

## **BUILDING UTILIZATION PLAN**

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate grades kindergarten through five of a new public charter school, Success Academy Charter School – New York 2 (84XTBD, "SA – New York 2") in building X131 ("X131"), located at 885 Bolton Avenue, Bronx, NY 10473 in Community School District 8 ("District 8") beginning in the 2014-2015 school year. If this proposal is approved, SA – New York 2 will be co-located with J.H.S. 131 Albert Einstein (08X131, "J.H.S. 131"), a district middle school serving students in grades six through eight which offers both a zoned and an unscreened choice program in Interdisciplinary Studies; and Soundview Academy for Culture and Scholarship (08X448, "Soundview Academy"), a district middle school serving students in grades six through eight offering an unscreened program with zoned priority. 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. The DOE is simultaneously planning an enrollment reduction for J.H.S. 131, meaning the school will enroll fewer students in the coming years.

Pursuant to the New York 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. 131, Soundview Academy, and SA – New York 2. It also includes a proposal for the collaborative usage of shared resources and spaces between the three school organizations, including but not limited to cafeterias, libraries, and gymnasiums which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee are also included. Please refer to the corresponding EIS to which this plan is attached for further information about the co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposal is approved by the Panel for Educational Policy ("PEP").

### METHODOLOGY

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

### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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

For elementary schools serving grades 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 it is scheduled for a cluster activity (for example, art), 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 one 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 classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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<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/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf).

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

Enrollment	Number of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

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

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

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. 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 and survey performed on April 12, 2013 by the Office of Space Planning, building X131 has a total of 65 ("FS") full-size rooms,<sup>2</sup> 16 half-size ("HS") rooms,<sup>3</sup> 1 quarter-size ("QS") room,<sup>4</sup> and the full-size equivalent ("FSE") of 4.0 rooms of designed administrative space. X131 also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The nurse's office and School Based Support Team ("SBST") jointly occupy 1 full-size room of designed administrative space.
- The custodian's office occupies 1 half-size space.
- ASPIRA, a community-based organization, occupies 1 full-size room of designed administrative space.

Excluding the spaces outlined above, the X131 building currently has a total of 65 full-size rooms, 15 half-size rooms, 1 quarter-size room, and the equivalent of 2.0 full-size designed administrative spaces remaining that can be allocated to schools.

<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 classrooms have an area of less than 240 square feet.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	65	16	1	4.00
Shared Spaces or Building Services	0	1	0	2.00
<b>Remaining Total to Be Allocated</b>	<b>65</b>	<b>15</b>	<b>1</b>	<b>2.00</b>

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

The table below summarizes the total enrollment and sections served at J.H.S. 131 and Soundview Academy in the current 2013-2014 school year.

School Name	Grade Span	Projected Enrollment <sup>5</sup>	Total GE/ICT Sections	Total SC Sections
J.H.S. 131	6-8	766	25	6
Soundview Academy	6-8	280	12	1

The table below summarizes J.H.S. 131's and Soundview Academy's baseline and adjusted footprint allocations. These allocations are based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

The DOE has adjusted the baseline allocation of J.H.S. 131 for the following reasons:

- Typically, self-contained classes are accommodated in half-size classrooms. Due to the limited number of half-size rooms suitable for instruction and the physical location of half-size rooms with regard to the current configuration and allocation of room for each school in the X131 building, J.H.S. 131 has been allocated 5 additional full-size rooms in lieu of 5 half-size rooms.

<sup>5</sup> Enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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. 131	Baseline Footprint Allocation	26	10	2.00	2	2	0	5.00	28	12	0	2.00
	Adjusted Baseline Allocation	31	5	2.00	2	2	0	5.00	33	7	0	2.00
	Current Space Allocation	44	5	2.00	2	7	1	7.75	46	12	1	2.00
Soundview Academy	Baseline Footprint Allocation	13	2	0.00	2	1	0	2.50	15	3	0	0.00
	Current Space Allocation	17	2	0.00	2	1	0	2.50	19	3	0	0.00

In total:

- J.H.S. 131 is currently allocated 46 full-size rooms, 12 half-size rooms, 1 quarter-size room, and 2.0 FSE of designed administrative space. This allocation includes 13 full-size rooms, 5 half-size rooms, and 1 quarter-size room in excess of J.H.S. 131's adjusted baseline allocation.
- Soundview Academy is currently allocated 19 full-size rooms and 3 half-size rooms. This allocation includes 4 full-size rooms in excess of Soundview Academy's adjusted footprint allocation.

