

## **BUILDING UTILIZATION PLAN**

As discussed in greater detail in the attached Educational Impact Statement (“EIS”), the DOE has proposed to co-locate Harlem Success Academy Charter School’s (“HSA 1”) fifth through eighth graders in Building M088, located at 215 West 114th Street, New York, NY 10026 in Community School District 3, beginning in the 2012-13 school year. In M088, HSA 1 would be co-located with Wadleigh Secondary School (03M415, “Wadleigh”) and Frederick Douglass Academy II Secondary School (03M860, “FDA II”).

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 HSA1 grades five through eight, Wadleigh, and FDA II beginning in 2012-2013. There is currently an Alternative Learning Center (88M991, “ALC”) in the building that will be relocated prior to 2012-2013. This plan also includes a proposal for the collaborative usage of shared resources and spaces between HSA 1, Wadleigh, FDA II and the ALC, including but not limited to, cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision making between the co-located schools, and a description of the shared space committee is also included. Please refer to the Educational Impact Statement, if applicable, to which this plan is attached for further information about the proposed co-location.

### METHODOLOGY

We have applied the New York City Department of Education’s (“DOE”) 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 have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

### 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 the Borough Director of Space Planning and the school’s principal. For elementary schools serving grades K-5 (and all pre-Kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition to these capacity generating instructional rooms, 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.

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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 DOE Footprint can be found at: [http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/65901/NYCDOE\\_Instructional\\_Footprint\\_revisedMay2009\\_noco.pdf](http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/65901/NYCDOE_Instructional_Footprint_revisedMay2009_noco.pdf)

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

<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
750-1,250	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 allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. 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.

All schools receive a baseline of the approximate equivalent of 1 half- size classroom for student support services and resource rooms. Additionally, all schools receive a baseline of the approximate equivalent of 1 full size classroom and 1 half size classroom for administrative services<sup>2</sup>. Additional rooms are allocated based on enrollment scale and grade levels served.

Any space not allocated pursuant to the Footprint shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and 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 1, 2010 by Richard Bocchicchio, Director of Space Planning, building M088 has a total of 57 full size spaces/classrooms<sup>3</sup>, 3 full size science labs, 4 full size science demo labs, 20 half size classrooms<sup>4</sup> and 3.75 full size equivalent spaces of administrative office space. In addition, there are 16 rooms under 240 square feet which can be used for administrative services (quarter size spaces). The M088 building also contains two gymnasiums, an auditorium, cafeteria, and library. Some of the full-size classrooms in M088 are specially constructed for a specific use, which limits their versatility for use as regular classrooms. Examples include a ceramics room, choral

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<sup>2</sup> Administrative needs may be met through a combination of full size and half size rooms, with two half size rooms considered equal to one full size room.

<sup>3</sup> Full size classrooms have an area of 500 square feet or more.

<sup>4</sup> Half size classrooms have an area of less than 500 square feet.

music room, culinary classroom, television production studio, and dance room. Allocation of space must consider the limited functional usage of some of these rooms.

There are 3 Community Based Organization (“CBO”) co-located in the M088 building in addition to Wadleigh and FDA II. Saint Luke’s Health Clinic, which currently occupies 1 full size space/classroom; Middle Grades Initiatives which currently occupies 1 quarter size space/classroom; and, the NY Mission Society which occupies 1 half size space/classroom. These programs and services would not be affected if this proposal is approved.

### **2012-2013**

If this proposal is approved, grades five through seven of HSA1 would relocate from tandem buildings M149/M207 to M088 for the 2012-13 school year. This co-location would still allow FDA II and/or Wadleigh to expand their respective enrollments, should demand for those schools increase. The model for FDA II is to offer three class sections per grade; to date the school has not achieved this target level of enrollment. Enrollment at Wadleigh has declined from 838 students in 2006-2007 to 544 students in 2009-2010. While some of that decline reflects a choice made by the previous Principal to reduce the size of the middle school grades, some is also a reflection of the increased number of performing arts school choices available to students, particularly at the high school level. The proposal for the room allocation in the building has been developed to enable either school to increase its enrollment, consistent with its program model and student demand.

Currently<sup>5</sup>, Wadleigh serves a total of 533 students in 24 sections/classes (including students with disabilities). According to the Footprint, Wadleigh should be allocated a baseline of 19 full size spaces/classrooms, 6 half size spaces/classrooms, and the equivalent of 3.5 full size spaces for administrative offices. Wadleigh is currently allocated 36 full size spaces, 12 half size spaces/classrooms, 9 quarter size spaces that can be used for administrative purposes and 1.75 full size equivalent worth of designed general office space. Wadleigh’s current space allocation is 17 full size and 6 half size spaces/classrooms above the baseline Footprint allocation.

