

## REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

On December 12, 2011, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (the “December 12 EIS”) and a building utilization plan (the “December 12 BUP”) describing a proposal to open and co-locate New Heights Middle School (17K722, “New Heights MS”), a new public middle school that will serve students in sixth through eighth grade at full scale by the 2014-2015 school year in building K391 (“K391”), located at 790 East New York Avenue, Brooklyn, NY 11203 in Community School District 17 beginning in the 2012-2013 school year.<sup>1</sup> New Heights MS will be co-located with Achievement First Crown Heights Charter School (84K356, “AF Crown Heights”), an existing public charter school that serves students in kindergarten through eighth grade in K391 and is managed by the Achievement First Network (“AF”) charter management organization (“CMO”). K391 also currently houses Middle School for the Arts (17K587, “MS for the Arts”), an existing DOE middle school that serves students in sixth through eighth grades. In a separate EIS, the DOE proposed to gradually phase out and eventually close MS for the Arts because of its low performance and inability to turn around quickly to better support needs. MS for the Arts will complete its phase-out and close at the end of the 2013-2014 school year. New Heights MS will thus be co-located with MS for the Arts through 2013-2014. In addition, two community-based organizations (“CBOs”), CAMBA and Brooklyn Center, also utilize space in K391.

On February 9, 2012, the Panel for Educational Policy (“PEP”) approved the proposals to phase out and close MS for the Arts and to open and co-locate New Heights MS with AF Crown Heights as MS for the Arts phases out and as New Heights MS phases in to full scale.

On March 28, 2012, the Brooklyn Director of Space Planning in the Office of Space Planning met with the K391 Building Council, which is comprised of the principals of MS for the Arts, New Heights MS, and AF Crown Heights to discuss the allocations of space for the respective organizations for the 2012-2013 school year. The Building Council collaboratively determined to allocate space differently than the December 12 BUP. Therefore, the DOE proposes to revise the December 12 BUP so that it will be consistent with the Building Council’s determination:

- In the 2012-2013 school year, New Heights MS will receive 5 full-size, 1 half-size, and 8 quarter-size rooms fewer than the number of rooms it was allocated in the December 12 BUP. It will also receive 1.5 full-size equivalent (“FSE”) rooms of designed administrative/office space beyond the rooms it was allocated in the December 12 BUP.
- In the 2012-2013 school year, MS for the Arts will receive 8 full-size, 1 half-size, and 15 quarter-size rooms more than the number of rooms it was allocated in the December 12 BUP.
- In the 2012-2013 school year, AF Crown Heights will receive 3 full-size and 7 quarter-size rooms fewer than the number of rooms it was allocated in the December 12 BUP.

In addition, this revised BUP includes administrative space allocations for all co-located schools consistent with the methodology discussed in the following section and reflects the naming of 17K722 as New Heights Middle School.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between New Heights MS, MS for the Arts, and AF Crown Heights as New Heights MS phases in and as MS for the Arts phases out. It also includes a proposal for the collaborative usage of shared resources and spaces, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, amongst New Heights MS, MS for the Arts, and AF Crown Heights as New Heights MS phases in and MS for the Arts phases out in a way that 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 December 12 EIS, available at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Feb2012Proposals.htm>, for further information about the approved co-location.

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<sup>1</sup> 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

METHODOLOGY

The DOE has applied the Citywide Instructional Footprint (“Footprint”)<sup>2</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and a representative of the school organization.

For kindergarten through five grade and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint also assumes that those times when homeroom classroom remains empty. Therefore, the Footprint allocates one full-size room for each general education or (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each self-contained (“SC”) special education section served by the school. In addition, schools serving kindergarten through fifth grade receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces 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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
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 FSE classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

<sup>2</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. Please visit the DOE’s website to access the Footprint, which guides space allocation and use in City schools: <http://schools.nyc.gov/community/planning/default.htm>. The Footprint can be found in the “Key Documents” section.

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 December 6, 2011 by the Brooklyn Director of Space Planning, K391 has a total of 75 full-size classrooms/spaces<sup>3</sup> (including 5 full-size science demonstration rooms), 3 half-size classrooms/spaces,<sup>4</sup> 56 quarter-size rooms that can be used for administrative purposes, and 5.0 FSE rooms of designed administrative office/space. K391 also contains a gymnasium, an auditorium, a cafeteria, and a 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:

- CAMBA occupies 2 quarter-size rooms.
- Brooklyn Center occupies 1 quarter-size room.
- The school nurse's office occupies 1.0 FSE rooms of designed administrative/office space.
- School Safety occupies 1 quarter-size room.
- Custodian occupies 1 full-size room.

