

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 expand the grades served by South Bronx Classical Charter School (84X346, “Bronx Classical”) in school building X116 (“X116”), from kindergarten through fifth grades to kindergarten through eighth grades, beginning in the 2013-2014 school year. Building X116 is located at 977 Fox Street, Bronx, New York 10459, in Community School District 12 (“District 12”).

If this proposal is approved by the Panel for Educational Policy (“PEP”), Bronx Classical, which currently serves students in kindergarten through fifth grades in X116, will begin to serve students in sixth grade in X116 starting in the school year 2013-2014. During and after the proposed grade expansion, Bronx Classical will be co-located in X116 with the School of Performing Arts (12X217, “Performing Arts”), an existing district middle school that serves students in sixth through eighth grades, and Entrada Academy (12X384, “Entrada Academy”), an existing district middle school that serves students in sixth through eighth grades. Building X116 also provides space to three community-based organizations (“CBOs”): the Beacon program, Simpson Street Development Association (“SISDA”), and Montefiore Medical Center. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

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 among Bronx Classical, Performing Arts, and Entrada Academy. It also includes a proposal for the collaborative usage of shared resources and spaces among the schools, including, but not limited to building X116’s cafeteria, library, auditorium, gymnasium, and outdoor yard, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making among the co-located schools, and a description of the Shared Space Committee is also included at the end of this document.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council after the proposed co-location has been approved by the PEP.

METHODOLOGY

We have applied the DOE Citywide Instructional Footprint (the “Footprint”) 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.¹

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 Footprint can be accessed on the DOE’s Web site at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

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 sections per grade, assuming class size remains constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he or she is accompanied by a school’s representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room² for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section, and a full-size or half-size room³ to accommodate each Self-Contained (“SC”) special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

At the elementary school level, cluster or specialty 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 six through twelve, 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 classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline 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 other 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.

² Full-size rooms have an area of 500 square feet or more.

³ Half-size rooms have an area of less than 500 square feet but greater than 239 square feet.

Allocation of Classrooms and Administrative Space

According to a building walk-through conducted on April 18, 2012 by the Bronx Director of Space Planning, X116 has a total of 70 full-size rooms (including 4 science demonstration rooms), 14 half-size rooms, 55 quarter-size rooms,⁴ and the equivalent of 5.50 full-size rooms (“FSE”) of designed administrative space. The science demonstration rooms are included as part of the schools’ footprint allocations. Building X116 also has the following spaces, which are all shared among the co-located schools: a cafeteria, a gymnasium, a library, an auditorium, and an outdoor yard.

The spaces below are shared among the co-located schools or contain building services and therefore are not accounted for in the total number of rooms remaining to be allocated among the schools:

- The School Based Support Team (“SBST”) occupies 0.50 FSE room of designed administrative space.
- The nurse’s office and Montefiore Medical Center occupy 1 full-size room of designed administrative space.
- School Safety occupies 1 full-size room and 1 half-size room.
- The custodian’s office occupies 1 half-size room.
- The Beacon program occupies 1 half-size room.
- SISDA occupies 1 full-size room and 1 half-size room.

Excluding the spaces outlined above, building X116 has a total of 68 full-size rooms, 10 half-size rooms, 55 quarter-size rooms, and 4.00 FSE rooms of designed administrative space available to be allocated to Performing Arts, Entrada Academy, and Bronx Classical.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Grand Total	70	14	55	5.50
Shared Spaces or Building Services	2	4	0	1.50
Remaining Total of Rooms to be Allocated	68	10	55	4.00

⁴ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative space or as resource rooms.

2011-2012 (Current School Year)

The table below summarizes total enrollment and class sections at Performing Arts, Entrada Academy, and Bronx Classical in the current 2011-2012 school year.

School DBN	School Name	Grade Span	Total Enrollment ⁵	Total GE/ICT Sections	Total SC Sections
12X217	School of Performing Arts	6 - 8	319	10	4
12X384	Entrada Academy	6 - 8	340	12	4
84X346	South Bronx Classical Charter School	K - 5	322 ⁶	17	0

The table below summarizes Performing Arts’, Entrada Academy’s, and Bronx Classical’s baseline and/or adjusted baseline footprint allocations of instructional and administrative rooms, including science demonstration rooms, resource rooms, and specialty rooms, which are based on the methodology described at the beginning of this document. The table below also shows the amount of space each of the schools is currently using.

