



## BUILDING UTILIZATION PLAN

As described in greater detail in the accompanying Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to co-locate two new charter high schools, the New Visions Charter High School for the Humanities (“High School for the Humanities”) and the New Visions Charter High School for Advanced Math and Science (“High School for Advanced Math and Science”), in school building X475 (“X475”) located at 99 Terrace View Avenue, Bronx, NY 10463, within the geographical confines of Community School District 10 (“District 10”). The proposed new charter high schools would be co-located with John F. Kennedy High School (10X475, “Kennedy”), Bronx Engineering and Technology Academy (10X213, “BETA”), Bronx School for Law and Finance (10X284, “BSLF”), E.L.L.I.S. Preparatory Academy (10X397, “E.L.L.I.S. Academy”), Marble Hill High School for International Studies (10X477, “Marble Hill”), and Bronx Theatre High School (10X546, “Bronx Theatre”).

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between Kennedy, BETA, E.L.L.I.S. Academy, BSLF, Marble Hill, Bronx Theatre, High School for the Humanities, and High School for Advanced Math and Science. It also includes a proposal for the collaborative usage of shared resources and spaces between these schools, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which ensures 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 is also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

### METHODOLOGY

We have applied the DOE Instructional Footprint (the “Footprint”) to all schools and/or programs outlined in this plan to allocate spaces 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.<sup>1</sup>

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

The Footprint sets forth the baseline number of spaces that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size classroom/space for each general education or Collaborative Team Teaching (“CTT”) section and a full-size or half-size classroom/space to accommodate each Self-Contained (“SC”) special education section served by the school. In addition to these capacity generating instructional spaces, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

<b>Enrollment</b>	<b># of Cluster Spaces</b>
1,251 and up	5
750-1,250	4
251-750	3
151-250	2
0-150	1

For grades 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom/space for each general education or CTT section and a full-size or half-size classroom/space to accommodate each SC special education section served by the school. The

<sup>1</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 arrangements, 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/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE\\_Instructional\\_Footprint\\_Final9210TNT.pdf](http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf).

Footprint does not require that every teacher have his/her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms/spaces for student support services, resource rooms and administrative space when serving their entire grade span.<sup>2</sup> Any space not allocated pursuant to the Footprint shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. The assignment of individual spaces to a particular school will be determined by the Director of Space Planning in consultation with the Building Council. Each principal 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 conducted on December 13, 2010 by Ronald Caccioppoli, Director of Space Planning, X475 has a total of 126 full-size classrooms/spaces, 5 full-size science labs, 13 full-size science demonstration rooms (for a total of 144 full-size classrooms/spaces), 28 half-size classrooms/spaces, and the equivalent of 24.0 full-size spaces of designed administrative/office space.<sup>3,4</sup> X475 also contains a gymnasium, an auditorium, 4 cafeterias, a library, a football field, and tennis courts.

The following spaces are occupied by building-wide service providers or are shared spaces:

- School Safety operates out of 1 full-size and 1 half-size classroom/space.
- The School Based Support Team ("SBST") is currently occupying 1 half-size classroom/space.
- The weight room, dance room and exercise room each occupy 1 full-size classroom/space. These are shared spaces and are therefore not counted in an individual school's allocation.
- The Community Based Organization ("CBO") Henkel and McCoy occupy 1 half-size space.
- The School Based Health Clinic ("SBHC") occupies designed administrative space equivalent to 4.5 full-size spaces.
- The Young Adult Borough Center ("YABC") occupies designed administrative space equivalent to 1.0 full-size spaces.
- The Custodian occupies designed administrative space equivalent to 1.0 full-size spaces.

Excluding the spaces occupied above, the X475 building has a total of 140 full-size classrooms/spaces (including 5 science labs and 13 science demonstration rooms), 28 half-size classrooms/spaces, and the equivalent of 17.5 full-size designed administrative office/space remaining that can be allocated to schools.