Excluding the spaces outlined above, K391 has a total of 74 full-size classrooms/spaces (including 5 full-size science demonstration rooms), 3 half-size classrooms/spaces, 52 quarter-size rooms, and 4.0 FSE rooms of designed administrative office/space remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	75	3	56	5.0
SHARED SPACES or Building Services	1	0	4	1.0
<b>Remaining Total to be Allocated</b>	<b>74</b>	<b>3</b>	<b>52</b>	<b>4.0</b>

K391 also has a dance studio and pottery room, each of which occupies 1 full-size room, that are currently used solely by MS for the Arts. The classroom allocation set forth below assumes that MS for the Arts will continue to have sole use of these rooms throughout the period of its phase-out. Once MS for the Arts has completed its phase out in 2013-2014, the Building Council may decide which school will use these two specialty rooms.

<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 but greater than 239 square feet.

**2011-2012**

The table below summarizes the total enrollment and sections served at MS for the Arts and AF Crown Heights in 2011-2012:

2011-2012	Total Enrolled <sup>5</sup>	General Education ("GE") / ICT Sections	SC Sections	Grades Served
MS for the Arts	344	12	3	6-8
AF Crown Heights	684	32	0	K-8

The table below summarizes MS for the Arts' and AF Crown Heights' respective baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school used in the 2011-2012 school year. Typically, SC special education classes are accommodated in half size classrooms. The DOE adjusted MS School for the Arts' baseline Footprint allocation because K391 does not have a sufficient number of half-size spaces. Thus, MS for the Arts was allocated 3 full-size rooms in lieu of 3 half-size rooms to serve its SC special education classes. The DOE also adjusted AF Crown Heights' baseline Footprint allocation because K391 does not have a sufficient number of half-size spaces. Thus, AF Crown Heights was allocated 2 full-size rooms and 4 quarter-size rooms in lieu of 4 half-size rooms for resource rooms.

2011-2012		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full-size Rooms	Half-size Rooms	Quarter-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)
MS for the Arts	Baseline Footprint Allocation	13	4	0	1.5	2	0	0	3.5	15	4	0	1.5
	Adjusted Baseline Allocation	16	1	0	1.5	2	0	0	3.5	18	1	0	1.5
	Current Space Allocation	31	3	0	1.5	2	0	25	9.75	33	3	25	1.5
AF Crown Heights	Baseline Footprint Allocation	36	4	0	2.5	0	0	8	4.5	36	4	8	2.5
	Adjusted Baseline Allocation	38	0	4	2.5	0	0	8	4.5	38	0	12	2.5
	Current Space Allocation	41	0	8	2.5	0	0	19	7.25	41	0	27	2.5

As demonstrated in the table above, MS for the Arts and AF Crown Heights are currently using many classrooms in excess of their adjusted baseline Footprint allocations. The table below summarizes the available space within K391 in the 2011-2012 school year after MS for the Arts and AF Crown Heights received their adjusted baseline Footprint allocations:

<sup>5</sup> 2011-2012 audited register.

2011-2012: Building K391	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0.0	18	2	40

**2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

New Heights MS will begin serving sixth grade students in K391 in the 2012-2013 school year. MS for the Arts will stop serving sixth grade students in 2012-2013, and it will serve only seventh and eighth grade students. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013:

2012-2013	Total Enrolled	General Education ("GE") / ICT Sections	SC Sections	Grades Served
MS for the Arts	235-255	8	2	7-8
AF Crown Heights	654-835	32	0	K-8
New Heights MS	105-115	4	1	6

After MS for the Arts, AF Crown Heights, and New Heights MS have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K391	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocations	0.0	16	2	23

In the December 12 BUP, the DOE adjusted the baseline Footprint allocations of MS for the Arts, New Heights MS, and AF Crown Heights because K391 does not have sufficient half-size spaces. MS for the Arts was allocated 2 full-size rooms in lieu of 2 half-size rooms necessary for its SC special education population. Additionally, New Heights MS's baseline Footprint allocation was adjusted for the 2012-2013 school year to include 1 full-size room in lieu of 1 half-size resource room and 1 full-size room in lieu of 1 half-size room necessary for its SC special education population. AF Crown Heights's baseline Footprint allocation was adjusted for the 2012-2013 school year to include 2 full-size rooms and 4 quarter-size rooms in lieu of 4 half-size rooms for use as resource rooms.

