

## 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 co-locate Mott Hall Charter School (84XTBD, “MHCS”) in buildings X063 (“P.S. 63 main school building”) and X862 (“P.S. 63 annex”), for a two-year period starting in the 2012-2013 school year. Buildings X063 and X862 are located at 1260 Franklin Avenue, Bronx, NY 10456, in Community School District 9 (“District 9”). MHCS is a new public charter school that will serve students in grades six through eight at scale. If this proposal is approved by the Panel for Educational Policy (“PEP”), MHCS will be co-located in buildings X063 and X862 with P.S. 63 Author’s Academy (09X63, “P.S. 63”) in 2012-2013 and 2013-2014. 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. Additionally, P.S. 2 Morrisania (09X002, “P.S. 2”), a district elementary school, is currently co-located with P.S. 63 in buildings X063 and X862. P.S. 2 is currently in the process of phasing out and will close at the end of the 2011-2012 school year. 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.

If this proposal is approved, in 2012-2013, the first year of implementation, MHCS will serve a total of 80-105 sixth-grade students in X063 and X862. In 2013-2014, the second and final year of implementation, MHCS will serve a total of 160-210 sixth- and seventh-grade students in buildings X063 and X862. MHCS will be co-located in buildings X063 and X862 until the end of 2013-2014, at which point the school will relocate to its long-term leased private facility, which is located in District 9, is currently under construction, and is scheduled to be completed by September 2014.<sup>1</sup> Thereafter, the school will continue to grow in its private space until it reaches its full grade-span of grades six through eight in 2014-2015.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between 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 building X063’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>

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

### 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 sections per grade, assuming class size remains 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 or she is accompanied by a school’s representative.

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<sup>1</sup> MHCS has been working to secure private space as soon as possible. If MHCS’s private leased space is available for use prior to September 2013, MCHS may vacate X063 and X862 one year early.

<sup>2</sup> The shared spaces (i.e., cafeteria, library, auditorium, and two indoor play areas) are located in the P.S. 63 main school building or 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/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).

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section,<sup>4</sup> and a full-size or half-size room to accommodate each Self-Contained (“SC”) special education section served by the school.<sup>5</sup> 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 school level, cluster or specialty classrooms are allocated as follows:

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

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and other 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 P.S. 63 main building has a total of 41 full-size rooms, 9 half-size rooms, 2 quarter-size rooms,<sup>6</sup> and 2.5 full-size equivalent (“FSE”) rooms of designed administrative space. The P.S. 63 annex has a total of 7 full-size rooms and 2 half-size rooms. The shared spaces are located in the P.S. 63 main school 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 in 2012-2013 and 2013-2014. Neither building has a gymnasium. Although there is no gym in the building, MHCS believes that it will be able to meet the physical education needs of its students 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 P.S. 63 main school building.
- The nurse’s office occupies one quarter-size room in the P.S. 63 main school building.
- The custodian’s office occupies one quarter-size room in the P.S. 63 main school building.
- School Safety occupies one half-size room in the P.S. 63 main building.

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

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

<sup>6</sup> Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative space or as resource rooms.

Excluding the spaces outlined above, the P.S. 63 main school building has a total of 41 full-size rooms, 7 half-size rooms, and 2.5 FSE rooms of designed administrative space available to be allocated to the co-located schools during the two-year period of this proposal. These will all be allocated to P.S. 63 in 2012-2013 and 2013-2014.

Summary (P.S. 63 Main Building)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Grand Total	41	9	2	2.5
Shared Spaces or Building Services	0	2	2	0
<b>Remaining Total to be Allocated in 2012-2013</b>	41	7	0	2.5

None of the spaces outlined above are in the P.S. 63 annex. This building has a total of 7 full-size rooms and 2 half-size rooms, which will all be allocated to MHCS in 2012-2013 and 2013-2014.

