

Building Utilization Plan: Building Q053

I. Introduction

As described in greater detail in the accompanying Educational Impact Statement (EIS),ⁱ the New York City Department of Education (NYCDOE) is proposing to temporarily expand the grades served by Success Academy – Far Rockaway (84Q375), referred to as SA – Far Rockaway, in building Q053, referred to as Q053, for two years beginning in the 2020-2021 school year. SA – Far Rockaway is an existing charter school serving students in grades K-4 in Q053, where it is co-located with two existing district middle schools serving students in grades 6-8: M.S. 53 Brian Piccolo (27Q053), referred to as M.S. 53; and Village Academy (27Q319), referred to as Village Academy. Q053 also houses the Community Based Organizations (CBOs) Sports and Arts in School Foundation (SASF) and New Horizons.ⁱⁱ Q053 is located at 10-45 Nameoke Street, Queens, NY 11691 in Community School District 27, referred to as District 27.

A co-location means that two or more school organizations are located in the same building and may share common spaces, such as:

- Auditoriums;
- Gymnasiums;
- Libraries; and
- Cafeterias.

If this proposal is approved by the Panel for Educational Policy (PEP), SA – Far Rockaway will expand its grades served in Q053 to include grade 5 in the 2020-2021 school year and grade 6 in the 2021-2022 school year. Grades 5 and 6 of SA – Far Rockaway will be collectively referred to as SA – Far Rockaway Middle School. In this document, SA – Far Rockaway is used to refer to both SA – Far Rockaway’s grades K-4 and SA – Far Rockaway Middle School. Beginning in the 2022-2023 school year, if this proposal is approved, SA – Far Rockaway will once again serve only grades K-4 in Q053.

Pursuant to Article 56 of the New York State Education Law, the following plan outlines the proposed allocation of classrooms and administrative space among all current and proposed schools in Q053. It also includes a proposal for the collaborative and equitable usage of shared resources and spaces among the schools in the building during the 2020-2021 school year, including but not limited to the building’s cafeteria, gymnasium, library, and auditorium.

A school’s space allocation is based on the Citywide Instructional Footprint, referred to as the Footprint, which prescribes a minimum 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.ⁱⁱⁱ 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 in this document.

As described throughout this document, the final Shared Space Plan will be collaboratively finalized by the Building Council if this proposal is approved by the PEP.

II. Methodology

The NYCDOE has applied the Footprint to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the excess space equitably based on the limited duration of the proposal and following factors:

- 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.

The Footprint can be found on the NYCDOE's website at:

<https://nycdoe.sharepoint.com/:f/s/DistrictPlanningDocuments/EhKsyIP1SydLqXNbTUycPDoBR8eyHolxWE6trG3Kcr6CfQ?e=g1nae9>.

III. Justification and Equitability of Classroom and Administrative Space Allocation

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the NYCDOE's Office of Space Planning and a representative of the school. The Footprint allocates the number of baseline full-size equivalent (FSE) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

For elementary schools serving grades K-5, pre-K, and 3-K, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity such as art, music, lunch, recess, etc. The Footprint assumes that at those times, the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom (FS)^{iv} for each general education (GE) or Integrated Co-Teaching (ICT) section and a FS or half-size classroom (HS)^v to accommodate each Special Class (SC) special education section served by the school.

In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things. The specific breakdown of cluster rooms allocated to elementary schools, proportionate to enrollment is:

TABLE 1: ELEMENTARY SCHOOL CLUSTER CLASSROOM ALLOCATION

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
0-250	2

For grades 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have their 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.

Space is allocated to District 75 programs according to the NYCDOE's District 75 Instructional Footprint. District 75 programs are also provided access to shared spaces such as:

- Gymnasium;
- Library;
- Auditorium; and
- Cafeteria.

District 75 programs may also be provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Therefore, each principal must make decisions about how and where students will be served within the space allocated to the school. The NYCDOE will provide support to the schools to ensure that the space is used 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.

