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 expand Leadership Village Academy Charter School (84M335, "LVA"), an existing public charter school, to serve students in kindergarten through second grade in addition to the students in fifth through eighth grade currently served in building M045 ("M045"), located at 2351 1st Avenue New York, NY 10035, in Community School District 4. LVA is co-located with a district middle school, M.S. 45/S.T.A.R.S. Prep Academy (04M045, "M.S. 45"), and a district high school, Coalition School for Social Change (04M409, "Coalition"). LVA currently serves students in fifth through eighth grades in M045 and ninth through eleventh grades in private space. The DOE will consider available options for siting LVA's third and fourth grade for 2015-2016 and beyond and would propose any re-sitings or co-locations in a future EIS subject to approval by the Panel for Educational Policy ("PEP").

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between LVA, M.S. 45, and Coalition as LVA phases in kindergarten through second grades. It also includes a proposal for the collaborative usage of shared resources and spaces between LVA, M.S. 45, and Coalition, including the cafeteria, library, gymnasium, dance studio and auditorium, 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 would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the PEP.

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained ("SC"), meaning that each class remains in its homeroom throughout the day except for when it is 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 room for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

Enrollment	# of Cluster Rooms
1,251 and up	5

[1] The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The Footprint is available at: http://schools.nyc.gov/community/planning/default.htm under "Key Documents." A more comprehensive version of the Footprint is not yet available online, but it can be provided upon request.

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.

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 by the Director of Space Planning on November 30, 2011, M045 has a total of 60 full-size rooms,[2] 22 half-size rooms,[3] 3 quarter-size rooms, and 3.5 FSE rooms of designed administrative office/space. M045 also contains a gymnasium, an auditorium, a cafeteria, a library, and a dance studio. The below spaces are shared spaces or contain building services and are not included in the allocation of space for any individual school:

- The School Based Support Team occupies 1 half-size room of designed administrative space.
- The custodian's office occupies 1 half-size room of designed administrative space.
- The nurse's office occupies 1 full-size room of designed administrative space.
- City Year, a community-based organization ("CBO"), occupies 2 half-size rooms.
- El Faro Beacon, a CBO, occupies 1 full-size room, 1 half-size room and 1 quarter-size room.
- Harlem Family Institute, a CBO, occupies 1 half-size room.
- DNA Lab, a citywide program, occupies 1 full-size room.
- A dance studio occupies 1 full-size room.

In the 2011-2012 school year, excluding the spaces outlined above, M045 has a total of: 57 full-size rooms, 18 half-size rooms, 2 quarter-size rooms, and 1.5 FSE of designed administrative office/space remaining that can be allocated to M.S. 45, Coalition, and LVA's elementary and middle school grades:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	60	22	3	3.5
SHARED SPACES or Building Services	3	4	1	2.0
Remaining Total Currently Allocated	**57**	**18**	**2**	**1.5**

[2] Full-size classrooms have an area of 500 square feet or more.
[3] Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

2011-2012 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at M.S. 45, Coalition and LVA's fifth through eighth grades in 2011-2012:

2011-2012	Grades Served	Total Enrolled[4]	GE/ICT Sections	SC Sections
M.S. 45	6-8	241	10	2
Coalition	9-12	339	11	0
LVA	5-8	299	11	0

The table below summarizes M.S. 45, Coalition and LVA's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. The current space allocation is the amount of space that M.S. 45, Coalition and LVA are currently using:

2011-2012		Non-Admin Spaces		Administrative Spaces[5]				Total Admin (FSE)	Current Grand Total			
		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)
M.S. 45	Baseline Footprint Allocation	11	3	1.5	0	1	2	2.5	11	4	2	1.5
	Current Space Allocation	20	3	1.5	1	1	2	3.5	21	4	2	1.5
Coalition	Baseline Footprint Allocation	14	1	0	1	4	0	3.0	15	5	0	0
	Current Space Allocation	19	3	0	1	5	0	3.5	20	8	0	0
LVA	Baseline Footprint Allocation	12	1	0	1	4	0	3.0	13	5	0	0
	Current Space Allocation	15	1	0	1	5	0	3.5	16	6	0	0

As demonstrated in the table above, M.S. 45, Coalition and LVA are currently using rooms in excess of their baseline Footprint allocations. The table below summarizes the current available space within M045 after LVA, M.S. 45, and Coalition have received their respective baseline and adjusted baseline allocations:

2011-2012: Building M045	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	18	4	0	0.0

[4] Based on the 2011-2012 Audited Register and the charter headcount as of October 1, 2011
[5] Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint of FSE spaces for administrative use.

