

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 expand the grades served by Icahn Charter School 7 (84X362, "Icahn 7") in building X093 ("X093") and mini-school building X893 ("X893") to include grades five and six beginning in the 2016-2017 school year. Icahn 7 is an existing charter school currently serving students in kindergarten through grade three in X093, located at 1535 Story Avenue, Bronx, NY 10473 in Community School District 8 ("District 8"). Icahn 7 is currently co-located in X093 with P.S. 093 Albert G. Oliver (08X093, "P.S. 93"), a district school serving students in kindergarten through fifth grade and offering a full-day pre-kindergarten program. A "co-location" means that two or more school organizations are located in the same building and may share common spaces such as auditoriums, gymnasiums, libraries, and cafeterias.

On June 26, 2012 the Panel for Educational Policy ("PEP") approved the opening and co-location of Icahn 7's kindergarten through fourth grade in X093 and X893. More information about this previous proposal can be found at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/June2012Proposals>.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between Icahn 7 and P.S. 93. It also includes a proposal for the collaborative usage of shared resources and spaces between the schools in the building including but not limited to the main building's cafeteria, library, and auditorium, 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 in this document. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

The final shared space schedule will be collaboratively determined by the Building Council if the proposal is approved by the PEP.

METHODOLOGY

The DOE has applied the DOE Citywide Instructional Footprint (the "Footprint") to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and, wherever feasible, 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.¹

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

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 a representative from the Office of Space Planning and the school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), 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 (for example, 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 ("GE") or Integrated Co-Teaching ("ICT") section and a full size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving grades kindergarten through five 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.

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 Footprint can be accessed on the DOE's Web site at: http://schools.nyc.gov/NR/rdonlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf

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

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

For grades six through twelve the Footprint assumes that students move from class to class and that classrooms are programmed at maximum efficiency. The Footprint allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC 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.

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

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 walk-through conducted on December 15, 2014 by a representative from the Office of Space Planning, X093 and X893 have a combined total of 45 full-size rooms,² 12 half-size rooms,³ 6 quarter-size rooms,⁴ and 1.50 FSE rooms of designed administrative space. Building X093 also contains an auditorium, library, cafeteria, outside recreation area, and gymnasium.

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

- A nurse's office operates out of one half-size space,
- A parent room occupies one full-size space,
- the custodian's office occupies one quarter-size space,
- and the School Based Support Team ("SBST") occupies one half-size space.

Excluding the spaces outlined above, X093 and X893 have a total of 44 full-size rooms, 10 half-size rooms, 5 quarter-size rooms, and 1.50 FSE rooms of designed administrative space available to be allocated to the co-located schools.

² Full-size rooms have an area of 500 square feet or more.

³ Half-size rooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size rooms have an area of less than 240 square feet.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Buildings Grand Total ⁵	45	12	6	1.50
Shared Spaces or Building Services	1	2	1	0
Remaining Total to be Allocated	44	10	5	1.50

2014-2015 (CURRENT SCHOOL YEAR)

The table below summarizes total enrollment and sections served at P.S. 93 and Icahn 7 during the current 2014-2015 school year:

School Name	Grade Span	Total Enrollment ⁶	GE/ICT Sections	SC Sections
P.S. 93	K-5 ⁷	403	17	3
Icahn 7	K-3	142	8	0

⁵ Room total across buildings X093 and X893.

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

⁷ P.S. 93 also serves four sections of a full-day pre-kindergarten program. Current and projected enrollment for P.S. 93 includes its pre-kindergarten program in future years in this document.

The table below summarizes P.S. 93 and Icahn 7's baseline footprint allocation of instructional and administrative rooms, which is 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		Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 93	Baseline Footprint Allocation	20	5	1.50	1	0	2	3.00	21	5	2	1.50
	Current Space Allocation	32	5	1.50	1	0	3	3.25	33	5	3	1.50
Icahn 7	Baseline Footprint Allocation	10	2	0	0	3	2	2.00	10	5	2	0
	Current Space Allocation	11	2	0	0	3	2	2.00	11	5	2	0

The table below summarizes the available space across X093 and X893 after P.S. 93 and Icahn 7 have received their respective 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 Baseline Allocation	13	0	1	0

2015-2016:

In 2015-2016, Icahn 7 will begin serving fourth-grade students in X093.^{8,9}

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016:

School Name	Grade Span	Total Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
P.S. 93	K-5	377 - 437	17	3
Icahn 7	K-4	175 - 200	10	0

After P.S. 93 and Icahn 7 have received their respective baseline footprint allocations, the following rooms will remain unallocated across X093 and X893:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	11	0	1	0

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the buildings.

