

## **BUILDING UTILIZATION PLAN**

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the DOE is proposing to expand the grades served in building M045 ("M045") by Harlem Village Academy Leadership Charter School (84M335, "HVA Leadership") from kindergarten through second and fifth through eighth grade to kindergarten through eighth grade.<sup>1</sup> HVA Leadership is an existing public charter school currently serving students in kindergarten and fifth through twelfth grades. HVA Leadership is currently phasing in first and second grades and will serve kindergarten through second and fifth through twelfth grades by 2014-2015. HVA Leadership's kindergarten and fifth through eighth grade students are served in building M045 at 2351 1st Avenue New York, NY 10035 in Community School District 4 ("District 4"). Students in ninth through twelfth grade are served in private space located at 413 East 120th Street New York, NY 10035. If this proposal is approved, HVA Leadership would serve students in kindergarten through eighth grade in M045. HVA Leadership would continue to serve its high school students in its present private space.

HVA Leadership's current kindergarten and middle school grades are co-located in M045 with a district middle school, M.S. 45/S.T.A.R.S. Prep Academy (04M045, "M.S. 45") and a district high school, Coalition School for Social Change (04M409, "Coalition"). A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias. This proposal would expand the grades served by HVA Leadership in M045 to include third and fourth grades.

In a separate EIS published on January 14, 2013, the DOE is proposing to close M.S. 45 because of its low performance and its inability to turn around quickly to better support student needs. If that proposal is approved, M.S. 45 will close at the end of the 2012-2013 school year. Current sixth and seventh grade students, and current eighth grade students who do not meet promotional standards at the end of the school year, will be offered seats at other District 4 middle schools or at middle schools in their district of residence. Current eighth grade students who meet promotional standards at the end of the school year will be supported through the Citywide High School Admissions Process to select a high school.

For the purposes of this Building Utilization Plan ("BUP") and attached EIS describing the proposal to expand the grades served by HVA Leadership, it is assumed that the proposal to close M.S. 45 will be approved by the Panel for Educational Policy ("PEP"). If the proposal to close M.S. 45 is not approved, this BUP and the accompanying EIS describing the grade expansion of HVA leadership will be revised as necessary.

HVA Leadership was approved by its charter authorizer, the State University of New York Charter Schools Institute ("SUNY CSI") to open in 2005. HVA Leadership is authorized to serve kindergarten through second and fifth through twelfth grade. HVA Leadership has informed the DOE that it intends to apply to SUNY CSI to expand its grade span to serve students in kindergarten through twelfth grade, reaching full scale in 2016-2017. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny HVA Leadership's request to expand, or if HVA Leadership fails to make this request, HVA Leadership will only serve its approved grade span in M045.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between HVA Leadership, M.S. 45, and Coalition as HVA Leadership continues to phase in its approved elementary grades through 2014-2015 and then expands to serve third grade in 2015-2016 and fourth grade in 2016-2017 in M045. M.S. 45 is not allocated space in this plan for any years after the conclusion of the 2012-2013 school year, as it is assumed in this proposal that M.S. 45 will close at the end of the 2012-2013 school year. This BUP also includes a proposal for the collaborative usage of shared resources and spaces between HVA Leadership and Coalition, including the cafeteria, library, gymnasium, dance studio and auditorium. The proposed shared space plan assures equitable access to these facilities. M.S. 45 is not included in the proposed shared space plan, as it is assumed in this proposal that M.S. 45 will close at the end of the 2012-2013 school year. 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 grade expansion.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed grade expansion is approved by the PEP.

### METHODOLOGY

---

<sup>1</sup> The proposal can be found at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/April2012Proposals>

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

**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 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 grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for when it is 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 room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five 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 full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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

**Allocation of Classrooms and Administrative Space**

<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. The Footprint is available at: <http://schools.nyc.gov/community/planning/default.htm> under “Key Documents.” A more comprehensive version of the Footprint is not yet available online, but it can be provided upon request.

