

## BUILDING UTILIZATION PLAN: X004

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing the closure of Leadership Institute (09X276, "Leadership Institute") at the end of the 2016-2017 school year. Leadership Institute is an existing high school that currently serves students in ninth through twelfth grade in building X004 ("X004"), located at 1701 Fulton Avenue, Bronx, NY 10457 in Community School District 9 ("District 9"). Leadership Institute is currently co-located<sup>1</sup> in X004 with P.S./M.S. 4 Crotona Park West (09X004, "P.S./M.S. 4"), a district school serving students in grades kindergarten through eight and offering a pre-kindergarten program, and Icahn Charter School 6 (84X133, "Icahn 6"), a public charter elementary school serving students in grades kindergarten through four in X004.<sup>2</sup> P.S./M.S. 4 also serves students in adjacent annex X171 ("X171"), located at 1717 Fulton Avenue, Bronx, NY 10457.<sup>3</sup> For the purposes of this proposal, descriptions of capacity and rooms in X004 include the capacity and rooms in X171 currently allocated to P.S./M.S. 4. X004 also houses a community-based organization ("CBO"), Phipps Neighborhoods.<sup>4</sup>

The DOE is proposing to close Leadership Institute based on its persistently low enrollment, low performance, and low demand by students and families. If this proposal is approved, Leadership Institute will close at the end of the 2016-2017 school year and will no longer exist as a high school option beginning in the 2017-2018 school year. DOE staff will work individually with current ninth-, tenth- and eleventh-grade students, as well as twelfth-grade students who will not graduate at the conclusion of this school year, to find placements for these students at other high schools. Current twelfth-grade students who meet mandated graduation requirements at the end of the current school year will graduate from Leadership Institute.

There is sufficient capacity in high schools throughout the Bronx to accommodate current non-graduating Leadership Institute students, as well as future students who may have enrolled in Leadership Institute.<sup>5</sup> If the proposed closure of Leadership Institute is approved, all non-graduating students will receive individualized enrollment support from the superintendent's staff and Family Welcome Center counselors, which will help students and families in thinking through the options presented in order to ensure students choose the right school to continue their education for the 2017-2018 school year and beyond. This will involve an application process by which students will be offered enrollment options, including higher-performing high schools. All non-graduating students will receive alternative high school options before being discharged from the closing school.

Please see Appendix A of the Educational Impact Statement ("EIS") for a list of high schools with the same interest area as Leadership Institute (Humanities & Interdisciplinary) in the Bronx, as well as charter school options in the District 9. Non-graduating Leadership Institute students may also have the option to apply to other high schools Citywide, if this proposal is approved.

Pursuant to Article 56 of the Education Law, the following plan outlines the proposed allocation of classrooms and administrative space between P.S./M.S. 4 and Icahn 6 if this proposal is approved by the Panel for Educational Policy ("PEP"). It also includes a proposal for the collaborative usage of shared resources and spaces during the 2017-2018 year including, but not limited to, cafeterias, libraries, and gymnasiums, to assure equitable access to such facilities. Schools' allocations are based on the Citywide Instructional Footprint ("Footprint"), which prescribes a minimum 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.<sup>6</sup> 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 closure.

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<sup>1</sup> A "co-location" means that two or more school organizations are located in the same building and may share common spaces, such as the auditorium, gymnasium, library and cafeteria.

<sup>2</sup> Icahn 6 also currently serves students in grades five and six in private building XADA, located at 1776 Mansion Street, Bronx, NY 10460. The Icahn Network's model for its schools is grades kindergarten through eight.

<sup>3</sup> X171 also houses Head Start, a program that provides free child development activities and educational programs in the community.

<sup>4</sup> More information on Phipps Neighborhoods can be found online at: <http://www.phippsny.org/>.

<sup>5</sup> Capacity is analyzed on a borough-wide basis for high schools. Students select high schools through the high school admissions process, which enables them to choose from a wide range of high schools citywide.

<sup>6</sup> 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/Offices/OSP/KeyDocuments/Instructional\\_Footprint](http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint).

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council (“BC”) if the proposal is approved by the PEP.

