

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 open and co-locate 07X259, a new high school in school building X655 (“X655”), located at 455 Southern Boulevard, Bronx, NY 10455, within the geographical confines of Community School District 7 (“District 7”), beginning in 2013-2014. If this proposal is approved, 07X259 will be co-located in building X655 with Samuel Gompers Career and Technical Education High School (07X655, “Samuel Gompers”), an existing high school that is in the process of phasing out and will close following the 2014-2015 school year;¹ Mott Haven Community High School (07X557, “Mott Haven Community”), a transfer school that serves students between the ages of 16 and 21 and does not organize students by grades,² and New Visions Charter High School for the Humanities II (84X208, “HUM II”),³ an existing high school that currently serves students in ninth grade and will reach its full scale of ninth through twelfth grade in 2015-2016.⁴ 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.

07X259 will offer a rigorous academic program of a career and technical education and prepare students for post-secondary college and careers. 07X259 will provide a six-year Early College program, meaning that it will serve students in ninth through twelfth grades, and students in the twelfth grade who have finished their high school graduation requirements will have the option of staying for a fifth and sixth year. During these two years, students will have the opportunity to intern at local health facilities and enroll in off-site classes at Hostos Community College of The City University of New York (“CUNY”) and Bronx Community College of CUNY. Students will primarily complete their studies at these off-site partnerships and will only occasionally be on the Samuel Gompers campus; as described below, two additional classrooms will be allocated to 07X259’s baseline for use by fifth- and sixth-year students on an as-needed basis, once the program has grown to serve fifth- and sixth- year students. For purposes of this proposal, students participating in the six-year Early College program will be designated as twelfth-graders during their fifth and sixth years. 07X259 will be at full scale when it serves students in ninth through twelfth grades, as well as students participating in the fifth and sixth years of the Early College program, which will happen in the 2018-2019 school year.

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 among 07X259, Samuel Gompers, Mott Haven Community and HUM II. It also includes a proposal for the collaborative usage of shared resources and spaces between 07X259, Samuel Gompers, Mott Haven Community and HUM II, 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

¹ The proposal to phase out Samuel Gompers was approved by the Panel for Educational Policy (“PEP”) on February 9, 2012, and the school stopped accepting new ninth-grade students in 2012-2013. That proposal is available at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Feb2012Proposals.htm>

² Transfer schools are designed to create a personalized learning environment and to provide students with connections to college. Students graduate with a high school diploma from the transfer school they attend. Transfer schools are small academically rigorous high schools designed to re-engage students who have dropped out of high school or have fallen behind.

³ HUM II is run by New Visions for Public Schools, an organization authorized by The State University of New York to operate four schools charter schools.

⁴ HUM II will not reach stable enrollment until 2017-2018. HUM II opened in 2012-2013 with five sections of ninth-grade students; however, it plans to begin admitting six sections of ninth grade the 2014-2015 school year, and will serve six sections of students across all four high school grades beginning in 2017-2018.

We have applied the DOE Instructional Footprint (“Footprint”)⁵ 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 ADMINSTRATIVE 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 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.

⁵ 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

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 November 7, 2012 by the Bronx Director of Space Planning, building X655 has a total of 62 full-size classrooms/spaces,⁶ 24 half-size classrooms/spaces,⁷ and the equivalent of 4 full-size designed administrative spaces. Building X655 also has a cafeteria, a gymnasium, an auditorium, and a library, all of which are currently shared and will continue to be shared spaces in 2013-2014 and beyond.

The below spaces are shared spaces or contain building services and therefore are not included in the allocation of space for an individual school:

- The School Based Support Team ("SBST") occupies 1 half-size room.
- School Safety occupies 1 half-size room.
- The nurse's office occupies 1 half-size room.
- The custodian's office occupies 2 half-size rooms.
- The Records Room occupies 0.5 full size equivalent ("FSE") room of designed administrative space.
- The Fitness Center occupies 1 full-size room.

Excluding the spaces outlined above, building X655 has a total of 61 full-size rooms (including 3 science labs, and 2 science demonstration rooms, and several shop spaces), 19 half-size rooms, and 3.5 FSE rooms of designed administrative space remaining to be allocated to the co-located schools in X655. This space totals 74 FSE rooms. With respect to the shop spaces, the DOE will work with the schools to allocate those facilities between Samuel Gompers, HUM II, and 07X259 which will all provide CTE programming.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	62	24	0	4
Building Spaces	1	5	0	0.5
Total to be Allocated	61	19	0	3.5

2012-2013 (CURRENT SCHOOL YEAR)

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

⁶ Full-Size classrooms have an area of 500 square feet or more.

