SECOND REVISED BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached revised Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate grades kindergarten through four of Democracy Prep Harlem Charter School (84M481, "Democracy Prep Harlem") in building M501 located at 2005 Madison Avenue, New York, NY, 10035 in Community School District 5 ("District 5") beginning in 2013-2014. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias. Democracy Prep Harlem is an existing public charter school currently serving students in grades six through eight in private space located at 207 West 133rd Street, New York, NY 10030 in District 5. If this proposal is approved, grades kindergarten through four of Democracy Prep Harlem will be co-located with Choir Academy of Harlem (05M469, "Choir"), an existing district secondary school currently serving students in grades six through twelve, and Harlem Children's Zone Promise Academy II (84M341, "Promise Academy II"), an existing public charter school serving students in grades kindergarten through eight. Promise Academy II's seventh and eighth grades are temporarily co-located for one year in M501. The temporary expansion of the co-location of Promise Academy II's seventh and eighth grades in M501 was proposed and approved by the Panel for Educational Policy ("PEP") on March 23, 2011.[1] Beginning in the 2013-2014 school year, Promise Academy II will only serve students in kindergarten through sixth grade in M501, as the seventh and eighth grades of Promise Academy II will move to private, non-DOE space. Building M501 also houses an Alternative Learning Center program (88M993, "ALC"), which provides an educational setting for students in grades nine through twelve who are on a Superintendent's suspension for up to 90 days.

An EIS describing a proposal to co-locate grades nine through twelve of Democracy Prep Harlem in M501 beginning in 2013 was originally posted on January 18, 2013. On February 20, 2013, the EIS was revised to change the grades to be served by Democracy Prep Harlem in M501 from grades nine through twelve to grades kindergarten through four. The revised proposal to co-locate grades kindergarten through four of Democracy Prep Harlem can be found here: http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar202013Proposals.htm.

In a separate EIS, posted on January 18, 2013 and revised on February 20, 2013, the DOE has proposed to open and co-locate a new district high school (05M157) in M501 beginning in 2013-2014. The revised proposal to open and co-locate 05M157 can be found here: http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar202013Proposals.htm.

In a separate EIS, posted on January 18, 2013 and amended on February 20, 2013, the DOE proposed the phase-out and eventual closure of Choir. The amended proposal to phase out Choir can be found here: http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm.

This Building Utilization Plan ("BUP") assumes that the proposals to phase out Choir, co-locate grades kindergarten through four of Democracy Prep Harlem, and co-locate the new district high school 05M157 in M501 are all approved.[2]

Pursuant to the New York State Charter Schools Act of 1998 (as amended), the following plan outlines the allocation of classrooms and administrative space among Choir, Promise Academy II, grades kindergarten through four of Democracy Prep Harlem and 05M157. It also includes a proposal for the collaborative usage of shared resources and spaces among the four school organizations, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee are also included. Please refer to the revised EIS, to which this plan is attached, for further information about the proposed co-location.

This second revised Building Utilization Plan reflects Democracy Prep Harlem's revised proposed grade span in M501, and reallocates space among the schools in the building accordingly.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the PEP.

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[1] The details of the proposal concerning the temporary expansion of the co-location of Promise Academy II's seventh and eighth grades in M501 can be found at: http://schools.nyc.gov/NR/rdonlyres/E9F58D11-D44F-4606-8499-5327CA381C25/0/PromiseAcademyIIREVISEDEISvfinal.pdf

[2] Should the proposal for the phase-out and eventual closure of Choir or the co-locations of grades kindergarten through four of Democracy Prep Harlem and the new district high school 05M157 not be approved by the PEP in March 2013, the DOE will revise this proposal accordingly.

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")[3] to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school's principal.

For elementary schools serving grades 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 (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full size or half-size classroom to accommodate each self-contained special education ("SC") 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.

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 should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each GE or Integrated ICT section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

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.

[3] 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/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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 desk review performed on January 8, 2013 by the Manhattan Director of Space Planning, building M501 has a total of 69 full-size rooms[4] (including six full-size science demonstration labs and one full-size science lab), 13 half-size rooms,[5] and the equivalent of 7.5 full-size rooms of designed administrative space. The seven science rooms are all allocated to schools in the first year of implementation, and therefore are included in the full-size room allocations and are not included in the Proposed Shared Space Schedule (beginning in 2014-2015, the science lab will be shared by Choir and 05M157 until Choir completes phasing out). M501 also contains a gymnasium, a library, an auditorium, and a cafeteria, each of which will be shared among the schools in the building. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- Nurse's office occupies one full-size designed administrative space.
- Custodian's office occupies one half-size designed administrative space.
- School Based Support Team occupies one full-size designed administrative space.
- Teacher's cafeteria occupies one full-size room.
- An Alternative Learning Center ("ALC") occupies five full-size rooms and one half-size room.[6]

Excluding the spaces outlined above, the M501 building currently has a total of 63 full-size rooms (including seven full-size science rooms), 12 half-size rooms, and the equivalent of 5.0 full-size designed administrative space remaining that can be allocated to schools.

