AMENDED BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Amended Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate the fifth grades of Harlem Success Academy Charter School 2 (84M384, "HSA 2") and Harlem Success Academy Charter School 3 (84M385, "HSA 3"), two existing public charter schools operated by Success Academy Charter Schools ("Success Academies") Charter Management Organization, in Tandem Buildings M185 and M208 ("M185/208"), located respectively at 20 West 112th Street, New York, NY 10026 and 21 West 111th Street, New York, NY 10026, in Community School District 3, for the 2012-2013 school year.[1] "Tandem buildings" are two separate buildings with separate entrances, which are joined by a central core containing a shared gymnasium, auditorium, and cafeterias. HSA 2 and HSA 3 are existing charter schools that currently serve students in kindergarten through fourth grades. HSA 2 is currently located in Building M030, located at 144-176 East 128th Street, New York, NY 10035, in Community School District 5, and HSA 3 is located in Building M101, located at 141 East 111th Street, New York, NY 10029 in Community School District 4. If this proposal is approved, the fifth grades of HSA 2 and HSA 3 would be co-located in M185/208 for the 2012-2013 school year with P.S. 185 Early Childhood Discovery and Design Magnet School (03M185, "P.S. 185"), a zoned early childhood school in the M185 building serving kindergarten through second grades and offering a full-day pre-kindergarten program; P.S. 208 Alain L. Locke Magnet School for Environmental Stewardship (03M208, "P.S. 208"), a zoned elementary school in the M208 building serving third through fifth grades; Harlem Link Charter School (84M329, "Harlem Link"), a public charter school, located in both the M185 and M208 buildings, serving students in kindergarten through fifth grades; and P226M (75M226, "P226M@P208M"), one site of a multi-site District 75 school, located in M208. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

This Amended Building Utilization Plan ("BUP") clarifies that the room designated as a third library by the Building Council, and which would return to use as a classroom if this plan is approved, is currently used solely by Harlem Link.

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. 185, P.S. 208, Harlem Link, P226M@P208M, HSA 2, and HSA 3. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 185, P.S. 208, Harlem Link, P226M@P208M, HSA 2, and HSA 3, 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 are 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 is approved by the Panel for Educational Policy.

METHODOLOGY

The DOE has applied the DOE Instructional Footprint ("Footprint")[2] 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

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[1] HSA 2 and HSA 3 are currently undergoing a formal name change process. If approved, the new names will be Success Academy Charter School – Harlem 2 and Success Academy Charter School – Harlem 3, respectively.

[2] 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

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 offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when the class is scheduled for a cluster activity (e.g., art) or lunch, recess, etc. Further, this 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

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 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 therapy/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. 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 November 21, 2011 by Richard Bocchicchio, Director of Space Planning, building M185/208 has a total of 68 full-size ("FS") classrooms/spaces,[3] 16 half-size ("HS") classrooms/spaces,[4] 5 quarter-size ("QS") spaces that can be used for administrative purposes, and the equivalent of 5 rooms of designed administrative office/space. M185/208 building also contains a gymnasium, auditorium, two lunchrooms, three libraries, and an outdoor play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The school nurse occupies two half-size designed administrative spaces.
- The custodian's office occupies one half-size designed administrative space.

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

- The School Based Support Team ("SBST") occupies two half-size spaces.
- The District 3 Magnet Grant office occupies one half-size designed administrative space.
- A teacher café occupies one full-size space.
- The District 3 School Food office occupies one full-size space.
- A District 75 professional development room occupies one full-size space.

Excluding the spaces outlined above, the M185/208 building has a total of: 65 full-size classrooms, 14 half-size classrooms/spaces, 5 quarter-size spaces, and the equivalent of 3 full-size designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	68	16	5	5
SHARED SPACES or Building Services	3	2	0	2
Remaining Total to be Allocated	**65**	**14**	**5**	**3**

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[5]	GE/ICT Sections	SC Sections
P.S. 185	237	11	1
P.S. 208	200	8	2
Harlem Link	299	12	0
P226M@P208M	38	0	6

The table below summarizes P.S. 185's, P.S. 208's, Harlem Link's, and P226M@P208M's baseline and/or adjusted Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted P.S. 185's, P.S. 208's, Harlem Link's, and P226M@P208M's baseline allocations for the following reason: each baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

[5] 2011-2012 Audited Register.

