

REVISED BUILDING UTILIZATION PLAN

In an amended Educational Impact Statement (“EIS”) posted on April 12, 2011, the New York City Department of Education (“DOE”) proposed to extend for one year the co-location of Harlem Success Academy 5 Charter School (84M482, “HSA 5”) in the M123 building (“M123”), located at 301 West 140th Street, New York, NY 10030, and expand the grades served by HSA 5 in M123 from kindergarten and first grades to kindergarten through second grades. HSA 5 was to continue to be co-located with P.S. 123 Mahalia Jackson (05M123, “P.S. 123”), a zoned school which serves students in kindergarten through eighth grades and offers a pre-kindergarten program. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias. Along with the EIS, the DOE published a Building Utilization Plan (“2011 BUP”) detailing the room allocations for each co-located school and proposing a shared space schedule. That proposal was approved by the Panel for Educational Policy (“PEP”) on April 28, 2011.

As described in more detail in the attached EIS, the DOE is now proposing to extend this co-location indefinitely and expand the grades served by HSA 5 in M123 to kindergarten through third grades.

This revised BUP therefore reflects the following:

- Space allocations for P.S. 123 and HSA 5 in the M123 building in 2012-2013 and beyond that reflect the proposed grade expansion of HSA 5 in M123;
- Enrollment of P.S. 123 and HSA 5 is updated to reflect 2011-2012 Audited Enrollment;
- The room count has been adjusted in order to reflect the completion of construction of a new science lab, the classification of the School Based Support Team room as shared space, and space occupied by Community Based Organizations in the building; and
- A revised proposed shared space schedule is on pages 8-11, and the DOE has clarified the rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal and proposed a shared space schedule for the library, which was excluded from the 2011 BUP because it was not available for use at that time.

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. 123 and HSA 5. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 123 and HSA 5 during the 2012-2013 school year, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included.

METHODOLOGY

We have applied the DOE 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.

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 DOE Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE 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 K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint also assumes that at those other scheduled times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained special education (“SC”) section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

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

For grades 6-12, 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, 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 desk review of the current space allocation at the M123 building by Richard Bocchicchio, Director of Space Planning, building M123 has a total of 56 full size spaces,² including 1 science lab, 8 half size spaces,³ and 2 full size equivalent designed administrative offices/spaces. The M123 building also contains a

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.

gymnasium, auditorium, lunchroom, outdoor play area, and library (which was unavailable until November 2011 due to science lab construction), each of which will continue to be shared between the two schools. The science lab was created within space allocated to P.S. 123 to meet the needs of the middle school science curriculum, and will be allocated to P.S. 123 moving forward.

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

- The nurse in the M123 building currently operates out of 1 half-size space.
- The School Based Support Team occupies 1 half-size space
- A Community-Based Organization (“CBO”), Graham-Windham, occupies 3 full-size spaces and 1 half-size space.

Excluding these spaces, the M123 building has a total of 53 full-size classrooms (including 1 full-size science lab), 5 half-size classrooms/spaces, and the equivalent of 2 full-size designed administrative office/space remaining that can be allocated to schools.

Summary	Full-size	Half-size	Designed Admin (FSE)
Building Grand TOTAL	56	8	2
SHARED SPACES or Building Services	3	3	0
Remaining Total to be Allocated	53	5	2

2011-2012 (Current School Year)

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled ⁴	GE/ICT Sections	SC Sections
P.S. 123	675	27	5
HSA 5	250	10	1

The table below summarizes the available space within M123 after each school received its baseline allocation.

2011-2012: Building M123	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space in Excess of Baseline Allocation	0	2	0	0

This revised BUP reflects the current space allocation, as was provided for in the 2011 BUP. As such, the excess space in the building is currently allocated to P.S. 123.

⁴ 2011-2012 Audited Register.

The table below summarizes P.S. 123's and HSA 5's baseline and adjusted Footprint allocations, which are based on the methodology described at the beginning of this document, plus the excess allocation that each school is currently using. The DOE has adjusted both schools' baseline Footprint allocations for the following reason:

- Given the limited number of half-size classrooms that can accommodate self-contained special education classes, P.S 123's and HSA 5's adjusted allocations include additional full-size classrooms to accommodate self-contained special education classes.

