BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and temporarily site East Harlem Scholars Academy Charter School (84MTBD, "East Harlem Scholars"), a new public charter school that would serve students in kindergarten through fifth grade, in Building M013 ("M013"), located at 1573 Madison Avenue in Manhattan, in Community School District 4. East Harlem Scholars would be co-located in M013 with Central Park East I (04M497, "CPE"), J.H.S. 013 Jackie Robinson (04M013, "J13"), and Central Park East High School (04M555, "CPEHS"). This is a proposal to incubate East Harlem Scholars in M013 for two years – the 2011-2012 and 2012-2013 school years, meaning East Harlem Scholars will be sited temporarily in this location, and will not reach its full grade span during the period of this co-location. The DOE will evaluate the space available in M013 and other District 4 locations and will issue a new EIS for the long-term siting of East Harlem Scholars based on the most appropriate space available for the 2013-2014 school year and beyond.

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 East Harlem Scholars, J13, CPE and CPEHS. It also includes a proposal for the collaborative usage of shared resources and spaces between East Harlem Scholars, J13, CPE and CPEHS, 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. 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 to these capacity generating instructional rooms, 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

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

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 classrooms[2] 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 October 18, 2010 by Richard Bocchicchio, Director of Space Planning, building M013 has a total of 54 full-size classrooms/spaces,[3] four full-size science demonstration labs, one full-size science lab, 28 half-size classrooms/spaces,[4] the equivalent of 1.5 rooms of designed administrative office/space, and three quarter-size rooms which can be utilized as administrative offices/spaces.[5] M013 building also contains a gymnasium, auditorium, lunchroom, two libraries and an outside recreational area.

The following rooms are used by Community Based Organizations ("CBO") or building-wide services and will therefore not be included in individual school space allocations:

- Girls Inc., a CBO, occupies one full-size classroom/space
- Harlem Family Institute, a CBO, occupies one half-size classroom/space
- East Harlem Tutorial, a CBO, occupies one full-size classroom/space
- Northside, a CBO, occupies one half-size classroom/space
- School Food occupies one half-size classroom/space as an office
- School Safety occupies one half-size classroom/space as an office
- The School Based Health Clinic, operating by Mt. Sinai, occupies one full-size classroom/space
- The nurse occupies one half-size classroom/space

Excluding the classrooms/spaces above, the M013 building has a total of 56 full-size classrooms (including five full-size science lab/demo rooms), 23 half-size classrooms/spaces, 1.5 designed administrative office/space, and three quarter-size administrative offices/spaces remaining that can be allocated to schools.

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[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 one half-size 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 utilizaed as administrative/office space or as resource rooms.

2010-2011

In 2010-2011, CPE currently enrolls 189 students in kindergarten through fifth grade and 17 students in pre-kindergarten. These students are served in nine classes/sections.[6]

The table below summarizes CPE's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and CPE's current allocation.

2010-2011: CPE	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	12	2	0.0	1	2	2	3.0
Current Space Allocation	12	2	0.0	0	1	2	1.0

CPE currently operates with less administrative space than indicated by the baseline Footprint.
In 2010-2011, CPEHS currently enrolls 402 students in ninth through twelfth grade.[8] The table below summarizes CPEHS' baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and CPEHS' current allocation.

2010-2011: CPEHS	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	16	2	1.5	0	3	0	3.0
Current Space Allocation	19	6	1.5	0	3	1	3.25

In 2010-2011, J13 currently enrolls 265 students in sixth through eighth grade in 12 sections.[9] The table below summarizes J13's baseline Footprint allocation, and the amount of space that J13 is currently using.

2010-2011: J13	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	10	4	0.0	0	6	0	3.0
Current Space Allocation	25	5	0.0	0	6	0	3.0

[6] 2010-2011 Audited Register Data
[7] FSE refers to full-size equivalent rooms that may be used for administrative purposes.
[8] 2010-2011 Audited Register Data
[9] 2010-2011 Audited Register Data

As demonstrated in the table above, J13 and CPEHS are currently using several classrooms and spaces in excess of their baseline Footprint allocations. CPE is one half-size space below their baseline Footprint allocation. The table below summarizes the available space within M013.