2011-2012		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Current 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	Designed Admin (FSE)
P.S. 185	Baseline Footprint Allocation	13	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	15	1	1.5	0	2	0	2.5	3	2	1	0	18	5	1	1.5
P.S. 208	Baseline Footprint Allocation	10	4	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	1	1.5	0	1	0	2	6	3	3	0	19	5	3	1.5
Harlem Link	Baseline Footprint Allocation	15	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	0	2	1	0	2.5	0	1	1	0	19	2	1	0
P226M@P208M	Baseline Footprint Allocation	1	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	0	1	2	0	2	0	0	0	0	9	2	0	0

As demonstrated in the table above, P.S. 208, P.S. 185, and Harlem Link are currently using classrooms in excess of their baseline Footprint allocations. The table below summarizes the available space within M185/208 after each school has received its baseline allocation.

2011-2012: Building M185/208	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	9	6	5	0

2012-2013 (YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 2 and HSA 3 would serve fifth grade students in M185/208 in the 2012-2013 school year. Currently, the Building Council has designated one full-size room of shared space for use as a library by Harlem Link. In 2012-2013, this library would return to use as a classroom and as such, Harlem Link would no longer have use of this room . This would increase the number of full-size rooms available to be allocated to the schools by one, while still leaving two libraries to be shared among the schools. As detailed in the Shared Space Schedule, Harlem Link will continue to have access to the two remaining libraries. The District 75 professional development room would be re-located from the M208 side of the building to the M185 side in 2012-2013,

This means that there would be 66 full-size classrooms/spaces, 14 half-size classrooms/spaces, 5 quarter-size spaces, and the equivalent of 3 full-size designed administrative offices/spaces to allocate between P.S. 185, P.S. 208, Harlem Link, P226M@P208M, HSA 2, and HSA 3 going forward. The baseline Footprint allocations for all schools have been adjusted as follows:

- As discussed previously, the baseline Footprint allocations for P.S. 185, P.S. 208, Harlem Link, and P226M@P208M have been adjusted to include full-size classrooms in lieu of half-size classrooms, because of a lack of sufficient half-size spaces.
- Because the fifth grades from both HSA 2 and HSA 3 would be served jointly, the schools are allocated space as though they are one, unified school organization. Therefore, they are allocated space based on the number of sections required to accommodate the combined enrollment of both schools' fifth grades, and are allocated administrative, resource, and cluster space as one school.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2012-2013, if this proposal is approved.

2012-2013	Projected Enrollment[6]	GE/ICT Sections	SC Sections
P.S. 185	214 - 244	12	1
P.S. 208	180 - 210	9	2
Harlem Link	270 – 343	12	0
P226M@P208M	36 – 44	0	6
HSA 2 / HSA 3	140-155	6	0

After P.S. 185, P.S. 208, Harlem Link, P226M@P208M, and HSA 2/HSA 3 have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M185/208	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	0	4	3	0

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

The excess space will be allocated among the schools based upon 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. 185, P.S 208, Harlem Link, P226M@P208M, and HSA 2/HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	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. 185	Baseline Footprint Allocation	14	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	16	1	1.5	0	2	0	2.5	0	2	1	0	16	5	1	1.5
P.S. 208	Baseline Footprint Allocation	11	4	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	14	1	1.5	0	1	0	2	0	1	1	0	14	3	1	1.5
Harlem Link	Baseline Footprint Allocation	15	2	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	0	2	1	0	2.5	0	1	1	0	19	2	1	0
P226M@P208M	Baseline Footprint Allocation	1	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	0	1	2	0	2	0	0	0	0	9	2	0	0
HSA 2/HSA 3	Baseline Footprint Allocation	7	1	0	1	1	2	2	0	0	0	0	8	2	2	0

In total, P.S. 185 will be allocated 16 full-size, 5 half-size, 1 quarter-size, and the equivalent of 1.5 full-size designed administrative spaces. P.S. 208 will be allocated 14 full-size, 3 half-size, 1 quarter-size, and the equivalent of 1.5 full-size designed administrative spaces. Harlem Link will be allocated 19 full-size, 2 half-size, and 1 quarter-size spaces. P226M@P208M will be allocated 9 full-size and 2 half-size spaces. HSA 2 and HSA 3 combined will be allocated 8 full-size, 2 half-size, and 2 quarter-size spaces.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

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. 185	18	5	1	1.5	16	5	1	1.5	-2	0	0	0
P.S. 208	19	5	3	1.5	14	3	1	1.5	-5	-2	-2	0
Harlem Link	19	2	1	0	19	2	1	0	0	0	0	0
P226M@P208M	9	2	0	0	9	2	0	0	0	0	0	0
HSA 2/HSA 3	-	-	-	-	8	2	2	0	+8[7]	+2	+2	0

2013-2014

HSA 2 and HSA 3 are currently chartered to serve grades K-5, and intend to apply for authorization to serve grades K-8. The DOE recognizes there is not sufficient space in M185/208 for HSA 2 and HSA 3 to grow to their intended scales. The DOE will consider all long-term options to accommodate the anticipated growth of HSA 2 and HSA 3, including re-siting HSA 2 and/or HSA 3, and/or permanently siting some of HSA 2 and/or HSA 3's grades in M185/208 and placing other grades in a different location.

