

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 expand the grades served in building X052 ("X052") by Girls Preparatory Charter School of the Bronx (84X487, "Girls Prep Bronx"), from kindergarten through fourth grades to kindergarten through fifth grades. Girls Prep Bronx is an existing charter elementary school serving kindergarten through fourth grades in the X052 building, located at 681 Kelly Street, Bronx, NY 10455 in Community School District 8. Girls Prep Bronx is co-located with M.S. 302 Luisa Dessus Cruz (08X302, "M.S. 302"), a zoned school serving students in sixth through eighth grades. 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.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between M.S. 302 and Girls Prep Bronx. It also includes a proposal for the collaborative usage of shared resources and spaces between M.S. 302 and Girls Prep Bronx, 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 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

We have applied the DOE Instructional Footprint ("Footprint")¹ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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 offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size 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.

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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 allocates one full-size classroom for each GE or Integrated ICT 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.

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on April 4, 2012 by the Bronx Director of Space Planning, building X052 has a total of 62 full-size classrooms/spaces² (including 5 full-size science demonstration labs), 7 half-size rooms,³ 13 quarter-size rooms,⁴ and the equivalent of 4.5 full-size rooms ("FSE") of designed administrative space. Building X052 also contains a gymnasium, auditorium, lunchroom, library, music room, and 2 computer rooms.

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

- The Community Based Organization, Episcopal Social Services ("ESS"), occupies one full-size room.
- The Environmental Protection Agency ("EPA") occupies one half-size room.
- School Safety occupies one quarter-size room.
- The custodian's office occupies one quarter-size room.
- The school nurse occupies one full-size room of designed administrative space.
- School Based Support Team ("SBST") occupies one FSE room of designed administrative space.

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size classrooms have an area of less than 240 square feet.

Excluding the spaces outlined above, the X052 building has a total of 61 full-size classrooms (including 5 full-size science demonstration labs), 6 half-size classrooms/spaces, 11 quarter-size spaces, and the equivalent of 2.5 full-size designed administrative office/space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	62	7	13	4.5
SHARED SPACES or Building Services	1	1	2	2.0
Remaining Total to be Allocated	61	6	11	2.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the projected total enrollment and sections served at M.S. 302 and Girls Prep Bronx in the current 2012-2013 school year.

School Name	Grade Span	Total Enrollment ⁵	Total GE/ICT Sections	Total SC Sections
M.S. 302 Luisa Dessus Cruz	6-8	628	21	9
Girls Preparatory Charter School of the Bronx	K-4	316	15	0

The table below summarizes M.S. 302's and Girls Prep Bronx's baseline and 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 M.S. 302's and Girls Prep Bronx's baseline allocations because building X052 does not have a sufficient number of half-size rooms.

- Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to the limited number of half-sized rooms, M.S. 302 has been allocated twelve additional full-sized rooms in lieu of the nine half-sized rooms necessary for its self-contained special education classes and the three half-size rooms necessary for resource rooms.
- Girls Prep Bronx should also be allocated a total of two half-size classrooms to be used as resource rooms. However, the X052 building only has one half-size classroom available for Girls Prep Bronx. Therefore, an additional full-size classroom has been allocated to Girls Prep Bronx's adjusted baseline allocation in lieu of one half-size resource room.

⁵ 2012-2013 Budget Register Projections

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)
M.S. 302	Baseline Footprint Allocation	22	12	1.5	0	5	0	4.0	22	17	0	1.5
	Adjusted Baseline Allocation	34	0	1.5	0	5	0	4.0	34	5	0	1.5
	Current Space Allocation	42	0	1.5	0	5	7	5.75	42	5	7	1.5
Girls Prep Bronx	Baseline Footprint Allocation	18	2	1.0	0	0	6	2.5	18	2	6	1.0
	Adjusted Baseline Allocation	19	1	1.0	0	0	6	2.5	19	1	6	1.0
	Current Space Allocation	19	1	1.0	0	0	4	2.0 ⁶	19	1	4	1.0

The table below summarizes the available space within X052 after M.S. 302 and Girls Prep Bronx have received their adjusted baseline footprint allocations in school year 2012-2013.

2012-2013: Building X052	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0	8	0	5

2013-2014 (YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, Girls Prep Bronx will expand to serve kindergarten through fifth-grade students in building X052 in the 2013-2014 school year.

⁶ Based on Girls Prep Bronx's total enrollment, the school is permitted 2.5 FSE rooms of administrative space but is operating under footprint.

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

School Name	Grade Span	Total Projected Enrollment ⁷	Total GE/ICT Sections	Total SC Sections
M.S. 302 Luisa Dessus Cruz	6-8	600-630	21	9
Girls Preparatory Charter School of the Bronx	K-5	402-514	18	0

After M.S. 302 and Girls Prep Bronx have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building X052	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0	2	5	3

The excess space will be allocated among M.S. 302 and Girls Prep Bronx based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the relative enrollment of each school organization.

The table below summarizes the full 2013-2014 room allocation plan for M.S. 302 and Girls Prep Bronx based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocations.