Summary	FS	HS	Designed Admin (FSE)
Building Grand TOTAL	69	13	7.5
SHARED SPACES or Building Services	6	1	2.5
Remaining Total to be Allocated	**63**	**12**	**5.0**

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at Choir and Promise Academy II in the current 2012-2013 school year.

School	Grade Span	Total Enrollment[7]	Total GE/ICT Sections	Total SC Sections
Choir	6-12	341	13	2
Promise Academy II	K-8	603	29	0

[4] Full-size classrooms have an area of 500 square feet or more.
[5] Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.
[6] While ALC enrollment can vary widely throughout the year, 80 students is the maximum allowable enrollment at any one time. Therefore, ALC enrollment is anticipated at 80 students, even though enrollment may be lower at given times throughout each school year.
[7] Based on charter headcount as of October 1, 2012 or the 2012-2013 Audited Register (as of October 26, 2012), which does not include Long Term Absences ("LTAs"), students who have been absent continuously for 30 days or more as of October 26, 2012. .

The table below summarizes the baseline and adjusted footprint allocations of Choir and Promise Academy II. These allocations are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

2012-2013		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)
Choir	Baseline Footprint Allocation	13	3	3.0	0	0	0	3.0	13	3	0	3.0
	Adjusted Baseline Allocation	13	3	3.0	0	0	0	3.0	13	3	0	3.0
	Current Space Allocation	32	7	4.5	0	0	0	4.5	32	7	0	4.5
Promise Academy II	Baseline Footprint Allocation	32	2	0.5	2	3	0	4.0	34	5	0	0.5
	Adjusted Baseline Allocation	32	2	0.5	2	3	0	4.0	34	5	0	0.5
	Current Space Allocation	31	2	0.5	0	3	0	2.0	31	5	0	0.5

In total:

- Choir is currently allocated 32 full-size rooms, 7 half-size rooms, and 4.5 FSE rooms of designed administrative space in total in M501. This allocation includes 19 full-size rooms, 4 half-size rooms, and 1.5 FSE rooms of designed administrative space in excess of Choir's baseline footprint.
- Promise Academy II is currently allocated 31 full-size rooms, 5 half-size rooms, and 0.5 FSE rooms of designed administrative space in total in M501. This allocation is 3 full-size rooms under Promise Academy II's baseline footprint.

The current excess space in the M501 building is demonstrated in the table below.

2012-2013	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	16	4	1.5

2013-2014 (FIRST YEAR OF IMPLEMENTATION)

If this proposal is approved, Democracy Prep Harlem will begin serving students in kindergarten in building M501. Additionally, if the proposals to co-locate 05M157 and to phase out Choir are approved, 05M157 will begin serving students in grade nine and Choir will no longer serve students in grades six and nine, but will continue to serve students in grades seven, eight, ten, eleven, and twelve in the 2013-2014 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014.

School	Projected Enrollment[8]	GE/ICT Sections	SC Sections
Choir	185 – 245	9	2
Promise Academy II[9]	500 – 630	25	0
Democracy Prep Harlem	91 – 116	4	0
05M157	75 – 85	3	0

After Choir, Promise Academy II, Democracy Prep Harlem and 05M157 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	13	1	1.0

The excess space will be allocated among Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 based upon the following factors. First, Choir will be allocated the specialty rooms associated with the school's arts programming. Second, the remaining general-purpose excess spaces will be allocated among the schools based on the configuration of the building and physical location of the schools. These allocations will allow each school to meet its programmatic and safety needs.

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

[9] The temporary expansion of the co-location of Promise Academy II's seventh and eighth grades in M501 was proposed and approved by the Panel for Educational Policy ("PEP") on March 23, 2011. Beginning in the 2013-2014 school year, Promise Academy II will only serve students in kindergarten through sixth grades in M501, as the seventh and eighth grades of Promise Academy II will move to private, non-DOE space.

The 2013-2014 room allocations represented here account for the impact the proposals to phase out Choir and co-locate Democracy Harlem and 05M157 in building M501 will have on space availability in M501 if they are approved, and the planned re-location of grades seven and eight of Promise Academy II.

The table below summarizes the full 2013-2014 room allocation plan for Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

2013-2014		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)
Choir	Baseline Footprint Allocation	9	3	2.5	0	0	0	2.5	0	0	0	0.0	9	3	0	2.5
	Adjusted Baseline Allocation	11	1	2.5	0	0	0	2.5	7	0	0	1.0	18	1	0	3.5
Promise Academy II	Baseline Footprint Allocation	28	2	0.5	1	5	0	4.0	0	0	0	0.0	29	7	0	0.5
	Adjusted Baseline Allocation	28	2	0.5	1	5	0	4.0	2	0	0	0.0	31	7	0	0.5
Democracy Prep Harlem	Baseline Footprint Allocation	5	1	1.0	1	0	0	2.0	0	0	0	0.0	6	1	0	1.0
	Adjusted Baseline Allocation	5	1	1.0	1	0	0	2.0	2	1	0	0.0	8	2	0	1.0
05M157	Baseline Footprint Allocation	3	1	0.0	1	1	0	1.5	0	0	0	0.0	4	2	0	0.0
	Adjusted Baseline Allocation	3	1	0.0	1	1	0	1.5	2	0	0	0.0	6	2	0	0.0

In total:

- Choir will be allocated 18 full-size rooms, 1 half-size room, and 3.5 FSE rooms of designed administrative space in total. Due to a shortage of half-size rooms in the M501 building, the DOE has adjusted Choir's baseline allocation and allocated Choir 2 full-size rooms in lieu of 2 half-size rooms. This allocation includes 7 full-size rooms and 1.0 FSE room of designed administrative space in excess of Choir's adjusted baseline footprint. Due to the special performing arts rooms needed for Choir's performing arts program, the DOE has allocated these specialty rooms to Choir during the course of its phase-out. These rooms are included in Choir's excess allocation.

