

REVISED BUILDING UTILIZATION PLAN

On February 5, 2011, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (“EIS”) and Building Utilization Plan (“BUP”) describing a proposal to temporarily co-locate the fourth grade of Promise Academy I (84M284, “Promise Academy I” or “PA I”), and temporarily expand the grades served by Promise Academy II (84M341, “Promise Academy II” or “PA II”) in Building M501 for the 2011-2012 and 2012-2013 school years. Those proposals were approved by the Panel for Educational Policy (“PEP”) on March 23, 2011. In M501 these schools will be co-located with Choir Academy of Harlem (05M469, “Choir Academy”) and an Alternative Learning Center (88M993, “ALC”) where students attend when they are suspended from their current school.

The DOE is now revising these proposals in response to feedback received on this and other proposals. This shared Building Utilization Plan (“BUP”) for these proposals has been revised in the following manner:

- the proposed shared space schedule on pages 16-17 has been adjusted and the DOE has clarified the rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal;
- footnotes have been added to indicate that projected enrollment for Choir Academy in 2011-2012 is consistent with budget register projections for 2011-2012;
- a note has been added to explain that Choir Academy can continue to be allocated the designed music rooms that it currently uses; and
- the formatting of the room allocation charts has been altered to make them easier to understand.

The final shared space schedule will be decided upon by the Building Council after this Revised Proposed co-location has been approved by the Panel for Education Policy.

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 Choir Academy, Promise Academy I, Promise Academy II and the ALC. It also includes a proposal for the collaborative usage of shared resources and spaces between Choir Academy, Promise Academy I, Promise Academy II and the ALC, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee 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 (“Footprint”)¹ 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 classes and class size a school has programmed and is confirmed by a walk-through of

¹ 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/8CF30F41-DE25-4C30-92DE-731949919FC3/65901/NYCDOE_Instructional_Footprint_revisedMay2009_noco.pdf

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, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These 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:

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	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 for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms² for student support services, resource rooms and administrative space when serving their entire grade span. 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. 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 January 19, 2011 by Richard Bocchicchio, Director of Space Planning, building M501 has a total of 60 full-size classrooms/spaces,³ 6 full-size science demonstration labs, 1 full-size science lab, 13 half-size classrooms/spaces,⁴ and the equivalent of 7.5 rooms of

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3 full-size classrooms for student support services and 1 half-size resource room which could be equal to 2 full-size and 3 half-size classrooms or 1 full-size classroom and 5 half-size classrooms, etc.

³ Full-size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

designed administrative office/space. M501 building also contains a gymnasium, auditorium, lunchroom, library, four outside recreational areas, and a full-sized room currently being used as a dance studio, each of which will be shared among the schools in the building.

The nurse in the M501 building currently operates out of 1 full-size designed administrative space, and the custodian’s office is currently occupying 1 half-size classroom/space. In addition, as noted above, one full-sized space is currently being used as a dance room, and thus is not available to be allocated as classroom space. Excluding these three spaces, the M501 building has a total of 66 full-size classrooms (including 7 full-size science lab/demo rooms), 12 half-size classrooms/spaces, and the equivalent of 6.5 full-size designed administrative office/space remaining that can be allocated to schools.

2010-2011

In 2010-2011, Choir Academy currently enrolls 331 students in sixth through twelfth grade. These students are served in 18 classes/sections, including 3 self-contained special education classes.⁵

The table below summarizes both Choir Academy’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that Choir Academy is currently using.

2010-2011: Choir Academy	Full-size Class- rooms	Half-size Class- rooms	Administrative Spaces				
			Designed Admin (FSE) ⁶	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	15	4	3.0	0	0	0	3.0
Current Space Allocation	32	6	6.0	0	0	0	6.0

Choir’s current allocation is significantly in excess of its footprint. Choir enrollment has declined by almost 300 students since 2006 – 2007, leaving it with excess space for its enrollment. There are many schools in District 5 and in Choir’s support network which can be models to help Choir adjust its scheduling to deliver its programming in fewer classrooms.

In addition, there are two designed music rooms in M501. Both are currently allocated to Choir Academy and can continue to be allocated to Choir Academy in the future.