In the revised proposed space allocation, the DOE adjusted the baseline Footprint allocations of MS for the Arts, New Heights MS, and AF Crown Heights in the same manner.

In the December 12 BUP, MS for the Arts was allocated 18 full-size, 2 half-size, and 10 quarter-size rooms and 1.5 FSE rooms in designed administrative/office space. This room allocation exceeded MS for the Arts' adjusted baseline Footprint allocation by 5 full-size rooms, 1 half-size room, and 10 quarter-size rooms. AF Crown Heights was allocated 44 full-size rooms, 34 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. This space allocation exceeded AF Crown Heights' adjusted baseline Footprint allocation by 6 full-size rooms and 22 quarter-size rooms. New Heights MS was allocated 12 full-size rooms, 1 half-size room, and 8 quarter-size rooms. This space allocation exceeded New Heights MS's adjusted baseline Footprint allocation by 3 full-size rooms, 1 half-size room, and 8 quarter-size rooms.

However, as discussed above, the DOE now proposes to revise the December 12 BUP consistent with the Building Council's collaborative decision to re-allocate classrooms so that MS for the Arts will occupy 26 full-size, 3 half-size rooms, and 25 quarter-size rooms. This space allocation exceeds MS for the Arts' adjusted baseline Footprint allocation by 13 full-size rooms, 2 half-size rooms, and 10 quarter-size rooms. M.S. for the Arts' adjusted baseline Footprint allocation of administrative space has also been revised from 3.5 FSE to 2.5 FSE to reflect the minimum administrative space allocation according to its enrollment. AF Crown Heights will occupy 41 full-size rooms, 27 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. This space allocation exceeds AF Crown Heights' adjusted baseline Footprint allocation by 3 full-size rooms and 13 quarter-size rooms. AF Crown Heights' adjusted baseline Footprint allocation of administrative space has also been revised from 4.5 FSE to 5.0 FSE to reflect the minimum administrative space allocation according to its enrollment. New Heights MS will occupy 7 full-size rooms and 1.5 FSE rooms of designed administrative/office space. This does not exceed New Heights MS' adjusted baseline Footprint allocation. New Heights MS' adjusted baseline Footprint allocation of administrative space has also been revised from 1.0 FSE to 1.5 FSE to reflect the minimum administrative space allocation according to its enrollment.

The table below summarizes the full revised 2012-2013 room allocation plan for MS for the Arts, AF Crown Heights, and New Heights MS based on their respective adjusted baseline Footprint allocations, plus the excess space allocation:

2012-2013		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
MS for the Arts	Baseline Footprint Allocation	9	3	0	0.0	2	0	2	2.5	-	-	-	-	11	3	2	0.0
	Adjusted Baseline Allocation	11	1	0	0.0	2	0	2	2.5	13	2	10	0.0	26	3	25	0.0
AF Crown Heights	Baseline Footprint Allocation	36	4	0	2.5	0	0	10	5.0	-	-	-	-	36	4	10	2.5
	Adjusted Baseline Allocation	38	0	4	2.5	0	0	10	5.0	3	0	13	0.0	41	0	27	2.5
New Heights MS	Baseline Footprint Allocation	5	2	0	1.5	0	1	0	2.0	-	-	-	-	5	3	0	1.5
	Adjusted Baseline Allocation <sup>6</sup>	7	0	0	1.5	0	0	0	1.5	0	0	0	0.0	7	0	0	1.5

<sup>6</sup> In 2012-2013, New Heights MS will not receive certain administrative space that it would otherwise receive under the Footprint. New Heights MS agrees, however, that it can adequately operate within the administrative space allocated in this revised BUP.

The changes between the proposed space allocation in the December 12 BUP and the revised proposed space allocation for the 2012-2013 school year are reflected below:

2012-2013 Comparison (+/-)	December 12 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
MS for the Arts	18	2	10	1.5	26	3	25	0.0	+8	+1	+15	-1.5
AF Crown Heights	44	0	34	2.5	41	0	27	2.5	-3	0	-7	0.0
New Heights MS	12	1	8	0.0	7	0	0	1.5	-5	-1	-8	+1.5

The revised room change between the 2011-2012 and the 2012-2013 school years is reflected below:

Room Change (+/-)	CURRENT 2011-2012				PROPOSED 2012-2013				CHANGE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
MS for the Arts	33	3	25	1.5	26	3	25	0	-7	0	0	-1.5
AF Crown Heights	41	0	27	2.5	41	0	27	2.5	0	0	0	0
New Heights MS	-	-	-	-	7	0	0	1.5	+7	0	0	+1.5