- Promise Academy II will be allocated 31 full-size rooms, 7 half-size rooms, and 0.5 FSE rooms of designed administrative space in total in M501. This allocation includes 2 full-size rooms in excess of Promise Academy II's adjusted baseline footprint.

- Democracy Prep Harlem will be allocated 8 full-size rooms, 2 half-size rooms, and 1.0 FSE room of designed administrative space in total. This includes 2 full-size rooms and 1 half-size room in excess of Democracy Prep Harlem's adjusted baseline footprint.

- 05M157 will be allocated 6 full-size rooms and 2 half-size rooms in total. This allocation includes 2 full-size rooms in excess of 05M157's adjusted baseline footprint.

The room change is reflected below for the 2012-2013 school year to 2013-2014 school year, which reflects changes to room allocations resulting from the phase-out of Choir, as well the proposed phase-ins of Democracy Prep Harlem and 05M157.

ROOM CHANGE (+/-)	**CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS**				**PROPOSED 2013-2014 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)
Choir	32	7	0	4.5	18	1	0	3.5	-14	-6	0	-1.0
Promise Academy II	31	5	0	0.5	31	7	0	0.5	0	+2	0	0.0
Democracy Prep Harlem	0	0	0	0.0	8	2	0	1.0	+8	+2	0	+1
05M157	0	0	0	0.0	6	2	0	0.0	+6	+2	0	0.0

2014-2015 (SECOND YEAR OF IMPLEMENTATION)

If this proposal is approved, Democracy Prep Harlem will serve students in kindergarten and first grade in the 2014-2015 school year. Additionally, if the proposals to co-locate 05M157 and phase out Choir are approved, 05M157 will continue to expand to serve students in grades nine and ten in building M501 and Choir will no longer serve students in grades six, seven, nine and ten, but will continue to serve students in grades eight, eleven, and twelve in the 2014-2015 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015.

School	Projected Enrollment[10]	GE/ICT Sections	SC Sections
Choir	90 – 140	6	1
Promise Academy II	505 – 660	25	0
Democracy Prep Harlem Charter School	154 – 197	7	0
05M157	150 – 170	6	0

In 2014-2015 and 2015-2016, the full-size science lab will be used as shared space by the high schools in the M501 building. This will reduce the total full-size rooms available to be allocated among the schools in M501 by 1 full-size room. Therefore, in 2014-2015 and 2015-2016 there will be 62 full-size rooms, 12 half-size rooms, and 5.0 full-size designed administrative spaces to be allocated among the schools in M501.

After Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	13	1	1.5

The excess space will be allocated among Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 based upon the following factors. First, Choir will be allocated the specialty rooms associated with the school's arts programming. Second, the remaining general-purpose excess spaces will be allocated among the schools based on the configuration of the building and physical location of the schools. These allocations will allow each school to meet its programmatic and safety needs.

The table below summarizes the full 2014-2015 room allocation plan for Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. In the second year of the proposal's implementation, Democracy Prep Harlem will not receive certain administrative space that it would otherwise receive under the Footprint. Democracy Prep Harlem agrees, however, that it can adequately operate within the space allocated in the BUP in year 2014-2015 because Democracy Prep Harlem uses different class size and space programming assumptions than the Footprint, and believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP. The DOE has allocated the excess space in M501 so as to allow each school to have its own dedicated floor and/or contiguous space on a floor in M501.

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

2014-2015		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)
Choir	Baseline Footprint Allocation	6	2	2.0	0	0	0	2.0	0	0	0	0.0	6	2	0	2.0
	Adjusted Baseline Allocation	7	1	2.0	0	0	0	2.0	7	0	0	1.5	14	1	0	3.5
Promise Academy II	Baseline Footprint Allocation	25	2	0.5	1	5	0	4.0	0	0	0	0.0	26	7	0	0.5
	Adjusted Baseline Allocation	25	2	0.5	1	5	0	4.0	5	0	0	0.0	31	7	0	0.5
Democracy Prep Harlem	Baseline Footprint Allocation	8	2	2.0	0	0	0	2.0	0	0	0	0.0	8	2	0	2.0
	Adjusted Baseline Allocation	8	2	1.0	0	0	0	1.0	0	0	0	0.0	8	2	0	1.0
05M157	Baseline Footprint Allocation	6	1	0.0	2	0	0	2.0	0	0	0	0.0	8	1	0	0.0
	Adjusted Baseline Allocation	6	1	0.0	2	0	0	2.0	1	1	0	0.0	9	2	0	0.0

In total:

- Choir will be allocated 14 full-size rooms, 1 half-size room, and 3.5 FSE rooms of designed administrative space in total. Due to a shortage of half-size rooms in the M501 building, the DOE has adjusted Choir's baseline allocation and allocated Choir 1 full-size room in lieu of 1 half-size room. This allocation includes 7 full-size rooms and 1.5 FSE rooms of designed administrative space in excess of Choir's adjusted baseline footprint. Due to the special performing arts rooms needed for Choir's performing arts program, the DOE has allocated these specialty rooms to Choir during the course of its phase-out. These rooms are included in their excess allocation.