IV. Allocation of Classrooms and Administrative Space in Q053

According to a building walkthrough conducted on February 10, 2020 by a representative of the NYCDOE's Office of Space Planning, Q053 has a total of:

- 74 FS;
- 7 HS;
- 10 Quarter-size rooms (QS);^{vi} and
- 7.0 FSE of designed administrative space.

The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse's office occupies 0.5 FSE of designed administrative space;
- The School Based Support Team occupies 1 HS;
- The custodian's office occupies 1 QS;
- The school safety office occupies 1 QS;
- The CBO New Horizons occupies 1 QS;
- The CBO SASF occupies 1 FS; and
- The weight room occupies 1 FS.

This means that Q053 has 2 FS, 1 HS, 3 QS, and 0.5 FSE of designed administrative space that will not be allocated to any specific school. Q053 also has an auditorium, cafeteria, library, and gymnasium, which are shared spaces and will also not be included in the allocation of space for an individual school.

Table 2 below provides an overview of the total number of rooms available in Q053.

TABLE 2: OVERVIEW OF TOTAL ROOMS AVAILABLE IN Q053

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	74	7	10	7.0
Shared Spaces or Building Services	2	1	3	0.5
Remaining to Be Allocated	72	6	7	6.5

A. 2019-2020 (CURRENT SCHOOL YEAR):

Table 3 below summarizes the total enrollment, grade spans, and number of sections at M.S. 53, Village Academy, and SA – Far Rockaway in Q053 in the current 2019-2020 school year:

TABLE 3: ENROLLMENT, GRADE SPAN, AND SECTION COUNT IN 2019-2020 SCHOOL YEAR

School Name	Grade Span	Total Enrollment ^{vii}	GE/ICT Sections	SC Sections
M.S. 53	6-8	168	6	3
Village Academy	6-8	371	15	3
SA – Far Rockaway	K-4	518	17	0

1. Baseline and Adjusted Baseline Footprint Allocations in 2019-2020

In the 2019-2020 school year, M.S. 53's baseline Footprint allocation is as follows:

- 7 FS;
- 4 HS; and
- 3.0 FSE of administrative space.

The NYCDOE has adjusted M.S. 53's baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools' Footprints. As such, M.S. 53's adjusted baseline Footprint allocation is:

- 8 FS;
- 3 HS; and
- 3.0 FSE of administrative space.
 - M.S. 53's administrative space allocation of 3.0 FSE is comprised of 1.5 FSE of designed administrative space, 2 HS, and 2 QS.

In the 2019-2020 school year, Village Academy's baseline Footprint allocation is as follows:

- 16 FS;
- 5 HS; and
- 4.0 FSE of administrative space.

The NYCDOE has adjusted Village Academy’s baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools’ Footprints. As such, Village Academy’s adjusted baseline Footprint allocation is:

- 20 FS;
- 1 HS; and
- 4.0 FSE of administrative space.
 - Village Academy’s administrative space allocation of 4.0 FSE is comprised 2.5 FSE of designed administrative space, 1 FS, and 2 QS.

In the 2019-2020 school year, SA – Far Rockaway’s baseline Footprint allocation is as follows:

- 20 FS;
- 2 HS; and
- 4.0 FSE of administrative space.

The NYCDOE has adjusted SA – Far Rockaway’s baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools’ Footprints. As such, SA – Far Rockaway’s adjusted baseline Footprint allocation is:

- 22 FS; and
- 4.0 FSE of administrative space.
 - SA – Far Rockaway’s administrative space allocation of 4.0 FSE is comprised of 2.5 FSE of designed administrative space, 1 FS, and 2 QS.

2. Excess Space in Building Q053 in 2019-2020

In the 2019-2020 school year, there are 20 FS and 1 QS of excess space in Q053 after M.S. 53, Village Academy, and SA – Far Rockaway receive their adjusted baseline Footprint allocations.