The current excess space in the X131 building is demonstrated in the table below.

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	17	5	1	0.00

**2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, beginning in 2014-2015, SA – New York 2 will serve kindergarten and first-grade students in the X131 building, and J.H.S. 131 will begin enrolling fewer new sixth-grade students. The table below summarizes the total projected enrollments and projected number of sections to be served at each school in 2014-2015.

2014-2015	Projected Enrollment <sup>6</sup>	GE/ICT Sections	SC Sections
J.H.S. 131	670 - 700	23	6
Soundview Academy	275 - 305	12	1
SA – New York 2	120 - 180	6	0

After J.H.S. 131, Soundview Academy, and SA – New York 2 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10	3	1	0.00

The excess space will be allocated among J.H.S. 131, Soundview Academy, and SA – New York 2 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.

The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 131, Soundview Academy, and SA – New York 2 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. J.H.S. 131's baseline footprint allocation has been adjusted in the following manner:

- Typically, self-contained classes are accommodated in half-size classrooms. Due to the limited number of half-size rooms suitable for instruction in the X131 building and the physical location of those rooms in the building, J.H.S. 131 has been allocated 5 additional full-size rooms in lieu of 5 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)
J.H.S. 131	Baseline Footprint Allocation	24	10	2.00	2	1	0	4.50	0	0	0	0.00	26	11	0	2.00
	Adjusted Baseline Allocation	29	5	2.00	2	1	0	4.50	5	2	1	0.00	36	8	1	2.00

<sup>6</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

Soundview Academy	Baseline Footprint Allocation	13	2	0.00	2	1	0	2.50	3	0	0	0.00	18	3	0	0.00
SA – New York 2	Baseline Footprint Allocation	8	1	0.00	1	2	0	2.00	2	1	0	0.00	11	4	0	0.00

In total:

- J.H.S. 131 will be allocated 36 full-size rooms, 8 half-size rooms, 1 quarter-size room, and 2.0 FSE of designed administrative space. This allocation includes 5 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of J.H.S. 131's adjusted baseline allocation.
- Soundview Academy will be allocated 18 full-size rooms and 3 half-size rooms. This allocation includes 3 full-size rooms in excess of Soundview Academy's baseline footprint allocation.
- SA – New York 2 will be allocated 11 full-size rooms and 4 half-size rooms. This allocation includes 2 full-size rooms and 1 half-size room in excess of SA – New York 2's baseline footprint allocation.

The room change between 2013-2014 and 2014-2015, which reflects changes to room allocations resulting from the targeted enrollment reduction at J.H.S. 131 and the gradual phase-in of SA – New York 2, 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)
J.H.S. 131	46	12	1	2.00	36	8	1	2.00	-10	-4	0	0.00
Soundview Academy	19	3	0	0.00	18	3	0	0.00	-1	0	0	0.00
SA – New York 2	0	0	0	0.00	11	4	0	0.00	+11	+4	0	0.00

**2015-2016 (SECOND YEAR OF IMPLEMENTATION)**

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2015-2016 if this proposal is approved.

2015-2016	Projected Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
J.H.S. 131	595 - 625	21	6
Soundview Academy	285 - 315	12	1
SA – New York 2	180 - 250	9	0

After J.H.S. 131, Soundview Academy, and SA – New York 2 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	8	3	1	0.00

The excess space will be allocated among J.H.S. 131, Soundview Academy, and SA – New York 2 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.

