

**REVISED BUILDING UTILIZATION PLAN (“BUP”)**

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to co-locate one grade of Harlem Success Academy Charter School 4 (84M386, “HSA 4”) in Tandem Buildings M149 and M207 (“M149/M207”), located, respectively, at 34 West 118<sup>th</sup> Street, New York, NY 10026 and 41 West 117<sup>th</sup> Street, New York, NY 10026 in Community School District 3 for one year in 2012-2013. “Tandem Buildings” are two separate buildings with separate entrances, which are joined by a central core containing large shared spaces, such as auditoriums, gymnasiums, and/or cafeterias. HSA 4 is an existing charter school that currently serves students in kindergarten through fourth grades. HSA 4 currently serves students in Building M113 (“M113”) located at 240 West 113<sup>th</sup> Street, New York, NY 10026, where it is co-located with P.S. 241 (03M241, “P.S. 241”) and Opportunity Charter School (84M279, “Opportunity Charter”). M113 is 0.5 miles southwest walking distance from M149/M207. HSA 4 is currently authorized to serve students in kindergarten through fifth grades. However, there are not sufficient classrooms available in M113 to accommodate HSA 4’s fifth grade in addition to its current grade span. If this proposal is approved, HSA 4 would serve its fifth grade students in M149/M207 in 2012-2013. The single grade cohort of HSA 4 would be co-located in M149/M207 with existing schools P.S. 149 Sojourner Truth (03M149, “P.S. 149”), a district elementary school that serves students in kindergarten through eighth grades and offers a pre-kindergarten program, Harlem Success Academy Charter School (84M351, “HSA 1”), a public charter school that currently serves students in kindergarten through sixth grades, and P.S. 811 Mickey Mantle School (75M811, “P811M@M149”),<sup>1</sup> a District 75 school serving students with autism or who are emotionally disturbed.<sup>2</sup> 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.

On December 10, 2010, the DOE published an EIS and a BUP describing a proposal whereby HSA 1, which at that point served students in kindergarten through fifth grades and was co-located in the M149/M207 tandem building with P.S. 149 and P811M@M149, would begin enrolling sixth graders in the 2011-2012 school year. These sixth grade students have been served in M149/M207 during the 2011-2012 school year. There is not sufficient room for HSA 1 to grow to the eighth grade in the M149/M207 tandem buildings with P.S. 149 and P811M@M149. The long-term plan, as described in a separate EIS published on December 10, 2010 and approved by the PEP on February 1, 2011, would be for HSA 1’s fifth through eighth grades to move to a different location, while its kindergarten through fourth grades remain co-located with P.S. 149 and P811M@M149. The proposal for the M149/M207 building was approved by the Panel for Educational Policy (“PEP”) on February 1, 2011; however, on May 31, 2011, the DOE issued a revised EIS and BUP regarding the same proposal. The revisions were approved by the PEP on June 27, 2011.

The DOE is now revising the BUP that was attached to the May 2011 revised proposal as a result of the new proposal to co-locate one grade level of HSA 4 in M149/M207. This revised BUP therefore reflects the following:

- Updated 2011-2012 enrollment and class sections at P.S. 149, P811M@M149, and HSA 1;
- Updated enrollment projections for P.S. 149, P811M@M149, and HSA 1 for 2012-2013;
- Updated baseline footprint allocations for HSA 1 to reflect co-location of HSA 4’s fifth grade for 2012-2013;
- Updated baseline footprint of P.S. 149 for 2012-2013;
- Updated proposed shared space schedule for the 2012-2013 school year;
- Added a room allocation plan for the 2013-2014 school year;
- Altered the formatting of the room allocation charts to make them easier to understand.

<sup>1</sup> P811M@M149 also serves students in M075 (located at 735 West End Avenue), M163 (located at 163 West 97th Street), M841 (located at 466 West End Avenue), all in Community School District 3, and M101 (located at 141 East 111th Street) in Community School District 4. This proposal will have no impact on the other locations of P811M.

<sup>2</sup> District 75 provides Citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 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 website for additional information about District 75 programs at <http://schools.nyc.gov/Offices/District75/default.htm>.