2011-2012:		Non-Admin Spaces		Administrative Spaces					Additional (Excess) Allocation				Grand Total Current Space Allocation			
		Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
P.S. 123	Baseline Footprint Allocation	30	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	34	3	2	2	1	0	4.5	2	0	0	0	38	4	0	2
HSA 5	Baseline Footprint Allocation	12	2	0	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	13	1	0	2	0	0	2	0	0	0	0	15	1	0	0

In total, under this revised BUP, P.S. 123 is allocated 38 full-size, 4 half-size, and 2 designed administrative spaces. HSA 5 is allocated 15 full-size and 1 half-size spaces. This is approximately the same allocation as was provided in the 2011 BUP, but more accurately reflects the number of half-size rooms allocated to P.S. 123.

2012-2013 and Future Years

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2012-2013 and future years. P.S. 123 will increase by one general education/ICT section, but will decrease by two self-contained special education sections.

2012-2013	Projected Enrollment ⁵	GE/ICT Sections	SC Sections
P.S. 123	634-724	28	3
HSA 5	318-338	13	1

The table below summarizes the available space within M123 after each school receives its baseline allocation.

2012-2013: Building M501	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space in Excess of Baseline Allocation	0	0	0	0

⁵ Future enrollment figures are projections based on expected number of sections per grade. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes P.S. 123's and HSA 5's baseline and adjusted Footprint allocations, which are based on the methodology described at the beginning of this document, plus the excess allocation that each school is currently using. The DOE has adjusted both schools' baseline Footprint allocations for the following reason:

- Given the limited number of half-size classrooms that can accommodate self-contained special education classes, P.S 123's and HSA 5's adjusted allocations include additional full-size classrooms to accommodate self-contained special education classes.

2012-2013:		Non-Admin Spaces		Administrative Spaces				Additional (Excess) Allocation				Grand Total Space Allocation				
		Full-size Classrooms	Half-size Classrooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
P.S. 123	Baseline Footprint Allocation	31	5	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	33	3	2	2	1	0	4.5	0	0	0	0	35	4	0	2
HSA 5	Baseline Footprint Allocation	15	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	16	1	0	2	0	0	2.0	0	0	0	0	18	1	0	0

In total, P.S. 123 will be allocated 35 full-size, 4 half-size, and 2 designed administrative spaces. HSA 5 will be allocated 18 full-size and 1 half-size spaces.

The proposed room allocation change from the 2011-2012 school year, per the 2011 BUP, to the 2012-2013 school year is reflected below.

	2011-2012 GRAND TOTAL (2011 BUP)				PROPOSED 2012-2013 GRAND TOTAL				CHANGE			
	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)
P.S. 123	38	4	0	2	35	4	0	2	-3	0	0	0
HSA 5	15	1	0	0	18	1	0	0	+3	0	0	0

The proposed allocation for the 2012-2013 school year would be the long-term space allocation for P.S 123 and HSA 5 in M123.

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 building M123. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed grade expansion and co-location extension has been approved by the Panel for Education Policy. This revised shared space plan addresses the changes for the 2012-2013 school year resulting from the proposed grade expansion of HSA 5 and the availability of the library, which was not included in the schedule proposed in the 2011 BUP because it was unavailable due to construction.

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 in a way that 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/KeyDocuments/CampusMemo.htm> .)

The below proposed schedule is based on enrollments for each currently co-located school, current space allocation plans, current lunch schedules for the existing schools 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.⁶ Where possible, the proposed schedule maintains schools' current allocation of time for each shared space. 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, based on the 2011 Campus Audit Template submitted by the Building Council.⁷

In planning how HSA 5 and P.S. 123 may use shared space, the DOE has applied the factors described above to develop a proposed plan that allocates time in each space equitably.