⁷ Half-Size classrooms have an area of less than 500 square feet but greater than 239 square feet.

2012-2013	Total Enrolled ⁸	GE/ICT Sections	SC Sections
Gompers	428	16	0
Mott Haven	162	7	0
HUM II	119	5	0

The table below summarizes the baseline footprint allocations for Samuel Gompers, Mott Haven Community and HUM II, 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.

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)
Gompers	Baseline Footprint Allocation	16.00	1.00	2.50	0.00	1.00	0.00	3.00	16.00	2.00	0.00	2.50
	Current Space Allocation	35.00	8.00	2.50	1.00	0.00	0.00	3.50	36.00	8.00	0.00	2.50
Mott Haven	Baseline Footprint Allocation	7.00	1.00	0.50	0.00	3.00	0.00	2.00	7.00	4.00	0.00	0.50
	Current Space Allocation	12.00	7.00	0.50	1.00	2.00	0.00	2.50	13.00	9.00	0.00	0.50
HUM II	Baseline Footprint Allocation	5.00	1.00	0.50	1.00	1.00	0.00	2.00	6.00	2.00	0.00	0.50
	Current Space Allocation	11.00	1.00	0.50	1.00	1.00	0.00	1.50	12.00	2.00	0.00	0.50

⁸ All figures are from the 2012-2013 Unaudited Register (as of October 26, 2012) or charter headcount as of October 1, 2012.

As demonstrated in the table above, Samuel Gompers is using 20 full-size and 6 half-size classroom spaces in excess of its Footprint allocation. Mott Haven Community is currently using 6 full-size and 5 half-size classroom spaces in excess of its Footprint allocation. HUM II is currently using 6 full-size classroom spaces in excess of its Footprint allocation. The table below summarizes the available space within X655 after each school has received its baseline allocation, which will be allocated to Gompers, Mott Haven Community, and HUM II for 2012-2013.

2012-2013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	32.00	11.00	0.00	0.00

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If approved, in the 2013-2014 school year, 07X259's ninth-grade students would be sited in X655.

There will be 61 full-size, 19 half-size, and 3.5 FSE designed administrative spaces to be allocated among 07X259, Gompers, Mott Haven Community, and HUM II.

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

2013-2014	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
Gompers	195 - 235	9	0
Mott Haven	180 - 220	9	0
HUM II	240 - 260	10	0
07X259	105 - 115	4	0

After 07X259, Gompers, Mott Haven Community, and HUM II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

⁹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	29.00	2.00	0.00	0.00

The excess space will be allocated among Gompers, Mott Haven Community, HUM II, and 07X259, based upon the physical location of the available space in relation to the location of each school within the building, as well as the relative enrollment of the schools.¹⁰

The table below summarizes the full 2013-2014 room allocation plan for Gompers, Mott Haven Community, HUM II and 07X259 based on their baseline footprint allocation plus the excess space allocation.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
Gompers	Baseline Footprint Allocation	9.00	1.00	2.50	0.00	0.00	0.00	2.50	8.00	0.00	0.00	0.00	17.00	1.00	0.00	2.50
Mott Haven	Baseline Footprint Allocation	9.00	1.00	0.50	0.00	4.00	0.00	2.50	7.00	2.00	0.00	0.00	16.00	7.00	0.00	0.50
HUM II	Baseline Footprint Allocation	10.00	2.00	0.50	0.00	4.00	0.00	2.50	10.00	0.00	0.00	0.00	20.00	6.00	0.00	0.50
07X259	Baseline Footprint Allocation	4.00	1.00	0.00	0.00	4.00	0.00	2.00	4.00	0.00	0.00	0.00	8.00	5.00	0.00	0.00

In total, Gompers will be allocated 17 full-size, 1 half-size and 2.5 FSE designed administrative spaces. Mott Haven Community will be allocated 16 full-size, 7 half-size and 0.5 FSE designed administrative spaces. HUM II will be allocated 20 full-size, 6 half-size and 0.5 FSE designed administrative spaces. 07X259 will be allocated 8 full-size and 5 half-size rooms.