The table below summarizes the full 2015-2016 room allocation plan for J.H.S. 131, Soundview Academy, and SA – New York 2 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. The baseline footprint allocations for J.H.S. 131 and SA – New York 2 have been adjusted in the following manner:

- Typically, self-contained classes are accommodated in half-size classrooms. Due to the limited number of half-size rooms in the X131 building that are suitable for instruction and the physical location of those rooms in the building, J.H.S. 131 has been allocated 4 additional full-size rooms in lieu of 4 half-size rooms.
- Typically, resources rooms are allocated as half-size rooms. Due to the limited number of half-size rooms in the X131 building that are suitable for instruction and the physical location of those rooms in the building, SA – New York 2 has been allocated 1 additional full-size room in lieu of 1 half-size room.

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

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
J.H.S. 131	Baseline Footprint Allocation	22	9	2.00	2	0	0	4.00	0	0	0	0.00	24	9	0	2.00
	Adjusted Baseline Allocation	26	5	2.00	2	0	0	4.00	4	3	1	0.00	32	8	1	2.00
Soundview Academy	Baseline Footprint Allocation	13	2	0.00	2	1	0.	2.50	3	0	0	0.00	18	3	0	0.00
SA – New York 2	Baseline Footprint Allocation	12	2	0.00	1	3	0	2.50	0	0	0	0.00	13	5	0	0.00
	Adjusted Baseline Allocation	13	1	0.00	1	3	0	2.50	1	0	0	0.00	15	4	0	0.00

In total:

- J.H.S. 131 will be allocated 32 full-size rooms, 8 half-size rooms, 1 quarter-size room, and 2.0 FSE of designed administrative space. This allocation includes 4 full-size rooms, 3 half-size rooms, and 1 quarter-size room in excess of J.H.S 131's adjusted footprint allocation.
- Soundview Academy will be allocated 18 full-size rooms and 3 half-size rooms. This allocation includes 3 full-size rooms in excess of Soundview Academy's baseline footprint allocation.
- SA – New York 2 will be allocated 15 full-size and 4 half-size rooms. This allocation includes 1 full-size room in excess of SA – New York 2's adjusted footprint allocation.

The room change between the 2014-2015 school year and the 2015-2016 school year, which reflects changes to room allocations resulting from the targeted enrollment reduction at J.H.S. 131 and the gradual phase-in of SA – New York 2 is reflected in the table below.

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 131	36	8	1	2.00	32	8	1	2.00	-4	0	0	0.00
Soundview Academy	18	3	0	0.00	18	3	0	0.00	0	0	0	0.00
SA – New York 2	11	4	0	0.00	15	4	0	0.00	+4	0	0	0.00

**2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)**

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2016-2017 if this proposal is approved.

2016-2017	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
J.H.S. 131	525 - 555	18	5
Soundview Academy	285 - 315	12	1
SA – New York 2	285 - 360	12	0

After J.H.S. 131, Soundview Academy, and SA – New York 2 have received their respective baseline or adjusted baseline footprint allocations of rooms, the following number of rooms will remain unallocated:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	10	1	1	0.00

The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 131, Soundview Academy, and SA – New York 2 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. The baseline footprint allocations for J.H.S. 131 and SA – New York 2 have been adjusted in the following manner:

- Typically, self-contained classes are accommodated in half-size classrooms. Due to the limited number of half-size rooms suitable for instruction in the X131 building and the physical location of those rooms in the building, J.H.S. 131 has been allocated 3 additional full-size rooms in lieu of 3 half-size rooms.

<sup>8</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

- Typically, resources rooms are allocated as half-size room. Due to the limited number of half-size rooms in the X131 building that are suitable for instruction and the physical location of those rooms in the building, SA – New York 2 has been allocated 1 additional full-size room in lieu of 1 half-size room.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
J.H.S. 131	Baseline Footprint Allocation	19	8	2.0	1	1	0	3.50	0	0	0	0.00	20	9	0	2.00
	Adjusted Baseline Allocation	22	5	2.0	1	1	0	3.50	4	1	1	0.00	27	7	1	2.00
Soundview Academy	Baseline Footprint Allocation	13	2	0.0	2	1	0	2.50	3	0	0	0.00	18	3	0	0.00
SA – New York 2	Baseline Footprint Allocation	15	2	0.0	1	4	0	3.00	0	0	0	0.00	16	6	0	0.00
	Adjusted Baseline Allocation	16	1	0.0	1	4	0	3.00	3	0	0	0.00	20	5	0	0.0

