

REVISED BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to extend and expand the co-location of Democracy Prep Charter School (84M350, “Democracy Prep”), an existing public charter school that serves 495 students in grades six through ten and which is currently split-sited between Building M197, located at 2230 5th Avenue, New York, NY 10037 in Community School District 5, and private space located at 207 West 133rd Street, New York, NY, 10030, also in Community School District 5. Democracy Prep is co-located in M197 with P.S. 197 John B. Russwurm (“P.S. 197”), an existing DOE zoned elementary school serving grades kindergarten through five, that also offers a pre-kindergarten program. 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.

When Democracy Prep began its co-location in M197 in 2009-2010 with sixth grade, the DOE committed to re-evaluate the space available in M197 annually to determine if there was sufficient space to enable Democracy Prep to continue co-locating in M197. Democracy Prep currently serves sixth and seventh grades in M197. Under this proposal Democracy Prep would serve eighth grade in M197 and its grades 6-8 would remain permanently in M197. Democracy Prep’s grades nine through twelve would be located in the private space on West 133rd Street.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 197 and Democracy Prep. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 197 and Democracy Prep, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached for further information about the proposed co-location.

The Building Utilization Plan (“BUP”) for this proposal, originally published on February 18, 2011, has been revised in the following manner:

- The proposed shared space schedule on page 8 has been adjusted and the DOE has clarified the rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal.
- The EIS and BUP reflect the potential for facility upgrades to the basement of M197 in order to provide Democracy Prep with its full baseline allocation of space.

The final shared space schedule will be decided upon by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)¹ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each Self-Contained special education section served by the school. In addition to these instructional rooms, which are counted toward a building’s capacity, schools serving grades K-5 also receive an allocation of cluster or specialty classrooms

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at:

http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf

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, and do not count toward a building's capacity.

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

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

For grades 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each Self-Contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms² for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on January 18, 2011 by Richard Bocchicchio, Director of Space Planning, building M197 has a total of 36 full-size classrooms/spaces,³ 6 half-size classrooms/spaces,⁴ the equivalent of 2.0 full-size designed administrative office/space, and 2 quarter-size rooms which can be utilized as administrative offices/spaces.⁵ M197 also contains a gymnasium, auditorium, lunchroom, library and outdoor playground.

Harlem Children's Zone, a community-based organization ("CBO"), is currently located in one full-size and one half-size space. The building custodian and the school nurse are each located in a half-size space. The School-Based Support Team ("SBST") is located in a designed administrative space that is the equivalent of a half-size space. Excluding these spaces, the M197 building has a total of 35 full-size classrooms, 3 half-size classrooms/spaces, the equivalent of 1.5 full-size designed administrative office/space, and 2 quarter-size administrative offices/spaces remaining that can be allocated to schools.

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3 full size classrooms for student support services and one half-size resource room, which could be equal to 2 full size classrooms and 3 half-size classrooms or 1 full size classroom and 5 half-size classrooms, etc.

³ Full size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁵ Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

2009-2010

In 2009-2010, P.S. 197 served 353 students in kindergarten through fifth grade, in addition to 16 students in one section of pre-kindergarten. These students were served in 22 total classes/sections. The table below summarizes P.S. 197's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 197's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P.S. 197 was actually using during the 2009-2010 school year.

2009-2010: P.S. 197	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁶	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	19	7	1.5	1	0	2	3.0
Adjusted Baseline Allocation	25	1	1.5	1	0	2	3.0
Actual Space Allocation	28	2	1.5	1	0	2	3.0

The DOE adjusted P.S. 197's baseline allocation for the following reason:

- Given the limited number of half size classrooms in building M197, the DOE allocated 6 additional full-size classrooms/spaces in lieu of 6 half-size classrooms/spaces to accommodate P.S. 197's Self-Contained special education classes.

In 2009-2010, Democracy Prep served 102 students in sixth grade. These students were served in 4 classes/sections.⁷ The table below summarizes Democracy Prep's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that Democracy Prep used during the 2009-2010 school year.