Currently, FDA II serves a total of 413 students in 17 sections/classes (including students with disabilities) within building M088. According to the Footprint, FDA II should be allocated a baseline of 16 full size spaces/classrooms, 2 half size spaces/classrooms and the equivalent of 3 full size spaces for administrative offices.<sup>6</sup> FDA II is currently allocated 24 full size spaces, 9 half size spaces, 5 quarter size spaces and 3 full size equivalent spaces of administrative space. FDA II is currently 7 full size spaces/classrooms and 4 half size spaces/classrooms above the baseline Footprint allocation.

According to its charter, HSA 1 will serve a total of 205-215 students in grade(s) 5-7, in 8 classes (including students with disabilities) in the 2012-2013 school year. HSA 1 should be allocated 9 full size spaces/classrooms, 1 half size spaces/classrooms, and the equivalent of 3 full size administrative offices per the Footprint. Since HSA 1 will be serving all but one of its grades in 2012-13 we have allocated the full allocation of administrative offices/spaces to minimize the number of rooms that will change from one school to another in the years to come.

After Wadleigh, FDA II and HSA 1 have received the baseline allocation of rooms according to the Footprint, 15 full size spaces/classrooms, 7 half size spaces/classrooms, and 11 quarter size administrative offices/spaces will remain unallocated in the M088 building. Wadleigh will receive 7 additional full size spaces/classrooms, 3 additional half size spaces/classrooms, and 5 additional quarter size administrative offices/spaces above its baseline space allocation.<sup>7</sup> FDA II will receive 5 full size spaces/classrooms, 2 half size spaces/classrooms and 4 additional quarter size administrative offices/spaces above its baseline Footprint. HSA 1 will receive 3 additional full size spaces/classrooms, 1 additional half size space/classroom, and 2 additional quarter size administrative offices/spaces above its baseline space allocation. This

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<sup>5</sup> Unaudited register 11/1/2010

<sup>6</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

<sup>7</sup> This number is subject to change pending final enrollment projections.

allocation is based on relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and their location proposed location within the M088 building. Wadleigh is a studio arts school at the high school level, and all students participate in either dance, drama, vocal music, instrumental music or visual arts, which this allocation covers.

Furthermore, if this proposal is approved, it would still be possible for FDA II and/or Wadleigh to expand their respective enrollments, should demand for those schools increase. The proposal for the room allocation in the building has been developed to enable either school to increase its enrollment, consistent with its program model and student demand.

The 2012-2013 room allocation plan is summarized in the chart below<sup>8</sup>:

	PROJECTED 2012-2013 CLASS <sup>9</sup> COUNT	FULL SIZE ROOMS PER FOOTPRINT	HALF SIZE ROOMS PER FOOTPRINT	ADMIN ROOMS PER FOOTPRINT	ADDITIONAL FULL SIZE ROOMS	ADDITIONAL HALF SIZE ROOMS	ADDITIONAL ADMIN OFFICES (QUARTER SIZE ROOMS)
Wadleigh	24	19	6	3.5	7	3	5
FDA II	17	16	2	3	5	2	4
HSA 1	8	9	1	3	3	1	2
ALC	0	0	0	0	0	0	0

The DOE expects middle and high schools to program regular classrooms all but one period per day, and specialty rooms at least five periods per day.

### **2013-2014**

When its planned middle school expansion is completed in September 2013, HSA1 Middle School will serve approximately 315 students in grades five through eight in M088. In the following years HSA1 enrollment would continue to increase as smaller grade cohorts of approximately 50 students are followed by larger cohorts of approximately 110 students per grade. This means that the baseline footprint for HSA 1 increases by 4 full size classrooms/spaces in 2013-14 to accommodate the increased projected enrollment as per their charter.

After each school has received the baseline allocation of rooms according to the Footprint, 11 full size spaces/classroom, 7 half size spaces/classrooms, and 11 quarter size administrative offices/spaces will remain in the M088 building. In 2013-2014, Wadleigh will receive 5 additional full size spaces/classrooms, 3 additional half size spaces/classrooms, and 5

<sup>8</sup> When there are insufficient half size rooms or rooms designed for administrative use in the building to satisfy a school's Footprint allocation, the DOE may allocate additional full sizes room to compensate a school. Similarly, full size rooms may be allocated where there are insufficient half size rooms for use as resource rooms or self contained special education classes. Therefore, the full size or half size rooms allocated in the chart may not align to the building totals above. The DOE is including the full size science labs and demo rooms in the total number of full size rooms being allocated. This applies to every room allocation chart unless otherwise noted.