<sup>2</sup> Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 2 full size classrooms for student support services or resource rooms which could be equal to 4 half-size classrooms or 1 full size classroom and 2 half-size classrooms, etc.

<sup>3</sup> Full-size classrooms/spaces have an area of 500 square feet or more.

<sup>4</sup> Half-size classrooms/spaces have an area of less than 500 square feet but greater than 239 square feet.

**2010-2011**

In 2010-2011, Kennedy was projected to enroll 1,158 students in ninth through twelfth grade.<sup>5</sup> The table below summarizes Kennedy’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that Kennedy is currently using.

2010-2011: Kennedy	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE) <sup>6</sup>	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	43	3	-	-	-	9.0
Current Space Allocation	51	16	10.0	0	0	10.0

In 2010-2011, BETA was projected to enroll 394 students in ninth through twelfth grade.<sup>7</sup> The table below summarizes BETA’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that BETA is currently using.

2010-2011: BETA	Full Size Spaces	Half Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	-	-	-	3.0
Current Space Allocation	17	1	2.5	0	1	3.0

In 2010-2011, BSLF was projected to enroll 420 students in ninth through twelfth grade.<sup>8</sup> The table below summarizes BSLF’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that BSLF is currently using.

2010-2011: BSLF	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	-	-	-	3.0
Current Space Allocation	19	2	2.0	1	0	3.0

In 2010-2011, E.L.L.I.S. Academy was projected to enroll 235 students in ninth through eleventh grade.<sup>9</sup> The table below summarizes E.L.L.I.S. Academy’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that E.L.L.I.S. Academy is currently using.

<sup>5</sup> Enrollement data is based on the November 1, 2010 unaudited register.  
<sup>6</sup> FSE refers to full-size equivalent rooms that may be used for administrative purposes.  
<sup>7</sup> Enrollement data is based on the November 1, 2010 unaudited register.  
<sup>8</sup> Enrollement data is based on the November 1, 2010 unaudited register.  
<sup>9</sup> Enrollement data is based on the November 1, 2010 unaudited register.

2010-2011: E.L.L.I.S. Academy	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	9	1	-	-	-	3.0
Current Space Allocation	13	1	1.0	1	2	3.0

In 2010-2011, Marble Hill was projected to enroll 453 students in ninth through twelfth grade.<sup>10</sup> The table below summarizes Marble Hill’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, Marble Hill’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that Marble Hill is currently using.

2010-2011: Marble Hill	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	-	-	-	3.0
Adjusted Baseline Allocation	17	0	-	-	-	3.0
Current Space Allocation	19	0	1.5	1	1	3.0

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

- An additional full-size space was allocated in lieu of a half-size resource room given the lack of half-size spaces in the area of X475 where Marble Hill is located.

In 2010-2011, Bronx Theatre was projected to enroll 424 students in ninth through twelfth grade.<sup>11</sup> The table below summarizes Bronx Theatre’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, Bronx Theatre and the amount of space that Bronx Theatre is currently using.

2010-2011: Bronx Theatre	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	-	-	-	3.0
Current Space Allocation	18	1	1.5	0	3	3.0

As demonstrated in the table above, all of the schools located in X475 are currently using several classrooms/spaces in excess of their baseline allocation, except for Marble Hill, which has received an adjusted Footprint allocation. The table below summarizes the available space within X475.

<sup>10</sup> Enrollement data is based on the November 1, 2010 unaudited register.

<sup>11</sup> Enrollement data is based on the November 1, 2010 unaudited register.