According to a building walk-through and survey performed by the Manhattan Director of Space Planning on October 15, 2012, M045 has a total of 61 full-size rooms,<sup>3</sup> 23 half-size rooms,<sup>4</sup> 3 quarter-size rooms, and 3.5 full-size equivalent ("FSE") rooms of designed administrative space. M045 also contains a gymnasium, an auditorium, a cafeteria, a library, and a science lab. The below spaces are shared spaces or contain building services and are not included in the allocation of space for any individual school:

- The School Based Support Team occupies 1 half-size room of designed administrative space.
- The custodian's office occupies 1 half-size room of designed administrative space.
- The nurse's office occupies 1 full-size room of designed administrative space.
- El Faro Beacon, a CBO, occupies 1 full-size room, 1 half-size room and 1 quarter-size room.
- DNA Lab, a specialty lab, occupies 1 full-size room.
- Community Education Council 4 occupies 1 full-size room.
- A dance studio occupies 1 full-size room.

In the 2012-2013 school year, excluding the spaces outlined above, M045 has a total of: 57 full-size rooms, 22 half-size rooms, 2 quarter-size rooms, and 1.5 FSE of designed administrative office/space remaining that can be allocated to M.S. 45, Coalition, and HVA Leadership's elementary and middle school grades:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	61	23	3	3.5
SHARED SPACES or Building Services	4	1	1	2.0
<b>Remaining Total Currently Allocated</b>	<b>57</b>	<b>22</b>	<b>2</b>	<b>1.5</b>

<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.

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

The table below summarizes the total enrollment and sections served at M.S. 45, Coalition and HVA Leadership's kindergarten and fifth through eighth grades in 2012-2013:

2012-2013	Grades Served	Total Enrolled <sup>5</sup>	GE/ICT Sections	SC Sections
M.S. 45	6-8	143	5	1
Coalition	9-12	363	14	2
HVA Leadership	K, 5-8	435	16	0

The table below summarizes M.S. 45, Coalition and HVA Leadership's baseline Footprint allocations, which are based on the methodology described at the beginning of this document. The current space allocation is the amount of space that M.S. 45, Coalition and HVA Leadership are currently using:<sup>6</sup>

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation <sup>7</sup>				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
M.S. 45	Baseline Footprint Allocation	6	2	1.5	0	0	2	2.0	6	2	2	1.5
	Current Space Allocation	12	2	1.5	0	4	2	4.0	12	6	2	1.5
Coalition	Baseline Footprint Allocation	14	3	0.0	2	2	0	3.0	16	5	0	0.0
	Current Space Allocation	21	3	0.0	2	5	0	4.5	23	8	0	0.0
HVA Leadership	Baseline Footprint Allocation	18	2	0.0	2	2	0	3.0	20	4	0	0.0
	Current Space Allocation	20	2	0.0	2	6	0	5.0	22	8	0	0.0

<sup>5</sup> All figures are from the 2012-2013 Unaudited Register (as of October 26, 2012).

<sup>6</sup> Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint of FSE spaces for administrative use.

<sup>7</sup> Compared to the previously posted BUP, posted on February 29, 2012 and amended March 26, 2012, for the grade expansion of HVA Leadership to include kindergarten through second grade as well as fifth through eighth grades, M.S. 45's baseline footprint has changed. M.S. 45's baseline allocation has decreased in this BUP due to enrollment decreases beyond projections in the 2012-2013 school year.

Coalition's baseline footprint has also changed. Coalition's baseline footprint has increased due to changes in self-contained section count beyond projections in the 2012-2013 school year. For the previous BUP that allocated space to each school for 2012-2013, please refer to <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/April2012Proposals>

In total, M.S. 45 is using 12 full-size, 6 half-size, 2 quarter-size, and 1.5 designed administrative spaces. This is 6 full-size and 4 half-size spaces in excess of M.S. 45's baseline allocation. Coalition is using 23 full-size and 8 half-size spaces. This is 7 full-size spaces and 3 half-size spaces in excess of Coalition's baseline allocation. HVA Leadership is using 22 full-size and 8 half-size spaces. This is 2 full-size and 4 half-size spaces in excess of HVA Leadership's baseline allocation.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	15	11	0	0

This is the final year of M.S. 45's co-location with Coalition and HVA Leadership in M045.

