

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 grades kindergarten through five of Boys Preparatory Charter School of the Bronx (84XTBD, “Boys Prep”) in building X107 (“X107”), located at 1695 Seward Avenue, Bronx, NY 10473, in Community School District 8 (“District 8”), beginning in the 2014-2015 school year. Boys Prep is a new public charter elementary school that is authorized by its charter authorizer, the State University of New York Trustees (“SUNY”). If this proposal is approved by the Panel for Education Policy (“PEP”), Boys Prep will be co-located in X107 with P.S. 107 (08X107, “P.S. 107”), an existing elementary school that serves students in grades kindergarten through five and offers a pre-kindergarten program beginning in the 2014-2015 school year. Boys Prep will open with kindergarten and first grade and will add one grade each year until it reaches full scale in 2018-2019. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

Pursuant to the New York Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space among Boys Prep and P.S. 107. It also includes a proposal for the collaborative usage of shared resources and spaces among the two school organizations, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable and comparable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee are also included. Please refer to the EIS to which this plan is attached for further information about the co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposal is approved by the PEP.

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/or 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 kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates 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

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

served by the school. In addition, schools serving grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

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

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

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

Allocation of Classrooms and Administrative Space

According to a building walk-through and survey performed on May 25, 2012 by the Director of Bronx Space Planning, building X107 has a total of 36 full-size (FS) rooms,² 12 half-size ("HS") rooms,³ 5 quarter-size ("QS") rooms,⁴ and 3.0 full-size equivalent ("FSE") rooms of designed administrative space. X107 also contains a gymnasium, an auditorium, a cafeteria, a library, and an outdoor play yard. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The custodian's office occupies one quarter-size room.
- The School Based Support Team ("SBST") occupies one half-size room of designed administrative space.
- The nurse's office is located in the equivalent of one full-size room of designed administrative space.

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

Excluding the spaces outlined above, the X107 building currently has a total of 36 full-size rooms, 12 half-size rooms, 4 quarter-size rooms, and the equivalent of 1.5 full-size designed administrative space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	36	12	5	3.0
Shared Spaces or Building Services	0	0	1	1.5
Remaining Total to Be Allocated	36	12	4	1.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at P.S. 107 in the current 2012-2013 school year.

School Name	Total Enrollment ⁵	Total GE/ICT Sections	Total SC Sections
P.S. 107	489	18	3

The table below summarizes the Footprint allocation for P.S. 107. This allocation is based on the methodology described at the beginning of this document and the amount of space that the school is currently using.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 107	Baseline Footprint Allocation	21	5	1.5	0	3	2	3.5	21	8	2	1.5
	Current Space Allocation	36	7	1.5	0	5	4	5.0	36	12	4	1.5

⁵ P.S. 107's enrollment figures are based on the 2012-2013 Audited Register (as of October 26, 2012) and include Pre-kindergarten.

In total:

- P.S. 107 is currently allocated 36 full-size rooms, 12 half-size rooms, 4 quarter-size rooms and the equivalent of 1.5 full-size designed administrative rooms. As demonstrated in the table above, this includes 15 full-size rooms, 4 half-size rooms and 2 quarter-size rooms in excess of its baseline Footprint.

The current excess space in the X107 building is shown in the table below.

2012-2013	Full-Size Rooms	Half-Size Rooms	Quarter-Size	Designed Admin (FSE)
Space in Excess of Baseline Allocation	15	4	2	0

2013-2014

The table below summarizes the total projected enrollment and projected number of sections to be served at P.S. 107 in 2013-2014.

2013-2014	Projected Enrollment ⁶	GE/ICT Sections	SC Sections
P.S. 107	458-518	19	3

In 2013-2014, after P.S. 107 has received its baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size	Designed Admin (FSE)
Space in Excess of Baseline Allocation	14	4	2	0

P.S. 107 will receive its respective baseline Footprint allocation, as well as excess space.