Summary (P.S. 63 Annex)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Grand Total	7	2	0	0
Shared Spaces or Building Services	0	0	0	0
<b>Remaining Total to be Allocated in 2012-2013</b>	7	2	0	0

In summary, excluding the spaces outlined above, the two buildings have a combined total of 48 full-size rooms, 9 half-size rooms, and 2.5 FSE rooms of designed administrative space available to be allocated to the two co-located schools during the two-year period of this proposal.

Summary (P.S. 63 Main Bldg. and Annex)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Grand Total	48	11	2	2.5
Shared Spaces or Building Services	0	2	2	0
<b>Remaining Total to be Allocated in 2012-2013</b>	48	9	0	2.5

**2011-2012 (Current School Year)**

The table below summarizes total enrollment and sections served at P.S. 2 and P.S. 63 during the current 2011-2012 school year. P.S. 2 is in its last year of phasing out; therefore, it will no longer occupy space in buildings X063 and X862 after the conclusion of the current school year.

School Name	Grade Span	Total Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
P.S. 63 Author's Academy <sup>8</sup>	PK, K - 5	612	27	3
P.S. 2 Morrisania	5	49	2	2

<sup>7</sup> October 1, 2011 Audited Register

<sup>8</sup> Total enrollment and sections at P.S. 63 in 2011-2012 and beyond include pre-kindergarten enrollment and sections.

The table below summarizes P.S. 63's and P.S. 2'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. The DOE has adjusted P.S. 63's baseline footprint allocations because the main building, where P.S. 63 currently has its classrooms and administrative rooms, does not have a sufficient number of half-size rooms appropriate for instruction and designed administrative space. Therefore, P.S. 63's adjusted baseline allocations include 3 full-size rooms in lieu of 3 half-size rooms, and 2 full-size rooms and 1 half-size room in lieu of 2.5 FSE rooms of designed administrative space.

The DOE has also adjusted P.S. 2's baseline footprint allocations because the annex, where P.S. 2 is currently located, does not have any designed administrative space and does not have a sufficient number of half-size rooms for the school's self-contained sections. P.S. 2 is currently using 1.0 FSE room of designed administrative space in the main building, given the lack of designed administrative rooms in the annex. To make up for the 0.5 FSE room needed to meet P.S. 2's baseline footprint allocation of administrative rooms, the DOE has assigned 1 half-size room or 0.5 FSE room for administrative purposes to P.S. 2. Additionally, the DOE has allocated 1 full-size instructional room to P.S. 2 in lieu of 1 half-size instructional room due to the small number of half-size rooms in the annex building.

2011-2012		Instructional Spaces		Administrative Spaces				Grand Total Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 63	Baseline Footprint Allocation	30	8	4.0	0	0	0	4.0	30	8	0	4.0
	Adjusted Footprint Allocation	33	5	1.5	2	1	0	4.0	35	6	0	1.5
	Current Space Allocation	39	5	1.5	2	2	0	4.5	41	7	0	1.5
P.S. 2	Baseline Footprint Allocation	3	3	1.5	0	0	0	1.5	3	3	0	1.5
	Adjusted Footprint Allocation	4	2	1.0	0	1	0	1.5	4	3	0	1.0
	Current Space Allocation	6	2	1.0	1	0	0	2.0	7	2	0	1.0

The table below summarizes the available space within the main school building and the annex combined after both P.S. 63 and P.S. 2 have received their respective adjusted baseline allocations per the Footprint in 2011-2012.

2011-2012	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation (main building and annex)	9	0	0	0

**2012-2013 (First Year of Implementation)**

If this proposal is approved, during the first year of implementation, MHCS will begin serving three sections of sixth-grade students in the P.S. 63 annex. The P.S. 63 annex has sufficient instructional and administrative space for MHCS in 2012-2013. P.S. 63 will continue to be located in the P.S. 63 main building. However, both schools will use the shared spaces in the P.S. 63 main building.