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If the proposal to expand LVA to serve kindergarten through second grade in M045 is approved, in 2012-2013, LVA would serve 5 sections of kindergarten in addition to the students the school already serves in grades five through eight.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013:

2012-2013	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
M.S. 45	6-8	225 - 255	10	2
Coalition	9-12	320 - 360	11	0
LVA	K, 5-8	367 - 450	17	0

After M.S. 45, Coalition and LVA have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M045	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	11	4	0	0.0

The table below summarizes the full 2012-2013 room allocation plan for M.S. 45, Coalition and LVA based on their baseline Footprint allocations, plus the excess space allocations:

2012-2013		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
M.S. 45	Baseline Footprint Allocation	11	3	0	1.5	0	1	2	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	12	2	0	1.5	0	1	2	2.5	3	0	0	0	15	3	2	1.5
Coalition	Baseline Footprint Allocation	14	1	0	0	1	4	0	3	5	2	0	0	20	7	0	0
LVA	Baseline Footprint Allocation	18	2	0	0	1	4	0	3	3	2	0	0	22	8	0	0

In total, M.S. 45 will be allocated 15 full-size rooms, 3 half-size rooms, 2 quarter-size rooms and 1.5 FSE in designed administration office spaces. This allocation includes 3 full-size rooms in excess of M.S. 45's adjusted baseline footprint. M.S. 45's baseline allocation has been adjusted to substitute 1 full-size room for 1 half-size room to allow the school to have

contiguous space. In total, Coalition will be allocated 20 full-size rooms and 7 half-size rooms. This allocation includes 5 full-size rooms and 2 half-size room in excess of Coalition's baseline footprint. In total, LVA will be allocated 22 full-size rooms and 8 half-size rooms. This allocation includes 3 full-size rooms and 2 half-size rooms in excess of LVA's baseline footprint.

The room change from the 2011-2012 to the 2012-2013 school year is reflected below:

Room Change (+/-)	**Current 2011-2012 Grand Total Space Allocations**				**Proposed 2012-2013 Grand Total Space Allocations**				**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)
M.S. 45	21	4	2	1.5	15	3	2	1.5	-6	-1	0	0
Coalition	20	8	0	0	20	7	0	0	0	-1	0	0
LVA	16	6	0	0	22	8	0	0	+6	+2	0	0

2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2013-2014, LVA will serve its kindergarten and first grade in M045, along with its fifth through eighth grades.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014:

2013-2014	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
M.S. 45	6-8	225 - 255	10	2
Coalition	9-12	320 - 360	11	0
LVA	K-1, 5-8	449 - 549	20	0

After M.S. 45, Coalition and LVA have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M045	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	7	3	0	0.0

The table below summarizes the full 2014-2015 room allocation plan for M.S. 45, Coalition and LVA based on their baseline footprint allocation, plus the excess space allocation:

2013-2014		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
M.S. 45	Baseline Footprint Allocation	11	3	0	1.5	0	1	2	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	12	2	0	1.5	0	1	2	2.5	1	0	0	0	13	3	2	1.5
Coalition	Adjusted Baseline Allocation	14	1	0	0	1	4	0	3.0	3	2	0	0	18	7	0	0
LVA	Baseline Footprint Allocation	22	2	0	0	1	5	0	3.5	3	1	0	0	26	8	0	0

In total, M.S. 45 will be allocated 13 full-size rooms, 3 half-size rooms, 2 quarter-size rooms and 1.5 FSE in designed administration office spaces. This allocation includes 1 full-size room in excess of M.S. 45's baseline footprint. In total, Coalition will be allocated 18 full-size rooms and 7 half-size rooms. This allocation includes 3 full-size rooms and 2 half-size rooms

in excess of Coalition's baseline footprint. In total, LVA will be allocated 26 full-size rooms and 8 half-size rooms. This allocation includes 3 full-size rooms and 1 half-size room in excess of LVA's baseline footprint.

