

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate in building X160 ("X160") a new site of P168X (75X168),¹ an existing District 75 program ("D75") program.² Building X160 ("X160") is located at 4140 Hutchinson River Parkway East, Bronx, NY 10475 in Community School District 11 ("District 11"). If this proposal is approved, this new P168X site in X160 will be called "P168X@X160" and will be co-located with P.S. 160 Walt Disney (11X160, "P.S. 160"), an existing public school serving students in kindergarten through fifth grades, and The Equality Charter School (84X488, "Equality"), an existing public charter school serving students in sixth through eighth grades.³ P168X@X160 is expected to serve students in both 6:1:1⁴ and 12:1:1 settings.⁵ Typically, the majority of students served in 6:1:1 settings are classified as autistic and the majority of students served in 12:1:1 settings are classified as learning disabled. A student with a disability classification may be offered a seat at P168X@X160 if the D75 placement office determines that the classes offered by P168X@X160 are appropriate for that student.

Pursuant to the New York Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space among P.S. 160, Equality and P168X@X160. It also includes a proposal for the collaborative usage of shared resources and spaces among the three school organizations, 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 among the co-located schools, and a description of the shared space committee are also included. Please refer to the corresponding EIS to which this plan is attached for further information about the co-location.⁶

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposal is approved by the Panel for Educational Policy ("PEP").

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")⁷ 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 75X168 also serves students at six other sites: (1) Building X183 located at 339 Morris Avenue, Bronx, NY 10451 (the primary site); (2) Building X020 located at 3050 Webster Avenue, Bronx, NY 10467; (3) Building X842 located at 3990 Hillman Avenue, Bronx, NY 10463; (4) Building X194 located at 2365 Waterbury Avenue, Bronx, NY 10462; (5) Building X973 located at 1716 Southern Boulevard, Bronx, NY 10460; and (6) Building X440 located at 100 West Mosholu Parkway South, Bronx, NY 10468. This proposal is not anticipated to impact 75X168's other sites.

² D75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, or are severely emotionally challenged, sensory impaired and/or multiply disabled. D75 provides services to students in a variety of settings, including elementary, middle, and high schools, students' homes, hospitals, and agencies. These programs are located at more than 310 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE Web site for additional information about D75 programs at <http://schools.nyc.gov/Offices/District75/default.htm>.

³ A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

⁴ A 6:1:1 class setting is comprised of six students with one teacher and one paraprofessional.

⁵ A 12:1:1 class setting is comprised of twelve students with one teacher and one paraprofessional.

⁶ A link to the EIS and Building Utilization Plan ("BUP") can also be found at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/April2013Proposals.htm>.

⁷ 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/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art), lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching ("ICT") section and one full-size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

Enrollment	Number 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 allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC 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.

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

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

Allocation of Classrooms and Administrative Space

According to a building walk-through and survey performed on February 15, 2013 by the Office of Space Planning, building X160 has a total of 57 full-size ("FS") rooms,⁸ 13 half-size ("HS") rooms,⁹ 41 quarter-size ("QS") rooms,¹⁰ and the equivalent of 5.5 full-size rooms of designed administrative space. X160 also contains a gymnasium, auditorium, cafeteria, playground and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

⁸ Full-size classrooms have an area of 500 square feet or more.

⁹ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

- The nurse's office occupies 1 full-size room of designed administrative space.
- The custodian's office occupies 1 half-size space.
- A School Based Support Team ("SBST") occupies 1 full-size and 1 half-size space.
- A Teacher's Lounge occupies 1 full-size room.

Excluding the spaces outlined above, the X160 building currently has a total of 55 full-size rooms, 11 half-size rooms, 41 quarter-size rooms, and the equivalent of 4.5 full-size designed administrative spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	57	13	41	5.5
Building Spaces	2	2	0	1.0
Total to be Allocated	55	11	41	4.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at P.S. 160 and Equality in the current 2012-2013 school year.