In 2010-2011, PA II currently enrolls 499 students in kindergarten through sixth grade. These students are served in 25 classes/sections.⁷

⁵ All current enrollment figures reference 2010 Audited Register

⁶ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

⁷ 2010 Audited Register.

The table below summarizes PA II's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that PA II is currently using.

2010-2011: PA II	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁸	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	28	4	3.0	0	0	0	3.0
Current Space Allocation	28	4	0.5	1	1	0	2.0

The ALC has the capacity to serve 80 students. The table below summarizes the ALC's baseline Footprint allocation and the amount of space that the ALC is currently using.

2010-2011: ALC	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁹	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	0	0.0	0	1	0	0.5
Current Space Allocation	5	0	0.0	0	1	0	0.5

As demonstrated in the table above, Choir Academy and the ALC are currently using classrooms in excess of their baseline Footprint allocation, with Choir Academy significantly in excess of its Footprint allocation. This implies that Choir Academy is not making the most efficient use of its space. PA II is below its baseline Footprint allocation by one full-size administrative space. The table below summarizes the available space within M501 after Choir Academy, PA II and the ALC have received their baseline.

2010-2011: Building M501	Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	18	0*	3.0

* Assumes 2 half-size rooms applied to meet PA II administrative space baseline

⁸ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

⁹ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

2011-2012

In 2011-2012, the DOE projects that Choir Academy will serve between 325-430 students in grades six through twelve in 20 sections.¹⁰ The table below summarizes Choir's baseline Footprint allocation and adjusted baseline allocation:

2011-2012: Choir Academy	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	17	4	3.0	0	0	0	3.0
Adjusted Baseline Allocation	18	3	3.0	0	0	0	3.0

The DOE has adjusted Choir Academy's baseline Footprint allocation for the following reason:

- Given the limited number of half-size classrooms that can accommodate self contained special education classes, Choir Academy's allocation includes 1 additional full-size classroom to accommodate 1 of its 3 self contained special education classes.

In 2011-2012, PA II is projected to serve between 555-595 students in kindergarten through seventh grade in 27 sections. The table below summarizes PA II's baseline Footprint allocation:

2011-2012: PA II	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	30	3	1.5	0	3	0	3.0

¹⁰ Total projection is consistent with budget register projections for 2011-2012.

In 2011-2012, PA I is projected to serve between 80-85 students in fourth grade in 4 sections. The table below summarizes PA I's baseline Footprint allocation and adjusted baseline allocation:

2011-2012: PA I	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	5	1	0.5	0	2	0	1.5
Adjusted Baseline Allocation	4	0	0.0	0	0	0	0.0

The DOE has adjusted PA I's baseline Footprint allocation for the following reason:

- PA I will utilize the cluster rooms and teachers that serve PA II. In addition, PA I will have limited supervisory staff at this location and will therefore utilize PA II's administrative space as needed.

The ALC will continue to have the capacity to serve 80 students. The table below summarizes the ALC's baseline Footprint allocation:

2011-2012: ALC	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ¹¹	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	0	0.0	0	1	0	0.5

After Choir Academy, PA I, PA II, and the ALC have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building M501	Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	10	2	2.0

The excess space will be allocated between Choir Academy and PA II 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. The space allocation for Choir Academy will continue to include the two choral rooms that are located in building M501 (room 273 and room 353) as part of its excess space allocation. While Choir Academy will receive fewer rooms than it currently uses, it will continue to receive more than its baseline Footprint allocation, which the DOE believes is sufficient to support middle and high school programs for the school's total enrollment.

¹¹ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	2011-2012 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)					Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
Choir Academy	18	3	3.0	0	0	0	3.0	8	0	0	2.0	26	3	0	5.0
PA II	30	3	1.5	0	3	0	3.0	2	2	0	0.0	32	8	0	1.5
PA I	4	0	0.0	0	0	0	0.0	0	0	0	0.0	4	0	0	0.0
ALC	4	0	0.0	0	1	0	0.5	0	0	0	0.0	4	1	0	0.5

2011-2012	2010-2011 GRAND TOTAL				2011-2012 GRAND TOTAL				CHANGE			
	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)
Choir Academy	32	6	0	6.0	26	3	0	5.0	-6	-3	0	-1.0
PA II	29	5	0	0.5	32	8	0	1.5	+3	+3	0	+1.0
PA I	0	0	0	0	4	0	0	0.0	+4	0	0	0.0
ALC	5	1	0.0	0	4	1	0	0.5	-1	0	0	+0.5