**2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):**

New Heights MS will serve students in sixth and seventh grade in K391 in the 2013-2014 school year. MS for the Arts will serve only eighth grade students in the 2013-2014 school year. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014:

2013-2014	Total Enrolled	General Education ("GE") / ICT Sections	SC Sections	Grades Served
MS for the Arts	100-110	4	1	8
AF Crown Heights	654-835	32	0	K-8
New Heights MS	210-230	8	2	6-7

After MS for the Arts, AF Crown Heights, and New Heights MS have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K391	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocations	0.0	18	0	34

In the December 12 BUP, the DOE adjusted the baseline Footprint allocations of MS for the Arts, New Heights MS, and AF Crown Heights because K391 does not have sufficient half-size spaces. MS for the Arts was allocated 1 full-size room in lieu of 1 half-size room for use as a resource room. Additionally, New Heights MS's baseline Footprint allocation was adjusted for the 2013-2014 school year to include 1 full-size room in lieu of 1 half-size resource room. AF Crown Heights's baseline Footprint allocation was adjusted for the 2012-2013 school year to include 2 full-size rooms and 4 quarter-size rooms in lieu of 4 half-size rooms for use as resource rooms.

In the revised proposed space allocation, the DOE adjusted the baseline allocation of MS for the Arts, New Heights MS, and AF Crown Heights because K391 does not have sufficient half-size spaces. MS for the Arts was allocated 1 full-size room in lieu of 1 half-size room necessary for its SC special education population. Additionally, New Heights MS's baseline Footprint allocation was adjusted for the 2012-2013 school year to include 1 full-size room in lieu of 1 half-size room necessary for its SC special education population. AF Crown Heights's baseline Footprint allocation was adjusted for the 2012-2013 school year to include 2 full-size rooms and 4 quarter-size rooms in lieu of 4 half-size rooms for use as resource rooms.

In the December 12 BUP, MS for the Arts was allocated 12 full-size, 1 half-size, and 8 quarter-size rooms and 1.5 FSE rooms in designed administrative/office space. This room allocation exceeded MS for the Arts' adjusted baseline Footprint allocation by 4 full-size rooms and 8 quarter-size rooms. AF Crown Heights was allocated 44 full-size rooms, 34 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. This space allocation exceeded AF Crown Heights' adjusted baseline Footprint allocation by 6 full-size rooms and 22 quarter-size rooms. New Heights MS was allocated 18 full-size rooms, 2 half-size rooms, and 10 quarter-size rooms. This space allocation exceeded New Heights MS's adjusted baseline Footprint allocation by 5 full-size rooms and 8 quarter-size rooms.

However, as discussed above, the DOE now proposes to revise the December 12 BUP consistent with the Building Council's collaborative decision to re-allocate classrooms so that MS for the Arts will occupy 23 full-size, 1 half-size room, and 21 quarter-size rooms. This space allocation exceeds MS for the Arts' adjusted baseline Footprint allocation by 15 full-size rooms and 6 quarter-size rooms. MS for the Arts' adjusted baseline Footprint allocation of administrative space has also been revised from 3.5 FSE to 2.0 FSE to reflect the minimum administrative space allocation according to its enrollment. AF Crown Heights is now proposed to occupy 41 full-size rooms, 27 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. This space allocation exceeds AF Crown Heights'

adjusted baseline Footprint allocation by 3 full-size rooms and 13 quarter-size rooms. AF Crown Heights' adjusted baseline Footprint allocation of administrative space has also been revised from 4.5 FSE to 5.0 FSE to reflect the minimum administrative space allocation according to its enrollment. New Heights MS is now proposed to occupy 10 full-size rooms, 2 half-size rooms, 4 quarter-size rooms and 1.5 FSE rooms of designed administrative/office space. This does not exceed New Heights MS' adjusted baseline Footprint allocation. New Heights MS' adjusted baseline Footprint allocation of administrative space has also been revised from 3.5 FSE to 2.5 FSE to reflect the minimum administrative space allocation according to its enrollment.