2012-2013	Total Enrolled ¹¹	GE/ICT Sections	SC Sections
P.S. 160	389	12	9
Equality	225	12	0

The table below summarizes P.S. 160's and Equality's baseline and adjusted footprint allocations. The table also summarizes the amount of space that the schools are currently using.

The DOE has adjusted the baseline allocations of P.S. 160 and Equality for the following reasons:

- Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to their odd shape, some of the half-size rooms in the X160 building are not suitable for instruction. Therefore, P.S. 160 has been allocated 5 additional full-size rooms in lieu of 5 half-size rooms
- Typically, middle school resource rooms are accommodated in half-size classrooms. Due to the physical location of half-size rooms in X160 in relation to Equality's location in the building, Equality has been allocated 1 additional full-size room in lieu of 1 half-size room.

¹⁰ Quarter-size classrooms have an area of less than 240 square feet.

¹¹ Based on the charter headcount as of October 1, 2012 or the 2012-2013 Audited Register (as of October 26, 2012), which does not include Long Term Absences ("LTAs"), students who have been absent continuously for 30 days or more as of October 26, 2012.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 160	Baseline Footprint Allocation	15	11	3.0	0	0	0	3.00	15	11	0	3.0
	Adjusted Baseline Allocation	20	6	3.0	0	0	0	3.00	20	6	0	3.0
	Current Space Allocation	41	6	4.5	0	0	26	11.00	41	6	26	4.5
Equality	Baseline Footprint Allocation	13	1	0.0	0	5	0	2.50	13	6	0	0.0
	Adjusted Baseline Allocation	14	0	0.0	0	5	0	2.50	14	5	0	0.0
	Current Space Allocation	14	0	0.0	0	5	15	6.25	14	5	15	0.0

In total:

- P.S. 160 is currently allocated 41 full-size rooms, 6 half-size rooms, 26 quarter-size rooms, and 4.5 FSE of designed administrative space. This allocation includes 21 full-size rooms, 26 quarter-size rooms, and 1.5 FSE of designed administrative space in excess of P.S. 160's adjusted footprint.
- Equality is currently allocated 14 full-size rooms, 5 half-size rooms and 15 quarter-size rooms. This allocation includes 15 quarter-size rooms in excess of Equality's adjusted footprint.

The current excess space in the X160 building is demonstrated in the table below.

2012-2013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	21	0	41	1.5

2013-2014 (FIRST AND FINAL YEAR OF IMPLEMENTATION)

If this proposal is approved, beginning in 2013-2014, P168X@X160 will serve nine self-contained sections of students across grades kindergarten through eight in the X160 building. The table below summarizes the total projected enrollment and number of sections to be served at P.S. 160, Equality and P168X@X160 in 2013-2014.

2013-2014	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
P.S. 160	340 - 400	12	9
Equality	210 - 255	12	0
P168X@X160	54 - 72	0	9

After P.S. 160, Equality and P168X@X160 have received their respective adjusted baseline footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	7	1	41	0.5

The excess space will be allocated among P.S. 160, Equality and P168X@X160 based upon the physical location of the available space in relation to the location of each school within the building, while also taking into account the schools' projected enrollments.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 160, Equality and P168X@X160 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. P.S. 160's, Equality's, and P168X@X160's baseline footprint allocations have been adjusted in the following manner:

- Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to their odd shape and their location, some of the of half-size spaces in the X160 building are not suitable for instruction, therefore P.S. 160 has been allocated 7 additional full-size spaces in lieu of 7 half-size spaces
- Typically, middle school resource rooms are accommodated in half-size classrooms. Due to the physical location of half-size rooms in X160 in relation to Equality's location in the building, Equality has been allocated 1 additional full-size space in lieu of 1 half-size space.
- Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to their odd shape and their location, some of the half-size spaces in the X160 building are not suitable for instruction, therefore P168X@X160 has been allocated 11 additional full-size spaces in lieu of 11 half-size spaces.