<sup>9</sup> For elementary, middle and K-8 schools, the class count is the total number of classes or sections in which the school is programming its students. For non-charter elementary, middle and K-8 schools, the class count information is pulled from ATS and includes all pre-kindergarten, Collaborative Team Teaching, self-contained, and general education classes. For high schools the class count is the total number of classes or sections in which the school is programming its students. For non charter high schools, the class count information is pulled from HSST and includes Collaborative Team Teaching, self-contained, and general education classes. For charter schools the class count information is pulled from the school's charter application.

additional quarter size administrative office/space above its baseline space allocation.<sup>10</sup> FDA II will receive 4 additional full size spaces/classrooms, 2 additional half size classrooms/spaces and 4 additional quarter size administrative office/space above its baseline space allocation.

HSA 1 will receive 2 additional full size classrooms/spaces, 2 additional half size classrooms/spaces, and 2 additional quarter size administrative office/space above its baseline space allocation. This allocation is based on the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools and the location of the co-located schools within the M088 building. Wadleigh is a studio arts school at the high school level, and all students participate in one of dance, drama, vocal music, instrumental music or visual arts, which this allocation covers.

Furthermore, if this proposal is approved, it would still be possible in the 2013-14 school year for FDA II and/or Wadleigh to expand their respective enrollments, should demand for those schools increase. The proposal for the room allocation in the building has been developed to enable either school to increase its enrollment, consistent with its program model and student demand.

The 2013-2014 room allocation plan is summarized in the chart below:

	PROJECTED 2013-2014 CLASS COUNT	TOTAL FULL SIZE ROOMS PER FOOTPRINT	TOTAL HALF SIZE ROOMS PER FOOTPRINT	TOTAL ADMIN ROOMS PER I FOOTPRINT	ADDITIONAL FULL SIZE ROOMS	ADDITIONAL HALF SIZE ROOMS	ADDITIONAL ADMIN OFFICES (QUARTER SIZE ROOMS)
Wadleigh	24	19	6	3.5	5	3	5
FDA II	17	16	2	3	4	2	4
HSA 1	12	13	1	3	2	1	2

While Wadleigh and FDA II would be allocated fewer rooms than in 2012-13, the DOE believes that both schools can operate all of their existing programs at or near current enrollment levels in the space allocated above. Both schools would continue to receive more than their baseline allocation of space, and could compensate for any lost space by programming its space more efficiently. The DOE expects middle and high schools to program regular classrooms all but one period per day, and specialty rooms at least five periods per day.

**2014-2015**

In 2014-15, HSA1 Middle School will serve approximately 315 students in grades five through eight in M088. In the following years HSA1 enrollment would continue to increase as smaller grade cohorts of approximately 50 students are followed by larger cohorts of approximately 110 students per grade. This means that the baseline footprint for HSA 1 increases by 2 full size classrooms/spaces in 2014-15 to accommodate for the increased projected enrollment as per their charter.

In 2014-2015 after each school has received the baseline allocation of rooms according to the Footprint, 9 full size spaces/classrooms, 7 half size spaces/classrooms, and 1 quarter size equivalent administrative office will remain in the

<sup>10</sup> This number is subject to change pending final enrollment projections.

M088 building. In 2013-2014, Wadleigh will receive 4 additional full size spaces/classrooms, 3 additional half size spaces/classrooms, and the 5 additional quarter size administrative office/space above its baseline space allocation.<sup>11</sup> A consideration in the allocation of the additional space is that Wadleigh’s arts programs require specialized rooms which may not be programmed at the same efficiency of typical classrooms. FDA II will receive 3 additional full size spaces/classrooms, 2 additional half size spaces/classrooms and 4 additional administrative office/space above its baseline space allocation.

HSA 1 will receive 1 additional full size classrooms/spaces, 1 additional half size classroom/space, and 2 additional administrative offices above its baseline space allocation. This allocation is based on relative enrollments of the co-located schools in addition to the instructional and programmatic needs of the co-located schools. Wadleigh is a studio arts school at the high school level, and all students participate in one of dance, drama, vocal music, instrumental music or visual arts, which this allocation covers.