2012-2013

In 2012-2013, the DOE projects that Choir Academy will serve between 375-480 students in grades six through twelve in 21 sections.¹² The table below summarizes Choir’s baseline Footprint allocation:

2012-2013: Choir Academy	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	18	4	3.0	0	0	0	3.0
Adjusted Baseline Allocation	19	3	3.0	0	0	0	3.0

The DOE has adjusted Choir Academy’s baseline Footprint allocation for the following reason:

- Given the limited number of half-size classrooms that are configured to accommodate self contained special education classes, Choir Academy’s allocation includes 1 additional full-size classrooms to accommodate 1 of 3 self contained special education classes.

In 2012-2013, PA II is projected to serve 635-680 students in kindergarten through eighth grade in 30 sections. The table below summarizes PA II’s baseline Footprint allocation:

2012-2013: PA II	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	33	3	1.5	0	3	0	3.0

In 2012-2013, PA I is projected to serve between 95-100 students in fourth grade in 4 sections, maintaining the adjusted baseline allocation from the prior year. There are more students enrolled in this grade cohort than the prior year; however they can still be served in the same number of class sections (class size will increase).

2012-2013: PA I	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	4	0	0.0	0	0	0	0.0

¹²
Enrollment numbers are subject to change pending finalized projections for the 2012-2013 school year.

The ALC will continue to have the capacity to serve 80 students. The table below summarizes the ALC's baseline Footprint allocation and the amount of space that the ALC is currently using.

2012-2013: ALC	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ¹³	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	0	0.0	0	1	0	0.5

After Choir Academy, PA I, PA II and the ALC have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M501	Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	6	2	2.0

The excess space will be allocated between Choir Academy and PA II based upon the following factor: the physical location of the available space in relation to the location of each school within the building.¹⁴ The space allocation for Choir Academy will continue to include the two choral rooms that are located in building M501 (room 273 and room 353) as part of its excess space allocation.

The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	2012-2013 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)					Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
Choir Academy	19	3	3.0	0	0	0	3.0	6	0	0	2.0	25	3	0	5.0
PA II	33	3	1.5	0	3	0	3.0	0	2	0	0.0	33	8	0	1.5
PA I	4	0	0.0	0	0	0	0.0	0	0	0	0.0	4	0	0	0.0
ALC	4	0	0.0	0	1	0	0.5	0	0	0	0.0	4	1	0	0.5

¹³ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

¹⁴ Enrollment numbers are subject to change pending finalized projections for the 2013-14 school year.

2012-2013	2011-2012 GRAND TOTAL				2012-2013 GRAND TOTAL				CHANGE			
	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)
Choir Academy	26	3	0	5.0	25	3	0	5.0	-1	0	0	0
PA II	32	8	0	1.5	33	8	0	1.5	+1	0	0	0
PA I	4	0	0	0.0	4	0	0	0.0	0	0	0	0.0
ALC	4	1	0	0.5	4	1	0	0.5	0	0	0	0

2013-2014

PA I will no longer have their fourth grade at M501 and grades seven and eight of PA II will have been re-sited into private space.

The DOE projects that Choir Academy will serve between 455-560 students in grades six through twelve in 20 sections.¹⁵ The table below summarizes Choir’s baseline Footprint allocation:

2013-2014: Choir Academy	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	20	4	3.0	0	0	0	3.0
Adjusted Baseline Allocation	21	3	3.0	0	0	0	3.0

The DOE has adjusted Choir Academy’s baseline Footprint allocation for the following reason:

- Given the limited number of half-size classrooms that are configured to accommodate self contained special education classes, Choir Academy’s allocation includes 1 additional full-size classrooms to accommodate 1 of 3 self contained special education classes.