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

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. 160	Baseline Footprint Allocation	15	11	3.0	0	0	0	3.0	0	0	0	0.0	15	11	0	3.0
	Adjusted Baseline Allocation	22	4	3.0	0	0	0	3.0	7	1	16	0.5	29	5	16	3.5
Equality	Baseline Footprint Allocation	13	1	0.0	0	5	0	2.5	0	0	0	0.0	13	6	0	0.0
	Adjusted Baseline Allocation	14	0	0.0	0	5	0	2.5	0	0	15	0.0	14	5	15	0.0
P168X@X160	Baseline Footprint Allocation	1	11	1.0	0	1	0	1.5	0	0	0	0.0	1	12	0	1.0
	Adjusted Baseline Allocation	12	0	1.0	0	1	0	1.5	0	0	10	0.0	12	1	10	1.0

In total:

- P.S. 160 will be allocated 29 full-size rooms, 5 half-size rooms, 16 quarter-size spaces and the equivalent of 3.5 FSE of designed administrative space in X160. This allocation includes 7 full-size rooms, 1 half-size room, 16 quarter-size rooms, and 0.5 FSE of designed administrative space in excess of P.S. 160's adjusted baseline footprint.
- Equality will be allocated 14 full-size rooms, 5 half-size rooms, and 15 quarter-size rooms in X160. This allocation includes 15 quarter-size rooms in excess of Equality's adjusted baseline footprint.
- P168X@X160 will be allocated 12 full-size rooms, 1 half-size room, 10 quarter-size rooms and 1.0 FSE of designed administrative space in X160. This allocation includes 10 quarter-size rooms in excess of P168X@X160's adjusted baseline footprint.

The room change between 2012-2013 and 2013-2014, which reflects changes to room allocations resulting from the siting of P168X@X160 is reflected in the table below.

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 160	41	6	26	4.5	29	5	16	3.5	-12	-1	-10	-1
Equality	14	5	15	0.0	14	5	15	0.0	0	0	0	0
P168X@X160	0	0	0	0.0	12	1	10	1.0	+12	+1	+10	+1

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 X160 during 2013-2014, the first year of implementation of this proposal. In 2013-2014 P168X@X160 will open in X160 and will serve students across grades kindergarten through eight. 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 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 X160 building may be utilized, the Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is 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 is generally based on projected enrollments for each co-located school, current and projected programming at each school in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹³ The regular school day for P.S. 160 will run approximately from 8:20a.m. to 2:40p.m. The regular school day for Equality will run approximately from 9:00a.m. to 4:00p.m. The regular school day for P168X@X160 is expected to run approximately from 9:00a.m. to 3:20p.m. In planning how P.S. 160, Equality and P168X@X160 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each shared space equitably. As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

Cafeteria

- There is one main cafeteria in the X160 building, which has the capacity to serve 300 students.
- P.S. 160 has been allocated the most time, 8 hours and 20 minutes weekly, or two 50 minute lunch periods daily, because it has the largest projected enrollment. Equality and P168X@X160 have both been allocated 4 hours and 10 minutes weekly, or one 50 minute lunch period daily. While these allocations are not strictly proportional to the schools' projected enrollments, they take into account P.S. 160's and Equality's current use of the building, while also ensuring that each individual student receives the same amount of time in the cafeteria for lunch, regardless of which school he or she attends. Each organization will be able to accommodate its students in the cafeteria within its proposed allocation of time. Thus, the DOE believes that this plan treats all schools equitably and comparably.
- The proposed schedule below allocates daily time to P.S. 160 in the cafeteria from 11:00a.m.-12:40p.m. Equality is allocated daily time in the cafeteria from 12:45p.m.-1:35p.m. P168X@X160 is allocated daily time in the cafeteria from 1:40p.m. - 2:30p.m.
- With regard to breakfast the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 160 and Equality and therefore the DOE anticipates that the cafeteria has the capacity to accommodate participating students during overlapping breakfast periods. P.S. 160 will likely start its school day before Equality and P168X@X160; as a result, the scheduled breakfast time for P.S. 160 will begin prior to the scheduled breakfast time for Equality and P168X@X160. P.S. 160 has been allocated the most time, 5 hours weekly. Equality has been allocated 3 hours and 20 minutes weekly. P168X@X160 has been allocated 2 hours and 30 minutes weekly.
 - The proposed schedule below allocates daily time to P.S. 160 in the cafeteria for breakfast from 7:20a.m. – 8:20a.m. Equality has been allocated daily time in the cafeteria for breakfast from 8:20a.m. – 9:00a.m. P168X@X160 has been allocated daily time in the cafeteria for breakfast from 8:30a.m. to 9:00a.m.