**2013-2014:**

In the 2013-2014 school year, HVA Leadership will expand to serve first grade students in addition to the kindergarten and fifth through eighth grade students that the school currently serves in M045. M.S. 45 will no longer serve students in the building. Coalition will continue to serve students in grades nine through twelve.

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

2013-2014	Grades Served	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
Coalition	9-12	345 - 380	14	3
HVA Leadership	K-1, 5-8	455 - 540	20	0

After Coalition and HVA Leadership have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	19	7	2	1.5

The table below summarizes the full 2013-2014 room allocation plan for Coalition and HVA Leadership based on their baseline Footprint allocations, plus the excess space allocations:

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)
Coalition	Baseline Footprint Allocation	14	4	0.0	1	4	0	3.0	8	1	1	1.5	23	9	1	1.5
	HVA Leadership	Baseline Footprint Allocation	22	2	0.0	1	5	0	3.5	11	6	1	0.0	34	13	1

<sup>8</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

In total, Coalition will be allocated 23 full-size rooms, 9 half-size rooms, 1 quarter-size room, and 1.5 FSE designed administrative space. This allocation includes 8 full-size rooms, 1 half-size room, 1 quarter-size room, and 1.5 FSE designed administrative space in excess of Coalition's baseline footprint.

HVA Leadership will be allocated 34 full-size rooms, 13 half-size rooms, and 1 quarter-size room. This allocation includes 11 full-size rooms, 6 half-size rooms, and 1 quarter-size room in excess of HVA Leadership's baseline footprint.

These 2013-2014 room allocations differ from the previous BUP issued for this year in order to reflect updated enrollment and section count projections.

The room change from the 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				Change (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M.S. 45	12	6	2	1.5	0	0	0	0.0	-12	-6	-2	-1.5
Coalition	23	8	0	0.0	23	9	1	1.5	0	+1	+1	+1.5
HVA Leadership	22	8	0	0.0	34	13	1	0.0	+12	+5	+1	0.0

**2014-2015:**

In 2014-2015, HVA Leadership will expand to serve students in kindergarten through second grade in M045, along with students in fifth through eighth grade. Coalition would continue to serve students in grades nine through twelve.

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

2014-2015	Grades Served	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
Coalition	9-12	345 – 380	14	3
HVA Leadership	K-2, 5-8	530 - 635	24	0

After Coalition and HVA Leadership have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	14	8	2	1.50

The table below summarizes the full 2014-2015 room allocation plan for Coalition and HVA Leadership 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)
Coalition	Baseline Footprint Allocation	14	4	0.0	1	4	0	3.0	5	2	1	1.5	20	10	1	1.5
HVA Leadership	Baseline Footprint Allocation	26	2	0.0	2	4	0	4.0	9	6	1	0	37	12	1	0.0

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

In total, Coalition will be allocated 20 full-size rooms, 10 half-size rooms, 1 quarter-size room and 1.5 FSE designed administrative space. This allocation includes 5 full-size rooms, 2 half-size rooms, 1 quarter-size room and 1.5 FSE designed administrative space in excess of Coalition's baseline footprint.

HVA Leadership will be allocated 37 full-size rooms, 12 half-size rooms, and 1 quarter-size room. This allocation includes 9 full-size rooms, 6 half-size rooms, and 1 quarter-size room in excess of HVA Leadership's baseline footprint.

The 2014-2015 room allocations differ from the previous BUP issued for this year in order to reflect updated enrollment and section count projections.