TABLE 4: EXCESS SPACE AVAILABLE AFTER ADJUSTED BASELINE FOOTPRINT ALLOCATIONS IN Q053 IN 2019-2020

2019-2020	FS	HS	QS	Designed Admin (FSE)
Space in Excess of adjusted baseline or baseline Footprint allocations ^{viii}	20	0	1	0

In the 2019-2020 school year, excess space in Q053 is being used as follows:

- M.S. 53 is using 8 FS in excess of its adjusted baseline Footprint allocation.
- Village Academy is using 5 FS and 1 QS in excess of its adjusted baseline Footprint allocation.

- SA – Far Rockaway is using 7 FS in excess of its adjusted baseline Footprint allocation.

3. Grand Total Space Allocations in 2019-2020

Therefore, in the current 2019-2020 school year:

- M.S. 53 is using a total of 16 FS, 5 HS, 2 QS, and 1.5 FSE of designed administrative space.
- Village Academy is using a total of 26 FS, 1 HS, 3 QS, and 2.5 FSE of designed administrative space.
- SA – Far Rockaway is using a total of 30 FS, 2 QS, and 2.5 FSE of designed administrative space.

Table 5 below summarizes the total space allocation for M.S. 53, Village Academy, and SA – Far Rockaway per the Footprint, based on the methodology described in Section II of this document. These allocations include the adjusted baseline Footprint allocation of M.S. 53, Village Academy, and SA – Rockaway described above, as well as the excess space these schools are currently using.

TABLE 5: 2019-2020 TOTAL SPACE ALLOCATIONS

2019-2020	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE) per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
M.S. 53	8	3	1.5	0	2	2	3.0	8	0	0	0	16	5	2	1.5
Village Academy	20	1	2.5	1	0	2	4.0	5	0	1	0	26	1	3	2.5
SA – Far Rockaway	22	0	2.5	1	0	2	4.0	7	0	0	0	30	0	2	2.5
Grand Total	50	4	6.5	2	2	6	11.0	20	0	1	0	72	6	7	6.5

B. 2020-2021 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2020-2021 school year, M.S. 53 will serve a total of 140-170 students in grades 6-8, Village Academy will serve 365-395 students in grades 6-8, and SA – Far Rockaway will serve 595-655 students in grades K-5.

Table 6 below summarizes the projected enrollment, grade span, and number of sections of each school in Q053.

TABLE 6: PROJECTED ENROLLMENT, GRADE SPANS, AND SECTION COUNTS IN 2020-2021 SCHOOL YEAR

School Name	Grade Span	Projected Enrollment	GE/ICT Sections	SC Sections
M.S. 53	6-8	140-170	6	3
Village Academy	6-8	365-395	15	3
SA – Far Rockaway	K-5	595-655	21	0

1. Baseline and Adjusted Baseline Footprint Allocations in 2020-2021

In the 2020-2021 school year, M.S. 53’s baseline Footprint allocation will be as follows:

- 7 FS;
- 4 HS; and
- 3.0 FSE of administrative space.

The NYCDOE will adjust M.S. 53’s baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools’ Footprints. As such, M.S. 53’s adjusted baseline Footprint allocation will be:

- 9 FS;
- 2 HS; and
- 3.0 FSE of administrative space.
 - M.S. 53’s administrative space allocation of 3.0 FSE is comprised of 1.5 FSE of designed administrative space, 2 HS, and 2 QS.

In the 2020-2021 school year, Village Academy’s baseline Footprint allocation will be as follows:

- 16 FS;
- 5 HS; and
- 4.0 FSE of administrative space.

The NYCDOE will adjust Village Academy’s baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools’ Footprints. As such, Village Academy’s adjusted baseline Footprint allocation will be:

- 20 FS;
- 1 HS; and
- 4.0 FSE of administrative space.
 - Village Academy’s administrative space allocation of 4.0 FSE is comprised 2.5 FSE of designed administrative space, 1 FS, and 2 QS.

In the 2020-2021 school year, SA – Far Rockaway’s baseline Footprint allocation will be as follows:

- 24 FS;

- 3 HS; and
- 4.5 FSE of administrative space.