The room change from the 2012-2013 to the 2013-2014 school year is reflected below:

Room Change (+/-)	**Current 2012-2013 Grand Total Space Allocations**				**Proposed 2013-2014 Grand Total Space Allocations**				**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)
M.S. 45	15	3	2	1.5	13	3	2	1.5	-2	0	0	0
Coalition	20	7	0	0	18	7	0	0	-2	0	0	0
LVA	22	8	0	0	26	8	0	0	+4	0	0	0

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

If this proposal is approved, in 2014-2015, LVA will serve its kindergarten through second grades in M045 along with its fifth through eighth grades.

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

2014-2015	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
M.S. 45	6-8	225 - 255	10	2
Coalition	9-12	320 - 360	11	0
LVA	K-2, 5-8	526 - 645	23	0

After M.S. 45, Coalition and LVA have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2014-2015: Building M045	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	3	3	0	0.0

The table below summarizes the full 2015-2016 room allocation plan for M.S. 45, Coalition and LVA based on their baseline Footprint allocations, plus the excess space allocation:

2014-2015		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
M.S. 45	Baseline Footprint Allocation	11	3	0	1.5	0	1	2	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	12	2	0	1.5	0	1	2	2.5	1	0	0	0	13	3	2	1.5
Coalition	Baseline Footprint Allocation	14	1	0	0	1	4	0	3.0	1	1	0	0	16	6	0	0
LVA	Baseline Footprint Allocation	26	2	0	0	1	5	0	4.0	1	2	0	0	28	9	0	0

In total, M.S. 45 will be allocated 12 full-size rooms, 3 half-size rooms, 2 quarter-size rooms and 1.5 FSE in designed administration office spaces. This allocation includes 1 full-size room in excess of M.S. 45's baseline footprint. In total, Coalition will be allocated 16 full-size rooms and 6 half-size rooms. This allocation includes 1 full-size room and 1 half-size room in

excess of Coalition's baseline footprint. In total, LVA will be allocated 28 full-size rooms and 9 half-size rooms. This allocation includes 1 full-size room and 2 half-size rooms in excess of LVA's baseline footprint.

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

Room Change (+/-)	**Proposed 2013-2014 Grand Total Space Allocations**				**Proposed 2014-2015 Grand Total Space Allocations**				**Proposed 2013-2014 Grand Total Space Allocations**			
	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)
M.S. 45	13	3	2	1.5	13	3	2	1.5	0	0	0	0
Coalition	18	7	0	0	16	6	0	0	-2	-1	0	0
LVA	26	8	0	0	28	9	0	0	+2	+1	0	0

Shared Space Plan

A proposed shared space plan for the 2012-2013 school year 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 M045. The final shared space schedule will be collaboratively drafted 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 shall follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: http://schools.nyc.gov/community/campusgov).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the 2011-2012 Campus Audit Template submitted by the Building Council,[6] the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.[7] M.S. 45's school day runs from approximately 8:00 a.m. to 2:20 p.m.[8] Coalition currently has school days that run from 8:45 a.m. to 3:20 p.m. and LVA's school day runs from 7:00 a.m. to 4:45 p.m. Where possible, the proposed schedule maintains schools' current allocations of time for each shared space and re-distributes remaining time as each organization's grade configuration changes. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011-2012 Campus Audit Template submitted by the Building Council.