METHODOLOGY

The DOE has applied the Footprint to all schools outlined in this plan to allocate rooms in an unbiased manner, and has divided any remaining excess space equitably based on the proportion of the total students in the building enrolled by each school, 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

As noted above, 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 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 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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
751-1,250	4
251-750	3
0-250	2

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, 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. Therefore, each principal makes decisions about how and where students will be served within the space allocated to the school. The DOE also provides 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 December 14, 2016 by a representative of the Office of Space Planning, X004 has a total of 62 full-size ("FS") rooms,<sup>7</sup> 6 half-size ("HS") rooms,<sup>8</sup> 5 quarter-size ("QS") rooms,<sup>9</sup> and 2.5 FSE of designed administrative space. X004 also contains an auditorium, two cafeterias, three libraries, two gymnasiums, and a pool. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The School Based Support Team occupies 1 half-size room.
- The custodian's office occupies 1 half-size room.
- The nurse's office occupies 1 half-size room.

Excluding the spaces outlined above, X004 has a total of 62 full-size rooms, 3 half-size rooms, 5 quarter-size rooms, and the equivalent of 2.5 FSE designed administrative spaces remaining that can be allocated to the schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Total	62	6	5	2.5
Shared Spaces or Building Services	0	3	0	0
<b>Remaining to Be Allocated</b>	<b>62</b>	<b>3</b>	<b>5</b>	<b>2.5</b>

<sup>7</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>8</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>9</sup> Quarter-size rooms have an area of 239 square feet or less.

**2016-2017 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment, grade spans, and number of sections at Leadership Institute, P.S./M.S. 4, and Icahn 6 in the 2016-2017 school year:

School Name	Enrollment <sup>10</sup>	Grade Span	GE/ICT Sections	SC Sections
Leadership Institute	164	9-12	8	0
P.S./M.S. 4	574	K-8 & PK	26	6
Icahn 6	211	K-4	10	0

The table below summarizes Leadership Institute's, P.S./M.S. 4's, and Icahn 6's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. 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 made the following adjustments to each school's baseline Footprint allocation:

- Leadership Institute's baseline Footprint allocation is adjusted to include 1 full-size room in lieu of 1 half-size room.
- P.S./M.S. 4's baseline Footprint allocation is adjusted to include 7 full-size rooms in lieu of 7 half-size rooms.
- Icahn 6's baseline Footprint allocation is adjusted to include 2 full-size rooms in lieu of 2 half-size rooms.

The table below also summarizes Leadership Institute's, P.S./M.S. 4's and Icahn 6's current allocation of space in X004, which is the total space currently being utilized by each school. As reflected in the chart below, P.S./M.S. 4 and Icahn 6 are operating below their adjusted baseline Footprint allocations. P.S./M.S. 4 is currently operating under Footprint by 4 full-size rooms, and Icahn 6 is currently operating under Footprint by 2 full-size rooms and 0.5 FSE of designed administrative space.

<sup>10</sup> Enrollment is based on the 2016-2017 Unaudited Register as of October 31, 2016 for district schools and the charter headcount as of October 1, 2016 for charter schools.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Total Allocations			
		Full-Size Rooms <sup>11</sup>	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)
Leadership Institute	Baseline Footprint Allocation	8	1	-	-	-	-	2.5	-	-	-	-
	Adjusted Baseline Allocation	9	0	1.0	1	0	2	2.5	10	0	2	1.0
	Current Space Allocation	13	0	1.0	1	0	2	2.5	14	0	2	1.0
P.S./M.S. 4	Baseline Footprint Allocation	29	8	-	-	-	-	5.0	-	-	-	-
	Adjusted Baseline Allocation	36	1	1.5	2	2	2	5.0	38	3	2	1.5
	Current Space Allocation	32	1	1.5	2	2	3	5.25	34	3	3	1.5
Icahn 6	Baseline Footprint Allocation	12	2	-	-	-	-	2.5	-	-	-	-
	Adjusted Baseline Allocation	14	0	0.5	2	0	0	2.5	16	0	0	0.5
	Current Space Allocation	12	0	0	2	0	0	2.0	14	0	0	0

- Leadership Institute is currently utilizing 14 full-size rooms, 2 quarter-size rooms, and 1.0 FSE of designed administrative space. This allocation includes 4 full-size rooms in excess of Leadership Institute's adjusted baseline Footprint allocation.
- P.S./M.S. 4 is currently utilizing 34 full-size rooms, 3 half-size rooms, 3 quarter-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 1 quarter-size room in excess of P.S./M.S. 4's adjusted baseline Footprint allocation; however, as noted above, P.S./M.S. 4 currently operates with 4 full-size rooms under its adjusted Footprint allocation.

