

SECOND REVISED BUILDING UTILIZATION PLAN

INTRODUCTION

On June 27, 2011, the Panel for Educational Policy (“PEP”) approved the New York City Department of Education’s (“DOE”) proposals to phase out P.S. 332 Charles H. Houston (23K332, “P.S. 332”) and to re-site Leadership Preparatory Ocean Hill Charter School (84K775, “LP Ocean Hill”) and co-locate it and Christopher Avenue Community School (23K401, “Christopher Avenue”) in building K332 located at 51 Christopher Avenue, Brooklyn, NY 11212 in Community School District 23, beginning in the 2011-2012 school year. LP Ocean Hill’s enrollment was recently revised, and it will serve students in kindergarten through fifth grade in the 2013-2014 school year instead of the 2014-2015 school year. This revised Building Utilization Plan (“BUP”) reflects LP Ocean Hill’s revised enrollment plan.

This revision also includes a proposed Shared Space Plan for the 2013-2014 school year based on LP Ocean Hill’s, P.S. 332’s, and Christopher Avenue’s projected enrollment in the 2013-2014 school year.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between P.S. 332, Christopher Avenue and LP Ocean Hill. It also includes a proposal for the collaborative usage of shared resources and spaces, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, between P.S. 332, Christopher Avenue and LP Ocean Hill in a way that 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. Documents related to the approved proposals to phase out P.S. 332 and re-site LP Ocean Hill and co-locate it and Christopher Avenue with P.S. 332 are available on the DOE’s Web site at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/default.htm>.

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, Christopher Avenue, and LP Ocean Hill. This plan also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 332, Christopher Avenue, and LP Ocean Hill 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.

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 EQUITY OF CLASSROOM AND ADMINSTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving 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

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.

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.

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

Enrollment	# of Cluster Rooms
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 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 the Brooklyn Director of Space Planning, K332 has a total of 53 full-size classrooms/spaces³, 12 half-size classrooms/spaces⁴, 9 quarter-size classrooms/spaces⁵, and 4.0 FSE rooms of designed administrative office/space. K332 also contains a teacher's lounge/cafeteria, gymnasium, auditorium, cafeteria, library and playground. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3.5 full-size classrooms for student support services or resource rooms which could be equal to seven half-size classrooms or two full-size classroom and three 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.

- The school nurse's office occupies 1.0 FSE room of designed administrative space.
- The custodian's office occupies 1 half-size room.
- The School Based Support Team office occupies 1.0 FSE room of designed administrative space.
- LP Ocean Hill and Christopher Avenue share the use of one full-size room for enrichment purposes and for late breakfast.
- The school psychologist's office occupies 1 quarter-size room.

Excluding the spaces outlined above, K332 has a total of 50 full-size classrooms, 14 half-size classrooms/spaces, 6 quarter-size rooms, and 2.0 FSE room of designed administrative office/space remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	53	12	9	4.0
SHARED SPACES or Building Services	1	1	0	2.0
Remaining Total to be Allocated	52	11	9	2.0

2013-2014

In 2013-2014, P.S. 332 will serve students in fifth grade. Christopher Avenue will serve students in kindergarten through fourth grade and offer two sections of full-day pre-kindergarten. LP Ocean Hill will serve students in kindergarten through fifth grade. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014:

2013-2014	Projected Enrollment ⁶	General Education ("GE") / ICT Sections	SC Sections
P.S. 332	35-45	2	2
Christopher Avenue	286-336	16	2
LP Ocean Hill	432-564 ⁷	17	0

After P.S. 332, Christopher Avenue, and LP 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	9	2	2

⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

⁷ This revised BUP reflects LP Ocean Hill's revised enrollment projections according to its revised enrollment plan.

This revised BUP reflects the Building Council’s agreement to allocate the building’s designed general office on the first floor to Christopher Avenue beginning in the 2013-2014 school year instead of the 2014-2015 school year. Also, the one full-size room that LP Ocean Hill and Christopher Avenue currently share will be allocated to Christopher Avenue, which raises the total number of full-size rooms that can be allocated to 53. Finally, this revised BUP reflects P.S. 332’s decision to operate below its baseline Footprint allocation in the 2013-2014 school year.