⁶ 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 2013-2014 room allocation plan for P.S. 107 based on the school’s Footprint allocation, plus the excess space allocations.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 107	Baseline Footprint Allocation	22	5	1.5	0	3	2	3.5	14	4	2	0	36	12	4	1.5

In total:

- P.S. 107 will be allocated 36 full-size rooms, 12 half-size rooms, 4 quarter-size rooms and the equivalent of 1.5 full-size designed administrative rooms. As demonstrated in the table above, this includes 14 full-size rooms, 4 half-size rooms and 2 quarter-size rooms in excess of its baseline Footprint.

There is no proposed room change for P.S. 107 between 2012-2013 and 2013-2014.

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, Boys Prep will begin serving kindergarten and first-grade students in building X107 in the 2014-2015 school year.

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2014-2015 if this proposal is approved.

2014-2015	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
P.S. 107	448-508	19	3
Boys Prep	90-120	6	0

After P.S. 107 and Boys Prep have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter Size Rooms	Designed Admin (FSE)

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

Space In Excess of Baseline Allocation	5	2	2	0
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Both schools in the X107 building will receive their baseline Footprint allocations, as well as excess space, which will be allocated between the two schools 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 needs of each school. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible. Though the allocation of space is not strictly proportional to the respective enrollments of each school, the DOE believes that the allocation of space is equitable and comparable given the physical location of the available space in relation to the location of each school within the building and because all of the schools are receiving space appropriate for their needs.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 107 and Boys Prep based on their baseline Footprint allocations, plus the excess space allocations.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 107	Baseline Footprint Allocation	22	5	1.5	0	3	2	3.5	3	2	1	0.0	25	10	3	1.5
Boys Prep	Baseline Footprint Allocation	7	2	0.0	2	0	0	2.0	2	0	1	0.0	11	2	1	0.0

In total:

- P.S. 107 will be allocated 25 full-size rooms, 10 half-size rooms, 3 quarter-size rooms and the equivalent of 1.5 full-size rooms of designed administrative space. This allocation for P.S. 107 includes 3 full-size rooms, 2 half-size rooms and 1 quarter-size room in excess of its baseline footprint.
- Boys Prep will be allocated 11 full-size rooms, 2 half-size rooms and 1 quarter-size room. This allocation for Boys Prep includes 2 full-size rooms and 1 quarter-size room in excess of its baseline footprint.

The proposed room change between the 2013-2014 school year and the 2014-2015 school year is reflected in the table below.

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 107	36	12	4	1.5	25	10	3	1.5	-11	-2	-1	0
Boys Prep	0	0	0	0.0	11	2	1	0.0	+11	+2	+1	0

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2015-2016 under this proposal.

2015-2016	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 107	428-488	19	3
Boys Prep	135-180	7	0

After P.S. 107 and Boys Prep have received their respective baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	3	2	2	0

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

The excess space will be allocated P.S. 107 and Boys Prep based on the physical location of the available space in relation to each of the schools within the building and the needs of each school. Though the allocation of space is not strictly proportional to the respective enrollments of each school, the DOE believes that this allocation of space is equitable and comparable given the physical location of the available space in relation to the location of each school within the building, and because each school is receiving space appropriate for its needs.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 107 and Boy Prep based on their baseline footprint allocations, plus the excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 107	Baseline Footprint Allocation	22	5	1.5	0	3	2	3.5	2	2	1	0.0	24	10	3	1.5
Boys Prep	Baseline Footprint Allocation	9	2	0.0	2	0	0	2.0	1	0	1	0.0	12	2	1	0.0

In total:

- P.S. 107 will be allocated 24 full-size rooms, 10 half-size rooms, 3 quarter-size rooms and the equivalent of 1.5 full-size rooms of designed administrative space. This allocation for P.S. 107 includes 2 full-size rooms, 2 half-size rooms and 1 quarter-size room in excess of its baseline footprint.
- Boys Prep will be allocated 12 full-size rooms, 2 half-size rooms and 1 quarter-size room. This allocation for Boys Prep includes 1 full-size room and 1 quarter-size room in excess of Boys Prep’s baseline footprint.