The grand total space allocations for P.S. 149 and P811M@M149 are not changed in this revised BUP. No rooms are reallocated from these schools to provide space for HSA 4 because the fifth grade of HSA 4 is able to be properly accommodated by using the excess rooms that had been allocated to HSA 1 for 2012-2013 in the previous version of the revised BUP.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the revised proposed allocation of classrooms and administrative space among P.S. 149, P811M@M149, HSA 1, and HSA 4. It also includes a revised proposal for the collaborative usage of shared resources and spaces among P.S. 149, P811M@M149, HSA 1, and HSA 4 during the 2012-2013 school year, including but not limited to cafeterias, libraries, and gymnasiums, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included.

**METHODOLOGY**

We have applied the DOE Instructional Footprint (“Footprint”)<sup>3</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

**JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION**

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of sections per grade, assuming class size will remain 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/she is accompanied by a school’s representative. For elementary schools serving students in kindergarten through fifth grades and for 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 they are scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint also assumes that at those other scheduled 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 a full-size or half-size classroom to accommodate each self-contained special education (“SC”) section served by the school. In addition, schools serving students in kindergarten through fifth grades receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

<b>Enrollment</b>	<b># of Cluster Rooms</b>
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.

<sup>3</sup> 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/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf)

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 walkthrough and survey performed on October 28, 2010 by Richard Bocchicchio, Borough Director of Space Planning, tandem buildings M149/M207 have a total of 74 full-size spaces<sup>4</sup> including 1 full-size science demonstration room, 25 half-size spaces,<sup>5</sup> 3 quarter-size spaces, and the equivalent of 1.5 full-size rooms of designed administrative spaces. The M149/M207 buildings also contain two gymnasiums, an auditorium, two cafeterias, a library, and two outdoor play areas.

In addition, there is one Community Based Organization (“CBO”) housed in M149/M207: the Harlem Children’s Zone – Harlem Gems Program. The Harlem Gems Program is using two full-size spaces and two half-size spaces. The Harlem Children’s Zone Harlem Gems Program is a universal pre-kindergarten program that prepares four year old children (“pre-schoolers”) in the Zone, for entry into kindergarten. Harlem Gems runs from 8:00 a.m. to 6:00 p.m. every day and has a 4:1 child to adult classroom ratio. The program teaches English, Spanish, and French.

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

- A School-Based Support Team occupies one half-size room
- The nurse’s office occupies one half-size room
- The custodian’s office occupies one half-size room

Excluding all of these spaces, the M149/M207 building has a total of 72 full-size classrooms including 1 science demonstration room, 20 half-size rooms, 3 quarter-size rooms, and the equivalent of 1.5 full-size rooms of designed administrative spaces remaining that can be allocated to schools.

Summary	Full-size	Half-size	Quarter-size	Designed Admin (FSE)
Building Grand TOTAL	74	25	3	1.5
SHARED SPACES or Building Services	2	5	0	0
<b>Remaining Total to be Allocated</b>	<b>72</b>	<b>20</b>	<b>3</b>	<b>1.5</b>

<sup>4</sup> Full-size spaces have an area of 500 square feet or more.

<sup>5</sup> Half-size classrooms have an area of less than 500 square feet.

**2011-2012 (Current School Year)**

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled <sup>6</sup>	GE/ICT Sections	SC Sections
P.S. 149	383	16	5
P811M@M149	95	0	12
HSA 1	738	29	0

The table below summarizes the available space within M149/M207 after each school received its adjusted baseline allocation.

2011-2012: Building M149/M207	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	5	0	0	0

The table below summarizes P.S. 149's, P811M@M149's, and HSA 1's baseline and adjusted footprint allocations (based on the methodology described at the beginning of this document) plus the excess allocation that each school is currently using. The DOE has adjusted P811M@M149's baseline footprint allocation for the following reason:

- P811M@M149's usage of one full-size classroom below and two half-size classrooms above its baseline allocation better accords with its instructional needs.
- P811M@M149's usage of 1.75 FSE for administrative space was deemed sufficient to satisfy the needs of its administrative operations.