- Typically, self-contained special education classes are accommodated in half-size rooms. However due to the limited number of half-size rooms in X116, Entrada Academy’s adjusted baseline footprint allocation includes 4 full-size rooms in lieu of 4 half-size rooms, and this remains constant throughout the duration of the proposal.
- Entrada Academy’s adjusted baseline footprint allocation includes 1 full-size room, 1 half-size room, and 2 quarter-size rooms in lieu of 2 full-size equivalent rooms of designed administrative space, and this remains constant throughout the duration of the proposal.
- Lastly, due to the limited number of designed administrative spaces in X116, Bronx Classical’s adjusted baseline footprint allocation includes 1 half-size room and 6 quarter-size rooms in lieu of 2.0 full-size equivalent rooms of designed administrative space.

⁵ Audited Register as of October 31, 2011

⁶ Headcount as of October 1, 2011

2011-2012		Instructional Spaces		Administrative Spaces				Grand Total Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Performing Arts	Baseline Footprint Allocation	11	5	2.50	0	0	0	2.50	11	5	0	2.50
	Adjusted Footprint Allocation	-	-	-	-	-	-	-	-	-	-	-
	Current Space Allocation	26	7	2.50	0	0	6	4.00	26	7	6	2.50
Entrada Academy	Baseline Footprint Allocation	13	5	3.00	0	0	0	3.00	13	5	0	3.00
	Adjusted Footprint Allocation	17	1	1.00	1	1	2	3.00	18	2	2	1.00
	Current Space Allocation	20	1	1.00	1	1	24	8.50	21	2	24	1.00
Bronx Classical	Baseline Footprint Allocation	20	2	2.50	0	0	0	2.50	20	2	0	2.50
	Adjusted Footprint Allocation	20	2	0.50	0	1	6	2.50	20	3	6	0.50
	Current Space Allocation	21	0	0.50	0	1	25	7.25	21	1	25	0.50

As demonstrated above, Performing Arts is currently using many rooms above its corresponding baseline footprint allocation. Entrada Academy and Bronx Classical are currently using some rooms above their respective adjusted baseline footprint allocation.

The table below summarizes the available space within X116 after Performing Arts, Entrada Academy, and Bronx Classical have received their respective baseline or adjusted baseline footprint allocations in school year 2011-2012.

2011-2012	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocations	19	0	47	0.00

2012-2013

As stated above, this proposal will not be implemented until the 2013-2014 school year. For the 2012-2013 school year, the DOE expects that the schools will maintain their current room allocations, as the enrollments of all three schools are expected to be roughly comparable to their enrollments in 2011-2012. Please see the EIS for specific enrollment projections for the 2012-2013 school year.

2013-2014 (First Year of Proposed Implementation)

If this proposal is approved, Bronx Classical will expand to serve kindergarten through sixth grades in building X116 in school year 2013-2014.

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

School Name	Grade Span	Total Projected Enrollment ⁷	Total GE/CT Sections	Total SC Sections
School of Performing Arts	6 - 8	355 - 385	12	4
Entrada Academy	6 - 8	320 - 350	12	4
South Bronx Classical Charter School	K - 6	300 - 370	18	0

After Performing Arts, Entrada Academy, and Bronx Classical have received their respective baseline or adjusted baseline footprint allocation, the following number of rooms will remain unallocated in X116:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocations	14	0	47	0.00

The excess space will be allocated among Performing Arts, Entrada Academy, and Bronx Classical based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of each school organization.

The table below summarizes the full 2013-2014 room allocation plan for Performing Arts, Entrada Academy, and Bronx Classical plus the excess space allocations.

- Performing Arts’ adjusted baseline footprint allocation also includes 1 half-size room in lieu of 0.5 full-size equivalent rooms of designed administrative space, and this remains constant throughout the duration of the proposal.
- Bronx Classical’s adjusted baseline footprint allocation includes 2 half-size rooms and 6 quarter-size rooms in lieu of 2.5 full-size equivalent rooms of designed administrative space, and this remains constant throughout the duration of the proposal.