The proposed room change between 2014-2015 and 2015-2016 is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 107	25	10	3	1.5	24	10	3	1.5	-1	0	0	0.0
Boys Prep	11	2	1	0.0	12	2	1	0	+1	0	0	0.0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2016-2017 under this proposal.

2016-2017	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
P.S. 107	423-483	19	3
Boys Prep	180-240	9	0

After P.S. 107 and Boys Prep have received their respective baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	1	1	2	0

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

The excess space will be allocated among P.S. 107 and Boys Prep based upon the physical location of the available space in relation to the location of each school within the building and the needs of each school. Though the allocation of space is not strictly proportional to the respective enrollments of each school, the DOE believes that the allocation of space is equitable and comparable given the physical location of the available space in relation to the location of each school within the building, and because each school is receiving space appropriate for its needs.

The table below summarizes the full 2016-2017 room allocation plan for P.S. 107 and Boys Prep based on their baseline footprint allocations, plus the excess space allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 107	Baseline Footprint Allocation	22	5	1.5	0	3	2	3.5	1	1	1	0.0	23	9	3	1.5
Boys Prep	Baseline Footprint Allocation	11	2	0.0	2	1	0	2.5	0	0	1	0.0	13	3	1	0.0

In total:

- P.S. 107 will be allocated 23 full-size rooms, 9 half-size rooms, 3 quarter-size rooms and the equivalent of 1.5 full-size rooms of designed administrative space. This allocation for P.S. 107 includes 1 full-size room, 1 half-size room and 1 quarter-size room in excess of P.S. 107's baseline footprint.
- Boys Prep will be allocated 13 full-size rooms, 3 half-size rooms and 1 quarter-size room. This allocation for Boys Prep includes 1 quarter-size room in excess of Boys Prep's baseline footprint. This excess space has been allocated to Boys Prep in order to ensure that the school can operate in contiguous space.

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 107	24	10	3	1.5	23	9	3	1.5	-1	-1	0	0.0
Boys Prep	12	2	1	0.0	13	3	1	0.0	+1	+1	0	0.0

2017-2018 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2017-2018 under this proposal.

2017-2018	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
P.S. 107	408-468	19	3
Boys Prep	225-300	11	0

After P.S. 107 and Boys Prep have received their allocation of rooms, there will be no remaining excess rooms:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	0	0

In the fourth year of the proposal’s implementation, Boys Prep will receive 1.0 FSE spaces less than its baseline footprint allocation in administrative space. Boys Prep confirms, however, that it can adequately operate and will be able to continue effectively delivering instruction within the space allocated in this BUP in 2017-2018 and beyond because Boys Prep uses different class size and space programming assumptions than the Footprint.

¹⁰ 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 2017-2018 room allocation plan for P.S. 107 and Boys Prep based on their baseline footprint and adjusted baseline footprint allocations.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 107	Baseline Footprint Allocation	22	5	1.5	0	3	2	3.50	0	0	0	0	22	8	2	1.5
Boys Prep	Baseline Footprint Allocation	14	2	0.0	1	2	2	2.50	0	0	0	0	15	4	2	0.0
	Adjusted Footprint Allocation	14	2	0.0	0	2	2	1.50	0	0	0	0	14	4	2	0.0

In total:

- P.S. 107 will be allocated 22 full-size rooms, 8 half-size rooms, 2 quarter-size rooms and the equivalent of 1.5 full-size rooms of designed administrative space.
- Boys Prep will be allocated 14 full-size rooms, 4 half-size rooms and 2 quarter-size rooms.

The proposed room change between the 2016-2017 school year and the 2017-2018 school year is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 107	23	9	3	1.5	22	8	2	1.5	-1	-1	-1	0
Boys Prep	13	3	1	0.0	14	4	2	0.0	+1	+1	+1	0

2018-2019 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2018-2019 under this proposal.