2010-2011: Building X475	Full-Size Spaces	Half-Size Spaces	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	20	14	0.0

**2011-2012**

If the proposal to phase out Kennedy is approved, Kennedy will serve grades ten through twelve in 2011-2012. The DOE projects that Kennedy will enroll 800-900 students.<sup>12</sup> The table below summarizes Kennedy’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2011-2012: Kennedy	Full Size Spaces	Half Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-size Space	Half-size Space	Total Admin (FSE)
Baseline Footprint Allocation	33	3	6.0	-	-	6.0

In 2011-2012, BETA is projected to serve 400-450 students in grades nine through twelve.<sup>13</sup> The table below summarizes BETA’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2011-2012: BETA	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.5	0	1	3.0

In 2011-2012, BSLF is projected to serve 400-450 students in grades nine through twelve.<sup>14</sup> The table below summarizes BSLF’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2011-2012: BSLF	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.0	1	0	3.0

In 2011-2012, E.L.L.I.S. Academy is projected to serve 250-300 students in grades nine through twelve.<sup>15</sup> The table below summarizes E.L.L.I.S. Academy’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

<sup>12</sup> Enrollment reflects 2011-2012 Enrollment Projections.

<sup>13</sup> Enrollment reflects 2011-2012 Enrollment Projections.

<sup>14</sup> Enrollment reflects 2011-2012 Enrollment Projections.

<sup>15</sup> Enrollment reflects 2011-2012 Enrollment Projections.

2011-2012: E.L.L.I.S. Academy	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	12	1	1.0	1	2	3.0

In 2011-2012, Marble Hill is projected to serve 450-500 students in grades nine through twelve.<sup>16</sup> The table below summarizes Marble Hill’s baseline adjusted Footprint allocation, which mirrors the allocation from the previous year.

2011-2012: Marble Hill	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Adjusted Baseline Allocation	17	0	1.5	1	1	3.0

In 2011-2012, Bronx Theatre is projected to serve 400-450 students in grades nine through twelve.<sup>17</sup> The table below summarizes Bronx Theatre’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2011-2012: Bronx Theatre	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	1.5	0	3	3.0

In 2011-2012, High School for the Humanities will open with a grade nine and is projected to serve 100-150 students.<sup>18</sup> The table below summarizes High School for the Humanities’ baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and High School for the Humanities’ adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2011-2012: High School for the Humanities	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	5	1	0.5	0	2	1.5
Adjusted Baseline Allocation	6	0	0.5	0	2	1.5

The DOE adjusted High School for the Humanities’ baseline allocation for the following reason:

- The DOE allocated one additional full-size space in lieu of a half-size resource room given the lack of half-size spaces in the the area of the building in which the DOE proposes to site the school.

In 2011-2012, High School for Advanced Math and Science will open with a grade nine and is projected to serve 100-150 students.<sup>19</sup> The table below summarizes High School for Advanced Math and Science’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and High School for Advanced Math and

<sup>16</sup> Enrollment reflects 2011-2012 Enrollment Projections.  
<sup>17</sup> Enrollment reflects 2011-2012 Enrollment Projections.  
<sup>18</sup> Enrollment reflects 2011-2012 Enrollment Projections.  
<sup>19</sup> Enrollment reflects 2011-2012 Enrollment Projections.

Science’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building.

2011-2012: High School for Advanced Math and Science	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	5	1	0.5	1	0	1.5
Adjusted Baseline Allocation	6	0	0.5	1	0	1.5

The DOE adjusted High School for Advanced Math and Science’s baseline allocation for the following reason:

- The DOE allocated one additional full-size space in lieu of a half-size resource room given the lack of half-size spaces in the area of the building in which the DOE proposes to site the school.

After each school has received their respective adjusted baseline and baseline allocation of spaces, the following number of spaces will remain unallocated:

2011-2012: Building X475	Full-Size Spaces	Half-Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocations	14	12	2.0

The excess space will be allocated amongst the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.<sup>20</sup> Further, given the complexity of the building, excess space shall be allocated in a way that minimizes the number of spaces that change hands year over year. The full 2011-2012 space allocation plan is summarized below:

<sup>20</sup> This number is subject to change pending final enrollment projections.