- M.S. 302's adjusted baseline footprint allocation will remain the same in 2013-2014 as in 2012-2013:
 - Typically, self-contained classes and resource rooms are accommodated in half-size classrooms. Due to the limited number of half-sized rooms, M.S. 302 has been allocated twelve additional full-sized rooms in lieu of the nine half-sized rooms necessary for its self-contained special education classes and the three half-size rooms necessary for resource rooms.
- Girls Prep Bronx's adjusted baseline footprint allocation:
 - Due to the shortage of half-size rooms in building X052, Girls Prep Bronx has been allocated two full-size rooms in lieu of two half-size resource rooms. In turn, Girls Prep Bronx has not been allocated any non-administrative half-size classrooms.

⁷ The DOE's enrollment figures for 2012-2013 and beyond are based on projections. Changes in enrollment could result in an amendment to this plan.

2013-2014		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation			
		Full Size Class-rooms	Half Size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	ADDTL FS	ADDTL HS	ADDTL QS	ADDTL TOTAL DESIGN ADMIN	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
M.S. 302	Baseline Footprint Allocation	22	12	1.5	1	1	4	4.00	-	-	-	-	23	13	4	1.50
	Adjusted Baseline Allocation	34	0	1.5	1	1	4	4.00	1	3	2	0	36	4	6	1.50
Girls Prep Bronx	Baseline Footprint Allocation	21	2	1.0	1	0	4	3.0	-	-	-	-	22	2	4	1.00
	Adjusted Baseline Allocation	23	0	1.0	1	0	4	3.0	1	2	1	0	25	2	5	1.00

In total:

- M.S. 302 will be allocated 36 full-size rooms, 4 half-size rooms, 6 quarter-size rooms, and 1.5 FSE rooms of designed administrative space total in X052. This allocation is 1 full-size, 3 half-size and 2 quarter-size spaces in excess of M.S. 302's adjusted baseline footprint.
- Girls Prep Bronx will be allocated 25 full-size rooms, 2 half-size rooms, 5 quarter-size rooms, and 1.0 FSE rooms of designed administrative space total in X052. This allocation is 1 full-size, 2 half-size and 1 quarter-size spaces in excess of Girl's Prep Bronx's adjusted baseline footprint.

The room change is reflected below for the current school year 2012-2013 to the year of implementation of this proposal, 2013-2014.

SCHOOL NAME	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				ROOM 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)
M.S. 302	42	5	7	1.5	36	4	6	1.5	-6	-1	-1	0
Girls Prep Bronx	19	1	4	1.0	25	2	5	1.0	+6	+1	+1	0

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 X052 during the implementation of this proposal in 2013-2014. 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 X052 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/KeyDocuments/CampusMemo.htm>).

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, and the start of the school day based 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 The DOE has assigned times in each of the shared spaces to the co-located organizations in X052 proportional to their enrollments. In planning how M.S. 302 and Girls Prep Bronx may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each shared space equitably. As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

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 Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

Cafeteria

- There is one cafeteria in the X052 building, which has the capacity to serve 630 students.
- 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.
 - In the proposed plan, M.S. 302 has been allocated three 45-minute periods daily in the cafeteria from 10:30 am to 12:45pm. The proposed schedule is based on the 2011 Campus Audit document which states that each Academy at M.S. 302 has its own lunch period.
 - Girls Prep Bronx has been allocated one 65-minute period daily in the cafeteria from 12:45 pm to 1:50pm. The proposed schedule is based on the 2011 Campus Audit which indicates that all students currently have lunch during one period.
 - Although the times allocated do not follow strict proportionality, they have been allocated in this way to be consistent with current cafeteria usage and to minimize change. Given the high capacity of the cafeteria, all students at Girls Prep Bronx can be served at the same time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at X052. Accordingly, and in light of the high capacity of the cafeteria, M.S. 302 and Girls Prep Bronx can be served during slightly overlapping (and equitable) breakfast periods in the cafeteria.
- This proposed schedule largely tracks the schools' current usage of the cafeteria; however, the Building Council is free to deviate from this proposed Shared Space Plan.

Outdoor Playground

- There is one outdoor playground. Times in the playground have been allocated in accordance with each of the school's lunch schedules and each school's current allocation of time on the playground, based on the 2011 Campus Audit document. The proposed allocation of time is equitable because it is directly proportional to enrollment, with M.S. 302 allocated the most time, 7 hours and 30 minutes per week, and Girls Prep Bronx allocated 5 hours and 50 minutes per week.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium: M.S. 302 will be allocated more time in the library, gymnasium, and auditorium than Girls Prep Bronx because it will serve more students and grade levels.

Gymnasium

- There is one gymnasium in the X052 building, which has the capacity to serve 650 students.
- In the proposed schedule below, the DOE is allocating time in the gymnasium for the schools based on their relative enrollment projections, the capacity of the gym, and the current allocation of time in the gymnasium, based on the 2011 Campus Audit.
 - M.S. 302 is allocated the largest amount of time in the gymnasium, 20 hours and 20 minutes per week.
 - Girls Prep Bronx is allocated 14 hours per week.

