

BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to allow Girls Preparatory Charter School (84M330, “Girls Prep”), an existing public charter school that serves 386 students¹ in grades kindergarten through six and that is currently split-sited between Building M188 (“M188”), located at 442 East Houston Street, New York, NY 10002, in Community School District 1, and private space, to expand enrollment in M188 to three sections per grade in grades kindergarten through four. Girls Prep currently serves students in kindergarten through fourth grade in M188, and students in grades five and six in private space. Girls Prep is co-located in M188 with P.S. 188 The Island School (01M188, “P.S. 188”), a District 1 choice school which serves students in kindergarten through eighth grade and offers a pre-kindergarten program, and with P.S. 94, a District 75 school with multiple locations (75M094, “P94M”). The additional enrollment would add one section per grade above current enrollment, would be within the range allowed by its current charter, and thus would not require a charter revision.

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. 188, P94M and Girls Prep. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 188, P94M and Girls Prep, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)² to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained. 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 to these capacity generating instructional rooms, 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
750-1,250	4
251-750	3
151-250	2
0-150	1

For grades 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served

¹ 2010-2011 Audited Register Data.

² 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/.../0/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

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 classrooms³ 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

The M188 building is currently undergoing an extensive accessibility project⁴, including an elevator installation, and other construction projects to maximize the efficiency of the existing space within the building. According to a building walkthrough and survey performed on February 14, 2011 by Richard Bocchicchio, Director of Space Planning, building M188 will have a total of 54 full-size classrooms/spaces,⁵ 2 full-size science demonstration labs, 16 half-size classrooms/spaces,⁶ the full-size equivalent of 9.0 rooms of designed administrative office/space, and 3 quarter-size rooms once all of the ongoing construction work is completed.⁷ The M188 building also contains 2 gymnasiums, an auditorium, lunchroom, library and a Jointly Operated Park (JOP) area which is currently under construction. JOPs are operated in conjunction with the New York City Parks Department. They are reserved for school use during school hours and open to the community after-school and on weekends.

The spaces below are occupied by Community Based Organizations ("CBOs"), are shared spaces, or contain building services:

- The School Based Support Team (SBST) is in 1 full-size designed administrative space
- The Ryan Nena School Based Health Clinic is in 1 full-size classroom/space
- The nurse's office is in 1 full-size classroom/space
- All three schools currently share 1 full-size classroom/space as an OT/PT room
- The custodian's office is in 1 half-size space
- The Head Start Pre-K program is in 1 half-size space

Excluding the above, and after construction is completed by early November, 2011, the M188 will have a total of 53 full-size classrooms/spaces (including 2 full-size science demonstration labs), 14 half-size classrooms, the full-size equivalent of 8.0 rooms of designed administrative office/space, and 3 quarter-size rooms (which can be utilized as administrative offices/spaces), which can be allocated to schools.

The room allocations listed herein for the 2011-2012 school year are subject to change as the construction and upgrade to the M188 building continue and are completed. Where possible the DOE has been working with the Building Council to ensure that, at the very least, daily instructional space is not compromised and where anticipated all three schools are provided sufficient notice when instructional space will be compromised so that the Building Council can work together to program all classrooms in the M188 building at maximum efficiency to continue to serve their respective student bodies.

³ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3 full-size classrooms for student support services or resource rooms which could be equal to 6 half-size classrooms or 1 full-size classroom and 4 half-size classrooms, etc.

⁴ <http://www.access-board.gov/adaag/html/adaag.htm#4.10>

⁵ Full-size classrooms have an area of 500 square feet or more.

⁶ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁷ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

2010-2011

P.S. 188 currently enrolls 368 students in kindergarten through eighth grade and 32 students in pre-kindergarten. These students are served in 19 classes/sections (including pre-kindergarten students and students with disabilities).⁸

The table below summarizes P.S. 188’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 188’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P.S. 188 is currently using.

2010-2011: P.S. 188	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	21	3	-	-	-	-	3.0
Current Space Allocation	26	6	3.5	0	0	1	3.75

P094M, a District 75 school, currently enrolls 39 students in 7 classes/sections.