The table below summarizes the full revised 2013-2014 room allocation plan for MS for the Arts, AF Crown Heights, and New Heights MS based on their respective adjusted baseline Footprint allocations, plus the excess space allocation:

2013-2014		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
MS for the Arts	Baseline Footprint Allocation	5	2	0	0.0	2	0	0	2.0	-	-	-	-	7	2	0	0.0
	Adjusted Baseline Allocation	6	1	0	0.0	2	0	0	2.0	15	0	21	0.0	23	1	21	0.0
AF Crown Heights	Baseline Footprint Allocation	36	4	0	2.5	0	0	10	5.0	-	-	-	-	36	4	10	2.5
	Adjusted Baseline Allocation	38	0	4	2.5	0	0	10	5.0	3	0	13	0.0	41	0	27	2.5
New Heights MS	Baseline Footprint Allocation	9	3	0	1.5	0	0	4	2.5	-	-	-	-	9	3	4	1.5
	Adjusted Baseline Allocation	10	2	0	1.5	0	0	4	2.5	0	0	0	0.0	10	2	4	1.5

The changes between the proposed space allocation in the December 12 BUP and the revised proposed space allocation for the 2013-2014 school year are reflected below.

2013-2014 Comparison (+/-)	December 12 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
MS for the Arts	12	1	8	1.5	23	1	21	0.0	+11	0	+13	-1.5
AF Crown Heights	44	0	34	2.5	41	0	27	2.5	-3	0	-7	0.0
New Heights MS	18	2	10	0.0	10	2	4	1.5	-8	0	-6	0.0

The revised room change is reflected below for the 2012-2013 to the 2013-2014 school year:

Room Change (+/-)	PROPOSED 2012-2013				PROPOSED 2013-2014				CHANGE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
MS for the Arts	26	3	25	0	23	1	21	0	-3	-2	-4	0.0
AF Crown Heights	41	0	27	2.5	41	0	27	2.5	0	0	0	0.0
New Heights MS	7	0	0	1.5	10	2	4	1.5	+3	+2	+4	0

**2014-2015 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

New Heights MS will serve students in sixth through eighth grade in K391 in the 2014-2015 school year. MS for the Arts will close in June 2014. At that point, MS for the Arts would no longer serve any students in the 2014-2015 school year. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015:

2014-2015	Projected Enrollment	Projected GE/ICT Sections	Projected SC Sections	Grades Served
New Heights MS	315-345	12	3	6-8
AF Crown Heights	654-835	35	0	K-8

After New Heights MS and AF Crown Heights have received their respective adjusted baseline allocations of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K391	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	22	0	32

In the December 12 BUP, the DOE adjusted the baseline Footprint allocations of New Heights MS and AF Crown Heights because K391 does not have sufficient half-size spaces. New Heights MS's baseline Footprint allocation was adjusted for the 2014-2015 school year to include 1 full-size room in lieu of 1 half-size for use as a resource room. AF Crown Heights's baseline Footprint allocation was adjusted for the 2014-2015 school year to include 2 full-size rooms and 4 quarter-size rooms in lieu of 4 half-size rooms for use as resource rooms.

In the revised proposed space allocation, the DOE adjusted the baseline Footprint allocations of New Heights MS and AF Crown Heights in the same manner.

In the December 12 BUP, AF Crown Heights was allocated 48 full-size rooms, 30 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. This space allocation exceeded AF Crown Heights' adjusted baseline Footprint allocation by 10 full-size rooms and 18 quarter-size rooms. New Heights MS was allocated 26 full-size rooms, 3 half-size rooms, 22 quarter-size rooms, and 1.5 FSE rooms of designed administrative/office space. This space allocation exceeded New Heights MS's adjusted baseline Footprint allocation by 10 full-size rooms and 22 quarter-size rooms.

However, as discussed above, the DOE now proposes to revise the December 12 BUP consistent with the Building Council's collaborative decision to re-allocate classrooms so that AF Crown Heights will occupy 41 full-size rooms, 27 quarter-size rooms, and 2.5 FSE rooms of designed administrative/office space. AF Crown Heights' adjusted baseline Footprint allocation of administrative space has also been revised from 4.5 FSE to 5.0 FSE to reflect the minimum administrative space allocation according to its enrollment. This space allocation exceeds AF Crown Heights' adjusted baseline Footprint allocation by 3 full-size rooms and 13 quarter-size rooms. New Heights MS will occupy 33 full-size rooms, 3 half-size rooms, 25 quarter-size rooms and 1.5 FSE rooms of designed administrative/office space. New Heights MS' adjusted baseline Footprint allocation of administrative space has also been revised from 3.5 FSE to 3.0 FSE to reflect the minimum administrative space allocation according to its enrollment. This space allocation exceeds New Heights MS' adjusted baseline Footprint allocation by 19 full-size rooms and 19 quarter-size rooms.