P.S. 123 is in session from 8:30am to 3:27pm. HSA 5 is in session from 7:45am to 4:30pm.⁸

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization'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 capacity of the cafeteria is 426 students. The proposed schedule would allocate P.S 123 1 hour and 30 minutes for lunch daily, and would allocate one hour to HSA 5 for lunch daily. The cafeteria can accommodate all of these students during these lunch periods.

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

⁷ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

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

- These lunch times are aligned with current cafeteria usage according to the 2011 Campus Audit agreed to by the Building Council.
- Although the proposed schedule deviates slightly from strict proportionality based on school enrollment, the DOE notes that the schedule calls for each individual student to receive the same amount of time in the cafeteria during customary lunch hours, regardless of which school he or she attends. Therefore, the DOE believes that this schedule is equitable and comparable. However, the Building Council is empowered to make alternative arrangements to the lunch schedule provided that the Building Council comes to an agreement on the new lunch schedule collaboratively.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M123. Given that the capacity of the cafeteria is 426 students, the DOE has allocated the 30 minutes to HSA 5, followed by 40 minutes to P.S. 123, daily. Additionally, P.S. 123's Academic Intervention Services students will begin breakfast at 7:30am, overlapping with HSA 5 for 15 minutes. Thus, the schedule provides for proportional amounts of shared and single-school use of the cafeteria during breakfast, once the school's start times are taken into account. This schedule was proposed in the 2011 BUP and is current practice, according to the 2011 Campus Audit agreed to by the Building Council.

Library

- The library was not available during the 2010-2011 school year. During the current school year and as was explained in the 2011 BUP, HSA 5 did not seek library time, and thus, all library time is currently allocated to P.S. 123.
- This current proposal allocates time in the library to the two school organizations in proportion to their respective enrollments. The Building Council is free to deviate from the proposed shared space plan and may revert to the current practice of allocating all time in the library to P.S. 123, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The proposed schedule below allocates time in the auditorium to the two school organizations in proportion to their enrollment. As is current practice, additional time in the auditorium is scheduled on an as-needed basis.

Gymnasium

- This proposal allocates time in the gymnasium to the two school organizations based on the current shared space schedule. P.S. 123 is allocated approximately 20 hours per week, and HSA 5 is allocated 15 hours per week
- Although the proposed schedule deviates slightly from strict proportionality based on school enrollment, the DOE believes that this schedule is equitable and comparable because a portion of HSA 5's allocated time is scheduled before P.S. 123 begins its school day, and the proposed schedule therefore calls for the schools to have approximately proportional use of the gymnasium during P.S.123's school day.

Playground

- The proposed schedule below allocates time in the playground to the two school organizations according to the current shared space schedule.
- Although the proposed schedule deviates slightly from strict proportionality based on school enrollment, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess either before, during, or after their lunch period.

Afterschool

- P.S. 123 currently uses the gymnasium for afterschool activities between 4:00pm and 6:00pm. As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. The Building Council is free 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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 450)	Breakfast: HSA 5: 7:15 AM - 7:45 AM	Breakfast: HSA 5: 7:15 AM - 7:45 AM	Breakfast: HSA 5: 7:15 AM - 7:45 AM	Breakfast: HSA 5: 7:15 AM - 7:45 AM	Breakfast: HSA 5: 7:15 AM - 7:45 AM
	PS 123 : 7:50 AM - 8:30 AM Under current usage, breakfast for AIS ⁹ Students will begin at 7:30 AM	PS 123 : 7:50 AM - 8:30 AM Under current usage, breakfast for AIS Students will begin at 7:30 AM	PS 123 : 7:50 AM - 8:30 AM Under current usage, breakfast for AIS Students will begin at 7:30 AM	PS 123 : 7:50 AM - 8:30 AM Under current usage, breakfast for AIS Students will begin at 7:30 AM	PS 123 : 7:50 AM - 8:30 AM Under current usage, breakfast for AIS Students will begin at 7:30 AM
	Lunch: P.S. 123: 10:30 AM – 1:00 PM	Lunch: P.S. 123: 10:30 AM – 1:00 PM	Lunch: P.S. 123: 10:30 AM – 1:00 PM	Lunch: PS 123: 10:30 AM – 1:00 PM	Lunch: P.S. 123: 10:30 AM – 1:00 PM
	HSA 5: 1:00 PM – 2:00 PM	HSA 5: 1:00 PM – 2:00 PM	HSA 5: 1:00 PM – 2:00 PM	HSA 5: 1:00 PM – 2:00 PM	HSA 5: 1:00 PM – 2:00 PM

⁹ Academic Intervention Services.

Library	HSA 5: 8:00 – 10:15 AM P.S. 123: 10:15 AM-3:00 PM	HSA 5: 8:00 – 10:15 AM P.S. 123: 10:15 AM-3:00 PM	HSA 5: 8:00 – 10:15 AM P.S. 123: 10:15 AM-3:00 PM	HSA 5: 8:00 – 10:15 AM P.S. 123: 10:15 AM-3:00 PM	HSA 5: 8:00 – 10:15 AM P.S. 123: 10:15 AM-3:00 PM
Gymnasium (Capacity: 450)	HSA 5: 7:45-8:30 AM; 10:30-11:15 AM; 1:00-2:30 PM; and after P.S. 123 dismissal at 3:30 PM (3:00 on Fridays), as coordinated with P.S. 123's after school program P.S 123: All other times in this school day; 4:00-6:00 PM Sports After School Program	HSA 5: 7:45-8:30 AM; 10:30-11:15 AM; 1:00-2:30 PM; and after P.S. 123 dismissal at 3:30 PM (3:00 on Fridays), as coordinated with P.S. 123's after school program P.S 123: All other times in this school day; 4:00-6:00 PM Sports After School Program	HSA 5: 7:45-8:30 AM; 10:30-11:15 AM; 1:00-2:30 PM; and after P.S. 123 dismissal at 3:30 PM (3:00 on Fridays), as coordinated with P.S. 123's after school program P.S 123: All other times in this school day; 4:00-6:00 PM Sports After School Program	HSA 5: 7:45-8:30 AM; 10:30-11:15 AM; 1:00-2:30 PM; and after P.S. 123 dismissal at 3:30 PM (3:00 on Fridays), as coordinated with P.S. 123's after school program P.S 123: All other times in this school day; 4:00-6:00 PM Sports After School Program	HSA 5: 7:45-8:30 AM; 10:30-11:15 AM; 1:00-2:30 PM; and after P.S. 123 dismissal at 3:30 PM (3:00 on Fridays), as coordinated with P.S. 123's after school program P.S 123: All other times in this school day; 4:00-6:00 PM Sports After School Program
Auditorium (Capacity: 502)	P.S. 123: 8:30-10:20 AM HSA 5: 3:30-4:30 PM				
Other: Playground	HSA 5: 9:30-10:15 AM 1:05-2:15 PM P.S. 123: 10:15 – 1:00 PM	HSA 5: 9:30-10:15 AM 1:05-2:15 PM P.S. 123: 10:15 – 1:00 PM	HSA 5 : 9:30-10:15 AM 1:05-2:15 PM P.S. 123: 10:15 – 1:00 PM	HSA 5: 9:30-10:15 AM 1:05-2:15 PM P.S. 123: 10:15 – 1:00 PM	HSA 5: 9:30-10:15 AM 1:05-2:15 PM P.S. 123: 10:15 – 1:00 PM

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, among others. 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. This plan is in place for the 2011-2012 school year.

Consistent with the process described above, the leader/designee of HSA 5 will continue to be part of the M123 School Safety Committee during the 2012-2013 school year and beyond. As a member of the School Safety Committee, the leader/designee of HSA 5 will continue to 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 HSA 5 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M123 school building will be modified as appropriate to meet any changing security needs associated with the continuing co-location of HSA 5. HSA 5 will provide information for the M123 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 building's schools, 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 2012-2013 Safety Plan for the M123 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. The Safety Plan for the current year has already been submitted. 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 New York City Police Department ("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 as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals/designees 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 co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the 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

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

Amended Charter School 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/designee, a teacher/designee 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/designee 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.