In total:

- J.H.S. 131 will be allocated 27 full-size rooms, 7 half-size rooms, 1 quarter-size room, and 2.0 FSE of designed administrative space. This allocation includes 4 full-size rooms, 1 half-size and 1 quarter-size room in excess of J.H.S 131's adjusted footprint allocation.
- Soundview Academy will be allocated 18 full-size rooms and 3 half-size rooms. This allocation includes 3 full-size rooms in excess of Soundview Academy's baseline footprint allocation.
- SA – New York 2 will be allocated 20 full-size rooms and 5 half-size rooms. This allocation includes 3 full-size rooms in excess of SA – New York 2's adjusted footprint allocation.

The room change between the 2015-2016 school year and the 2016-2017 school year, which reflects changes to room allocations resulting from the targeted enrollment reduction at J.H.S. 131 and the gradual phase-in of SA – New York 2 is reflected in the table below.

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 131	32	8	1	2.00	27	7	1	2.00	-5	-1	0	0.00
Soundview Academy	18	3	0	0.00	18	3	0	0.00	0	0	0	0.00
SA – New York 2	15	4	0	0.00	20	5	0	0.00	+5	+1	0	0.00

**2017-2018 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)**

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2017-2018 if this proposal is approved.

2017-2018	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
J.H.S. 131	525 - 555	18	5
Soundview Academy	285 - 315	12	1
SA – New York 2	360 - 450	15	0

After J.H.S. 131, Soundview Academy, and SA – New York 2 have received their respective baseline/adjusted baseline footprint allocations of rooms, the following number of rooms will remain unallocated:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	6	2	1	0.00

The table below summarizes the full 2017-2018 room allocation plan for J.H.S. 131, Soundview Academy, and SA – New York 2 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. The baseline footprint allocations for J.H.S. 131 and SA – New York 2 have been adjusted in the following manner:

- Typically, self-contained classes are accommodated in half-size classrooms. Due to the limited number of half-size rooms suitable for instruction in the X131 building and the physical location of those rooms in the building, J.H.S. 131 has been allocated 3 additional full-size rooms in lieu of 3 half-size rooms.

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

- Typically, resources rooms are allocated as half-size room. Due to the limited number of half-size rooms in the X131 building that are suitable for instruction and the physical location of those rooms in the building, SA – New York 2 has been allocated 1 additional full-size room in lieu of 1 half-size room.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
J.H.S. 131	Baseline Footprint Allocation	19	8	2.00	1	1	0	3.50	0	0	0	0.00	20	9	0	2.00
	Adjusted Baseline Allocation	22	5	2.00	1	1	0	3.50	2	1	1	0.00	25	7	1	2.00
Soundview Academy	Baseline Footprint Allocation	13	2	0.00	2	1	0	2.50	2	0	0	0.00	17	3	0	0.00
SA – New York 2	Baseline Footprint Allocation	18	2	0.00	2	3	0	3.50	0	0	0	0.00	20	5	0	0.00
	Adjusted Baseline Allocation	19	1	0.00	2	3	0	3.50	2	1	0	0.00	23	5	0	0.00

In total:

- J.H.S. 131 will be allocated 25 full-size rooms, 7 half-size rooms, 1 quarter-size room, and 2.0 FSE of designed administrative space. This allocation includes 2 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of J.H.S 131’s adjusted footprint allocation.
- Soundview Academy will be allocated 17 full-size rooms and 3 half-size rooms. This allocation includes 2 full-size rooms in excess of Soundview Academy’s baseline footprint allocation.
- SA – New York 2 will be allocated 23 full-size and 5 half-size rooms. This allocation includes 2 full-size rooms and 1 half-size room in excess of SA – New York 2’s adjusted footprint allocation.