The NYCDOE will adjust SA – Far Rockaway’s baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools’ Footprints. As such, SA – Far Rockaway’s adjusted baseline Footprint allocation will be:

- 26 FS;
- 1 HS; and
- 4.5 FSE of administrative space.
 - SA – Far Rockaway’s administrative space allocation of 4.5 FSE is comprised of is comprised of 2.5 FSE of designed administrative space and 2 FS.

2. Excess Space in Building Q053 in 2020-2021

In the 2020-2021 school year, there will be 14 FS and 3 QS of excess space in Q053 after M.S. 53, Village Academy, and SA – Far Rockaway have received their adjusted baseline Footprint allocations.

TABLE 7: EXCESS SPACE AVAILABLE AFTER ADJUSTED BASELINE OR BASELINE FOOTPRINT ALLOCATIONS IN Q053 IN 2020-2021

2020-2021	FS	HS	QS	Designed Admin (FSE)
Space in Excess of adjusted baseline or baseline Footprint allocations	14	0	3	0

In the 2020-2021 school year, excess space in Q053 will be allocated as follows:

- M.S. 53 will be allocated 2 FS in excess of its adjusted baseline Footprint allocation.
- Village Academy will be allocated 5 FS and 1 QS in excess of its adjusted baseline Footprint allocation.
- SA – Far Rockaway will be allocated 7 FS and 2 QS in excess of its adjusted baseline Footprint allocation.

As stated in Section II, the excess space allocations are based on the limited duration of the proposal and the following factors:

- 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.

3. Proposed 2020-2021 Total Space Allocations

Therefore, in the 2020-2021 school year, after the schools receive their adjusted baseline Footprint and excess space allocations:

- M.S. 53 will be allocated the following total space: 11 FS, 4 HS, 2 QS, and 1.5 FSE of designed administrative space;
- Village Academy will be allocated the following total space: 26 FS, 1 HS, 3 QS, and 2.5 FSE of designed administrative space; and

- SA – Far Rockaway will be allocated the following total space: 35 FS, 1 HS, 2 QS, and 2.5 FSE of designed administrative space.

Table 8 below summarizes the 2020-2021 total room allocation plan for the schools in Q053 based on their adjusted baseline Footprint and excess space allocations.

TABLE 8: PROPOSED 2020-2021 TOTAL SPACE ALLOCATIONS

2020-2021	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE) per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
M.S. 53	9	2	1.5	0	2	2	3.0	2	0	0	0	11	4	2	1.5
Village Academy	20	1	2.5	1	0	2	4.0	5	0	1	0	26	1	3	2.5
SA – Far Rockaway	26	1	2.5	2	0	0	4.5	7	0	2	0	35	1	2	2.5
Grand Total	55	4	6.5	3	2	4	11.5	14	0	3	0	72	6	7	6.5

The change in rooms for each school organization between the 2019-2020 and the 2020-2021 school years is reflected in Table 9 below.

TABLE 9: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2019-2020 AND 2020-2021

School Name	2019-2020 Total FS	2019-2020 Total HS	2019-2020 Total QS	2019-2020 Total Designed Admin (FSE)	Proposed 2020-2021 Total FS	Proposed 2020-2021 Total HS	Proposed 2020-2021 Total QS	Proposed 2020-2021 Total Designed Admin (FSE)	Year-to-Year Change Total FS	Year-to-Year Change Total HS	Year-to-Year Change Total QS	Year-to-Year Change Total Designed Admin (FSE)
M.S. 53	16	5	2	1.5	11	4	2	1.5	-5	-1	0	0
Village Academy	26	1	3	2.5	26	1	3	2.5	0	0	0	0
SA – Far Rockaway	30	0	2	2.5	35	1	2	2.5	+5	+1	0	0

C. 2021-2022 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2021-2022 school year, M.S. 53 will serve a total of 145-175 students in grades 6-8, Village Academy will serve 345-375 students in grades 6-8, and SA – Far Rockaway will serve 700-770 students in grades K-6.

Table 6 below summarizes the projected enrollment, grade span, and number of sections of each school in Q053.

