

## 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 expand and extend the co-location of Mott Hall Charter School (84X177, "MHCS") in buildings X063 ("X063" or "main building") and X862 ("X862" or "annex"). Buildings X063 and X862 are located at 1260 Franklin Avenue, Bronx, NY 10456, in Community School District 9 ("District 9"). MHCS is a public charter school that serves students in grades six and seven in 2013-2014. MHCS is currently co-located in buildings X063 and X862 with P.S. 63 Author's Academy (09X063, "P.S. 63"). P.S. 63 is an existing zoned elementary school that serves students in grades kindergarten through five and offers a full-day 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, libraries, and cafeterias.

On April 26, 2012 the Panel for Educational Policy ("PEP") approved the siting of MHCS in the main building and annex as a temporary co-location for MHCS's sixth and seventh grades. This co-location was identified as temporary because MHCS had planned to move to a permanent location in private space after the 2013-2014 school year, where it would grow to scale as a middle school serving students in grades six through eight.<sup>1</sup>

While the expectation was that MHCS would move to private space at the end of the 2013-2014 school year, those plans, which were underway when the first EIS was drafted, unfortunately fell through. MHCS has been unable to identify any other suitable space nearby to meet its needs and as such, in order for MHCS to continue serving the District 9 community, the DOE is now proposing to extend the co-location of MHCS in the main building and annex indefinitely, and to expand MHCS in the main building and annex to serve grades six through eight, beginning in the 2014-2015 school year. Currently, MHCS has all of its instructional space in the annex; however, as a result of this expansion, MHCS will also begin using some instructional space in the main building. Both organizations will continue to make use of shared spaces in the main building. In the 2013-2014 school year, prior to implementation of this proposal, MHCS is projected to serve 167 students in grades six and seven in the main building and annex. If this proposal is approved, in the 2014-2015 school year (the first and final year of implementation) MHCS will grow to its full grade span of grades six through eight and will serve a total of 230-295 students in the main building and annex. Although the room allocations for 2014-2015 are the long-term room allocations for P.S. 63 and MHCS, note that MHCS's enrollment will not stabilize until 2016-2017, at which point MHCS will serve a total of 245-310 students across the main building and annex.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 63 and MHCS. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 63 and MHCS, including, but not limited to the main building's cafeteria, library, auditorium, and two indoor play 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 in this document.<sup>2</sup> Please refer to the EIS to which this plan is attached for further information about the co-location.

The final shared space schedule will be collaboratively finalized by the Building Council if the proposal is approved by the PEP.

### METHODOLOGY

We have applied the DOE Citywide Instructional Footprint (the "Footprint") 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.<sup>3</sup>

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<sup>1</sup> The details of the approved proposal concerning the temporary co-location of grades six and seven of MHCS in the main building and annex for the 2012-2013 and 2013-2014 school years can be found on the DOE's Web site at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/April2012Proposals.htm>.

<sup>2</sup> The shared spaces (i.e., cafeteria, library, auditorium, and two indoor play areas) are located in the main building, X063.

<sup>3</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 Footprint can be accessed on the DOE's Web site 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).

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

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

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, 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 kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

<b>Enrollment</b>	<b>Number of Cluster Rooms</b>
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 are programmed at maximum efficiency. The Footprint allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. 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 walk-through conducted on February 18, 2011 by the Bronx Director of Space Planning, the main building has a total of 41 full-size rooms<sup>4</sup>, 10 half-size rooms,<sup>5</sup> 3 quarter-size rooms,<sup>6</sup> and 2.50 full-size equivalent ("FSE") rooms of designed administrative space. The annex has a total of 7 full-size rooms and 2 half-size rooms. The shared spaces are located in the main building. These are: a cafeteria, an auditorium, a library, and two indoor play areas, all of which will be shared between P.S. 63 and MHCS. Neither building has a gymnasium. Although there is no gym in the building, both P.S. 63 and MHCS are able to meet the physical education needs of their students through the indoor play areas in the main building and will continue to meet those needs in those spaces if this proposal is approved.

The below spaces are shared spaces or contain building services and therefore are not included in the allocation of space for an individual school:

- The School Based Support Team ("SBST") occupies one half-size room in the main building.
- The nurse's office occupies one quarter-size room in the main building.
- The custodian's office occupies one quarter-size room in the main building.
- School Safety occupies one half-size room in the main building.