The room change between the 2016-2017 school year and the 2017-2018 school year, which reflects changes to room allocations resulting from the gradual phase-in of SA – New York 2 is reflected in the table below.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
J.H.S. 131	27	7	1	2.00	25	7	1	2.00	-2	0	0	0.00
Soundview Academy	18	3	0	0.00	17	3	0	0.00	-1	0	0	0.00
SA – New York 2	20	5	0	0.00	23	5	0	0.00	+3	0	0	0.00

**2018-2019 (FIFTH AND FINAL YEAR OF IMPLEMENTATION)**

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2018-2019 if this proposal is approved.

2018-2019	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
J.H.S. 131	525 - 555	18	5
Soundview Academy	285 - 315	12	1
SA – New York 2	450 - 540	18	0

After J.H.S. 131, Soundview Academy, and SA-New York 2 have received their allocation of rooms, there will be the following remaining excess rooms:

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	3	1	1	0.00

The table below summarizes the full 2018-2019 room allocation plan for J.H.S. 131, Soundview Academy, and SA – New York 2 based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations. The baseline footprint allocations for J.H.S. 131 and SA – New York 2 have been adjusted in the following manner:

<sup>10</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

- Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to the limited number of half-size rooms suitable for instruction in the X131 building and the physical location of those rooms in the building, J.H.S. 131 has been allocated 3 additional full-size rooms in lieu of 3 half-size rooms.
- Typically, resources rooms are allocated as half-size room. Due to the limited number of half-size rooms in the X131 building that are suitable for instruction and the physical location of those rooms in the building, SA – New York 2 has been allocated 1 additional full-size room in lieu of 1 half-size room.

2018-2019		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)
J.H.S. 131	Baseline Footprint Allocation	19	8	2.00	1	1	0	3.50	0	0	0	0.00	20	9	0	2.00
	Adjusted Baseline Allocation	22	5	2.00	1	1	0	3.50	1	1	1	0.00	24	7	1	2.00
Soundview Academy	Baseline Footprint Allocation	13	2	0.00	2	1	0	2.50	1	0	0	0.00	16	3	0	0.00
	Adjusted Baseline Allocation	21	2	0.00	2	4	0	4.00	0	0	0	0.00	23	6	0	0.00
SA – New York 2	Baseline Footprint Allocation	21	2	0.00	2	4	0	4.00	0	0	0	0.00	23	6	0	0.00
	Adjusted Baseline Allocation	22	1	0.00	2	4	0	4.00	1	0	0	0.00	25	5	0	0.00

In total:

- J.H.S. 131 will be allocated 24 full-size rooms, 7 half-size rooms, 1 quarter-size room, and 2.0 FSE of designed administrative space. This allocation includes 1 full-size room, 1 half-size room, and 1 quarter-size room in excess of J.H.S 131’s adjusted footprint allocation.
- Soundview Academy will be allocated 16 full-size rooms and 3 half-size rooms. This allocation includes 1 full-size room in excess of Soundview Academy’s baseline footprint allocation.
- SA – New York 2 will be allocated 25 full-size rooms and 5 half-size rooms. This allocation includes 1 full-size room in excess of SA – New York 2’s adjusted footprint allocation.

The room change between the 2017-2018 school year and the 2018-2019 school year, which reflects changes to room allocations resulting from the gradual phase-in of SA – New York 2 is reflected in the table below.

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 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. 131	25	7	1	2.00	24	7	1	2.00	-1	0	0	0.00
Soundview Academy	17	3	0	0.00	16	3	0	0.00	-1	0	0	0.00
SA – New York 2	23	5	0	0.00	25	5	0	0.00	+2	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 building X131 during 2014-2015, the first year of implementation of this proposal. In 2014-2015 SA – New York 2 will open in X131 and serve students in kindergarten and first grade. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy.

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

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the X131 building may be utilized, the Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>).