TABLE 10: PROJECTED ENROLLMENT, GRADE SPANS, AND SECTION COUNTS IN 2021-2022 SCHOOL YEAR

School Name	Grade Span	Projected Enrollment	GE/ICT Sections	SC Sections
M.S. 53	6-8	145-175	6	3
Village Academy	6-8	345-375	15	3
SA – Far Rockaway	K-6	700-770	25	0

4. Baseline and Adjusted Baseline Footprint Allocations in 2021-2022

In the 2021-2022 school year, M.S. 53's baseline Footprint allocation will be as follows:

- 7 FS;
- 4 HS; and
- 3.0 FSE of administrative space.

The NYCDOE will adjust M.S. 53's baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools' Footprints. As such, M.S. 53's adjusted baseline Footprint allocation will be:

- 9 FS;
- 2 HS; and
- 3.0 FSE of administrative space.
 - M.S. 53's administrative space allocation of 3.0 FSE is comprised of 1.5 FSE of designed administrative space, 2 HS, and 2 QS.

In the 2021-2022 school year, Village Academy's baseline Footprint allocation will be as follows:

- 16 FS;
- 5 HS; and
- 4.0 FSE of administrative space.

The NYCDOE will adjust Village Academy's baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools' Footprints. As such, Village Academy's adjusted baseline Footprint allocation will be:

- 20 FS;
- 1 HS; and
- 4.0 FSE of administrative space.
 - Village Academy's administrative space allocation of 4.0 FSE is comprised 2.5 FSE of designed administrative space, 1 FS, and 2 QS.

In the 2021-2022 school year, SA – Far Rockaway’s baseline Footprint allocation will be as follows:

- 28 FS;
- 3 HS; and
- 5.0 FSE of administrative space.

The NYCDOE will adjust SA – Far Rockaway’s baseline Footprint allocation due to a lack of sufficient HS spaces available in the building to accommodate all schools’ Footprints. As such, SA – Far Rockaway’s adjusted baseline Footprint allocation will be:

- 30 FS;
- 1 HS; and
- 5.0 FSE of administrative space.
 - SA – Far Rockaway’s administrative space allocation of 5.0 FSE is comprised of 2.5 FSE of designed administrative space, 2 FS, and 2 QS.

5. Excess Space in Building Q053 in 2021-2022

In the 2021-2022 school year, there will be 10 FS and 1 QS of excess space in Q053 after M.S. 53, Village Academy, and SA – Far Rockaway receive their adjusted baseline Footprint allocations.

TABLE 11: EXCESS SPACE AVAILABLE AFTER ADJUSTED BASELINE OR BASELINE FOOTPRINT ALLOCATIONS IN Q053 IN 2021-2022

2022-2022	FS	HS	QS	Designed Admin (FSE)
Space in Excess of adjusted baseline or baseline Footprint allocations	10	0	1	0

In the 2021-2022 school year, excess space in Q053 will be allocated as follows:

- M.S. 53 will be allocated 2 FS in excess of its adjusted baseline Footprint allocation.
- Village Academy will be allocated 5 FS and 1 QS in excess of its adjusted baseline Footprint allocation.
- SA – Far Rockaway will be allocated 3 FS in excess of its adjusted baseline Footprint allocation.

As stated in Section II, the excess space allocations are based on the limited duration of the proposal and the following factors:

- 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.

6. Proposed 2021-2022 Total Space Allocations

Therefore, in the 2021-2022 school year, after the schools receive their adjusted baseline Footprint and excess space allocations:

- M.S. 53 will be allocated the following total space: 11 FS, 4 HS, 2 QS, and 1.5 designed administrative space;
- Village Academy will be allocated the following total space: 26 FS, 1 HS, 3 QS, and 2.5 designed administrative space; and
- SA – Far Rockaway will be allocated the following total space: 35 FS, 1 HS, 2 QS, and 2.5 designed administrative space.

Table 12 below summarizes the 2021-2022 total room allocation plan for the schools in Q053 based on their adjusted baseline Footprint and excess space allocations.