The table below summarizes P094M’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P094M’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P094M is currently using.

2010-2011: P094M	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	1	9	-	-	-	-	2.5
Adjusted Baseline Allocation	7	2	2.5	0	0	0	2.5
Current Space Allocation	15	6	2.5	0	0	1	2.75

The DOE has adjusted P094M’s baseline allocation for the following reason:

- P094M currently has seven sections in their program. Typically, all self-contained classes are accommodated in half-size classrooms. However, given P094M’s location in the M188 building, there is an insufficient number of half-size classrooms/spaces on the fifth floor where P094M is located. Therefore, P094M’s adjusted allocation includes 6 additional full-size classrooms and five fewer half-size classrooms in order to accommodate six out of the seven self-contained classes that P094M currently serves.

⁸ 2010-2011 Audited Register.

Girls Prep currently enrolls 262 students in kindergarten through fourth grade. These students are served in 10 classes/sections (including students with disabilities).⁹

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

2010-2011: Girls Prep	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ¹⁰	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	13	2	-	-	-	-	2.5
Current Space Allocation	12	2	2.0	0	0	1	2.75

Please note that the DOE recognizes that Girls Prep is currently under the baseline Footprint allocation it should be operating with and will adjust this in future planning of the M188 building.

As demonstrated in the tables above P.S. 188 and P094M are currently using rooms in excess of their adjusted baseline allocation. The table below summarizes the available space within M188.

2010-2011: Building M188	Full-Size Class-rooms	Half-Size Class-rooms	Quarter-Size Class-rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	12*	7	3	.5

*Assumes one full-size room used to bring Girls Prep up to baseline allocation

2011-2012

Since there is an elevator installation and other construction projects underway in M188, as described above, that will continue at least into the 2011-2012 school year and impact different rooms on different floors for portions of time (and will permanently reduce some full-size rooms to half-size rooms and eliminate some half-size rooms), all rooms will be treated as “swing” space, in 2011-2012, and assigned flexibly for the benefit of whichever school is impacted by construction during any period.

The DOE expects that each of the three schools within M188 will continue to operate with, at the very least, their baseline Footprint allocations in the 2011-2012 school year. Given the ongoing construction in the building, the DOE anticipates that the building council will continue to work together to use all space in excess of each schools’ baseline Footprint allocations to ensure that day-to-day instruction is not compromised.

In 2011-2012 and moving forward, P.S. 188 would continue to serves grades kindergarten through eight and would continue to offer a pre-kindergarten program, based on available funding. P94M would continue to serve students in grades five through eight. Girls Prep would continue to serve students in kindergarten through fourth grade and would add one additional section of kindergarten and first grade in 2011-2012. Girls Prep students would articulate each year until the school reaches full scale of three sections per grade in all grades in 2014-2015.

The tables below describe the baseline Footprint allocation for each school within the M188 building.

⁹ 2010-2011 Audited Register.

¹⁰ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

In 2011-2012, the DOE projects that P.S. 188 will continue to serve between 390-435 students and will continue to have 19 classes (including pre-kindergarten students and students with disabilities).¹¹ The table below summarizes P.S.188’s baseline Footprint from the previous year, as the DOE does not anticipate a significant change in the enrollment based on historical enrollment trends:

2011-2012: P.S. 188	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	21	3	3.0	0	0	0	3.0

In 2011-2012, the DOE projects that P094M will continue to serve between 40-50 students and would continue to have 7 classes.¹² The table below summarizes P094M’s adjusted baseline allocation from the previous year, as the DOE does not anticipate a significant change in the enrollment based on the specific student population that the District 75 program is currently serving:

2011-2012: P094M	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	7	2	2.5	0	0	0	2.5

In 2011-2012, Girls Prep will serve between 290-315 students in kindergarten through fourth grade (including students with disabilities) in 12 sections. The table below summarizes Girls Prep ‘s baseline Footprint allocation, which is based on the methodology described at the beginning of this document:

2011-2012: Girls Prep	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ¹³	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	15	2	2.0	-	1	-	2.5

After P.S. 188, P094M and Girls Prep have received their respective adjusted baseline and baseline allocation of rooms, there would be the following excess rooms available to allocate:

2011-2012: Building M188	Full-Size Class-rooms	Half-Size Class-rooms	Quarter-Size Class-rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	10	6	3	.5

The availability of these rooms will depend upon construction activities, which may make some space unavailable over the course of the year. All excess rooms will be treated as “swing” space, and assigned flexibly for the benefit of whichever school is impacted by construction during any period.

