

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to expand the grades served by Success Academy Charter School - Williamsburg (84K182, "SA – Williamsburg") in Building K050 ("K050") to include grade five beginning in the 2016-2017 school year. SA - Williamsburg is a charter school currently serving students in kindergarten through grade three in K050, located at 183 South 3rd Street, Brooklyn NY 11211, in Community School District 14 ("District 14"), where it is currently co-located with J.H.S. 050 John D. Wells (14K050, "J.H.S. 50"), a district middle school that serves students in grades six through eight. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias. In 2015-2016, SA - Williamsburg will phase in to serve students in kindergarten through fourth grade. Building K050 also contains an adult education program ("79K755@K050") that operates after school hours and is administered by the Office of Adult and Continuing Education ("OACE") for adults age 21 and over. OACE programs offer over 900 classes in Adult Basic Education, High School Equivalency, English for Speakers of Other Languages, and Career and Technical Education.¹

On March 1, 2012, the Panel for Educational Policy ("PEP") approved the opening and co-location of SA – Williamsburg's kindergarten through fourth grades in K050. More information about this previous proposal can be found at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Mar12012Proposals.htm>. The Building Utilization Plan ("BUP") that accompanied that proposal spanned through the 2015-2016 school year and is superseded by this new BUP.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space between SA – Williamsburg and J.H.S. 50, if this proposal is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 school year between SA – Williamsburg and J.H.S. 50, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.² 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.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council ("BC") if the proposed co-location is approved by the PEP.

METHODOLOGY

The DOE has applied the Footprint to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner; and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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 sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school.

For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained ("SC"), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the

¹ More information about OACE programs is available at <http://www.oaceny.org/>.

² 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/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf.

homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching section (“ICT”) and a full-size or half-size classroom to accommodate each SC 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 classrooms can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

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

The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on February 24, 2015 by a representative of the Office of Space Planning, K050 has a total of 57 full-size ("FS") classrooms/spaces,³ 7 half-size ("HS") classrooms/spaces,⁴ 6 quarter-size ("QS") spaces,⁵ and 3.75 full-size equivalent rooms ("FSE") of designed administrative office space. K050 also contains an auditorium, cafeteria, teacher's cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The science lab occupies 1 full-size space.
- The nurse's office occupies 1.0 FSE of designed administrative space.
- The theater room occupies 1 full-size space.
- The school safety office occupies 1 half-size space.
- The custodian's office occupies 1 half-size space.
- The CBO El Puente occupies 1 half-size space.
- The CBO RAPP occupies 2 quarter-size spaces.

Excluding the spaces outlined above, K050 has a total of 55 full-size classrooms, 4 half-size classrooms/spaces, 4 quarter-size spaces, and the equivalent of 2.75 FSE remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	57	7	6	3.75
Shared Spaces or Building Services	2	3	2	1.00
Remaining to be Allocated	55	4	4	2.75

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.

2014-2015 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans and number of sections at J.H.S. 50 and SA – Williamsburg in 2014-2015:

School Name	Grade Span	Total Enrollment ⁶	GE/ICT Sections	SC Sections
J.H.S. 50	6-8	226	9	3
SA – Williamsburg	K-3	354	13	0

The DOE has adjusted J.H.S. 50 and SA – Williamsburg's baseline footprint allocations for the following reasons:

- The DOE has allocated 4 full-size classrooms to J.H.S. 50 in lieu of 4 half-size spaces due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms.
- The DOE has allocated 2 full-size classrooms to SA – Williamsburg in lieu of 2 half-size spaces due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms.

The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocations for J.H.S. 50 and SA – Williamsburg in each year of room allocations presented in this document.

The table below summarizes J.H.S. 50's and SA – Williamsburg's baseline and adjusted baseline Footprint allocations of instructional and administrative rooms, which are based on the methodology described at the beginning of this document, and the amount of space the schools are currently using.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 50	Baseline Footprint Allocation	10	4	2.50	0	0	0	2.50	10	4	0	2.50
	Adjusted Baseline Allocation	14	0	2.50	0	0	0	2.50	14	0	0	2.50
	Current Space Allocation	27	0	2.75	1	2	2	5.25	28	2	2	2.75
SA – Williamsburg	Baseline Footprint Allocation	16	2	0.00	2	1	2	3.00	18	3	2	0.00
	Adjusted Baseline Allocation	18	0	0.00	2	1	2	3.00	20	1	2	0.00
	Current Space Allocation	25	0	0.00	2	2	2	3.50	27	2	2	0.00

⁶ Figures are based on the 2014-2015 Audited Register as of October 31, 2014 or the charter headcount as of November 6, 2014.

