to serve approximately 313 students in 11 classes. The table below summarizes Ocean Hill's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2012-2013: Ocean Hill	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	14	2	0.0	0	3	2	2.0

The ALC will no longer be located within K332.

After P.S. 332, P.S. 401, and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K332	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	12	2	4

The excess space will be allocated between P.S. 332, P.S. 401 and Ocean Hill based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building. The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
P.S. 332	8	4	2.0	0	0	0	2.0	3	2	2
P.S. 401	14	3	0.0	2	0	0	2.0	4	0	1
Ocean Hill	14	2	0.0	0	3	2	2.0	5	0	1

2013-2014

In 2013-2014, P.S. 332 will serve between 50-60 students in 2 classes (including students with disabilities) in grade five. The table below summarizes P.S. 332's baseline Footprint allocation:

2013-2014: P.S. 332	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	3	1	1.0	0	0	2	1.5
Adjusted Baseline Allocation	3	1	2.0	0	0	0	2.0

P.S. 332's baseline Footprint allocation was adjusted for the following reason:

- The designed general office, which the DOE has determined will remain with P.S. 332 throughout the phase-out period, is the equivalent of 2 full size spaces. Although slightly in excess of the Footprint allocation, the DOE feels that it is appropriate that the designed general office remain with P.S. 332.

In 2013-2014, P.S. 401 will serve grades kindergarten through four and will offer a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 263-313 students in 16 classes (including 18 pre-kindergarten students and students with disabilities). The table below summarizes P.S. 401's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and P.S. 401's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2013-2014: P.S. 401	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	14	7	0.0	2	1	2	3.0
Adjusted Baseline Allocation	18	2	0.0	2	1	2	3.0

P.S. 401's baseline Footprint allocation was adjusted for the following reason:

- Given the limited number of half size classrooms where P.S. 401 will be located, the DOE will allocate 4 additional full size classrooms to P.S. 401 in lieu of half size classrooms for P.S. 401's projected self contained classes.

In 2013-2014, Ocean Hill will serve grades kindergarten through four. Ocean Hill is projected to serve approximately 390 students in 14 classes. The table below summarizes Ocean Hill's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2013-2014: Ocean Hill	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	17	2	0.0	0	4	4	3.0

The ALC will no longer be located within K332.

After P.S. 332, P.S. 401, and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K332	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	10	2	0

The excess space will be allocated between P.S. 332, P.S. 401 and Ocean Hill based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building. The full 2013-2014 room allocation plan is summarized below:

2013-2014	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
P.S. 332	3	1	2.0	0	0	0	2.0	1	0	0
P.S. 401	18	2	0.0	2	1	2	3.0	4	1	0
Ocean Hill	17	2	0.0	0	4	4	3.0	5	1	0

2014-2015

In 2014-2015, P.S. 332 will be closed.

In 2014-2015, P.S. 401 will be at scale, serving grades kindergarten through five, with a pre-kindergarten program, pending funding availability. P.S. 401 is projected to serve between 308-368 students in 18 classes (including 18 pre-kindergarten students and students with disabilities). The table below summarizes P.S. 401’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and P.S. 401’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2014-2015: P.S. 401	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	15	7	2.0	0	2	0	3.0
Adjusted Baseline Allocation	20	2	2.0	0	2	0	3.0

P.S. 401’s baseline Footprint allocation was adjusted for the following reason:

- Given the limited number of half size classrooms where P.S. 401 will be located, the DOE will allocated 5 additional full size classrooms to P.S. 401 in lieu of half size classrooms for P.S. 401’s projected self contained classes.

In 2014-2015, Ocean Hill will serve grades kindergarten through five. Ocean Hill is projected to serve approximately 465 students in 17 classes. The table below summarizes Ocean Hill’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2014-2015: Ocean Hill	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	20	2	0.0	0	4	4	3.0

After P.S. 332, P.S. 401, and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K332	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	10	4	2

The excess space will be allocated between P.S. 401 and Ocean Hill based upon the following factor: the physical location of the available space in relation to the location of each school within the building. The full 2014-2015 room allocation plan is summarized below:

2014-2015	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
P.S. 401	20	2	2.0	0	2	0	3.0	3	1	0
Ocean Hill	20	2	0.0	0	4	4	3.0	7	3	2

This will serve as the permanent allocation of space for both P.S. 401 and Ocean Hill if P.S. 401 and Ocean Hill remain in K332. P.S. 401 will be allocated all of the first and second floor of K332. Ocean Hill will be allocated all of the third and fourth floor. Although Ocean Hill will continue to grow in size, and its baseline allocation will change, Ocean Hill will maintain the space it was assigned in 2014-2015. The additional rooms that were allocated in 2014-2015 will be used to meet Ocean Hill's baseline needs in future years. Thus, the Building Utilization Plan will forego listing the room allocations for P.S. 401 and Ocean Hill between 2014-2015 and 2017-2018, when both P.S. 401 and Ocean Hill will have achieved their respective full scales.