¹¹ Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

¹² Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

¹³ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

2012-2013

In 2012-2013, the DOE anticipates that all the construction in the M188 building will be complete, and the building will no longer require “swing space” to address construction needs. Therefore, moving forward, all excess space will be allocated equitably amongst the three organizations, P.S. 188, P094M and Girls Prep.

After the accessibility project, elevator installation and any other construction is completed in the M188 building, there will be 53 full-size classrooms, 14 half-size classrooms, 8.0 administrative offices/spaces and 3 quarter-size rooms that can be allocated to schools.

In 2012-2013, the DOE projects that P.S. 188 will continue to serve between 390-435 students and would continue to have 19 classes (including pre-kindergarten students and students with disabilities).¹⁴ The table below summarizes P.S.188's baseline Footprint from the previous year, as the DOE does not anticipate a significant change in the enrollment based on historical enrollment trends:

2012-2013: P.S. 188	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	21	3	3.0	0	0	0	3.0

In 2012-2013, the DOE projects that P094M will continue to serve between 40-50 students and would continue to have 7 classes.¹⁵ The table below summarizes P094M's adjusted baseline allocation from the previous year, as the DOE does not anticipate a significant change in the enrollment based on the specific student population that the District 75 program is currently serving:

2012-2013: P094M	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	7	2	2.5	0	0	0	2.5

In 2012-2013, Girls Prep will serve between 310-335 students in kindergarten through fourth grade (including students with disabilities) in 13 sections. The table below summarizes Girls Prep's baseline Footprint allocation, which is based on the methodology described at the beginning of this document:

2012-2013: Girls Prep	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ¹⁶	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	16	2	2.0	-	1	-	2.5

¹⁴ Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

¹⁵ Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

¹⁶ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

After all three schools have received their baseline Footprint allocation of space/rooms, the following number of rooms will remain unallocated:

2012-2013: Building M188	Full-Size Class-rooms	Half-Size Class-rooms	Quarter-Size Class-rooms	Additional Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	9	6	3	0.5

The excess space will be allocated between the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building

The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full-Size Rooms	Half-Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Spaces	Additional Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter - Size Spaces	Total Admin (FSE)				
P.S. 188	21	3	3.0	0	0	0	3.0	3	3	1	0.5
P094M	7	2	2.5	0	0	0	2.5	3	1	1	0
Girls Prep	15	2	2.0	0	1	0	2.5	3	2	1	0

This represents a reduction of two full-size rooms for P.S. 188 versus its 2010-2011 allocation. P94M's room allocation is reduced by 5 full-size rooms and 3 half-size rooms. P94M used to offer a program for emotionally disturbed students in M188; this program was relocated to another site in 2009, but P94M's space allocation was never adjusted to reflect this change in program. As a result, in 2010-2011, P94M was allocated more space than necessary to accommodate its enrollment and active programs. This excess space has thus been reallocated to accommodate Girls Prep.