- Promise Academy II will be allocated 31 full-size rooms, 7 half-size rooms, and 0.5 FSE rooms of designed administrative space in total in M501. This includes 5 full-size rooms in excess of Promise Academy II's baseline adjusted footprint.

- Democracy Prep Harlem will be allocated 8 full-size rooms, 2 half-size rooms, and 1.0 FSE room of designed administrative space in total.

- 05M157 will be allocated 9 full-size rooms and 2 half-size rooms in total in M501. This allocation includes 1 full-size room and 1 half-size room in excess of 05M157's adjusted baseline footprint.

The room change is reflected below for the 2013-2014 school year to the 2014-2015 school year, which reflects changes to room allocations resulting from the phase-out of Choir, as well the proposed phase-ins of Democracy Prep Harlem and 05M157.

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 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)
Choir	18	1	0	3.5	14	1	0	3.5	-4	0	0	0.0
Promise Academy II	31	7	0	0.5	31	7	0	0.5	0	0	0	0.0
Democracy Prep Harlem	8	2	0	1.0	8	2	0	1.0	0	0	0	0.0
05M157	6	2	0	0.0	9	2	0	0.0	+3	0	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, Democracy Prep Harlem will serve students in kindergarten through second grade in building M501 in the 2015-2016 school year. Additionally, if the proposals to co-locate 05M157 and phase out Choir are approved, 05M157 will continue to expand to serve students in grades nine through eleven and Choir will no longer serve students in grades six through eleven, but will continue to serve students in grade twelve in the 2015-2016 school year. Choir will close at the end of the 2015-2016 school year.

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

School	Projected Enrollment[11]	GE/ICT Sections	SC Sections
Choir	20 – 50	2	0
Promise Academy II	500 – 640	25	0
Democracy Prep Harlem	217 – 278	10	0
05M157	225 – 255	9	0

As stated above, in 2014-2015 and 2015-2016, the full-size science lab will be used as shared space by the high schools in the M501 building. This will reduce the total number of full-size rooms available to be allocated among the schools in M501 by one full-size room. Therefore, in 2014-2015 and 2015-2016 there will be 62 full-size rooms, 12 half-size rooms, and 5.0 full-size designed administrative spaces to be allocated among the schools in M501.

After Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10	0	2.0

The excess space will be allocated among Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 based upon the following factors. First, Choir will be allocated the specialty rooms associated with the school's arts programming. Second, the remaining general-purpose excess spaces will be allocated among the schools based on the configuration of the building and physical location of the schools. These allocations will allow each school to meet its programmatic and safety needs.

The table below summarizes the full 2015-2016 room allocation plan for Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

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

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)
Choir	Baseline Footprint Allocation	2	1	1.5	0	0	0	1.5	0	0	0	0.0	2	1	0	1.5
	Adjusted Baseline Allocation	2	1	1.5	0	0	0	1.5	3	0	0	2.0	5	1	0	3.5
Promise Academy II	Baseline Footprint Allocation	25	2	0.5	1	5	0	4.0	0	0	0	0.0	26	7	0	0.5
	Adjusted Baseline Allocation	25	2	0.5	1	5	0	4.0	5	0	0	0.0	31	7	0	0.5
Democracy Prep Harlem	Baseline Footprint Allocation	12	1	1.0	1	1	0	2.5	0	0	0	0.0	13	2	0	1.0
	Adjusted Baseline Allocation	12	1	1.0	1	1	0	2.5	1	0	0	0.0	14	2	0	1.0
05M157	Baseline Footprint Allocation	9	1	0.0	2	1	0	2.5	0	0	0	0.0	11	2	0	0.0
	Adjusted Baseline Allocation	9	1	0.0	2	1	0	2.5	1	0	0	0.0	12	2	0	0.0

In total:

- Choir will be allocated 5 full-size rooms, 1 half-size room, and 3.5 FSE rooms of designed administrative space in total. This allocation includes 3 full-size rooms and 2.0 FSE rooms of designed administrative space in excess of Choir's adjusted baseline footprint. Due to the special performing arts rooms needed for Choir's performing arts program, the DOE has allocated these specialty rooms to Choir during the course of its phase-out. These rooms are included in their excess allocation.

- Promise Academy II will be allocated 31 full-size rooms, 7 half-size rooms, and 0.5 FSE rooms of designed administrative space in total. This allocation includes 5 full-size rooms in excess of Promise Academy II's adjusted baseline footprint.

