

## **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 open and co-locate a new public charter school, Explore Envision Charter School (84KTBD, "Explore Envision"), which will serve students in kindergarten through fifth grade, in building K190 ("K190"), beginning in the 2014-2015 school year. K190 is located at 590 Sheffield Avenue, Brooklyn, New York, 11207, in Community School District 19.<sup>1</sup> K190 currently houses P.S. 190 Sheffield (19K190, "P.S. 190"), an existing zoned elementary school that serves kindergarten through fifth grade students and offers one section of full day prekindergarten, and Essence School (19K311, "Essence School"), an existing district middle school that serves sixth through eighth grade students. If this proposal is approved, Explore Envision will be co-located in K190 with P.S. 190 and Essence School. The DOE does not anticipate that this proposal will affect P.S. 190's pre-kindergarten program, which will continue to be offered, subject to funding and demand. If this proposal is approved, Explore Envision will open with kindergarten, first grade, and second grade in 2014-2015, and will add one grade per year until it serves kindergarten through fifth grade students in 2017-2018.

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 Explore Envision, P.S. 190, and Essence School. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2014-2015 year between Explore Envision, P.S. 190, and Essence School, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.<sup>2</sup> Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

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

### METHODOLOGY

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

### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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

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

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<sup>1</sup> 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.

<sup>2</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. The DOE Footprint can be found at: [http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf).

<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

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

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, 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. Therefore, each principal must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on May 18, 2012 by a representative of the Office of Space Planning, K190 has a total of 43 full-size ("FS") classrooms/spaces,<sup>3</sup> 4 half-size ("HS") classrooms/spaces,<sup>4</sup> 6 quarter-size ("QS") spaces<sup>5</sup>, and 2.75 full-size equivalent rooms ("FSE") of designed administrative office space. K190 also contains an auditorium, cafeteria, library, and gymnasium. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse's office occupies 1.25 FSE of designed administrative space.
- The teacher's cafeteria occupies 1 half-size space.

Excluding the spaces outlined above, K190 has a total of 43 full-size classrooms, 3 half-size classrooms/spaces, 6 quarter-size spaces, and the equivalent of 1.5 full-size designed administrative office spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	43	4	6	2.75
Building Spaces	0	1	0	1.25
<b>Total to be Allocated</b>	<b>43</b>	<b>3</b>	<b>6</b>	<b>1.5</b>

**2012-2013 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment and sections served at P.S. 190 and Essence School in 2012-2013:

2012-2013	Total Enrolled <sup>6</sup>	GE/ICT Sections	SC Sections
P.S. 190	201	11	1
Essence School	164	7	1

The table below summarizes P.S. 190 and Essence School's baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

<sup>3</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>4</sup> Half-size classrooms have an area of less than 500 square feet, but greater than 239 square feet.

<sup>5</sup> Quarter-size rooms are smaller than 240 square feet.

<sup>6</sup> 2012-2013 Audited Register (as of October 26, 2012).

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
P.S. 190	Baseline Footprint Allocation	14	3	1.5	0	0	2	2.0	14	3	2	1.5
	Current Space Allocation	21	3	1.5	2	0	3	4.25	23	3	3	1.5
Essence School	Baseline Footprint Allocation	8	2	2.0	0	0	0	2.0	8	2	0	2.0
	Adjusted Baseline Allocation	10	0	0.0	2	0	0	2.0	12	0	0	0.0
	Current Space Allocation	17	0	0.0	3	0	3	3.75	20	0	3	0.0

Essence School's baseline has been adjusted in the following manner:

- The DOE has allocated Essence School two full-size rooms in lieu of two half-size rooms because there are an insufficient number of half-size spaces in the K190 building.

This adjustment has been made to the baseline footprint allocation for Essence School in each year of room allocations presented in this document going forward except where otherwise indicated.

