

## **BUILDING UTILIZATION PLAN**

### INTRODUCTION

DREAM Charter School (84M382, "DREAM") is an existing charter school serving students in kindergarten through seventh grade across two sites. DREAM serves its kindergarten through second grade students in building M050 ("M050"), located at 433 East 100th Street, New York, NY 10029, in Community School District 4 ("District 4"). In M050, DREAM is co-located with P.S. 50 Vito Marcantonio (04M050, "P.S. 50"), an existing district school that serves students in kindergarten through eighth grade, and New York Center for Autism Charter School (84M337, "NYCACs"), an existing charter school that serves students with disabilities aged five to nineteen. M050 also contains a community-based organization ("CBO"), Children's Aid Society ("CAS"). DREAM serves its third through seventh grade students in building M121, located at 232 East 103rd Street, New York, NY 10029 in District 4, where DREAM is co-located with P.S. 38 Roberto Clemente ("P.S. 38", 04M038). Construction is underway on a new, non-DOE-operated facility for DREAM that is slated for student occupancy by August 2015. Following the conclusion of the 2014-2015 school year, DREAM will serve students in kindergarten through eighth grade in its new building, vacating the space it currently occupies in buildings M121 and M050.

The New York City Department of Education ("DOE") released a Request for Proposal for charter schools interested in partnering with the DOE to offer a pre-kindergarten ("Pre-K") program. DREAM submitted a proposal to offer Pre-K through this procurement process; however, the school lacks space to serve Pre-K in their new building. Thus, as described in greater detail in the attached Educational Impact Statement ("EIS"), the DOE is proposing to site two sections of a new, full day Pre-K program operated by DREAM in M050 beginning in the 2015-2016 school year.

If this proposal is approved, DREAM will provide a Pre-K program in M050 beginning in the 2015-2016 school year.

This proposal is not expected to impact the continued siting of CAS in M050.

Pursuant to the New York Charter Schools Act of 1998 (as amended), the following plan outlines the allocation of classrooms and administrative space among DREAM, P.S. 50 and NYCACS. The following plan also includes a proposal for the collaborative usage of shared resources and spaces among DREAM, P.S. 50, and NYCACS, including but not limited to cafeterias, libraries, and gymnasiums, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making among the co-located schools, and a description of the shared space committee are also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

As described throughout this document, the shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

### METHODOLOGY

The DOE has applied the Footprint to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the 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 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 grades kindergarten through five and offering a pre-kindergarten program, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom

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<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 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/commDREAM/planning/changes/default.htm> under "Key Documents."

throughout the day except for when the class is scheduled for a cluster activity (e.g., art) or lunch, recess, etc. Further, the Footprint 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 grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

Enrollment	Number of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

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.

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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

#### **Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on March 5, 2015 by the Manhattan Director of Space Planning, building M050 has a total of 47 full-size ("FS") classrooms/spaces,<sup>2</sup> 3 half-size ("HS") classrooms/spaces,<sup>3</sup> 44 quarter-size ("QS") spaces<sup>4</sup> and 3.50 full-size equivalent ("FSE") rooms of designed administrative office/space ("DA").

M050 also contains a gymnasium, an auditorium, a cafeteria and a library.

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

- The nurse's office occupies 1.0 FSE of designed administrative space.
- The art room occupies 1 full-size space.
- The School-Based Support Team ("SBST") occupies 1.0 FSE of designed administrative space.
- The dance room occupies 1 full-size space.

<sup>2</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>3</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>4</sup> Quarter-size classrooms have an area of less than or equal to 239 square feet.

- District 75's District 4 professional development office occupies 1 full-size space.
- CAS occupies 5 full-size spaces, 1 half-size space and 3 quarter-size spaces.