¹⁰ The excess space allocation is subject to change pending final enrollment projections.

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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)
Gompers	36.00	8.00	0.00	2.50	17.00	1.00	0.00	2.50	-19.00	-7.00	0.00	0.00
Mott Haven	13.00	9.00	0.00	0.50	16.00	7.00	0.00	0.50	+3.00	-2.00	0.00	0.00
HUM II	12.00	2.00	0.00	0.50	20.00	6.00	0.00	0.50	+8.00	+4.00	0.00	0.00
07X259	0.00	0.00	0.00	0.00	8.00	5.00	0.00	0.00	+8.00	+5.00	0.00	0.00

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. Gompers will complete its phase-out at the end of the 2014-2015 school year.

2014-2015	Projected Enrollment ¹¹	GE/ICT Sections	SC Sections
Gompers	85 - 125	5	0
Mott Haven	230 - 270	10	0
HUM II	385 - 420	16	0
07X259	210 - 230	8	0

After Samuel Gompers, Mott Haven Community, HUM II and 07X259 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

¹¹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	22.00	0.00	0.00	0.00

The excess space will be allocated among Samuel Gompers, Mott Haven Community, HUM II and 07X259 based upon the physical location of the available space in relation to the location of each school within the building, as well as the enrollment of the schools.¹²

The table below summarizes the full 2014-2015 room allocation plan for Samuel Gompers, Mott Haven Community, HUM II and 07X259 based on their baseline footprint allocation plus the excess space allocation.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
Gompers	Baseline Footprint Allocation	5.00	1.00	2.00	0.00	0.00	0.00	2.00	3.00	0.00	0.00	0.00	8.00	1.00	0.00	2.00
	Mott Haven	Baseline Footprint Allocation	10.00	1.00	0.50	0.00	4.00	0.00	2.50	5.00	0.00	0.00	0.00	15.00	5.00	0.00
HUM II	Baseline Footprint Allocation	16.00	3.00	0.50	0.00	5.00	0.00	3.00	9.00	0.00	0.00	0.00	25.00	8.00	0.00	0.50
07X259	Baseline Footprint Allocation	8.00	1.00	0.50	0.00	4.00	0.00	2.50	5.00	0.00	0.00	0.00	13.00	5.00	0.00	0.50

¹² The excess space allocation is subject to change pending final enrollment projections.

In total, Samuel Gompers will be allocated 8 full-size, 1 half-size and 2 FSE designed administrative spaces. Mott Haven Community will be allocated 15 full-size, 5 half-size and 0.5 FSE designed administrative spaces. HUM II will be allocated 25 full-size, 8 half-size and 0.5 FSE designed administrative spaces. 07X259 will be allocated 13 full-size, 5 half-size and 0.5 FSE designed administrative spaces.

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

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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)
Gompers	17.00	1.00	0.00	2.50	8.00	1.00	0.00	2.00	-9.00	0.00	0.00	-0.50
Mott Haven	16.00	7.00	0.00	0.50	15.00	5.00	0.00	0.50	-1.00	-2.00	0.00	0.00
HUM II	20.00	6.00	0.00	0.50	25.00	8.00	0.00	0.50	+5.00	+2.00	0.00	0.00
07X259	8.00	5.00	0.00	0.00	13.00	5.00	0.00	0.50	+5.00	0.00	0.00	+0.5

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school. Samuel Gompers will have phased out of the building by 2015-2016.

2015-2016	Projected Enrollment ¹³	GE/ICT Sections	SC Sections
Mott Haven	230 - 270	10	0
HUM II	530 - 580	22	0
07X259	315 - 345	12	0

¹³ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After Mott Haven Community, HUM II and 07X259 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	17.00	2.00	0.00	0.00

The excess space will be allocated among Mott Haven Community, HUM II and 07X259 based upon the physical location of the available space in relation to the location of each school within the building, as well as the enrollment of the schools.¹⁴