TABLE 12: PROPOSED 2021-2022 TOTAL SPACE ALLOCATIONS

2021-2022	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE) per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
M.S. 53	9	2	1.5	0	2	2	3.0	2	0	0	0	11	4	2	1.5
Village Academy	20	1	2.5	1	0	2	4.0	5	0	1	0	26	1	3	2.5
SA – Far Rockaway	30	1	2.5	2	0	2	5.0	3	0	0	0	35	1	2	2.5
Grand Total	59	4	6.5	3	2	6	12.0	10	0	1	0	72	6	7	6.5

There are no changes in rooms for the school organizations between the 2020-2021 and the 2021-2022 school years, as reflected in Table 13 below.

TABLE 13: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2020-2021 AND 2021-2022

School Name	Proposed 2020-2021 Total FS	Proposed 2020-2021 Total HS	Proposed 2020-2021 Total QS	Proposed 2020-2021 Total Designed Admin (FSE)	Proposed 2021-2022 Total FS	Proposed 2021-2022 Total HS	Proposed 2021-2022 Total QS	Proposed 2021-2022 Total Designed Admin (FSE)	Year-to-Year Change Total FS	Year-to-Year Change Total HS	Year-to-Year Change Total QS	Year-to-Year Change Total Designed Admin (FSE)
M.S. 53	11	4	2	1.5	11	4	2	1.5	0	0	0	0
Village Academy	26	1	3	2.5	26	1	3	2.5	0	0	0	0
SA – Far Rockaway	35	1	2	2.5	35	1	2	2.5	0	0	0	0

V. Shared Space Plan

The proposed Shared Space Plan for the 2020-2021 school year below is based on the estimated duration of time each school will have in each of the shared spaces in Q053. Where possible, the proposed Shared Space Plan maintains a school's current allocation of time in each shared space and re-distributes remaining time for additional organizations.

The proposed Shared Space Plan is based on:

- Projected enrollments for each co-located school;
- Current space allocation plans;
- Current meal schedules for the existing schools, available on the Find a School page of the NYCDOE's website at: <https://www.schools.nyc.gov/find-a-school>, under menu information on each school's page;
- Total capacity of each shared space;
- The grades served by each of the co-located schools; and
- The established start and end times of the regular school day. School schedules can be found on the NYCDOE's website at: <https://www.schools.nyc.gov/find-a-school>, under the General Information section of each school's page. The start and end times for the schools in Q053 run as follows:
 - M.S. 53's school day runs from 8:20 a.m. to 2:40 p.m.;
 - Village Academy's school day runs from 8:20 a.m. to 2:40 p.m.; and
 - SA – Far Rockaway's school day runs from 7:15 a.m. to 4:45 p.m, except on Wednesdays when it will run from 7:15 a.m. to 1:00 p.m.

Although the NYCDOE has proposed how the shared spaces in the building may be utilized, the final Shared Space Plan will be collaboratively drafted by the Building Council if this proposal is approved by the PEP. 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.

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 on the final Shared Space Plan collaboratively. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined by Campus Governance in the Campus Policy Memo. For more information on Campus Governance and the Campus Policy Memo, please visit the NYCDOE's website at: <https://www.schools.nyc.gov/about-us/school-planning/campus-governance>.

The proposed allocation of time in each shared space is as follows:

A. Cafeteria – capacity to serve 560 students:

- The total time allocated to M.S. 53, Village Academy, and SA – Far Rockaway 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.
- In the proposed Shared Space Plan, for lunch, M.S. 53 will be allocated 30 minutes, Village Academy will be allocated 1 hour, and SA – Far Rockaway will be allocated 1.5 hours daily in the cafeteria.

- With regard to breakfast, the NYCDOE notes that traditionally not all students have opted to participate in the breakfast program offered in Q053. Accordingly, for breakfast, M.S 53, Village Academy, and SA – Far Rockaway have each been allocated 30 minutes for breakfast.

B. Auditorium – capacity to serve 695 students:

- The total time allocated to M.S. 53, Village Academy, and SA – Far Rockaway in the auditorium is based upon each school’s projected enrollment and the capacity of the auditorium.
- In the proposed Shared Space Plan, M.S. 53 will be allocated 45 minutes, Village Academy will be allocated 1.5 hours, and SA – Far Rockaway will be allocated 2 hours daily in the auditorium.

