

## AMENDED BUILDING UTILIZATION PLAN

### INTRODUCTION

On September 20, 2012, the New York City Department of Education ("DOE") issued a proposal to co-locate and expand Success Academy Charter School – Harlem 5 (84M482, "SA – Harlem 5") to serve students in fourth through eighth grades in building M175 ("M175"), located at 175 West 134th Street, New York, NY 10030, in Community School District 5, beginning in 2013-2014. SA – Harlem 5 is an existing public charter school currently serving students in kindergarten through third grades in building M123 ("M123"), located at 301 West 140th Street, New York, NY 10030 in Manhattan's Community School District 5. SA – Harlem 5's kindergarten through third grade is currently co-located in M123 with P.S. 123 Mahalia Jackson (05M123, "P.S. 123"), a zoned school serving students in kindergarten through eighth grades and which offers a pre-kindergarten program. If this proposal is approved, SA – Harlem 5 would expand to serve grades four through eight in M175, where it would be co-located with P.S. 175 Henry H. Garnet (05M175, "P.S. 175"), a zoned district elementary school serving students in kindergarten through fifth grades and which offers a pre-kindergarten program. P.S. 175 is currently co-located in M175 with Harlem Children's Zone Promise Academy Charter School I (84M284, "HCZ PA I"), a public charter school currently serving students in kindergarten through third grades. HCZ PA I will be moving to a private space located in District 5 in 2013-2014, thereby creating space for SA – Harlem 5 to co-locate grades four through eight with P.S. 175 in M175 beginning in 2013-2014. 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.

This Building Utilization Plan ("BUP") has been amended to include the number of self-contained sections at P.S. 175 in the 2014-2015 school year. This amendment does not significantly revise the proposal itself.

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 SA – Harlem 5 and P.S. 175. It also includes a proposal for the collaborative usage of shared resources and spaces between SA – Harlem 5 and P.S. 175, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. 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 is approved by the Panel for Education Policy.

### METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in a fair 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

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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/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/ronlyres/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 sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school’s representative.

For elementary schools serving kindergarten through fifth grades (and for all pre-kindergarten programs), 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 or integrated co-teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving kindergarten through fifth grades 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

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

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

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 walk-through performed on June 1, 2012 by James Dekeles and Kim Wong, building M175 has a total of 40 full-size classrooms/spaces<sup>2</sup>, seven half-size classrooms/spaces,<sup>3</sup> one quarter-size space, and the equivalent of five full-size designed administrative office space. Building M175 also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies one full-size equivalent designed administrative space
- Custodian's office occupies one quarter-size space
- School Based Support Team ("SBST") occupies one half-size space

Excluding the spaces outlined above, building M175 has a total of: 40 full-size classrooms, six half-size classrooms/spaces, and the equivalent of four full-size designed administrative office space that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	40	7	1	5
SHARED SPACES or Building Services	0	1	1	1
<b>Remaining Total to be Allocated</b>	<b>40</b>	<b>6</b>	<b>0</b>	<b>4</b>

**2012-2013 (CURRENT SCHOOL YEAR)**

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

2012-13	Projected Enrollment <sup>4</sup>	General Education/Individualized Co-Teaching Sections	Self – Contained Sections
P.S. 175 Henry H. Garnet	386	15	2
Harlem Children's Zone Promise Academy Charter School I	400	17	0

<sup>2</sup> Full-size classrooms have an area of 500 square feet or more.

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

<sup>4</sup> 2012-2013 Budget Register Projections. The figures for P.S. 175 include the full day equivalency of pre-kindergarten, which is a program that can be offered both half-day and full-day.



The table below summarizes P.S. 175's and HCZ PA I's baseline and adjusted footprint allocation, and the current space allocation. The baseline allocation is 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. 175's baseline allocations to include one full-size classroom in lieu of one half-size classroom because there are not a sufficient number of half-size classrooms in the M175 building that are suitable for instructional use. HCZ PA I is currently under footprint by two half-size classrooms.

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total 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	Total Designed Admin (FSE)
P.S. 175 Henry H. Garnet	Baseline Footprint Allocation	18	4	3	0	0	0	3	18	4	0	3
	Adjusted Baseline Allocation	19	3	3	0	0	0	3	19	3	0	3
	Current Space Allocation	19	3	3.5	0	0	0	3.5	19	3	0	3.5
Harlem Children's Zone Promise Academy Charter School I	Baseline Footprint Allocation	20	2	3	0	0	0	3	20	2	0	3
	Adjusted Baseline Allocation	20	2	0.5	1	3	0	3	21	5	0	0.5
	Current Space Allocation	20	0	0.5	1	3	0	3	21	3	0	0.5

The table below summarizes the available space within M175 after each school has received its adjusted baseline allocation, which will be allocated to P.S. 175 for 2012-2013.