2013-2014

In 2013-2014, the DOE projects that P.S. 188 will continue to serve between 390-435 students and would continue to have 19 classes (including pre-kindergarten students and students with disabilities).¹⁷ The table below summarizes P.S.188's baseline Footprint from the previous year, as the DOE does not anticipate a significant change in the enrollment based on historical enrollment trends:

2013-2014: P.S. 188	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	21	3	3.0	0	0	0	3.0

¹⁷ Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

In 2013-2014, the DOE projects that P094M will continue to serve between 40-50 students and would continue to have 7 classes.¹⁸ The table below summarizes P094M's adjusted baseline allocation from the previous year, as the DOE does not anticipate a significant change in the enrollment based on the specific student population that the District 75 program is currently serving:

2013-2014: P094M	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	7	2	2.5	0	0	0	2.5

In 2013-2014, Girls Prep will serve between 330-355 students in kindergarten through fourth grade (including students with disabilities) in 14 sections. The table below summarizes Girls Prep's baseline Footprint allocation, which is based on the methodology described at the beginning of this document:

2013-2014: Girls Prep	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ¹⁹	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	17	2	2.0	-	2	-	3.0

After all three schools have received their baseline Footprint allocation of space/rooms, the following number of rooms will remain unallocated:

2013-2014: Building M188	Full-Size Class-rooms	Half-Size Class-rooms	Quarter-Size Class-rooms	Additional Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	8	5	3	0.5

The excess space will be allocated between the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building

The full 2013-2014 room allocation plan is summarized below:

2013-2014	Full-Size Rooms	Half-Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Spaces	Additional Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				
P.S. 188	21	3	3.0	0	0	0	3.0	3	3	1	0.5
P094M	7	2	2.5	0	0	0	2.5	3	1	1	0
Girls Prep	17	2	2.0	0	2	0	3.0	2	1	1	0

¹⁸ Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

¹⁹ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

2014-2015

In 2014-2015, the DOE projects that P.S. 188 will continue to serve between 390-435 students and would continue to have 19 classes (including pre-kindergarten students and students with disabilities).²⁰ The table below summarizes P.S.188's baseline Footprint from the previous year, as the DOE does not anticipate a significant change in the enrollment based on historical enrollment trends:

2014-2015 P.S. 188	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	21	3	3.0	0	0	0	3.0

In 2014-2015, the DOE projects that P094M will continue to serve between 40-50 students and would continue to have 7 classes.²¹ The table below summarizes P094M's adjusted baseline allocation from the previous year, as the DOE does not anticipate a significant change in the enrollment based on the specific student population that the District 75 program is currently serving:

2014-2015 P094M	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	7	2	2.5	0	0	0	2.5

In 2014-2015, Girls Prep will serve between 350-375 students in kindergarten through fourth grade (including students with disabilities) in 15 sections. The table below summarizes Girls Prep's baseline Footprint allocation, which is based on the methodology described at the beginning of this document:

2014-2015: Girls Prep	Full-Size Class-rooms	Half-Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ²²	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	18	2	2.0	0	2	0	3.0

After all three schools have received their baseline Footprint allocation of space/rooms, the following number of rooms will remain unallocated:

2014-2015: Building M188	Full-Size Class-rooms	Half-Size Class-rooms	Quarter-Size Class-rooms	Additional Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	7	5	3	0.5

²⁰ Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

²¹ Enrollment projections will not be finalized before April. Changes in enrollment necessitating an allocation of space different from the allocation set forth in this plan would result in an amendment to this plan.

²² FSE refers to full-size equivalent rooms that may be used for administrative purposes.

The excess space will be allocated between the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building

The full 2014-2015 room allocation plan is summarized below:

2014-2015	Full-Size Rooms	Half-Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Spaces	Additional Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter - Size Spaces	Total Admin (FSE)				
P.S. 188	21	3	3.0	0	0	0	3.0	3	3	1	0.5
P094M	7	2	2.5	0	0	0	2.5	2	1	1	0
Girls Prep	18	2	2.0	0	2	0	3.0	2	1	1	0

This would be the permanent allocation of space based on the relative enrollment of each school. P.S. 188 would have two full-size rooms less than its 2010-11 allocation, and as discussed above, P94M would have excess space reallocated to accommodate Girls Prep. All three schools would have rooms above the baseline allocation.

Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M188. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council shall follow the dispute resolution procedures outlined in the Campus Policy Memo which follows).

The DOE projects P.S 188 to serve 390-435 students in 2011-2012. P94M will serve 40-50 students in 2011-2012. Girls Prep will serve 290-315 students in 2011-2012. As Girls Prep's enrollment increases each year, this shared plan would be revised accordingly.