- Because the proposed allocations are proportional to each school's enrollment, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from this proposed Shared Space Plan; for example, given the large capacity of the gymnasium, the space can be programmed to be shared by the two schools during any particular period.

Library

- The DOE notes that the library is a shared space; however specific time in the library 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 enrollments for each school.
 - M.S. 302 is allocated the largest amount of time in the library based on its projected enrollment, 18 hours and 20 minutes weekly.
 - Girls Prep Bronx is allocated 15 hours weekly.
- 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

- There is one auditorium in the X052 building, which has the capacity to serve 533 students.
- The DOE notes that the auditorium is a shared space. However time in the auditorium is not currently allocated to any of the existing schools, according to the 2011 Campus Audit document. The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
 - M.S. 302 is allocated the largest amount of time in the library based on its projected enrollment, 19 hours and 35 minutes weekly.
 - Girls Prep Bronx is allocated 16 hours and 35 minutes weekly.
- 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.

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 2:40pm for M.S. 302 and 4:00 pm for Girls Prep Bronx based on the reported length of their school days. M.S. 302 has an extended day program with runs from 2:40pm to 3:17pm Monday to Thursday, but there is no shared space allocated for this time based on the 2011 Campus Audit. Thus, the Building Council should allocate this space as needed for after-school programs.
- 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.

In 2013-2014, the DOE projects M.S. 302 will serve 600-630 students in grades six through eight and Girls Prep Bronx will serve 402-514 students in kindergarten through fifth grades after expanding by one grade in building X052. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, M.S. 302's school day

runs from approximately 8:20 a.m. to 2:40 p.m and Girl's Prep Bronx's school day runs from approximately 7:50 a.m. to 4:00 p.m Monday through Thursday and 7:50am to 1:50pm on Friday.¹⁰

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity:630)	Breakfast: Girls Prep Bronx 7:20am-7:50am M.S. 302 7:40am-8:20am Lunch: M.S. 302 10:30am-12:45pm Girls Prep Bronx 12:45pm-1:50pm				
Library	Girls Prep Bronx 8:00am-9:30am M.S. 302 9:30am-11:30am Girls Prep Bronx 11:30am-1:00pm M.S. 302 1:00pm-2:40pm				

¹⁰ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<p>Gymnasium (Capacity: 650)</p>	<p>Girls Prep Bronx 8:00am-9:00am M.S. 302 9:00am-11:00am Girls Prep Bronx 11:00am-1:00pm M.S. 302 1:00pm-2:40pm Girls Prep Bronx 2:40pm-3:40pm</p>	<p>Girls Prep Bronx 8:00am-9:00am M.S. 302 9:00am-11:30am Girls Prep Bronx 11:30am-1:00pm M.S. 302 1:00pm-2:40pm</p>			
<p>Auditorium (Capacity: 533)</p>	<p>M.S. 302 8:30am-9:30am Girls Prep Bronx 9:30am-11:45am M.S. 302 11:45am-2:40pm Girls Prep Bronx 2:40pm-4:00pm</p>	<p>M.S. 302 8:30am-9:30am Girls Prep Bronx 9:30am-11:45am M.S. 302 11:45am-2:40pm Girls Prep Bronx 2:40pm-4:00pm</p>	<p>M.S. 302 8:30am-9:30am Girls Prep Bronx 9:30am-11:45am M.S. 302 11:45am-2:40pm Girls Prep Bronx 2:40pm-4:00pm</p>	<p>M.S. 302 8:30am-9:30am Girls Prep Bronx 9:30am-11:45am M.S. 302 11:45am-2:40pm Girls Prep Bronx 2:40pm-4:00pm</p>	<p>M.S. 302 8:30am-9:30am Girls Prep Bronx 9:30am-11:45am M.S. 302 11:45am-2:40pm</p>
<p>Outdoor Playground</p>	<p>M.S. 302 11:00am-12:30pm Girls Prep Bronx 12:40pm-1:30pm</p>	<p>M.S. 302 11:00am-12:30pm Girls Prep Bronx 12:40pm-1:30pm</p>	<p>M.S. 302 11:00am-12:30pm Girls Prep Bronx 12:40pm-1:30pm</p>	<p>M.S. 302 11:00am-12:30pm Girls Prep Bronx 12:40pm-1:30pm</p>	<p>M.S. 302 11:00am-12:30pm Girls Prep Bronx 12:40pm-1:30pm</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; UFT 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 M.S. 302 and Girls Prep Bronx will be part of the X052 School Safety Committee. As a member of the School Safety Committee, the leader/designee of of M.S. 302 and Girls Prep Bronx 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 of M.S. 302 and Girls Prep Bronx will be addressed on an ongoing basis. Moreover, the Safety Plan for the X052 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Each school will enter information in the building'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 the X052 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 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 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 District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan ("BUP") once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the 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.

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