⁸ As previously mentioned, on June 26, 2012, the PEP approved the siting and co-location of Icahn 7's grades kindergarten through four at X093 and X893. Details of this approved proposal can be found on the DOE website at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/June2012Proposals>.

⁹ Icahn 7 currently occupies space solely in X093, and this Building Utilization Plan assumes that Icahn 7 will continue operating only at X093. If this proposal to expand Icahn 7 is approved, however, the Office of Space Planning will work with the Building Council to determine the best way to allocate space between main building X093 and mini-school building X893.

¹⁰ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 93 and Icahn 7 based on their baseline footprint allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 93	Baseline Footprint Allocation	20	5	1.50	1	0	2	3.00	7	0	0	0	28	5	2	1.50
Icahn 7	Baseline Footprint Allocation	12	2	0	0	3	2	2.00	4	0	1	0	16	5	3	0

As indicated in the preceding chart, in 2015-2016:

- P.S. 93 will be allocated 28 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.50 FSE of designed administrative space. This allocation is 7 full-size rooms above P.S. 93's baseline footprint allocation.
- Icahn 7 will be allocated 16 full-size rooms, 5 half-size rooms, and 3 quarter-size rooms. This includes 4 full-size rooms and 1 quarter-size room above Icahn 7's baseline footprint allocation.

The room change between the 2014-2015 school year and the 2015-2016 school year is reflected in the table 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)
P.S. 93	33	5	3	1.50	28	5	2	1.50	-5	0	-1	0
Icahn 7	11	5	2	0	16	5	3	0	+5	0	+1	0

2016-2017 (FIRST YEAR OF IMPLEMENTATION):

If this proposal is approved, during the first year of implementation, Icahn 7 will begin serving fifth-grade students in X093.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017:

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 93	K-5	362 - 422	17	3
Icahn 7	K-5	210 - 240	12	0

After P.S. 93 and Icahn 7 have received their respective baseline footprint allocations, the following rooms will remain unallocated across X093 and X893:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	8	1	1	0

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the buildings.

The table below summarizes the full 2016-2017 room allocation plan for P.S. 93 and Icahn 7 based on their baseline footprint allocations.

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		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 93	Baseline Footprint Allocation	20	5	1.50	1	0	2	3.00	5	0	0	0	26	5	2	1.50
Icahn 7	Baseline Footprint Allocation	14	2	0	1	2	2	2.50	3	1	1	0	18	5	3	0

As indicated in the preceding chart, in 2016-2017:

- P.S. 93 will be allocated 26 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.50 FSE of designed administrative space. This allocation is 5 full-size rooms above P.S. 93's baseline footprint allocation.
- Icahn 7 will be allocated 18 full-size rooms, 5 half-size rooms, and 3 quarter-size rooms. This includes 3 full-size rooms, 1 half-size room, and 1 quarter-size room above Icahn 7's baseline allocation.

The room change between the 2015-2016 school year and the 2016-2017 school year is reflected in the table 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)
P.S. 93	28	5	2	1.50	26	5	2	1.50	-2	0	0	0
Icahn 7	16	5	3	0	18	5	3	0	+2	0	0	0

2017-2018 (SECOND AND FINAL YEAR OF IMPLEMENTATION):

If this proposal is approved, during the second and final year of implementation, Icahn 7 will begin serving sixth-grade students in X093.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018:

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 93	K-5	367 - 427	17	3
Icahn 7	K-6	245 - 280	14	0

After P.S. 93 and Icahn 7 have received their respective baseline footprint allocations, the following rooms will remain unallocated across X093 and X893:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	5	1	1	0

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the buildings.

The table below summarizes the full 2017-2018 room allocation plan for P.S. 93 and Icahn 7 based on their baseline footprint allocations.

2017-2018		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 93	Baseline Footprint Allocation	20	5	1.50	1	0	2	3.00	4	0	0	0	25	5	2	1.50
Icahn 7	Baseline Footprint Allocation	17	2	0	1	2	2	2.50	1	1	1	0	19	5	3	0

As indicated in the preceding chart, in 2017-2018:

- P.S. 93 will be allocated 25 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 1.50 FSE of designed administrative space. This allocation is 4 full-size rooms above P.S. 93's baseline footprint allocation.
- Icahn 7 will be allocated 19 full-size rooms, 5 half-size rooms, and 3 quarter-size rooms. This includes 1 full-size room, 1 half-size room, and 1 quarter-size room above Icahn 7's baseline allocation.