⁷ The DOE’s enrollment figures for the 2013-2014 school year and beyond are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2013-2014		Instructional Spaces		Administrative Spaces				Additional (Excess) Spaces				Grand Total Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Performing Arts	Baseline Footprint Allocation	13	5	3.00	0	0	0	3.00	-	-	-	-	13	5	0	3.00
	Adjusted Footprint Allocation	13	5	2.50	0	1	0	3.00	5	0	16	0.00	18	6	16	2.50
Entrada Academy	Baseline Footprint Allocation	13	5	3.00	0	0	0	3.00	-	-	-	-	13	5	0	3.00
	Adjusted Footprint Allocation	17	1	1.00	1	1	2	3.00	4	0	15	0.00	22	2	17	1.00
Bronx Classical	Baseline Footprint Allocation	21	2	3.00	0	0	0	3.00	-	-	-	-	21	2	0	3.00
	Adjusted Footprint Allocation	23	0	0.50	0	2	6	3.00	5	0	16	0.00	28	2	22	0.50

In total:

- Performing Arts will occupy 18 full-size rooms, 6 half-size rooms, 16 quarter-size rooms, and 2.50 FSE rooms of designed administrative space in X116.
- Entrada Academy will occupy 22 full-size rooms, 2 half-size rooms, 17 quarter-size rooms, and 1.00 FSE rooms of designed administrative space in X116.
- Bronx Classical will occupy 28 full-size rooms, 2 half-size rooms, 22 quarter-size rooms, and 0.50 FSE rooms of designed administrative space in X116.

The room change between the current school year (2011-2012) and the first year of implementation of this proposal (2013-2014) is reflected in the table below.

School Name	Current: 2011-2012 Grand Total Space Allocations				Proposed (Year 1): 2013-2014 Grand Total Space Allocations				Room 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)
School of Performing Arts	26	7	6	2.50	18	6	16	2.50	-8	-1	+10	0
Entrada Academy	21	2	24	1.00	22	2	17	1.00	+1	0	-7	0
South Bronx Classical Charter School	21	1	25	0.50	28	2	22	0.50	+7	+1	-3	0

2014-2015 (Second Year of Proposed Implementation)

If this proposal is approved, Bronx Classical will expand to serve kindergarten through seventh grades in X116 in school year 2014-2015.

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

School Name	Grade Span	Total Projected Enrollment	Total GE/CT Sections	Total SC Sections
School of Performing Arts	6 - 8	345 - 375	12	4
Entrada Academy	6 - 8	330 - 360	12	4
South Bronx Classical Charter School	K - 7	320 - 400	19	0

After Performing Arts, Entrada Academy, and Bronx Classical have received their respective baseline or adjusted baseline footprint allocation, the following number of rooms will remain unallocated in X116:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocations	13	0	47	0.00

The excess space will be allocated among Performing Arts, Entrada Academy, and Bronx Classical based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of each school organization.

The table below summarizes the full 2014-2015 room allocation plan for Performing Arts, Entrada Academy, and Bronx Classical plus the excess space allocations.

2014-2015		Instructional Spaces		Administrative Spaces				Additional (Excess) Spaces				Grand Total Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Performing Arts	Baseline Footprint Allocation	13	5	3.00	0	0	0	3.00	-	-	-	-	13	5	0	3.00
	Adjusted Footprint Allocation	13	5	2.50	0	1	0	3.00	4	0	16	0.00	17	6	16	2.50
Entrada Academy	Baseline Footprint Allocation	13	5	3.00	0	0	0	3.00	-	-	-	-	13	5	0	3.00
	Adjusted Footprint Allocation	17	1	1.00	1	1	2	3.00	4	0	15	0.00	22	2	17	1.00
Bronx Classical	Baseline Footprint Allocation	22	2	3.00	0	0	0	3.00	-	-	-	-	22	2	0	3.00
	Adjusted Footprint Allocation	24	0	0.50	0	2	6	3.00	5	0	16	0.00	29	2	22	0.50

In total:

- Performing Arts will occupy 17 full-size rooms, 6 half-size rooms, 16 quarter-size rooms, and 2.50 FSE rooms of designed administrative space total in X116.
- Entrada Academy will occupy 22 full-size rooms, 2 half-size rooms, 17 quarter-size rooms, and 1.00 FSE rooms of designed administrative space total in X116.
- Bronx Classical will occupy 29 full-size rooms, 2 half-size rooms, 22 quarter-size rooms, and 0.50 FSE rooms of designed administrative space in X116.