The room change from the 2013-2014 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				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)
Coalition	23	9	1	1.5	20	10	1	1.5	-3	+1	0	0.0
HVA Leadership	34	13	1	0.0	37	12	1	0.0	+3	-1	0	0.0

**2015-2016 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved and SUNY CSI has authorized HVA Leadership to expand to serve students in grades three and four, in 2015-2016 HVA Leadership will expand to serve students in kindergarten through third grade in M045 along with students in fifth through eighth grade.<sup>10</sup>

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

2015-2016	Grades Served	Projected Enrollment <sup>11</sup>	GE/ICT Sections	SC Sections

<sup>10</sup> Pursuant to the terms of its charter, HVA Leadership is currently only authorized to serve students in kindergarten through second and fifth through twelfth grades. HVA Leadership has informed the DOE that it intends to apply to SUNY CSI to revise its charter, expanding its grade span to include students in third through fourth grade. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny HVA Leadership's request to expand, or if HVA Leadership fails to make this request, HVA Leadership will only serve its approved grade span of kindergarten through second and fifth through twelfth grade, and the space allocation for the 2015-2016 school year contained in this BUP will not be applicable. In that case, the 2014-2015 school year will serve as the long term space allocation plan for building M045 and excess for both Coalition and HVA Leadership will be allocated between Coalition and HVA Leadership based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools.

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

Coalition	9-12	345-380	14	3
HVA Leadership	K-3, 5-8	620-745	28	0

After Coalition and HVA Leadership have received their respective baseline Footprint allocations 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	8	7	2	1.5

The table below summarizes the full 2015-2016 room allocation plan for Coalition and HVA Leadership based on their baseline Footprint allocations, 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)
Coalition	Baseline Footprint Allocation	14	4	0.0	1	4	0	3.0	2	2	1	1.5	17	10	1	1.5
HVA Leadership	Baseline Footprint Allocation	31	4	0.0	3	3	0	4.5	6	5	1	0.0	40	12	1	0.0

In total, Coalition will be allocated 17 full-size rooms, 10 half-size rooms, 1 quarter-size room and 1.5 FSE designed administrative space. This allocation includes 2 full-size rooms, 2 half-size rooms, 1 quarter-size room and 1.5 FSE designed administrative space in excess of Coalition's baseline footprint.

HVA Leadership will be allocated 40 full-size rooms, 12 half-size rooms, and 1 quarter-size room. This allocation includes 6 full-size rooms, 5 half-size rooms, and 1 quarter-size room in excess of HVA Leadership's baseline footprint.

The room change from the 2014-2015 to the 2015-2016 school year is reflected below:

Room Change (+/-)	Proposed 2014-2015 Grand Total Space Allocations				Proposed 2015-2016 Grand Total Space Allocations				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)
Coalition	20	10	1	1.5	17	10	1	1.5	-3	0	0	0.0
HVA Leadership	37	12	1	0	40	12	1	0.0	+3	0	0	0.0

**2016-2017 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved and SUNY CSI has authorized HVA Leadership to expand to serve students in grades three and four, in 2016-2017 HVA Leadership will serve students in kindergarten through eighth grade in M045.<sup>12</sup>

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

2016-2017	Grades Served	Projected Enrollment <sup>13</sup>	GE/ICT Sections	SC Sections
Coalition	9 - 12	345 - 380	14	3
HVA Leadership	K - 8	710 - 855	32	0

After Coalition and HVA Leadership have received their respective baseline Footprint allocations 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	4	6	2	1.5

<sup>12</sup> Pursuant to the terms of its charter, HVA Leadership is currently only authorized to serve students in kindergarten through second and fifth through twelfth grades. HVA Leadership has informed the DOE that it intends to apply to SUNY CSI to revise its charter, expanding its grade span to include students in third through fourth grade. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny HVA Leadership's request to expand, or if HVA Leadership fails to make this request, HVA Leadership will only serve its approved grade span of kindergarten through second and fifth through twelfth grade, and the space allocation for the 2016-2017 school year contained in this BUP will not be applicable. In that case, the 2014-2015 school year will serve as the long term space allocation plan for building M045 and excess for both Coalition and HVA Leadership after M.S. 45's phase-out will be allocated between Coalition and M.S. 45 based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools.