¹³ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- The Building Council is free to deviate from the proposed Shared Space Plan of the cafeteria 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. Moreover, additional times remain unallocated; the Building Council is empowered to allocate those times.

Gymnasium, Library, Playground and Auditorium

- Time in the gymnasium, library, playground and auditorium will be loosely based upon the projected enrollments of the schools.
- The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the gymnasium, library, playground and auditorium on an as-needed basis 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.

Gymnasium

- There is one gymnasium in the building which has the capacity to serve 189 students.
- In the proposed schedule below, P.S. 160 is allocated the most time in the gymnasium, 17 hours and 30 minutes weekly, because it serves more students than Equality, which has been allocated 11 hours weekly and P168X@X160, which has been allocated 4 hours and 30 minutes weekly.
 - P.S. 160 has been allocated daily time in the gymnasium from 8:30a.m.-12:00p.m.
 - Equality has been allocated time in the gymnasium from 2:00p.m. – 4:00p.m. daily, as well as from 12:00p.m. – 12:30p.m. on Tuesdays and Thursdays.
 - P168X@X160 has been allocated time in the gymnasium from 12:00p.m. - 1:30p.m. on Mondays, Wednesdays, and Fridays.
- Because the proposed allocations have been devised with regard to the schools' enrollments, the DOE believes that the proposed allocations are equitable and feasible.

Library

- The DOE proposes that the library be allocated to all schools based on the relative projected enrollment for each school. In the proposed plan, P.S. 160 is allocated the largest amount of time, 12 hours and 30 minutes weekly, based on its projected enrollment. Equality is allocated 7 hours and 30 minutes weekly and P168X@X160 is allocated 2 hours and 30 minutes weekly.
 - P.S. 160 has been allocated daily time in the library from 8:30a.m. - 9:30a.m. and from 12:00p.m. - 1:30p.m.
 - Equality has been allocated daily time in the library from 10:30a.m. - 12:00pm.
 - P168X@X160 has been allocated daily time in the library from 10:00a.m.-10:30a.m.
- Because the proposed allocations have been devised with regard to the schools' enrollments, the DOE believes that the proposed allocation is equitable and feasible.

Playground

- The DOE proposes that the playground be allocated to all schools based on the projected enrollment for each school. In the proposed plan, P.S. 160 is allocated the largest amount of time, 12 hours and 30 minutes weekly, on the playground based on its projected enrollment. Equality is allocated 7 hours and 30 minutes weekly and P168X@X160 is allocated 4 hours and 10 minutes weekly.
 - P.S. 160 has been allocated daily time on the playground from 9:40a.m. - 12:10p.m.
 - Equality has been allocated daily time on the playground from 1:35p.m. - 3:05pm.
 - P168X@X160 has been allocated daily time on the playground from 12:10p.m.-1:00p.m.
- Because the proposed allocations have been devised with regard to the schools' projected enrollments, the DOE believes that the proposed allocation is equitable and feasible.