The 2014-2015 room allocation plan is summarized in the chart below:

	PROJECTED 2013-2014 CLASS COUNT	TOTAL FULL SIZE ROOMS PER FOOTPRINT	TOTAL HALF SIZE ROOMS PER FOOTPRINT	TOTAL ADMIN ROOMS PER I FOOTPRINT	ADDITIONAL FULL SIZE ROOMS	ADDITIONAL HALF SIZE ROOMS	ADDITIONAL ADMIN OFFICES (QUARTER SIZE ROOMS)
Wadleigh	24	19	6	3.5	4	3	5
FDA II	17	16	2	3	3	2	4
HSA 1	14	15	1	3	2	1	2

While Wadleigh would be allocated fewer rooms than in 2013-14, the DOE believes that the school can operate all its programs at or near current enrollment levels in the space allocated above. Wadleigh would continue to receive more than their baseline allocation of space, and could compensate for any lost space by programming its space more efficiently. DOE expects middle and high schools to program regular classrooms all but one period per day, and specialty rooms at least five periods per day.

**2015-2016**

In 2015-16, HSA1 Middle School will serve approximately 400-415 students in grades five through eight in M088. This means that the baseline footprint for HSA 1 increases by 2 full size classrooms/spaces in 2014-15 to accommodate for the increased projected enrollment as per their charter.

In 2015-2016 after each school has received the baseline allocation of rooms according to the Footprint, 7 full size spaces/classrooms, 7 half size spaces/classrooms, and 11 quarter size administrative offices will remain in the M088 building. In 2015-2016, Wadleigh will receive 4 additional full size classrooms/spaces, 3 additional half size classrooms/spaces, and 5 additional quarter size administrative space. FDA II will receive 3 additional full size classrooms/spaces and 2 additional half size classrooms/spaces, and 4 additional quarter size administrative space. HSA 1 will receive no additional full size classroom/space, 1 additional half size classroom/space, and 2 additional quarter size

<sup>11</sup> This number is subject to change pending final enrollment projections.

administrative space above its baseline space allocation. This allocation is based on relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the location of the co-located schools within the M088 building. These programs and services would not be affected if this proposal is approved.

Since all schools will be serving all of their proposed grades at full growth that are to be accommodated in the M088 building, this will serve as the long term space allocation plan for M088 building.

The 2015-2016 room allocation plan is summarized in the chart below:

	PROJECTED 2015-2016 CLASS COUNT	FULL SIZE ROOMS PER FOOTPRINT	HALF SIZE ROOMS PER FOOTPRINT	ADMIN ROOMS PER FOOTPRINT	ADDITIONAL FULL SIZE ROOMS	ADDITIONAL HALF SIZE ROOMS	ADDITIONAL ADMIN OFFICES (QUARTER SIZE ROOMS)
Wadleigh	24	19	6	3.5	4	3	5
FDA II	17	16	2	3	3	2	4
HSA 1	16	17	1	3	0	1	2

If it is determined that the demand for Wadleigh or FDA II is not increasing, and therefore their enrollment is not increasing, the allocation of excess space in the building may be revisited to more accurately reflect the relative enrollments amongst the schools. If, on the other hand, Wadleigh or FDA II do experience demand growth and increase their enrollment, there are opportunities to create additional full-size classrooms in the building through replacing a wall that was removed between two full-size classrooms, resulting in a double-size room. This type of renovation may be undertaken to enable greater flexibility of class scheduling, given the number of specialized rooms in M088.

### **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 M088. 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 EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the 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. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (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 which follows).