The table below summarizes the full 2015-2016 room allocation plan for Mott Haven Community, HUM II and 07X259 based on their baseline footprint allocation plus the excess space allocation.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
Mott Haven	Baseline Footprint Allocation	10.00	1.00	0.50	0.00	4.00	0.00	2.50	4.00	1.00	0.00	0.00	14.00	6.00	0.00	0.50
HUM II	Baseline Footprint Allocation	22.00	3.00	1.00	0.00	6.00	0.00	4.00	8.00	1.00	0.00	0.00	30.00	10.00	0.00	1.00
07X259	Baseline Footprint Allocation	12.00	1.00	2.00	0.00	2.00	0.00	3.00	5.00	0.00	0.00	0.00	17.00	3.00	0.00	2.00

in total, Mott Haven Community will be allocated 14 full-size, 6 half-size and 0.5 fse designed administrative spaces. HUM II will be allocated 30 full-size, 10 half-size and 1.0 fse designed administrative spaces. 07X259 will be allocated 17 full-size, 3 half-size and 2.0 FSE designed administrative spaces.

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

¹⁴ The excess space allocation is subject to change pending final enrollment projections.

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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)
Gompers	8.00	1.00	0.00	2.00	0.00	0.00	0.00	0.00	-8.00	-1.00	0.00	-2.00
Mott Haven	15.00	5.00	0.00	0.50	14.00	6.00	0.00	0.50	-1.00	+1.00	0.00	0.00
HUM II	25.00	8.00	0.00	0.50	30.00	10.00	0.00	1.00	+5.00	+2.00	0.00	+0.50
07X259	13.00	5.00	0.00	0.50	17.00	3.00	0.00	2.00	+4.00	-2.00	0.00	+1.50

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017.

2016-2017	Projected Enrollment ¹⁵	GE/ICT Sections	SC Sections
Mott Haven	230 - 270	10	0
HUM II	555 - 610	23	0
07X259	420 - 460	16	0

After Mott Haven Community, HUM II and 07X259 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	12.00	1.00	0.00	0.00

¹⁵ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The excess space will be allocated among Mott Haven Community, HUM II and 07X259 based upon the physical location of the available space in relation to the location of each school within the building, as well as the enrollment of the schools.¹⁶

The table below summarizes the full 2016-2017 room allocation plan for Mott Haven Community, HUM II and 07X259 based on their baseline footprint allocation plus the excess space allocation.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
Mott Haven	Baseline Footprint Allocation	10.00	1.00	0.50	0.00	4.00	0.00	2.50	2.00	1.00	0.00	0.00	12.00	6.00	0.00	0.50
HUM II	Baseline Footprint Allocation	23.00	3.00	1.00	0.00	6.00	0.00	4.00	6.00	0.00	0.00	0.00	29.00	9.00	0.00	1.00
07X259	Baseline Footprint Allocation	16.00	1.00	2.00	0.00	3.00	0.00	3.50	4.00	0.00	0.00	0.00	20.00	4.00	0.00	2.00

In total, Mott Haven Community will be allocated 12 full-size, 6 half-size, and 0.5 fse designed administrative spaces. HUM II will be allocated 29 full-size, 9 half-size and 1.0 FSE designed administrative spaces. 07X259 will be allocated 20 full-size, 4 half-size and 2.0 FSE designed administrative spaces. The room change is reflected below for the 2015-2016 school year to the 2016-2017 school year.

¹⁶ The excess space allocation is subject to change pending final enrollment projections.

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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)
Mott Haven	14.00	6.00	0.00	0.50	12.00	6.00	0.00	0.50	-2.00	0.00	0.00	0.00
HUM II	30.00	10.00	0.00	1.00	29.00	9.00	0.00	1.00	-1.00	-1.00	0.00	0.00
07X259	17.00	3.00	0.00	2.00	20.00	4.00	0.00	2.00	+3.00	+1.00	0.00	0.00

2017-2018 (FIFTH YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018. 2017-2018 is the first year that 07X259's Early College program will serve students in their fifth year of study. Students will primarily complete their studies at off-site partnerships and will only occasionally be on the Samuel Gompers campus. For this reason, X259's baseline allocation has been increased by 1 full-size room, to meet any on-campus needs of students in their fifth year of the Early College program.