2010-2011: Building M013	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Adjusted Baseline Allocation	18	5	0

2011-2012

In 2011-2012, East Harlem Tutorial will no longer be allocated one dedicated full-size classroom/space to deliver their CBO services. This means that there are now 57 full-size classrooms/spaces to allocate among the schools in the building.

In 2011-2012, the DOE projects that CPE will serve between 185-215 students and would continue to have nine classes, maintaining the baseline Footprint allocation from the prior year.[10] CPE should receive additional space to reach the baseline for administrative rooms. The table below outlines CPE's baseline Footprint allocation:

2011-2012: CPE	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	2	0.0	2	1	2	30

In 2011-2012, the DOE projects that CPEHS will serve between 445-490 students in 20 sections.[11] The table below outlines CPEHS' baseline Footprint allocation:

2011-2012: CPEHS	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	2	1.5	0	3	0	3.0

In 2011-2012, the DOE projects that J13 will serve between 240-270 students in 12 sections, maintaining their baseline Footprint allocation from the prior year.[12] The table below outlines J.H.S.13's baseline Footprint allocation:

2011-2012: J13	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	10	4	0.0	2	2	0	3.0

[10] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.
[11] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.
[12] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

In 2011-2012, East Harlem Scholars will serve 90-100 students in kindergarten and first grade in four sections.[13] The table below outlines East Harlem Scholar's baseline Footprint allocation:

2011-2012: East Harlem Scholars	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	0.0	1	1	0	1.5

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

2011-2012: Building M013	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	5	6	1

The excess space will be allocated between the schools in the building based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.[14] 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 Rooms15
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
CPE	12	2	0.0	2	1	2	1.0	0	0	0
CPEHS	20	2	1.5	0	3	0	3.0	3	5	1
J13	10	4	0.0	2	2	0	3.0	2	1	0
East Harlem Scholars	5	1	0.0	1	1	0	1.5	0	0	0

For J13, while the school will continue to have rooms in excess of its baseline allocation, it will experience a significant reduction in space for 2011-2012.

[13] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.
[14] This number is subject to change pending final enrollment projections.
[15] For the M013 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full-size classrooms, half-size classrooms and quarter-size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter-size equivalent spaces/offices (less than 240 square feet).

2012-2013

In 2012-2013, the DOE projects that CPE will continue to serve between 185-215 students and would continue to have nine class sections.[16] The table below outlines CPE's baseline Footprint allocation:

2012-2013: CPE	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	2	0.0	2	1	2	3.0

In 2012-2013, the DOE projects that CPEHS will serve between 470-515 students in 21 sections.[17] The table below outlines CPEHS' baseline Footprint allocation:

2012-2013: CPEHS	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	21	3	1.5	0	3	0	3.0

In 2012-2013, the DOE projects that J13 will serve between 225-255 students in 12 sections, maintaining their baseline Footprint allocation from the prior year.[18] The table below outlines J.H.S.13's baseline Footprint allocation:

2012-2013: J13	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	10	4	0.0	2	2	0	3.0

In 2012-2013, East Harlem Scholars will serve 135-150 students in kindergarten through second grade in six sections.[19] The table below outlines East Harlem Scholar's baseline Footprint allocation:

2012-2013: East Harlem Scholars	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	7	1	0.0	1	2	0	2.0
Adjusted Footprint Allocation	8	0	0.0	1	2	0	2.0

The DOE adjusted East Harlem Scholar's baseline Footprint allocation for the following reason:

- Given the anticipated location of East Harlem Scholar within M013, there will be an insufficient number of half-size classrooms to achieve East Harlem Scholar's resource room allocation. Therefore, one full-size room was allocated in lieu of one half-size resource room.

[16] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.
[17] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.
[18] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.
[19] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

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

2012-2013: Building M013	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	1	6	1

The excess space will be allocated between the schools in the building based upon the physical location of the available space in relation to the location of each school within the building.[20] 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[21]
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
CPE	12	2	0.0	2	1	2	3.0	0	0	0
CPEHS	21	3	1.5	0	3	0	3.0	1	5	1
J13	10	4	0.0	2	2	0	3.0	0	1	0
East Harlem Scholars	8	0	0.0	1	2	0	2.0	0	0	0

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 M013. 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 plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council shall follow the dispute resolution procedures outlined in the Campus Policy Memo which follows).