<sup>11</sup> The DOE acknowledges that there are insufficient full-size rooms to meet all schools' adjusted baseline allocations.

- Icahn 6 is currently utilizing 14 full-size rooms. As noted above, Icahn 6 currently operates with 2 full-size rooms and 0.5 FSE of designed administrative space under its adjusted Footprint allocation.

**2017-2018 (FIRST AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

If the proposed closure of Leadership Institute in X004 is approved, beginning in 2017-2018, P.S./M.S. 4 and Icahn 6 will be the only remaining schools in X004. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2017-2018 school year:

School Name	Projected Enrollment <sup>12</sup>	Grade Span	GE/ICT Sections	SC Sections
P.S./M.S. 4	551-641	K-8 & PK	27	6
Icahn 6	180-230	K-4	10	0

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 made the following adjustments to each school's baseline Footprint allocation:

- P.S./M.S. 4 has been allocated 7 full-size rooms in lieu of 7 half-size rooms.
- Icahn 6 has been allocated 2 full-size rooms in lieu of 2 half-size rooms. Additionally, Icahn 6 has been allocated 1 full-size room for administrative use in lieu of 1 half-size room due to the lack of half-size spaces; as such, they have been allocated an additional 0.5 FSE of designed administrative space of their adjusted baseline allocation per the Footprint

Neither school will operate under Footprint if this proposal is approved.

After P.S./M.S. 4 and Icahn 6 have received their respective adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Adjusted Baseline Allocation	7	0	3	0

The excess space will be allocated 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 full 2017-2018 room allocation plan for P.S./M.S. 4 and Icahn 6 based on their adjusted baseline Footprint allocations, plus the excess space allocations:

<sup>12</sup> Projected enrollment for P.S./M.S. 4 is based on 2016-2017 enrollment. Charter school projections in this BUP are based on authorized enrollment pursuant to the charter application, except if otherwise indicated.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
P.S./M.S. 4	Baseline Footprint Allocation	30	8	-	-	-	-	5.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	37	1	1.5	2	2	2	5.0	5	0	2	0	44	3	4	1.5
Icahn 6	Baseline Footprint Allocation	12	2	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	14	0	1.0	2	0	0	3.0	2	0	1	0	18	0	1	1.0

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

- P.S./M.S. 4 will be allocated 44 full-size rooms, 3 half-size rooms, 4 quarter-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 5 full-size rooms and 2 quarter-size rooms in excess of P.S./M.S. 4's adjusted baseline Footprint allocation.
- Icahn 6 will be allocated 18 full-size rooms, 1 quarter-size room, and 1.0 FSE of designed administrative space. This allocation includes 2 full-size rooms and 1 quarter-size room in excess of Icahn 6's adjusted baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2016-2017 TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
Leadership Institute	14	0	2	1.0	0	0	0	0	-14	0	-2	-1.0
P.S./M.S. 4	34	3	3	1.5	44	3	4	1.5	+10	0	+1	0
Icahn 6	14	0	0	0	18	0	1	1.0	+4	0	+1	+1.0

## Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2017-2018 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 X004. The final shared space plan will be collaboratively drafted by the Building Council ("BC") if the proposed opening and co-location is approved by the PEP.

### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SSP

This proposed SSP is based upon each school's projected enrollment and other relevant factors further described below for each school. Although the DOE has proposed how the shared spaces in the building may be utilized, BCs are free to deviate from the proposed SSP to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the BC comes to an agreement of the final SSP collaboratively. (NOTE: The BC will revisit the SSP 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 BC 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 SSP is based on the school's projected enrollments, the current usage of shared spaces in X004, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of the schools, based on the Office of Pupil Transportation's bus schedule for a regular school day as well as the anticipated school day for a regular school day.<sup>13</sup> Where possible, the proposed SSP maintains P.S./M.S. 4 and Icahn 6's current allocation of time for breakfast and lunch as described on the DOE School Food website or reported by the schools.<sup>14</sup>

### **Cafeteria:**

#### Cafeteria 1 and Cafeteria 2

- There are two cafeterias in X004. Cafeteria 1 has the capacity to hold 183 people and Cafeteria 2 has the capacity to hold 350 people.<sup>15</sup>
- The total time allocated to each organization in the cafeteria is primarily based upon current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school.
- The DOE proposes that P.S./M.S. 4 receive the greatest amount of time in the cafeteria because the school will serve the greatest number of students in the 2017-2018 school year. In the proposed plan, P.S./M.S. 4 will be allocated 2 hours daily in Cafeteria 2 and Icahn 6 will be allocated 1 hour daily in Cafeteria 1.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at X004. P.S./M.S. 4 will be allocated Cafeteria 2 from 7:00 a.m. to 7:45 a.m. for breakfast and Icahn 6 will be allocated Cafeteria 1 from 8:00 a.m. to 8:30 a.m. for breakfast.