2011-2012	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				Additional Full-Size Spaces	Additional Half-Size Spaces	Designed Admin (FSE)
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)			
Kennedy	33	3	6.0	-	-	6.0	5	11	2.0
BETA	16	1	2.5	0	1	3.0	1	0	0
BSLF	16	1	2.0	1	0	3.0	3	1	0
E.L.L.I.S. Academy	12	1	1.0	1	2	3.0	1	0	0
Marble Hill	17	0	1.5	1	1	3.0	2	0	0
Bronx Theatre	16	1	1.5	0	3	3.0	2	0	0
HS for the Humanities	6	0	0.5	0	2	1.5	0	0	0
HS Advanced Math and Science	6	0	0.5	1	0	1.5	0	0	0

**2012-2013**

In 2012-2013, Kennedy will serve grades eleven and twelve. The DOE projects that Kennedy will enroll 500-600 students.<sup>21</sup> The table below summarizes Kennedy’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2012-2013: Kennedy	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	22	1	3.0	0	0	3.0

In 2012-2013, BETA is projected to serve 400-450 students in grades nine through twelve.<sup>22</sup> The table below summarizes BETA’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2012-2013: BETA	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.5	0	1	3.0

In 2012-2013, BSLF is projected to serve 400-450 students in grades nine through twelve.<sup>23</sup> The table below summarizes BSLF’s baseline Footprint allocation, which mirrors the allocation from the previous year.

<sup>21</sup> Enrollment reflects 2012-2013 Enrollment Projections.

<sup>22</sup> Enrollment reflects 2012-2013 Enrollment Projections.

<sup>23</sup> Enrollment reflects 2012-2013 Enrollment Projections.

2012-2013: BSLF	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.0	1	0	3.0

In 2012-2013, E.L.L.I.S. Academy is projected to serve 300-350 students in grades nine through twelve.<sup>24</sup> The table below summarizes E.L.L.I.S. Academy’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2012-2013: E.L.L.I.S. Academy	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	12	1	1.0	1	2	3.0

In 2012-2013, Marble Hill is projected to serve 450-500 students in grades nine through twelve.<sup>25</sup> The table below summarizes Marble Hill’s adjusted baseline Footprint allocation, which mirrors the adjusted allocation from the previous year.

2012-2013: Marble Hill	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Adjusted Baseline Allocation	17	0	1.5	1	1	3.0

In 2012-2013, Bronx Theatre is projected to serve 400-450 students in grades nine through twelve.<sup>26</sup> The table below summarizes Bronx Theatre’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2012-2013: Bronx Theatre	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	1.5	0	3	3.0

In 2012-2013, High School for the Humanities will serve grades nine and ten and is projected to serve 250-300 students.<sup>27</sup> The table below summarizes High School for the Humanities’ baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

<sup>24</sup> Enrollment reflects 2012-2013 Enrollment Projections.

<sup>25</sup> Enrollment reflects 2012-2013 Enrollment Projections.

<sup>26</sup> Enrollment reflects 2012-2013 Enrollment Projections.

<sup>27</sup> Enrollment reflects 2012-2013 Enrollment Projections.

2012-2013: High School for the Humanities	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	10	1	0.5	0	3	2.0

In 2012-2013, High School for Advanced Math and Science will serve grades nine and ten and is projected to serve 250-300 students.<sup>28</sup> The table below summarizes High School for Advanced Math and Science’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2012-2013: High School for Advanced Math and Science	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	10	1	0.5	1	1	2.0

After all of the schools have received their respective adjusted baseline and baseline allocation of spaces, the following number of spaces will remain unallocated:

2012-2013: Building X475	Full-Size Spaces	Half-Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocations	17	10	5.0

The excess space will be allocated among the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.<sup>29</sup> Further, given the complexity of the building, excess space shall be allocated in a way that minimizes the number of spaces that change hands year over year. The full 2012-2013 space allocation plan is summarized below:

<sup>28</sup> Enrollment reflects 2012-2013 Enrollment Projections.

<sup>29</sup> This number is subject to change pending final enrollment projections.