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

School Name	Proposed (Year 1): 2013-2014 Grand Total Space Allocations				Proposed (Year 2): 2014-2015 Grand Total Space Allocations				Room 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)
School of Performing Arts	18	6	16	2.50	17	6	16	2.50	-1	0	0	0
Entrada Academy	22	2	17	1.00	22	2	17	1.00	0	0	0	0
South Bronx Classical Charter School	28	2	22	0.50	29	2	22	0.50	+1	0	0	0

2015-2016 (Third and Final Year of Proposed Implementation)

If this proposal is approved, Bronx Classical will reach full scale in school year 2015-2016, serving grades kindergarten through eight in X116.

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

School Name	Grade Span	Total Projected Enrollment	Total GE/CT Sections	Total SC Sections
School of Performing Arts	6 - 8	345 - 375	12	4
Entrada Academy	6 - 8	330 - 360	12	4
South Bronx Classical Charter School	K - 8	340 - 430	20	0

After Performing Arts, Entrada Academy, and Bronx Classical have received their respective baseline or adjusted baseline footprint allocation, the following number of rooms will remain unallocated in X116:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline or Adjusted Baseline Allocations	12	0	47	0.00

The excess space will be allocated among Performing Arts, Entrada Academy, and Bronx Classical based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of each school organization.

The table below summarizes the full 2015-2016 room allocation plan for Performing Arts, Entrada Academy, and Bronx Classical plus the excess space allocations.

2015-2016		Instructional Spaces		Administrative Spaces				Additional (Excess) Spaces				Grand Total Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Performing Arts	Baseline Footprint Allocation	13	5	3.00	0	0	0	3.00	-	-	-	-	13	5	0	3.00
	Adjusted Footprint Allocation	13	5	2.50	0	1	0	3.00	4	0	15	0.00	17	6	15	2.50
Entrada Academy	Baseline Footprint Allocation	13	5	3.00	0	0	0	3.00	-	-	-	-	13	5	0	3.00
	Adjusted Footprint Allocation	17	1	1.00	1	1	2	3.00	4	0	15	0.00	22	2	17	1.00
Bronx Classical	Baseline Footprint Allocation	23	2	3.00	0	0	0	3.00	-	-	-	-	23	2	0	3.00
	Adjusted Footprint Allocation	25	0	0.50	0	2	6	3.00	4	0	17	0.00	29	2	23	0.50

In total:

- Performing Arts will occupy 17 full-size rooms, 6 half-size rooms, 15 quarter-size rooms, and 2.50 FSE rooms of designed administrative space in X116.
- Entrada Academy will occupy 22 full-size rooms, 2 half-size rooms, 17 quarter-size rooms, and 1.00 FSE rooms of designed administrative space in X116.
- Bronx Classical will occupy 29 full-size rooms, 2 half-size rooms, 23 quarter-size rooms, and 0.50 FSE rooms of designed administrative space in X116.

The room change between the 2014-2015 school year and the 2015-2016 school year is reflected in the table below.

School Name	Proposed (Year 2): 2014-2015 Grand Total Space Allocations				Proposed (Year 3): 2015-2016 Grand Total Space Allocations				Room 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)
School of Performing Arts	17	6	16	2.50	17	6	15	2.50	0	0	-1	0
Entrada Academy	22	2	17	1.00	22	2	17	1.00	0	0	0	0
South Bronx Classical Charter School	29	2	22	0.50	29	2	23	0.50	0	0	+1	0

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 X116 during the first year of implementation of this proposal, 2013-2014. The final shared space schedule will be collaboratively drafted by the Building Council if this proposal is approved by the PEP.

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 X116 may be utilized, the Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is 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/KeyDocuments/CampusMemo.htm>)

The below proposed schedule takes into account some or all of the following factors: the projected enrollment of each co-located school; the number of sections served by each co-located school; the total capacity of each shared space; the start and end times of Performing Arts and Entrada Academy based on the Office of Pupil Transportation’s⁸ bus schedule for a regular school day; the X116 Campus Audit⁹; and Bronx Classical’s start and end times based as self-reported by the school. The DOE has assigned times in each of the shared spaces to the co-located organizations in X116 proportional to their enrollments. In planning how Bronx Classical, Performing Arts, and Entrada Academy may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that

⁸ See the DOE’s Office of Pupil Transportation Web site at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

⁹ 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.

allocates time in each shared space equitably. As noted, decisions regarding the use and allocation of shared spaces would be made collaboratively by all organizations through the Building Council.