Excluding the spaces outlined above, the main school building has a total of 41 full-size rooms, 8 half-size rooms, 1 quarter-size room, and 2.50 FSE rooms of designed administrative space available to be allocated to the co-located schools.

<b>Summary (Main Building)</b>	<b>Full-Size Rooms</b>	<b>Half-Size Rooms</b>	<b>Quarter-Size Rooms</b>	<b>Designed Admin (FSE)</b>
Building Grand Total	41	10	3	2.50
Shared Spaces or Building Services	0	2	2	0.00
<b>Remaining Total to be Allocated</b>	41	8	1	2.50

None of the spaces outlined above are in the annex. The annex building has a total of 7 full-size rooms and 2 half-size rooms..

<b>Summary (Annex)</b>	<b>Full-Size Rooms</b>	<b>Half-Size Rooms</b>	<b>Quarter-Size Rooms</b>	<b>Designed Admin (FSE)</b>
Building Grand Total	7	2	0	0.00
Shared Spaces or Building Services	0	0	0	0.00
<b>Remaining Total to be Allocated</b>	7	2	0	0.00

<sup>4</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>5</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>6</sup> Quarter-size classrooms have an area of less than 240 square feet and can be utilized as administrative space or as resource rooms.

In summary, excluding the spaces outlined above, the two buildings have a combined total of 48 full-size rooms, 10 half-size rooms, 1 quarter-size room, and 2.50 FSE rooms of designed administrative space available to be allocated to the two co-located schools if this proposal is approved.

<b>Summary (Main Bldg. and Annex)</b>	<b>Full-Size Rooms</b>	<b>Half-Size Rooms</b>	<b>Quarter-Size Rooms</b>	<b>Designed Admin (FSE)</b>
Building Grand Total	48	12	3	2.50
Shared Spaces or Building Services	0	2	2	0.00
<b>Remaining Total to be Allocated</b>	48	10	1	2.50

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

The table below summarizes total enrollment and sections served at P.S. 63 and MHCS during the current 2013-2014 school year based on budget projections.

<b>School Name</b>	<b>Grade Span</b>	<b>Total Enrollment<sup>7</sup></b>	<b>GE/ICT Sections</b>	<b>SC Sections</b>
P.S. 63 <sup>8</sup>	K - 5	616	30	3
MHCS	6-7	167	6	0

<sup>7</sup> All figures are from the 2013-2014 Budget Register Projections.

<sup>8</sup> Total enrollment and sections at P.S. 63 in 2013-2014 and beyond include pre-kindergarten enrollment and sections.

The table below summarizes P.S. 63's and MHCS's baseline footprint allocation of instructional and administrative rooms, which is based on the methodology described at the beginning of this document and the amount of space the schools are currently using. Note that, as indicated in the table below, the DOE has adjusted P.S. 63's baseline footprint because the main building, where P.S. 63 serves students, does not have a sufficient number of half-size rooms suitable for instruction and administrative purposes. Therefore, P.S. 63's adjusted baseline allocation includes 2 full-size rooms in lieu of 2 half-size rooms.

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)
P.S. 63	Baseline Footprint Allocation	33	8	2.50	1	1	0	4.00	34	9	0	2.50
	Adjusted Baseline Allocation	35	6	2.50	1	1	0	4.00	36	7	0	2.50
	Current Space Allocation	40	6	2.50	1	2	1	4.75	41	8	1	2.50
MHCS	Baseline Footprint Allocation	7	1	2.00	0	0	0	2.00	7	1	0	2.00
	Current Space Allocation	7	1	0.00	0	1	0	0.50	7	2	0	0.00

As indicated in the chart above, in 2013-2014:

- P.S. 63 is allocated 41 full-size rooms, 8 half-size rooms, 1 quarter-size room and 2.50 rooms of designed administrative spaces. This allocation includes 5 full-size rooms, 1 half-size room and 1 quarter-size room of excess space above the adjusted Footprint allocation. P.S. 63 is allocated this excess space to help maintain separate and contiguous room allocations for both schools in the main building and annex.
- MHCS is allocated 7 full-size rooms and 2 half-size rooms for 2013-2014 school year. This allocation is 1.50 FSE under MHCS's baseline allocation.

The table below summarizes the available space within the main school building and the annex combined after both P.S. 63 and MHCS have received their respective adjusted baseline allocations per the Footprint in 2013-2014.

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	5	1	1	0.00

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

If this proposal is approved, during the first and final year of implementation, MHCS will begin serving some students in the main building. Between the main building and annex there will be sufficient instructional and administrative space for the expansion of MHCS in 2014-2015 and beyond. MHCS will continue to be located primarily in the annex, however both schools will also be using instructional space in the main building and both schools will use the shared spaces in the main building.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015. If this proposal is approved, MHCS will reach its full scale of nine sections across grades six through eight in 2014-2015. Although MHCS's enrollment will continue to increase in subsequent years as detailed in the EIS, the section count and Footprint allocation will remain constant. Therefore, the room allocation in 2014-2015 represents the long-term allocation for all schools in X063 and X862. MHCS's enrollment will stabilize in 2016-2017 at which point the main building and annex will have a combined building utilization rate of approximately 100% - 114%.

School Name	Grade Span	Total Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
P.S. 63	K – 5	611-671	31	3
MHCS <sup>10</sup>	6-8	230-295	9	0

After P.S. 63 and MHCS have received their respective adjusted footprint allocations, the following rooms will remain unallocated in the X063 and X862 buildings:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	1	0.00

The excess space will be allocated to P.S. 63 based upon the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building.

In the first year of the proposal's implementation and in the subsequent years, MHCS will receive 1.0 FSE in administrative space less than its baseline allocation. MHCS agrees, however, that it can adequately operate and will be able to continue effectively delivering instruction within the space allocated in this BUP in 2014-2015 and beyond.

<sup>9</sup> The DOE's enrollment figures for the 2014-2015 school year and beyond are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>10</sup> All projections referenced for the 2014-2015 school year and beyond reflect the charter school's authorized enrollment pursuant to its charter application.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 63 and MHCS based on their adjusted and baseline footprint allocations. The DOE has adjusted P.S. 63's baseline footprint allocations because the X063 building does not have a sufficient number of half-size rooms. Therefore, P.S. 63's adjusted baseline allocation includes 2 full-size rooms in lieu of 2 half-size rooms.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 63	Baseline Footprint Allocation	34	8	2.50	1	2	0	4.50	0	0	0	0.00	35	10	0	2.50
	Adjusted Baseline Allocation	36	6	2.50	1	2	0	4.50	0	0	1	0.00	37	8	1	2.50
MHCS	Baseline Footprint Allocation	10	1	0.00	2	1	0	2.50	0	0	0	0.00	12	2	0	0.00
	Adjusted Baseline Allocation	10	1	0.00	1	1	0	1.50	0	0	0	0.00	11	2	0	0.00

As indicated in the chart above, in 2014-2015:

- P.S. 63 will be allocated 37 full-size rooms, 8 half-size rooms, 1 quarter-size room and 2.50 rooms of designed administrative spaces. This includes 1 quarter-size room above P.S. 63's adjusted baseline allocation.
- MHCS will be allocated 11 full-size rooms, and 2 half-size rooms. This allocation is 1.00 FSE of administrative space under MHCS's baseline footprint allocation.

The room change between the 2013-2014 school year and the 2014-2015 school year is reflected in the table below.

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)
P.S. 63	41	8	1	2.50	37	8	1	2.50	-4	0	0	0.00
MHCS	7	2	0	0.00	11	2	0	0.00	+4	0	0	0.00

## 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 the main building. The final shared space schedule will be collaboratively drafted by the Building Council if this proposal is 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 main building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (Note: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.)

The proposed schedule below takes into account some or all of the following factors: the projected enrollment of each co-located school; the number of sections served by each co-located school; the total capacity of each shared space; the start and end times of the P.S. 63 school day based on the Office of Pupil Transportation's bus schedule for a regular school day; the start and end times of the MHCS school day based on the Office of Pupil Transportation's bus schedule for a regular school day; and the current use of the shared spaces by P.S. 63 as indicated in the Campus Audit.<sup>11,12</sup>

The DOE believes that this plan is feasible and treats all school organizations equitably and comparably. The Building Council is empowered to make alternate arrangements to the below proposal.

### **Cafeteria**

- The cafeteria, which is located in the main building and will be shared by P.S. 63 and MHCS, has a capacity of 334 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, the grade levels served, the capacity of the cafeteria, and P.S. 63's current use of the cafeteria based on the 2011-2012 Campus Audit and school-reported information. The proposed schedule below allocates more time in the cafeteria to P.S. 63 since the school will have the largest enrollment next year. All school organizations will be able to serve their entire student bodies over the course of their designated lunch periods.
  - P.S. 63 has been allocated two one-hour periods daily from 11:15 a.m. to 12:15 p.m., and from 12:15 p.m. to 1:15 p.m. Given the capacity of the cafeteria, P.S. 63 will be able to accommodate all of its students in the cafeteria for lunch during the time slots allocated to the school. Additionally, P.S. 63's pre-kindergarten students eat lunch in their classrooms and therefore are not allocated time in the cafeteria for lunch. P.S. 63 has been allocated half an hour daily for breakfast from 8:00 a.m. to 8:30 a.m.
  - MHCS has been allocated one 45-minute lunch period daily in the cafeteria from 10:30 a.m. to 11:15 a.m. Given the capacity of the cafeteria, MHCS will be able to serve all of its students in one lunch period. MHCS has been allocated half an hour daily for breakfast from 7:10 a.m. to 7:40 a.m.

### **Indoor Play Areas**

- The main building has two indoor play areas, which will be shared by P.S. 63 and MHCS if this proposal is approved.

<sup>11</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>12</sup> See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- The proposed allocated times in the play areas are based on the relative projected enrollments for both of the co-located schools. The DOE believes that this plan treats all organizations equitably and comparably.
  - P.S. 63 is projected to serve approximately 611-671 students, and it has been allocated a total of 27.5 hours per week in the play areas.
  - MHCS is projected to serve approximately 230-295 students, and it has been allocated a total of 10 hours per week in the play areas.

### **Library**

- There is one library located in the main building, and it will be shared by P.S. 63 and MHCS. The proposed schedule below is based on the relative projected enrollments for each of the co-located organizations.
  - P.S. 63 has been allocated approximately 22.5 hours per week in the library.
  - MHCS has been allocated approximately 8.75 hours per week in the library.

### **Auditorium**

- The auditorium, which is located in the main building and will be shared by P.S. 63 and MHCS, has a capacity of 550 students. The proposed schedule below is based on the relative projected enrollments for each of the co-located organizations.
  - P.S. 63 has been allocated approximately 18.75 hours per week in the auditorium.
  - MHCS has been allocated approximately 8.75 hours per week in the auditorium.

### **After-School Programs**

- The DOE does not allocate any of the shared spaces beyond 2:45 p.m., by which time the school day has ended for both co-located schools. Thus, the Building Council should allocate these spaces as needed for after-school programs or activities.
- For example, P.S. 63 currently runs an extended-day program on Tuesdays and Wednesdays from 2:50 p.m. to 3:40 p.m. for at-risk students. The school also runs a test prep program on Tuesdays, Wednesdays, and Thursdays for students in grades three through five. These after-school activities currently take place in the school's classrooms, and the DOE anticipates this will continue to be the case next year.
- The community-based organization Women's Housing and Economic Development Corporation ("WHEDco") uses P.S. 63's classroom space in the main building after 2:50 p.m. Under this proposal, WHEDco will continue to operate in the building during after school hours since it does not interfere with any of the school's after-school programming.
- MHCS also runs an extended-day program and offers an enrichment program which provides exposure to the arts, athletics, environmental sustainability and community service. The DOE anticipates that after-school activities that currently take place in the school's classrooms will continue to do so next year.
- As noted in this document, 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 P.S. 63 changing its current use of the shared spaces during and after school hours once MHCS begins serving eighth grade in the building in 2014-2015.

In 2014-2015, the DOE projects that P.S. 63 will serve approximately 611-671 students and MHCS will serve approximately 230-295 students pursuant to its charter. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 63's school day runs from 8:30 a.m. to 2:50 p.m. MHCS' school day runs from 7:40 a.m. to 4:00 p.m.

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. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space. The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. In addition, the Building Council is free to adjust this Shared Space Plan to accommodate the needs of the co-located schools and programs in future years as MHCS phases in and its enrollment increases.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 334)	<b>Breakfast</b> <b>MHCS</b> 7:10 a.m. to 7:40 a.m. <b>P.S. 63</b> 8:00 a.m. to 8:30 a.m.  <b>Lunch</b> <b>MHCS</b> 10:30 a.m. to 11:15 a.m. <b>P.S. 63</b> 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> <b>MHCS</b> 7:10 a.m. to 7:40 a.m. <b>P.S. 63</b> 8:00 a.m. to 8:30 a.m.  <b>Lunch</b> <b>MHCS</b> 10:30 a.m. to 11:15 a.m. <b>P.S. 63</b> 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> <b>MHCS</b> 7:10 a.m. to 7:40 a.m. <b>P.S. 63</b> 8:00 a.m. to 8:30 a.m.  <b>Lunch</b> <b>MHCS</b> 10:30 a.m. to 11:15 a.m. <b>P.S. 63</b> 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> <b>MHCS</b> 7:10 a.m. to 7:40 a.m. <b>P.S. 63</b> 8:00 a.m. to 8:30 a.m.  <b>Lunch</b> <b>MHCS</b> 10:30 a.m. to 11:15 a.m. <b>P.S. 63</b> 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> <b>MHCS</b> 7:10 a.m. to 7:40 a.m. <b>P.S. 63</b> 8:00 a.m. to 8:30 a.m.  <b>Lunch</b> <b>MHCS</b> 10:30 a.m. to 11:15 a.m. <b>P.S. 63</b> 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.
<b>Indoor Play Areas</b>	<b>P.S. 63</b> 8:30 a.m. to 2:00 p.m. <b>MHCS</b> 2:00 p.m. to 4:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 2:00 p.m. <b>MHCS</b> 2:00 p.m. to 4:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 2:00 p.m. <b>MHCS</b> 2:00 p.m. to 4:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 2:00 p.m. <b>MHCS</b> 2:00 p.m. to 4:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 2:00 p.m. <b>MHCS</b> 2:00 p.m. to 4:00 p.m.
<b>Library</b>	<b>MHCS</b> 8:00 a.m. to 9:45 a.m. <b>P.S. 63</b> 9:45 a.m. to 2:15 p.m.	<b>MHCS</b> 8:00 a.m. to 9:45 a.m. <b>P.S. 63</b> 9:45 a.m. to 2:15 p.m.	<b>MHCS</b> 8:00 a.m. to 9:45 a.m. <b>P.S. 63</b> 9:45 a.m. to 2:15 p.m.	<b>MHCS</b> 8:00 a.m. to 9:45 a.m. <b>P.S. 63</b> 9:45 a.m. to 2:15 p.m.	<b>MHCS</b> 8:00 a.m. to 9:45 a.m. <b>P.S. 63</b> 9:45 a.m. to 2:15 p.m.
<b>Auditorium</b> (Capacity: 550)	<b>P.S. 63</b> 8:30 a.m. to 12:15 p.m.  <b>MHCS</b> 12:15 p.m. to 2:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 12:15 p.m.  <b>MHCS</b> 12:15 p.m. to 2:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 12:15 p.m.  <b>MHCS</b> 12:15 p.m. to 2:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 12:15 p.m.  <b>MHCS</b> 12:15 p.m. to 2:00 p.m.	<b>P.S. 63</b> 8:30 a.m. to 12:15 p.m.  <b>MHCS</b> 12:15 p.m. to 2:00 p.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; United Federation of Teachers ("UFT") Chapter Leader; custodian's or engineer's 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 P.S. 63 and MHCS are part of the School Safety Committee. As a member of the School Safety Committee, the leader/designee of P.S. 63 and MHCS participate in the development of the buildings' Safety Plans and ensure that any security-related issues or needs which may arise with respect to the co-location of P.S. 63 and MHCS are addressed on an ongoing basis. Moreover, the Safety Plans for the main school building and annex will be modified as appropriate to meet any changing security needs associated with the ongoing co-location.

Each school building must also establish a Building Response Team ("BRT") that will consist of trained staff members from each school on the campus, 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 Plans.

The completed Safety Plans for the main school building and annex will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plans are approved, they will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>13</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 school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all 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 uses.

A Shared Space Committee ("SSC") shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum 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.

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<sup>13</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov> under "Key Documents."