The 2010-2011 Shared Space Plans for each area are attached to the end of this document. The 2011-2012 Shared Space Plans are expected to change only to address the impact of construction on shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 600)	<p><u>BREAKFAST:</u> Girls Prep 7:20-7:50am P094M & P.S. 188 7:50-8:20am</p> <p><u>LUNCH:</u> Girls Prep 10:45-11:15am P094M 11:30-11:50am 11:50am-12:10pm P.S. 188 12:20-1:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:20-7:50am P094M & P.S. 188 7:50-8:20am</p> <p><u>LUNCH:</u> Girls Prep 10:45-11:15am P094M 11:30-11:50am 11:50am-12:10pm P.S. 188 12:20-1:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:20-7:50am P094M & P.S. 188 7:50-8:20am</p> <p><u>LUNCH:</u> Girls Prep 10:45-11:15am P094M 11:30-11:50am 11:50am-12:10pm P.S. 188 12:20-1:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:20-7:50am P094M & P.S. 188 7:50-8:20am</p> <p><u>LUNCH:</u> Girls Prep 10:45-11:15am P094M 11:30-11:50am 11:50am-12:10pm P.S. 188 12:20-1:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:20-7:50am P094M & P.S. 188 7:50-8:20am</p> <p><u>LUNCH:</u> Girls Prep 10:45-11:15am P094M 11:30-11:50am 11:50am-12:10pm P.S. 188 12:20-1:30pm</p>
Gymnasium – Main Gym & 4 th Quadrant (Capacity: 920)	<p><u>MAIN GYM</u> P.S. 188 8:30-9:15am Girls Prep 9:15-10:00am P.S. 188 10:00-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P.S. 188 12:15-1:10pm P.S. 188 1:10-2:00pm P.S. 188 2:00-3:00pm Girls Prep 2:45-3:45pm <u>4th QUADRANT</u> P.S. 188 8:30-9:15am P094M 9:15-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P094M 12:15-1:10pm P.S. 188 1:10-2:00pm P094M 2:00-3:00pm Girls Prep 2:45-3:45pm</p>	<p><u>MAIN GYM</u> P.S. 188 8:30-9:15am Girls Prep 9:15-10:00am P.S. 188 10:00-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P.S. 188 12:15-1:10pm P.S. 188 1:10-2:00pm P.S. 188 2:00-3:00pm Girls Prep 2:45-3:45pm <u>4th QUADRANT</u> P.S. 188 8:30-9:15am P094M 9:15-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P094M 12:15-1:10pm P.S. 188 1:10-2:00pm P094M 2:00-3:00pm Girls Prep 2:45-3:45pm</p>	<p><u>MAIN GYM</u> P.S. 188 8:30-9:15am Girls Prep 9:15-10:00am P.S. 188 10:00-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P.S. 188 12:15-1:10pm P.S. 188 1:10-2:00pm P.S. 188 2:00-3:00pm Girls Prep 2:45-3:45pm <u>4th QUADRANT</u> P.S. 188 8:30-9:15am P094M 9:15-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P094M 12:15-1:10pm P.S. 188 1:10-2:00pm P094M 2:00-3:00pm Girls Prep 2:45-3:45pm</p>	<p><u>MAIN GYM</u> P.S. 188 8:30-9:15am Girls Prep 9:15-10:00am P.S. 188 10:00-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P.S. 188 12:15-1:10pm P.S. 188 1:10-2:00pm P.S. 188 2:00-3:00pm Girls Prep 2:45-3:45pm <u>4th QUADRANT</u> P.S. 188 8:30-9:15am P094M 9:15-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P094M 12:15-1:10pm P.S. 188 1:10-2:00pm P094M 2:00-3:00pm Girls Prep 2:45-3:45pm</p>	<p><u>MAIN GYM</u> P.S. 188 8:30-9:15am Girls Prep 9:15-10:00am P.S. 188 10:00-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P.S. 188 12:15-1:10pm P.S. 188 1:10-2:00pm P.S. 188 2:00-3:00pm Girls Prep 2:45-3:45pm <u>4th QUADRANT</u> P.S. 188 8:30-9:15am P094M 9:15-10:45am Girls Prep 10:45-11:30am P094M & Girls Prep 11:30am-12:15pm P094M 12:15-1:10pm P.S. 188 1:10-2:00pm P094M 2:00-3:00pm Girls Prep 2:45-3:45pm</p>

