

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate Unity Prep Charter School of Brooklyn (84KTBD, "Unity Prep"), a new public charter school, in building K044 ("K044"), located at 432 Monroe Street Brooklyn, NY 11221, in Community School District 13 beginning in 2013-2014.¹ If this proposal is approved, Unity Prep will serve students in sixth through eighth grades in this location. Unity Prep will be co-located in K044 with P.S. 44 Marcus Garvey (13K044, "P.S. 44"), an existing DOE school that currently serves zoned students in kindergarten through fifth grades and offers a full-day pre-kindergarten program.² Beginning in 2013-2014, Unity Prep will serve sixth-grade students. At full scale in 2015-2016, Unity Prep will serve students in sixth through eighth grades. P.S. 44 is the only existing school in this building.

Unity Prep is in the process of applying for charter authorization from the New York State Education Department ("SED"). SED's Board of Regents is expected to vote on this application for charter authorization in the Fall of 2012. The proposal to open and co-locate Unity Prep in K044 described in this Building Utilization Plan ("BUP") is contingent upon SED's approval of Unity Prep's application for charter authorization. If SED does not approve Unity Prep's charter application, the DOE will withdraw this proposal. Should SED deny Unity Prep's application, the DOE may propose an alternate use of the space in K044. Any proposed use that involves a significant change in school utilization will be the subject of a future EIS and BUP in accordance with Chancellor's Regulation A-190.

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. 44 and Unity Prep. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year, between P.S. 44 and Unity Prep including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.³ 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.

METHODOLOGY

The DOE has applied the Footprint 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 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 a representative of the Office of Space Planning and a representative of the school. 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 its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the

¹ 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.

² The DOE's pre-kindergarten programs are maintained based on available funding and student enrollment. The DOE does not anticipate that P.S. 44's pre-kindergarten program will be affected by this proposal.

³ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at:

http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education or Integrated Co-Teaching section and a full-size or half-size classroom to accommodate each self-contained special education 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 classrooms 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, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE's District 75 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/physical therapy rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 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 District 75 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. Therefore, each principal 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 July 27, 2012 by a representative of the Office of Space Planning, building K044 has a total of 42 full-size ("FS") classrooms/spaces⁴, 7 half-size ("HS") classrooms/spaces,⁵ 1 quarter-size ("QS") spaces, and 2.5 full-size equivalent rooms ("FSE") of designed administrative office/space. The K044 building also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- Nurse's office occupies 1.0 FSE of designed administrative space
- Teacher Café occupies 1 full-size space
- Custodian's office occupies 1 half-size space
- School Based Support Team occupies 1 half-size space

Excluding the spaces outlined above, the K044 building has a total of 41 full-size classrooms, 5 half-size classrooms/spaces, 1 quarter-size space, and the equivalent of 1.5 full-size designed administrative office spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand Total	42	7	1	2.5
Shared Spaces or Building Services	1	2	0	1.0
Remaining Total to be Allocated	41	5	1	1.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at P.S. 44 in 2012-2013.

2012-2013	Total Enrolled ⁶	GE/ICT Sections	SC Sections
P.S. 44	334	13	3

The table below summarizes P.S. 44's baseline and adjusted baseline footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

The DOE has adjusted P.S. 44's baseline footprint allocation for the following reason:

⁴ Full-size classrooms have an area of 500 square feet or more.

⁵ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁶ 2012-2013 Budgeted Register Projections

- The DOE has allocated P.S. 44 two full-size classrooms in lieu of 1.5 FSE of designed administrative space because there is not enough designed administrative space or half-size spaces in the building.

This adjustment has been made to the baseline footprint allocation for P.S. 44 in each year of room allocations presented in this document except where otherwise indicated.

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S. 44	Baseline Footprint Allocation	16	5	3.0	0	0	0	3.0	16	5	0	3.0
	Adjusted Baseline Footprint Allocation	16	5	1.5	2	0	0	3.5	18	5	0	1.5
	Current Space Allocation	39	5	1.5	2	0	1	3.75	41	5	1	1.5

As demonstrated in the table above, P.S. 44 is currently using classrooms in excess of its adjusted baseline footprint allocation. The table below summarizes the available space within K044 after P.S. 44 has received its adjusted baseline allocation, some of which will be allocated to Unity Prep for 2013-2014.

2012-2013: Building K044	Designed Admin (FSE)	Full - Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	23	0	1

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in 2013-2014 Unity Prep will serve sixth-grade students in K044. There would be 41 full-size classrooms/spaces, 5 half-size rooms, 1 quarter-size room, and 1.5 FSE of designed administrative office/space to allocate between P.S. 44 and Unity Prep.

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

2013-2014	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
P.S. 44	318-378	13	3
Unity Prep	115-147	6	0

After P.S. 44 and Unity Prep have received their respective adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K044	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	13	0	1

The excess space will be allocated between P.S. 44 and Unity Prep based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools. The table below summarizes the full 2013-2014 room allocation plan for P.S. 44 and Unity Prep based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocation. P.S. 44's adjusted baseline footprint allocation will remain the same as the year before.