The below proposed schedule is based on projected enrollments for each co-located school, and current and projected programming at each school in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>11</sup> The DOE has assigned times in each of the shared spaces to the co-located organizations in X131 proportional to their enrollments. In planning how J.H.S. 131, Soundview Academy, and SA – New York 2 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each shared space equitably. As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

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

## **Cafeteria**

- There is one main cafeteria in the X131 building, which has the capacity to serve 600 students.
- The total time allocated to each organization in the cafeteria is primarily based upon projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- J.H.S. 131 has been allocated the most time in the cafeteria for lunch (9.2 hours weekly) because it has a larger enrollment than the other schools. Soundview Academy has been allocated 3.75 hours weekly, and SA – New York 2 has been allocated 3.3 hours weekly. The proposed schedule below allocates daily time to J.H.S. 131 in the cafeteria from 10:30 a.m.-11:20 a.m. and from 12:50 p.m. – 1:50 p.m., Soundview Academy is allocated daily time in the cafeteria from 11:25 a.m. – 12:10 p.m., and SA – New York 2 is allocated daily time in the cafeteria from 12:10 p.m. – 12:50 p.m.
- With regard to breakfast, since SA – New York 2 will likely start its school day before J.H.S. 131 and Soundview Academy, it has been allocated a 30 minute period for breakfast from 7:15 a.m. – 7:45 a.m. J.H.S 131 has been allocated 30 minutes daily for breakfast from 7:40 a.m. – 8:10 a.m., which is when the school currently has breakfast according to the School Food Web site. The DOE notes that traditionally not all students have opted to participate in the breakfast program at J.H.S. 131. Considering the capacity of the cafeteria is 600, the proposed schedule allows for a slight overlap in breakfast time for SA – New York 2 and J.H.S. 131. Soundview Academy is allocated 30 minutes daily as well for breakfast from 8:10 a.m. to 8:40 a.m.
- The Building Council is free to deviate from the proposed Shared Space Plan of the cafeteria to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively. Moreover, additional times remain unallocated; the Building Council is empowered to allocate those times.

## **Gymnasium, Library, and Auditorium**

- Time in the gymnasium, library, and auditorium will be based upon the enrollments of the schools.
- The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the gymnasium on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

## **Gymnasium**

- There is one gymnasium in the building which has the capacity to serve 650 students.
- In the proposed schedule below, J.H.S 131 is allocated the most time in the gymnasium (18.75 hours weekly) because it serves more students than the other schools in the X131 building. Soundview Academy has been allocated approximately 8 hours weekly in the gymnasium, and SA – New York 2 has been allocated 4.2 hours weekly in the gymnasium.
- J.H.S. 131 has been allocated daily time in the gymnasium from 10:15 a.m. – 2:00 p.m.
- Soundview Academy has been allocated daily time in the gymnasium from 8:40 a.m. – 10:15 a.m.
- SA – New York 2 has been allocated daily time in the gymnasium from 2:00 p.m.-2:50 p.m.
- Because the proposed allocations have been devised with regard to the schools' enrollments, the DOE believes that the proposed allocation is equitable and feasible.

## Library

- The DOE proposes that the library be allocated to all schools based on the relative projected enrollment for each school.
- J.H.S. 131 has been allocated daily time in the library from 8:30 a.m.-11:20 a.m., for a total of 14.2 hours a week.
- Soundview Academy has been allocated daily time in the library from 11:20 a.m.-12:20 p.m., for a total of 5 hours a week.
- SA – New York 2 has been allocated daily time in the library from 7:45 a.m. – 8:30 a.m., for a total of 3.75 hours a week.
- Because the proposed allocations have been devised with regard to the schools' enrollments, the DOE believes that the proposed allocation is equitable and feasible.

## Auditorium

- There is one auditorium in the X131 building, which has the capacity to serve 604 students.
- J.H.S. 131 has been allocated daily time in the auditorium from 9:00 a.m. – 12:00 p.m., for a total of 15 hours a week.
- Soundview Academy has been allocated daily time in the auditorium from 12:10 p.m. – 1:20 p.m., for a total of 5.8 hours a week.
- SA – New York 2 has been allocated daily time in the auditorium from 8:00 a.m. – 9:00 a.m., for a total of 5 hours a week.
- Because the proposed allocations have been devised with regard to the schools' enrollments, the DOE believes that the proposed allocation is equitable and feasible.