2018-2019	Projected Enrollment ¹¹	GE/ICT Sections	SC Sections
P.S. 107	408-468	19	3
Boys Prep	270-360	12	0

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

After P.S. 107 and Boys Prep have received their allocation of rooms, there will be no remaining excess rooms:

2018-2019	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	0	0

In the fifth and final year of the proposal’s implementation, Boys Prep will receive 2.5 FSE spaces less than its baseline footprint allocation. Boys Prep confirms, however, that it can adequately operate and will be able to continue effectively delivering instruction within the space allocated in this BUP in 2018-2019 and beyond because Boys Prep uses different class size and space programming assumptions than the footprint.

The table below summarizes the full 2018-2019 room allocation plan for P.S. 107 and Boys Prep based on their baseline footprint and adjusted baseline footprint allocations.

2018-2019		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 107	Baseline Footprint Allocation	22	5	1.5	0	3	2	3.5	0	0	0	0	22	8	2	1.5
Boys Prep	Baseline Footprint Allocation	15	2	0.0	0	2	2	3.0	0	0	0	0	15	4	2	0.0
	Adjusted Baseline Allocation	14	2	0.0	0	2	2	1.5	0	0	0	0	14	4	2	0.0

In total:

- P.S. 107 will be allocated 22 full-size rooms, 8 half-size rooms, 2 quarter-size rooms and the equivalent of 1.5 full-size rooms of designed administrative space.
- Boys Prep will be allocated 14 full-size rooms, 4 half-size rooms and 2 quarter-size rooms.

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 the X107 building during the first year of implementation of this proposal in 2014-2015, when Boys Prep will begin to serve kindergarten and first grade. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the enrollment and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the X107 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 equitable and comparable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing school in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹² Where possible, the proposed schedule maintains P.S. 107's current allocation of time for each shared space and re-distributes remaining time as needed. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 107 to continue using them on a similar schedule in the 2014-2015 school year, based on the 2011 Campus Audit Template submitted by the Building Council.¹³ As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

In planning how P.S. 107 and Boys Prep may use shared space, the DOE has applied the factors described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria

- There is one main cafeteria in the X107 building, which has the capacity to serve 250 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate all of its students in the cafeteria within this proposed allocation of time:
 - P.S. 107 has been allocated a 40-minute period daily for breakfast in the main cafeteria from 8:00 a.m. to 8:40 a.m. and 120 minutes daily in the cafeteria for lunch from 11:45 a.m. to 1:45 p.m. In total, P.S. 107 has been allocated 13.3 hours on a weekly basis in the cafeteria.

¹² See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹³ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

- Boys Prep has been allocated a 30-minute period daily for breakfast in the main cafeteria from 7:50 a.m. to 8:20 a.m. and 45 minutes daily in the cafeteria for lunch from 11:00 a.m. to 11:45 a.m. In total, Boys Prep has been allocated approximately 6.25 hours on a weekly basis in the cafeteria.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at X107. Accordingly, and in light of the capacity of the cafeteria, P.S. 107 and Boys Prep students may be served during overlapping periods in the cafeteria.

Gymnasium, Library, and Auditorium

Time in the library, gymnasium, and auditorium will be based upon the enrollments of the schools, as well as the schools' special needs.

Gymnasium

- There is one gymnasium in the X107 building, which has the capacity to serve 350 students.
- P.S. 107 is allocated the largest amount of time in the gymnasium, 3 hours and 40 minutes daily during the school day from 10:40 a.m. to 2:20 p.m. In total, P.S. 107 has been allocated approximately 18.3 hours on a weekly basis in the gymnasium.
- Boys Prep is allocated approximately one hour daily from 2:20 p.m. to 3:20 p.m. In total, Boys Prep has been allocated approximately five hours on a weekly basis in the gymnasium.
- Because the proposed allocations have been devised with regard to the schools' relative enrollments and allocated the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and comparable.
- Additional times in the gymnasium remain unallocated. The Building Council is empowered to make additional and/or alternative allocations.