The DOE projects CPE to serve 185-215 students in 2011-2012. CPEHS will serve 445-490 students in 2011-2012. J13 will serve 240-270 students in 2011-2012. East Harlem Scholars will serve 90-100 students in 2011-2012. As East Harlem Scholars' enrollment increases each year, this shared plan would be revised accordingly.

[20] This number is subject to change pending final enrollment projections.

[21] For the M013 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full-size classrooms, half-size classrooms and quarter-size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter-size equivalent spaces/offices (less than 240 square feet).

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 375)	**BREAKFAST** **7:10 – 7:30am:** CPEHS & J13 **7:30 – 7:50am:** CPE & East Harlem Scholars **LUNCH** **11:20 – 12:05pm:** J13 **12:00 – 12:45pm:** CPE & East Harlem Scholars**12:44 – 1:29pm:** CPEHS & J13	**BREAKFAST** **7:10 – 7:30am:** CPEHS & J13 **7:30 – 7:50am:** CPE & East Harlem Scholars **LUNCH** **11:20 – 12:05pm:** J13 **12:00 – 12:45pm:** CPE & East Harlem Scholars **12:44 – 1:29pm:** CPEHS & J13	**BREAKFAST** **7:10 – 7:30am:** CPEHS & J13 **7:30 – 7:50am:** CPE & East Harlem Scholars **LUNCH** **11:20 – 12:05pm:** J13 **12:00 – 12:45pm:** CPE & East Harlem Scholars **12:44 – 1:29pm:** CPEHS & J13	**BREAKFAST** **7:10 – 7:30am:** CPEHS & J13 **7:30 – 7:50am:** CPE & East Harlem Scholars **LUNCH** **11:20 – 12:05pm:** J13 **12:00 – 12:45pm:** CPE & East Harlem Scholars **12:44 – 1:29pm:** CPEHS & J13	**BREAKFAST** **7:10 – 7:30am:** CPEHS & J13 **7:30 – 7:50am:** CPE & East Harlem Scholars **LUNCH** **11:20 – 12:05pm:** J13 **12:00 – 12:45pm:** CPE & East Harlem Scholars **12:44 – 1:29pm:** CPEHS & J13
Library	**All day:** CPEHS	**All day:** J13	**All day:** CPEHS	**All day:** J13	**9:00 – 12:00pm:** CPEHS **12:00 – 3:00pm:** J13
Gymnasium (Capacity: 510)	**9:00 – 12:00pm:** CPEHS **12:00 – 3:00pm:** East Harlem Scholars	**9:00 – 12:00pm:** CPE **12:00 – 3:00pm:** CPEHS	**9:00 – 12:00pm:** CPEHS **12:00 – 3:00pm:** J13	**9:00 – 12:00pm:** J13 **12:00 – 3:00pm:** CPEHS	**9:00 – 12:00pm:** CPEHS **12:00 – 3:00pm:** CPE
Auditorium (Capacity: 506)	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.
Other: Playground	**9:00 – 12:30pm:** CPE & East Harlem Scholars **12:30 – 3:00pm:** CPEHS & J13	**9:00 – 12:30pm:** CPE & East Harlem Scholars **12:30 – 3:00pm:** CPEHS & J13	**9:00 – 12:30pm:** CPE & East Harlem Scholars **12:30 – 3:00pm:** CPEHS & J13	**9:00 – 12:30pm:** CPE & East Harlem Scholars **12:30 – 3:00pm:** CPEHS & J13	**9:00 – 12:30pm:** CPE & East Harlem Scholars **12:30 – 3:00pm:** CPEHS & J13

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 East Harlem Scholars will be part of the M013 School Safety Committee. As a member of the School Safety Committee, the leader/designee of East Harlem Scholars 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 East Harlem Scholars will be addressed on an ongoing basis. Moreover, the Safety Plan for the M013 school building will be modified as appropriate to meet any changing security needs associated with the co-location. East Harlem Scholars will enter information in the East Harlem Scholars 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 M013 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 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.

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

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.