- Democracy Prep Harlem will be allocated 14 full-size rooms, 2 half-size rooms, and 1.0 FSE of designed administrative space in total. This allocation includes 1 full-size room in excess of Democracy Prep Harlem's adjusted baseline footprint.

- 05M157 will be allocated 12 full-size rooms and 2 half-size rooms in total in M501. This allocation includes 1 full-size room in excess of 05M157's adjusted baseline footprint.

The room change is reflected below for the 2014-2015 school year to the 2015-2016 school year, which reflects changes to room allocations resulting from the phase-out of Choir, as well the proposed phase-ins of Democracy Prep Harlem and 05M157.

ROOM CHANGE (+/-)	**PROPOSED 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)
Choir	14	1	0	3.5	5	1	0	3.5	-9	0	0	0.0
Promise Academy II	31	7	0	0.5	31	7	0	0.5	0	0	0	0.0
Democracy Prep Harlem	8	2	0	1.0	14	2	0	1.0	+6	0	0	0.0
05M157	9	2	0	0.0	12	2	0	0.0	+3	0	0	0.0

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, Democracy Prep Harlem will serve students in kindergarten through third grades in building M501 in the 2016-2017 school year. Additionally, if the proposals to co-locate 05M157 and phase out Choir are approved, 05M157 will continue to expand to serve students in grades nine through twelve and Choir will no longer serve any students by the 2016-2017 school year and will not be allocated any space in M501 in 2016-2017 and beyond.

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

School	Projected Enrollment[12]	GE/ICT Sections	SC Sections
Promise Academy II	495 – 635	25	0
Democracy Prep Harlem	280 – 359	13	0
05M157	300 – 340	12	0

In 2016-2017 and beyond, the 1 full-size science lab will no longer be used as a shared space and will be allocated to the schools in the M501 building. This increases the number of total full-size rooms available to be allocated among the schools in M501 by 1 full-size room. Therefore, in 2016-2017 and beyond there will be 63 full-size rooms, 12 half-size rooms, and 5.0 full-size designed administrative spaces to be allocated among the schools in M501.

After Promise Academy II, Democracy Prep Harlem and 05M157 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	8	2	0.0

The excess space will be allocated among Promise Academy II, Democracy Prep Harlem, and 05M157 based upon the configuration of the building and physical location of the schools. These allocations will allow each school to meet its programmatic and safety needs.

The table below summarizes the full 2016-2017 room allocation plan for Promise Academy II, Democracy Prep Harlem and 05M157 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

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

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)
Promise Academy II	Baseline Footprint Allocation	25	2	0.5	1	5	0	4.0	0	0	0	0.0	26	7	0	0.5
	Adjusted Baseline Allocation	25	2	0.5	1	5	0	4.0	5	0	0	0.0	31	7	0	0.5
Democracy Prep Harlem	Baseline Footprint Allocation	16	1	1.5	1	1	0	3.0	0	0	0	0.0	17	2	0	1.5
	Adjusted Baseline Allocation	16	1	1.5	1	1	0	3.0	1	0	0	0.0	18	2	0	1.5
05M157	Baseline Footprint Allocation	12	1	3.0	0	0	0	3.0	0	0	0	0.0	12	1	0	3.0
	Adjusted Baseline Allocation	12	1	3.0	0	0	0	3.0	2	2	0	0.0	14	3	0	3.0

In total:

- Promise Academy II will be allocated 31 full-size rooms, 7 half-size rooms, and 0.5 FSE rooms of designed administrative space in total. This allocation includes 5 full-size rooms in excess of Promise Academy II's adjusted baseline footprint.
- Democracy Prep Harlem will be allocated 18 full-size rooms, 2 half-size rooms, and 1.5 FSE rooms of designed administrative space in total. This allocation includes 1 full-size room in excess of Democracy Prep Harlem's adjusted baseline footprint.
- 05M157 will be allocated 14 full-size rooms, 3 half-size rooms, and 3.0 FSE rooms of designed administrative space in total in M501. This allocation includes 2 full-size rooms and 2 half-size rooms in excess of 05M157's adjusted baseline footprint.

The room change is reflected below for the 2015-2016 school year to the 2016-2017 school year, which reflects changes to room allocations resulting from the phase-out of Choir, as well the proposed phase-ins of Democracy Prep Harlem and 05M157.

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)
Choir	5	1	0	3.5	0	0	0	0.0	-5	-1	0	-3.5
Promise Academy II	31	7	0	0.5	31	7	0	0.5	0	0	0	0.0
Democracy Prep Harlem	14	2	0	1.0	18	2	0	1.5	+4	0	0	+0.5
05M157	12	2	0	0.0	14	3	0	3.0	+2	+1	0	+3

2017-2018 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, Democracy Prep Harlem will serve students in grades kindergarten through four in building M501 in the 2017-2018 school year. Additionally, if the proposals to co-locate 05M157 and phase out Choir are approved, 05M157 will serve students in grades nine through twelve and Choir will no longer serve any students in the 2017-2018 school year and will not be allocated any space in M501.