The room change between the 2016-2017 school year and the 2017-2018 school year is reflected in the table below.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
P.S. 93	26	5	2	1.50	25	5	2	1.50	-1	0	0	0
Icahn 7	18	5	3	0	19	5	3	0	+1	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 X093. The final shared space schedule would be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the 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 as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council 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 website¹¹, 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.¹² Where possible, the proposed schedule maintains the current school's allocation of time in each shared space and re-distributes remaining time for additional organizations. 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. Because Icahn 7 will be expanding if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to P.S. 93 this year in the shared spaces that are to be shared in future years so that all students in the building may be accommodated in the following school years.

In planning how P.S. 93 and Icahn 7 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 an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Cafeteria:

- The cafeteria has a capacity of 160.
- The total time allocated to each organization in the cafeteria is primarily based upon all schools' current use of the cafeteria, the schools' projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the proposed plan below, P.S. 93 and Icahn 7 are allocated lunch times in the cafeteria. P.S. 93 receives one hour and 30 minutes daily for lunch, while Icahn 7 receives one hour daily for lunch.
- With regards to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at the schools in X093. In the proposed plan below, P.S. 93 and Icahn 7 each receive 30 minutes daily for breakfast.

¹¹ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

¹² See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Gymnasium:

- The gymnasium has a capacity of 340.
- In the proposed schedule below, P.S. 93 is allocated two hours and 50 minutes daily and Icahn 7 is allocated one hour and 30 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

Library:

- In the proposed schedule below, P.S. 93 is allocated three hours and 30 minutes daily and Icahn 7 is allocated two hours and 20 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

Auditorium:

- The auditorium has a capacity of 549.
- The total time allocated to each organization in the auditorium is based upon projected enrollment, capacity of the auditorium, and grade levels served. Each organization will be able to accommodate its students in the auditorium within this proposed allocation of time.
- In the proposed schedule below, P.S. 93 is allocated two hours and 45 minutes daily and Icahn 7 is allocated one hour and 30 minutes daily.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

Outside Recreation Area:

- In the proposed schedule below, P.S. 93 is allocated two hours and 15 minutes daily and Icahn 7 is allocated an hour and 20 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

After-School Programs:

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day. 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, the first school year of implementation if this proposal is approved, the DOE projects P.S. 93 will serve approximately 362-422 students and Icahn 7 will serve approximately 210-240 students at X093 and X893. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 93's school day runs from approximately 8:00 a.m. to 2:20 p.m. and Icahn 7's school day runs from approximately 8:30 a.m. to 3:45 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: 160)	<u>Breakfast:</u> P.S. 93 7:30am – 8:00am Icahn 7 8:00am – 8:30am <u>Lunch:</u> P.S. 93 10:45am – 12:15pm Icahn 7 12:15pm – 1:15pm	<u>Breakfast:</u> P.S. 93 7:30am – 8:00am Icahn 7 8:00am – 8:30am <u>Lunch:</u> P.S. 93 10:45am – 12:15pm Icahn 7 12:15pm – 1:15pm	<u>Breakfast:</u> P.S. 93 7:30am – 8:00am Icahn 7 8:00am – 8:30am <u>Lunch:</u> P.S. 93 10:45am – 12:15pm Icahn 7 12:15pm – 1:15pm	<u>Breakfast:</u> P.S. 93 7:30am – 8:00am Icahn 7 8:00am – 8:30am <u>Lunch:</u> P.S. 93 10:45am – 12:15pm Icahn 7 12:15pm – 1:15pm	<u>Breakfast:</u> P.S. 93 7:30am – 8:00am Icahn 7 8:00am – 8:30am <u>Lunch:</u> P.S. 93 10:45am – 12:15pm Icahn 7 12:15pm – 1:15pm
Library	Icahn 7 8:30am – 10:50am P.S. 93 10:50am – 2:20pm				
Gymnasium (Capacity: 340)	Icahn 7 9:15am – 10:45am P.S. 93 11:30am – 2:20pm				
Auditorium (Capacity: 549)	P.S. 93 8:00am – 10:45am Icahn 7 10:45am – 12:15pm				
Outside Recreation Area	P.S. 93 10:45am – 1:00pm Icahn 7 1:00pm – 2:20pm				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414¹³, 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 P.S. 93 and Icahn 7 will be part of the X093/X893 School Safety Committee. As a member of the School Safety Committee, the leader/designee 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 Icahn 7 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X093 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 X093 and X893 will enter information in the X093/X893 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, 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 School Safety Plan for the X093 and X893 school buildings 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.

Proposed Communications Strategy

As per the Campus Policy Memo 2014,¹⁴ co-located schools must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. 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 Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf> .

¹⁴ Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."