Any proposal to extend or make the co-location of HSA 2 and/or HSA 3 in the M185/208 a building a permanent site for all or some of those schools' grades would be the subject of a subsequent EIS and must be approved by the Panel for Educational Policy ("PEP") prior to implementation.

[7] One of the rooms allocated to HSA 2 and HSA 3 is the room that is currently being used as a library.

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 M185/208. 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, 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, the unique needs of the District 75 population, and the start and end times of each school's school day (based in part on the Office of Pupil Transportation's bus schedule for a regular school day).[8] Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011 Campus Audit Template submitted by the Building Council.[9] Because HSA 2 and HSA 3 would 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 current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated the following school year. Because HSA 2 and HSA 3's fifth-grade students will be served together, the two schools are allocated shared space jointly in this proposed schedule.

In planning how P.S. 185, P.S. 208, Harlem Link, P226M@P208M, HSA 2, and HSA 3 may use 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 and Outdoor Play Yard:

Cafeterias

- The total time allocated to each organization in the cafeterias is primarily based upon each organization's projected enrollment, capacity of the cafeterias, and grade levels served. Each organization will be able to accommodate its students in the cafeterias within this proposed allocation of time.
- The Building Council is free to deviate from the proposed shared space plan and revert to current practice, provided that the Building Council comes to an agreement on a shared space plan collaboratively.
- In the proposed plan below, each school receives 50 minutes daily, or 4 hours and 10 minutes weekly for lunch, in one of the two cafeterias. Because there are two cafeterias, schools are scheduled to have lunch simultaneously. While this proposed use of the space is not proportional to the total enrollments of each school, it would ensure that each individual student receives a lunch period of equal length, regardless of what school he or she attends. As a result, the DOE believes that the proposed schedule is equitable.

[8] See DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.
[9] 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.

- The DOE notes that the lunch times for HSA 2/HSA 3 and P226M@P208M overlap during the day because the M185 cafeteria has the space to accommodate 300 students. Combined, both schools will only serve approximately 199 students, far less than the cafeteria's capacity.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M185/208. Given the capacity of the M185 cafeteria, this proposed shared space schedule includes some overlap between HSA 2/HSA 3 and P.S. 185 in order to allow both schools the same duration of time for breakfast immediately prior to the start of the school day.

- Similarly, given that the capacity of the M208 cafeteria is 362 students, the DOE has allocated the same duration and time to P.S. 208 and Harlem Link in that cafeteria, as is current practice according to the shared space schedule, and will thus not affect the current schools' current breakfast schedule.

- In keeping with current practice according to the shared space schedule, P226M@P208M is allocated a separate period for breakfast, even though it has far fewer students than the other co-located schools.

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space; according to the 2011 Campus Audit document, schools currently utilize any outdoor playgrounds during their lunch periods. The DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school.

- 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. The proposed allocation of time is approximately proportional to school enrollment, with the exception of two schools. P226M@P208M's proposed share is larger than its proportional allocation because a strictly proportional allocation would not give its students meaningful daily access to the space. Harlem Link's proposed allocation has been slightly reduced to accommodate the increased allocation to P226@P208M.

- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium

Gymnasiums

- There is one gymnasium in the building. The current 2011 Campus Audit document allocates gym time to P.S. 208, Harlem Link, and P226M@P208M, but not to P.S. 185. The DOE proposes that the gymnasium be allocated among all schools based on the relative projected enrollment of each school.

- The allocations in the proposed schedule below are approximately proportional to school enrollment, with two exceptions. Although it has the smallest enrollment, P226@P208M is allocated more time relative to its enrollment because its special education students are required to be served in smaller class sizes. Harlem Link's proposed allocation has been slightly reduced to accommodate P226@P208M.

- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to current practices 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.

Library

- The DOE notes that the libraries are shared spaces; however specific time in the libraries is not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.

- The allocations in the proposed schedule below are approximately proportional to school enrollment. Schools have been allocated overlapping times in the library, but because there are two libraries in the building, schools can be accommodated simultaneously in separate spaces.

- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as-needed basis 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.

Auditorium

- The DOE notes the auditorium is a shared space. However specific times in the auditorium are not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the auditorium be allocated based on the relative projected enrollment of each school.