## After-School Programs

SA – New York 2 is allocated time in the gym until 2:50 p.m., beyond the other schools' school day because SA – New York 2's school hours extend to 4:30 p.m. The Building Council should allocate the remainder of this space as needed for after-school programs.

As noted in this BUP, the Building Council will address any requests to use shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once SA – New York 2 phases into the building.

In 2014-2015, the DOE projects J.H.S. 131 will serve 670-700 students, Soundview Academy will serve 275–305 students, and SA – New York 2 will serve 120-180 students in X131. Based on the Office of Pupil Transportation's bus schedule for the earliest start and latest end times of the school day, J.H.S. 131's school day runs from approximately 8:10 a.m. to 3:07 p.m.<sup>12</sup> Soundview Academy's school day runs from approximately 8:30 a.m. to 3:45 p.m based on school reported data. Since SA – New York 2 is a new school; it does not have a current school start or end time. However, the DOE notes that the typical school day of other Success Academy Charter Schools runs from 7:45 a.m. to 4:30 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 of the shared spaces in the building.

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<sup>12</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 600)	<p><b>Breakfast:</b> SA – New York 2 7:15 a.m. – 7:45 a.m. J.H.S. 131 7:40 a.m. – 8:10 a.m. Soundview Academy 8:10 a.m. – 8:40 a.m.</p> <p><b>Lunch:</b> J.H.S. 131 10:30 a.m. – 11:25 p.m. Soundview Academy 11:25 p.m. – 12:10 p.m. SA – New York 2 12:10 p.m. – 12:50 p.m. J.H.S. 131 12:50 p.m. – 1:50 p.m.</p>	<p><b>Breakfast:</b> SA – New York 2 7:15 a.m. – 7:45 a.m. J.H.S. 131 7:40 a.m. – 8:10 a.m. Soundview Academy 8:10 a.m. – 8:40 a.m.</p> <p><b>Lunch:</b> J.H.S. 131 10:30 a.m. – 11:25 p.m. Soundview Academy 11:25 p.m. – 12:10 p.m. SA – New York 2 12:10 p.m. – 12:50 p.m. J.H.S. 131 12:50 p.m. – 1:50 p.m.</p>	<p><b>Breakfast:</b> SA – New York 2 7:15 a.m. – 7:45 a.m. J.H.S. 131 7:40 a.m. – 8:10 a.m. Soundview Academy 8:10 a.m. – 8:40 a.m.</p> <p><b>Lunch:</b> J.H.S. 131 10:30 a.m. – 11:25 p.m. Soundview Academy 11:25 p.m. – 12:10 p.m. SA – New York 2 12:10 p.m. – 12:50 p.m. J.H.S. 131 12:50 p.m. – 1:50 p.m.</p>	<p><b>Breakfast:</b> SA – New York 2 7:15 a.m. – 7:45 a.m. J.H.S. 131 7:40 a.m. – 8:10 a.m. Soundview Academy 8:10 a.m. – 8:40 a.m.</p> <p><b>Lunch:</b> J.H.S. 131 10:30 a.m. – 11:25 p.m. Soundview Academy 11:25 p.m. – 12:10 p.m. SA – New York 2 12:10 p.m. – 12:50 p.m. J.H.S. 131 12:50 p.m. – 1:50 p.m.</p>	<p><b>Breakfast:</b> SA – New York 2 7:15 a.m. – 7:45 a.m. J.H.S. 131 7:40 a.m. – 8:10 a.m. Soundview Academy 8:10 a.m. – 8:40 a.m.</p> <p><b>Lunch:</b> J.H.S. 131 10:30 a.m. – 11:25 p.m. Soundview Academy 11:25 p.m. – 12:10 p.m. SA – New York 2 12:10 p.m. – 12:50 p.m. J.H.S. 131 12:50 p.m. – 1:50 p.m.</p>