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

The table below summarizes the full 2016-2017 room allocation plan for Coalition and HVA Leadership based on their baseline Footprint allocations, 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)
Coalition	Baseline Footprint Allocation	14	4	0.0	1	4	0	3.0	1	0	2	1.5	16	8	2	1.5
HVA Leadership	Baseline Footprint Allocation	35	4	0.0	3	4	0	5.0	3	6	0	0	41	14	0	0.0

In total, Coalition will be allocated 16 full-size rooms, 8 half-size rooms, 2 quarter-size rooms and 1.5 FSE designed administrative space. This allocation includes 1 full-size room, 2 quarter-size rooms and 1.5 FSE designed administrative space in excess of Coalition's baseline footprint.

HVA Leadership will be allocated 41 full-size rooms, and 14 half-size rooms. This allocation includes 3 full-size rooms, and 6 half-size rooms in excess of HVA Leadership's baseline footprint.

The room change from the 2015-2016 to the 2016-2017 school year is reflected below:

Room Change (+/-)	Proposed 2015-2016 Grand Total Space Allocations				Proposed 2016-2017 Grand Total Space Allocations				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)
Coalition	17	10	1	1.5	16	8	2	1.5	-1	-2	+1	0.0
HVA Leadership	40	12	1	0.0	41	14	0	0.0	+1	+2	-1	0.0

## Shared Space Plan

A proposed shared space plan for the 2015-2016 school year is below.<sup>14</sup> 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 M045. 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 for the first year of proposed implementation and 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, the Building Council is 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 shall 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 2012-2013 Campus Audit Template submitted by the Building Council,<sup>15</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>16</sup> Coalition currently has school days that run from 8:45 a.m. to 3:20 p.m. and HVA Leadership's school day runs from 7:00 a.m. to 5:00 p.m. Where possible, the proposed schedule maintains schools' current allocations of time for each shared space and re-distributes remaining time as each organization's grade configuration changes. To the extent feasible, shared spaces are allocated in a manner that allows schools that will be using the space in 2014-2015 to continue using it on a similar schedule in 2015-2016, based on the 2012-2013 BUP that previously proposed a shared space plan.

In planning how Coalition and HVA Leadership may use shared space, the DOE has applied these factors as described above to develop a proposed plan that allocates time in each space equitably:

#### **Cafeteria:**

##### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon Coalition and HVA Leadership's 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.
- The cafeteria has the capacity to serve 594 students.
  - Coalition will be scheduled for lunch from 12:15 p.m. to 1:15 p.m. and will receive 60 minutes daily to serve lunch.
  - HVA Leadership will be scheduled for lunch from 10:30 a.m. to 12:15 p.m. and will receive 105 minutes daily to serve lunch.

This proposed allocation is approximately proportional to the enrollments of the schools in the building. Thus, the DOE believes that the proposed allocation is equitable and feasible.

<sup>14</sup> The shared space plan for 2012-2013 through 2014-2015 can be found at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/April2012Proposals>. The closure of M.S. 45 could result in the building council modifying or developing their own shared space plan in the intervening years to guide their use of shared spaces.

<sup>15</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.

<sup>16</sup> See DOE's Office of Pupil Transportation website at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M045. End times are aligned with the beginning of each school's instructional time, as based on the Office of Pupil Transportation's bus schedule for a regular school day.
  - Coalition will be scheduled for breakfast from 8:00 a.m. to 8:45 a.m. and will receive 45 minutes daily to serve breakfast.
  - HVA Leadership will be scheduled for breakfast from 6:45 a.m. to 8:00 a.m. and will receive 75 minutes daily to serve breakfast.

### **Gymnasium, Dance Studio, Library, and Auditorium**

#### Gymnasium

- The DOE proposes in the schedule below that time in the gymnasium be allocated to all schools based on the relative projected enrollment for each school. Use of the gymnasium at other times is scheduled as needed. The proposed schedule also takes into account HVA Leadership's extended school day.
- The gymnasium has the capacity to serve 440 students.
  - Coalition will be allocated 3 hours and 30 minutes per day, from 10:30 a.m. to 2:00 p.m.
  - HVA Leadership will be allocated 6 hours per day, from 7:30 a.m. to 10:30 a.m. and from 2:00 p.m. to 5:00 p.m.