### **Gymnasiums, Libraries, Auditorium, and Pool:**

#### Gymnasium 1 and Gymnasium 2

- There are two gymnasiums in this building.

<sup>13</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<sup>14</sup> See the DOE's School Food website at: <http://www.schoolfoodnyc.org/>.

<sup>15</sup> Cafeteria 2 is a multipurpose room that can function as a play room or a cafeteria. For the purposes of the Shared Space Plan and based on use, the space is allocated to be used as a cafeteria. It is next to Cafeteria 1.

- Since there will be two schools in this building and two gymnasiums, the DOE proposes that Icahn 6 be allocated Gymnasium 1 and P.S./M.S. 4 be allocated Gymnasium 2, and usage will be determined by each school.

#### Library

- There are three libraries in this building.
- The DOE proposes that Icahn 6 be allocated Library 1 and P.S./M.S. 4 be allocated Library 2, and usage will be determined by each school. The DOE also proposes that time in Library 3 be allocated relative to the projected enrollment of each school. In the proposed plan, P.S./M.S. 4 will be allocated 2 hours daily and Icahn 6 will be allocated 1 hour daily.

#### Auditorium

- There is one auditorium in the building and it has the capacity to hold 332 people.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S./M.S. 4 receive the greatest amount of time in the auditorium because the school will serve the greatest number of students in the 2017-2018 school year. In the proposed plan, P.S./M.S. 4 will be allocated 2 hours daily in the auditorium and Icahn 6 will be allocated 1 hour daily in the auditorium.

#### Pool

- There is one pool in the building and it has the capacity to hold 60 people.
- The DOE proposes that time in the pool be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S./M.S. 4 receive the greatest amount of time in the pool because the school will serve the greatest number of students in the 2017-2018 school year. In the proposed plan, P.S./M.S. 4 will be allocated 2 hours daily in the pool and Icahn 6 will be allocated 1 hour daily in the pool.

#### **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 spaces as needed for after-school programs.

In 2017-2018, P.S./M.S. 4 is projected to serve approximately 551-641 total students and Icahn 6 is projected to serve approximately 180-230 total students in X004. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S./M.S. 4's schedule runs from approximately 7:45 a.m. – 2:20 p.m. Monday through Friday, and Icahn 6's schedule runs from approximately 8:30 a.m. to 3:45 p.m. Monday through Friday.

Based on the explanations provided above, the DOE believes that the proposed SSP 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
<b>Cafeteria 1</b> (Capacity: 183)	<b><u>Breakfast:</u></b>  <b>Icahn 6</b> 8:00 a.m.-8:30 a.m.				
	<b><u>Lunch:</u></b>  <b>Icahn 6</b> 12:00 p.m.-1:00 p.m.				
<b>Cafeteria 2</b> (Capacity: 350)	<b><u>Breakfast:</u></b>  <b>P.S./M.S. 4</b> 7:00 a.m.-7:45 a.m.				
	<b><u>Lunch:</u></b> <b>P.S./M.S. 4</b> 11:00 a.m.-1:00 p.m.				
<b>Library 1</b>	<b>Icahn 6</b> 8:30 a.m. – 3:45 p.m.				
<b>Library 2</b>	<b>P.S./M.S. 4</b> 7:45 a.m. – 2:20 p.m.				