The table below summarizes the full revised 2013-2014 room allocation for P.S. 332, Christopher Avenue, and LP Ocean Hill based on their respective baseline Footprint allocations, plus the excess space allocation:

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. 332	Baseline Footprint Allocation	3	3	0.0	0	2	2	1.5	0	0	0	0	3	4	1	2.0
	Adjusted Baseline Footprint Allocation	3	0	0.0	0	1	1	0.75	0	0	0	0	3	1	1	0.0
Christopher Avenue	Baseline Footprint Allocation	19	4	2.0	0	1	2	3.0	1	1	0	0	20	6	2	2.0
LP Ocean Hill	Baseline Footprint Allocation	20	2	0	2	1	3	3.5	8	1	2	0	30	4	6	0

2014-2015

By the 2014-2015 school year, P.S. 332 will have completed its phase-out and will no longer be located in the building.

In 2014-2015, Christopher Avenue will be at scale and serve students in kindergarten through fifth-grade and students in a pre-kindergarten program, pending funding availability. LP Ocean Hill will serve students in kindergarten through sixth grade. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015:

2014-2015	Projected Enrollment ⁸	General Education (“GE”) / ICT Sections	SC Sections
Christopher Avenue	341-401	18	4
LP Ocean Hill	530-684 ⁹	21	0

After Christopher Avenue and LP 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	8	0	1

The table below summarizes the full revised 2014-2015 room allocation for Christopher Avenue and LP Ocean Hill based on their respective baseline Footprint allocations, plus the excess space allocation:

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

⁹ This revised BUP reflects LP Ocean Hill’s revised enrollment projections according to its revised enrollment plan.

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)
Christopher Avenue	Baseline Footprint Allocation	21	6	2.0	0	1	2	3.0	2	0	1	0	23	7	3	2.0
LP Ocean Hill	Baseline Footprint Allocation	24	2	0	2	1	6	4.0	6	1	0	0	30	4	6	0

The changes between the space allocation in the original BUP and the revised space allocation for the 2014-2015 school year are reflected below:

2014-2015 Comparison	Original BUP				Revised BUP				DIFFERENCE (+/-)			
(+/-)	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Christopher Avenue	23	5	0	2.0	23	7	3	2.0	0	+2	+3	0
LP Ocean Hill	27	9	6	0.0	30	4	6	0	+3	-5	0	0

The revised room change between the 2013-2014 and the 2014-2015 school years is reflected below:

ROOM CHANGE (+/-)	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)
Christopher Avenue	20	6	2	2.0	23	7	3	2.0	+3	+1	+1	0
LP Ocean Hill	30	4	6	0	30	4	6	0	0	0	0	0

2015-2016

As stated above, LP Ocean Hill’s enrollment was recently revised, and it will serve students in kindergarten through fifth grade in the 2013-2014 school year instead of the 2014-2015 school year. This revised BUP reflects LP Ocean Hill’s revised enrollment plan.

In 2015-2016, Christopher Avenue will be at scale and serve students in kindergarten through fifth-grade and students in a pre-kindergarten program, pending funding availability. LP Ocean Hill will serve students in kindergarten through seventh grade. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016:

2015-2016	Projected Enrollment ¹⁰	General Education (“GE”) / ICT Sections	SC Sections
Christopher Avenue	346-406	18	4
LP Ocean Hill	592-768 ¹¹	24	0

¹⁰ The DOE’s enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹¹ This revised BUP reflects LP Ocean Hill’s revised enrollment projections according to its revised enrollment plan.

After Christopher Avenue and LP Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K332	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	5	0	1

The table below summarizes the full revised 2015-2016 room allocation plan for Christopher Avenue and LP Ocean Hill based on their respective baseline and 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)
Christopher Avenue	Baseline Footprint Allocation	21	6	2.0	0	1	2	3.0	2	0	1	0	23	7	3	2.0
	Adjusted Baseline Allocation	21	6	2.0	0	1	2	3.0	2	0	1	0	23	7	3	2.0
LP Ocean Hill	Baseline Footprint Allocation	27	2	0	2	1	6	4.0	1	1	0	0	30	4	6	0
	Adjusted Baseline Allocation	27	2	0	2	1	6	4.0	1	1	0	0	30	4	6	0