The DOE has adjusted P.S. 44's baseline footprint allocation for the following reason:

- The DOE has allocated P.S. 44 one full-size classroom in lieu of one half-size classroom for one of its self-contained special education classes because of the building configuration. Typically, self-contained classes are accommodated in half-size classrooms.

The DOE has adjusted Unity Prep's baseline has been adjusted in the following manner:

- The DOE has allocated Unity Prep two full-size rooms in lieu of two FSE of designed administrative space because there is not enough designed administrative space in the building.

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

This adjustment has been made to the baseline Footprint allocation for Unity Prep in all years of room allocations presented in this document.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 44	Baseline Footprint Allocation	16	5	3.0	0	0	0	3.0	0	0	0	0.0	16	5	0	3.0
	Adjusted Baseline Allocation	17	4	1.5	2	0	0	3.5	9	0	1	0.0	28	4	1	1.5
Unity Prep	Baseline Footprint Allocation	7	1	2.0	0	0	0	2.0	0	0	0	0.0	7	1	0	2.0
	Adjusted Baseline Allocation	7	1	0.0	2	0	0	2.0	4	0	0	0.0	13	1	0	0.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 44	41	5	1	1.5	28	4	1	1.5	-13	-1	0	0.0
Unity Prep	N/A	N/A	N/A	N/A	13	1	0	0.0	+13	+1	0	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

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

2014-2015	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 44	328-388	13	3
Unity Prep	222-284	11	0

After P.S. 44 and Unity Prep have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K044	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0.0	6	0	1

The excess space will be allocated among P.S. 44 and Unity Prep based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 44 and Unity Prep based on their adjusted baseline footprint allocations, plus the excess space allocation. P.S. 44's adjusted baseline footprint allocation will remain the same as the year before.

Unity Prep's baseline has been adjusted in the following manner:

- The DOE has allocated Unity Prep one full-size room in lieu of one half -size resource room because there are not enough half-size rooms in the building.
- The DOE has allocated Unity Prep three full-size rooms in lieu of 2.5 FSE of designed administrative space because there is not enough designed administrative space in the building.

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

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 44	Adjusted Baseline Allocation	17	4	1.5	2	0	0	3.5	3	0	1	0.0	22	4	1	1.5
Unity Prep	Baseline Footprint Allocation	12	2	2.5	0	0	0	2.5	0	0	0	0.0	12	2	0	2.5
	Adjusted Baseline Allocation	13	1	0.0	3	0	0	3.0	3	0	0	0.0	19	1	0	0.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 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. 44	28	4	1	1.5	22	4	1	1.5	-6	0	0	0.0
Unity Prep	13	1	0	0.0	19	1	0	0.0	+6	0	0	0.0

2015-2016 (FINAL YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016.

2015-2016	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
P.S. 44	323-383	13	3
Unity Prep	322-412	15	0

After P.S. 44 and Unity Prep have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K044	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms
Space In Excess of Baseline Allocation	0.0	2	0	1

The excess space will be allocated between P.S. 44 and Unity Prep is based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the final 2015-2016 room allocation plan for P.S. 44 and Unity Prep based on their adjusted baseline Footprint allocation. P.S. 44's adjusted baseline Footprint allocation will remain the same as the year before.

Unity Prep's baseline has been adjusted in the following manner:

- The DOE has allocated Unity Prep one full-size room in lieu of one half-size resource room because there is not enough half-size rooms in the building.

This will serve as the final room allocation for both schools.

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

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 44	Adjusted Baseline Allocation	17	4	1.5	2	0	0	3.5	1	0	1	0.0	20	4	1	1.5
Unity Prep	Baseline Footprint Allocation	16	2	0.0	3	0	0	3.0	0	0	0	0.0	19	2	0	0.0
	Adjusted Baseline Allocation	17	1	0.0	3	0	0	3.0	1	0	0	0.0	21	1	0	0.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	2014-15 GRAND TOTAL SPACE ALLOCATIONS				2015-16 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. 44	22	4	1	1.5	20	4	1	1.5	-2	0	0	0.0
Unity Prep	19	1	0	0.0	21	1	0	0.0	+2	0	0	0.0

Shared Space Plan

A proposed Shared Space plan for the 2013-2014 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 K044. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the 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>).

The below proposed schedule is based on projected enrollments for each co-located school, P.S. 44's current space allocation and lunch schedule 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 P.S. 44's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁰ Where possible, the proposed schedule maintains P.S. 44's current allocation of time for each shared space and re-distributes remaining time for Unity Prep. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 44 to continue using it on a similar schedule next year. Because Unity Prep will be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the times that have been allocated to P.S. 44 this year so that all students in the building may be accommodated in 2013-2014 and subsequent school years.