In planning how M.S. 45, Coalition and LVA may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon M.S. 45, Coalition and LVA's 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.
- The cafeteria has the capacity to serve 594 students.
  - M.S. 45 will be scheduled for lunch from 11:45 a.m. to 12:30 p.m. and will receive 45 minutes daily, or 3 hours and 45 minutes per week, to serve lunch.
  - Coalition will be scheduled for lunch from 12:30 p.m. to 1:45 p.m. and will receive 75 minutes daily, or 6 hours and 15 minutes per week, to serve lunch.
  - LVA will be scheduled for lunch from 11:00 a.m. to 12:30 p.m. and will receive 90 minutes daily, or 7 hours and 30 minutes per week, to serve lunch.

[6] 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.
[7] See DOE's Office of Pupil Transportation website at https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.
[8] https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx

This proposed allocation is approximately proportional to the enrollments of the schools in the building. It also allows LVA to serve its elementary students separately from its middle school students. Thus, the DOE believes that the proposed allocation is equitable and feasible.

- With regard to breakfast, the DOE has allocated time to M.S. 45, Coalition and LVA for breakfast based on their respective projected enrollments and school day expected start times.
    - M.S. 45 will be scheduled for breakfast from 7:30 a.m. to 8:00 a.m. and will receive 30 minutes daily, or 2 hours and 30 minutes per week, to serve breakfast.
    - Coalition will be scheduled for breakfast from 8:00 p.m. to 8:45 a.m. and will receive 45 minutes daily, or 3 hours and 45 minutes per week, to serve breakfast.
    - LVA will be scheduled for breakfast from 6:30 a.m. to 7:20 a.m. and will receive 50 minutes daily, or 4 hours and 10 minutes per week, to serve breakfast.

Gymnasium, Library, and Auditorium

LVA will be allocated the largest amount of time in the gymnasium, library and auditorium because it will serve the largest number of students and grade levels as compared to M.S. 45 and Coalition. Coalition serves a larger number of students and more grade levels than M.S. 45 and will therefore be allocated more time than M.S. 45 in the library, gymnasium and auditorium.

Gymnasium

- The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school. Use of the auditorium in other times is scheduled as needed.
    - M.S. 45 will be allocated 1 hour and 30 minutes daily or 7 hours and 30 minutes per week.
    - Coalition will be allocated 2 hours daily or 10 hours per week.
    - LVA will be allocated 2 hours and 45 minutes daily or 13 hours and 45 minutes per week.

Dance Studio

- The dance studio will be available to students during each school's time allocation in the gymnasium.

Library

- The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
    - M.S. 45 will be allocated 1 hour and 30 minutes daily or 7 hours and 30 minutes per week.
    - Coalition will be allocated 2 hours daily or 10 hours per week.
    - LVA will be allocated 2 hours and 45 minutes daily or 13 hours and 45 minutes per week.

Auditorium

- The DOE proposes in the schedule below that time in the auditorium be allocated to all schools based on the relative projected enrollment of each school. Use of the auditorium in other times is scheduled as needed.
    - M.S. 45 will be allocated 1 hour and 30 minutes daily or 7 hours and 30 minutes per week.
    - Coalition will be allocated 2 hours daily or 10 hours per week.
    - LVA will be allocated 2 hours and 45 minutes daily or 13 hours and 45 minutes per week.

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 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs and will address any requests to use all shared spaces after school hours and will resolve all conflicts.
- If any school wishes to use any of the shared spaces after school hours, they will manage scheduling of shared spaces through the Building Council.

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.

In 2012-2013, the DOE projects that M.S. 45 will serve 225-255 students, Coalition will serve 320-360 students, and LVA will serve 367-450 students in M045. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, M.S. 45's school day runs from approximately 8:00 a.m. to 2:20 p.m.[9] Coalition currently has school days that run from 8:45 a.m. to 3:20 p.m. and LVA's school day runs from 7:00 a.m. to 4:45 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.