2011-2012:		Non-Admin Spaces		Administrative Spaces					Additional (Excess) Allocation				Grand Total Current Space Allocation			
		Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
P.S. 149	Baseline Footprint Allocation	19	7	1.5	1	-	2	3.0	4	-	-	-	24	7	2	1.5
	Adjusted Footprint Allocation	12	4	-	-	3	1	1.75	-	-	-	-	12	7	1	-
P811M@M149	Baseline Footprint Allocation	13	2	-	2	-	-	2.0	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	12	4	-	-	3	1	1.75	-	-	-	-	12	7	1	-
HSA 1	Baseline Footprint Allocation	32	4	-	3	2	-	4.0	1	-	-	-	36	6	-	-

<sup>6</sup> P.S. 149 and P811M@M149 enrollment from 2011-2012 Audited Register. HSA 1 enrollment based on the charter headcount as of October 1, 2011.

The chart above reflects the 2011-2012 allocation of space as described in the BUP attached to the original revised proposal. However, P.S. 149’s baseline footprint has been adjusted in this revised BUP to reflect the actual number of sections served by the school in 2011-2012. The full-size rooms that were part of P.S. 149’s footprint are now accounted for in the school’s additional (excess) allocation.

**2012-2013 (YEAR OF PROPOSED IMPLEMENTATION)**

If approved, HSA 4 would serve fifth grade students in M149/M207 in the 2012-2013 school year.

This means that there would be 72 full-size classrooms/spaces, 20 half-size classrooms/spaces, 3 quarter-size spaces, and the equivalent of 1.5 full-size designed administrative offices/spaces to allocate between P.S. 149, P811M@M149, HSA 1, and HSA 4. The baseline footprint allocations for P811M@M149, HSA 1, and HSA 4 have been adjusted as follows:

- As discussed previously, the baseline footprint allocation for P811M@M149 has been adjusted because P811M@M149’s usage of one full-size classroom below and two half-size classrooms above its baseline allocation better accords with its instructional needs, and P811M@M149’s usage of 1.75 FSE for administrative space was deemed sufficient to satisfy the needs of its administrative operations.
- Because HSA 4’s fifth grade students would be served jointly with HSA 1’s kindergarten through fourth grades, which operates under the same philosophy and curriculum, the schools are allocated space as though they are one, unified school organization. Therefore, they are allocated space based on the number of sections required to accommodate the combined enrollment of both schools, and are allocated administrative, resource, and cluster space as one school.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2012-2013, if this proposal is approved.

2012-2013	Projected Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
P.S. 149	336 - 426	16	5
P811M@M149	90 - 100	0	12
HSA 1/HSA 4	664 - 743	29	0

After P.S. 149, P811M@M149, HSA 1, and HSA 4 have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M149/M207	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	5	0	0	0

The excess space will be allocated among the schools based upon the physical location of the available space in relation to the location of each school within the building.

<sup>7</sup> The DOE’s enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2012-2013 room allocation plan for P.S. 149, P811M@M149, HSA 1, and HSA 4 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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. 149	Baseline Footprint Allocation	19	7	1.5	1	-	2	3.0	4	-	-	-	24	7	2	1.5
P811M@M149	Baseline Footprint Allocation	13	2	-	2	-	-	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	12	4	-	-	3	1	1.75	-	-	-	-	12	7	1	-
HSA 1/ HSA 4	Baseline Footprint Allocation	32	4	-	3	2	-	4.0	1	-	-	-	36	6	-	-

In total, P.S. 149 will be allocated 24 full-size classrooms, 7 half-size spaces, 2 quarter-size spaces, and 1.5 FSE in designed administrative office space. P811M@M149 will be allocated 12 full-size classrooms, 7 half-size spaces, and 1 quarter-size room, and it will not be allocated any designed administrative office space. HSA 1/HSA 4 will be allocated 36 full-size classrooms and 6 half-size spaces, and it will not be allocated any designed administrative office space.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				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. 149	24	7	2	1.5	24	7	2	1.5	0	0	0	0
P811M	12	7	1	0	12	7	1	0	0	0	0	0
HSA 1/ HSA 4	36	6	0	0	36	6	0	0	0	0	0	0

These grand total allocations do not differ from the original revised BUP, as indicated in the table below:

	Original Revised BUP GRAND TOTAL				REVISED BUP GRAND TOTAL				CHANGE FROM Original Revised BUP			
	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)
P.S. 149	24	7	2	1.5	24	7	2	1.5	0	0	0	0
P811M@M149	12	7	1	0	12	7	1	0	0	0	0	0
HSA 1/ HSA 4	36	6	0	0	36	6	0	0	0	0	0	0

**2013-2014**

HSA 4 will no longer serve students in M149/M207 in the 2013-2014 school year.