As demonstrated in the table above, P.S. 190 is currently using 9 full-size and 1 quarter-size spaces in excess of its baseline footprint allocation. Essence School is currently using 8 full-size and 3 quarter-size spaces in excess of its adjusted baseline footprint allocation. The table below summarizes the available space within K190 after P.S. 190 and Essence School have received their respective adjusted baseline footprint allocations, some of which will be allocated to Explore Envision for the 2014-2015 school year.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	17	0	4	0.0

**2013-2014 (NEXT SCHOOL YEAR):**

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

2013-2014	Projected Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
P.S. 190	158-218	13	1
Essence School	140-170	6	1

**2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

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

2014-2015	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 190	143-203	13	1
Essence School	135-165	6	1
Explore Envision	165-195	6	0

After P.S. 190, Essence School, and Explore Envision have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	4	0	4	0.0

The excess space will be allocated between P.S. 190, Essence School, and Explore Envision based primarily upon the physical location of the available space in relation to the location of each school within the building and the school's enrollment, when possible.

Explore Envision's baseline has been adjusted in the following manner:

- The DOE has allocated Explore Envision two full-size room in lieu of two half-size resource rooms because there are an insufficient number of half-size spaces in the K190 building.

<sup>7</sup> The DOE's enrollment figures here and throughout this Building Utilization Plan are based on projections. Significant changes in enrollment could result in an amendment to this plan.

Although P.S. 190 currently serves 1 section of kindergarten, the school has historically served 2 sections of kindergarten. As such, the DOE has allocated space to P.S. 190 as a two section elementary school with three cluster rooms in the BUP in 2014-2015 and all subsequent years. However, enrollment projections are based on the standard promotion of the respective school's cohorts and changes in P.S. 190's enrollment could result in an amendment to this plan.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 190, Essence School, and Explore Envision based on their baseline Footprint allocations, plus the excess space allocation:

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. 190	Baseline Footprint Allocation	16	3	1.5	0	0	2	2.0	3	0	0	0.0	19	3	2	1.5
	Adjusted Baseline Allocation	10	0	0.0	2	0	0	2.0	0	0	2	0.0	12	0	2	0.0
Essence School	Baseline Footprint Allocation	7	2	2.0	0	0	0	2.0	0	0	0	0.0	7	2	0	2.0
	Adjusted Baseline Allocation	9	0	0.0	2	0	0	2.0	1	0	2	0.0	12	0	2	0.0
Explore Envision	Baseline Footprint Allocation	8	2	2.0	0	0	0	2.0	0	0	0	0.0	8	2	0	2.0
	Adjusted Baseline Allocation	10	0	0.0	2	0	0	2.0	0	0	2	0.0	12	0	2	0.0

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 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. 190	23	3	3	1.5	19	3	2	1.5	-4	0	-1	0.0
Essence School	20	0	3	0.0	12	0	2	0.0	-8	0	-1	0.0
Explore Envision	-	-	-	-	12	0	2	0.0	+12	0	+2	0.0

**2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION):**

The table below summarizes the total projected enrollment and number of sections served at each school in 2015-2016:

2015-2016	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
P.S. 190	138-198	13	1
Essence School	135-165	6	1
Explore Envision	220-260	8	0

After P.S. 190, Essence School, and Explore Envision 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	2	0	4	0.0

The excess space will be allocated between P.S. 190, Essence School, and Explore Envision based upon the physical location of the available space in relation to the location of each school within the building.

Beginning in 2015-2016, Explore Envision will receive its baseline allocation of instructional rooms, but will not receive certain resource and administrative spaces that it would otherwise receive under the Footprint. Explore Envision agrees, however, that it can adequately operate within the space allocated in the BUP in 2015-2016 and all subsequent years, and believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP. Excess space is allocated to P.S. 190 and Essence School to ensure contiguous instructional space in the building.

<sup>8</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 2015-2016 room allocation plan for P.S. 190, Essence School, and Explore Envision based on their adjusted baseline footprint allocations, plus the excess space allocation:

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. 190	Baseline Footprint Allocation	16	3	1.5	0	0	2	2.0	1	0	0	0.0	17	3	2	1.5
	Adjusted Baseline Allocation	12	0	0.0	2	0	0	2.0	0	0	2	0.0	14	0	2	0.0
Essence School	Baseline Footprint Allocation	7	2	2.0	0	0	0	2.0	0	0	0	0.0	7	2	0	2.0
	Adjusted Baseline Allocation	9	0	0.0	2	0	0	2.0	1	0	2	0.0	12	0	2	0.0
Explore Envision	Baseline Footprint Allocation	11	2	2.0	0	0	0	2.0	0	0	0	0.0	11	2	0	2.0
	Adjusted Baseline Allocation	12	0	0.0	2	0	0	2.0	0	0	2	0.0	14	0	2	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 190	19	3	2	1.5	17	3	2	1.5	-2	0	0	0.0
Essence School	12	0	2	0.0	12	0	2	0.0	0	0	0	0.0
Explore Envision	12	0	2	0.0	14	0	2	0.0	+2	0	0	0.0

**2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION):**

The table below summarizes the total projected enrollment and number of sections served at each school in 2016-2017:

2016-2017	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
P.S. 190	133-193	13	1
Essence School	135-165	6	1
Explore Envision	275-325	10	0

After P.S. 190, Essence School, and Explore Envision 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	0	2	0.0

The excess space will be allocated between P.S. 190, Essence School, and Explore Envision based upon the physical location of the available space in relation to the location of each school within the building. As described in this BUP, Explore Envision will not receive certain resource and administrative spaces. Excess space is allocated based on building configuration and to ensure contiguous instructional space in the building for all schools.

<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 2016-2017 room allocation plan for P.S. 190, Essence School, and Explore Envision based on their adjusted baseline footprint allocations, plus the excess space allocation:

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. 190	Baseline Footprint Allocation	16	3	1.5	0	0	2	2.0	0	0	0	0.0	16	3	2	1.5
	Adjusted Baseline Allocation	14	0	0.0	1	0	2	1.5	0	0	0	0.0	15	0	2	0.0
Essence School	Baseline Footprint Allocation	7	2	2.0	0	0	0	2.0	0	0	0	0.0	7	2	0	2.0
	Adjusted Baseline Allocation	9	0	0.0	2	0	0	2.0	1	0	2	0.0	12	0	2	0.0
Explore Envision	Baseline Footprint Allocation	13	2	2.5	0	0	0	2.5	0	0	0	0.0	13	2	0	2.5
	Adjusted Baseline Allocation	14	0	0.0	1	0	2	1.5	0	0	0	0.0	15	0	2	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 190	17	3	2	1.5	16	3	2	1.5	-1	0	0	0.0
Essence School	12	0	2	0.0	12	0	2	0.0	0	0	0	0.0
Explore Envision	14	0	2	0.0	15	0	2	0.0	+1	0	0	0.0

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

The table below summarizes the total projected enrollment and number of sections served at each school in 2017-2018:

2017-2018	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
P.S. 190	138-198	13	1
Essence School	135-165	6	1
Explore Envision	330-390	12	0

After P.S. 190, Essence School, and Explore Envision have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	2	0.0

The excess space will be allocated between P.S. 190, Essence School, and Explore Envision based upon the physical location of the available space in relation to the location of each school within the building. As described in this BUP, Explore Envision will not receive certain resource and administrative spaces. Excess space is allocated based on building configuration and to ensure contiguous instructional space in the building for all schools.

<sup>10</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 2017-2018 room allocation plan for P.S. 190, Essence School, and Explore Envision based on their adjusted baseline footprint allocations, plus the excess space allocation:

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. 190	Baseline Footprint Allocation	16	3	1.5	0	0	2	2.0	0	0	0	0.0	16	3	2	1.5
	Adjusted Baseline Allocation	15	0	0.0	0	0	2	0.5	0	0	0	0.0	15	0	2	0.0
Essence School	Baseline Footprint Allocation	7	2	2.0	0	0	0	2.0	0	0	0	0.0	7	2	0	2.0
	Adjusted Baseline Allocation	9	0	0.0	2	0	0	2.0	1	0	2	0.0	12	0	2	0.0
Explore Envision	Baseline Footprint Allocation	15	2	3.0	0	0	0	3.0	0	0	0	0.0	15	2	0	3.0
	Adjusted Baseline Allocation	15	0	0.0	0	0	2	0.5	0	0	0	0.0	15	0	2	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 190	16	3	2	1.5	16	3	2	1.5	0	0	0	0.0
Essence School	12	0	2	0.0	12	0	2	0.0	0	0	0	0.0
Explore Envision	15	0	2	0.0	15	0	2	0.0	0	0	0	0.0