2012-2013	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				Additional Full-Size Spaces	Additional Half-Size Spaces	Additional Designed Admin (FSE)
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)			
Kennedy	22	2	3.0	0	0	3.0	8	9	5.0
BETA	16	1	2.5	0	1	3.0	1	0	0
BSLF	16	1	2.0	1	0	3.0	3	1	0
E.L.L.I.S. Academy	12	1	1.0	1	2	3.0	1	0	0
Marble Hill	17	0	1.5	1	1	3.0	2	0	0
Bronx Theatre	16	1	1.5	0	3	3.0	2	0	0
HS for the Humanities	10	1	0.5	0	3	2.0	0	0	0
HS Advanced Math and Science	10	1	0.5	1	1	2.0	0	0	0

**2013-2014**

In 2013-2014, Kennedy will serve grade twelve. The DOE projects that Kennedy will enroll 225-325 students.<sup>30</sup> The table below summarizes Kennedy’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2013-2014: Kennedy	Full Size Spaces	Half Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	12	1	2.0	0	0	2.0

In 2013-2014, BETA is projected to serve 400-450 students in grades nine through twelve.<sup>31</sup> The table below summarizes BETA’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2013-2014: BETA	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.5	0	1	3.0

<sup>30</sup> Enrollment reflects 2013-2014 Enrollment Projections.

<sup>31</sup> Enrollment reflects 2013-2014 Enrollment Projections.

In 2013-2014, BSLF is projected to serve 400-450 students in grades nine through twelve.<sup>32</sup> The table below summarizes BSLF’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2013-2014: BSLF	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.0	1	0	3.0

In 2013-2014, E.L.L.I.S. Academy is projected to serve 300-350 students in grades nine through twelve.<sup>33</sup> The table below summarizes E.L.L.I.S. Academy baseline Footprint allocation, which mirrors the allocation from the previous year.

2013-2014: E.L.L.I.S. Academy	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	12	1	1.0	1	2	3.0

In 2013-2014, Marble Hill is projected to serve 450-500 students in grades nine through twelve.<sup>34</sup> The table below summarizes Marble Hill’s adjusted baseline Footprint allocation, which mirrors the adjusted allocation from the previous year.

2013-2014: Marble Hill	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Adjusted Baseline Allocation	17	0	1.5	1	1	3.0

In 2013-2014, Bronx Theatre is projected to serve 400-450 students in grades nine through twelve.<sup>35</sup> The table below summarizes Bronx Theatre’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2013-2014: Bronx Theatre	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	1.5	0	3	3.0

In 2013-2014, High School for the Humanities will grades nine through eleven and is projected to serve 300-400 students.<sup>36</sup> The table below summarizes High School for the Humanities’ baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2013-2014: High School for the Humanities	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	15	1	0.5	1	2	2.5

<sup>32</sup> Enrollment reflects 2013-2014 Enrollment Projections.

<sup>33</sup> Enrollment reflects 2013-2014 Enrollment Projections.

<sup>34</sup> Enrollment reflects 2013-2014 Enrollment Projections.

<sup>35</sup> Enrollment reflects 2013-2014 Enrollment Projections.

<sup>36</sup> Enrollment reflects 2013-2014 Enrollment Projections.

In 2013-2014, High School for Advanced Math and Science will serve grades nine through eleven and is projected to serve 300-400 students.<sup>37</sup> The table below summarizes High School for Advanced Math and Science’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2013-2014: High School for Advanced Math and Science	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	15	1	1.5	1	1	3.0

After all of the schools have received their respective adjusted baseline and baseline allocation of spaces, the following number of spaces will remain unallocated:

2013-2014: Building X475	Full-Size Spaces	Half-Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocations	16	11	5.0

The excess space will be allocated among the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.<sup>38</sup> Further, given the complexity of the building, excess space shall be allocated in a way that minimizes the number of spaces that change hands year over year. The full 2013-2014 space allocation plan is summarized below:

2013-2014	Full- Size Spaces	Half- Size Spaces	Administrative Spaces				Additional Full-Size Spaces	Additional Half-Size Spaces	Additional Designed Admin
			Designed Admin (FSE)	Full- Size Spaces	Half- Size Spaces	Total Admin (FSE)			
Kennedy	12	1	2.0	0	0	2.0	3	9	5.0
BETA	16	1	2.5	0	1	3.0	1	0	0
BSLF	16	1	2.0	1	0	3.0	3	1	0
E.L.L.I.S. Academy	12	1	1.0	1	2	3.0	1	0	0
Marble Hill	17	0	1.5	1	1	3.0	2	0	0
Bronx Theatre	16	1	1.5	0	3	3.0	2	0	0
HS for the Humanities	15	1	0.5	1	2	2.5	2	1	0
HS Advanced Math and Science	15	1	1.5	1	1	3.0	2	0	0

<sup>37</sup> Enrollment reflects 2013-2014 Enrollment Projections.

<sup>38</sup> This number is subject to change pending final enrollment projections.

**2014-2015**

In 2014-2015, Kennedy will be closed.

In 2014-2015, BETA is projected to serve 400-450 students in grades nine through twelve.<sup>39</sup> The table below summarizes BETA's baseline Footprint allocation, which mirrors the allocation from the previous year.

2014-2015: BETA	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.5	0	1	3.0

In 2014-2015, BSLF is projected to serve 400-450 students in grades nine through twelve.<sup>40</sup> The table below summarizes BSLF's baseline Footprint allocation, which mirrors the allocation from the previous year.

2014-2015: BSLF	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	2.0	1	0	3.0

In 2014-2015, E.L.L.I.S. Academy is projected to serve 300-350 students in grades nine through twelve.<sup>41</sup> The table below summarizes E.L.L.I.S. Academy's baseline Footprint allocation, which mirrors the allocation from the previous year.

2014-2015: E.L.L.I.S. Academy	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	12	1	1.0	1	2	3.0

In 2014-2015, Marble Hill is projected to serve 450-500 students in grades nine through twelve.<sup>42</sup> The table below summarizes Marble Hill's adjusted baseline Footprint allocation, which mirrors the adjusted allocation from the previous year.

2014-2015: Marble Hill	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Adjusted Baseline Allocation	17	0	1.5	1	1	3.0

<sup>39</sup> Enrollment reflects 2014-2015 Enrollment Projections.

<sup>40</sup> Enrollment reflects 2014-2015 Enrollment Projections.

<sup>41</sup> Enrollment reflects 2014-2015 Enrollment Projections.

<sup>42</sup> Enrollment reflects 2014-2015 Enrollment Projections.

In 2014-2015, Bronx Theatre is projected to serve 400-450 students in grades nine through twelve.<sup>43</sup> The table below summarizes Bronx Theatre’s baseline Footprint allocation, which mirrors the allocation from the previous year.

2014-2015: Bronx Theatre	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	16	1	1.5	0	3	3.0

In 2014-2015, High School for the Humanities will grades nine through twelve and is projected to serve 400-600 students.<sup>44</sup> The table below summarizes High School for the Humanities’ baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2014-2015: High School for the Humanities	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	24	2	1.0	1	5	4.5

In 2014-2015, High School for Advanced Math and Science will serve grades nine through twelve and is projected to serve 400-600 students.<sup>45</sup> The table below summarizes High School for Advanced Math and Science’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document.

2014-2015: High School for Advanced Math and Science	Full-Size Spaces	Half-Size Spaces	Administrative Spaces			
			Designed Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)
Baseline Footprint Allocation	24	2	1.5	1	4	4.5

After all of the schools have received their respective adjusted baseline and baseline allocation of spaces, the following number of spaces will remain unallocated:

2014-2015: Building X475	Full-Size Spaces	Half-Size Spaces	Designed Admin (FSE)
Space In Excess of Baseline Allocations	11	6	4.5

<sup>43</sup> Enrollment reflects 2014-2015 Enrollment Projections.