In planning how Unity Prep and P.S. 44 may use the shared space, the DOE has applied some or all of the factors described above 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 each organization's current use of the cafeteria, 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.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 44. The proposed schedule allows for P.S. 44 to continue to serve breakfast based on its current schedule. P.S. 44 currently uses the cafeteria from 8:00 a.m. -8:30 a.m. and has been allocated this time on the proposal schedule below as well. Unity Prep has been allocated from 7:30 a.m. - 8:00 a.m. on Monday, Tuesday, Thursday, and Friday. Unity Prep plans to start the school day later on Wednesday's, and therefore has been allocated between 8:30 a.m.-9:00 a.m. for breakfast on Wednesday.
- In the proposed plan below, Unity Prep and P.S. 44 are allocated separate lunch times in the cafeteria, which has a capacity to hold 300 students. Unity Prep will receive 1 hour daily in the cafeteria for lunch, or 5 hours weekly for lunch. P.S. 44 currently uses the cafeteria for lunch from 10:30 am-1:30 pm. The proposed schedule below allocates time to P.S. 44 in the cafeteria from 10:30 a.m.to 1:00 p.m. or 12 hours and 30 minutes weekly; therefore the proposed schedule below allows the school to use the cafeteria in a similar timeframe.

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

Gymnasium, Library, and Auditorium

Gymnasiums

- There is one gymnasium in the building, which has a capacity to hold 370 students.
- The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P.S. 44 is allocated the largest amount of time in the gymnasium (22.5 hours weekly), while Unity Prep is allocated 10 hours weekly. Although Unity Prep's and P.S. 44's times in the gymnasium overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

Library

- There is one library in the building.
- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that P.S. 44 receive the greatest amount of time in the library (19 hours weekly) because it will serve the largest number of students and grade levels compared with Unity Prep. Unity Prep has been allocated 10 hours weekly in the library. Although Unity Prep's and P.S. 44's times in the library overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 426 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that P.S. 44 receive the greatest amount of time in the auditorium (19 hours weekly) because it will serve the largest number of students and grade levels compared with Unity Prep. Unity Prep has been allocated 10 hours weekly in the auditorium. Although Unity Prep's and P.S. 44's times in the auditorium overlap with their designated times in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

After-School Programs

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 3:30 p.m. The Building Council may allocate this space as needed for after-school programs.
- As noted above, Unity Prep is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours and is empowered to make alternative arrangements.

In 2013-2014, P.S. 44 will serve 318-378 students in K044. If this proposal is approved, Unity Prep will serve a total of 115-147 students in 2013-2014 at K044. Based on information from P.S. 44 administration and the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 44's school day runs from approximately 8:40 a.m. to 3:50 p.m. on Monday, Tuesday, and Wednesday and from 8:40 a.m.- 3:00 p.m on Thursday and Friday.¹¹ Since Unity Prep is a new school, it does not have a

¹¹ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

current school start or end time. However, based on the charter application, Unity Prep plans to have the school day run from approximately 8:00 a.m. to 5:30 p.m. on Monday, Tuesday, Thursday and Friday. The school day will run on Wednesday from 9:03 a.m. to 4:00 p.m.¹²

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 shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 300)	<p><u>Breakfast:</u> P.S. 44 8:00am-8:30am Unity Prep 7:30am-8:00am</p> <p><u>Lunch:</u> P.S. 44 10:30am-1:00pm Unity Prep 1:00pm-2:00pm</p>	<p><u>Breakfast:</u> P.S. 44 8:00am-8:30am Unity Prep 7:30am-8:00am</p> <p><u>Lunch:</u> P.S. 44 10:30am-1:00pm Unity Prep 1:00pm-2:00pm</p>	<p><u>Breakfast:</u> P.S. 44 8:00am-8:30am Unity Prep 8:30am-9:00am</p> <p><u>Lunch:</u> P.S. 44 10:30am-1:00pm Unity Prep 1:00pm-2:00pm</p>	<p><u>Breakfast:</u> P.S. 44 8:00am-8:30am Unity Prep 7:30am-8:00am</p> <p><u>Lunch:</u> P.S. 44 10:30am-1:00pm Unity Prep 1:00pm-2:00pm</p>	<p><u>Breakfast:</u> P.S. 44 8:00am-8:30am Unity Prep 7:30am-8:00am</p> <p><u>Lunch:</u> P.S. 44 10:30am-1:00pm Unity Prep 1:00pm-2:00pm</p>
Library	<p>P.S. 44 11:30am- 3:30pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:30pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:30pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:00pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:00pm</p> <p>Unity Prep 9:00am-11:00am</p>

¹² http://www.p12.nysed.gov/psc/documents/UnityPrepRedacted_000.pdf

<p>Gymnasium (Capacity: 370)</p>	<p>P.S. 44 9:00am-1:00pm</p> <p>Unity Prep 1:00pm- 3:00pm</p>				
<p>Auditorium (Capacity: 426)</p>	<p>P.S. 44 11:30am- 3:30pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:30pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:30pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:00pm</p> <p>Unity Prep 9:00am-11:00am</p>	<p>P.S. 44 11:30am- 3:00pm</p> <p>Unity Prep 9:00am-11:00am</p>

Building Safety and Security

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

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. 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 Unity Prep will be part of the K044 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Unity Prep will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of Unity Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the K044 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Unity Prep will enter information in the K044 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the K044 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 2011,¹³ co-located schools 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 school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

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