

## **BUILDING UTILIZATION PLAN**

### INTRODUCTION

Invictus Preparatory Charter School (84K386, "Invictus") is an existing public charter school that currently serves grades five through seven, and is in the process of phasing in to serve students in grades five through eight, in building K218 ("K218") located at 370 Fountain Avenue Brooklyn, NY 11208 in Community School District 19 ("District 19"). Invictus is co-located with J.H.S. 218 James P. Sinnott (19K218, "J.H.S. 218"), an existing New York City Department of Education ("DOE") middle school that serves students in grades six through eight and an existing district high school that serves grades nine through twelve, the School for Classics: An Academy of Thinkers, Writers, and Performers (19K683, "The School for Classics"). There is also a Beacon program located in Building K218. 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. This is a proposal to make the co-location of Invictus' grades five through eight permanent at K218.

On June 27, 2011, The Panel for Educational Policy ("PEP") approved a proposal originally published on January 31, 2011 and revised on May 26, 2011 to temporarily co-locate Invictus at K218 for the 2011-2012 through 2014-2015 school years. The approved proposal stated that the DOE would evaluate the available space in K218 and other District 19 locations and 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. After completing the evaluation, the DOE determined that K218 is the most appropriate space for the long-term siting of Invictus' fifth through eighth grades and is thus issuing this proposal. This proposal supersedes the temporary co-location proposal approved by the PEP on June 27, 2011.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space between J.H.S. 218, The School for Classics, and Invictus. It also includes a proposal for the collaborative usage of shared resources and spaces between J.H.S. 218, The School for Classics and Invictus, 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.

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

### METHODOLOGY

The DOE has applied the NYC Department of Education Instructional Footprints ("Footprint")<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

### 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 walkthrough of the building by a representative from the Office of Space Planning and the schools' principals. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained ("SC"), 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 ("SC") special education section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

<sup>1</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: [http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf)

Enrollment	# 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 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, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE's District 75 Instructional Footprint ("D75 Footprint"). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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 desk review survey performed on August 20, 2013 by a representative from the Office of Space Planning, building K218 has a total of 63 full-size classrooms/spaces (including three full-size science demonstration labs),<sup>2</sup> 13 half-size classrooms/spaces,<sup>3</sup> 3 quarter-size rooms,<sup>4</sup> and the equivalent of 3.5 FSE rooms of designed administrative office/space, which can be utilized as administrative offices/spaces.<sup>5</sup> K218 building also contains a gymnasium, auditorium, cafeteria, library, and a small play yard with equipment. The following rooms are utilized by building services or are shared spaces:<sup>6</sup>

- There is a Beacon Program that currently operates in 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;

<sup>2</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>3</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>4</sup> Quarter-size rooms are smaller than 239 square feet.

<sup>5</sup> The room counts have changed from the BUP that was approved on June 27, 2011, due to construction that has occurred in the building.

<sup>6</sup> The School For Classics has exclusive use of the science lab that was originally planned to be shared space as described in the BUP that was approved on June 27, 2011. This room is included in The School For Classic's full-size room allocation. The other two science labs are allocated to J.H.S 218 and are included in its full-size room allocation.

Excluding the rooms outlined above, the K218 building has a total of 60 full-size classrooms (including two full-size science demonstration labs), 11 half-size classrooms/spaces, 3 quarter-size administrative offices/spaces, and 3.5 designed administrative office/spaces remaining that can be allocated to schools.

Summary for 2013- 2014	FS	HS	QS	Designed Admin (FSE)
Building K218	63	13	3	3.5
SHARED SPACES or Building Services	3	2	0	0.0
<b>Remaining Total to be Allocated</b>	<b>60</b>	<b>11</b>	<b>3</b>	<b>3.5</b>

**2013-2014 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment and sections served at J.H.S. 218, The School for Classics, and Invictus:

2013-2014	Total Enrolled <sup>7</sup>	GE/ICT Sections	SC Sections
J.H.S. 218	462	16	5
The School for Classics	298	12	0
Invictus <sup>8</sup>	233	9	0

<sup>7</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>8</sup> All figures represent charter projections as of June 2013.

2013-2014		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)
J.H.S. 218	Baseline Footprint Allocation	17	7	3.5	0	0	0	3.50	17	7	0	3.5
	Adjusted Baseline Allocation	18	6	3.5	0	0	0	3.50	18	6	0	3.5
	Current Space Allocation	25	6	3.5	0	0	3	4.25	25	6	3	3.5
The School for Classics	Baseline Footprint Allocation	12	1	0.0	2	1	0	2.50	14	2	0	0.0
	Current Space Allocation	17	1	0.0	2	1	0	2.50	19	2	0	0.0
Invictus	Baseline Footprint Allocation	10	1	0.0	2	1	0	2.50	12	2	0	0.0
	Current Space Allocation	14	1	0.0	2	2	0	3.00	16	3	0	0.0

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

- J.H.S. 218 has been allocated one additional full-size room for instructional use in lieu of one half-size room due to the limited number of half-size rooms in the area of the building where the school is located.

J.H.S. 218 occupies a total of 25 full-size rooms, 6 half-size rooms, 3 quarter-size rooms, and 3.5 FSE of designed administrative/office space. The School for Classics occupies a total of 19 full-size rooms and 2 half-size rooms. Invictus occupies a total of 16 full-size rooms and 3 half-size rooms.

The table below summarizes the available space within K218 after J.H.S. 218, The School for Classics and Invictus have received their respective baseline or adjusted baseline footprint allocations.

2013-2014	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	16	1	3	0.0

**2014-2015: (FIRST AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

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

2014-2015	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
J.H.S. 218	380 - 410	14	5
The School for Classics	280 - 320	12	0
Invictus <sup>10</sup>	320 - 420	12	0

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

2014-2015	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Footprint Allocations	14	2	3	0.5

The excess space will be allocated between J.H.S. 218, The School for Classics, and Invictus primarily based on the physical location of the available space in relation to the location of each school within the building and then based on the current use of space and the enrollment of the schools. J.H.S. 218 will be allocated the majority of excess space in the building due to the physical layout of the building, J.H.S. 218's current location in the building in relation to the other schools and current use of space.

The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 218, The School for Classics, and Invictus based on their respective baseline and adjusted baseline footprint allocations, plus the excess space allocation.

<sup>9</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>10</sup> All figures represent charter projections as of June 2013.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Design ed 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 Design ed Admin (FSE)
J.H.S. 218	Baseline Footprint Allocation	15	7	3.0	0	0	0	3.0	0	0	0	0.0	15	7	0	3.0
	Adjusted Baseline Allocation	16	6	3.0	0	0	0	3.0	9	0	3	0.5	25	6	3	3.5
The School for Classics	Baseline Footprint Allocation	12	1	0.0	2	1	0	2.5	5	0	0	0.0	19	2	0	0.0
Invictus	Baseline Footprint Allocation	13	1	0.0	3	0	0	3.0	0	2	0	0.0	16	3	0	0.0

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

- J.H.S. 218 has been allocated one additional full-size room for instructional use in lieu of one half-size room due to the limited number of half-size rooms in the area of the building where the school is located.

J.H.S. 218 would occupy a total of 25 full-size rooms, 6 half-size rooms, 3 quarter-size rooms, and 3.5 FSE of designed administrative/office space. The School for Classics would occupy a total of 19 full-size rooms and 2 half-size rooms. Invictus occupy a total of 16 full-size rooms and 3 half-size rooms.

The room change is reflected below for the current 2013-2014 school year to the 2014-2015 school year:

ROOM CHANGE (+/-)	CURRENT 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)
J.H.S. 218	25	6	3	3.5	25	6	3	3.5	0	0	0	0
The School for Classics	19	2	0	0.0	19	2	0	0.0	0	0	0	0
Invictus	16	3	0	0.0	16	3	0	0.0	0	0	0	0

This is the final room allocation for all schools.

### Shared Space Plan

A proposed shared space plan for 2014-2015 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 K218 and the current space plan in use by J.H.S. 218, The School for Classics, and Invictus as created by the Building Council for the 2013-2014 school year. If the co-located schools feel that amendments to the shared space plan are necessary, those changes will be collaboratively drafted and agreed upon by the Building Council after the proposed co-location has been approved by the PEP.

#### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below schedule outlines how J.H.S. 218, The School for Classics, and Invictus have currently decided to allocate times in the shared spaces. The below shared space schedule also considers projected enrollments for each co-located school, the total capacity of each shared space, the grades served by each of the co-located schools and the start and end of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>11</sup> Where possible, the proposed schedule maintains schools' current allocation of time for each shared space.<sup>12</sup>

In planning how J.H.S. 218, The School for Classics, and Invictus 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.

#### **Cafeteria:**

- There is one cafeteria in the building with the capacity to serve 750 students.
- The total time allocated to each organization in the cafeteria is based upon each organization's current use of the cafeteria. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program. In the proposed schedule below, J.H.S. 218 and The School for Classics are allocated one hour of breakfast time daily and Invictus is allocated 30 minutes of breakfast time daily according to the schools' current schedules.
- J.H.S. 218 and The School for Classics currently use the cafeteria for breakfast from 7:30 a.m. until 8:30 a.m. (60 minutes daily). Invictus currently uses the cafeteria for breakfast from 7:30 a.m. until 8:00 a.m. (30 minutes daily). The proposed schedule allows J.H.S. 218, The School for Classics, and Invictus to continue serving breakfast based on their current schedule.
- With regard to lunch, the proposed schedule allows J.H.S. 218, The School for Classics, and Invictus to continue serving lunch similar to its current schedule, as outlined in the School Food Website<sup>13,14,15</sup>

<sup>11</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>12</sup> 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.

<sup>13</sup> J.H.S. 218's current food schedule can be found: [http://www.opt-osfns.org/3:schoolfood/sch\\_search/schfood.aspx?cfoods=19218](http://www.opt-osfns.org/3:schoolfood/sch_search/schfood.aspx?cfoods=19218)

- The DOE proposes that J.H.S. 218 use the cafeteria for lunch from 12:00 p.m. until 1:30 p.m. (1 hour and 30 minutes daily, or 7.5 hours weekly), The School for Classics will use the cafeteria from 10:20 a.m. – 11:10 a.m. (50 minutes daily, or 4.17 hours weekly), and Invictus will use the cafeteria from 11:15 p.m. – 11:55 p.m. (40 minutes daily, or 3.3 hours weekly).
- The Building Council is empowered to make alternative arrangements.

### **Gymnasium, Library, Auditorium, and Science Labs**

#### Gymnasium

- There is one gymnasium in the building with the capacity to serve 812 students.
- The DOE proposes that, based on the schools' relative enrollments, J.H.S. 218 is allocated 12.5 hours weekly in the gym, The School For Classics is allocated 12.5 hours weekly, and Invictus is allocated 12.5 hours weekly in the gym.
- However, it should be noted that the Building Council has agreed to a different schedule whereby J.H.S. 218 is allocated 13.92 hours per week in the gym, The School for Classics is allocated 11.58 hours per week, and Invictus is allocated 8.25 hours. The Building Council may continue to use it's agreed upon gym schedule and need not adopt the DOE's proposed allocation of time.
- The Building Council is empowered to make additional and alternative allocations.

#### Dance Room

- There is one dance room in the building.
- The DOE proposes that, based on the schools' relative enrollments, J.H.S. 218 be allocated 12.5 hours weekly in the gym, The School For Classics be allocated 10 hours weekly, and Invictus be allocated 12.5 hours weekly in the dance room.
- However, the Building Council has agreed to a different schedule whereby J.H.S. 218 is allocated 13.92 hours per week, The School for Classics is allocated 19.92 hours per week, and Invictus is allocated time after school hours on Tuesdays and Fridays in the dance room. The Building Council may continue to use it's agreed upon dance studio schedule and need not adopt the DOE's proposed allocation of time.
- The Building Council is empowered to make additional and alternative allocations.

#### Library

- There is one library in the building.
- The DOE proposes that, based on the schools' relative enrollments, J.H.S. 218 is allocated 12.5 hours weekly in the library, The School For Classics is allocated 10 hours weekly, and Invictus is allocated 12.5 hours weekly in the library.

---

<sup>14</sup> The School for Classics current food schedule can be found: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoodsched=19683](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=19683)

<sup>15</sup> School-reported information for Invictus' lunch time.

- However, the Building Council has agreed to a different schedule whereby J.H.S. 218 is allocated 6 hours and 20 minutes daily (31.5 hours weekly) in the library, and the other two schools use the library on an as needed basis. The Building Council may continue to use it's agreed upon library schedule and need not adopt this proposed allocation of time.
- The Building Council is empowered to make additional and alternative allocations.

#### Auditorium

- There is one auditorium in the building with the capacity to serve 616 students.
- The DOE proposes that, based on the schools' relative enrollments, J.H.S. 218 be allocated 12.5 hours weekly in the auditorium, The School For Classics be allocated 12.5 hours weekly, and Invictus be allocated 12.5 hours weekly in the auditorium.
- However, the Building Council has agreed to a different schedule whereby The School for Classics is allocated 19.5 hours per day in the auditorium, and the other two schools use the auditorium on an as needed basis. The Building Council may continue to use it's agreed upon auditorium schedule and need not adopt this proposed allocation of time.
- The Building Council is empowered to make additional and alternative allocations.

#### **After School Programs**

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:10 pm. Thus, the Building Council may allocate this space as needed for after-school programs.
- 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 spaces if this location becomes permanent.

In 2014-2015, the DOE projects J.H.S. 218 will serve approximately 380-410 students, The School for Classics will serve approximately 280-320 students, and Invictus will serve approximately 320-420 students. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, J.H.S. 218's school day runs from approximately 8:00 a.m. to 3:01 p.m., and The School for Classic's runs from approximately 8:05 a.m. to 3:02 p.m.<sup>16</sup> Invictus' school day will run from approximately from 7:30 a.m. – 4:00 p.m.<sup>17</sup>

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.

---

<sup>16</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>17</sup> Invictus' s school schedule can be found here: <http://schools.nyc.gov/SchoolPortals/19/K386/AboutUs/Schedules/default.htm>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 750)	<p><b>Breakfast:</b> J.H.S. 218 7:30 a.m. - 8:30 a.m. The School for Classics 7:30 a.m. - 8:30 a.m. Invictus 7:30 a.m. - 8:00 a.m.</p> <p><b>Lunch:</b> J.H.S. 218 12:00 p.m. - 1:30 p.m. The School for Classics 10:20 a.m. - 11:10 a.m. Invictus 11:15 a.m. - 11:55 a.m.</p>	<p><b>Breakfast:</b> J.H.S. 218 7:30 a.m. - 8:30 a.m. The School for Classics 7:30 a.m. - 8:30 a.m. Invictus 7:30 a.m. - 8:00 a.m.</p> <p><b>Lunch:</b> J.H.S. 218 12:00 p.m. - 1:30 p.m. The School for Classics 10:20 a.m. - 11:10 a.m. Invictus 11:15 a.m. - 11:55 a.m.</p>	<p><b>Breakfast:</b> J.H.S. 218 7:30 a.m. - 8:30 a.m. The School for Classics 7:30 a.m. - 8:30 a.m. Invictus 7:30 a.m. - 8:00 a.m.</p> <p><b>Lunch:</b> J.H.S. 218 12:00 p.m. - 1:30 p.m. The School for Classics 10:20 a.m. - 11:10 a.m. Invictus 11:15 a.m. - 11:55 a.m.</p>	<p><b>Breakfast:</b> J.H.S. 218 7:30 a.m. - 8:30 a.m. The School for Classics 7:30 a.m. - 8:30 a.m. Invictus 7:30 a.m. - 8:00 a.m.</p> <p><b>Lunch:</b> J.H.S. 218 12:00 p.m. - 1:30 p.m. The School for Classics 10:20 a.m. - 11:10 a.m. Invictus 11:15 a.m. - 11:55 a.m.</p>	<p><b>Breakfast:</b> J.H.S. 218 7:30 a.m. - 8:30 a.m. The School for Classics 7:30 a.m. - 8:30 a.m. Invictus 7:30 a.m. - 8:00 a.m.</p> <p><b>Lunch:</b> J.H.S. 218 12:00 p.m. - 1:30 p.m. The School for Classics 10:20 a.m. - 11:10 a.m. Invictus 11:15 a.m. - 11:55 a.m.</p>
<b>Library</b>	<p>J.H.S. 218 10:30 a.m. – 1:00 p.m.</p> <p>The School for Classics 8:30 a.m. – 10:30 a.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 1:00 p.m. – 2:30 p.m.</p>	<p>J.H.S. 218 10:30 a.m. – 1:00 p.m.</p> <p>The School for Classics 8:30 a.m. – 10:30 a.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 1:00 p.m. – 2:30 p.m.</p>	<p>J.H.S. 218 10:30 a.m. – 1:00 p.m.</p> <p>The School for Classics 8:30 a.m. – 10:30 a.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 1:00 p.m. – 2:30 p.m.</p>	<p>J.H.S. 218 10:30 a.m. – 1:00 p.m.</p> <p>The School for Classics 8:30 a.m. – 10:30 a.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 1:00 p.m. – 2:30 p.m.</p>	<p>J.H.S. 218 10:30 a.m. – 1:00 p.m.</p> <p>The School for Classics 8:30 a.m. – 10:30 a.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 1:00 p.m. – 2:30 p.m.</p>
<b>Gymnasium</b> (Capacity: 812)	<p>J.H.S. 218 12:30 p.m. – 3:00 p.m.</p> <p>The School for Classics 10:00 a.m. – 12:30 p.m.</p> <p>Invictus 7:30 a.m. – 10:00 a.m.</p>	<p>J.H.S. 218 12:30 p.m. – 3:00 p.m.</p> <p>The School for Classics 10:00 a.m. – 12:30 p.m.</p> <p>Invictus 7:30 a.m. – 10:00 a.m.</p>	<p>J.H.S. 218 12:30 p.m. – 3:00 p.m.</p> <p>The School for Classics 10:00 a.m. – 12:30 p.m.</p> <p>Invictus 7:30 a.m. – 10:00 a.m.</p>	<p>J.H.S. 218 12:30 p.m. – 3:00 p.m.</p> <p>The School for Classics 10:00 a.m. – 12:30 p.m.</p> <p>Invictus 7:30 a.m. – 10:00 a.m.</p>	<p>J.H.S. 218 12:30 p.m. – 3:00 p.m.</p> <p>The School for Classics 10:00 a.m. – 12:30 p.m.</p> <p>Invictus 7:30 a.m. – 10:00 a.m.</p>
<b>Dance Studio</b>	<p>J.H.S. 218 8:30 a.m. – 11:00 a.m.</p> <p>The School for Classics 1:00 p.m. – 3:00 p.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 11:30 a.m. – 1:00 p.m.</p>	<p>J.H.S. 218 8:30 a.m. – 11:00 a.m.</p> <p>The School for Classics 1:00 p.m. – 3:00 p.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 11:30 a.m. – 1:00 p.m.</p>	<p>J.H.S. 218 8:30 a.m. – 11:00 a.m.</p> <p>The School for Classics 1:00 p.m. – 3:00 p.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 11:30 a.m. – 1:00 p.m.</p>	<p>J.H.S. 218 8:30 a.m. – 11:00 a.m.</p> <p>The School for Classics 1:00 p.m. – 3:00 p.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 11:30 a.m. – 1:00 p.m.</p>	<p>J.H.S. 218 8:30 a.m. – 11:00 a.m.</p> <p>The School for Classics 1:00 p.m. – 3:00 p.m.</p> <p>Invictus 7:30 a.m. – 8:30 a.m. 11:30 a.m. – 1:00 p.m.</p>

<b>Auditorium</b> (Capacity: 616)	<b>J.H.S. 218</b> 12:30 p.m. – 3:00 p.m.  <b>The School for Classics</b> 10:00 a.m. – 12:30 p.m.  <b>Invictus</b> 7:30 a.m. – 10:00 a.m.	<b>J.H.S. 218</b> 12:30 p.m. – 3:00 p.m.  <b>The School for Classics</b> 10:00 a.m. – 12:30 p.m.  <b>Invictus</b> 7:30 a.m. – 10:00 a.m.	<b>J.H.S. 218</b> 12:30 p.m. – 3:00 p.m.  <b>The School for Classics</b> 10:00 a.m. – 12:30 p.m.  <b>Invictus</b> 7:30 a.m. – 10:00 a.m.	<b>J.H.S. 218</b> 12:30 p.m. – 3:00 p.m.  <b>The School for Classics</b> 10:00 a.m. – 12:30 p.m.  <b>Invictus</b> 7:30 a.m. – 10:00 a.m.	<b>J.H.S. 218</b> 12:30 p.m. – 3:00 p.m.  <b>The School for Classics</b> 10:00 a.m. – 12:30 p.m.  <b>Invictus</b> 7:30 a.m. – 10:00 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. There is already a Safety Plan in place for the co-location of J.H.S. 218, The School for Classics and Invictus.

Consistent with the process described above, the leader/designee of Invictus will continue to be part of the K218 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Invictus 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 will be addressed on an ongoing basis. Invictus will enter information in the K218 schools' 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 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 2011,<sup>18</sup> 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 the Building Utilization Plan (BUP) once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter 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 School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.

---

<sup>18</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".