The changes between the space allocation in the original BUP and the revised space allocation for the 2015-2016 school year are reflected below:

2015-2016 Comparison (+/-)	Original BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Christopher Avenue	23	5	0	2.0	23	7	3	2.0	0	+2	+3	0
LP Ocean Hill	27	9	6	0.0	30	4	6	0	+3	-5	0	0

The revised room change between the 2014-2015 and the 2015-2016 school years 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)
Christopher Avenue	23	7	3	2.0	23	7	3	2.0	0	0	0	0
LP Ocean Hill	30	4	6	0	30	4	6	0	0	0	0	0

2016-2017

In 2016-2017, Christopher Avenue will be at scale and serve students in kindergarten through fifth-grade and students in a pre-kindergarten program, pending funding availability. LP Ocean Hill will also be at scale and serve students in kindergarten through eighth grade. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017:

2016-2017	Projected Enrollment ¹²	General Education ("GE") / ICT Sections	SC Sections
Christopher Avenue	361-421	18	4
LP Ocean Hill	649-847 ¹³	27	0

There are not enough rooms to fulfill LP Ocean Hill's baseline Footprint allocation; as a result, LP Ocean Hill has agreed to operate 1.25 FSE below its baseline Footprint allocation in administrative space. After Christopher Avenue and LP Ocean Hill have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017: Building K332	Full-size Class- rooms	Half-size Class- rooms	Quarter- Size Class- rooms
Space In Excess of Baseline Allocations	1	0	2

¹² The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹³ This revised BUP reflects LP Ocean Hill's revised enrollment projections according to its revised enrollment plan.

The table below summarizes the full revised 2016-2017 room allocation plan for Christopher Avenue and LP Ocean Hill based on their respective baseline and 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)
Christopher Avenue	Baseline Footprint Allocation	21	6	2.0	1	0	2	3.0	1	0	2	0	23	6	2	2.0
	Revised Allocation	21	6	2.0	1	0	2	3.0	1	0	2	0	23	6	2	2.0
LP Ocean Hill	Baseline Footprint Allocation	30	2	0	3	2	6	4.5	0	0	0	0	30	4	6	0
	Revised Allocation	30	2	0	0	3	7	3.25	0	0	0	0	30	4	7	0

The changes between the space allocation in the original BUP and the revised space allocation for the 2015-2016 school year are reflected below:

2016-2017 Comparison	Original BUP				Revised BUP				DIFFERENCE (+/-)			
(+/-)	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Christopher Avenue	23	5	0	2.0	23	7	3	2.0	0	+2	+3	0
LP Ocean Hill	27	9	6	0.0	30	4	6	0	+3	-5	0	0

The revised room change between the 2015-2016 and the 2017-2018 school years 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)
Christopher Avenue	23	7	3	2.0	23	7	3	2.0	0	0	0	0
LP Ocean Hill	30	4	6	0	30	4	6	0	0	0	0	0

This will remain the long term allocations of space for both schools.

Revised Proposed Shared Space Plan

In the original BUP, the DOE included a proposed shared space plan. Because the proposed shared space plan in the original BUP reflected a proposed shared space plan for the 2011-2012 school year, the DOE now proposes a revised shared space plan below in accordance with the existing shared space plan in place. The final shared space schedule will be collaboratively drafted by the Building Council after the revised space allocation has been 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 shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the 2012-2013 Campus Audit Template submitted by the Building Council,¹⁴ the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation’s bus schedule for a regular school day.¹⁵ Where possible, the proposed schedule maintains schools’ current allocations of time for each shared space and re-distributes remaining time as each organization’s grade configuration changes. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 332, Christopher Avenue, and LP Ocean Hill to continue using it on a similar schedule next year, based on the 2012-2013 Campus Audit Template submitted by the Building Council.