In total:

- J.H.S. 50 is currently allocated 28 full-size rooms, 2 half-size rooms, 2 quarter-size rooms and 2.75 FSE of designed administrative space. This allocation includes 14 full-size rooms, 2 half-size rooms, 2 quarter-size rooms and 0.25 FSE of designed administrative space in excess of J.H.S. 50’s adjusted baseline allocation.
- SA – Williamsburg is currently allocated 27 full-size rooms, 2 half-size rooms and 2 quarter-size rooms. This allocation includes 7 full-size rooms and 1 half-size room in excess of SA – Williamsburg’s adjusted baseline allocation.

As demonstrated in the table above, both J.H.S. 50 and SA – Williamsburg are currently using rooms in excess of their adjusted baseline Footprint allocations. The table below summarizes the available space in K050 after J.H.S. 50 and SA – Williamsburg have received their respective adjusted baseline allocations per the Footprint in 2014-2015.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	21	3	2	0.25

2015-2016:

In the 2015-2016 school year, SA - Williamsburg will expand to serve students in kindergarten through fourth grade, and will also offer a pre-kindergarten program. The table below summarizes the projected enrollment, grade span and number of sections at J.H.S. 50 and SA -Williamsburg in 2015-2016:

School Name	Grade Span and Programs	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
J.H.S. 50	6-8	180-210	9	3
SA – Williamsburg	PK, K-4	408-508 ⁸	17 ⁹	0

After J.H.S. 50 and SA – Williamsburg have received their respective adjusted baseline Footprint allocations of rooms, the following number of excess rooms remain:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	17	2	2	0.75

The excess space will be allocated between J.H.S. 50 and SA – Williamsburg based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

⁷ The DOE’s enrollment figures here and throughout this BUP are based on projections. Significant changes in enrollment could result in an amendment to this plan.
⁸ Charter school projections are based on the charter headcount as of November 6, 2014 and are presented in this document going forward except where otherwise indicated.
⁹ SA - Williamsburg’s GE/ICT section count for the 2015-2016 school year and beyond includes one full-day section of a Pre-K program that will be offered by SA - Williamsburg in K050.

The table below summarizes the 2015-2016 room allocation plan for J.H.S. 50 and SA – Williamsburg based on their adjusted baseline Footprint allocations, plus the excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Design ed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 50	Baseline Footprint Allocation	10	4	2.00	0	0	0	2.00	-	-	-	-	10	4	0	2.0
	Adjusted Baseline Allocation	14	0	2.00	0	0	0	2.00	5	0	2	0.75	19	0	2	2.75
SA – Williamsburg	Baseline Footprint Allocation	20	2	0.00	2	2	2	3.50	-	-	-	-	22	4	2	0.00
	Adjusted Baseline Allocation	22	0	0.00	2	2	2	3.50	12	2	0	0	36	4	2	0.00

In total:

- J.H.S. 50 will be allocated 19 full-size rooms, 2 quarter-size rooms, and 2.75 FSE of designed administrative space. This allocation includes 5 full-size rooms, 2 quarter-size rooms and 0.75 FSE in excess of J.H.S. 50's adjusted baseline Footprint allocation.
- SA – Williamsburg will be allocated 36 full-size rooms, 4 half-size rooms and 2 quarter-size rooms. This allocation includes 12 full-size rooms and 2 half-size rooms in excess of SA – Williamsburg's adjusted baseline Footprint allocation.

The change in rooms for each school organization is reflected below.

ROOM CHANGE (+/-)	CURRENT 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 50	28	2	2	2.75	19	0	2	2.75	-9	-2	0	0
SA – Williamsburg	27	2	2	0.00	36	4	2	0.00	+9	+2	0	0

2016-2017 (First and Final Year of Proposed Implementation):

If this proposal is approved, beginning in 2016-2017, SA - Williamsburg will expand to serve students in kindergarten through fifth grade in K050. The table below summarizes the projected enrollment, grade spans and number of sections at each school in 2016-2017:

School Name	Grade Span and/or Programs	Projected Enrollment	GE/ICT Sections	SC Sections
J.H.S. 50	6-8	165-195	9	3
SA – Williamsburg	PK, K-5	488-608	20	0

After J.H.S. 50 and SA – Williamsburg have received their respective adjusted baseline Footprint allocations of rooms, the following number of excess rooms remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	13	3	2	0.75

The excess space will be allocated between J.H.S. 50 and SA – Williamsburg based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the 2016-2017 room allocation plan for J.H.S. 50 and SA – Williamsburg based on their adjusted baseline Footprint allocations, plus the excess space allocation:

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 50	Baseline Footprint Allocation	10	4	2.0	-	-	-	2.00	-	-	-	-	10	4	0	2.00
	Adjusted Baseline Allocation	14	0	2.0	-	-	-	2.00	3	0	2	0.75	17	0	2	2.75
SA – Williamsburg	Baseline Footprint Allocation	23	2	0	3	1	2	4.00	-	-	-	-	26	3	2	0.00
	Adjusted Baseline Allocation	25	0	0	3	1	2	4.00	10	3	0	0.00	38	4	2	0.00

In total:

- J.H.S. 50 will be allocated 17 full-size rooms, 2 quarter-size rooms and 2.75 FSE of designed administrative space. This allocation includes 3 full-size, 2 quarter-size and 0.75 FSE rooms in excess of J.H.S. 50's adjusted baseline Footprint allocation.
- SA – Williamsburg will be allocated 38 full-size rooms, 4 half-size rooms and 2 quarter-size rooms. This allocation includes 10 full-size rooms and 3 half-size rooms in excess of SA – Williamsburg's adjusted baseline Footprint allocation.

The change in rooms for each school organization is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half- Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
J.H.S. 50	19	0	2	2.75	17	0	2	2.75	-2	0	0	0
SA – Williamsburg	36	4	2	0	38	4	2	0	+2	0	0	0

Shared Space Plan

A proposed Shared Space plan for the 2016-2017 school year 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 K050. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY 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 ("SSP") to accommodate 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 SSP collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/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,¹⁰ 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.¹¹ 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. The new SSP was devised considering the SSP for the previous BUP referenced earlier in this document.

In planning how J.H.S. 50 and SA - Williamsburg may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on 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.

Cafeteria

Cafeteria

- In the proposed plan below, J.H.S. 50 and SA - Williamsburg are allocated separate lunch times in the cafeteria, which has a capacity to hold 460 students.
- The total time allocated to each organization in the auditorium is based upon projected enrollment of each school, capacity of the cafeteria, and the grade levels served by each school. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
 - In the proposed schedule below, J.H.S. 50 is allocated 45 minutes daily for lunch, and SA - Williamsburg is allocated 1 hour and 20 minutes daily for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at the schools in K050. J.H.S. 50 and SA - Williamsburg each receive 30 minutes daily for breakfast which should be sufficient to accommodate the students who participate in the breakfast program.

Gymnasium, Theatre Room, Library, Science Lab and Auditorium

Gymnasium

- There is one gymnasium in the building with the capacity to serve 589 students.

¹⁰ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

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

- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that SA - Williamsburg receives the greatest amount of time in the gymnasium, 5 hours daily, because the school will serve the greatest number of students. J.H.S. 50 has been allocated 2 hours daily in the gymnasium.

Library

- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that SA - Williamsburg receives the greatest amount of time in the library, 2 hours daily, because the school will serve the greatest number of students. J.H.S. 50 has been allocated 45 minutes daily in the library.

Theatre Room

- The DOE proposes that the theatre room be allocated relative to the projected enrollments of each school.
- The DOE proposes that SA - Williamsburg receives the greatest amount of time in the theatre room, 2 hours daily, because the school will serve the greatest number of students. J.H.S. 50 has been allocated 45 minutes daily in the theatre room.

Science Lab

- The DOE proposes that the science lab be allocated relative to the projected enrollments of each school.
- The DOE proposes that SA - Williamsburg receives the greatest amount of time in the science lab, 2 hours daily, because the school will serve the greatest number of students. J.H.S. 50 has been allocated 45 minutes daily in the science lab.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 512 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that SA - Williamsburg receives the greatest amount of time in the auditorium, 5 hours daily, because the school will serve the greatest number of students. J.H.S. 50 has been allocated 1 hour and 40 minutes daily in the auditorium.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces to a particular school after its school day ends. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