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

School	Projected Enrollment[13]	GE/ICT Sections	SC Sections
Promise Academy II	490 – 630	25	0
Democracy Prep Harlem	343 – 440	15	0
05M157	300 – 340	12	0

After Promise Academy II, Democracy Prep Harlem, and 05M157 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	7	2	0.0

The excess space will be allocated among Promise Academy II, Democracy Prep Harlem, and 05M157 based upon the configuration of the building and physical location of the schools. These allocations will allow each school to meet its programmatic and safety needs.

The table below summarizes the full 2017-2018 room allocation plan for Promise Academy II, Democracy Prep Harlem, and 05M157 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. In the fifth and final year of the proposal's implementation, Democracy Prep Harlem will receive its baseline allocation of instructional space, but will not receive certain administrative space that it would otherwise receive under the Footprint. Democracy Prep Harlem agrees, however, that it can adequately operate within the space allocated in the BUP in year 2017-2018 and beyond because Democracy Prep Harlem uses different class size and space programming assumptions than the Footprint, and believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP. The DOE has allocated the excess space in M501 so as to allow each school to have its own dedicated floor and/or contiguous space on a floor in M501.

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

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)
Promise Academy II	Baseline Footprint Allocation	25	2	0.5	1	5	0	4.0	0	0	0	0.0	26	7	0	0.5
	Adjusted Baseline Allocation	25	2	0.5	1	5	0	4.0	5	0	0	0.0	31	7	0	0.5
Democracy Prep Harlem	Baseline Footprint Allocation	18	2	1.5	1	1	0	3.0	0	0	0	0.0	19	3	0	1.5
	Adjusted Baseline Allocation	18	2	1.5	0	0	0	1.5	0	0	0	0.0	18	2	0	1.5
05M157	Baseline Footprint Allocation	12	1	1.0	1	2	0	3.0	0	0	0	0.0	13	3	0	1.0
	Adjusted Baseline Allocation	12	1	3.0	0	0	0	3.0	2	2	0	0.0	14	3	0	3.0

In total:

- Promise Academy II will be allocated 31 full-size rooms, 7 half-size rooms, and 0.5 FSE rooms of designed administrative space in total. This allocation includes 5 full-size rooms in excess of Promise Academy II's adjusted baseline footprint.
- Democracy Prep Harlem will be allocated 18 full-size rooms, 2 half-size rooms, and 1.5 FSE rooms of designed administrative space in total.
- 05M157 will be allocated 14 full-size rooms, 3 half-size rooms, and 3.0 FSE rooms of designed administrative space in total in M501. This allocation includes 2 full-size rooms and 2 half-size rooms in excess of 05M157's adjusted baseline footprint.

The room change is reflected below for the 2016-2017 school year to the 2017-2018 school year, which reflects changes to room allocations resulting from the phase-out of Choir, as well the proposed phase-in of Democracy Prep Harlem and 05M157.

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)
Promise Academy II	31	7	0	0.5	31	7	0	0.5	0	0	0	0.0
Democracy Prep Harlem	18	2	0	1.5	18	2	0	1.5	0	0	0	0.0
05M157	14	3	0	3.0	14	3	0	3.0	0	0	0	0.0

Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M501 during the first year of implementation of this proposal in 2013-2014, when Democracy Prep Harlem will begin serving students in kindergarten and 05M157 will begin serving students in ninth grade. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND 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 M501 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/KeyDocuments/CampusMemo.htm).

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, 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.[14] Where possible, the proposed schedule maintains schools' current allocation of time for 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, based on the 2011 Campus Audit Template submitted by the Building Council.[15] The DOE has assigned times in each of the shared spaces to the co-located organizations in M501 proportional to their enrollments. In planning how Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 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 shared space equitably. As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

Cafeteria

- There is one cafeteria in the M501 building, which has the capacity to serve 611 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, 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:
    - Choir has been allocated 30 minutes daily in the cafeteria for breakfast, and 75 minutes daily in the cafeteria for lunch.
    - Promise Academy II has been allocated 45 minutes daily in the cafeteria for breakfast, and 150 minutes daily in the cafeteria for lunch.
    - Democracy Prep Harlem has been allocated 15 minutes daily in the cafeteria for breakfast, and 45 minutes daily in the cafeteria for lunch.
    - 05M157 has been allocated 15 minutes daily in the cafeteria for breakfast, and 45 minutes daily in the cafeteria for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M501. Accordingly, and in light of the high capacity of the cafeteria, Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 can be served during slightly overlapping (and equitable) breakfast and lunch

[14] See DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx

[15] Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

periods in the cafeteria.

- The Building Council is free to deviate from the proposed Shared Space Plan of the cafeteria 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.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the M501 building, which has the capacity to serve 500 students.
- The total time allocated to each organization in the gymnasium is primarily based upon each organization's current use of the gymnasium, projected enrollment, capacity of the gymnasium, and grade levels served. Each organization will be able to accommodate its students in the gymnasium within this proposed allocation of time. In the proposed plan:
    - Choir has been allocated 120 minutes daily in the gymnasium from 10:00 a.m. to 12:00 a.m.
    - Promise Academy II has been allocated 240 minutes daily in the gymnasium from 12:00 p.m. to 4:00 p.m.
    - Democracy Prep Harlem has been allocated 60 minutes daily in the gymnasium from 8:00 a.m. to 9:00 a.m.
    - 05M157 has been allocated 60 minutes daily in the gymnasium from 9:00 a.m. to 10:00 a.m.
- Because the proposed allocations have been devised with regard to the schools' enrollments and special needs, the DOE believes that the proposed allocation is equitable and feasible.
- The Building Council is free to deviate from the proposed Shared Space Plan of the gymnasium 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.