- The Building Council is free to deviate from the proposed shared space plan and may revert to the current practice of allocating access to the auditorium on an as-needed basis 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.

- The allocations in the proposed schedule below are approximately proportional to school enrollment.

- Given that the capacity of the auditorium is 231, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.

After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after-school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 pm. Thus, the Building Council should allocate this space as needed for after-school programs.

- As noted above, HSA 2/HSA 3 do not yet serve fifth-grade students, and as a result it does not yet have an after-school schedule. The DOE notes that HSA charter schools often offer extended school days during part of the week. HSA 2/HSA 3 would have to schedule any extended day program in its classroom allocation, and would have to manage scheduling of shared spaces using the process outlined below.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once HSA 2/HSA 3 is co-located in the building.

In 2012-2013, the DOE projects P.S. 185 will serve 214-244 students, P.S. 208 will serve 180-210 students, Harlem Link will serve 270-343 students, P226M@P208M will serve 36-44 students, and HSA 2/HSA 3 combined will serve 140-155 students at M185/208. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 185's school day runs from approximately 8:00 am to 3:00 pm, P.S. 208's school day runs from approximately 8:00 am to 3:00 pm, Harlem Link's school day runs from approximately 8:00 am to 3:30 pm, and P226M@P208M's school day runs from 8:15 am to 3:05 pm. In their current locations, HSA 2 and HSA 3's school days run from approximately 7:45 am to 4:30 pm.[10] HSA 2 and HSA 3 anticipate that the school day for their fifth grades will run from 7:45 am to 5:30 pm.

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

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 (M185) (Capacity: 300)	**Breakfast:** **HSA 2 / HSA 3** 7:15am-7:45am **P.S. 185** 7:30am-8:00am **Lunch:** **P.S. 185** 11:30am – 12:20pm **HSA 2 / HSA 3** 12:30-1:20pm **P226M@P208M** 12:30-1:20pm	**Breakfast:** **HSA 2 / HSA 3** 7:15am-7:45am **P.S. 185** 7:30am-8:00am **Lunch:** **P.S. 185** 11:30am – 12:20pm **HSA 2 / HSA 3** 12:30-1:20pm **P226M@P208M** 12:30-1:20pm	**Breakfast:** **HSA 2 / HSA 3** 7:15am-7:45am **P.S. 185** 7:30am-8:00am **Lunch:** **P.S. 185** 11:30am – 12:20pm **HSA 2 / HSA 3** 12:30-1:20pm **P226M@P208M** 12:30-1:20pm	**Breakfast:** **HSA 2 / HSA 3** 7:15am-7:45am **P.S. 185** 7:30am-8:00am **Lunch:** **P.S. 185** 11:30am – 12:20pm **HSA 2 / HSA 3** 12:30-1:20pm **P226M@P208M** 12:30-1:20pm	**Breakfast:** **HSA 2 / HSA 3** 7:15am-7:45am **P.S. 185** 7:30am-8:00am **Lunch:** **P.S. 185** 11:30am – 12:20pm **HSA 2 / HSA 3** 12:30-1:20pm **P226M@P208M** 12:30-1:20pm
Cafeteria (M208) (Capacity: 362)	**Breakfast:** **Harlem Link and P.S. 208** 7:30am-8:00am **P226M@P208M** 8:15am-8:45am **Lunch:** **Harlem Link** 11:30am-12:20pm **P.S. 208** 12:30-1:20pm	**Breakfast:** **Harlem Link and P.S. 208** 7:30am-8:00am **P226M@P208M** 8:15am-8:45am **Lunch:** **Harlem Link** 11:30am-12:20pm **P.S. 208** 12:30-1:20pm	**Breakfast:** **Harlem Link and P.S. 208** 7:30am-8:00am **P226M@P208M** 8:15am-8:45am **Lunch:** **Harlem Link** 11:30am-12:20pm **P.S. 208** 12:30-1:20pm	**Breakfast:** **Harlem Link and P.S. 208** 7:30am-8:00am **P226M@P208M** 8:15am-8:45am **Lunch:** **Harlem Link** 11:30am-12:20pm **P.S. 208** 12:30-1:20pm	**Breakfast:** **Harlem Link and P.S. 208** 7:30am-8:00am **P226M@P208M** 8:15am-8:45am **Lunch:** **Harlem Link** 11:30am-12:20pm **P.S. 208** 12:30-1:20pm
Libraries	**Harlem Link** 11:00am-3:30pm **P.S. 185** 8:00am-11:00am **P.S. 208** 12:30pm-3:30pm **HSA 2 /HSA 3** 10:00am-12:30pm **P226M@P208M** 9:00am-10:00am	**Harlem Link** 11:00am-3:30pm **P.S. 185** 8:00am-11:00am **P.S. 208** 12:30pm-3:30pm **HSA 2 /HSA 3** 10:00am-12:30pm **P226M@P208M** 9:00am-10:00am	**Harlem Link** 11:00am-3:30pm **P.S. 185** 8:00am-11:00am **P.S. 208** 12:30pm-3:30pm **HSA 2 /HSA 3** 10:00am-12:30pm **P226M@P208M** 9:00am-10:00am	**Harlem Link** 11:00am-3:30pm **P.S. 185** 8:00am-11:00am **P.S. 208** 12:30pm-3:30pm **HSA 2 /HSA 3** 10:00am-12:30pm **P226M@P208M** 9:00am-10:00am	**Harlem Link** 11:00am-3:30pm **P.S. 185** 8:00am-11:00am **P.S. 208** 12:30pm-3:30pm **HSA 2 /HSA 3** 10:00am-12:30pm **P226M@P208M** 9:00am-10:00am