<sup>44</sup> Enrollment reflects 2014-2015 Enrollment Projections.

<sup>45</sup> Enrollment reflects 2014-2015 Enrollment Projections.

The excess space will be allocated among the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.<sup>46</sup> Further, given the complexity of the building, excess space shall be allocated in a way that minimizes the number of spaces that change hands year over year. The full 2014-2015 space allocation plan is summarized below:

2014-2015	Full-Size Spaces	Half-Size Spaces	Administrative Spaces				Additional Full-Size Spaces	Additional Half-Size Spaces	Additional Designed Admin
			Designated Admin (FSE)	Full-Size Spaces	Half-Size Spaces	Total Admin (FSE)			
BETA	16	1	2.5	0	1	3.0	1	0	0
BSLF	16	1	2.0	1	0	3.0	3	1	0
E.L.L.I.S. Academy	12	1	3.0	0	0	3.0	2	2	0
Marble Hill	17	0	1.5	1	1	3.0	2	0	0
Bronx Theatre	16	1	1.5	0	3	3.0	2	0	0
HS for the Humanities	24	2	1.0	1	5	4.5	1	1	0
HS Advanced Math and Science	24	2	1.5	1	4	4.5	0	2	0

This will serve as the long-term space allocation. The equivalent of 4.5 full-size designed administrative spaces remain unallocated. The DOE will work with the Building Council to convert this remaining space into a shared campus asset. For example, this space can be used as guidance suite for college counselors.

**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 X475. 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 (“PEP”).

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

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

In 2011-2012, the DOE projects Kennedy to serve 800-900 students, BETA to serve 400-450 students, BSLF to serve 400-450 students, E.L.L.I.S. Academy to serve 250-300 students, Marble Hill to serve 450-500 students, Bronx Theatre to serve 400-450 students, High School for the Humanities to serve 100-150 students, and High School for Advanced Math and Science to serve 100-150 students. As High School for Humanities, High School for Advanced Math and Science, and E.L.L.I.S. Academy’s enrollment increases each year, and Kennedy’s enrollment decreases, this shared plan would be revised accordingly.

<sup>46</sup> This number is subject to change pending final enrollment projections.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
4 Cafeterias (Capacity: 350 each)	<u>Cafeteria 1</u> <b>10:45-2:20pm:</b> Kennedy				
	<u>Cafeteria 2</u> <b>10:45-2:20pm:</b> BETA & Marble Hill				
	<u>Cafeteria 3</u> <b>10:45-12:45pm:</b> Bronx Theatre <b>12:45-2:20pm:</b> HS for the Humanities & HS for Advanced Math and Science	<u>Cafeteria 3</u> <b>10:45-12:45pm:</b> Bronx Theatre <b>12:45-2:20pm:</b> HS for the Humanities & HS for Advanced Math and Science	<u>Cafeteria 3</u> <b>10:45-12:45pm:</b> Bronx Theatre <b>12:45-2:20pm:</b> HS for the Humanities & HS for Advanced Math and Science	<u>Cafeteria 3</u> <b>10:45-12:45pm:</b> Bronx Theatre <b>12:45-2:20pm:</b> HS for the Humanities & HS for Advanced Math and Science	<u>Cafeteria 3</u> <b>10:45-12:45pm:</b> Bronx Theatre <b>12:45-2:20pm:</b> HS for the Humanities & HS for Advanced Math and Science
	<u>Cafeteria 4</u> <b>10:45-2:20pm:</b> BSLF & E.L.L.I.S. Academy				
Library	<b>9:00-12:00pm:</b> HS for the Humanities <b>12:00-3:00pm:</b> Kennedy	<b>9:00-12:00pm:</b> HS for Advanced Math and Science <b>12:00-3:00pm:</b> BETA	<b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<b>9:00-12:00pm:</b> Marble Hill <b>12:00-3:00pm:</b> BSLF	<b>9:00-12:00pm:</b> Bronx Theatre <b>12:00-3:00pm:</b> Kennedy
2 Gymnasiums (Capacity: 640, 940)	<u>Small Gym</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> HS for the Humanities	<u>Small Gym</u> <b>9:00-12:00pm:</b> BETA <b>12:00-3:00pm:</b> HS for Advanced Math and Science	<u>Small Gym</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> E.L.L.I.S. Academy	<u>Small Gym</u> <b>9:00-12:00pm:</b> BSLF <b>12:00-3:00pm:</b> Marble Hill	<u>Small Gym</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> Bronx Theatre
	<u>Large Gym</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Large Gym</u> <b>9:00-12:00pm:</b> Marble Hill <b>12:00-3:00pm:</b> BETA	<u>Large Gym</u> <b>9:00-12:00pm:</b> Bronx Theatre <b>12:00-3:00pm:</b> Kennedy	<u>Large Gym</u> <b>9:00-12:00pm:</b> HS for the Humanities <b>12:00-3:00pm:</b> BSLF	<u>Large Gym</u> <b>9:00-12:00pm:</b> HS for Advanced Math and Science <b>12:00-3:00pm:</b> Kennedy
Auditorium (Capacity: 1,047)	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.