Library

- The DOE proposes that the library be allocated to all schools based on the relative projected enrollment for each school. In the proposed plan:
    - Choir has been allocated 120 minutes daily in the library from 8:00 a.m. to 10:00 a.m.
    - Promise Academy II has been allocated 240 minutes daily in the library from 10:00 a.m. to 2:00 p.m.
    - Democracy Prep Harlem has been allocated 60 minutes daily in the library from 3:00 p.m. to 4:00 p.m.
    - 05M157 has been allocated 60 minutes daily in the library from 2:00 p.m. to 3:00 p.m.
- The Building Council is free to deviate from the proposed Shared Space Plan of the library 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.

Auditorium

- There is one auditorium in the M501 building, which has the capacity to serve 600 students.
- The total time allocated to each organization in the auditorium is primarily based upon each organization's current use of the auditorium, 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 plan:
    - Choir has been allocated 120 minutes daily in the auditorium from 11:00 a.m. to 1:00 p.m.
    - Promise Academy II has been allocated 180 minutes daily in the auditorium from 1:00 p.m. to 4:00 p.m.
    - Democracy Prep Harlem has been allocated 60 minutes daily in the auditorium from 9:00 a.m. to 10:00 a.m.
    - 05M157 has been allocated 60 minutes daily in the auditorium from 10:00 a.m. to 11:00 a.m.
- The Building Council is free to deviate from the proposed Shared Space Plan of the auditorium 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.

After School Programs

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Choir's school day runs from approximately 8:00 a.m. to 3:00 p.m.; Promise Academy II's school day runs from approximately 7:30 a.m. to 4:00 p.m.; Democracy Prep Harlem's school day is anticipated to run from approximately 7:30 a.m. to 4:00 p.m.; and 05M157's school day is anticipated to run from approximately 8:00 a.m. to 3:00 p.m.

- The DOE notes that Choir is not allocated time in shared spaces beyond 3:00 p.m., which is when their extended school day ends.
- The DOE notes that Promise Academy II is not allocated time in shared spaces beyond 4:00 p.m., which is when their extended school day ends.
- The DOE notes that Democracy Prep Harlem is not currently allocated time in shared spaces past 4:00 p.m. which is when their extended day will end.
- The DOE notes that 05M157 is not allocated time in shared spaces beyond 3:00 p.m., which is when their extended school day will end.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once grades kindergarten through four of Democracy Prep Harlem and grades nine through twelve of 05M157 are co-located in the building.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 611)	**Breakfast** Choir 7:30 a.m. – 8:00 a.m. Promise Academy II 6:45 a.m – 7:30 a.m. Democracy Prep Harlem 7:15 a.m. – 7:30 a.m. 05M157 7:45 a.m. – 8:00 a.m. **Lunch** Choir 12:00 p.m. – 1:15 p.m. Promise Academy II 10:00 a.m. – 12:30 p.m. Democracy Prep Harlem 1:15 p.m. – 2:00 p.m. 05M157 1:15 p.m. – 2:00 p.m.	**Breakfast** Choir 7:30 a.m. – 8:00 a.m. Promise Academy II 6:45 a.m – 7:30 a.m. Democracy Prep Harlem 7:15 a.m. – 7:30 a.m. 05M157 7:45 a.m. – 8:00 a.m. **Lunch** Choir 12:00 p.m. – 1:15 p.m. Promise Academy II 10:00 a.m. – 12:30 p.m. Democracy Prep Harlem 1:15 p.m. – 2:00 p.m. 05M157 1:15 p.m. – 2:00 p.m.	**Breakfast** Choir 7:30 a.m. – 8:00 a.m. Promise Academy II 6:45 a.m – 7:30 a.m. Democracy Prep Harlem 7:15 a.m. – 7:30 a.m. 05M157 7:45 a.m. – 8:00 a.m. **Lunch** Choir 12:00 p.m. – 1:15 p.m. Promise Academy II 10:00 a.m. – 12:30 p.m. Democracy Prep Harlem 1:15 p.m. – 2:00 p.m. 05M157 1:15 p.m. – 2:00 p.m.	**Breakfast** Choir 7:30 a.m. – 8:00 a.m. Promise Academy II 6:45 a.m – 7:30 a.m. Democracy Prep Harlem 7:15 a.m. – 7:30 a.m. 05M157 7:45 a.m. – 8:00 a.m. **Lunch** Choir 12:00 p.m. – 1:15 p.m. Promise Academy II 10:00 a.m. – 12:30 p.m. Democracy Prep Harlem 1:15 p.m. – 2:00 p.m. 05M157 1:15 p.m. – 2:00 p.m.	**Breakfast** Choir 7:30 a.m. – 8:00 a.m. Promise Academy II 6:45 a.m – 7:30 a.m. Democracy Prep Harlem 7:15 a.m. – 7:30 a.m. 05M157 7:45 a.m. – 8:00 a.m. **Lunch** Choir 12:00 p.m. – 1:15 p.m. Promise Academy II 10:00 a.m. – 12:30 p.m. Democracy Prep Harlem 1:15 p.m. – 2:00 p.m. 05M157 1:15 p.m. – 2:00 p.m.
Library	Choir 8:00 a.m. – 10:00 a.m. Promise Academy II 10:00 a.m. – 2:00 p.m. Democracy Prep Harlem 3:00 p.m. – 4:00 p.m. 05M157 2:00 p.m. – 3:00 p.m.	Choir 8:00 a.m. – 10:00 a.m. Promise Academy II 10:00 a.m. – 2:00 p.m. Democracy Prep Harlem 3:00 p.m. – 4:00 p.m. 05M157 2:00 p.m. – 3:00 p.m.	Choir 8:00 a.m. – 10:00 a.m. Promise Academy II 10:00 a.m. – 2:00 p.m. Democracy Prep Harlem 3:00 p.m. – 4:00 p.m. 05M157 2:00 p.m. – 3:00 p.m.	Choir 8:00 a.m. – 10:00 a.m. Promise Academy II 10:00 a.m. – 2:00 p.m. Democracy Prep Harlem 3:00 p.m. – 4:00 p.m. 05M157 2:00 p.m. – 3:00 p.m.	Choir 8:00 a.m. – 10:00 a.m. Promise Academy II 10:00 a.m. – 2:00 p.m. Democracy Prep Harlem 3:00 p.m. – 4:00 p.m. 05M157 2:00 p.m. – 3:00 p.m.
Gymnasium (Capacity: 500)	Choir 10:00 a.m. – 12:00 p.m. Promise Academy II 12:00 p.m – 4:00 p.m. Democracy Prep Harlem	Choir 10:00 a.m. – 12:00 a.m. Promise Academy II 12:00 p.m – 4:00 p.m. Democracy Prep Harlem	Choir 10:00 a.m. – 12:00 p.m. Promise Academy II 12:00 p.m – 4:00 p.m. Democracy Prep Harlem	Choir 10:00 a.m. – 12:00 p.m. Promise Academy II 12:00 p.m – 4:00 p.m. Democracy Prep Harlem	Choir 10:00 a.m. – 12:00 p.m. Promise Academy II 12:00 p.m – 4:00 p.m. Democracy Prep Harlem