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

School Name	Grade Span	Total Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
P.S. 63 Author's Academy	PK, K - 5	626 - 686	27	3
Mott Hall Charter School <sup>10</sup>	6	80 - 105	3	N/A

After P.S. 63 has received its respective adjusted baseline footprint allocations, the following number of rooms will remain unallocated in the P.S. 63 main school building:

2012-2013 (main building)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	8	0	0	0

After MHCS has received its respective adjusted baseline footprint allocations, the following number of rooms will remain unallocated in the P.S. 63 annex:

2012-2013 (annex)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	3	0	0	0

The excess space will be allocated based on the physical location of the available space in relation to the location of each school in the two buildings. Given that the excess spaces are in two different buildings and that each school will be separately contained within only one of the buildings, the DOE has allocated the excess space in the main building to P.S. 63 and the excess space in the annex to MHCS. The DOE believes that this plan is feasible and treats all schools equitably and comparably.

<sup>9</sup> The DOE's enrollment figures for the 2012-2013 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 2012-2013 school year and beyond reflect the charter school's authorized enrollment pursuant to its charter application.

The table below summarizes the full 2012-2013 room allocation plan for P.S. 63 and MHCS based on their adjusted baseline footprint allocations, plus the excess space allocations. The DOE has adjusted P.S. 63's baseline footprint allocations because the main building does not have a sufficient number of designed administrative space and half-size rooms. P.S. 63's adjusted baseline footprint allocations include 2 full-size rooms in lieu of 2 half-size rooms for instruction, and 1 full-size room and 1 half-size room in lieu of 1.5 FSE designed administrative space for administrative purposes. Likewise, the DOE has adjusted MHCS's footprint allocations because the annex does not have any designed administrative space. MHCS's adjusted baseline footprint allocations includes 1 full-size room and 1 half-size room in lieu of 1.5 FSE designed administrative space.

2012-2013		Instructional Spaces		Administrative Spaces				Additional (Excess) Allocations				Grand Total Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Add. Full-Size Rooms	Add. Half-Size Rooms	Add. Quarter-Size Rooms	Add. 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	30	8	4.0	0	0	0	4.0	-	-	-	-	30	8	0	4.0
	Adjusted Footprint Allocation	32	6	2.5	1	1	0	4.0	8	0	0	0	41	7	0	2.5
Mott Hall	Baseline Footprint Allocation	3	1	1.5	0	0	0	1.5	-	-	-	-	3	1	0	1.5
	Adjusted Footprint Allocation	3	1	0	1	1	0	1.5	3	0	0	0	7	2	0	0

In total, P.S. 63 will occupy 41 full-size rooms, 7 half-size rooms, and 2.5 FSE rooms of designed administrative space in the main building. MHCS will occupy 7 full-size rooms and 2 half-size rooms in the annex.

The room change between the 2011-2012 school year and the 2012-2013 school year is reflected in the table below.

Room Change (+/-)	Current: 2011-2012 Grand Total Space Allocations				Proposed (Year 1): 2012-2013 Grand Total Space Allocations				Room 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 Author's Academy	41	7	0	1.5	41	7	0	2.5	0	0	0	+1.0
P.S. 2 Morrisania	7	2	0	1.0	0	0	0	0	-7	-2	0	-1.0
Mott Hall Charter School	0	0	0	0	7	2	0	0	+7	+2	0	0

**2013-2014 (Second and Final Year of Implementation)**

If this proposal is approved, during the final year of implementation, MHCS will serve sixth- and seventh-grade students in the P.S. 63 annex. P.S. 63 will continue to be located in the P.S. 63 main building. However, both schools will use the shared spaces in the P.S. 63 main building.