Cafeteria

- There is one cafeteria in the X116 building, which has the capacity to serve 504 students.
- The total time allocated to each school organization in the cafeteria is based upon each school's projected enrollment and the capacity of the cafeteria. Each school organization will be able to accommodate its students in the cafeteria within the proposed allocation of time.
 - School of Performing Arts has been allocated one 45-minute period daily in the cafeteria, from 11:45am to 12:30pm. The proposed schedule assumes that all students enrolled at School of Performing Arts (approximately 355-385 students) would be accommodated in the cafeteria for lunch during this time.
 - Entrada Academy has been allocated one 45-minute period daily in the cafeteria, from 11:00am to 11:45am. The proposed schedule assumes that all students enrolled at Entrada Academy (approximately 320-350 students) would be accommodated in the cafeteria for lunch during this time.
 - Bronx Classical has been allocated one 45-minute period daily in the cafeteria, from 10:15am to 11:00am. The proposed schedule assumes that all students enrolled at Bronx Classical (approximately 300-370 students) would be accommodated in the cafeteria for lunch during this time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Bronx Classical, School of Performing Arts, and Entrada Academy. Accordingly, the cafeteria can accommodate all three schools' breakfast needs during the same time period, from 7:15am to 8:00am.

Yard

- There is one school outdoor yard. Times in the yard have been allocated in accordance with each of the school's lunch schedules but the Building Council is free to allocate additional time to the schools for use for other activities, as needed.

Gymnasium

- There is one gymnasium in the X116 building, which has the capacity to serve 255 students.
- In the proposed schedule below, the DOE is allocating time in the gymnasium for all schools based on their relative projected enrollments.
 - School of Performing Arts has been allocated 10.5 hours weekly in the gymnasium.

- Entrada Academy has been allocated 9.5 hours weekly in the gymnasium.
- Bronx Classical has been allocated 10 hours weekly in the gymnasium.

Library

- There is one library in the X116 building.
- In the proposed schedule below, the DOE is allocating time in the library for all schools based on their relative projected enrollments.
 - School of Performing Arts has been allocated 10.5 hours weekly in the library.
 - Entrada Academy has been allocated 9.5 hours weekly in the library.
 - Bronx Classical has been allocated 10 hours weekly in the library.

Auditorium

- There is one auditorium in the X116 building, which has the capacity to serve 599 students.
- In the proposed schedule below, the DOE is allocating time in the auditorium for all schools based on their relative projected enrollments.
 - School of Performing Arts has been allocated 10.5 hours weekly in the auditorium.
 - Entrada Academy has been allocated 9.5 hours weekly in the auditorium.
 - Bronx Classical has been allocated 10 hours weekly in the auditorium.

After-School Programs

- The DOE does not allocate any of the shared spaces after 2:15pm. The Building Council should allocate these spaces as needed for after-school programs or activities.
- School of Performing Arts has an arts and sports after-school program which runs from 3:15pm to 5:30pm Tuesday through Friday in the gymnasium. This program will continue, if this proposal is approved.

- Entrada Academy offers clubs daily which run from 3:15pm to 4:30pm. This programming takes place in the school's classrooms and will continue to do so under this proposal. The school also has a CHAMPS program on Fridays until 5:00pm during the spring time, which takes place in the school's outdoor yard and will continue.
- Bronx Classical has an extended-day program which runs from 8:00am to 4:30pm on a daily-basis. The school's extended-day program runs until 6:00pm during several months, providing additional tutoring to students. This program currently takes place in the school's classrooms and will continue to do so under this proposal.
- The Beacon program utilizes the gymnasium regularly after school hours and will continue to do so, subject to support from the Building Council.
- The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is 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 Performing Arts and Entrada Academy will serve 355-385 and 320-350 students in sixth through eighth grades, respectively. Bronx Classical will serve 300-370 students in kindergarten through sixth grades pursuant to its charter.

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day and school-reported information, Performing Arts' school day runs from 8:20am to 2:40pm. Entrada Academy's school day runs from 8:00am to 2:25pm. Based on school-reported information, Bronx Classical's school day runs from 8:00am to 4:30pm.

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. 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. This agreement could result in the current schools in the building changing their use of the shared spaces. The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. In addition, the Building Council is free to adjust this Shared Space Plan to accommodate the needs of the co-located schools and programs in future years.