P.S. 50 and NYCACS's leadership have an existing agreement with CAS that enables CAS to use 5 full-size rooms in M050 for CAS's regular day and after-school instruction for pre-school children ages 2 years, 9 months to 4 years and for universal Pre-K students and 1 half-size space and 3 quarter-size spaces for administrative use. CAS's regular day programs run from 8:00 a.m. to 3:45 p.m. and the after-school services run from 3:45 p.m. to 5:30 p.m. This BUP does not change that existing agreement; thus CAS's administrative and instructional spaces will continue to be set aside for CAS and are not included in the allocation of space for any individual school.

Excluding the spaces outlined above, the M050 building has a total of: 39 full-size classrooms, 2 half-size classrooms/spaces, 41 quarter-size spaces and 1.50 FSE of designed administrative offices/spaces remaining that can be allocated to schools.

Summary	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Building Grand TOTAL	47	3	44	3.50
SHARED SPACES or Building Services	8	1	3	2.00
<b>Remaining Total to Be Allocated</b>	<b>39</b>	<b>2</b>	<b>41</b>	<b>1.50</b>

**2014-2015 (CURRENT YEAR)**

In the 2014-2015 school year, DREAM's kindergarten through second grade students are co-located in M050 with students from P.S. 50 and NYCACS.

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

2014-2015	Grade Spans	Enrollment <sup>5</sup>	GE/ICT Sections	SC Sections
DREAM	K-2 <sup>6</sup>	150	6	0
P.S. 50	K-8	337	13	5
NYCACS	Ungraded	32	0	8

After P.S. 50, NYCACS and DREAM received their respective baseline or adjusted baseline allocation of rooms, the following spaces were unallocated:

2014-2015	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space in Excess of Adjusted Baseline Allocation	2	0	15	0.00

When space above the Instructional Footprint is available in buildings with co-located schools, the remaining rooms, or "excess space," will typically be distributed 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. DREAM was initially co-located in M050 beginning in the 2013-2014 school year pursuant to an emergency declaration dated June 27, 2013.

<sup>5</sup> All figures are from the 2014-2015 Audited Register as of October 31, 2014.

<sup>6</sup> DREAM is currently serving its students in grades 3-7 in building M121. Grade span and enrollment shown is for the M050 building only.

The table below summarizes the full 2014-2015 room allocation for P.S. 50, NYCACS, and DREAM in M050 based on their baseline and adjusted baseline Footprints plus excess space allocations.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
DREAM	Baseline Footprint Allocation	7	1	0.00	0	0	0	2.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	6	0	0.00	0	0	8	2.00	-	-	2	-	6	-	10	0.00
P.S. 50	Baseline Footprint Allocation	16	7	0.00	0	0	0	3.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	21	2	1.50	0	0	6	3.00	2	-	13	-	23	2	19	1.50
NYCACS	Baseline Footprint Allocation	0	11	0.00	0	0	0	3.00	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	10	0	0.00	0	0	12	3.00	-	-	-	-	10	0	12	0.00

DREAM's baseline allocation has been adjusted for the following reasons:

- DREAM indicated that it could deliver instruction effectively in the space allocated to it, where two quarter-size rooms could be used by the school in place of the typical 1 half-size space resource room allocation as per the Footprint.
- DREAM is also currently operating under Footprint by 1 full-size room. However, DREAM indicated that it could deliver instruction effectively in the space allocated to it.

P.S. 50's baseline allocation has been adjusted for the following reasons:

- Due to the limited number of half-size rooms, P.S. 50 has been allocated 5 additional full-size rooms in lieu of 5 half-size rooms for use as resource rooms and self-contained classes.