Auditorium

- There is one auditorium in the X160 building, which has the capacity to serve 225 students.
- The DOE proposes that time in the auditorium be allocated to all schools based on the relative projected enrollment for each school. In the proposed plan, P.S. 160 is allocated the largest amount of time, 10 hours weekly, based on its projected enrollment. Equality is allocated 6 hours and 40 minutes weekly and P168X@X160 is allocated 2 hours and 30 minutes weekly.
 - P.S. 160 has been allocated daily time in the auditorium from 8:30a.m.-9:30a.m. and 1:30p.m. – 2:30p.m.
 - Equality has been allocated daily time in the auditorium from 9:30a.m. – 10:50a.m.
 - P168X@X160 has been allocated daily time in the auditorium from 11:00a.m. - 11:30a.m.
- Because the proposed allocations have been devised with regard to the schools' enrollments, the DOE believes that the proposed allocation is equitable and feasible.

After-School Programs

Equality is allocated time in the gym until 4:00pm, beyond P.S. 160's current and P168X@X160's assumed school days because Equality's school hours extend to 4:00 p.m. The Building Council should allocate the remainder of this space as needed for after-school programs.

As noted in this Building Utilization Plan ("BUP"), the Building Council will address any requests to use 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. This agreement could result in the current schools in the building changing their use of the shared space once P168X@X160 opens in the building.

In 2013-2014, the DOE projects P.S. 160 will serve 340-400 students, Equality will serve 210-255 students and P168X@X160 will serve 54-72 students in X160.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 300)	<p>Breakfast: P.S. 160 7:20a.m. – 8:20a.m. Equality 8:20a.m. – 9:00a.m. P168X@X160 8:30a.m. – 9:00a.m.</p> <p>Lunch: P.S. 160 11:00a.m. – 12:40p.m. Equality 12:45p.m. – 1:35p.m. P168X@X160 1:40p.m. – 2:30p.m.</p>	<p>Breakfast: P.S. 160 7:20a.m. – 8:20a.m. Equality 8:20a.m. – 9:00a.m. P168X@X160 8:30a.m. – 9:00a.m.</p> <p>Lunch: P.S. 160 11:00a.m. – 12:40p.m. Equality 12:45p.m. – 1:35p.m. P168X@X160 1:40p.m. – 2:30p.m.</p>	<p>Breakfast: P.S. 160 7:20a.m. – 8:20a.m. Equality 8:20a.m. – 9:00a.m. P168X@X160 8:30a.m. – 9:00a.m.</p> <p>Lunch: P.S. 160 11:00a.m. – 12:40p.m. Equality 12:45p.m. – 1:35p.m. P168X@X160 1:40p.m. – 2:30p.m.</p>	<p>Breakfast: P.S. 160 7:20a.m. – 8:20a.m. Equality 8:20a.m. – 9:00a.m. P168X@X160 8:30a.m. – 9:00a.m.</p> <p>Lunch: P.S. 160 11:00a.m. – 12:40p.m. Equality 12:45p.m. – 1:35p.m. P168X@X160 1:40p.m. – 2:30p.m.</p>	<p>Breakfast: P.S. 160 7:20a.m. – 8:20a.m. Equality 8:20a.m. – 9:00a.m. P168X@X160 8:30a.m. – 9:00a.m.</p> <p>Lunch: P.S. 160 11:00a.m. – 12:40p.m. Equality 12:45p.m. – 1:35p.m. P168X@X160 1:40p.m. – 2:30p.m.</p>
Gym (Capacity: 189)	<p>P.S. 160 8:30a.m. – 12:00p.m. P168X@X160 12:00p.m. – 1:30p.m. Equality 2:00p.m. – 4:00p.m.</p>	<p>P.S. 160 8:30a.m. – 12:00p.m. Equality 12:00p.m. – 12:30p.m. 2:00p.m. – 4:00p.m.</p>	<p>P.S. 160 8:30a.m. – 12:00p.m. P168X@X160 12:00p.m. – 1:30p.m. Equality 2:00p.m. – 4:00p.m.</p>	<p>P.S. 160 8:30a.m. – 12:00p.m. Equality 12:00p.m. – 12:30p.m. 2:00p.m. – 4:00p.m.</p>	<p>P.S. 160 8:30a.m. – 12:00p.m. P168X@X160 12:00p.m. – 1:30p.m. Equality 2:00p.m. – 4:00p.m.</p>
Library	<p>P.S. 160 8:30a.m. – 9:30a.m. 12:00p.m. – 1:30p.m. P168X@X160 10:00a.m. – 10:30a.m. Equality 10:30a.m. – 12:00p.m.</p>	<p>P.S. 160 8:30a.m. – 9:30a.m. 12:00p.m. – 1:30p.m. P168X@X160 10:00a.m. – 10:30a.m. Equality 10:30a.m. – 12:00p.m.</p>	<p>P.S. 160 8:30a.m. – 9:30a.m. 12:00p.m. – 1:30p.m. P168X@X160 10:00a.m. – 10:30a.m. Equality 10:30a.m. – 12:00p.m.</p>	<p>P.S. 160 8:30a.m. – 9:30a.m. 12:00p.m. – 1:30p.m. P168X@X160 10:00a.m. – 10:30a.m. Equality 10:30a.m. – 12:00p.m.</p>	<p>P.S. 160 8:30a.m. – 9:30a.m. 12:00p.m. – 1:30p.m. P168X@X160 10:00a.m. – 10:30a.m. Equality 10:30a.m. – 12:00p.m.</p>
Playground	<p>P.S. 160 9:40a.m. – 12:10p.m. P168X@X160 12:10p.m. – 1:00p.m. Equality 1:35p.m. – 3:05p.m.</p>	<p>P.S. 160 9:40a.m. – 12:10p.m. P168X@X160 12:10p.m. – 1:00p.m. Equality 1:35p.m. – 3:05p.m.</p>	<p>P.S. 160 9:40a.m. – 12:10p.m. P168X@X160 12:10p.m. – 1:00p.m. Equality 1:35p.m. – 3:05p.m.</p>	<p>P.S. 160 9:40a.m. – 12:10p.m. P168X@X160 12:10p.m. – 1:00p.m. Equality 1:35p.m. – 3:05p.m.</p>	<p>P.S. 160 9:40a.m. – 12:10p.m. P168X@X160 12:10p.m. – 1:00p.m. Equality 1:35p.m. – 3:05p.m.</p>