Library

- P.S. 107 is allocated the largest amount of time in the library based on its projected enrollment, 3 hours and 20 minutes daily from 8:40 a.m. to 12:00 p.m. In total, P.S. 107 has been allocated 16.7 hours on a weekly basis in the library.
- Boys Prep, which is projected to have the smaller enrollment of the two schools in 2014-2015, is allocated one hour from 12:00 p.m. to 1:00 p.m. daily in the library. In total, Boys Prep has been allocated five hours on a weekly basis in the library.
- Additional times in the library remain unallocated. The Building Council is empowered to make additional and/or alternative allocations.

Auditorium

- There is one auditorium in the X107 building, which has the capacity to serve 574 students.
 - P.S. 107 has been allocated 3 hours and 20 minutes per day in the auditorium from 8:20 a.m. to 11:40 a.m. In total, P.S. 107 has been allocated 16.7 hours on a weekly basis in the auditorium.
 - Boys Prep has been allocated 45 minutes per day in the auditorium from 11:45 a.m. to 12:30 p.m. In total, Boys Prep has been allocated 3.75 hours on a weekly basis in the auditorium.
- Because the proposed allocations have been devised with regard to the schools' relative enrollments and the existing allocation of shared space, the DOE believes that the proposed allocation is equitable and comparable.
- Additional times in the auditorium remain unallocated. The Building Council is empowered to make additional and/or alternative allocations.

Outdoor Play yard

- P.S. 107 is allocated the largest amount of time in the outdoor play yard based on its projected enrollment, 2 hours and 30 minutes daily from 11:00 a.m. to 1:30 p.m. In total, P.S. 107 has been allocated 12.5 hours on a weekly basis in the outdoor play yard.
- Boys Prep, which is projected to have the smaller enrollment of the two schools in 2014-2015, is allocated 45 minutes daily from 1:45 p.m. to 2:30 p.m. in the outdoor play yard. In total, Boys Prep has been allocated 3.75 hours on a weekly basis in the outdoor play yard.
- Additional times in the outdoor play yard remain unallocated. The Building Council is empowered to make additional and/or alternative allocations.

After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after-school hours. In the schedule below, all shared spaces are only allocated until 4:00 p.m. which is the end of Boys Prep's school day. The Building Council will allocate space as needed for after-school programs.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is equitable and comparable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively. This agreement could result in the current school in the building, P.S. 107, changing its use of the shared space once Boys Prep begins its co-location in the building in the 2014-2015 school year.

