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 incubate Invictus Preparatory Charter School ("Invictus Prep"), a new public charter school that would serve up to 351 students in fifth through eighth grade, in Building K218 ("K218"), located at 370 Fountain Avenue, Brooklyn, NY, 11208, in Community School District 19. Invictus Prep would be co-located in K218 with an existing DOE zoned middle school that serves sixth through eighth grade, J.H.S. 218 James P. Sinnott (19K218, "J.H.S. 218"), and an existing DOE high school that currently serves ninth through eleventh grades, the School for Classics: An Academy of Thinkers, Writers, and Performers (19K683, "The School for Classics"). J.H.S. 218 enrolls students through the District 19 Middle School Choice Process. It has a zoned program and a screened application program open to students and residents of District 19. The School for Classics enrolls students through the Citywide high school admissions process, and, in 2011-2012, the School for Classics will complete its phase in. Invictus Prep would be a new charter school in K218 that would serve fifth through eighth grade when it completes its incubation in 2014-2015.

This is a proposal to incubate Invictus Prep in K218 for four years – the 2011-2012, 2012-2013, 2013-2014 and 2014-2015 school years. The DOE will evaluate the space available in K218 and other District 19 locations and will issue a new Educational Impact Statement ("EIS") for the long-term siting of Invictus based on the most appropriate space available for the 2015-2016 school year and beyond.

Invictus Prep has been approved by its charter authorizer, the State University of New York's Charter School Institute ("SUNY Charter School Institute"), to open a new public charter school in Community School District 19 in Brooklyn. SUNY Charter School Institute approved Invictus Prep to open with fifth grade classes in 2011-2012 and to add one grade each year until it serves up to 351 students in fifth through eighth grade. Invictus Prep will provide a preference to District 19 students in its charter school lottery application process.[1]

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 Invictus Prep, J.H.S. 218 and the School for Classics. It also includes a proposal for the collaborative usage of shared resources and spaces between Invictus Prep, J.H.S. 218 and the School for Classics, 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.

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")[2] 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 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

[1] For more information about the charter school lottery application process, please consult the DOE's Directory of NYC Charter Schools, which can be accessed on the DOE's website: http://schools.nyc.gov/community/planning/charters/For+Parents. Applicants who reside in the district in which a charter is located receive preference for admission.

[2] The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf

self-contained special education section served by the school. In addition to these capacity-generating instructional rooms, schools serving grades K-5 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	# 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 classrooms[3] 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 October 27, 2010 by Charles Fisher, Director of Space Planning, building K218 has a total of 61 full-size classrooms/spaces[4] (including two full-size science demonstration labs), 15 half-size classrooms/spaces,[5] the equivalent of 1.5 rooms of designed administrative office/space, and 11 quarter-size rooms which can be utilized as administrative offices/spaces.[6] K218 building also contains a gymnasium, auditorium, cafeteria, library, dance studio, and a small play yard with equipment.

The following rooms are utilized by building services or are shared spaces:

- There is a Beacon Program that currently operates out of one full-size classroom/space;
- The shared dance studio is located in one full-size classroom/space;
- The nurse's office is located in one full-size classroom/space;
- The custodian's office is located in one half-size classroom/space;
- The shared teacher's lounge is located in one half-size classroom/space;

[3] Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of two full size classrooms for student support services or resource rooms which could be equal to four half-size classrooms or one full size classroom and two half-size classrooms, etc.
[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] Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

- Finally, there are two full-size classrooms that will be converted into one full science lab in the upcoming year.

Excluding the rooms outlined above, the K218 building has a total of 56 full-size classrooms (including two full-size science demonstration labs), 13 half-size classrooms/spaces, 1.5 designed administrative office/space, and 11 quarter-size administrative offices/spaces remaining that can be allocated to schools.

2010-2011

In 2010-2011, J.H.S. 218 currently enrolls 599 students in sixth through eighth grade. These students are served in 22 classes/sections.[7]

The table below summarizes J.H. S. 218's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, J.H. S. 218's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the current amount of space that J.H. S. 218 is currently using.