Auditorium (Capacity: 225)	P.S. 160 8:30a.m. – 9:30a.m. 1:30p.m. – 2:30p.m. Equality 9:30a.m. – 10:50a.m. P168X@X160 11:00a.m. – 11:30a.m.	P.S. 160 8:30a.m. – 9:30a.m. 1:30p.m. – 2:30p.m. Equality 9:30a.m. – 10:50a.m. P168X@X160 11:00a.m. – 11:30a.m.	P.S. 160 8:30a.m. – 9:30a.m. 1:30p.m. – 2:30p.m. Equality 9:30a.m. – 10:50a.m. P168X@X160 11:00a.m. – 11:30a.m.	P.S. 160 8:30a.m. – 9:30a.m. 1:30p.m. – 2:30p.m. Equality 9:30a.m. – 10:50a.m. P168X@X160 11:00a.m. – 11:30a.m.	P.S. 160 8:30a.m. – 9:30a.m. 1:30p.m. – 2:30p.m. Equality 9:30a.m. – 10:50a.m. P168X@X160 11:00a.m. – 11:30a.m.
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Building Safety and Security

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

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

Consistent with the process described above, the leaders/designees of P.S. 160, Equality and P168X@X160 will be part of the X160 School Safety Committee. As members of the School Safety Committee, the leaders/designees of P.S. 160, Equality and P168X@X160 will participate in the development of the School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the siting of P168X@X160 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X160 school building will be modified as appropriate to meet any changing security needs associated with the expansion. All schools will enter information in the School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team ("BRT") that will consist of trained staff members from each school in X160, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the X160 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York Police Department ("NYPD") for final approval and certification by the NYPD.

Proposed Communications Strategy

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

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

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

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