In 2014-2015, the DOE projects P.S. 107 will serve 448-508 students and Boys Prep will serve 90-120 students at X107. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 107's school day runs from approximately 8:00 a.m. to 2:20 p.m. Since Boys Prep is a new school, it does not have a current school start or end time. However, the DOE notes that the typical school day of other Public Prep schools runs from 7:50 a.m. to 4:00 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday	
Cafeteria (Capacity: 250)	Breakfast: Boys Prep 7:50 a.m. – 8:20 a.m. P.S. 107 8:00 a.m. – 8:40 a.m. Lunch: Boys Prep 11:00 a.m. – 11:45 a.m. P.S. 107 11:45 a.m. – 1:45 p.m.	Breakfast: Boys Prep 7:50 a.m. – 8:20 a.m. P.S. 107 8:00 a.m. – 8:40 a.m. Lunch: Boys Prep 11:00 a.m. – 11:45 a.m. P.S. 107 11:45 a.m. – 1:45 p.m.	Breakfast: Boys Prep 7:50 a.m. – 8:20 a.m. P.S. 107 8:00 a.m. – 8:40 a.m. Lunch: Boys Prep 11:00 a.m. – 11:45 a.m. P.S. 107 11:45 a.m. – 1:45 p.m.	Breakfast: Boys Prep 7:50 a.m. – 8:20 a.m. P.S. 107 8:00 a.m. – 8:40 a.m. Lunch: Boys Prep 11:00 a.m. – 11:45 a.m. P.S. 107 11:45 a.m. – 1:45 p.m.	Breakfast: Boys Prep 7:50 a.m. – 8:20 a.m. P.S. 107 8:00 a.m. – 8:40 a.m. Lunch: Boys Prep 11:00 a.m. – 11:45 a.m. P.S. 107 11:45 a.m. – 1:45 p.m.	Breakfast: Boys Prep 7:50 a.m. – 8:20 a.m. P.S. 107 8:00 a.m. – 8:40 a.m. Lunch: Boys Prep 11:00 a.m. – 11:45 a.m. P.S. 107 11:45 a.m. – 1:45 p.m.
Gym (Capacity: 350)	P.S. 107 10:40 a.m. – 2:20 p.m. Boys Prep 2:20 p.m. – 3:20 p.m.	P.S. 107 10:40 a.m. – 2:20 p.m. Boys Prep 2:20 p.m. – 3:20 p.m.	P.S. 107 10:40 a.m. – 2:20 p.m. Boys Prep 2:20 p.m. – 3:20 p.m.	P.S. 107 10:40 a.m. – 2:20 p.m. Boys Prep 2:20 p.m. – 3:20 p.m.	P.S. 107 10:40 a.m. – 2:20 p.m. Boys Prep 2:20 p.m. – 3:20 p.m.	
Library	P.S. 107 8:40 a.m. – 12:00 p.m. Boys Prep 12:00 p.m. – 1:00 p.m.	P.S. 107 8:40 a.m. – 12:00 p.m. Boys Prep 12:00 p.m. – 1:00 p.m.	P.S. 107 8:40 a.m. – 12:00 p.m. Boys Prep 12:00 p.m. – 1:00 p.m.	P.S. 107 8:40 a.m. – 12:00 p.m. Boys Prep 12:00 p.m. – 1:00 p.m.	P.S. 107 8:40 a.m. – 12:00 p.m. Boys Prep 12:00 p.m. – 12:00 p.m.	
Auditorium (Capacity: 574)	P.S. 107 8:20 a.m. – 12:00 p.m. Boys Prep 11:45 a.m. – 12:30 p.m.	P.S. 107 8:20 a.m. – 12:00 p.m. Boys Prep 11:45 a.m. – 12:30 p.m.	P.S. 107 8:20 a.m. – 12:00 p.m. Boys Prep 11:45 a.m. – 12:30 p.m.	P.S. 107 8:20 a.m. – 12:00 p.m. Boys Prep 11:45 a.m. – 12:30 p.m.	P.S. 107 8:20 a.m. – 12:00 p.m. Boys Prep 11:45 a.m. – 12:30 p.m.	
Outdoor Play yard	P.S. 107 11:00 a.m. – 1:30 p.m. Boys Prep 1:45 p.m. – 2:30 p.m.	P.S. 107 11:00 a.m. – 1:30 p.m. Boys Prep 1:45 p.m. – 2:30 p.m.	P.S. 107 11:00 a.m. – 1:30 p.m. Boys Prep 1:45 p.m. – 2:30 p.m.	P.S. 107 11:00 a.m. – 1:30 p.m. Boys Prep 1:45 p.m. – 2:30 p.m.	P.S. 107 11:00 a.m. – 1:30 p.m. Boys Prep 1:45 p.m. – 2:30 p.m.	

Building Safety and Security

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; United Federation of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the respective leaders/designees of P.S. 107 and Boys Prep will be part of the X107 School Safety Committee. As a member of the School Safety Committee, each such leader/designee will participate in the development of the School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-location of Boys Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the X107 school building will be modified as appropriate to meet any changing security needs associated with the expansion. All schools will enter information in the School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team ("BRT") that will consist of trained staff members from each school in X107, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the X107 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹⁴ co-located schools on campuses must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee ("SSC") shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the BUP once it has been approved by the PEP.

¹⁴ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."

With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

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