2017-2018	Projected Enrollment ¹⁷	GE/ICT Sections	SC Sections
Mott Haven	230 - 270	10	0
HUM II	580 - 640	24	0
07X259	580 - 640	16	0

After Mott Haven Community, HUM II and 07X259 have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

¹⁷ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10.00	1.00	0.00	0.00

The excess space will be allocated among Mott Haven Community, HUM II and 07X259 based upon the physical location of the available space in relation to the location of each school within the building, as well as the enrollment of the schools.¹⁸

The table below summarizes the full 2017-2018 room allocation plan for Mott Haven Community, HUM II and 07X259 based on their baseline footprint allocation plus the excess space allocation.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
Mott Haven	Baseline Footprint Allocation	10.00	1.00	0.50	0.00	4.00	0.00	2.50	2.00	1.00	0.00	0.00	12.00	6.00	0.00	0.50
HUM II	Baseline Footprint Allocation	24.00	3.00	1.00	0.00	6.00	0.00	4.00	5.00	0.00	0.00	0.00	29.00	9.00	0.00	1.00
07X259	Baseline Footprint Allocation	17.00	1.00	2.00	0.00	3.00	0.00	3.50	3.00	0.00	0.00	0.00	20.00	4.00	0.00	2.00

In total, Mott Haven Community will be allocated 12 full-size, 6 half-size, and 0.5 FSE designed administrative spaces. HUM II will be allocated 29 full-size, 9 half-size and 1.0 FSE designed administrative spaces. 07X259 will be allocated 20 full-size, 4 half-size and 2.0 FSE designed administrative spaces.

¹⁸ The excess space allocation is subject to change pending final enrollment projections.

The room change is reflected below for the 2016-2017 school year to the 2017-2018 school year.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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)
Mott Haven	12.00	6.00	0.00	0.50	12.00	6.00	0.00	0.50	0.00	0.00	0.00	0.00
HUM II	29.00	9.00	0.00	1.00	29.00	9.00	0.00	1.00	0.00	0.00	0.00	0.00
07X259	20.00	4.00	0.00	2.00	20.00	4.00	0.00	2.00	0.00	0.00	0.00	0.00

2018-2019 (SIXTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2018-2019. 2018-2019 is the first year that 07X259's Early College program will serve students in their sixth year of study. Students in both their fifth and sixth years of the Early College program will primarily complete their studies at off-site partnerships and will only occasionally be on the Samuel Gompers campus. In 2018-2019, the DOE will designate an additional one of 07X259's excess rooms as part of its baseline allocation, such that there will be two classrooms to meet any on-campus needs of students in their fifth and sixth years of the Early College program.

2018-2019	Projected Enrollment ¹⁹	GE/ICT Sections	SC Sections
Mott Haven	230 - 270	10	0
HUM II	580 - 640	24	0
07X259	630 - 690	16	0

After Mott Haven Community, HUM II and 07X259 have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

¹⁹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	9.00	1.00	0.00	0.00

The excess space will be allocated among Mott Haven Community, HUM II and 07X259 based upon the physical location of the available space in relation to the location of each school within the building, as well as the enrollment of the schools.²⁰

The table below summarizes the full 2017-2018 room allocation plan for Mott Haven Community, HUM II and 07X259 based on their baseline footprint allocation plus the excess space allocation.

2018-2019		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
Mott Haven	Baseline Footprint Allocation	10.00	1.00	0.50	0.00	4.00	0.00	2.50	2.00	1.00	0.00	0.00	12.00	6.00	0.00	0.50
HUM II	Baseline Footprint Allocation	24.00	3.00	1.00	0.00	6.00	0.00	4.00	5.00	0.00	0.00	0.00	29.00	9.00	0.00	1.00
07X259	Baseline Footprint Allocation	18.00	1.00	2.00	0.00	3.00	0.00	3.50	2.00	0.00	0.00	0.00	20.00	4.00	0.00	2.00

In total, Mott Haven Community will be allocated 12 full-size, 6 half-size, and 0.5 FSE designed administrative spaces. HUM II will be allocated 29 full-size, 9 half-size and 1.0 FSE designed administrative spaces. 07X259 will be allocated 20 full-size, 4 half-size and 2.0 FSE designed administrative spaces.

²⁰ The excess space allocation is subject to change pending final enrollment projections.

The room change is reflected below for the 2017-2018 school year to the 2018-2019 school year.

