

REVISED BUILDING UTILIZATION PLAN

On January 21, 2011, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (“EIS”) and Building Utilization Plan (“BUP”) describing a proposal to relocate the middle school grades (5-8) of Girls Preparatory Charter School (84M330, hereafter “Girls Prep Middle School” or “Girls Prep”), an existing public charter school currently serving girls in Kindergarten through sixth grade, to Building M060, located at 420-1 East 11th Street, New York, NY 10009 in Community School District 1. In M060, Girls Prep Middle School will co-locate with East Side Community School, (01M450, “East Side Community”) an existing District 1 choice school serving grades six through twelve starting in 2011-2012. This proposal was approved by the Panel for Educational Policy (“PEP”) on March 23, 2011.

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

- The proposed shared space schedule on pages 11-12 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;
- Projected enrollments for the schools have been updated to reflect the most current available information and;
- The room allocation charts have been reformatted 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 PEP.

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 Girls Prep and East Side Community. It also includes a proposal for the collaborative usage of shared resources and spaces between Girls Prep and East Side Community, 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 ADMINSTRATIVE 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 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

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

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 12, 2011 by Richard Bocchicchio, Director of Space Planning, building M060 has a total of 50 full size classrooms/spaces³ (including 1 full size science lab), 15 half-size classrooms/spaces,⁴ the equivalent of 4.5 rooms of designed administrative space, and 3 quarter size rooms which can be utilized as administrative offices/spaces.⁵ M060 building also contains 2 gymnasiums, an auditorium, lunchroom, 2 libraries (each school maintains their own library space) and a large courtyard play area. There is a large Parks Department playground adjacent to the building.

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3 full size and one half-size classrooms for student support services or resource rooms 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.

⁵ Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

The School Based Support Team (SBST) currently occupies 1 full size room of designed administrative space in the M060 building. The Beacon University Settlement currently operates out of 1 half size space in the M060 building. Beacon University Settlement is a Community Based Organization (CBO) that serves the local community. Lastly, the nurse for East Side Community operates out of 1 quarter size room, in the M060 building. The custodian and Ross Global nurse currently operate out of 1 half size space each. In the future, Girls Prep may have a nurse occupy the space currently occupied by Ross Global's nurse, but at present the half-size space will be allocated to Girls Prep due to its proximity to Girls Prep's classroom spaces. Excluding all of these rooms, the M060 building has a total of 50 full size classrooms (including 1 science lab/demo room), 12 half-size classrooms/spaces, the equivalent of 3.5 full-size rooms of designed administrative spaces, and 2 quarter-size administrative spaces remaining that can be allocated to schools. The half-size space currently occupied by Ross Global's nurse is excluded from M060's room count for the 2010-2011 school year but it will be included for subsequent years, increasing M060's total number of half-size spaces to 13. The building's science lab is currently included in East Side Community's allocation of full-size classrooms and will continue to be part of East Side Community's allocation after Ross Global closes and Girls Prep is sited in M060.

2010-2011

In 2010-2011, East Side Community enrolls 599 students in sixth through twelfth grade (including students with disabilities). These students are served in 30 classes/sections (including students with disabilities).⁶

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

2010-2011: East Side Community	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁷	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	28	3	2.5	1	0	2	4.0
Current Space Allocation	28	8	2.5	1	0	2	4.0

In 2010-2011, Ross Global enrolls 396 students (including students with disabilities) in kindergarten through eighth grade.⁸ These students are served in 18 classes/sections (including students with disabilities).

⁶ 2010 Audited Register

⁷ FSE refers to full size equivalent rooms that may be used for administrative purposes.

⁸ 2010 Audited Register

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

2010-2011: Ross Global	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	21	2	3.0	0	0	0	3.0
Current Space Allocation	21	2	1.0	0	2	0	2.0

Ross Global is operating with the equivalent of one full-size administrative space below its baseline allocation.

The remaining space available within M060 as shown in the table below:

2010-2011: Building M060	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocation	0	3	0

These rooms are currently allocated to East Side Community.

2011-2012

Ross Global will close at the end of the 2010-2011 school year. In 2011-2012, the DOE projects that East Side Community will continue to serve between 570-640 students and would continue to maintain its current class sections and baseline allocation.¹⁰ The table below shows East Side Community’s baseline allocation which it will maintain moving forward:

2011-2012: East Side Community	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 Allocation	28	3	2.5	1	0	2	4.0

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

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

Girls Prep would relocate its existing middle school grades, five and six to M060; in addition, Girls Prep would continue to expand to serve seventh grade in 2011-2012. In 2011-2012, the DOE projects that Girls Prep will serve between 190-200 students in 9 classes in grades five through seven (including students with disabilities) in the M060 building.