2017-2018

In 2017-2018, P.S. 401 will be at scale, serving students kindergarten through fifth grade, with a pre-kindergarten program, pending funding availability. P.S. 401 is projected to continue to serve between 288-348 students in 18 classes (including 18 pre-kindergarten students and students with disabilities). P.S. 401's adjusted baseline allocation will be the same as the years before.

2017-2018: P.S. 401	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	20	2	2.0	0	2	0	3.0

In 2017-2018, Ocean Hill will be fully phased in and will serve students in kindergarten through eighth grade. Ocean Hill is projected to serve approximately 604 students in 24 classes. The table below summarizes Ocean Hill's baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2017-2018: Ocean Hill	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	27	2	0.0	0	4	4	3.0

After P.S. 332, P.S. 401, and Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2017-2018: Building K332	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	3	4	2

The excess space will be allocated between P.S. 401 and Ocean Hill based upon the following factor: the physical location of the available space in relation to the location of each school within the building. The full 2017-2018 room allocation plan is summarized below:

2017-2018	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
P.S. 401	20	2	2.0	0	2	0	3.0	3	1	0
Ocean Hill	27	2	0.0	0	4	4	3.0	0	3	2

P.S. 401 will continue to be allocated all of the first and second floor of K332. Ocean Hill will continue to be allocated all of the third and fourth floor. In 2017-2018, both P.S. 401 and Ocean Hill will be completely phased in. This will remain the permanent allocation of space.

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 K332. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the 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. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (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 which follows).

In 2011-2012, the DOE projects P.S. 332 to serve 215-265 students, P.S. 401 to serve 173-203 students, and Ocean Hill to serve 232 students. As Ocean Hill and P.S. 401's enrollment increases each year, and P.S. 332's decreases, this shared plan would be revised accordingly.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (capacity of space: <u>300</u>)	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am Ocean Hill: 7:30-7:55am <u>LUNCH:</u> P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:25pm	<u>BREAKFAST:</u> P.S.332 & P.S. 401: 8:00-8:30am Ocean Hill: 7:30-7:55am <u>LUNCH:</u> P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:25pm	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am Ocean Hill: 7:30-7:55am <u>LUNCH:</u> P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:25pm	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am Ocean Hill: 7:30-7:55am <u>LUNCH:</u> P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:25pm	<u>BREAKFAST:</u> P.S. 332 & P.S. 401: 8:00-8:30am Ocean Hill: 7:30-7:55am <u>LUNCH:</u> P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:25pm
Library	Ocean Hill: 8:00-9:30am P.S. 332: All other time	P.S. 401: 8:00-12pm P.S. 332: All other time	P.S. 332: All day	Ocean Hill: 1:30-3:00pm P.S. 332: All other time	P.S. 332: All day
Gymnasium (include all gyms, dance and fitness rooms) (capacity of space: <u>340</u>)	P.S. 401: 8:00-9:30am P.S. 332: All other time	Ocean Hill: 8:00-12pm P.S. 332: All other time	P.S. 332: All day	P.S. 401: 1:30-3:00pm P.S. 332: All other time	P.S. 332: All day
Auditorium	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.	Schools will schedule time in the auditorium based on their programmatic needs.
Playground (elementary/ middle schools)	P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:30pm	P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:30pm	P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:30pm	P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:30pm	P.S. 332: 11:30-12:15pm; 1:30-2:00pm P.S. 401: 12:30-1:15pm Ocean Hill: 12:45-1:30pm:

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 leaders/designees of Ocean Hill and P.S. 401 will be part of the K332 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of Ocean Hill and P.S. 401 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 Ocean Hill will be addressed on an ongoing basis. Moreover, the Safety Plan for the K332 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Ocean Hill and P.S. 401 will enter information in the K332 school's 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 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 K332 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 2010,¹² co-located schools on campuses must actively participate in a Building Council, 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 Building Council. The Building Council 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 Building Council 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 shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or eligible District 75 programs by the principals of the schools and/or eligible programs, 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 Shared Space Committee 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 Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet minimally four times per year.

The Shared Space Committee 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 Shared Space Committee 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. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

¹² Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.

Proposed Collaborative Decision Making Strategy

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.