The DOE believes that this plan is feasible and treats all school organizations equitably and comparably. The Building Council is empowered to make alternate arrangements to the below proposal.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<p>Cafeteria (Capacity: 504)</p> <p>Yard</p>	<p><u>Breakfast</u> Bronx Classical, Performing Arts & Entrada Academy 7:15am-8:00am <u>Lunch & Recess</u> Bronx Classical 10:15am - 11:00am Entrada Academy 11:00am - 11:45am Performing Arts 11:45am - 12:30pm</p>	<p><u>Breakfast</u> Bronx Classical, Performing Arts & Entrada Academy 7:15am-8:00am <u>Lunch & Recess</u> Bronx Classical 10:15am - 11:00am Entrada Academy 11:00am - 11:45am Performing Arts 11:45am - 12:30pm</p>	<p><u>Breakfast</u> Bronx Classical, Performing Arts & Entrada Academy 7:15am-8:00am <u>Lunch & Recess</u> Bronx Classical 10:15am - 11:00am Entrada Academy 11:00am - 11:45am Performing Arts 11:45am - 12:30pm</p>	<p><u>Breakfast</u> Bronx Classical, Performing Arts & Entrada Academy 7:15am-8:00am <u>Lunch & Recess</u> Bronx Classical 10:15am - 11:00am Entrada Academy 11:00am - 11:45am Performing Arts 11:45am - 12:30pm</p>	<p><u>Breakfast</u> Bronx Classical, Performing Arts & Entrada Academy 7:15am-8:00am <u>Lunch & Recess</u> Bronx Classical 10:15am - 11:00am Entrada Academy 11:00am - 11:45am Performing Arts 11:45am - 12:30pm</p>
<p>Gymnasium (Capacity: 255)</p>	<p>Bronx Classical 8:00am - 10:15am Entrada Academy 10:15am - 11:00 am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Bronx Classical 1:15pm - 2:15pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Bronx Classical 1:15pm - 2:00pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Performing Arts 1:15pm - 2:00pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:30pm</p>	<p>Bronx Classical 8:00am - 10:15am Entrada Academy 10:15am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:30pm Performing Arts 1:30pm - 2:15pm</p>
<p>Auditorium (Capacity: 599)</p>	<p>Bronx Classical 8:00am - 10:15am Entrada Academy 10:15am - 11:00 am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Bronx Classical 1:15pm - 2:15pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Bronx Classical 1:15pm - 2:00pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Performing Arts 1:15pm - 2:00pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:30pm</p>	<p>Bronx Classical 8:00am - 10:15am Entrada Academy 10:15am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:30pm Performing Arts 1:30pm - 2:15pm</p>
<p>Library</p>	<p>Bronx Classical 8:00am - 10:15am Entrada Academy 10:15am - 11:00 am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Bronx Classical 1:15pm - 2:15pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Bronx Classical 1:15pm - 2:00pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:15pm Performing Arts 1:15pm - 2:00pm</p>	<p>Performing Arts 8:00am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:30pm</p>	<p>Bronx Classical 8:00am - 10:15am Entrada Academy 10:15am - 11:00am Bronx Classical 11:00am - 11:45am Entrada Academy 11:45am - 1:30pm Performing Arts 1:30pm - 2:15pm</p>

Pursuant to Chancellor’s Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including principal(s); designee of all other programs operating within the building; United Federation of Teachers (“UFT”) Chapter Leader; custodian’s or engineer’s 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 Bronx Classical, Performing Arts, and Entrada Academy will be part of the School Safety Committee. As a member of the School Safety Committee, the leader/designee of Bronx Classical, Performing Arts, and Entrada Academy 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 will be addressed on an ongoing basis. Moreover, the Safety Plan for X116 will be modified as appropriate to meet any changing security needs associated with the co-location. All co-located schools will enter information in the building’s overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (“BRT”) that will consist of trained staff members from each school on the campus, 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 X116 will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, they will be submitted to the New York City Police Department (“NYPD”) for final approval and certification by the NYPD.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

Proposed Communications Strategy

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011, 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.¹⁰ 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.

¹⁰ The 2011 Campus Policy Memo is available on the DOE’s Web site at: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>

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 BUP 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 at minimum 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 School Leadership Team ("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 BUP and its campus implementation.