2010-2011: J.H. S. 218	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)[8]	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	18	8	1.5	2	1	0	4.0
Adjusted Baseline Allocation	20	6	1.5	2	1	0	4.0
Current Space Allocation	42	8	1.5	1	3	0	4.0

The DOE has adjusted J.H. S. 218's baseline allocation for the following reason:

- Typically, self-contained classes are accommodated in half-size classrooms. However, given J.H.S. 218's location in the K218 building, there are not an adequate number of half-size classrooms to accommodate all five of the self-contained classes. Therefore, J.H.S. 218 has been allocated two additional full-size classrooms to accommodate self contained special education classes. The three remaining self-contained classes are accommodated in half-size classrooms. Therefore, J.H. S. 218's adjusted allocation includes two additional full-size classrooms and two fewer half-size classrooms.
- As demonstrated in the table above, J.H.S. 218 is currently using a large number of excess rooms in the building. If this proposal is approved, J.H.S. 218 will lose a number of these excess classrooms and will need to operate closer to its baseline allocation of rooms pursuant to the Footprint. The DOE does not anticipate that the reduction of excess classroom space will impact current or future student enrollment at the school or admissions. J.H.S. 218 would continue to offer extracurricular programs based on student interests, available resources, and staff support for those programs. The proposed co-location would not impact those opportunities, but those programs may be configured differently as a result of this proposal.

In 2010-2011, the School for Classics enrolls 238 students in ninth through eleventh grade. These students are served in eight classes/sections.

[7] November 1, 2011 audited register data
[8] FSE refers to full-size equivalent rooms that may be used for administrative purposes.

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

2010-2011: The School for Classics	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	8	1	0	2	1	0	2.5
Current Space Allocation	15	1	0	2	2	0	3.0

The table below summarizes the available space within K218.

2010-2011: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Adjusted Baseline Allocation	24	4	11

2011-2012

In 2011-2012, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes.[9] The table below summarizes J.H.S. 218's adjusted baseline allocation from above:

2011-2012: J.H.S. 218	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	6	1.5	2	1	0	4.0

In 2011-2012, the School for Classics would complete its phase-in in K218 and would serve students in ninth through twelfth grades. The DOE projects that the School for Classics will serve between 300-350 students in ninth through twelfth grades and would have 12 classes. The table below summarizes the School for Classics's adjusted baseline allocation:

2011-2012: The School for Classics	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	12	1	0	2	2	0	3.0

If this proposal is approved, in 2011-2012, Invictus Prep will enroll approximately 90 students in fifth grade.

[9] Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes Invictus Prep's baseline Footprint allocation:

2011-2012: Invictus 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	4	1	0	1	1	0	1.5

After J.H.S. 218, the School for Classics and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	15	1	11

The excess space will be allocated between J.H.S. 218, the School for Classics and Invictus Prep based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.[10] The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
J.H.S. 218	20	6	1.5	2	1	0	4.0	8	0	6
The School for Classics	12	1	0	2	2	0	3.0	5	0	4
Invictus Prep	4	1	0	1	1	0	1.5	2	1	1

2012-2013:

In 2012-2013, the DOE anticipates that the construction on the full-size science lab will be complete, changing the total number of full-size classrooms in the K218 building to 57 full-size classrooms.

In 2012-2013, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes (including students with disabilities). The table below summarizes J.H.S. 218's adjusted baseline allocation:

2012-2013: J.H.S. 218	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	6	1.5	2	1	0	4.0

[10] This number is subject to change pending final enrollment projections.

In 2012-2013, the DOE projects that the School for Classics will serve between 400-450 students in grades nine through twelve. The table below summarizes the School for Classics's baseline Footprint:

2012-2013: The School for Classics	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	1	0	2	2	0	3.0

In 2012-2013, per their charter, Invictus Prep will serve approximately 180 students in fifth and sixth grades in six sections. The table below summarizes Invictus Prep's baseline Footprint and adjusted baseline allocation:

2012-2013: Invictus 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	7	1	0	1	1	2	2.0
Adjusted Baseline Allocation	7	1	0	1	1	2	2.0

After J.H.S. 218, The School for Classics and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	9	1	9

The excess space will be allocated between J.H.S. 218, The School for Classics and Invictus Prep based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building. The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
J.H.S. 218	20	6	1.5	2	1	0	4.0	4	0	5
The School for Classics	16	1	0	2	2	0	3.0	3	0	3
Invictus Prep	7	1	0	1	1	2	2.0	2	1	1