The table below summarizes Girls Prep’s baseline Footprint:

2011-2012: Girls Prep	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	9	1	1.0	0	2	0	2.0

After East Side Community and Girls Prep have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building M060	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	12	7	0

The excess space will be allocated between East Side Community and Girls Prep 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. In addition, to minimize the number of rooms changing hands year to year, the DOE is suggesting that Girls Prep receive 6 of the remaining 12 full size classrooms after receiving its baseline allocation in anticipation of its growth in the following year (2012-2013). 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)
East Side Community	28	3	2.5	1	0	2	4.0	6	5	0	0.0	35	8	2	2.5
Girls Prep	9	1	1.0	0	2	0	2.0	6	2	0	0.0	15	5	0	1.0

	<u>2010-2011 GRAND TOTAL</u>				<u>2011-2012 GRAND TOTAL</u>				<u>CHANGE</u>			
	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)
East Side Community	29	8	2	2.5	35	8	2	2.5	+6	0	0	0
Girls Prep	0	0	0	0	15	5	0	1.0	+15	+5	0	+1.0

2012-2013

In 2012-2013, the DOE projects that East Side Community will continue to serve between 570-640 students and would continue to maintain its current baseline allocation.

2012-2013: East Side Community	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 Allocation	28	3	2.5	1	0	2	4.0

In 2012-2013, the DOE projects that Girls Prep will serve between 260-275 students in 11 classes in grades five through eight. The table below summarizes Girls Prep's baseline Footprint:

2012-2013: Girls Prep	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	12	1	1.0	1	2	0	3.0

After East Side Community and Girls Prep have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M060	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	8	7	0

The excess space will be allocated between East Side Community and Girls Prep 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 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)
East Side Community	28	3	2.5	1	0	2	4.0	4	5	0	0.0	33	8	2	2.5
Girls Prep	12	1	1.0	1	2	0	3.0	4	2	0	0.0	17	5	0	1.0

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)
East Side Community	35	8	2	2.5	33	8	2	2.5	-2	0	0	0
Girls Prep	15	5	0	1.0	17	5	0	1.0	+2	0	0	0

2013-2014

In 2013-2014, the DOE projects that East Side Community will continue to serve between 570-640 students and would continue to maintain its current space allocation. The table below shows East Side Community’s baseline allocation:

2013-2014: East Side Community	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 Allocation	28	3	2.5	1	0	2	4.0

In 2013-2014, the DOE projects that Girls Prep will serve between 280-300 students in 12 classes in grades five through eight. The table below summarizes Girls Prep's baseline allocation:

2013-2014: Girls Prep	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 Allocation	13	1	1.0	1	2	0	3.0

After East Side Community and Girls Prep have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M060	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	7	7	0

The excess space will be allocated between East Side Community and Girls Prep 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 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)
East Side Community	28	3	2.5	1	0	2	4.0	4	5	0	0.0	33	8	2	2.5
Girls Prep	13	1	1.0	1	2	0	3.0	3	2	0	0.0	17	5	0	1.0

2013-2014	<u>2012-2013 GRAND TOTAL</u>				<u>2013-2014 GRAND TOTAL</u>				<u>CHANGE</u>			
	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 Designe d Admin (FSE)
East Side Community	33	8	2	2.5	33	8	2	2.5	0	0	0	0
Girls Prep	17	5	0	1.0	17	5	0	1.0	0	0	0	0

Unless later amended, this will serve as the permanent allocation of space in future years. Amendments may be made based on changes in enrollment.

Shared Space Plan

A proposed shared space plan is below. This plan takes into account collaborative input provided by the principal of East Side Community and Girls Prep’s leadership. 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 M060. 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. The Building Council at M060 has drafted a shared space plan but has not yet finalized the plan. (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 lunch schedules for the existing school 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, the start of the school day based on the Office of Pupil Transportation’s bus schedule for a regular school day, and input provided by the Building Council.^{11,12} For the reasons set forth below, and taking into consideration the respective requirements of each program, the student populations they serve, and building capacity, the DOE has concluded that the proposed shared space plan is both feasible and equitable, consistent with the requirements of the charter law.

¹¹ <http://www.p12.nysed.gov/ciai/>

¹² See DOE’s School Food Website at <http://www.opt-osfns.org/osfns/>

Cafeteria:

- The total time allocated to each organization in the cafeteria is based upon each organization's projected enrollment, capacity of the cafeteria, and grade levels served. The amount of time the proposed schedule allocates to each school for lunch is proportional to its enrollment in the building. The amount of time allocated for breakfast is roughly proportional, and also takes into account the different start times for each school.
- Each organization will be able to accommodate its students in the cafeteria with this proposed allocation of time. The cafeteria has the capacity to accommodate 300 students. Therefore, East Side Community will need to schedule its lunch time in shifts in order to accommodate its projected enrollment of 570-640 students. The proposed schedule below assumes that in 2011-2012, East Side Community would serve three 50 minute lunch periods with approximately 190-215 students served in each period. If East Side Community preferred to have fewer lunch periods with more students in each period, the cafeteria could accommodate the school in two 50 minute lunch periods with approximately 285-300 students served in each period. In either event, all East Side Community students could be accommodated in the cafeteria for lunch.

Library and Gymnasium

- East Side Community and Girls Prep will each have access to their own gymnasium and library spaces.