The table below summarizes the full revised 2014-2015 room allocation plan for AF Crown Heights and New Heights MS based on their respective adjusted baseline Footprint allocations, plus the excess space allocation:

2014-2015		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
AF Crown Heights	Baseline Footprint Allocation	36	4	0	2.5	0	0	10	5.0	-	-	-	-	36	4	10	2.5
	Adjusted Baseline Allocation	38	0	4	2.5	0	0	10	5.0	3	0	13	0.0	41	0	27	2.5
New Heights MS	Baseline Footprint Allocation	13	4	0	1.5	0	0	6	3.0	-	-	-	-	13	4	6	1.5
	Adjusted Baseline Allocation	14	3	0	1.5	0	0	6	3.0	19	0	19	0.0	33	3	25	1.5

The changes between the proposed space allocation in the December 12 BUP and the revised proposed space allocation for the 2014-2015 school year are reflected below.

2014-2015 Comparison (+/-)	December 12 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
New Heights MS	26	3	22	1.5	33	3	25	1.5	+7	0	+3	0.0
AF Crown Heights	48	0	30	2.5	41	0	27	2.5	-7	0	-3	0.0

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

Room Change (+/-)	PROPOSED 2013-2014				PROPOSED 2014-2015				CHANGE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
MS for the Arts	23	1	21	0.0	-	-	-	-	-23	-1	-21	0.0
New Heights MS	41	0	27	2.5	41	0	27	2.5	0	0	0	0.0
AF Crown Heights	10	2	4	1.5	33	3	25	1.5	+23	+1	+21	0.0

**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 K391. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

**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>7</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>8</sup> 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.<sup>9</sup> Because New Heights MS would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how MS for the Arts, New Heights MS, and AF Crown Heights may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

### **Cafeteria and Outdoor Play Yard:**

#### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon AF Crown Heights' and MS for the Arts' current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K391. Currently, AF Crown Heights serves breakfast from 7:30am to 8:10am. In the proposed shared space schedule, AF Crown Heights will be programmed for the cafeteria from 7:15am to 8:30am. Thus, AF Crown Heights will receive 1 hour and 15 minutes daily, or 6 hours and 15 minutes weekly for breakfast.
- Currently, MS for the Arts serves breakfast from 7:30am to 8:10am. If the proposed phase out of MS for the Arts is approved, then the school will be serving only grades seven and eight in the 2012-2013 school year. Regardless, the DOE has programmed MS for the Arts for the same time allocation of 40 minutes daily, or 3 hours and 20 minutes weekly for breakfast; MS for the Arts will serve breakfast from 7:30am to 8:10am. The DOE is proposing that New Heights MS receive 30 minutes daily, or 2 hour and 30 minutes weekly for breakfast; New Heights MS will serve breakfast from 8:00am to 8:30am.
- The DOE has made every effort to align the proposed space schedule with MS for the Arts' current lunch schedule. Currently, MS for the Arts serves lunch from 11:49am to 12:40pm. Should the proposed phase-out of MS for the Arts be approved, the school would only serve grades seven and eight in 2012-2013. Regardless, the DOE is proposing that MS for the Arts retain its current schedule and serve lunch from 11:49am to 12:40pm. Therefore, MS for the Arts will receive 51 minutes daily, or 4 hours and 15 minutes weekly for lunch. As AF Crown Heights will serve the most students in 2012-2013, the DOE is proposing that they receive the most time in the cafeteria. In the proposed shared space schedule, the AF Crown Heights will serve lunch from 12:40pm to 3:10pm; thus, AF Crown will receive 2 hours and 30 minutes daily, or 12 hours and 20 minutes weekly, for lunch. The DOE is proposing that New Heights MS serve lunch from 10:50am to 11:30am; thus, New Heights MS will receive 40 minutes daily, or 3 hour and 20 minutes weekly for lunch.

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<sup>7</sup> <http://www.opt-osfns.org/osfns/>

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

<sup>9</sup> 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.

- Because the cafeteria's capacity is 600, MS for the Arts and New Heights MS can serve all of their students in one 51 minute and one 40 minute period, respectively. AF Crown Heights could accommodate its students, for example, by serving lunch in two 1 hour and 15 minute periods or three approximately 50 minute periods.
- The DOE allocated lunch time in the cafeteria to each school separately so that each school will be the only school organization programmed for the cafeteria during its respective lunch time.