Gymnasium – Mini Gym (Capacity: 316)	Girls Prep 8:30-9:15am P.S. 188 9:15-10:00am 10:00-10:45am P.S. 188 10:45am-12:15pm Girl’s Prep 12:15-1:10pm P.S. 188 1:10-2:00pm Girls Prep 2:00-3:00pm	Girls Prep 8:30-9:15am P094M 9:15-10:00am 10:00-10:45am P.S. 188 10:45am-12:15pm Girl’s Prep 12:15-1:10pm P.S. 188 1:10-2:00pm Girls Prep 2:00-3:00pm	Girls Prep 8:30-9:15am P.S. 188 9:15-10:00am 10:00-10:45am P.S. 188 10:45am-12:15pm Girl’s Prep 12:15-1:10pm P.S. 188 1:10-2:00pm Girls Prep 2:00-3:00pm	Girls Prep 8:30-9:15am P094M 9:15-10:00am 10:00-10:45am P.S. 188 10:45am-12:15pm Girl’s Prep 12:15-1:10pm P.S. 188 1:10-2:00pm Girls Prep 2:00-3:00pm	Girls Prep 8:30-9:15am P.S. 188 9:15-10:00am 10:00-10:45am P.S. 188 10:45am-12:15pm Girl’s Prep 12:15-1:10pm P.S. 188 1:10-2:00pm Girls Prep 2:00-3:00pm
Auditorium (Capacity: 584)	Girls Prep 7:45-10:00am P094M 10:00-11:30am P.S. 188 11:30am-2:00pm Girls Prep 2:00-3:45pm	Girls Prep 7:45-10:00am P094M 10:00-11:30am P.S. 188 11:30am-2:00pm Girls Prep 2:00-3:45pm	Girls Prep 7:45-10:00am P094M 10:00-11:30am P.S. 188 11:30am-2:00pm Girls Prep 2:00-3:45pm	Girls Prep 7:45-10:00am P094M 10:00-11:30am P.S. 188 11:30am-2:00pm Girls Prep 2:00-3:45pm	Girls Prep 7:45-10:00am P094M 10:00-11:30am P.S. 188 11:30am-2:00pm Girls Prep 2:00-3:45pm
Library	Girls Prep 7:45-9:15am 12:15-1:10pm P094M 9:15-10:00am P.S. 188 10:00am-12:15pm 1:10-3:00pm	Girls Prep 7:45-9:15am 12:15-1:10pm P094M 9:15-10:00am P.S. 188 10:00am-12:15pm 1:10-3:00pm	Girls Prep 7:45-9:15am 12:15-1:10pm P094M 9:15-10:00am P.S. 188 10:00am-12:15pm 1:10-3:00pm	Girls Prep 7:45-9:15am 12:15-1:10pm P094M 9:15-10:00am P.S. 188 10:00am-12:15pm 1:10-3:00pm	Girls Prep 7:45-9:15am 12:15-1:10pm P094M 9:15-10:00am P.S. 188 10:00am-12:15pm 1:10-3:00pm
Playground	Currently under construction; no completion date provided.	Currently under construction; no completion date provided.	Currently under construction; no completion date provided.	Currently under construction; no completion date provided.	Currently under construction; no completion date provided.

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 leader/designee of Girls Prep will be part of the M188 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Girls Prep 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 Girls Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the M188 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Girls Prep will enter information in the M188 school’s overall Safety Plan to ensure the safe operation of the school building.

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

The completed Safety Plan for the M188 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 2010,²³ co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the Building Council. The Building Council shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

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

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

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.

²³ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.