2009-2010: Democracy Prep	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	5	1	0.0	1	1	0	1.5
Current Space Allocation	5	0	0.0	1	1	0	1.5

As indicated above, in 2009-2010, P.S. 197 operated three full-size and one half-size room over its adjusted baseline allocation, and Democracy Prep operated one half-size room below its baseline allocation.

⁶ FSE refers to full size equivalent rooms that may be used for administrative purposes.

⁷ 2009-2010 Audited Register Data.

2010-2011

In 2010-2011, P.S. 197 serves 357 students in kindergarten through fifth grade, in addition to 18 students in one section of pre-kindergarten. These students are served in 17 total classes/sections.⁸

The table below summarizes P.S. 197's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 197's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P.S. 197 is currently using.

2010-2011: P.S. 197	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	16	6	1.5	1	0	2	3.0
Adjusted Baseline Allocation	20	2	1.5	1	0	2	3.0
Current Space Allocation	24	2	1.5	1	0	2	3.0

The DOE has adjusted P.S. 197's baseline allocation for the following reason:

- Given the limited number of half-size classrooms in building M197, the DOE has allocated 4 additional full-size classrooms/spaces in lieu of 4 half-size classrooms/spaces to accommodate P.S. 197's Self-Contained special education classes.

In 2010-2011, Democracy Prep serves 219 students in sixth through seventh grade. These students are served in 8 classes/sections.⁹

The table below summarizes Democracy Prep's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that Democracy Prep is currently using.

2010-2011: Democracy Prep	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	9	1	0.0	2	2	0	2.0 ¹⁰
Current Space Allocation	9	0	0.0	1	1	0	1.5

⁸ 2010-2011 Audited Register Data.

⁹ 2010-2011 Audited Register Data.

¹⁰ This is below 3.0 as the school is not yet serving the full middle school grade span.

As demonstrated in the table above, P.S. 197 is currently using four classrooms in excess of their adjusted baseline allocation, and Democracy Prep is using one less half-size classroom and one and a half fewer administrative spaces than its baseline allocation. The table below summarizes the space in excess of baseline and adjusted baseline allocations in building M197.

2010-2011: Building M197	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Adjusted Baseline Allocation	3*	0	0

*This assumes one additional full-size room would be applied to Democracy Prep to meet its baseline allocation.

2011-2012

In 2011-2012, the DOE projects that P.S. 197 will continue to serve between 325-385 students and will continue to have 17 sections (including one section of pre-kindergarten), maintaining the adjusted baseline allocation from the previous year.¹¹ The table below summarizes P.S. 197's adjusted baseline allocation:

2011-2012: P.S. 197	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Adjusted Baseline Allocation	20	2	1.5	1	0	2	3.0

In 2011-2012, Democracy Prep will be at scale, serving between 300-330 students in grades six through eight in 12 sections. The table below summarizes Democracy Prep's baseline and actual allocation:

2011-2012: Democracy Prep	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	13	1	0.0	2	2	0	3.0
Proposed Allocation	13	0	0.0	1	1	0	1.5

Democracy Prep will not receive its baseline allocation for the following reason:

- There are an insufficient number of rooms in the M197 building to provide Democracy Prep with its full baseline Footprint allocation. Specifically, Democracy Prep would continue to be below the Footprint allocation for administrative space and would not receive a half-size resource room. While Democracy Prep will have the necessary full-size classrooms for all homeroom sections, this will likely require their designated cluster room to also be used for pull-out instruction.
- The DOE will investigate the potential to provide Democracy Prep with additional space in the basement of M197 in order to provide it with its full baseline allocation. This space is not currently included in the allocation plan above. This might require upgrades to that space to make it usable for administrative and student support services. Currently unallocated basement space deemed usable by the Office of Space Planning will be first used to provide Democracy Prep with its full baseline allocation.

After P.S. 197 and Democracy Prep have received their respective adjusted baseline allocation or actual allocation of rooms (as applicable), the following number of rooms will remain unallocated:

¹¹ The total projection for P.S. 197 is consistent with budget register projections for 2011-2012.