## Shared Space Plan

A proposed Shared Space plan for the 2014-2015 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K190. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, P.S. 190 and Essence School's current space allocation and lunch schedule as described on the DOE School Food website<sup>11</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 P.S. 190 and Essence School's school day based on the Office of Pupil Transportation's bus schedule for the schools' regular school day.<sup>12</sup> Where possible, the proposed schedule maintains P.S. 190 and Essence School's current allocation of time for each shared space and distributes the remaining time to Explore Envision. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 190 and Essence School to continue using them on a similar schedule next year. Because Explore Envision will be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the times that have been used by P.S. 190 and Essence School this year so that all students in the building may be accommodated in 2014-2015 and subsequent school years.

In planning how P.S. 190, Essence School, and Explore Envision may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

### Cafeteria

#### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 190 and Essence School's current use of the cafeteria, and the capacity of the cafeteria. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The cafeteria has the capacity to hold 245 students. This current school year, P.S. 190 serves lunch from 12:30 p.m. to 1:20 p.m. and Essence School serves lunch from 11:15 a.m. to 12:15 p.m. The proposed schedule below maintains the current lunch period.
- In the proposed schedule, all schools will be allocated 60 minutes daily, or 300 minutes weekly, in the cafeteria.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K190. P.S. 190 and Essence School currently serve breakfast in the cafeteria from 7:30 a.m. to 8:30 a.m. for breakfast. Considering the capacity of the cafeteria is 245, the proposed schedule will continue to allow the same breakfast time. Due to their earlier start time, Explore Envision will be served breakfast from 7:00 a.m. to 7:30 a.m.

<sup>11</sup> See the DOE's SchoolFood website at: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoods=17221](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=17221).

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

## **Multipurpose Room, Library, and Auditorium**

### Multipurpose Rooms

- The two multipurpose rooms each have a capacity of 279. The multipurpose rooms are currently used by both Essence School and P.S. 190; there is no set schedule.
- The DOE proposes that time in the multipurpose rooms be allocated relative to the projected enrollment of each school.
- In the proposed schedule below, P.S. 190 and Explore Envision are allocated the largest amount of time in the gymnasiums (10 hours weekly). Essence School will receive 7.5 hours weekly.

### Library

- The library is currently used by both Essence School and P.S. 190; there is no set schedule.
- The DOE proposes that time in the library be allocated relative to the projected enrollment of each school.
- In the proposed schedule below, P.S. 190 and Explore Envision are allocated the largest amount of time in the library (10 hours per week) and Essence School is allocated 7.5 hours per week. The Building Council is empowered to make alternative arrangements.

### Auditorium

- The auditorium has a capacity of 546. The auditorium is used by both schools on an as needed basis. Each school reserves use of auditorium space for specific dates/time.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- In the proposed schedule below, P.S. 190 and Explore Envision are allocated the largest amount of time in the auditorium (10 hours per week) and Essence School is allocated 7.5 hours per week. The Building Council is empowered to make alternative arrangements.

## **After-School Programs**

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

In 2014-2015, P.S. 190 is projected to serve 143-203 students and Essence School is projected to serve 135-165 students. If this proposal is approved, Explore Envision will serve a total of 165-195 students in 2014-2015. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 190's school day runs from approximately 8:05 a.m. to 2:50 p.m. for third through fifth grades and 8:45 a.m. to 2:50 p.m. for the pre-kindergarten program and kindergarten through second grades on Monday through Wednesday. P.S. 190's school day runs from approximately 8:45 a.m. to 2:50 p.m. for all students on Thursday and runs from approximately 8:05 a.m. to 2:25 p.m. on Friday for all students. Essence School's school day runs from approximately 8:00 a.m. to 2:20 p.m. on Monday, Wednesday, and Friday. Essence School day runs from approximately 8:00 a.m. to 3:10 p.m. Tuesday and Thursday. Since Explore Excel is a new school, it does not have a current school start or end time. However, the DOE notes that the Explore Charter schools typically run from approximately 7:35 a.m. to 3:50 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 245)	<p><b>Breakfast:</b> <b>P.S. 190</b> 7:30am-8:30am <b>Essence School</b> 7:30am-8:00am <b>Explore Envision</b> 7:00am-7:30am</p> <p><b>Lunch:</b> <b>P.S. 190</b> 12:30p.m. – 1:30p.m. <b>Essence School</b> 11:15am-12:15pm <b>Explore Envision</b> 10:00am-11:00am</p>	<p><b>Breakfast:</b> <b>P.S. 190</b> 7:30am-8:30am <b>Essence School</b> 7:30am-8:00am <b>Explore Envision</b> 7:00am-7:30am</p> <p><b>Lunch:</b> <b>P.S. 190</b> 12:30p.m. – 1:30p.m. <b>Essence School</b> 11:15am-12:15pm <b>Explore Envision</b> 10:00am-11:00am</p>	<p><b>Breakfast:</b> <b>P.S. 190</b> 7:30am-8:30am <b>Essence School</b> 7:30am-8:00am <b>Explore Envision</b> 7:00am-7:30am</p> <p><b>Lunch:</b> <b>P.S. 190</b> 12:30p.m. – 1:30p.m. <b>Essence School</b> 11:15am-12:15pm <b>Explore Envision</b> 10:00am-11:00am</p>	<p><b>Breakfast:</b> <b>P.S. 190</b> 7:30am-8:30am <b>Essence School</b> 7:30am-8:00am <b>Explore Envision</b> 7:00am-7:30am</p> <p><b>Lunch:</b> <b>P.S. 190</b> 12:30p.m. – 1:30p.m. <b>Essence School</b> 11:15am-12:15pm <b>Explore Envision</b> 10:00am-11:00am</p>	<p><b>Breakfast:</b> <b>P.S. 190</b> 7:30am-8:30am <b>Essence School</b> 7:30am-8:00am <b>Explore Envision</b> 7:00am-7:30am</p> <p><b>Lunch:</b> <b>P.S. 190</b> 12:30p.m. – 1:30p.m. <b>Essence School</b> 11:15am-12:15pm <b>Explore Envision</b> 10:00am-11:00am</p>
<b>Multipurpose Room</b> (Capacity: 279)	<p><b>P.S. 190</b> 9:00am-10:30am 1:30pm-2:00pm <b>Essence School</b> 10:30am-11:00am 12:30pm-1:30pm <b>Explore Envision</b> 8:00am-9:00am 11:00am-12:00pm</p>				
<b>Library</b>	<p><b>P.S. 190</b> 11:00am-12:30pm 1:30pm-2:00pm <b>Essence School</b> 10:00am-11:00am 12:30pm-1:00pm <b>Explore Envision</b> 8:00am-10:00am</p>				

<p><b>Auditorium</b>        (Capacity: 546)</p>	<p><b>P.S. 190</b>        9:30am-11:30am  <b>Essence School</b>        8:00am-9:30am  <b>Explore Envision</b>        12:00pm-2:00pm</p>	<p><b>P.S. 190</b>        9:30am-11:30am  <b>Essence School</b>        8:00am-9:30am  <b>Explore Envision</b>        12:00pm-2:00pm</p>	<p><b>P.S. 190</b>        9:30am-11:30am  <b>Essence School</b>        8:00am-9:30am  <b>Explore Envision</b>        12:00pm-2:00pm</p>	<p><b>P.S. 190</b>        9:30am-11:30am  <b>Essence School</b>        8:00am-9:30am  <b>Explore Envision</b>        12:00pm-2:00pm</p>	<p><b>P.S. 190</b>        9:30am-11:30am  <b>Essence School</b>        8:00am-9:30am  <b>Explore Envision</b>        12:00pm-2:00pm</p>
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### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414<sup>13</sup>, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including principal(s); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the leader/designee of Explore Envision will be part of the K190 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Explore Envision 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 Explore Envision will be addressed on an ongoing basis. Moreover, the Safety Plan for the K190 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Explore Envision will enter information in the K190 schools' overall Safety Plan to ensure the safe operation of the school building.

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

The completed School Safety Plan for the K190 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 New York City Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

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

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

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

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<sup>13</sup> Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

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