2012-13: Building M175	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.5	0	-2	0

**2013-2014 (FIRST YEAR PROPOSED IMPLEMENTATION)**

If approved, in the 2013-2014 school year, SA – Harlem 5's fourth through sixth grade students would be sited in M175 and occupy space that will be vacated by HCZ PA I's move to a private facility.

This means that there would be 40 full-size classrooms/spaces to allocate between P.S. 175 and SA – Harlem 5 going forward. As previously discussed, the baseline Footprint for P.S. 175 has been adjusted to include one full-size classroom in lieu of one half-size classroom because there are not a sufficient number of half-size classrooms in the M175 building that are suitable for instructional use.

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

2013-14	Projected Enrollment <sup>5</sup>	GE/ICT Sections <sup>6</sup>	SC Sections <sup>7</sup>
P.S. 175 Henry H. Garnet	368 - 428	15	2
Success Academy Charter School – Harlem 5	210 - 270	11	0

After P.S. 175 and SA – Harlem 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-14: Building M175	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.5	6	1	0

The excess space will be allocated between P.S. 175 and SA – Harlem 5 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.<sup>8</sup>

<sup>5</sup> The projected enrollment for the 2013-2014 school year is based on the forward promotion of cohorts using 2012-2013 Budget Register Projections. The figures for P.S. 175 include the full day equivalency of pre-kindergarten, which is a program that can be offered both half-day and full-day.

<sup>6</sup> GE/ICT is General Education/Individualized Co-Teaching.

<sup>7</sup> SC is Self-Contained Special Education.

<sup>8</sup> The excess space allocation is subject to change pending final enrollment projections.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 175 and SA – Harlem 5 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 175 Henry H. Garnet	Baseline Footprint Allocation	18	4	3	0	0	0	3	-	-	-	-	18	4	0	3
	Adjusted Baseline Allocation	19	3	3	0	0	0	3	4	0	0	0.5	23	3	0	3.5
Success Academy Charter School – Harlem 5	Baseline Footprint Allocation	13	2	2.5	0	0	0	2.5	-	-	-	-	13	2	0	2.5
	Adjusted Baseline Allocation	13	2	0.5	2	0	0	2.5	2	1	0	0	17	3	0	0.5

In total, P.S. 175 will be allocated 23 full-size, three half-size, and 3.5 FSE designed administrative office space. SA – Harlem 5 will be allocated 17 full-size, three half-size, and 0.5 FSE in designed administrative office space.

The room change for the current school year 2012-2013 to the 2013-2014 school year is reflected below.

SCHOOL NAME	2012-13 GRAND TOTAL SPACE ALLOCATIONS				2013-14 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)
P.S. 175 Henry H. Garnet	19	3	0	3.5	23	3	0	3.5	+4	0	0	0
Harlem Children's Zone Promise Academy Charter School I	21	3	0	0.5	0	0	0	0	-21	-3	0	-0.5
Success Academy Charter School – Harlem 5	0	0	0	0	17	3	0	0.5	+17	+3	0	+0.5

**2014-2015 (SECOND YEAR PROPOSED IMPLEMENTATION)**

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

2014-15	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
P.S. 175 Henry H. Garnet	373 - 433	15	2
Success Academy Charter School – Harlem 5	280 - 360	14	0

After P.S. 175 and SA – Harlem 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-15: Building M175	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.5	3	1	0

The excess space will be allocated between P.S 175 and SA – Harlem 5 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.<sup>10</sup>

The table below summarizes the full 2014-2015 room allocation plan for P.S. 175 and SA – Harlem 5 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

<sup>9</sup> The projected enrollment for the 2014-2015 school year is based on the forward promotion of cohorts using 2012-2013 Budget Register Projections. The figures for P.S. 175 include the full day equivalency of pre-kindergarten, which is a program that can be offered both half-day and full-day.