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

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 63 Author's Academy	K - 5	641 - 701	27	3
Mott Hall Charter School	6 - 7	160 - 210	6	N/A

After P.S. 63 has received its respective adjusted baseline footprint allocations, the following number of rooms will remain unallocated in the P.S. 63 main school building:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	8	0	0	0

After MHCS has received its respective adjusted baseline footprint allocations, the following number of rooms will remain unallocated in the P.S. 63 annex:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	0	0

The excess space will be allocated based on the physical location of the available space in relation to the location of each school in the two buildings. There will be no excess space in the annex in 2012-2013; therefore, MHCS will not have any additional space in addition to its allocation during this year. Given that the annex and the main building are two separate buildings, and in light of the pedagogical benefits to maintaining each school in one building, MCHS will not occupy any of the excess space in the main building. Although this will result in MHCS receiving no excess space, MHCS has indicated that it will only require its baseline footprint allocation of instructional rooms in order to operate effectively and would like to minimize the interruption of students' schedules caused by traveling between the two buildings. Given that the excess space in 2012-2013 will be in the main building, the DOE has allocated the excess space to P.S. 63. The DOE believes that this plan is feasible and treats all schools equitably and comparably.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 63 and MHCS based on their adjusted baseline footprint allocations, plus the excess space allocations. According to the Footprint, MHCS is entitled to 2.0 FSE rooms for administrative purposes. Since Mott Hall has indicated that 1.5 FSE rooms is sufficient to meet its needs and that it is best for the organization to have contiguous space within one building, the DOE has adjusted MHCS's footprint allocation of administrative rooms to 1.5 FSE rooms. This means that during the final year of the proposed co-location, MHCS will be 0.5 FSE room below its adjusted baseline footprint allocations. P.S. 63's adjusted baseline footprint allocations are the same as the previous year's.

2013-2014		Instructional Spaces		Administrative Spaces				Additional (Excess) Allocations				Grand Total Space Allocations				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Add. Full-Size Rooms	Add. Half-Size Rooms	Add. Quarter-Size Rooms	Add. 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	30	8	4.0	0	0	0	4.0	-	-	-	-	30	8	0	4.0
	Adjusted Footprint Allocation	32	6	2.5	1	1	0	4.0	8	0	0	0	41	7	0	2.5
Mott Hall	Baseline Footprint Allocation	6	1	2.0	0	0	0	2.0	-	-	-	-	6	1	0	2.0
	Adjusted Footprint Allocation	6	1	0	1	1	0	1.5	0	0	0	0	7	2	0	0

In total, P.S. 63 will occupy 41 full-size rooms, 7 half-size rooms, and 2.5 FSE rooms of designed administrative space in the main building. MHCS will occupy 7 full-size rooms and 2 half-size rooms in the annex.

There will be no room changes for either school between the 2012-2013 school year and the 2013-2014 school year. This is reflected in the table below.

Room Change (+/-)	Proposed (Year 1): 2012-2013 Grand Total Space Allocations				Proposed (Year 2): 2013-2014 Grand Total Space Allocations				Room 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 Author's Academy	41	7	0	2.5	41	7	0	2.5	0	0	0	0
Mott Hall Charter School	7	2	0	0	7	2	0	0	0	0	0	0

### 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 P.S. 63 main school 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 below proposed schedule 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, which are based on DOE's assumptions since the school has not opened yet; and the current use of the shared spaces by P.S. 63 as indicated in the Campus Audit.<sup>11,12</sup> Although P.S. 63 is currently co-located with P.S. 2, which is in its last year of phasing out and will close at the conclusion of the 2011-2012 school year, there is no Building Council. A Building Council, composed of the principals and charter school leaders of all co-located schools, or their designees, will be formed for the 2012-2013 and 2013-2014 school years, if this proposal is approved. A description of the Building Council and its functions is contained in the last section of this document.

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.

<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 Web site at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

## 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 the most amount of 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.
  - During the current school year, P.S. 63 uses the cafeteria for lunch during two one-hour periods daily from 10:30 a.m. to 11:30 a.m., and from 12:15 p.m. to 1:15 p.m. The leadership at P.S. 63 has indicated to the DOE that it prefers to keep a similar schedule next year; however, it would like to be the only school in the cafeteria during its allocations. The school has also requested to begin lunch later during the school day. To accommodate these two requests, the proposed schedule below allows P.S. 63 to serve lunch alone, during 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, as it is assumed that the school will serve approximately 328 students in each lunch period. Additionally, P.S. 63's pre-kindergarten students eat lunch in their classrooms and therefore are not allocated time in the cafeteria for lunch.
  - 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 (80-105 students).
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 63, so it is difficult to project breakfast program participation for the school. The DOE has allocated the same time and duration to P.S. 63 and MHCS for breakfast in the cafeteria based on their respective expected start times.