Gymnasium (Capacity: 353)	**Harlem Link** 9:00am-11:00am **P.S. 185** 12:30pm-2:00pm **P.S. 208** 11:00am-12:30pm **HSA 2 /HSA 3** 8:00am-9:00am **P226M@P208M** 2:00-3:00pm	**Harlem Link** 9:00am-11:00am **P.S. 185** 12:30pm-2:00pm **P.S. 208** 11:00am-12:30pm **HSA 2 /HSA 3** 8:00am-9:00am **P226M@P208M** 2:00-3:00pm	**Harlem Link** 9:00am-11:00am **P.S. 185** 12:30pm-2:00pm **P.S. 208** 11:00am-12:30pm **HSA 2 /HSA 3** 8:00am-9:00am **P226M@P208M** 2:00-3:00pm	**Harlem Link** 9:00am-11:00am **P.S. 185** 12:30pm-2:00pm **P.S. 208** 11:00am-12:30pm **HSA 2 /HSA 3** 8:00am-9:00am **P226M@P208M** 2:00-3:00pm	**Harlem Link** 9:00am-11:00am **P.S. 185** 12:30pm-2:00pm **P.S. 208** 11:00am-12:30pm **HSA 2 /HSA 3** 8:00am-9:00am **P226M@P208M** 2:00-3:00pm
Auditorium (Capacity: 539)	**HSA 2 /HSA 3** 8:00am-11:30am **Harlem Link** 11:30am-3:00pm	**P.S. 185** 8:00am-11:30am **P.S. 208** 11:30am-3:00pm	**P.S. 208** 8:00am-11:30am **Harlem Link** 11:30am-3:00pm	**Harlem Link** 8:00am-12:00pm **P.S. 185** 12:00pm-3:00pm	**P226M@P208M** 8:00am-10:30am **P.S. 185** 10:30am-1:30pm **P.S 208** 1:30pm-3:00pm
Outdoor Playground	**P.S. 185** 10:00am – 11:30am **HSA 2 / HSA 3** 12:00-1:15pm **P226M@P208M** 12:00-1:00pm **Harlem Link** 10:30am-12:30pm **P.S. 208** 12:30-2:00pm	**P.S. 185** 10:00am – 11:30am **HSA 2 / HSA 3** 12:00-1:15pm **P226M@P208M** 12:00-1:00pm **Harlem Link** 10:30am-12:30pm **P.S. 208** 12:30-2:00pm	**P.S. 185** 10:00am – 11:30am **HSA 2 / HSA 3** 12:00-1:15pm **P226M@P208M** 12:00-1:00pm **Harlem Link** 10:30am-12:30pm **P.S. 208** 12:30-2:00pm	**P.S. 185** 10:00am – 11:30am **HSA 2 / HSA 3** 12:00-1:15pm **P226M@P208M** 12:00-1:00pm **Harlem Link** 10:30am-12:30pm **P.S. 208** 12:30-2:00pm	**P.S. 185** 10:00am – 11:30am **HSA 2 / HSA 3** 12:00-1:15pm **P226M@P208M** 12:00-1:00pm **Harlem Link** 10:30am-12:30pm **P.S. 208** 12:30-2:00pm

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); designees 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, the leader/designee of HSA 2/HSA 3 will be part of the M185/208 School Safety Committee. As a member of the School Safety Committee, the leader/designee of HSA 2/HSA 3 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 HSA 2/HSA 3 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M185/208 school building will be modified as appropriate to meet any changing security needs associated with the co-location. HSA 2/HSA 3 will enter information in the M185/208 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 M185/208 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 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,[11] 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 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.

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