Auditorium

- The proposed shared space schedule would allocate East Side Community the majority of time to the auditorium (31.5 hours weekly) given that it serves the largest enrollment of students as compared to Girls Prep. Girls Prep has been allocated 12.5 hours weekly. When possible, the proposed shared space schedule allocates time in periods that align with the timing of class periods. The time allocation of the auditorium is approximately proportionate given the aim of allocating time in increments equal to one whole class period. Thus, the DOE believes that the overall proposed auditorium allocation is equitable. The Building Council may deviate from this proposed Shared Space plan to serve the co-located schools' needs.

Playground

- The allocation of time on the playground is based on the projected enrollment of each school and the hours each school is open. The proposed shared space schedule allocates East Side Community the majority of playground time (29 hours weekly) proportional to its enrollment. Girls Prep has been allocated 11 hours weekly. Additionally, East Side Community's playground time is loosely aligned to their cafeteria schedule to allow the school the option of offering students a recess before, during or after their lunch period. Girls Prep's allocated playground time does not correspond with its lunch period because they have access to the playground in the afternoon during the extended portion of their school day. However, because the proposed schedule also provides Girls Prep with additional playground time after East Side Community's day ends, but before Girls Prep day ends, the DOE believes the overall allocation of time is equitable. ,

After School Programs

The leaderships of both schools are currently working to determine the use of shared space by both schools and partner organizations after normal school hours. The DOE notes that Girls Prep operates with an extended school day from 8:00am to 5:00pm, such that its after-school programs take place from 5:00pm to 6:00pm. The following programs will be accommodated in the building after normal school hours

- East Side Community runs a large homework program after normal school hours in addition to several smaller programs. Girls Prep offers an Empire Camp after-school program in addition to several clubs including chess, dance, basketball, fitness and music.
- Building M060 also houses an after-school Beacon program, which will provide services to both schools going forward and use shared spaces.

- Neither school has decided upon specific plans for the times and locations of these existing programs. The DOE believes that these programs can be accommodated after the co-location. In addition, each school may launch additional after-school programs.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

In 2011-2012, the DOE projects East Side Community to serve 570-640 students, and for Girls Prep to serve 190-200 students. As Girls Prep’s enrollment increases each year, this shared plan would be revised accordingly.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 300)	<p><u>BREAKFAST:</u> Girls Prep 7:15-8:00am</p> <p>East Side Community 7:45-9:00am</p> <p><u>LUNCH:</u> Girls Prep 11:40am-12:30pm</p> <p>East Side Community 10:40-11:30am 12:40-1:30pm 1:40-2:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:15-8:00am</p> <p>East Side Community 7:45-9:00am</p> <p><u>LUNCH:</u> Girls Prep 11:40am-12:30pm</p> <p>East Side Community 10:40-11:30am 12:40-1:30pm 1:40-2:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:15-8:00am</p> <p>East Side Community 7:45-9:00am</p> <p><u>LUNCH:</u> Girls Prep 11:40am-12:30pm</p> <p>East Side Community 10:40-11:30am 12:40-1:30pm 1:40-2:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:15-8:00am</p> <p>East Side Community 7:45-9:00am</p> <p><u>LUNCH:</u> Girls Prep 11:40am-12:30pm</p> <p>East Side Community 10:40-11:30am 12:40-1:30pm 1:40-2:30pm</p>	<p><u>BREAKFAST:</u> Girls Prep 7:15-8:00am</p> <p>East Side Community 7:45-9:00am</p> <p><u>LUNCH:</u> Girls Prep 11:40am-12:30pm</p> <p>East Side Community 10:40-11:30am 12:40-1:30pm 1:40-2:30pm</p>
Library	Each school will maintain their own library space in the M060 building.	Each school will maintain their own library space in the M060 building.	Each school will maintain their own library space in the M060 building.	Each school will maintain their own library space in the M060 building.	Each school will maintain their own library space in the M060 building.
Gymnasiums (Capacity: 250 each)	Each school will maintain their own gym space in the M060 building	Each school will maintain their own gym space in the M060 building	Each school will maintain their own gym space in the M060 building	Each school will maintain their own gym space in the M060 building	Each school will maintain their own gym space in the M060 building

Auditorium (Capacity: 700)	Girls Prep 7:30-9:00am 11:30am-12:30pm East Side Community 9:00-11:30am 12:30-4:30pm	Girls Prep 7:30-9:00am 11:30am-12:30pm East Side Community 9:00-11:30am 12:30-3:30pm			
Other: Playground	Girls Prep 9:00-10:00am 3:45-5:00pm East Side Community 10:00-3:45pm	Girls Prep 9:00-10:00am 3:30-5:00pm East Side Community 10:00-3:30pm			

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 Girls Prep Middle School will be part of the M060 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Girls Prep Middle School 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 Girls Prep Middle School will be addressed on an ongoing basis. Moreover, the Safety Plan for the M060 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Girls Prep Middle School will enter information in the M060 Building’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 M060 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 2010,¹³ 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 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.

¹³ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.