### **Gymnasium, Library, and Auditorium**

According to the 2011 Campus Audit, there is currently no shared space schedule for these three shared spaces. The DOE is proposing that AF Crown Heights be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students and the most grade levels compared to the other schools.

#### Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 348 students.
- Since AF Crown Heights is projected to serve a larger student population than either MS for the Arts or New Heights MS, AF Crown Heights is allocated the most amount of time in the gymnasium. In order to ensure all schools receive adequate time in the gymnasium, which has the capacity to serve 348 students, the DOE is proposing overlapping times for New Heights MS and MS for the Arts in the gymnasium for 50 minutes daily. Overlapping times may be accommodated by dividing the gymnasium in half, or by serving students in multiple periods.
- In the proposed schedule below, AF Crown Heights is allocated 5 hours and 45 minutes daily, or 28 hours and 45 minutes weekly, while MS for the Arts is allocated 1 hour and 50 minutes daily, or 9 hours and 10 minutes weekly, and New Heights MS is allocated 50 minutes daily, or 4 hours and 10 minutes weekly.

#### Library

- In the schedule below, the DOE proposes that time in the library be allocated to all schools based on the relative projected enrollment for each school.
- AF Crown Heights is allocated the largest amount of time in the library, 11 hours and 15 minutes weekly, based on its projected enrollment. MS for the Arts is allocated 3 hours and 45 minutes weekly, and New Heights MS is allocated 2 hours and 5 minutes weekly.

#### Auditorium

- The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
- The DOE proposes that AF Crown Heights receive the greatest amount of time in the auditorium, 12 hours and 05 minutes weekly, based on the fact that it will serve a greater number of students as compared to all other schools in the building. MS for the Arts and New Heights MS have been allocated less time weekly since they are projected to serve a smaller number of students. MS for the Arts has been allocated 4 hours and 10 minutes weekly, and New Heights MS has been allocated 2 hours and 5 minutes weekly. Given that the capacity of the auditorium is 565, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and to ensure that all students have access to the auditorium.

### After School Programs

- The DOE notes that the proposed shared space plan does not allocate time in the shared spaces beyond 4:00 p.m. The Building Council will allocate these spaces as needed for after school programs.
- As noted above, New Heights MS is a new school that has not opened yet, and as a result it does not yet have an after school schedule. The DOE notes that both MS for the Arts and AF Crown Heights offer extended school days during the week. Should New Heights MS offer an extended day program, it could have to schedule it in its classroom allocation or it would have to manage the scheduling of shared spaces using the process outlined below.
- Based on the information provided in the Campus Policy Memo, MS for the Arts currently uses the building after school and on weekends for the following purposes:
  - CAMBA after school program is offered on Mondays through Thursdays from 4:00pm to 6:00pm, and on Friday from 1:15pm to 6:00pm
  - Saturday Detention is offered on Saturday's from 8:00am to 12:00pm
  - Saturday School is offered on Saturday's from 8:00am to 2:30pm

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 schools changing their use of the shared space once New Heights MS is co-located in the building and MS for the Arts has closed in 2014-2015.