<b>Library 3</b>	<b>Icahn 6</b> 2:00 p.m. – 3:00 p.m. <b>P.S./M.S. 4</b> 8:00 a.m. – 10:00 a.m.	<b>Icahn 6</b> 2:00 p.m. – 3:00 p.m. <b>P.S./M.S. 4</b> 8:00 a.m. – 10:00 a.m.	<b>Icahn 6</b> 2:00 p.m. – 3:00 p.m. <b>P.S./M.S. 4</b> 8:00 a.m. – 10:00 a.m.	<b>Icahn 6</b> 2:00 p.m. – 3:00 p.m. <b>P.S./M.S. 4</b> 8:00 a.m. – 10:00 a.m.	<b>Icahn 6</b> 2:00 p.m. – 3:00 p.m. <b>P.S./M.S. 4</b> 8:00 a.m. – 10:00 a.m.
<b>Auditorium</b> (Capacity: 332)	<b>P.S./M.S. 4</b> 9:00 a.m. – 11:00 a.m. <b>Icahn 6</b> 1:00 p.m. – 2:00 p.m.	<b>P.S./M.S. 4</b> 9:00 a.m. – 11:00 a.m. <b>Icahn 6</b> 1:00 p.m. – 2:00 p.m.	<b>P.S./M.S. 4</b> 9:00 a.m. – 11:00 a.m. <b>Icahn 6</b> 1:00 p.m. – 2:00 p.m.	<b>P.S./M.S. 4</b> 9:00 a.m. – 11:00 a.m. <b>Icahn 6</b> 1:00 p.m. – 2:00 p.m.	<b>P.S./M.S. 4</b> 9:00 a.m. – 11:00 a.m. <b>Icahn 6</b> 1:00 p.m. – 2:00 p.m.
<b>Gymnasium 1</b>	<b>Icahn 6</b> 8:30 a.m. – 3:45 p.m.				
<b>Gymnasium 2</b>	<b>P.S./M.S. 4</b> 7:45 a.m. – 2:20 p.m.				
<b>Pool</b> (Capacity: 60)	<b>Icahn 6</b> 9:00 a.m. – 10:00 a.m. <b>P.S./M.S. 4</b> 12:00 p.m. – 2:00 p.m.	<b>Icahn 6</b> 9:00 a.m. – 10:00 a.m. <b>P.S./M.S. 4</b> 12:00 p.m. – 2:00 p.m.	<b>Icahn 6</b> 9:00 a.m. – 10:00 a.m. <b>P.S./M.S. 4</b> 12:00 p.m. – 2:00 p.m.	<b>Icahn 6</b> 9:00 a.m. – 10:00 a.m. <b>P.S./M.S. 4</b> 12:00 p.m. – 2:00 p.m.	<b>Icahn 6</b> 9:00 a.m. – 10:00 a.m. <b>P.S./M.S. 4</b> 12:00 p.m. – 2:00 p.m.

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414,<sup>16</sup> every school/campus must have a School Safety Committee ("SSC"). 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 the principal(s); designee(s) of any 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 SSC must meet once each month. During each school year, one annual Town Hall meeting must also be held, which is open to all parents in the schools/campus. The meeting is conducted for the purpose of allowing parents to discuss safety concerns regarding the building, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

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 School Safety Plan model. Each program operating within a school must enter program-specific information in the School Safety Plan. Safety plans are updated annually by the SSC in order to meet changing security needs, changes in organization, and building conditions and other factors. In addition, the SSC recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, if this proposal is approved, the respective leader(s)/designee(s) of P.S./M.S. 4 and Icahn 6 will be part of the X004 SSC. As members of the SSC, the leaders/designees of P.S./M.S. 4 and Icahn 6 will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of P.S./M.S. 4 and Icahn 6 will be addressed on an ongoing basis. Moreover, the School Safety Plan for the X004 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader(s)/designee(s) of P.S./M.S. 4 and Icahn 6 will enter information in the X004 schools' overall School 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 X004, 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 X004 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 Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

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<sup>16</sup> Chancellor's Regulation A-414 is available at: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

### **Proposed Communications Strategy**

As per the Campus Policy Memo,<sup>17</sup> 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.

An Shared Space Committee 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 Shared Space Committee reviews the implementation of the BUP 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 Schools Act, the Shared Space Committee reviews implementation of the current building space plans in place at those buildings. The Shared Space Committee meets at least four times per year.

The Shared Space Committee is comprised of the principal, a teacher, and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such Shared Space Committee members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. Shared Space Committee agendas and minutes must be shared with the BC. Shared Space Committee members may be asked to communicate with their constituencies about the BUP and its campus implementation.

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<sup>17</sup> The Campus Policy Memo is available at: <http://schools.nyc.gov/community/campusgov/KeyDocuments/>.