#### Dance Studio

- The DOE proposes in the schedule below that time in the dance studio should be allocated to all schools based on the relative projected enrollment for each school. Use of the dance studio at other times is scheduled as needed.
  - Coalition will be allocated 2 hours and 40 minutes daily, from 12:40 p.m. to 3:20 p.m.
  - HVA Leadership will be allocated 4 hours and 40 minutes daily, from 8:00 a.m. to 12:40 p.m.

#### Library

- The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
  - Coalition will be allocated 2 hours and 40 minutes daily, from 12:40 p.m. to 3:20 p.m.
  - HVA Leadership will be allocated 4 hours and 40 minutes daily, from 8:00 a.m. to 12:40 p.m.

#### Auditorium

- The DOE proposes in the schedule below that time in the auditorium be allocated to all schools based on the relative projected enrollment of each school. Use of the auditorium at other times is scheduled as needed.

- The auditorium has the capacity to serve 512 students.
- Coalition will be allocated 6 hours and 35 minutes for 2 days of the week, from 8:45 a.m. to 3:20 p.m. on Thursdays and Fridays.
- HVA Leadership will be allocated 8 hours for 3 days of the week, from 8:00 a.m. to 4:00 p.m. Mondays, Tuesdays, and Wednesdays.

**After School Programs**

- The DOE notes that currently the shared spaces are not allocated for after school hours. Thus, the Building Council should allocate this space as needed for after school programs and will address any requests to use all shared spaces after school hours and will resolve all conflicts.
- If any school wishes to use any of the shared spaces after school hours, they will manage scheduling of shared spaces through the Building Council.

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. The first year of implementation for this BUP is 2015-2016, and the Shared Space plan is based on enrollment figures projected for those years.

In 2015-2016, the DOE projects that Coalition will serve 345-380 students and HVA Leadership will serve 620-745 students in M045. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, Coalition currently has school days that run from 8:45 a.m. to 3:20 p.m. and HVA Leadership's school day runs from 7:00 a.m. to 5:00 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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 594)	<b><u>Breakfast:</u></b> <b>HVA Leadership</b> 6:45 a.m.-8:00 a.m.				
	<b>Coalition</b> 8:00 a.m.-8:45 a.m.				
	<b><u>Lunch:</u></b> <b>HVA Leadership</b> 10:30 a.m.-12:15 p.m.				
	<b>Coalition</b> 12:15 p.m.-1:15 p.m.				

<b>Library</b> (Capacity: N/A)	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.
<b>Gymnasium</b> (Capacity: 440)	<b>Coalition</b> 10:30 a.m.-2:00 p.m. <b>HVA Leadership</b> 7:30 a.m.-10:30 a.m. 2:00p.m.-5:00 p.m.				
<b>Dance Studio</b> (Capacity: N/A)	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.	<b>HVA Leadership</b> 8:00 a.m. – 12:40 p.m. <b>Coalition</b> 12:40 p.m. – 3:20 p.m.
<b>Auditorium</b> (Capacity: 512)	<b>HVA Leadership</b> 8:00 a.m.-4:00 p.m.	<b>HVA Leadership</b> 8:00 a.m.-4:00 p.m.	<b>HVA Leadership</b> 8:00 a.m.-4:00 p.m.	<b>Coalition</b> 8:45 a.m.-3:20 p.m.	<b>Coalition</b> 8:45 a.m.-3:20 p.m.

### **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 leaders/designees of Coalition and HVA Leadership will be part of the M045 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of Coalition and HVA Leadership 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 Coalition and HVA Leadership will be addressed on an ongoing basis. Moreover, the Safety Plan for the M045 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Coalition and HVA Leadership will enter information in the M045 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 M045 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>17</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 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.

---

<sup>17</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."