¹⁴ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

¹⁵ See DOE’s Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

In planning how P.S. 332, Christopher Avenue, and LP Ocean Hill may use the shared spaces in the 2013-2014 school year, the DOE has applied these factors described as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, the capacity of the cafeteria, grade levels served by P.S. 332, Christopher Avenue, and LP Ocean Hill, and the schools' current schedules. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The cafeteria has the capacity to accommodate 300 students. P.S. 332 currently is scheduled for lunch from 12:33 to 1:23 p.m., which means that it is currently allocated 50 minutes daily for lunch, or 4 hours and 10 minutes weekly. Christopher Avenue is currently scheduled for lunch from 10:53 to 11:43 a.m., which means that it is currently allocated 50 minutes daily for lunch, or 4 hours and 10 minutes weekly. LP Ocean Hill is currently scheduled for lunch from 11:43 a.m. to 12:33 p.m., which means that it is currently allocated 50 minutes daily for lunch, or 4 hours and 10 minutes weekly. The proposed shared space plan below essentially maintains this schedule.
- In the proposed schedule below, P.S. 332 has been allocated 50 minutes daily, or 4 hours and 10 minutes weekly. Christopher Avenue has been allocated 90 minutes daily, or 7 hours and 30 minutes weekly. LP Ocean Hill has been allocated 100 minutes daily, or 8 hours and 20 minutes weekly. Because the proposed allocation gives the most time to LP Ocean Hill, which will serve the greatest number of students in the 2013-2014 school year, and the second most time to Christopher Avenue, which will serve the second greatest number of students in the 2013-2014 school year, the DOE believes that the proposed allocation is equitable and feasible.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K332. As a result, the DOE has allocated the same amount of time and the same duration to P.S. 332, Christopher Avenue, and LP Ocean Hill for breakfast as they currently have during the 2012-2013 school year. P.S. 332 and Christopher Avenue are currently scheduled to serve breakfast between 7:45 and 8:00 a.m. LP Ocean Hill is currently scheduled to serve breakfast between 7:15 and 7:45 a.m.

Library

- Currently, the library is scheduled for use on an as-needed basis.
- In the proposed schedule below, because LP Ocean Hill will serve the greatest number of students during the 2013-2014 school year, LP Ocean Hill has been allocated 2 hours and 30 minutes daily, or 12 hours and 30 minutes weekly. Christopher Avenue will serve the second greatest number of students, and it has been allocated 1 hour and 45 minutes daily, or 8 hours and 45 minutes weekly. P.S. 332 has been allocated 30 minutes a day on Tuesday, Wednesday, and Thursday, or 1 hour and 30 minutes weekly.

Auditorium

- Currently, P.S. 332 is scheduled to use the auditorium from 8:00 to 8:05 a.m. daily. Christopher Avenue is scheduled to use the auditorium from 7:30 to 8:00 a.m. daily, and LP Ocean Hill is scheduled to use the auditorium from 2:40 to 3:40 p.m. daily.
- In the proposed schedule below, because LP Ocean Hill will serve the greatest number of students during the 2013-2014 school year, LP Ocean Hill has been allocated 2 hours on Tuesdays and Wednesdays, or 4 hours weekly, in the auditorium. Christopher Avenue will serve the second greatest number of students,

and it has been allocated 30 minutes daily, or 2 hours and 30 minutes weekly, in the auditorium. P.S. 332 has been allocated 5 minutes daily, or 25 minutes weekly, in the auditorium.

Gymnasium

- There is one gymnasium in the building that has the capacity to serve 340 students. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school.
- LP Ocean Hill will serve 417-535 students, and it will be allocated 3 hours and 20 minutes daily, or 16 hours and 40 minutes weekly in the gymnasium.
- Christopher Avenue will serve 286-336 students, and it will be allocated 2 hours and 10 minutes daily, or 10 hours and 50 minutes weekly in the gymnasium.
- P.S. 332 will serve 35-45 students, and it will be allocated 50 minutes daily, or 4 hours and 10 minutes weekly in the gymnasium.

Outdoor Playground

- The outdoor play yard will be available to students during each school's time allocation in the gymnasium. The purpose of this is to provide each school with the option of offering students access to the outdoor play yard during physical education class.

After School Programs:

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs and will address any requests to use all shared spaces after school hours and will resolve all conflicts.
- If either school wishes to use any of the shared spaces after school hours, they will manage scheduling of shared spaces through the Building Council.