## 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.
- 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 626-686 students in 27 sections, and it has been allocated a total of 27.5 hours per week in the play areas.
  - Mott Hall is projected to serve approximately 80-105 students in 3 sections, and it has been allocated a total of 3.75 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 27.5 hours per week in the library.
  - MHCS has been allocated approximately 3.75 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 27.5 hours per week in the auditorium.
  - MHCS has been allocated approximately 3.75 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 would have ended for both co-located schools. Thus, the Building Council should allocate these spaces as needed for after-school programs or activities.
- 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 is a new school; therefore, it does not currently have after-school programming. MHCS intends to provide an extended-day program that will take place in its classrooms in the annex and therefore will not interfere with P.S. 63's or WHEDco's activities.
- 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 is co-located in the building in 2012-2013.

In 2012-2013, the DOE projects that P.S. 63 will serve approximately 626-686 students and MHCS will serve approximately 80-105 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. Since MHCS is a new school, it does not have a current school start or end time; therefore, the DOE assumes that its school day will run from 8:30 a.m. to 2:50 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 once MHCS is co-located in the building. 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> P.S. 63 & MHCS 7:30 a.m. to 8:30 a.m.  <b>Lunch</b> MHCS 10:30 a.m. to 11:15 a.m. P.S. 63 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> P.S. 63 & MHCS 7:30 a.m. to 8:30 a.m.  <b>Lunch</b> MHCS 10:30 a.m. to 11:15 a.m. P.S. 63 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> P.S. 63 & MHCS 7:30 a.m. to 8:30 a.m.  <b>Lunch</b> MHCS 10:30 a.m. to 11:15 a.m. P.S. 63 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> P.S. 63 & MHCS 7:30 a.m. to 8:30 a.m.  <b>Lunch</b> MHCS 10:30 a.m. to 11:15 a.m. P.S. 63 11:15 a.m. to 12:15 p.m. 12:15 p.m. to 1:15 p.m.	<b>Breakfast</b> P.S. 63 & MHCS 7:30 a.m. to 8:30 a.m.  <b>Lunch</b> MHCS 10:30 a.m. to 11:15 a.m. P.S. 63 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. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.
<b>Library</b>	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.
<b>Auditorium</b> (Capacity: 550)	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.	<b>P.S. 63</b> 8:30 a.m. - 10:30 a.m. 11:15 a.m. - 2:45 p.m. <b>MHCS</b> 10:30 a.m. - 11:15 a.m.

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 will be part of the School Safety Committee. As a member of the School Safety Committee, the leader/designee of P.S. 63 and MHCS will 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 will be addressed on an ongoing basis. Moreover, the Safety Plans for the P.S. 63 main school building and annex will be modified as appropriate to meet any changing security needs associated with the co-location. MHCS will enter information in the buildings' overall Safety Plans 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 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 P.S. 63 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.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

### **Proposed Communications Strategy**

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011, co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building.<sup>13</sup> Only principals and charter leaders serve on the Building Council. The Building Council shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the Shared Space Committee 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 School Act, the Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet at minimum four times per year.

The Shared Space Committee will be comprised of the principal, a teacher, and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such Shared Space Committee members shall be selected by the corresponding constituent member of the School Leadership Team ("SLT") of the school. Charter school leaders will

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<sup>13</sup> The Campus Policy Memo 2011 is available at: <http://schools.nyc.gov/community/campusgov/KeyDocuments/CampusMemo.htm>.

work with their constituencies to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the BUP and its campus implementation.