NYCACS's baseline allocation has been adjusted for the following reasons:

- Due to the limited number of contiguous half-size rooms, NYCACS has been allocated 10 additional full-size rooms in lieu of 11 half-size rooms for use as resource rooms and self-contained classes.
- Consistent with its historical allocation in M050, NYCACS is under its baseline allocation by 1 half-size space. This is not a result of DREAM's co-location in M050. NYCACS's school leadership has confirmed that it can deliver instruction effectively in the allocated spaces.
- NYCACS's administrative baseline allocation of 3.0 FSE is consistent with the administrative allocation for District 75 main sites.<sup>7</sup>

**2015-2016 (FINAL YEAR)**

If this proposal is approved, DREAM will provide two sections of a full-day Pre-K program in M050 for beginning in the 2015-2016 school year. As previously indicated, beginning with the 2015-2016 school year, DREAM will begin serving its kindergarten through eighth grade in its new, non-DOE-operated space, and will vacate the space it currently occupies in buildings M121 and M050.

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

2015-2016	Grade Spans or Program	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
DREAM	PK <sup>9</sup>	36	2	0
P.S. 50	K-8	265-355	13	5
NYCACS	Ungraded	25-35	0	8

After P.S. 50, NYCACS and DREAM have received their respective baseline or adjusted baseline allocations of rooms, the following spaces will remain unallocated:

2015-2016	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space in Excess of Adjusted Baseline Allocation	4	0	22	0.00

The excess space has been allocated proportionally based on the building configuration of M050.

<sup>7</sup> District 75 ("D75") provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, or are severely emotionally challenged, sensory impaired and/or multiply disabled. D75 provides services to students in a variety of settings, including elementary, middle, and high schools, students' homes, hospitals, and agencies. These programs are located at more than 310 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE Web site for additional information about D75 programs at <http://schools.nyc.gov/Offices/District75/default.htm>.

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

<sup>9</sup> Program and projected enrollment shown is for the M050 building only.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 50, NYCACS, and DREAM in M050 based on their baseline and adjusted baseline Footprints plus excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
DREAM	Baseline Footprint Allocation	2	0	0.00	0	0	1	0.25	-	-	-	-	2	-	1	-
	Adjusted Footprint Allocation	2	0	0.00	0	0	1	0.25	-	-	-	-	2	-	1	-
P.S. 50	Baseline Footprint Allocation	16	7	0.00	0	0	0	3.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	23	2	1.50	0	0	6	3.00	4	-	20	-	27	2	26	1.50
NYCACS	Baseline Footprint Allocation	0	11	0.00	0	0	0	3.00	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	10	0	0.00	0	0	12	3.00	-	-	2	-	10	-	14	-

In total, DREAM will be allocated 2 full-size rooms and 1 quarter-size room. P.S. 50 will be allocated 27 full-size rooms, 2 half-size rooms, 26 quarter-size rooms and the full-size equivalent of 1.50 designed administrative rooms. This is 4 full-size rooms and 20 quarter-size rooms in excess of P.S. 50's adjusted baseline allocation. NYCACS will be allocated 10 full-size rooms and 14 quarter-size rooms. This is 2 quarter-size rooms in excess of NYCACS's adjusted baseline allocation. The room change from the current 2014-2015 school year to the 2015-2016 school year is reflected below:

ROOM CHANGE (+/-)	CURRENT 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
DREAM <sup>10</sup>	6	0	10	0.00	2	0	1	0.00	-4	0	-9	0.00
P.S. 50	23	2	19	1.50	27	2	26	1.50	+4	0	+7	0.00
NYCACS	10	0	12	0.00	10	0	14	0.00	0	0	+2	0.00

<sup>10</sup> DREAM's 2014-2015 space allocation is based on the school's kindergarten through second grade enrollment. If this proposal is approved, DREAM's 2015-2016 space allocation will be based on DREAM's Pre-K.

**Shared Space Plan: 2015-2016 School Year**

A proposed shared space plan for the 2015-2016 school year is below. The actual shared space plan for the 2015-2016 school year will be created and implemented by the M050 Building Council.

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 M050.

The final shared space schedule will continue to be collaboratively drafted by the Building Council if this proposal is approved by the Panel for Educational Policy.

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

This proposed Shared Space Plan is based upon the projected enrollments of all schools in the M050 building 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 as is feasible and equitable, provided that the Building Council agrees on the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/commDREAM/campusgov>.)

The below proposed schedules are based on projected enrollments for each 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 each school's school day (based in part on the Office of Pupil Transportation's bus schedule for a regular school day).<sup>11</sup> Where possible, the proposed schedules maintain schools' current allocation of time for each shared space and re-distribute any remaining time to additional organizations.

In planning how P.S. 50, NYCACS and DREAM may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably and in such a way that allows the existing schools in M050 to maintain the current shared space schedule as much as possible. In addition, the specialized needs of NYCACS's student population mean that its students do not use some shared spaces in the building. Similarly, if this proposal is approved, DREAM's Pre-K program will not use some shared spaces in the building. This proposed shared space plan reflects NYCACS and DREAM's decisions not to use certain spaces.

**Cafeteria:**Cafeteria

- The school leadership of NYCACS has confirmed that NYCACS does not intend to share the cafeteria with P.S. 50 in the 2015-2016 school year. Moreover, DREAM's proposed Pre-K program does not necessitate the use of the cafeteria. Therefore, the proposed times below only allocate time in the cafeteria for P.S. 50.
- The capacity of the cafeteria is 300.
- In the proposed plan below, P.S. 50 receives 1 hour for breakfast and 1 hour and 40 minutes for lunch daily.
- The Building Council is free to deviate from the proposed shared space plan and develop an alternative plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

**Gymnasium, Library, Auditorium, and Art Room**Gymnasium

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

- The capacity of the gym is 234.
- In the proposed plan below, P.S. 50 receives 20 hours in the gymnasium weekly. NYCACS receives 5 hours in the gymnasium weekly. DREAM receives 5 hours weekly.
- The Building Council is free to deviate from the proposed shared space plan and may develop an alternative 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.

#### Library

- The school leadership of DREAM has confirmed that DREAM does not intend to share the library with P.S. 50 in the 2015-2016 school year. Moreover, DREAM's proposed Pre-K program does not necessitate the use of the library. Therefore, the proposed times below only allocate time in the library for P.S. 50 and NYCACS.
- In the proposed plan below, P.S. 50 receives 25 hours weekly. NYCACS receives 5 hours in the library weekly.
- 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.

#### Auditorium

- The school leadership of NYCACS has confirmed that NYCACS does not intend to share the auditorium with P.S. 50 in the 2015-2016 school year. Moreover, DREAM's proposed Pre-K program does not necessitate the use of the auditorium. Therefore, the proposed times below only allocate time in the auditorium for P.S. 50.
- The capacity of the auditorium is 298.
- In the proposed plan below, P.S. 50 receives 4 hours and 20 minutes in the auditorium daily.
- The auditorium is used for after-school activities. There is no allocation beyond 2:20 p.m. so as to reserve the after-school scheduling for each school organization or CBO according to their needs.

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.

#### Art Room

- The school leadership of NYCACS has confirmed that NYCACS does not intend to share the art room with P.S. 50 in the 2015-2016 school year. Moreover, DREAM's proposed Pre-K program does not necessitate the use of the art room. Therefore, the proposed times below only allocate time in the auditorium for P.S. 50.
- In the proposed plan below, P.S. 50 receives 4 hours and 20 minutes daily in the art room.
- 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.

#### After-School Programs

- The DOE notes that currently the shared spaces are used during after-school hours by multiple school organizations and CAS. Thus, the Building Council should allocate this space as needed for after-school programs. The Building Council is empowered to make additional and alternative allocations, as with all shared space plan times.

- The DOE notes that CAS currently utilizes multiple rooms on multiple floors of M050 during after-school hours on all weekdays. CAS should continue to work with the Building Council and all co-located organizations to schedule use of these rooms.
- The DOE notes that any school in M050 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces. The Building Council will address any requests for the use of shared spaces after school hours and will resolve all conflicts using the dispute resolution procedures mentioned above.