In 2012-2013, the DOE projects MS for the Arts will serve 235-255 students, New Heights MS will serve 105-115 students, and AF Crown Heights will serve 654-835 in K391. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, MS for the Arts school day runs from approximately 8:00 a.m. to 3:00 p.m., and AF Crown Height's school day runs from approximately 7:25 a.m. to 4:00p.m.<sup>10</sup> Since New Heights MS is a new school, it does not have a current school start or end time. However, the DOE notes that since New Heights MS is intended to be a replacement for MS for the Arts, New Heights MS's school day would likely run from approximately 8:00 a.m. to 3:00 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.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 600)	<u>Breakfast:</u> <b>AF Crown Heights</b> 7:15am-8:30am <b>MS for the Arts</b> 7:30am-8:10am <b>New Heights MS</b> 8:00am-8:30am  <u>Lunch:</u> <b>New Heights MS</b> 10:50am-11:30am <b>MS for the Arts</b> 11:49am-12:40pm <b>AF Crown Heights</b> 12:40pm-3:10pm	<u>Breakfast:</u> <b>AF Crown Heights</b> 7:15am-8:30am <b>MS for the Arts</b> 7:30am-8:10am <b>New Heights MS</b> 8:00am-8:30am  <u>Lunch:</u> <b>New Heights MS</b> 10:50am-11:30am <b>MS for the Arts</b> 11:49am-12:40pm <b>AF Crown Heights</b> 12:40pm-3:10pm	<u>Breakfast:</u> <b>AF Crown Heights</b> 7:15am-8:30am <b>MS for the Arts</b> 7:30am-8:10am <b>New Heights MS</b> 8:00am-8:30am  <u>Lunch:</u> <b>New Heights MS</b> 10:50am-11:30am <b>MS for the Arts</b> 11:49am-12:40pm <b>AF Crown Heights</b> 12:40pm-3:10pm	<u>Breakfast:</u> <b>AF Crown Heights</b> 7:15am-8:30am <b>MS for the Arts</b> 7:30am-8:10am <b>New Heights MS</b> 8:00am-8:30am  <u>Lunch:</u> <b>New Heights MS</b> 10:50am-11:30am <b>MS for the Arts</b> 11:49am-12:40pm <b>AF Crown Heights</b> 12:40pm-3:10pm	<u>Breakfast:</u> <b>AF Crown Heights</b> 7:15am-8:30am <b>MS for the Arts</b> 7:30am-8:10am <b>New Heights MS</b> 8:00am-8:30am  <u>Lunch:</u> <b>New Heights MS</b> 10:50am-11:30am <b>MS for the Arts</b> 11:49am-12:40pm <b>AF Crown Heights</b> 12:40pm-3:10pm
<b>Library</b>	<b>AF Crown Heights</b> 9:00am-11:15am <b>New Heights MS</b> 12:00pm-12:25pm <b>MS for the Arts</b> 12:30pm-1:15pm	<b>AF Crown Heights</b> 9:00am-11:15am <b>New Heights MS</b> 12:00pm-12:25pm <b>MS for the Arts</b> 12:30pm-1:15pm	<b>AF Crown Heights</b> 9:00am-11:15am <b>New Heights MS</b> 12:00pm-12:25pm <b>MS for the Arts</b> 12:30pm-1:15pm	<b>AF Crown Heights</b> 9:00am-11:15am <b>New Heights MS</b> 12:00pm-12:25pm <b>MS for the Arts</b> 12:30pm-1:15pm	<b>AF Crown Heights</b> 9:00am-11:15am <b>New Heights MS</b> 12:00pm-12:25pm <b>MS for the Arts</b> 12:30pm-1:15pm
<b>Gymnasium</b> (Capacity: 348)	<b>AF Crown Heights</b> 7:25am-1:10pm <b>MS for the Arts</b> 1:10pm-3:00pm <b>New Heights MS</b> 2:10pm-3:00pm	<b>AF Crown Heights</b> 7:25am-1:10pm <b>MS for the Arts</b> 1:10pm-3:00pm <b>New Heights MS</b> 2:10pm-3:00pm	<b>AF Crown Heights</b> 7:25am-1:10pm <b>MS for the Arts</b> 1:10pm-3:00pm <b>New Heights MS</b> 2:10pm-3:00pm	<b>AF Crown Heights</b> 7:25am-1:10pm <b>MS for the Arts</b> 1:10pm-3:00pm <b>New Heights MS</b> 2:10pm-3:00pm	<b>AF Crown Heights</b> 7:25am-1:10pm <b>MS for the Arts</b> 1:10pm-3:00pm <b>New Heights MS</b> 2:10pm-3:00pm
<b>Auditorium</b> (Capacity: 565)	<b>MS for the Arts</b> 9:00am-9:50am <b>New Heights MS</b> 10:00am-10:25am <b>AF Crown Heights</b> 11:50am-2:15pm	<b>MS for the Arts</b> 9:00am-9:50am <b>New Heights MS</b> 10:00am-10:25am <b>AF Crown Heights</b> 11:50am-2:15pm	<b>MS for the Arts</b> 9:00am-9:50am <b>New Heights MS</b> 10:00am-10:25am <b>AF Crown Heights</b> 11:50am-2:15pm	<b>MS for the Arts</b> 9:00am-9:50am <b>New Heights MS</b> 10:00am-10:25am <b>AF Crown Heights</b> 11:50am-2:15pm	<b>MS for the Arts</b> 9:00am-9:50am <b>New Heights MS</b> 10:00am-10:25am <b>AF Crown Heights</b> 11:50am-2:15pm

**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 New Heights MS will be part of the K391 School Safety Committee. As a member of the School Safety Committee, the leader/designee of New Heights MS 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 New Heights MS with MS for the Arts and AF Crown Heights will be addressed on an ongoing basis. Moreover, the Safety Plan for the K391 school building will be modified as appropriate to meet any changing security needs associated with the co-location. New Heights MS will enter information in the K391 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 K391 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>11</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>11</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".