<sup>10</sup> The excess space allocation is subject to change pending final enrollment projections.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 175 Henry H. Garnet	Baseline Footprint Allocation	18	4	3	0	0	0	3	-	-	-	-	18	4	0	3
	Adjusted Baseline Allocation	19	3	3	0	0	0	3	2	0	0	0.5	21	3	0	3.5
Success Academy Charter School – Harlem 5	Baseline Footprint Allocation	16	2	2.5	0	0	0	2.5	-	-	-	-	16	2	0	2.5
	Adjusted Baseline Allocation	16	2	0.5	2	0	0	2.5	1	1	0	0	19	3	0	0.5

In total, P.S. 175 will be allocated 21 full-size, three half-size, and 3.5 FSE in designed administrative office space. SA – Harlem 5 will be allocated 19 full-size, three half-size, and 0.5 FSE in designed administrative office space.

The room change for the 2013-2014 school year to the 2014-2015 school year is reflected below.

SCHOOL NAME	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 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)
P.S. 175 Henry H. Garnet	23	3	0	3.5	21	3	0	3.5	-2	0	0	0
Success Academy Charter School – Harlem 5	17	3	0	0.5	19	3	0	0.5	+2	0	0	0

**2015-2016 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION)**

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

2015-16	Projected Enrollment <sup>11</sup>	GE/ICT Sections	SC Sections
P.S. 175 Henry H. Garnet	363 - 423	15	2
Success Academy Charter School – Harlem 5	350 - 450	17	0

After P.S 175 and SA – Harlem 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-16: Building M175	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.5	0	0	0

The excess space will be allocated between P.S. 175 and SA – Harlem 5 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.<sup>12</sup>

<sup>11</sup> The projected enrollment for the 2015-2016 school year is based on the forward promotion of cohorts using 2012-2013 Budget Register Projections. The figures for P.S. 175 include full day equivalency pre-kindergarten, which is a program that can be offered both half-day and full-day.

<sup>12</sup> The excess space allocation is subject to change pending final enrollment projections.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 175 and SA – Harlem 5 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 175 Henry H. Garnet	Baseline Footprint Allocation	18	4	3	0	0	0	3	-	-	-	-	18	4	0	3
	Adjusted Baseline Allocation	19	3	3	0	0	0	3	0	0	0	0.5	19	3	0	3.5
Success Academy Charter School – Harlem 5	Baseline Footprint Allocation	19	2	3	0	0	0	3	-	-	-	-	19	2	0	3
	Adjusted Baseline Allocation	19	2	0.5	2	1	0	3	0	0	0	0	21	3	0	0.5

In total, P.S. 175 will be allocated 19 full-size, three half-size, and 3.5 FSE in designed administrative office space. SA – Harlem 5 will be allocated 21 full-size, three half-size, and 0.5 FSE in designed administrative office space.

The room change is reflected below for the 2014-2015 school year to the 2015-2016 school year.

SCHOOL NAME	2014-15 GRAND TOTAL SPACE ALLOCATIONS				2015-16 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)
P.S. 175 Henry H. Garnet	21	3	0	3.5	19	3	0	3.5	-2	0	0	0
Success Academy Charter School – Harlem 5	19	3	0	0.5	21	3	0	0.5	+2	0	0	0

## Shared Space Plan

A proposed shared space plan for the first year of proposed implementation, 2013-2014, 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 M175. 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,<sup>13</sup> 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.<sup>14</sup> 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 shared space schedules as reported by the existing schools' principals. Because SA – Harlem 5 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 the co-located school in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how P.S. 175 and SA – Harlem 5 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:

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<sup>13</sup> See DOE's Office of School Food website at: <http://www.opt-osfns.org/schoolfood/public1/default.aspx>

<sup>14</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

**Cafeteria:**

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon the projected enrollment of P.S. 175 and SA – Harlem 5, the 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.
- The cafeteria has the capacity to serve 325 students.
  - P.S. 175 will be scheduled for lunch from 11:00 a.m. to 12:30 p.m. and will receive 90 minutes daily, or seven hours and 30 minutes per week, to serve lunch.
  - SA – Harlem 5 will be scheduled for lunch from 12:30 p.m. to 1:30 p.m. and will receive 60 minutes daily, or five hours per week, to serve lunch.
- DOE notes that the schedule calls for each individual student to receive the same amount of time in the cafeteria during customary lunch hours, regardless of which school he or she attends. Thus, the DOE believes that this plan treats all schools equitably and comparably.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M175. However, the DOE has allocated time to P.S. 175 and SA – Harlem 5 for breakfast based on their respective projected enrollments and school day expected start times.
  - P.S. 175 will be scheduled for breakfast from 7:30 a.m. to 8:00 a.m. and will receive 30 minutes daily, or two hours and 30 minutes per week, to serve breakfast.
  - SA – Harlem 5 will be scheduled for breakfast from 7:15 a.m. to 7:45 a.m. and will receive 30 minutes daily, or two hours and 30 minutes per week, to serve breakfast.