In 2016-2017, J.H.S. 50 is projected to serve 165-195 students and SA - Williamsburg is projected to serve 488-608 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, J.H.S. 50's school day runs from approximately 8:00 a.m. to 2:20 p.m. Monday through Friday. SA - Williamsburg's school day runs from approximately 7:45 a.m. to 4:30 p.m. on Monday, Tuesday, Wednesday and Friday, and on Thursday from 7:45 a.m. to 2:00 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 460)	Breakfast: J.H.S. 50 7:30 a.m.-8:00 a.m. SA – Williamsburg 7:15 a.m.-7:45 a.m. Lunch: J.H.S. 50 11:15 a.m.-12:00 p.m. SA – Williamsburg 10:30 a.m.-11:10a.m. 12:15 p.m.-12:55 p.m.	Breakfast: J.H.S. 50 7:30 a.m.-8:00 a.m. SA – Williamsburg 7:15 a.m.-7:45 a.m. Lunch: J.H.S. 50 11:15 a.m.-12:00 p.m. SA – Williamsburg 10:30 a.m.-11:10 a.m. 12:15 p.m.-12:55 p.m.	Breakfast: J.H.S. 50 7:00 a.m.-8:00 a.m. SA – Williamsburg 7:15 a.m.-7:45 a.m. Lunch: J.H.S. 50 11:15 a.m.-12:00 p.m. SA – Williamsburg 10:30 a.m.-11:10 a.m. 12:15 p.m.-12:55 p.m.	Breakfast: J.H.S. 50 7:30 a.m.-8:00a.m. SA – Williamsburg 7:15 a.m.-7:45 a.m. Lunch: J.H.S. 50 11:15 a.m.-12:00 p.m. SA – Williamsburg 10:30 a.m.-11:10 a.m. 12:15 p.m.-12:55 p.m.	Breakfast: J.H.S. 50 7:30 a.m.-8:00 a.m. SA – Williamsburg 7:15 a.m.-7:45 a.m. Lunch: J.H.S. 50 11:15 a.m.-12:00 p.m. SA – Williamsburg 10:30 a.m.-11:10 a.m. 12:15 p.m.-12:55 p.m.
Gymnasium (Capacity: 589)	J.H.S. 50 8:00 a.m.-10:00 a.m. SA – Williamsburg 10:10 a.m.-12:10 p.m. 1:30 p.m.-4:30p.m.	J.H.S. 50 8:00 a.m.-10:00 a.m. SA – Williamsburg 10:10 a.m.-12:10 p.m. 1:30p.m.-4:30p.m.	J.H.S. 50 8:00 a.m.-10:00 a.m. SA – Williamsburg 10:10 a.m.-12:10 p.m. 1:30 p.m.-4:30p.m.	J.H.S. 50 8:00 a.m.-10:00 a.m. SA – Williamsburg 10:10 a.m.-12:10 p.m. 1:30 p.m.-4:30p.m.	J.H.S. 50 8:00 a.m.-10:00 a.m. SA – Williamsburg 10:10 a.m.-12:10 p.m. 1:30 p.m.-4:30p.m.
Theatre Room	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.
Library	J.H.S. 50 12:15p.m.-1:00p.m. SA – Williamsburg 10:00 a.m.-12:00 p.m.	J.H.S. 50 12:15p.m.-1:00p.m. SA – Williamsburg 10:00 a.m.-12:00 p.m.	J.H.S. 50 12:15p.m.-1:00p.m. SA – Williamsburg 10:00 a.m.-12:00 p.m.	J.H.S. 50 12:15p.m.-1:00p.m. SA – Williamsburg 10:00 a.m.-12:00 p.m.	J.H.S. 50 12:15p.m.-1:00p.m. SA – Williamsburg 10:00 a.m.-12:00 p.m.
Science Lab	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.	J.H.S. 50 1:15 p.m.-2:00 p.m. SA – Williamsburg 8:45 a.m.-9:45 a.m. 3:30 p.m.-4:30 p.m.
Auditorium (Capacity: 512)	J.H.S. 50 9:30 a.m.-11:10a.m. SA – Williamsburg 8:00 a.m.- 8:30 a.m. 11:30 a.m.-4:00 p.m.	J.H.S. 50 9:30 a.m.-11:10a.m. SA – Williamsburg 8:00 a.m.- 8:30 a.m. 11:30 a.m.-4:00 p.m.	J.H.S. 50 9:30 a.m.-11:10a.m. SA – Williamsburg 8:00 a.m.- 8:30 a.m. 11:30 a.m.-4:00 p.m.	J.H.S. 50 9:30 a.m.-11:10a.m. SA – Williamsburg 8:00 a.m.- 8:30 a.m. 11:30 a.m.-4:00 p.m.	J.H.S. 50 9:30 a.m.-11:10a.m. SA – Williamsburg 8:00 a.m.- 8:30 a.m. 11:30 a.m.-4:00 p.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹² every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including principal(s); designee of all other programs operating within the building; United Federations of Teachers 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/designees of J.H.S. 50 and SA - Williamsburg are part of the K050 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of all schools 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 expansion of SA - Williamsburg will be addressed on an ongoing basis. Moreover, the Safety Plan for the K050 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of all schools at K050 will enter information in the K050 schools' 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 schools in K050, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the K050 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 New York City Police Department ("NYPD") for final approval and certification by the NYPD.

¹² Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

Proposed Communications Strategy

As per the Campus Policy Memo 2014,¹³ co-located schools must actively participate in a BC, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

The SSC 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 SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

¹³ Campus Policy Memo 2014 is available at <http://schools.nyc.gov/NR/rdonlyres/D75FC07C-3548-4787-B262-107EB7C57BB4/0/2014CampusPolicyMemo9114.pdf>.