C. Gymnasium – capacity to serve 380 students:

- The total time allocated to M.S 53, Village Academy, and SA – Far Rockaway in the gymnasium is based upon each school’s projected enrollment and the capacity of the gymnasium.
- M.S. 53 will be allocated 45 minutes, Village Academy will be allocated 1.5 hours, and SA – Far Rockaway will be allocated 2 hours daily in the gymnasium.

D. Library:

- The total time allocated to M.S 53, Village Academy, and SA – Far Rockaway in the library is based upon each school’s projected enrollment.
- M.S. 53 will be allocated 45 minutes, Village Academy will be allocated 1.5 hours, and SA – Far Rockaway will be allocated 2 hours and 15 minutes daily in the library except on Wednesdays, when students are dismissed at 1:00 pm. On Wednesdays SA – Far Rockaway will be allocated 1 hour daily.

Based on the explanations provided above, the NYCDOE believes that the proposed Shared Space Plan below is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building. As noted above, although the NYCDOE has proposed how the shared spaces in the building may be utilized, the final Shared Space Plan will be collaboratively drafted by the Building Council if this proposal is approved by the PEP. The proposed Shared Space Plan can be found in Table 14 below:

TABLE 14: PROPOSED SHARED SPACE PLAN FOR BUILDING Q053

Space	Schools	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria, Breakfast	M.S. 53	7:50 – 8:20 am	7:50 – 8:20 am	7:50 – 8:20 am	7:50 – 8:20 am	7:50 – 8:20 am
Cafeteria, Breakfast	Village Academy	7:50 – 8:20 am	7:50 – 8:20 am	7:50 – 8:20 am	7:50 – 8:20 am	7:50 – 8:20 am
Cafeteria, Breakfast	SA – Far Rockaway	6:45 – 7:15 am	6:45 – 7:15 am	6:45 – 7:15 am	6:45 – 7:15 am	6:45 – 7:15 am
Cafeteria, Lunch	M.S. 53	11:30 am – 12:00 pm	11:30 am – 12:00 pm	12:30 – 1:00 pm	11:30 am – 12:00 pm	11:30 am – 12:00 pm
Cafeteria, Lunch	Village Academy	12:00 – 1:00 pm	12:00 – 1:00 pm	1:00 – 2:00 pm	12:00 – 1:00 pm	12:00 – 1:00 pm
Cafeteria, Lunch	SA – Far Rockaway	1:00 – 2:30 pm	1:00 – 2:30 pm	11:00 am – 12:30 pm	1:00 – 2:30 pm	1:00 – 2:30 pm

Auditorium	M.S. 53	9:45 – 10:30 am	9:45 – 10:30 am	9:45 – 10:30 am	9:45 – 10:30 am	9:45 – 10:30 am
Auditorium	Village Academy	10:30 am – 12:00 pm	10:30 am – 12:00 pm	10:30 am – 12:00 pm	10:30 am – 12:00 pm	10:30 am – 12:00 pm
Auditorium	SA – Far Rockaway	7:45 – 9:45 am	7:45 – 9:45 am	7:45 – 9:45 am	7:45 – 9:45 am	7:45 – 9:45 am
Gymnasium	M.S. 53	12:00 - 12:45 pm	12:00 - 12:45 pm	12:00 - 12:45 pm	12:00 - 12:45 pm	12:00 - 12:45 pm
Gymnasium	Village Academy	1:00 – 2:30 pm	1:00 – 2:30 pm	1:00 – 2:30 pm	1:00 – 2:30 pm	1:00 – 2:30 pm
Gymnasium	SA – Far Rockaway	9:45 – 11:45 am	9:45 – 11:45 am	9:45 – 11:45 am	9:45 – 11:45 am	9:45 – 11:45 am
Library	M.S. 53	12:45 – 1:30 pm	12:45 – 1:30 pm	12:45 – 1:30 pm	12:45 – 1:30 pm	12:45 – 1:30 pm
Library	Village Academy	9:00 – 10:30 am	9:00 – 10:30 am	9:00 – 10:30 am	9:00 – 10:30 am	9:00 – 10:30 am
Library	SA – Far Rockaway	2:30 – 4:45 pm	2:30 – 4:45 pm	7:45 – 8:45 am	2:30 – 4:45 pm	2:30 – 4:45 pm