2013-2014:

In 2013-2014, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes. The table below reflects the same adjusted baseline allocation for J.H.S. 218 from the previous year:

2013-2014: J.H.S. 218	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	6	1.5	2	1	0	4.0

In 2013-2014, the DOE projects that the School for Classics will continue to serve between 400-450 students. Thus, the table below reflects the same adjusted baseline allocation for the School for Classics's from the previous year:

2013-2014: The School for Classics	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	1	0	2	2	0	3.0

In 2013-2014, the DOE projects that Invictus Prep will serve approximately 270 students in grades five through seven in 9 classes (including students with disabilities) per its charter. The table below summarizes Invictus Prep's baseline Footprint:

2013-2014: Invictus 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	10	1	0	1	1	4	2.5

After J.H.S. 218, the School for Classics and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	6	1	7

The excess full-size classrooms, half-size classrooms, and quarter-size classrooms will be allocated between J.H.S. 218, the School for Classics and Invictus Prep based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.

The full 2013-2014 room allocation plan is summarized below:

2013-2014	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
J.H.S. 218	20	6	1.5	2	1	0	4.0	2	0	3
The School for Classics	16	1	0	2	2	0	3.0	2	0	2
Invictus Prep	10	1	0	1	1	4	2.5	2	1	2

2014-2015:

In 2014-2015, the DOE projects that J.H.S. 218 will continue to serve between 575-605 students and would continue to have 22 classes. The table below reflects the same adjusted baseline allocation for J.H.S. 218 from the previous year:

2014-2015: J.H.S. 218	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	6	1.5	2	1	0	4.0

In 2014-2015, the DOE projects that the School for Classics will continue to serve 400-450 students. Thus, the table below reflects the same baseline Footprint allocation for the School for Classics's from the previous year:

2014-2015: The School for Classics	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	1	0	2	2	0	3.0

In 2014-2015, Invictus Prep will be fully phased into the building and will serve approximately 351 students in 12 classes per its charter. The table below summarizes Invictus Prep's baseline Footprint allocation:

2014-2015: Invictus 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	2	1	4	3.0

After J.H.S. 218, the School for Classics, and Invictus Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K218	Full-size Class-rooms	Half-size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	2	1	7

The excess space will be allocated between J.H.S. 218, the School for Classics and Invictus Prep based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.[11] The full 2014-2015 room allocation plan is summarized below:

2014-2015	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
J.H.S. 218	20	6	1.5	2	1	0	4.0	0	0	3
The School for Classics	16	1	0	2	2	0	3.0	1	0	2
Invictus Prep	13	1	0	2	1	4	3.0	1	1	2

As noted previously, this is a proposal to incubate Invictus Prep in K218 for four years – the 2011-2012, 2012-2013, 2013-2014 and 2014-2015 school years. The DOE will evaluate the space available in K218 and other District 19 locations and will issue a new Educational Impact Statement ("EIS") for the long-term siting of Invictus based on the most appropriate space available for the 2015-2016 school year and beyond.

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 K218. 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 plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the 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. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (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 which follows).

The DOE projects J.H.S. 218 to serve 575-605 students, and the School for Classics to serve 300-350 students in 2011-2012. Invictus Prep will serve 90 students in 2011-2012. As both the School for the Classics's and Invictus Prep's enrollment increases each year, this shared plan would be revised accordingly.

[11] This number is subject to change pending final enrollment projections.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 750)	**BREAKFAST:** **Invictus Prep** 7:00-7:30am **The School for Classics** 7:30-9:00am **J.H.S. 218** 7:30-9:00am **LUNCH:** **J.H.S. 218** 11:11am-1:24pm **Invictus Prep** 12:10-12:50pm **The School for Classics** 12:55pm-1:38pm	**BREAKFAST:** **Invictus Prep** 7:00-7:30am **The School for Classics** 7:30-9:00am **J.H.S. 218** 7:30-9:00am **LUNCH:** **J.H.S. 218** 11:11am-1:24 pm **Invictus Prep** 12:10-12:50pm **The School for Classics** 12:55pm-1:38pm	**BREAKFAST:** **Invictus Prep** 7:00-7:30am **The School for Classics** 7:30-9:00am **J.H.S. 218** 7:30-9:00am **LUNCH:** **J.H.S. 218** 11:11am-1:24 pm **Invictus Prep** 12:10-12:50pm **The School for Classics** 12:55pm-1:38pm	**BREAKFAST:** **Invictus Prep** 7:00-7:30am **The School for Classics** 7:30-9:00am **J.H.S. 218** 7:30-9:00am **LUNCH:** **J.H.S. 218** 11:11am-1:24 pm **Invictus Prep** 12:10-12:50pm **The School for Classics** 12:55pm-1:38pm	**BREAKFAST:** **Invictus Prep** 7:00-7:30am **The School for Classics** 7:30-9:00am **J.H.S. 218** 7:30-9:00am **LUNCH:** **J.H.S. 218** 11:11am-1:24 pm **Invictus Prep** 12:10-12:50pm **The School for Classics** 12:55pm-1:38pm
Library	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.
Gymnasium (Capacity: 812)	**Invictus Prep** 9:10-9:55am **The School for Classics** 11:14am-1:24pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 9:10-9:55am **The School for Classics** 11:14am-1:24pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 9:10-9:55am **The School for Classics** 11:14am-1:24pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 9:10-9:55am **The School for Classics** 11:14am-1:24pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 9:10-9:55am **The School for Classics** 11:14am-1:24pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218
Auditorium (Capacity: 616)	**The School for Classics** 3:00-4:30pm **J.H.S. 218** First Monday of every month. **Invictus Prep** 4:30-5:00pm Any other variations in the above schedule will be coordinated based on programmatic need.	**The School for Classics** 3:00-4:30pm **J.H.S. 218** First Monday of every month. **Invictus Prep** 4:30-5:00pm Any other variations in the above schedule will be coordinated based on programmatic need.	**The School for Classics** 3:00-4:30pm **J.H.S. 218** First Monday of every month. **Invictus Prep** 4:30-5:00pm Any other variations in the above schedule will be coordinated based on programmatic need.	**The School for Classics** 3:00-4:30pm **J.H.S. 218** First Monday of every month. **Invictus Prep** 4:30-5:00pm Any other variations in the above schedule will be coordinated based on programmatic need.	**The School for Classics** 3:00-4:30pm **J.H.S. 218** First Monday of every month. **Invictus Prep** 4:30-5:00pm Any other variations in the above schedule will be coordinated based on programmatic need.

Other: Dance Studio	**Invictus Prep** 12:55-1:35pm **The School for Classics** 12:00-12:43pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 12:55-1:35pm **The School for Classics** 12:00-12:43pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 12:55-1:35pm **The School for Classics** 12:00-12:43pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 12:55-1:35pm **The School for Classics** 12:00-12:43pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218	**Invictus Prep** 12:55-1:35pm **The School for Classics** 12:00-12:43pm **J.H.S. 218** Remaining time will be utilized by J.H.S. 218
Other: Outside Play Yard	**J.H.S. 218** 11:11am-1:24pm **Invictus Prep** 11:45am-12:30pm **The School for Classics** 12:55 pm-1:38pm	**J.H.S. 218** 11:11am-1:24pm **Invictus Prep** 11:45am-12:30pm **The School for Classics** 12:55 pm-1:38pm	**J.H.S. 218** 11:11am-1:24pm **Invictus Prep** 11:45am-12:30pm **The School for Classics** 12:55 pm-1:38pm	**J.H.S. 218** 11:11am-1:24pm **Invictus Prep** 11:45am-12:30pm **The School for Classics** 12:55 pm-1:38pm	**J.H.S. 218** 11:11am-1:24pm **Invictus Prep** 11:45am-12:30pm **The School for Classics** 12:55 pm-1:38pm

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 Invictus Prep will be part of the K218 building's School Safety Committee. As a member of the School Safety Committee, the leader/designee of Invictus 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 Invictus Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the K218 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Invictus Prep will enter information in the K218 building'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 K218 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,[12] 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 eligible District 75 programs by the principals of the schools and/or eligible 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.

[12] Campus Policy Memo 2010 is available at http://schools.nyc.gov/community/campusgov.