Based on current enrollment Wadleigh serves a total of 533 students and FDA II serves a total of 414 students. According to its charter, the HSA 1 middle school grades will serve a total of 205 students in the 2012-13 school year.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (capacity of space <u>408</u> )	<b>M860 &amp; M415</b> - Breakfast begins at 7:30AM <b>M860</b> - 11:29 AM - 12:17 PM; 1:11 - 1:59 PM <b>M415</b> - 9:47 - 11:26 AM; 12:20 - 1:08 PM <b>HSA 1</b> – 7:15 – 7:45 am 1:00 – 1:45 pm	<b>M860 &amp; M415</b> - Breakfast begins at 7:30AM <b>M860</b> - 11:29 AM - 12:17 PM; 1:11 - 1:59 PM <b>M415</b> - 9:47 - 11:26 AM; 12:20 - 1:08 PM <b>HSA 1</b> – 7:15 – 7:45 am 1:00 – 1:45 pm	<b>M860 &amp; M415</b> - Breakfast begins at 7:30AM <b>M860</b> - 11:29 AM - 12:17 PM; 1:11 - 1:59 PM <b>M415</b> - 9:47 - 11:26 AM; 12:20 - 1:08 PM <b>HSA 1</b> – 7:15 – 7:45 am 1:00 – 1:45 pm	<b>M860 &amp; M415</b> - Breakfast begins at 7:30AM <b>M860</b> - 11:29 AM - 12:17 PM; 1:11 - 1:59 PM <b>M415</b> - 9:47 - 11:26 AM; 12:20 - 1:08 PM <b>HSA 1</b> – 7:15 – 7:45 am 1:00 – 1:45 pm	<b>M860 &amp; M415</b> - Breakfast begins at 7:30AM <b>M860</b> - 11:29 AM - 12:17 PM; 1:11 - 1:59 PM <b>M415</b> - 9:47 - 11:26 AM; 12:20 - 1:08 PM <b>HSA 1</b> – 7:15 – 7:45 am 1:00 – 1:45 pm
Library <sup>12</sup>	<b>M860</b> – As needed <b>M415</b> – As needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As needed <b>HSA 1</b> – As needed
Gymnasium (include all gymnasiums, dance and fitness rooms)	<b>M860</b> - 8:51 - 944am; 10:38 - 11:26am; 12:20-1:08pm; 202pm-2:50pm <b>M415</b> – 8:00-8:48am; 9:47-10:35am; 11:29 - 12:17pm; 1:11-1:59pm <b>HSA 1</b> –smaller gym	<b>M860</b> - 8:51 - 944am; 10:38 - 1:26am; 12:20-1:08pm; 202pm-2:50pm <b>M415</b> – 8:00-8:48am; 9:47-10:35am; 11:29 - 12:17pm; 1:11-1:59pm <b>HSA 1</b> –smaller gym	<b>M860</b> - 8:51 - 944am; 10:38 - 1:26am; 12:20-1:08pm; 202pm-2:50pm <b>M415</b> – 8:00-8:48am; 9:47-10:35am; 11:29 - 12:17pm; 1:11-1:59pm <b>HSA 1</b> –smaller gym	<b>M860</b> - 8:51 - 944am; 10:38 - 1:26am; 12:20-1:08pm; 202pm-2:50pm <b>M415</b> – 8:00-8:48am; 9:47-10:35am; 11:29 - 12:17pm; 1:11-1:59pm <b>HSA 1</b> –smaller gym	<b>M860</b> - 8:51 - 944am; 10:38 - 1:26am; 12:20-1:08pm; 202pm-2:50pm <b>M415</b> – 8:00-8:48am; 9:47-10:35am; 11:29 - 12:17pm; 1:11-1:59pm <b>HSA 1</b> – smaller gym
Auditorium <sup>13</sup>	<b>M860</b> – As needed <b>M415</b> – As Needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As Needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As Needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As Needed <b>HSA 1</b> – As needed	<b>M860</b> – As needed <b>M415</b> – As Needed <b>HSA 1</b> – As needed
Other: Writing Lab - Room303	<b>M860/M415</b> Shared Space <b>HSA 1</b> – will not share this space with the other two orgs.	<b>M860/M415</b> Shared Space <b>HSA 1</b> – will not share this space with the other two orgs.	<b>M860/M415</b> Shared Space <b>HSA 1</b> – will not share this space with the other two orgs.	<b>M860/M415</b> Shared Space <b>HSA 1</b> – will not share this space with the other two orgs.	<b>M860/M415</b> Shared Space <b>HSA 1</b> – will not share this space with the other two orgs.

<sup>12</sup> Libraries are typically not assigned for fixed times daily. It is the DOE expectation that the schools would develop a schedule based on curriculum needs and student free periods. More than one school could potentially use the library simultaneously.

<sup>13</sup> Auditoriums are typically not assigned for fixed time daily. It is the DOE expectation that the schools will work together to schedule this space as needed for classes, performances, school assemblies, and community events.

## **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; U.F.T. 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 HSA 1 will be part of M088 School Safety Committee. As a member of the School Safety Committee, the leader/designee of HSA 1 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 HSA 1 will be addressed on an ongoing basis. Moreover, the Safety Plan for M088 DOE school building will be modified as appropriate to meet any changing security needs associated with the co-location. HSA 1 will enter information in the school's overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each of the campus' 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 Safety Plan for M088 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 NYPD for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2010<sup>14</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 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 for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or eligible District 75 programs by the principals of the schools and/or eligible programs, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-

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<sup>14</sup> Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>

located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally 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.

### **Proposed Collaborative Decision Making Strategy**

BC members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the BC cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.