VI. Proposed Communication Strategy

A. Building Council

Co-located schools must actively participate in a Building Council, which is a campus structure for administrative decision-making on issues impacting all schools in the building. Only the administrative leadership of district schools and charter schools serve on the Building Council, or as otherwise decided by the Building Council. The Building Council meets at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

B. Shared Space Committee

A Shared Space Committee must 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.^{ix} With respect to charter school co-locations approved after May 28, 2010, the Shared Space Committee reviews 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 May 28, 2010, the Shared Space Committee reviews implementation of the current building space plans in place at those buildings. The Shared Space Committee meets at least four times per year.

The Shared Space Committee is 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 are selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders work with their constituencies to select the parent and teacher representing that school. The Shared Space Committee agendas and minutes must 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.

VII. Building Safety and Security

A. School Safety Committee

Pursuant to Chancellor's Regulation A-414,^x every school or campus must have a School Safety Committee that meets at least once per month. The School Safety Committee is responsible for addressing safety matters on an ongoing basis. The School Safety Committee is responsible for making appropriate recommendations to the principal(s) when it identifies the need for additional security measures, interventions, or trainings. Additionally, the School Safety 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 School Safety Committee is comprised of various members of the school community, including for example:

- The principal(s);
- Designees of any other programs/schools operating within the building;
- United Federations of Teachers Chapter Leader;
- Custodial Engineer/designee; and
- In-house School Safety Agent Level III.

During each school year, one annual Town Hall meeting must also be held. The meeting, which is open to all parents in the school community, is conducted for the purpose of allowing parents to discuss safety concerns regarding the building, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

B. School Safety Plan:

The School Safety Committee is 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. School 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 School Safety Committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders or designees of M.S. 53, Village Academy, and SA – Far Rockaway will be part of the Q053 School Safety Committee. As members of the School Safety Committee, the leaders or designees will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs which may arise are addressed on an ongoing basis. The School Safety Plan for Q053 will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders or designees of each school at Q053 must enter information in the Q053 School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools in Q053 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 Q053 will be submitted to the Borough Safety Directors of the Office of Safety 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 City Police Department (NYPD) for final approval and certification by the NYPD.

VIII. Endnotes:

- ⁱ The EIS is available on the NYCDOE's website at: <https://www.schools.nyc.gov/about-us/leadership/panel-for-education-policy/2019-2020-pages/april-22-2020-school-utilization-proposals>.
- ⁱⁱ More information about SASF can be found on their website at: <https://newyorkedge.org/>.
- ⁱⁱⁱ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in NYCDOE 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.
- ^{iv} Full-size rooms have an area of 500 square feet or more.
- ^v Half-size rooms have an area of 240 square feet or more, but less than 500 square feet.
- ^{vi} Quarter-size rooms have an area of less than 240 square feet.
- ^{vii} 2019-2020 Audited Register as of October 31, 2019 for district schools and charter headcount as of October 15, 2019 for charter schools. Projected enrollment is based on 2019-2020 enrollment.
- ^{viii} Excess space allocation for the 2019-2020 school year is calculated based on the total rooms available in Q053 pursuant to the Footprint.
- ^{ix} Chancellors Regulation A-190 is available on the NYCDOE's website at: <https://www.schools.nyc.gov/docs/default-source/default-document-library/a-190-significant-changes-in-school-utilization-and-procedures-for-the-management-of-school-building-housing-more-than-one-school>
- ^x Chancellor's Regulation A-414 is available on the NYCDOE's website at: <https://www.schools.nyc.gov/docs/default-source/default-document-library/a-414-3-24-101e8ac6a2a5b14bdeaae96554efd49f3d>