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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)
Mott Haven	12.00	6.00	0.00	0.50	12.00	6.00	0.00	0.50	0.00	0.00	0.00	0.00
HUM II	29.00	9.00	0.00	1.00	29.00	9.00	0.00	1.00	0.00	0.00	0.00	0.00
07X259	20.00	4.00	0.00	2.00	20.00	4.00	0.00	2.00	0.00	0.00	0.00	0.00

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 X655. 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,²¹ 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.²² 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 07X259 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 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 Samuel Gompers, Mott Haven Community, HUM II and 07X259 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably: **Cafeteria:**

²¹ See DOE's Office of School Food website at: <http://www.opt-osfns.org/schoolfood/public1/default.aspx>

²² See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon the capacity of the cafeteria and the projected enrollments of Samuel Gompers, Mott Haven Community, HUM II and 07X259. Each organization will be able to accommodate its students in the cafeteria within its proposed daily allocation of time.
- The cafeteria has the capacity to serve 200 students.

Breakfast

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Samuel Gompers, Mott Haven Community and HUM II; because not all students participate, the cafeteria can accommodate overlapping breakfast schedules across the schools. The schedule calls for each individual student to receive the same amount of time in the cafeteria during customary breakfast times, regardless of which school he or she attends, and breakfast times are scheduled just before each school's start time. Thus, the DOE believes that this plan treats all schools equitably and comparably.
 - 07X259 will be scheduled for breakfast from 7:15am to 8:00am and will receive 45 minutes daily, or 3 hours and 45 minutes per week, to serve breakfast.
 - Samuel Gompers will be scheduled for breakfast from 8:15am to 9:00am and will receive 45 minutes daily, or 3 hours and 45 minutes per week, to serve breakfast.
 - Mott Haven Community will be scheduled for breakfast from 7:45am to 8:30am and will receive 45 minutes daily, or 3 hours and 45 minutes per week, to serve breakfast.
 - HUM II will be scheduled for breakfast from 7:15am to 8:00am and will receive 45 minutes daily, or 3 hours and 45 minutes per week, to serve breakfast.

Lunch

- The 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.
 - 07X259, Samuel Gompers and Mott Haven will be scheduled to have three 50 minute lunch periods for lunch from 10:30am to 1:00pm and will receive 2 hours and 30 minutes daily, or 12 hours and 30 minutes per week, to serve lunch.
 - HUM II will be scheduled to have two 50 minute lunch periods for lunch from 1:00pm to 2:40pm and will receive 1 hour and 40 minutes daily, or 8 hours and 20 minutes per week, to serve lunch.

Gymnasium, Library, and Auditorium:

Gymnasium

- The DOE notes that the gymnasium is a shared space and proposes to allocate time in the gymnasium based on the relative projected enrollment of each school.
- The gymnasium has the capacity to serve 400 students.
 - 07X259 will be allocated 5 hours per week.

- Samuel Gompers will be allocated 9 hours per week.
- Mott Haven Community will be allocated 9 hours per week.
- HUM II will be allocated 11 hours 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.
 - 07X259 will be allocated 1 hour three times a week, or 3 hours per week.
 - Samuel Gompers will be allocated 1 hour and 45 minutes three times a week, or 5 hours and 15 minutes per week.
 - Mott Haven Community will be allocated 2 hours and 30 minutes two times a week, or 5 hours per week.
 - HUM II will be allocated 3 hours two times a week, or 6 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 730 students.
 - 07X259 will be allocated 1 hour and 15 minutes two times a week, or 2 hours and 30 minutes per week.
 - Samuel Gompers will be allocated 2 hours and 15 minutes two times a week, or 4 hours and 30 minutes per week.
 - Mott Haven Community will be allocated 1 hours and 30 minutes three times a week, or 4 hours and 30 minutes per week.
 - HUM II will be allocated 2 hours three times a week, or 6 hours per week.

After School Programs

- The DOE notes that currently X655's 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 07X259 is co-located in the building.