**Gymnasium, Library, and Auditorium:**

Gymnasium

- The DOE notes that the gymnasium is a shared space and that time in the gymnasium should be allocated based on the relative projected enrollment of each school.
- The gymnasium has the capacity to serve 374 students.
  - P.S. 175 will be allocated two hours and 30 minutes daily or 12 hours and 30 minutes per week.
  - SA – Harlem 5 will be allocated two hours and 30 minutes daily or 12 hours and 30 minutes per week.

Library

- The DOE notes that the library is a shared space and that time in the library should be allocated based on the relative projected enrollment of each school.
  - P.S. 175 will be allocated two hours daily or 10 hours per week.
  - SA – Harlem 5 will be allocated two hours daily or 10 hours per week.

Auditorium

- The DOE notes the auditorium is a shared space and that time in the auditorium should be allocated based on the relative projected enrollment of each school.
- The auditorium has the capacity to serve 408 students.
  - P.S. 175 will be allocated two hours daily or 10 hours per week.
  - SA – Harlem 5 will be allocated two hours daily or 10 hours per week.

**After School Programs**

- The DOE notes that currently the shared spaces are allocated during after school hours for sports programs and extra-curricular activities. If this proposal is approved, the DOE does not anticipate that these programs would be impacted by this proposed co-location.
- 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 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 SA – Harlem 5 is co-located in the building.

In 2013-2014, the DOE projects P.S. 175 will serve 368-428 students in M175. In conformity with its charter, SA – Harlem 5 will serve a total of 210-270 students in 2013-2014 at M175. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, P.S. 175's school day will run from approximately 8:00 a.m. to 3:00 p.m. Since SA – Harlem 5 is a Success Academy Charter middle school; its school day will run from approximately 7:45 a.m. to 5:30 p.m.

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.

**SHARED SPACE SCHEDULE**

<b>Space</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Cafeteria</b> (Capacity: 325)	<u><b>Breakfast:</b></u> <b>P.S. 175</b> 7:30-8:00am  <b>SA – Harlem 5</b> 7:15-7:45am  <u><b>Lunch:</b></u> <b>P.S. 175</b> 11:00am-12:30pm  <b>SA – Harlem 5</b> 12:30-1:30pm	<u><b>Breakfast:</b></u> <b>P.S. 175</b> 7:30-8:00am  <b>SA – Harlem 5</b> 7:15-7:45am  <u><b>Lunch:</b></u> <b>P.S. 175</b> 11:00am-12:30pm  <b>SA – Harlem 5</b> 12:30-1:30pm	<u><b>Breakfast:</b></u> <b>P.S. 175</b> 7:30-8:00am  <b>SA – Harlem 5</b> 7:15-7:45am  <u><b>Lunch:</b></u> <b>P.S. 175</b> 11:00am-12:30pm  <b>SA – Harlem 5</b> 12:30-1:30pm	<u><b>Breakfast:</b></u> <b>P.S. 175</b> 7:30-8:00am  <b>SA – Harlem 5</b> 7:15-7:45am  <u><b>Lunch:</b></u> <b>P.S. 175</b> 11:00am-12:30pm  <b>SA – Harlem 5</b> 12:30-1:30pm	<u><b>Breakfast:</b></u> <b>P.S. 175</b> 7:30-8:00am  <b>SA – Harlem 5</b> 7:15-7:45am  <u><b>Lunch:</b></u> <b>P.S. 175</b> 11:00am-12:30pm  <b>SA – Harlem 5</b> 12:30-1:30pm
<b>Library</b> (Capacity: N/A)	<b>P.S. 175</b> 1:00-3:00pm  <b>SA – Harlem 5</b> 9:00-11:00am				
<b>Gymnasium</b> (Capacity: 374)	<b>P.S. 175</b> 9:00-11:30am  <b>SA – Harlem 5</b> 11:30am-2:00pm				
<b>Auditorium</b> (Capacity: 408)	<b>P.S. 175</b> 1:00-3:00pm  <b>SA – Harlem 5</b> 9:00-11:00am				

### **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 SA – Harlem 5 will be part of the M175 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA – Harlem 5 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 SA – Harlem 5 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M175 school building will be modified as appropriate to meet any changing security needs associated with the co-location. SA – Harlem 5 will enter information in the M175 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 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 M175 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,<sup>15</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 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.

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<sup>15</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".