	8:00 a.m. – 9:00 a.m. 05M157 9:00 a.m. – 10:00 a.m.	8:00 a.m. – 9:00 a.m. 05M157 9:00 a.m. – 10:00 a.m.	8:00 a.m. – 9:00 a.m. 05M157 9:00 a.m. – 10:00 a.m.	8:00 a.m. – 9:00 a.m. 05M157 9:00 a.m. – 10:00 a.m.	8:00 a.m. – 9:00 a.m. 05M157 9:00 a.m. – 10:00 a.m.
Auditorium (Capacity: 600)	Choir 11:00 a.m. – 1:00 p.m. Promise Academy II 1:00 p.m. – 4:00 p.m. Democracy Prep Harlem 9:00 a.m. – 10:00 a.m. 05M157 10:00 a.m. – 11:00 a.m.	Choir 11:00 a.m. – 1:00 p.m. Promise Academy II 1:00 p.m. – 4:00 p.m. Democracy Prep Harlem 9:00 a.m. – 10:00 a.m. 05M157 10:00 a.m. – 11:00 a.m.	Choir 11:00 a.m. – 1:00 p.m. Promise Academy II 1:00 p.m. – 4:00 p.m. Democracy Prep Harlem 9:00 a.m. – 10:00 a.m. 05M157 10:00 a.m. – 11:00 a.m.	Choir 11:00 a.m. – 1:00 p.m. Promise Academy II 1:00 p.m. – 4:00 p.m. Democracy Prep Harlem 9:00 a.m. – 10:00 a.m. 05M157 10:00 a.m. – 11:00 a.m.	Choir 11:00 a.m. – 1:00 p.m. Promise Academy II 1:00 p.m. – 4:00 p.m. Democracy Prep Harlem 9:00 a.m. – 10:00 a.m. 05M157 10:00 a.m. – 11:00 a.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 will be part of the M501 School Safety Committee. As a member of the School Safety Committee, the leader/designees of Choir, Promise Academy II, Democracy Prep Harlem, and 05M157 will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of Democracy Prep Harlem and 05M157 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M501 school building will be modified as appropriate to meet any changing security needs associated with the co-location. All schools will enter information in the building's overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team ("BRT") that will consist of trained staff members from each of the campus' schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed Safety Plan for the M501 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,[16] co-located schools on campuses 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 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 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 for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee ("SSC") shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of 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 School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally 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 SLT 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 BUP and its campus implementation.

[16] Campus Policy Memo 2011 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents."