

## BUILDING UTILIZATION PLAN

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement (“EIS”), Democracy Preparatory Harlem Charter School (84M481, “Democracy Prep Harlem”) is an existing public charter school located in building M092 (“M092”), located at 222 West 134 Street, New York, NY 10030, in Community School District 5. Democracy Prep Harlem is in the process of phasing in an additional grade per year and currently serves students in sixth and seventh grades, and it is currently co-located with P.S. 92 Mary McLeod Bethune (05M092, “P.S. 92”), an existing zoned elementary school that serves students in kindergarten through fifth grades and offers one section of a full-day pre-kindergarten program, and St. HOPE Leadership Academy Charter School (84M388, “St. HOPE”), an existing public charter school that serves students in fifth through eighth grades. M092 also houses a Community Based Organization (“CBO”), the Department of Transportation’s Safety City Program. As outlined in its charter, Democracy Prep Harlem is anticipated to expand to serve students in sixth through eighth grades in 2012-2013. The New York City Department of Education (“DOE”) is proposing to re-site Democracy Prep Harlem from M092 to a privately owned facility, located at 207 West 133 Street, New York, NY 10030, in Community School District 5.

Democracy Preparatory Charter School’s (84M350, “Democracy Prep”) ninth through eleventh grades are currently housed in the privately owned facility located at 207 West 133 Street. Democracy Prep is an existing public charter school that is in the process of phasing in one additional grade per year and currently serves students in sixth through eleventh grades. Its sixth- through eighth-grade students are currently served in building M197, located at 2230 Fifth Avenue, New York, NY 10037 in Community School District 5, where it is currently co-located with P.S. 197 John B. Russwurm (05M197). Democracy Prep is anticipated to expand to serve students in sixth through twelfth grades in 2012-2013. The DOE is also proposing to co-locate Democracy Prep’s ninth through twelfth grades (“Democracy Prep High School”) in M092 beginning in 2012-2013. Thus, if this proposal is approved, Democracy Prep Harlem’s sixth through eighth grades will be served in the privately owned facility, while Democracy Prep High School will be co-located in M092 with P.S. 92, St. HOPE, and the Department of Transportation’s Safety City Program.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between P.S. 92, St. HOPE, and Democracy Prep. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 92, St. HOPE, and Democracy Prep, including the cafeteria, the library, the gymnasium, and the 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 Panel for Educational Policy (“PEP”).

### METHODOLOGY

The DOE has applied the Citywide Instructional Footprint (“Footprint”)<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner and has 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, 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

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<sup>1</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The Footprint is available at <http://schools.nyc.gov/community/planning/default.htm> under “Key Documents.”

room to accommodate each self-contained (“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
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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to D75 programs according to the DOE’s D75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational therapy/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where D75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to D75 programs are based on the number of sections of students, rather than the number of students.

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 walkthrough and survey performed on December 8, 2010 by the Manhattan Director of Space Planning in the Office of Space Planning, M092 has a total of 51 full-size rooms,<sup>2</sup> 14 half-size rooms,<sup>3</sup> 1 quarter-size rooms, and 1.5 FSE rooms of designed administrative office/space. M092 also contains a gymnasium, an auditorium, a cafeteria, and a library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for P.S. 92, Democracy Prep Harlem, and St. HOPE:

- The custodian’s office occupies 1 half-size room.
- The nurse’s office occupies 1 full-size room.
- School Safety occupies 1 half-size space.
- The Department of Transportation’s Safety City Program occupies 1 full-size room.

Therefore, excluding the spaces outlined above, M092 has a total of: 49 full-size rooms, 12 half-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative space remaining that can be allocated to the individual schools:

<sup>2</sup> Full-size classrooms have an area of 500 square feet or more.  
<sup>3</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	51	14	1	1.5
SHARED SPACES or Building Services	2	2	0	0.0
<b>Remaining Total Currently Allocated</b>	<b>49</b>	<b>12</b>	<b>1</b>	<b>1.5</b>

**2011-2012 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment and sections served at P.S. 92, Democracy Prep Harlem, and St. HOPE in 2011-2012:

2011-2012	Grades Served	Total Enrolled	GE/ICT Sections	SC Sections
P.S. 92 <sup>4</sup>	K-5 and Pre-kindergarten	279	12	5
Democracy Prep Harlem <sup>5</sup>	6-7	229	8	0
St. HOPE <sup>6</sup>	5-8	280	12	0

The DOE has adjusted the following schools' baseline allocations for the following reasons:

- P.S. 92 currently operates 5 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, there is an insufficient number of half-size rooms in M092. P.S. 92's baseline Footprint allocation has thus been adjusted to include 3 additional full-size rooms in lieu of 3 half-size rooms.

The table below summarizes P.S. 92's, Democracy Prep Harlem's, and St. HOPE's respective 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 P.S. 92, Democracy Prep Harlem, and St. HOPE are currently using:

<sup>4</sup> Based on the 2011-2012 Audited Register.

<sup>5</sup> Based on the charter headcount as of October 1, 2011.

<sup>6</sup> Based on the charter headcount as of October 1, 2011.

2011-2012		Non-Admin Spaces		Administrative Spaces <sup>7</sup>			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)
P.S. 92	Baseline Footprint Allocation	15	7	1.5	1	0	0	2.5	16	7	0	1.5
	Adjusted Baseline Footprint Allocation	18	3	1.5	1	0	0	2.5	19	3	0	1.5
	Current Space Allocation	20	4	1.5	1	0	1	2.75	21	4	1	1.5
Democracy Prep Harlem	Baseline Footprint Allocation	9	1	0.0	2	1	0	2.5	11	2	0	0.0
	Current Space Allocation	12	1	0.0	1	4	0	3.0	13	5	0	0.0
St. HOPE	Baseline Footprint Allocation	13	1	0.0	2	1	0	2.5	15	2	0	0.0
	Current Space Allocation	13	2	0.0	2	1	0	2.5	15	3	0	0.0

The table below summarizes the current available space within M092 after P.S. 92, Democracy Prep Harlem, and St. HOPE have received their respective baseline and adjusted baseline allocations:

2011-2012: Building M092	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocation	0.0	4	5	1

As demonstrated in the table above, P.S. 92, Democracy Prep Harlem, and St. HOPE are currently using rooms in excess of their respective baseline and adjusted baseline allocations.

**2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, Democracy Prep Harlem will be re-sited out of M092, and Democracy Prep High School will be co-located in M092 beginning in the 2012-2013 school year. A barrier that divides a full-size room into two half-size rooms on the third floor of M092 will be removed. Because this barrier is part of the building's construction, the DOE does not anticipate that that the removal of this barrier will incur capital costs. This means that there would be 50 full-size rooms and 10 half-size rooms to allocate amongst P.S. 92, Democracy Prep, and St. HOPE going forward.

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

<sup>7</sup> 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	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 92	K-5 and Pre-kindergarten	231-291	13	5
Democracy Prep High School	9-12	274-339	N/A <sup>8</sup>	0
St. HOPE	5-8	256-316	12	0

The DOE has adjusted the following schools' baseline allocations for the following reasons:

- P.S. 92 is projected to operate 5 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, there is an insufficient number of half-size rooms in M092. P.S. 92's baseline Footprint allocation has thus been adjusted to include 3 additional full-size rooms in lieu of 3 half-size rooms

After P.S. 92, Democracy Prep High School, and St. HOPE have received their respective baseline and adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M092	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	2	0	1

The excess space will be allocated between P.S. 92, Democracy Prep High School, and St. HOPE based on the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2012-2013 room allocation plan for P.S. 92, Democracy Prep High School, and St. HOPE based on their respective baseline and adjusted baseline Footprint allocations, plus the excess space allocation:

<sup>8</sup> High school grades are not typically programmed into sections. As stated above, the Footprint assumes that sixth through twelfth grade students move from class to class and that classrooms should be programmed at maximum efficiency.

2012-2013		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		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)
P.S. 92	Baseline Footprint Allocation	16	7	0	1.5	1	0	0	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Footprint Allocation	19	4	0	1.5	1	0	0	2.5	1	0	1	0.0	21	4	1	1.5
Democracy Prep High School	Baseline Footprint Allocation	12	1	0	0.0	1	3	0	2.5	1	0	0	0.0	14	4	0	0.0
St. HOPE	Baseline Footprint Allocation	13	1	0	0.0	2	1	0	2.5	0	0	0	0.0	15	2	0	0.0

The excess space will be allocated amongst P.S. 92, Democracy Prep High School, and St. HOPE based on the physical location of the available space in relation to the location of each school within the building. P.S. 92's current space allocation is predominantly on M092's first and second floors, St. HOPE's current space allocation is on the second and third floors, and Democracy Prep Harlem is on the third floor. The DOE anticipates that Democracy Prep High School and St. HOPE will be allocated space in a similar manner as Democracy Prep Harlem's and St. HOPE's current usage and that P.S. 92 will continue to be allocated space on M092's first and second floors consistent with current usage. The DOE also anticipates that all organizations will continue to use the building's constructed dividers, such as hallway doors, to delineate borders between each school organization's space allocations on their respective floors.

In total, P.S. 92 will occupy 21 full-size rooms, 4 half-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative spaces. This allocation includes 1 full-size room and 1 quarter-size room in excess of P.S. 92's adjusted baseline footprint. In total, Democracy Prep High School will occupy 14 full-size rooms and 4 half-size rooms. This allocation includes 1 full-size room in excess of Democracy Prep High School's baseline footprint. In total, St. HOPE will occupy 15 full-size rooms and 2 half-size rooms. This allocation includes no rooms in excess of St. HOPE's baseline footprint.

The room change from the current school year 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)
P.S. 92	21	4	1	1.5	21	4	1	1.5	0	0	0	0.0
Democracy Prep Harlem	13	5	0	0.0	-	-	-	0.0	-13	-5	0	0.0
Democracy Prep High School	-	-	-	-	14	4	0	0.0	+14	+4	0	0.0
St. HOPE	15	3	0	0.0	15	2	0	0.0	0	-1	0	0.0

The proposed 2012-2013 allocation of space will serve as the long-term space allocation for P.S. 92, Democracy Prep High School, and St. HOPE.

**Shared Space Plan**

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M092. 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,<sup>9</sup> the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of each school's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>10</sup> 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

<sup>9</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>10</sup> See DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

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 P.S. 92, Democracy Prep High School, and St. HOPE 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 P.S. 92's, Democracy Prep Harlem's, and St. HOPE's current use of the cafeteria; projected enrollment of each school; the capacity of the cafeteria; and grade levels served by each school.
- The cafeteria has the capacity of 490 students. P.S. 92 currently is scheduled for lunch from 10:50 a.m. to 12:20 p.m., which means that it is currently allocated 1 hour and 30 minutes daily for lunch or 7 hours and 30 minutes a week. Democracy Prep Harlem is currently scheduled for lunch from 11:35 a.m. to 12:30 p.m., which means that they are currently allocated 55 minutes daily for lunch or 4 hours and 35 minutes a week. St. HOPE is currently scheduled for lunch from 12:20 to 1:15 p.m., which means that they are currently allocated 55 minutes daily for lunch or 4 hours and 35 minutes a week. The proposed shared space plan below essentially maintains this schedule.
- In the proposed schedule below, P.S. 92 has been allocated 1 hour and 20 minutes daily for lunch, or 6 hours and 40 minutes a week. Democracy Prep High School will receive 1 hour and 30 minutes daily for lunch, or 7 hours and 30 minutes weekly. St. HOPE will receive 1 hour and 25 minutes daily for lunch, or 7 hours and 5 minutes weekly.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 92 or St. HOPE. P.S. 92 currently is scheduled for breakfast from 7:30 to 8:00 a.m.;<sup>11</sup> St. HOPE is also currently scheduled for breakfast from 7:30 to 8:00 a.m.; and Democracy Prep Harlem serves breakfast in its classrooms according to the Campus Audit Template. Democracy Prep High School is currently scheduled for breakfast in the privately owned facility from 7:30 to 8:30 a.m., and it also currently serves breakfast in its classrooms. As a result, the DOE has allocated time to P.S. 92, Democracy Prep High School, and St. HOPE for breakfast based on their respective expected start times.

**Library**

- Currently, P.S. 92, Democracy Prep Harlem, and St. HOPE use the library on an as-needed basis.
- In the proposed schedule below time in the library has been allocated based on the relative projected enrollment of each school. Democracy Prep High School has been allocated 8 hours a week, St. HOPE has been allocated 7 hours and 30 minutes a week, and P.S. 92 has been allocated 6 hours and 45 minutes a week.

**Auditorium**

- Currently, P.S. 92 is allocated the auditorium from 8:00 a.m. to 3:00 p.m. on Friday and from 10:50 a.m. to 12:20 p.m. during days with inclement weather. Democracy Prep Harlem uses the auditorium on an as-needed basis by request. St. HOPE is currently allocated the auditorium from 7:45 to 8:15 a.m. daily and from 10:00 to 10:45 a.m. on Tuesday.
- In the proposed schedule below time in the auditorium has been allocated based on the relative projected enrollment of each school. Democracy Prep High School has been allocated 8 hours a week, St. HOPE has been allocated 7 hours and 45 minutes a week, and P.S. 92 has been allocated 6 hours and 45 minutes a week.

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<sup>11</sup> See DOE's Office of School Food and Nutrition's Web site at <http://www.opt-osfns.org/osfns/default.aspx>.

## Gymnasium and Playground

### Gymnasium

- There is one gymnasium in the building that has the capacity to serve 400 students. Currently, P.S. 92 is allocated the gymnasium from 8:00 to 11:30 a.m. and from 1:20 p.m. to 3:00 p.m. Democracy Prep Harlem is allocated the gymnasium from 8:56 to 11:32 a.m. St. HOPE is allocated the gymnasium from 1:20 to 3:55 p.m. This means that P.S. 92 and Democracy Prep Harlem currently share the use of the gymnasium from 11:30 to 11:32 a.m. and that P.S. 92 and St. HOPE share the use of the gymnasium between 1:20 and 3:00 p.m. The DOE also notes that there is not a constructed dividing wall in the gymnasium. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school. It is assumed that P.S. 92 and St. HOPE will continue to share the use of the gym consistent with current practices.
- Democracy Prep High School will serve approximately 274-339 students, and it will be allocated 20 hours a week in the gymnasium.
- P.S. 92 will serve approximately 231-291 students, and it will be allocated 3 hours and 40 minutes daily or 18 hours and 20 minutes per week in the gymnasium.
- St. HOPE will serve approximately 256-316 students, and it will be allocated 3 hours and 45 minutes daily or 18 hours and 45 minutes per week in the gymnasium.

### Outdoor Playground

- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period.

### **After School Programs**

- The DOE notes that currently P.S. 92 is not allocated time in shared spaces beyond 3:00 p.m. P.S. 92 currently does not offer extracurricular activities that require the use of shared spaces after 3:00 p.m.
- The DOE also currently notes that St. HOPE is not currently allocated time in shared spaces past 3:55 p.m. Consistent with its current schedule, St. HOPE is allocated the gymnasium from 1:20 to 3:55 p.m.
- The DOE notes that Democracy Prep Harlem is not currently allocated time in shared spaces past 12:30 p.m. Because Democracy Prep's ninth through eleventh grades' school day runs from 7:30 a.m. to 6:00 p.m. on Monday through Thursday and from 7:30 a.m. to 1:30 p.m. on Friday, the DOE has not allocated time in shared spaces in M092 past 5:30 p.m.

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 Democracy Prep High School will serve 274-339 students, P.S. 92 will serve 231-291 students, and St. HOPE will serve 256-316 students in M092. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 92's school day runs from approximately 8:00 a.m. to 2:57 p.m., St. HOPE from 7:30 a.m. to 4:00 p.m. on Monday, Tuesday, Thursday, and Friday and from 7:30 a.m. to 2:00 p.m. on Wednesday, and Democracy Prep's ninth through eleventh grades from 7:30 a.m. to 6:00 p.m. on Monday through Thursday and from 7:30 a.m. to 1:30 p.m. on Friday in MAYS.<sup>12</sup> It is anticipated that Democracy Prep High School will maintain its schedule if this proposal is approved and it is co-located in M092 with P.S. 92 and ST. HOPE.

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.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 490)	<b>Breakfast:</b> <b>P.S. 92</b> 7:30-8:00am  <b>Democracy Prep High School</b> 7:30-8:30am  <b>St. HOPE</b> 7:45-8:05am  <b>Lunch:</b> <b>P.S. 92</b> 10:50am-12:10pm  <b>St. HOPE</b> 11:35am-1:00pm  <b>Democracy Prep High School</b> 1:00-2:30pm	<b>Breakfast:</b> <b>P.S. 92</b> 7:30-8:00am  <b>Democracy Prep High School</b> 7:30-8:30am  <b>St. HOPE</b> 7:45-8:05am  <b>Lunch:</b> <b>P.S. 92</b> 10:50am-12:10pm  <b>St. HOPE</b> 11:35am-1:00pm  <b>Democracy Prep High School</b> 1:00-2:30pm	<b>Breakfast:</b> <b>P.S. 92</b> 7:30-8:00am  <b>Democracy Prep High School</b> 7:30-8:30am  <b>St. HOPE</b> 7:45-8:05am  <b>Lunch:</b> <b>P.S. 92</b> 10:50am-12:10pm  <b>St. HOPE</b> 11:35am-1:00pm  <b>Democracy Prep High School</b> 1:00-2:30pm	<b>Breakfast:</b> <b>P.S. 92</b> 7:30-8:00am  <b>Democracy Prep High School</b> 7:30-8:30am  <b>St. HOPE</b> 7:45-8:05am  <b>Lunch:</b> <b>P.S. 92</b> 10:50am-12:10pm  <b>St. HOPE</b> 11:35am-1:00pm  <b>Democracy Prep High School</b> 1:00-2:30pm	<b>Breakfast:</b> <b>P.S. 92</b> 7:30-8:00am  <b>Democracy Prep High School</b> 7:30-8:30am  <b>St. HOPE</b> 7:45-8:05am  <b>Lunch:</b> <b>P.S. 92</b> 10:50am-12:10pm  <b>St. HOPE</b> 11:35am-1:00pm  <b>Democracy Prep High School</b> 1:00-2:30pm
<b>Library</b>	<b>P.S. 92</b> 8:45-10:30am 12:30-1:00pm	<b>Democracy Prep High School</b> 8:00am-4:00pm	<b>P.S. 92</b> 8:45-10:30am 12:30-1:00pm	<b>St. HOPE</b> 8:00am-3:30pm	<b>P.S. 92</b> 8:45-10:30am 12:30-1:00pm
<b>Gymnasium</b> (Capacity: 400)	<b>P.S. 92</b> 8:00-10:00am 1:20-3:00pm  <b>Democracy Prep High School</b> 10:00am-12:55pm 3:55-5:15pm  <b>St. HOPE</b> 8:30-9:40am 1:20-3:55pm	<b>P.S. 92</b> 8:00-10:00am 1:20-3:00pm  <b>Democracy Prep High School</b> 10:00am-12:55pm 3:55-5:15pm  <b>St. HOPE</b> 8:30-9:40am 1:20-3:55pm	<b>P.S. 92</b> 8:00-10:00am 1:20-3:00pm  <b>Democracy Prep High School</b> 10:00am-12:55pm 3:55-5:15pm  <b>St. HOPE</b> 8:30-9:40am	<b>P.S. 92</b> 8:00-10:00am 1:20-3:00pm  <b>Democracy Prep High School</b> 10:00am-12:55pm 3:55-5:15pm  <b>St. HOPE</b> 8:30-9:40am 1:20-3:55pm	<b>P.S. 92</b> 8:00-10:00am 1:20-3:00pm  <b>Democracy Prep High School</b> 10:00am-1:00pm  <b>St. HOPE</b> 8:30-9:40am 1:20-3:55pm
<b>Outdoor Playground</b>	<b>P.S. 92</b> 10:50am-12:10pm  <b>St. HOPE</b> 11:35am-1:00pm  <b>Democracy Prep High School</b> 1:00-2:30pm				

<b>Auditorium</b> (Capacity: 490)	<b>Democracy Prep High School</b> 12:30-2:30pm  <b>St. HOPE</b> 7:45-8:15am 10:00-10:45am 3:15-4:00pm	<b>Democracy Prep High School</b> 12:30-2:30pm  <b>St. HOPE</b> 7:45-8:15am 10:00-10:45am 3:15-4:00pm	<b>Democracy Prep High School</b> 12:30-2:30pm  <b>St. HOPE</b> 7:45-8:15am 10:00-10:45am	<b>Democracy Prep High School</b> 12:30-2:30pm  <b>St. HOPE</b> 7:45-8:15am 10:00-10:45am 3:15-4:00pm	<b>P.S. 92</b> 8:15am-3:00pm
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### 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, 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.

Consistent with the process described above, if this proposal is approved, the leader/designee of P.S. 92, Democracy Prep High School, and St. HOPE will be part of the M092 School Safety Committee. As a member of the School Safety Committee, the leader/designee of P.S. 92, Democracy Prep High School, and St. HOPE will participate in the development of the building’s Safety Plan and ensure that any security related issues or needs that may arise with respect to the co-location of P.S. 92, Democracy Prep High School, and St. HOPE will be addressed on an ongoing basis. Moreover, the Safety Plan for the M092 school building will be modified as appropriate to meet any changing security needs associated with the ongoing co-location. P.S. 92, Democracy Prep High School, and St. HOPE will enter information in the M092 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 school in the building, 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 School Safety Plan for the M092 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 New York City Police Department (“NYPD”) for final approval and certification by the NYPD.

### Proposed Communications Strategy

As per the Campus Policy Memo 2011,<sup>13</sup> co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially 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 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 New York Charter Schools 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

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

schools that were approved to be located or co-located in a public school building prior to the effective date of the amended New York Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the 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.