Other: Tennis courts, Football field, Dance room, Exercise room, and Weight room	<u>Tennis Courts</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> HS for the Humanities	<u>Tennis Courts</u> <b>9:00-12:00pm:</b> BETA <b>12:00-3:00pm:</b> HS for Advanced Math and Science	<u>Tennis Courts</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> E.L.L.I.S. Academy	<u>Tennis Courts</u> <b>9:00-12:00pm:</b> BSLF <b>12:00-3:00pm:</b> Marble Hill	<u>Tennis Courts</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> Bronx Theatre
	<u>Football Field</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Football Field</u> <b>9:00-12:00pm:</b> Marble Hill <b>12:00-3:00pm:</b> BETA	<u>Football Field</u> <b>9:00-12:00pm:</b> Bronx Theatre <b>12:00-3:00pm:</b> Kennedy	<u>Football Field</u> <b>9:00-12:00pm:</b> HS for the Humanities <b>12:00-3:00pm:</b> BSLF	<u>Football Field</u> <b>9:00-12:00pm:</b> HS for Advanced Math and Science <b>12:00-3:00pm:</b> Kennedy
	<u>Dance Room</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> HS for the Humanities	<u>Dance Room</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> HS for the Humanities	<u>Dance Room</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> HS for the Humanities	<u>Dance Room</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> HS for the Humanities	<u>Dance Room</u> <b>9:00-12:00pm:</b> Kennedy <b>12:00-3:00pm:</b> HS for the Humanities
	<u>Exercise Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Exercise Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Exercise Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Exercise Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Exercise Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy
	<u>Weight Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Weight Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Weight Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Weight Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy	<u>Weight Room</u> <b>9:00-12:00pm:</b> E.L.L.I.S. Academy <b>12:00-3:00pm:</b> Kennedy

**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 (“UFT”) Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the principal(s) when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the leaders/designees of High School for the Humanities and High School for Advanced Math and Science will be part of the X475 School Safety Committee. As members of the School Safety Committee, the leaders/designees of High School for the Humanities and High School for Advanced Math and Science 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 High School for the Humanities and High School for Advanced Math and Science will be addressed on an ongoing basis. Moreover, the Safety Plan for the X475 school building will be modified as appropriate to

meet any changing security needs associated with the co-location. High School for the Humanities and High School for Advanced Math and Science will enter information in the X475 school's overall Safety Plan to ensure the safe operation of the school building.

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

The completed Safety Plan for the X475 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2010, co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building.<sup>47</sup> Only principals and charter leaders serve on the Building Council. The Building Council shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

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

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

### **Proposed Collaborative Decision Making Strategy**

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.

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<sup>47</sup> The Campus Policy Memo 2010 is available on the DOE's Website at <http://schools.nyc.gov/community/campusgov>.