This means that there would be 72 full-size classrooms/spaces, 20 half-size classrooms/spaces, 3 quarter-size spaces, and the equivalent of 1.5 full-size designed administrative offices/spaces to allocate among P.S. 149, P811M@M149, and HSA 1 going forward. The baseline Footprint allocations for P.S. 149, P811M@M149, and HSA 1 have been adjusted as follows:

- As discussed previously, the baseline footprint allocation for P811M@M149 has been adjusted because P811M@M149's usage of one full-size classroom below and two half-size classrooms above its baseline allocation better accords with its instructional needs, and P811M@M149's usage of 1.75 FSE for administrative space was deemed sufficient to satisfy the needs of its administrative operations.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2012-2013, if this proposal is approved.

2013-2014	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
P.S. 149	331 - 421	16	5
P811M@M149	90 - 100	0	12
HSA 1	615-681	27	0

After P.S. 149, P811M@M149, and HSA 1 have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M149/M207	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	7	0	0	0

The excess space will be allocated among the schools based upon the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 149, P811M@M149, and HSA 1 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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. 149	Baseline Footprint Allocation	19	7	1.5	1	-	2	3.0	4	-	-	-	24	7	2	1.5
	Adjusted Baseline Allocation	12	4	-	-	3	1	1.75	-	-	-	-	12	7	1	-
P811M@M149	Baseline Footprint Allocation	13	2	-	2	-	-	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	12	4	-	-	3	1	1.75	-	-	-	-	12	7	1	-
HSA 1	Baseline Footprint Allocation	30	4	-	3	2	-	4.0	3	-	-	-	36	6	-	-
	Adjusted Baseline Allocation	30	4	-	3	2	-	4.0	3	-	-	-	36	6	-	-

<sup>8</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

In total, P.S. 149 will be allocated 24 full-size classrooms, 7 half-size spaces, 2 quarter-size spaces, and 1.5 FSE in designed administrative office space. P811M@M149 will be allocated 12 full-size classrooms, 7 half-size spaces, and 1 quarter-size room, and it will not be allocated any designed administrative office space. HSA 1 will be allocated 36 full-size classrooms and 6 half-size spaces, and it will not be allocated any designed administrative office space.

The room change is reflected below for the current school year 2012-2013 to the 2013-2014 school year.

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				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. 149	24	7	2	1.5	24	7	2	1.5	0	0	0	0
P811M	12	7	1	0	12	7	1	0	0	0	0	0
HSA 1	36	6	0	0	36	6	0	0	0	0	0	0

The 2011 revised BUP did not include space allocations for the 2013-2014 school year.

### Shared Space Plan

A revised proposed shared space plan for the 2012-2013 school year 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 M149/M207. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy. This revised shared space plan addresses the changes for the 2012-2013 school year resulting from the proposal to co-locate one grade level of HSA 4 in M149/M207.

#### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed shared space plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed shared space plan to accommodate specific programmatic needs of all special populations or groups within each school in a way that is feasible and equitable, provided that the Building Council comes to an agreement of the final shared space plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.)

The below proposed schedule is based on enrollments for each currently co-located school, current space allocation plans, current lunch schedules for the existing schools 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.<sup>9</sup> Where possible, the proposed schedule maintains schools' current allocation of time for each shared space. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule, based on the 2011 Campus Audit Template submitted by the Building Council.<sup>10</sup>

In planning how P.S. 149, P811M@M149, HSA 1, and HSA 4 may use shared space, the DOE has applied the factors described above to develop a proposed plan that allocates time in each space equitably. Additionally, since HSA 1 and HSA 4 will be operated as a single organization, HSA 1 and HSA 4 have been allocated time in the proposed shared space schedule based on their combined enrollment.