[9] https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 594)	**Breakfast:** **M.S. 45** 7:30-8:00am **Coalition** 8:00-8:45am **LVA** 6:30-7:20am **Lunch:** **M.S. 45** 11:45am-12:30pm **Coalition** 12:20-1:45pm **LVA** 11:00am-12:30pm	**Breakfast:** **M.S. 45** 7:30-8:00am **Coalition** 8:00-8:45am **LVA** 6:30-7:20am **Lunch:** **M.S. 45** 11:45am-12:30pm **Coalition** 12:20-1:45pm **LVA** 11:00am-12:30pm	**Breakfast:** **M.S. 45** 7:30-8:00am **Coalition** 8:00-8:45am **LVA** 6:30-7:20am **Lunch:** **M.S. 45** 11:45am-12:30pm **Coalition** 12:20-1:45pm **LVA** 11:00am-12:30pm	**Breakfast:** **M.S. 45** 7:30-8:00am **Coalition** 8:00-8:45am **LVA** 6:30-7:20am **Lunch:** **M.S. 45** 11:45am-12:30pm **Coalition** 12:20-1:45pm **LVA** 11:00am-12:30pm	**Breakfast:** **M.S. 45** 7:30-8:00am **Coalition** 8:00-8:45am **LVA** 6:30-7:20am **Lunch:** **M.S. 45** 11:45am-12:30pm **Coalition** 12:20-1:45pm **LVA** 11:00am-12:30pm
Library (Capacity: N/A)	**M.S. 45** 12:30-2:00pm **Coalition** 9:00-11:00am **LVA** 8:00-9:00am 11:45am-12:30pm 2:00-3:00pm	**M.S. 45** 12:30-2:00pm **Coalition** 9:00-11:00am **LVA** 8:00-9:00am 11:45am-12:30pm 2:00-3:00pm	**M.S. 45** 12:30-2:00pm **Coalition** 9:00-11:00am **LVA** 8:00-9:00am 11:45am-12:30pm 2:00-3:00pm	**M.S. 45** 12:30-2:00pm **Coalition** 9:00-11:00am **LVA** 8:00-9:00am 11:45am-12:30pm 2:00-3:00pm	**M.S. 45** 12:30-2:00pm **Coalition** 9:00-11:00am **LVA** 8:00-9:00am 11:45am-12:30pm 2:00-3:00pm
Gymnasium (Capacity: 440)	**M.S. 45** 10:00-11:30am **Coalition** 1:30-3:30pm **LVA** 8:00-10:00am 1:00-1:30pm	**M.S. 45** 10:00-11:30am **Coalition** 1:30-3:30pm **LVA** 8:00-10:00am 1:00-1:30pm	**M.S. 45** 10:00-11:30am **Coalition** 1:30-3:30pm **LVA** 8:00-10:00am 1:00-1:30pm	**M.S. 45** 10:00-11:30am **Coalition** 1:30-3:30pm **LVA** 8:00-10:00am 1:00-1:30pm	**M.S. 45** 10:00-11:30am **Coalition** 1:30-3:30pm **LVA** 8:00-10:00am 1:00-1:30pm

Auditorium (Capacity: 512)	**M.S. 45** 8:00-9:30am **Coalition** 10:30am-12:30pm **LVA** 9:30-10:30am 12:30-2:15pm	**M.S. 45** 8:00-9:30am **Coalition** 10:30am-12:30pm **LVA** 9:30-10:30am 12:30-2:15pm	**M.S. 45** 8:00-9:30am **Coalition** 10:30am-12:30pm **LVA** 9:30-10:30am 12:30-2:15pm	**M.S. 45** 8:00-9:30am **Coalition** 10:30am-12:30pm **LVA** 9:30-10:30am 12:30-2:15pm	**M.S. 45** 8:00-9:30am **Coalition** 10:30am-12:30pm **LVA** 9:30-10:30am 12:30-2:15pm

Building Safety and Security

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders/designees of M.S. 45, Coalition and LVA will be part of the M045 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of M.S. 45, Coalition and LVA 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 M.S. 45, Coalition and LVA will be addressed on an ongoing basis. Moreover, the Safety Plan for the M045 school building will be modified as appropriate to meet any changing security needs associated with the co-location. M.S. 45, Coalition and LVA will enter information in the M045 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 M045 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,[10] 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

[10] Campus Policy Memo 2011 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents".

Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (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 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 SLT 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.