2011-2012: Building M197	Full Size Class- rooms	Half Size Class- rooms	Quarter- Size Class- rooms
Space In Excess of Baseline Allocations	0	0	0

This will serve as the permanent allocation of space, assuming no significant future enrollment changes at either co-located school. While P.S. 197 would receive four fewer classrooms than the number it currently uses in 2010-2011, it would receive its entire, upwardly adjusted baseline allocation of space in all future years, assuming no significant future enrollment changes. According to the 2009-2010 Room Survey for P.S. 197, in 2009-2010 P.S. 197 described the following uses for full-size classrooms in excess of programmed class sections and cluster rooms: Occupational Therapy, resource room, save/suspension room, speech, academic intervention services; these functions do not require full-time full-size classrooms. As a result, the DOE does not believe that P.S. 197's instructional or programmatic capabilities will be affected by the proposal.

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 M197. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school in a way that 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 shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>.)

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, 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. Where possible, the proposed schedule maintains schools' current allocation of time for each shared space. 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 2010-2011 Campus Audit Template submitted by the Building Council.^{12,13,14}

The DOE projects that P.S. 197 will serve 325-385 students in 2011-2012 and Democracy Prep will serve 300-330 students in 2011-2012. In planning how the schools in the building may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably and comparably. The proposed plan maintains each school's current use of the shared spaces this year and/or calls for each school to use a given shared space in proportion to its enrollment; thus, the DOE believes this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal. Regular school hours for P.S. 197 are 8:00am to 3:00pm. Democracy Prep hours (including extended day) are 6:30am to 7:30pm.

¹² Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

¹³ <http://www.p12.nysed.gov/cia/>

¹⁴ See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>

Cafeteria

- Both schools currently share the cafeteria for breakfast before school, and the proposed schedule adopts the breakfast schedule in place for 2010-2011. The Building Council may choose to begin breakfast earlier to accommodate increased enrollment in 2011-2012.
- The proposed lunch time allocation is proportional to enrollment.
- The start time for P.S. 197 is consistent with the current schedule for 2010-2011.

Gymnasium

- Gym time allocation assumes that two class sections may use the gym at a time. Elementary school class sections typically have smaller class sizes than middle school sections, so the elementary school requires more gym periods than its proportional enrollment would indicate. While P.S. 197 would use a larger-than-proportional share of the time in the gym during the P.S. 197 school day, Democracy Prep would receive additional gym time after P.S. 197's academic day ends. In addition to the gym time at M197, in 2010-2011 Democracy Prep students also used a neighborhood gym to provide additional physical education resources. Thus, the DOE believes that the proposed schedule would provide equitable and comparable access to gym facilities for both schools.

Auditorium

- In 2010-2011, P.S. 197 and Democracy Prep agreed to locate Democracy Prep music instruction in the auditorium in order to minimize the disruption to P.S. 197 classes. The proposed schedule continues this arrangement, which the DOE understands has worked successfully, and assumes that P.S. 197 would have use of the auditorium during the remaining portion of the P.S. 197 school day. The Building Council has the power to change the schedule, including but not limited to changes made to accommodate special programmatic needs.

Library

- The proposed schedule is proportional to each school's enrollment.

Playground

- The proposed plan calls for playground time in amounts proportional to enrollment.

Afterschool

- After-school use of the shared spaces is negotiated between the existing after school programs in the building, including Democracy Prep, Harlem Children's Zone, and ESS Playschool.
- Harlem Children's Zone and ESS Playschool are expected to continue providing their current programming in M197. The schedule proposed reflects the current after school uses of these programs. These programs serve students at P.S. 197.
- The DOE notes that P.S. 197 may offer additional extracurricular activities and after school programs that require use of these same shared spaces/resources. As noted in this document, the Building Council will address any requests to use all shared spaces/resources after school hours. The Building Council is free to deviate from the proposed schedule 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.



Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 150)	Breakfast 7:45 – 8:15am: P.S. 197 & Democracy Prep Lunch P.S. 197 10:42 – 12:25pm: Democracy Prep 12:30-2:00pm: After School Play School 3:00 – 3:40pm: HCZ 3:40 – 4:20pm:	Breakfast 7:45 – 8:15am: P.S. 197 & Democracy Prep Lunch P.S. 197 10:42 – 12:25pm: Democracy Prep 12:30-2:00pm: After School Play School 3:00 – 3:40pm: HCZ 3:40 – 4:20pm:	Breakfast 7:45 – 8:15am: P.S. 197 & Democracy Prep Lunch P.S. 197 10:42 – 12:25pm: Democracy Prep 12:30-2:00pm: After School Play School 3:00 – 3:40pm: HCZ 3:40 – 4:20pm:	Breakfast 7:45 – 8:15am: P.S. 197 & Democracy Prep Lunch P.S. 197 10:42 – 12:25pm: Democracy Prep 12:30-2:00pm: After School Play School 3:00 – 3:40pm: HCZ 3:40 – 4:20pm:	Breakfast 7:45 – 8:15am: P.S. 197 & Democracy Prep Lunch P.S. 197 10:42 – 12:25pm: Democracy Prep 12:30-2:00pm: After School Play School 3:00 – 3:40pm: HCZ 3:40 – 4:20pm:
Library	<u>P.S. 197</u> 8:00am-12:00pm <u>Democracy Prep</u> 12:00pm-3:00pm				
Gymnasium (Capacity: 250)	Democracy Prep 9:00-11:00am; P.S. 197 11:00-3:00pm After School HCZ 4:00 – 5:30pm: Democracy Prep 5:40 – 7:30:	<u>P.S. 197</u> 9:00-1:00pm; Democracy Prep 1:00-3:00pm After School Play School 4:00 – 5:30pm: Democracy Prep 5:40 – 7:30:	Democracy Prep 9:00-11:00am; P.S. 197 11:00-3:00pm After School HCZ 4:00 – 5:30pm: Democracy Prep 5:40 – 7:30:	<u>P.S. 197</u> 9:00-1:00pm; Democracy Prep 1:00-3:00pm After School Play School 4:00 – 5:30pm: Democracy Prep 5:40 – 7:30:	Democracy Prep 9:00-11:00am; P.S. 197 11:00-3:00pm
Auditorium (Capacity: 404)	Democracy Prep ¹⁵ 9:50-12:30; 1:10-2:05; 5:45-6:30 <u>P.S. 197</u> All other times After School Play School 4:30 – 5:45pm:	Democracy Prep 9:50-12:30; 1:10-2:05; 5:45-6:30 <u>P.S. 197</u> All other times After School HCZ 4:30 – 5:45pm:	Democracy Prep 9:50-12:30; 1:10-2:05 <u>P.S. 197</u> All other times After School Play School 4:30 – 5:45pm:	Democracy Prep 9:50-12:30; 1:10-2:05 <u>P.S. 197</u> All other times After School HCZ 4:30 – 5:45pm:	Democracy Prep 11:10-12:50; 1:15-2:30 <u>P.S. 197</u> All other times After School Play School 4:30 – 5:45pm:

¹⁵ These times reflect when Democracy Prep currently uses the Auditorium during the 2010-2011 school year. Future use will be coordinated by the Building Council.

Other: Playground	P.S. 197 9:00 – 1:00pm: Democracy Prep 1:00 – 3:00pm	Democracy Prep 9:00 – 11:00am: P.S. 197 11:00 – 3:00pm	P.S. 197 9:00 – 1:00pm: Democracy Prep 1:00 – 3:00pm	Democracy Prep 9:00 – 11:00am: P.S. 197 11:00 – 3:00pm	P.S. 197 9:00 – 1:00pm: Democracy Prep 1:00 – 3:00pm
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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 Democracy Prep will continue to be part of the M197 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Democracy Prep 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 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M197 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Democracy Prep will enter information in the M197 school’s overall Safety Plan to ensure the safe operation of the school building.

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

The completed Safety Plan for the M197 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School’s Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2010,¹⁶ co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the Building Council. The Building Council shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

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

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

Proposed Collaborative Decision Making Strategy

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.

¹⁶ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".