<b>Gym</b> (Capacity: 650)	<p>Soundview Academy 8:40 a.m. – 10:15 a.m. J.H.S. 131 10:15 a.m. – 2:00 p.m. SA – New York 2 2:00 p.m. – 2:50 p.m.</p>	<p>Soundview Academy 8:40 a.m. – 10:15 a.m. J.H.S. 131 10:15 a.m. – 2:00 p.m. SA – New York 2 2:00 p.m. – 2:50 p.m.</p>	<p>Soundview Academy 8:40 a.m. – 10:15 a.m. J.H.S. 131 10:15 a.m. – 2:00 p.m. SA – New York 2 2:00 p.m. – 2:50 p.m.</p>	<p>Soundview Academy 8:40 a.m. – 10:15 a.m. J.H.S. 131 10:15 a.m. – 2:00 p.m. SA – New York 2 2:00 p.m. – 2:50 p.m.</p>	<p>Soundview Academy 8:40 a.m. – 10:15 a.m. J.H.S. 131 10:15 a.m. – 2:00 p.m. SA – New York 2 2:00 p.m. – 2:50 p.m.</p>
<b>Library</b>	<p>SA – New York 2 7:45 a.m. – 8:30 a.m. J.H.S. 131 8:30 a.m. – 11:20 a.m. Soundview Academy 11:20 a.m. – 12:20 p.m.</p>	<p>SA – New York 2 7:45 a.m. – 8:30 a.m. J.H.S. 131 8:30 a.m. – 11:20 a.m. Soundview Academy 11:20 a.m. – 12:20 p.m.</p>	<p>SA – New York 2 7:45 a.m. – 8:30 a.m. J.H.S. 131 8:30 a.m. – 11:20 a.m. Soundview Academy 11:20 a.m. – 12:20 p.m.</p>	<p>SA – New York 2 7:45 a.m. – 8:30 a.m. J.H.S. 131 8:30 a.m. – 11:20 a.m. Soundview Academy 11:20 a.m. – 12:20 p.m.</p>	<p>SA – New York 2 7:45 a.m. – 8:30 a.m. J.H.S. 131 8:30 a.m. – 11:20 a.m. Soundview Academy 11:20 a.m. – 12:20 p.m.</p>
<b>Auditorium</b> (Capacity: 604)	<p>SA – New York 2 8:00 a.m. – 9:00 a.m. J.H.S. 131 9:00 a.m. – 12:00 p.m. Soundview Academy 12:10 p.m. – 1:20 p.m.</p>	<p>SA – New York 2 8:00 a.m. – 9:00 a.m. J.H.S. 131 9:00 a.m. – 12:00 p.m. Soundview Academy 12:10 p.m. – 1:20 p.m.</p>	<p>SA – New York 2 8:00 a.m. – 9:00 a.m. J.H.S. 131 9:00 a.m. – 12:00 p.m. Soundview Academy 12:10 p.m. – 1:20 p.m.</p>	<p>SA – New York 2 8:00 a.m. – 9:00 a.m. J.H.S. 131 9:00 a.m. – 12:00 p.m. Soundview Academy 12:10 p.m. – 1:20 p.m.</p>	<p>SA – New York 2 8:00 a.m. – 9:00 a.m. J.H.S. 131 9:00 a.m. – 12:00 p.m. Soundview Academy 12:10 p.m. – 1:20 p.m.</p>

### **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 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. The School Safety Plan is 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 School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders/designees of J.H.S. 131, Soundview Academy, and SA – New York 2 will be part of the X131 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of J.H.S. 131, Soundview Academy, and SA – New York 2 respectively will participate in the development of the School Safety Plan and ensure that any security-related issues or needs that may arise will be addressed on an ongoing basis. Moreover, the Safety Plan for the X131 school building will be modified as appropriate to meet any changing security needs associated with the co-location. All schools will enter information in the School 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 school in X131, and that 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 School Safety Plan for the X131 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 Safety Plan is approved, it will be submitted to the New York 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."