¹⁵ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

In 2013-2014, PA II is projected to serve 560-595 students in kindergarten through sixth grade in 27 sections. The table below summarizes PA II's baseline Footprint allocation:

2013-2014: PA II	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	30	3	1.5	0	3	0	3.0

The ALC will continue to have the capacity to serve 80 students. The table below summarizes the ALC's baseline Footprint allocation:

2013-2014: ALC	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ¹⁶	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	0	0.0	0	1	0	0.5

After Choir Academy, PA I and PA II have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M501	Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	11	2	2.0

The excess space will be allocated between Choir Academy and PA II based upon the following factor: the physical location of the available space in relation to the location of each school within the building.¹⁷ The space allocation for Choir Academy will continue to include the two choral rooms that are located in building M501 (room 273 and room 353) as part of its excess space allocation.

¹⁶ FSE refers to full-size equivalent rooms that may be used for administrative purposes.

¹⁷ Enrollment numbers are subject to change pending finalized projections for the 2013-2014 school year.

The full 2013-2014 room allocation plan is summarized below:

2013-2014	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	2013-2014 GRAND TOTAL			
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)					Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
Choir Academy	21	3	3.0	0	0	0	3.0	9	2	0	2.0	39	5	0	5.0
PA II	30	3	1.5	0	3	0	3.0	2	0	0	0.0	32	6	0	1.5
ALC	4	0	0.0	0	1	0	0.5	0	0	0	0.0	4	1	0	0.5

2013-2014	2012-2013 GRAND TOTAL				2013-2014 GRAND TOTAL				CHANGE			
	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)
Choir Academy	25	3	0	5.0	39	5	0	5.0	+14	+2	0	0
PA II	33	8	0	1.5	32	6	0	1.5	-1	-2	0	0
ALC	4	1	0	0.5	4	1	0	0.5	0	0	0	0

This will be the long-term space allocation for PA II, Choir Academy and the ALC.

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 M501. 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.

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>.)

The below proposed schedule is 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 of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day. 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 next year, based on the 2010-2011 Campus Audit submitted by the Building Council.^{18,19}

In planning how the schools in the building 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 and comparably. The proposed plan maintains each school's current use of the shared spaces this year and/or calls for each school to use a given shared space in proportion to its enrollment; thus, the DOE believes this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.

In 2011-2012, the DOE projects Choir Academy will serve 325-430 students; PA II will serve 555-595 students; PA I will serve 80-85 students, and the ALC will continue to serve up to 80 students; attendance will vary daily. As enrollment at PA I and PA II changes in the following years, this shared space plan would be revised accordingly.

Normal school hours for Choir Academy are 8:00am-3:18pm, for PA I and PA II are 7:30am-4:00pm, and for the ALC are 8:30am-2:30pm.²⁰

Cafeteria

- 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 within this proposed allocation of time.

¹⁸ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

¹⁹ See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>

²⁰ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

- The capacity of the cafeteria is 611 students. The proposed schedule would allocate PA I, PA II and Choir Academy two 45 minute lunch periods each, and would allocate one 30 minute lunch period to the ALC . We anticipate that PA I fourth graders will eat lunch during only one lunch period, with PA II fourth graders, either from 10:30-11:15am or from 11:15am-12:00pm. The cafeteria can accommodate all of these students during these lunch periods.
- Although PA I students are allocated 45 minutes for lunch and students at the ALC are only allocated 30 minutes for lunch, PA I is projected to serve 80-85 fourth graders in 2011-12, whereas the ALC has a capacity to serve a maximum of 80 students but average attendance in M501 is 46 students in 2010-2011.
- Because PA I and PA II will both serve elementary school students, they have been given the earlier lunch periods. Because Choir Academy serves middle and high school students, it has been given the later lunch periods.
- The DOE notes that 30 minutes of the lunch schedule is shared between PA I, PA II and Choir Academy. Choir Academy and PA II currently share the cafeteria for 1 hour and 25 minutes (between 11:30am and 12:55pm). Therefore, we believe that sharing the cafeteria for 30 minutes, a lesser amount of time, should not be a problem for these schools.
- Although the proposed schedule deviates from strict proportionality based on school enrollment, the DOE believes that this schedule is equitable and comparable. However, the Building Council is empowered to make alternative arrangements to the lunch schedule provided that the Building Council comes to an agreement on the new lunch schedule collaboratively.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M501. Given that the capacity of the cafeteria is 611 students, the DOE has allocated the same duration and time to Choir Academy and the ALC for breakfast. Since PA I and PA II will serve elementary school students, they have been allocated a separate period for breakfast.

Library

- Time in the library is currently scheduled by the school librarian. This proposal allocates time in the library to the three school organizations and the ALC in proportion to their respective enrollments. The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The Building Council currently manages auditorium scheduling based on the school calendar. The proposed schedule below allocates time in the auditorium to the three school organizations and the ALC in approximate proportion²¹ to their respective enrollments. The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

²¹ The schedule would provide Choir Academy with a slightly larger-than-proportional use of the auditorium, which the DOE believes is appropriate given the nature of Choir's programs.

Gymnasium

- In the schedule below, the DOE assumes that two class sections may use the gymnasium at the same time and that one school will use both halves of the gymnasium at the same time.
- This proposal allocates time in the gymnasium to the three school organizations and the ALC in proportion to their respective enrollments. PA I is allocated 2.5 hours per week, Choir Academy is allocated 15.5 hours per week, PA II is allocated 19.5 hours per week, and the ALC is allocated 2.5 hours per week.
- All of PA I's hours in the gymnasium are allocated outside of Choir Academy's regular school day. In addition, a portion of the last period of PA II's gym time is outside of Choir Academy's regular school day, but does not conflict with Choir Academy's after school programs.
- The DOE notes that currently the ALC is not allocated any time in the gymnasium, but the DOE has allocated 2.5 hours per week to the ALC on the schedule below. Since ALC students are only in M501 temporarily while on suspension, the DOE believes this amount of time will satisfy the ALC's needs.

Playground

- The proposed schedule below allocates time in the playground to all four school organizations in proportion to their respective enrollments.
- The playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess either before, during, or after their lunch period. Because PA I and PA II are sharing lunch periods (the DOE assumes that PA I fourth graders will eat lunch with PA II fourth graders during one of the periods), they are sharing playground time during these periods as well. In addition, Choir Academy and the ALC are sharing playground time from 1-1:30pm. At all other times, the playground is allocated to only one school.

Dance Room

- The proposed schedule below allocates time in the dance room to the three school organizations and the ALC roughly in proportion to their respective enrollments. PA I students are allocated slightly more time in the dance room than the ALC because PA I is projected to serve 80-85 fourth graders in 2011-12, whereas the ALC has a capacity to serve a maximum of 80 students but average attendance in M501 is 46 students in 2010-2011. The Building Council is free to deviate from this proposal to accommodate specific programmatic needs of each school as is feasible and equitable, provided that the Building Council comes to an agreement collaboratively.

Afterschool

- Choir Academy and PA II currently split the gymnasium for afterschool activities between 3:45pm and 6:00pm. 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 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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 611)	<p><u>Breakfast</u> PA I & PA II: 7:00-7:30am Choir Academy & ALC: 7:30 – 8:00am</p> <p><u>Lunch</u> PA I & PA II: 10:30 – 12:00pm Choir Academy: 11:30 – 1:00pm ALC: 1:00pm-1:30pm</p>	<p><u>Breakfast</u> PA I & PA II: 7:00-7:30am Choir Academy & ALC: 7:30 – 8:00am</p> <p><u>Lunch</u> PA I & PA II 10:30 – 12:00pm Choir Academy: 11:30 – 1:00pm ALC: 1:00pm-1:30pm</p>	<p><u>Breakfast</u> PA I & PA II: 7:00-7:30am Choir Academy & ALC: 7:30 – 8:00am</p> <p><u>Lunch</u> PA I & PA II 10:30 – 12:00pm Choir Academy: 11:30 – 1:00pm ALC: 1:00pm-1:30pm</p>	<p><u>Breakfast</u> PA I & PA II: 7:00-7:30am Choir Academy & ALC: 7:30 – 8:00am</p> <p><u>Lunch</u> PA I & PA II 10:30 – 12:00pm Choir Academy: 11:30 – 1:00pm ALC: 1:00pm-1:30pm</p>	<p><u>Breakfast</u> PA I & PA II: 7:00-7:30am Choir Academy & ALC: 7:30 – 8:00am</p> <p><u>Lunch</u> PA I & PA II 10:30 – 12:00pm Choir Academy: 11:30 – 1:00pm ALC: 1:00pm-1:30pm</p>
Library	<p>PA I: 8:00-8:30am Choir: 8:30am-11:30am ALC: 11:30am-12:00pm PA II: 12:00pm-3:30pm</p>	<p>PA I: 8:00-8:30am Choir: 8:30am-11:30am ALC: 11:30am-12:00pm PA II: 12:00pm-3:30pm</p>	<p>PA I: 8:00-8:30am Choir: 8:30am-11:30am ALC: 11:30am-12:00pm PA II: 12:00pm-3:30pm</p>	<p>PA I: 8:00-8:30am Choir: 8:30am-11:30am ALC: 11:30am-12:00pm PA II: 12:00pm-3:30pm</p>	<p>PA I: 8:00-8:30am Choir: 8:30am-11:30am ALC: 11:30am-12:00pm PA II: 12:00pm-3:30pm</p>
Gymnasium (Capacity: 500)	<p>PA I: 7:30-8am PA II: 8-10:30am & 2:30-3:30pm ALC: 10:30-11am Choir Academy: 11am-2:30pm</p>	<p>PA I: 7:30-8am PA II: 8-10:30am & 2:30-3:30pm ALC: 10:30-11am Choir Academy: 11am-2:30pm</p>	<p>PA I: 7:30-8am PA II: 8-10:30am & 2:30-3:30pm ALC: 10:30-11am Choir Academy: 11am-2:30pm</p>	<p>PA I: 7:30-8am PA II: 8-10:30am & 2:30-3:30pm ALC: 10:30-11am Choir Academy: 11am-2:30pm</p>	<p>PA I: 7:30-8am PA II: 8-10:30am & 2:30-3:30pm ALC: 10:30-11am Choir Academy: 11am-2:30pm</p>
Auditorium (Capacity: 600)	<p>PA II: 7:30am-11am ALC: 11am-11:30am Choir Academy: 11:30am-3pm PA I: 3pm-3:30pm</p>	<p>PA II: 7:30am-11am ALC: 11am-11:30am Choir Academy: 11:30am-3pm PA I: 3pm-3:30pm</p>	<p>PA II: 7:30am-11am ALC: 11am-11:30am Choir Academy: 11:30am-3pm PA I: 3pm-3:30pm</p>	<p>PA II: 7:30am-11am ALC: 11am-11:30am Choir Academy: 11:30am-3pm PA I: 3pm-3:30pm</p>	<p>PA II: 7:30am-11am ALC: 11am-11:30am Choir Academy: 11:30am-3pm PA I: 3pm-3:30pm</p>
Other: Playground	<p>Choir Academy: 8:30-10:30am 12-1:30pm PA I & PA II: 10:30am-12pm</p>	<p>Choir Academy: 8:30-10:30am 12-1:30pm PA I & PA II: 10:30am-12pm</p>	<p>Choir Academy: 8:30-10:30am 12-1:30pm PA I & PA II: 10:30am-12pm</p>	<p>Choir Academy: 8:30-10:30am 12-1:30pm PA I & PA II: 10:30am-12pm</p>	<p>Choir Academy: 8:30-10:30am 12-1:30pm PA I & PA II: 10:30am-12pm</p>

	ALC: 1-2pm PA II:2-3:30pm				
Other: Dance Room	ALC: 8:30-9:00am PA II: 9:00am-11:30am Choir Academy: 11:30am-2pm PA I: 2-3pm	ALC: 8:30-9:00am PA II: 9:00am-11:30am Choir Academy: 11:30am-2pm PA I: 2-3pm	ALC: 8:30-9:00am PA II: 9:00am-11:30am Choir Academy: 11:30am-2pm PA I: 2-3pm	ALC: 8:30-9:00am PA II: 9:00am-11:30am Choir Academy: 11:30am-2pm PA I: 2-3pm	ALC: 8:30-9:00am PA II: 9:00am-11:30am Choir Academy: 11:30am-2pm PA I: 2-3pm

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; 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 leader/designee of PA I will be part of the M501 School Safety Committee. As a member of the School Safety Committee, the leader/designee of PA I 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 PA I will be addressed on an ongoing basis. Moreover, the Safety Plan for the M501 school building will be modified as appropriate to meet any changing security needs associated with the co-location. PA I will enter information in the M501 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 M501 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 2010,²² 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. 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 eligible District 75 programs by the principals of the schools and/or eligible programs, 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 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.

²² Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.