In 2013-2014, the DOE projects 07X259 will serve 105 – 115 students, Samuel Gompers will serve 195 - 235 students, Mott Haven Community will serve 180 - 220 students, and HUM II will serve 240 - 260 students in X655. Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end of the school day, Gompers’ school day will run from approximately 8:04 a.m. to 3:36 p.m. Mott Haven Community’s school day will run from approximately 9:05 a.m. to 3:45 p.m. HUM II’s school day will run from approximately 8:30 a.m. to 4:30 p.m. Since 07X259 does not currently exist, it does not have a current school start or end time for those grades. However, the DOE believes 07X259 will have the same start and end time of approximately 8:04 a.m. to 3:36 p.m as Samuel Gompers, the existing CTE school in building X655.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 200)	<p><u>Breakfast:</u> Samuel Gompers, 07X259 7:15am-8:00am</p> <p>HUM II 7:45am-8:30am</p> <p>Mott Haven 8:15am-9:00am</p> <p><u>Lunch:</u> Samuel Gompers, Mott Haven, 07X259 10:30am-1:00pm</p> <p>HUM II 1:00pm-2:40pm</p>	<p><u>Breakfast:</u> Samuel Gompers, 07X259 7:15am-8:00am</p> <p>HUM II 7:45am-8:30am</p> <p>Mott Haven 8:15am-9:00am</p> <p><u>Lunch:</u> Samuel Gompers, Mott Haven, 07X259 10:30am-1:00pm</p> <p>HUM II 1:00pm-2:40pm</p>	<p><u>Breakfast:</u> Samuel Gompers, 07X259 7:15am-8:00am</p> <p>HUM II 7:45am-8:30am</p> <p>Mott Haven 8:15am-9:00am</p> <p><u>Lunch:</u> Samuel Gompers, Mott Haven, 07X259 10:30am-1:00pm</p> <p>HUM II 1:00pm-2:40pm</p>	<p><u>Breakfast:</u> Samuel Gompers, 07X259 7:15am-8:00am</p> <p>HUM II 7:45am-8:30am</p> <p>Mott Haven 8:15am-9:00am</p> <p><u>Lunch:</u> Samuel Gompers, Mott Haven, 07X259 10:30am-1:00pm</p> <p>HUM II 1:00pm-2:40pm</p>	<p><u>Breakfast:</u> Samuel Gompers, 07X259 7:15am-8:00am</p> <p>HUM II 7:45am-8:30am</p> <p>Mott Haven 8:15am-9:00am</p> <p><u>Lunch:</u> Samuel Gompers, Mott Haven, 07X259 10:30am-1:00pm</p> <p>HUM II 1:00pm-2:40pm</p>
Library (Capacity: N/A)	<p>07X259 10:00am-11:00am</p> <p>Samuel Gompers 12:15pm-2:00pm</p>	<p>Mott Haven 9:30am-12:00pm</p> <p>HUM II 12:00pm-3:00pm</p>	<p>07X259 10:00am-11:00am</p> <p>Samuel Gompers 12:15pm-2:00pm</p>	<p>Mott Haven 9:30am-12:00pm</p> <p>HUM II 12:00pm-3:00pm</p>	<p>07X259 10:00am-11:00am</p> <p>Samuel Gompers 12:15pm-2:00pm</p>

Gymnasium (Capacity: 400)	Samuel Gompers 8:00am-10:00am	Samuel Gompers 8:00am-9:30am	Samuel Gompers 8:00am-10:00am	Samuel Gompers 8:00am-9:30am	Samuel Gompers 8:00am-10:00am
	Mott Haven 10:00am-12:00pm	Mott Haven 9:30am-11:00am	Mott Haven 10:00am-12:00pm	Mott Haven 9:30am-11:00am	Mott Haven 10:00am-12:00pm
	HUM II 12:00pm-3:00pm	07X259 11:00am-1:30pm	HUM II 12:00pm-3:00pm	07X259 11:00am-1:30pm	HUM II 12:00pm-3:00pm
		HUM II 1:30PM-2:30PM		HUM II 1:30PM-2:30PM	
Auditorium (Capacity: 730)	HUM II 9:00am-11:00am	Samuel Gompers 8:00am-10:15am	HUM II 9:00am-11:00am	Samuel Gompers 8:00am-10:15am	HUM II 9:00am-11:00am
	Mott Haven 10:00am-11:30am	07X259 10:00am-11:15am	Mott Haven 10:00am-11:30am	07X259 10:00am-11:15am	Mott Haven 10:00am-11:30am

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 07X259 will be part of the X655 School Safety Committee. As a member of the School Safety Committee, the leader/designee of 07X259 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 07X259 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X655 school building will be modified as appropriate to meet any changing security needs associated with the co-location. 07X259 will enter information in the X655 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 X655 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 2011,²³ 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.

²³ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".