Normal school hours for P.S. 149 are 8:30 a.m. to 2:50 p.m. and for P811M@M149 are 8:10 a.m. to 3:00 p.m.<sup>11</sup> Normal school hours for HSA 1 are 7:45 a.m. to 5:30 p.m, which would also be followed for students attending HSA 4 in M149/M207, since HSA 1 and HSA 4 will operate as a single organization in M149/M207.

The start and end times for periods in the proposed shared space schedule are based on the schedule proposed in the original revised BUP.

In planning how P.S. 149, P811M@M149, HSA 1, and HSA 4 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. Additionally, because combined enrollment at HSA 1/HSA 4 in 2012-2013 will be at a similar level and similar proportion to the enrollments at other schools in the building that it was in 2011-2012, due to the re-siting of HSA 1's fifth through eighth grades to M088, the shared space schedule below does not deviate from the 2011-2012 proposed shared space plan described in the previous version of the revised BUP.

#### **Cafeteria:**

- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast programs at P.S. 149, P811M@M149, or HSA 1.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria with this proposed allocation of time.
- The M149/M207 tandem building contains two cafeterias. The larger cafeteria has the capacity to accommodate 440 students while the smaller cafeteria has the capacity to accommodate 369 students. In the proposed schedule below, P.S.149 has been allocated the smaller cafeteria. It will most likely need to schedule its lunch time in two 45 minute shifts, each with 168-213 students, in order to accommodate its projected enrollment of 336-426 students. HSA 1/HSA 4 will be able to accommodate all of its students during a single lunch period by using both cafeterias simultaneously. The larger cafeteria can accommodate 400 HSA 1/HSA 4 students while the smaller cafeteria can accommodate the remaining 264-343 students. P811M@M149 is projected to enroll only 90-100 students and the larger cafeteria can easily accommodate the entire school during a single 30 minute block.
- P.S. 149 will be allocated just under 9 hours/week in the cafeteria; P811M@M149 will be allocated 2.5 hours/week in the cafeteria; and HSA 1/HSA 4 will be allocated 10 hours/week in the cafeteria.
- The DOE believes that this schedule is equitable and comparable based on the fact that all students should be able to eat lunch during customary lunch times.
- This represents no change from the previous version of the revised BUP.

<sup>9</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>10</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

<sup>11</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

**Library:**

- HSA 1/HSA 4 conducts library session in its classrooms and does not require access to M149/M207's shared library. Time in the building's shared library has been allocated proportionally based on the relative enrollments of P.S. 149 and P811M@M149. Thus, the DOE believes that this plan treats all schools equitably and comparably.
- This represents no change from the previous version of the revised BUP.

**Gymnasiums**

- The M149/M207 tandem building contains two gymnasiums with very similar capacities. Time in the two gymnasiums has been allocated proportionally based on the relative enrollments of P.S. 149, P811M@M149, and HSA 1/HSA 4. Thus, the DOE believes that this plan treats all schools equitably and comparably.
- This represents no change from the previous version of the revised BUP.

**Auditorium**

- Time in the auditorium has been allocated with approximate proportionality based on the relative enrollments of each school, as well as in consideration of each school's current scheduled use. Thus, the DOE believes that this plan treats all schools equitably and comparably.
- This represents no change from the previous version of the revised BUP.