The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

In 2013-2014, the DOE projects that P.S. 332 will serve 35-45 students, Christopher Avenue will serve 286-336 students, and Ocean Hill will serve 417-535 students in K332. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end time of the school day, P.S. 332's school day runs from approximately 8:37 a.m. to 2:58 p.m. from Monday to Friday.¹⁶ P.S. 401's school day runs from 7:30 a.m. to 2:20 p.m. on Monday to Friday. LP Ocean Hill's school day runs from 7:15 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 the shared spaces in the building.

¹⁶ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 300)	<p>Breakfast: P.S. 332 & Christopher Avenue 7:45-8:00 am</p> <p>LP Ocean Hill 7:15-7:45am</p> <p>Lunch: Christopher Avenue 10:53-11:43 am 1:43-2:23 pm</p> <p>LP Ocean Hill 11:43am-12:33pm 1:43-2:33pm</p> <p>P.S. 332 12:33-1:23pm</p>	<p>Breakfast: P.S. 332 & Christopher Avenue 7:45-8:00 am</p> <p>LP Ocean Hill 7:15-7:45am</p> <p>Lunch: Christopher Avenue 10:53-11:43 am 1:43-2:23 pm</p> <p>LP Ocean Hill 11:43am-12:33pm 1:43-2:33pm</p> <p>P.S. 332 12:33-1:23pm</p>	<p>Breakfast: P.S. 332 & Christopher Avenue 7:45-8:00 am</p> <p>LP Ocean Hill 7:15-7:45am</p> <p>Lunch: Christopher Avenue 10:53-11:43 am 1:43-2:23 pm</p> <p>LP Ocean Hill 11:43am-12:33pm 1:43-2:33pm</p> <p>P.S. 332 12:33-1:23pm</p>	<p>Breakfast: P.S. 332 & Christopher Avenue 7:45-8:00 am</p> <p>LP Ocean Hill 7:15-7:45am</p> <p>Lunch: Christopher Avenue 10:53-11:43 am 1:43-2:23 pm</p> <p>LP Ocean Hill 11:43am-12:33pm 1:43-2:33pm</p> <p>P.S. 332 12:33-1:23pm</p>	<p>Breakfast: P.S. 332 & Christopher Avenue 7:45-8:00 am</p> <p>LP Ocean Hill 7:15-7:45am</p> <p>Lunch: Christopher Avenue 10:53-11:43 am 1:43-2:23 pm</p> <p>LP Ocean Hill 11:43am-12:33pm 1:43-2:33pm</p> <p>P.S. 332 12:33-1:23pm</p>
Library	<p>Christopher Avenue 8:30-10:15am</p> <p>LP Ocean Hill 10:15am-12:45pm</p>	<p>P.S. 332 8:00-8:30am</p> <p>Christopher Avenue 8:30-10:15am</p> <p>LP Ocean Hill 10:15am-12:45pm</p>	<p>P.S. 332 8:00-8:30am</p> <p>Christopher Avenue 8:30-10:15am</p> <p>LP Ocean Hill 10:15am-12:45pm</p>	<p>P.S. 332 8:00-8:30am</p> <p>Christopher Avenue 8:30-10:15am</p> <p>LP Ocean Hill 10:15am-12:45pm</p>	<p>Christopher Avenue 8:30-10:15am</p> <p>LP Ocean Hill 10:15am-12:45pm</p>
Gymnasium (Capacity: 340)	<p>Christopher Avenue 8:30-9:50am 12:20-1:10pm</p> <p>P.S. 332 11:30am-12:20pm</p> <p>LP Ocean Hill 7:40-8:30am 9:50-11:30am 1:10-2:00pm</p>				

Playground (elementary/ middle schools)	Christopher Avenue 8:30-9:50am 12:20-1:10pm				
	P.S. 332 11:30am-12:20pm				
	LP Ocean Hill 7:40-8:30am 9:50-11:30am 1:10-2:00pm				
Auditorium (Capacity: 266)	Christopher Avenue 7:30-8:00am				
	P.S. 332 8:00-8:05am				
	LP Ocean Hill 1:00-3:00pm				

Building Safety and Security

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

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

Consistent with the process described above, the 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 building’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 2010,¹⁷ 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 District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the 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.

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.

¹⁷ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.