Based on the Office of Pupil Transportation's bus schedules for the earliest start times and latest end times of the school day, DREAM's regular school day runs from approximately 8:00 a.m. to 4:00 p.m., P.S. 50's school day runs from 8:00 a.m. to 2:20 p.m., and NYCACS's school day runs from approximately 8:45 a.m. to 2:45 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> Capacity: 300	<u>Breakfast</u> <b>P.S. 50</b> 7:00 a.m. – 8:00 a.m.  <u>Lunch</u> <b>P.S. 50</b> 11:50 a.m. – 1:30 p.m.	<u>Breakfast</u> <b>P.S. 50</b> 7:00 a.m. – 8:00 a.m.  <u>Lunch</u> <b>P.S. 50</b> 11:50 a.m. – 1:30 p.m.	<u>Breakfast</u> <b>P.S. 50</b> 7:00 a.m. – 8:00 a.m.  <u>Lunch</u> <b>P.S. 50</b> 11:50 a.m. – 1:30 p.m.	<u>Breakfast</u> <b>P.S. 50</b> 7:00 a.m. – 8:00 a.m.  <u>Lunch</u> <b>P.S. 50</b> 11:50 a.m. – 1:30 p.m.	<u>Breakfast</u> <b>P.S. 50</b> 7:00 a.m. – 8:00 a.m.  <u>Lunch</u> <b>P.S. 50</b> 11:50 a.m. – 1:30 p.m.
<b>Gymnasium</b> Capacity: 234	<b>P.S. 50</b> 8:00 a.m. – 12:00 p.m. <b>NYCACS</b> 12:00 p.m. – 1:00 p.m. <b>DREAM</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 12:00 p.m. <b>NYCACS</b> 12:00 p.m. – 1:00 p.m. <b>DREAM</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 12:00 p.m. <b>NYCACS</b> 12:00 p.m. – 1:00 p.m. <b>DREAM</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 12:00 p.m. <b>NYCACS</b> 12:00 p.m. – 1:00 p.m. <b>DREAM</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 12:00 p.m. <b>NYCACS</b> 12:00 p.m. – 1:00 p.m. <b>DREAM</b> 1:00 p.m. – 2:00 p.m.
<b>Auditorium</b> Capacity: 298	<b>P.S. 50</b> 10:00 a.m. – 2:20 p.m.				
<b>Art Room</b>	<b>P.S. 50</b> 9:30 a.m. – 1:50 p.m.				
<b>Library</b>	<b>P.S. 50</b> 8:00 a.m. – 1:00 p.m. <b>NYCACS</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 1:00 p.m. <b>NYCACS</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 1:00 p.m. <b>NYCACS</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 1:00 p.m. <b>NYCACS</b> 1:00 p.m. – 2:00 p.m.	<b>P.S. 50</b> 8:00 a.m. – 1:00 p.m. <b>NYCACS</b> 1:00 p.m. – 2:00 p.m.

### **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); designees of all other programs operating within the building; United Federations 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. The School Safety Plan is updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions, and other factors. In addition, the Committee recommends changes in the School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders/designees of DREAM, P.S. 50 and NYCACS will continue to be part of the M050 School Safety Committee. As members of the School Safety Committee, the leaders/designees of DREAM, P.S. 50 and NYCACS will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-locations of DREAM, P.S. 50 and NYCACS will be addressed on an ongoing basis. Moreover, the School Safety Plan for the M050 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders/designees of DREAM, P.S. 50 and NYCACS will enter information in the M050 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each school in the building, 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 School Safety Plan for the M050 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011, co-located schools 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.<sup>12</sup> Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially 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 school co-locations approved after May 28, 2010, the SSC is to review the implementation of the BUP once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to May 28, 2010, the 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/commDREAM/campusgov>, under "Key Documents."