**Playground**

- The allocation of time on the playground is based on the projected enrollment of each school. P.S. 149's playground allocation is aligned with its lunch periods because P.S. 149 students must eat in shifts, allowing half of the students to be on the playground while the other half are eating lunch. P811M@M149 and HSA 1 are not allocated time on the playground during their lunch periods because their students eat lunch in a single shift, which would preclude them from making use of their playground allocation during the time in which it overlaps with their lunch period. HSA 1/HSA 4's playground allocation extends into the afternoon to take advantage of their extended school day.
- This represents no change from the previous version of the revised BUP.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. 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.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Small Cafeteria (capacity of 369 students)</b>	<p><b><u>BREAKFAST</u></b> P.S. 149 7:45 - 8:30am</p> <p><b><u>LUNCH</u></b> P.S. 149 10:45am - 12:30pm</p> <p><b>HSA 1/HSA 4</b> 12:45 - 1:45pm</p> <p><b>Extended Day</b> Afterschool Program with Harlem Children's Zone &amp; PS/MS 149 – 3:00 - 6:00pm</p>	<p><b><u>BREAKFAST</u></b> P.S. 149 7:45 - 8:30am</p> <p><b><u>LUNCH</u></b> P.S. 149 10:45am - 12:30pm</p> <p><b>HSA 1/HSA 4</b> 12:45 - 1:45pm</p> <p><b>Extended Day</b> Afterschool Program with Harlem Children's Zone &amp; PS/MS 149 – 3:00 - 6:00pm</p>	<p><b><u>BREAKFAST</u></b> P.S. 149 7:45 - 8:30am</p> <p><b><u>LUNCH</u></b> P.S. 149 10:45am - 12:30pm</p> <p><b>HSA 1/HSA 4</b> 12:45 - 1:45pm</p> <p><b>Extended Day</b> Afterschool Program with Harlem Children's Zone &amp; PS/MS 149 – 3:00 - 6:00pm</p>	<p><b><u>BREAKFAST</u></b> P.S. 149 7:45 - 8:30am</p> <p><b><u>LUNCH</u></b> P.S. 149 10:45am - 12:30pm</p> <p><b>HSA 1/HSA 4</b> 12:45 - 1:45pm</p> <p><b>Extended Day</b> Afterschool Program with Harlem Children's Zone &amp; PS/MS 149 – 3:00 - 6:00pm</p>	<p><b><u>BREAKFAST</u></b> P.S. 149 7:45 - 8:30am</p> <p><b><u>LUNCH</u></b> P.S. 149 10:45am - 12:30pm</p> <p><b>HSA 1/HSA 4</b> 12:45 - 1:45pm</p> <p><b>Extended Day</b> Afterschool Program with Harlem Children's Zone &amp; PS/MS 149 – 3:00 - 6:00pm</p>
<b>Large Cafeteria (capacity of 440 students)</b>	<p><b><u>BREAKFAST</u></b> HSA 1/HSA 4 7:15 - 7:45am 7:45 - 8:15am</p> <p><b>P811M@M149</b> 8:00 - 11:30am</p> <p><b><u>LUNCH</u></b> HSA 1/HSA 4 12:45 - 1:45pm</p> <p><b>P811M@M149</b> 12:00 - 12:30pm</p>	<p><b><u>BREAKFAST</u></b> HSA 1/HSA 4 7:15 - 7:45am 7:45 - 8:15am</p> <p><b>P811M@M149</b> 8:00 - 11:30am</p> <p><b><u>LUNCH</u></b> HSA 1/HSA 4 12:45 - 1:45pm</p> <p><b>P811M@M149</b> 12:00 - 12:30pm</p>	<p><b><u>BREAKFAST</u></b> HSA 1/HSA 4 7:15 - 7:45am 7:45 - 8:15am</p> <p><b>P811M@M149</b> 8:00 - 11:30am</p> <p><b><u>LUNCH</u></b> HSA 1/HSA 4 12:45 - 1:45pm</p> <p><b>P811M@M149</b> 12:00 - 12:30pm</p>	<p><b><u>BREAKFAST</u></b> HSA 1/HSA 4 7:15 - 7:45am 7:45 - 8:15am</p> <p><b>P811M@M149</b> 8:00 - 11:30am</p> <p><b><u>LUNCH</u></b> HSA 1/HSA 4 12:45 - 1:45pm</p> <p><b>P811M@M149</b> 12:00 - 12:30pm</p>	<p><b><u>BREAKFAST</u></b> HSA 1/HSA 4 7:15 - 7:45am 7:45 - 8:15am</p> <p><b>P811M@M149</b> 8:00 - 11:30am</p> <p><b><u>LUNCH</u></b> HSA 1/HSA 4 12:45 - 1:45pm</p> <p><b>P811M@M149</b> 12:00 - 12:30pm</p>
<b>Library</b>	<p><b>P.S. 149</b> 8:45 - 9:45am, 11:15am - 2:15pm</p> <p><b>P811M@M149</b> 10:00 - 11:00am</p>	<p><b>P.S. 149</b> 8:45 - 9:45am, 11:15am - 2:15pm</p> <p><b>P811M@M149</b> 10:00 - 11:00am</p>	<p><b>P.S. 149</b> 8:45 - 9:45am, 11:15am - 2:15pm</p> <p><b>P811M@M149</b> 10:00 - 11:00am</p>	<p><b>P.S. 149</b> 8:45 - 9:45am, 11:15am - 2:15pm</p> <p><b>P811M@M149</b> 10:00 - 11:00am</p>	<p><b>P.S. 149</b> 8:45 - 9:45am, 11:15am - 2:15pm</p> <p><b>P811M@M149</b> 10:00 - 11:00am</p>

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Small Gymnasium</b> (capacity of 360 students)	<b>P.S. 149</b> 10:00am - 2:30pm  <b>P811M@M149</b> 8:45 - 9:45am				
<b>Large Gymnasium</b> (capacity of 369 students)	<b>HSA 1/HSA 4</b> 10:30 - 5:00pm				
<b>Auditorium</b>	<b>P.S. 149</b> 1:45 - 3:50pm  <b>HSA 1/HSA 4</b> 11:00am - 1:00pm, 3:50 - 4:45pm  <b>P811M@M149</b> 9:00 - 11:00am	<b>P.S. 149</b> 10:00 - 10:45am, 1:45 - 3:50pm  <b>HSA 1/HSA 4</b> 11:00am - 1:00pm, 3:50 - 4:45pm	<b>P.S. 149</b> 1:45 - 3:50pm  <b>HSA 1/HSA 4</b> 11:00am - 1:00pm, 3:50 - 4:45pm  <b>P811M@M149</b> 9:00 - 11:00am	<b>P.S. 149</b> 1:45 - 3:50pm  <b>HSA 1/HSA 4</b> 11:00am - 1:00pm, 3:50 - 4:45pm	<b>P.S. 149</b> 1:45 - 3:50pm  <b>HSA 1/HSA 4</b> 11:00am - 1:00pm, 3:50 - 4:45pm  <b>P811M@M149</b> 9:00 - 11:00am
<b>Playgrounds</b> Space includes playground with artificial turf soccer field. There is a portion of the playground area that has an early grade play area with a jungle gym.	<b>P.S. 149</b> 10:00am - 12:30pm  <b>HSA 1/HSA 4</b> 8:30 - 9:45am, 2:00 - 4:30pm  <b>P811M@M149</b> 12:45 - 1:45pm	<b>P.S. 149</b> 10:00am - 12:30pm  <b>HSA 1/HSA 4</b> 8:30 - 9:45am, 2:00 - 4:30pm  <b>P811M@M149</b> 12:45 - 1:45pm	<b>P.S. 149</b> 10:00am - 12:30pm  <b>HSA 1/HSA 4</b> 8:30 - 9:45am, 2:00 - 4:30pm  <b>P811M@M149</b> 12:45 - 1:45pm	<b>P.S. 149</b> 10:00am - 12:30pm  <b>HSA 1/HSA 4</b> 8:30 - 9:45am, 2:00 - 4:30pm  <b>P811M@M149</b> 12:45 - 1:45pm	<b>P.S. 149</b> 10:00am - 12:30pm  <b>HSA 1/HSA 4</b> 8:30 - 9:45am, 2:00 - 4:30pm  <b>P811M@M149</b> 12:45 - 1:45pm

### **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, among others. 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. This plan is in place for the 2011-2012 school year.

Consistent with the process described above, the leader/designee of HSA 1/HSA 4 will be part of the M149/M207 School Safety Committee during the 2012-2013 school year. As a member of the School Safety Committee, the leader/designee of HSA 1/HSA 4 will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of HSA 1/HSA 4 during the 2012-2013 school year will be addressed on an ongoing basis. Moreover, the Safety Plan for the M149/M207 school building will be modified as appropriate to meet any changing security needs associated with the co-location of HSA 1/HSA 4. HSA 1/HSA 4 will enter information in the M149/M207 schools' 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 of the building's schools, 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 2012-2013 Safety Plan for the M149/M207 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. The Safety Plan for the current year has already been submitted. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>12</sup> 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 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 as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

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 co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (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 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/designee, a teacher/designee, 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/designee 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.

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<sup>12</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."