

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Revised Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate two new public charter high schools, New Visions Charter High School for Applied Math and Science III (84KTBD, "AMS III") and New Visions Charter High School for the Humanities (84KTBD, "HUM III"), in building K495 ("K495"), located at 3000 Avenue X Brooklyn, NY 11235, within the geographical confines of Community School District 22 ("District 22") beginning in 2013-2014.¹ In November 2012, the New York State Education Department ("SED") authorized New Visions for Public Schools, a charter management organization, to serve students in ninth through twelfth grades at both AMS III and HUM III. If this co-location proposal is approved by the Panel for Educational Policy ("PEP"), AMS III and HUM III would both open in building K495 in September 2013, and each is projected to serve approximately 115-140 ninth-grade students. AMS III and HUM III would gradually phase into the K495 building by adding one grade each year until they reach full grade scale by 2016-2017, serving students in grades nine through twelve, and full scale in terms of enrollment by 2017-2018.² If this proposal is approved, AMS III and HUM III will be co-located in K495 with Sheepshead Bay High School (22K495, "Sheepshead Bay"), an existing DOE school that currently serves students in ninth through twelfth grades, and one site of a multi-sited District 75 ("D75") inclusion program, P811K@K495 (75K811, "P811K@K495").³ Building K495 also houses four Community Based Organizations ("CBOs"): City Year, Counseling in Schools, Diplomas Now, and a Relationship Abuse Prevention Program ("RAPP"). This proposal is not expected to impact the continued siting of the CBOs.

In a separate Revised EIS, the DOE is proposing to phase out and eventually close Sheepshead Bay. If both proposals are approved by the PEP, AMS III and HUM III would be co-located in building K495 with Sheepshead Bay as it phases out. The details of the phase-out proposal can be found on the DOE's website at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013PEP.htm>. If the phase-out proposal is not approved, the DOE will re-evaluate space at K495 and may issue a revised EIS and Building Utilization Plan ("BUP") regarding the proposed opening and co-location of AMS III and HUM III at K495 if necessary.

In another separate Revised EIS, the DOE is proposing to co-locate a new district high school (22K611, "22K611") and a new district transfer high school (22K630, "22K630") in building K495 beginning in 2013-2014.⁴ If that proposal is approved, AMS III and HUM III would also be co-located with 22K611 and 22K630 as they phase in and thereafter. 22K611 would open in building K495 in September 2013 and serve students in grade nine. The school is expected to grow to full scale by 2016-2017, serving students in grades nine through twelve. 22K630 would also open in September 2013 and serve transfer students in grades nine through twelve. The school is expected to grow to full scale in terms of enrollment in 2015-2016. That EIS can be accessed on the DOE's website at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013PEP.htm>.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between Sheepshead Bay, AMS III, HUM III, 22K611, 22K630, and P811K@K495. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year between Sheepshead Bay, AMS III, HUM III, 22K611, 22K630, and P811K@K495, 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.⁵ Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-

¹ 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.

² AMS III and HUM III are expected to reach full scale in grade levels in 2016-2017, and will continue to increase enrollment by accepting a larger ninth grade cohort starting in the 2015-2016 school year until each school serves approximately 515-640 students in grades nine through twelve by 2017-2018.

³ Students in inclusion programs receive services in a general education classroom along with general education students. Students in the P811K@K495 program are enrolled in Sheepshead Bay's general education classes based on their respective Individualized Education Program ("IEP") recommendations and receive Special Education Teacher Support Services ("SETSS") from a District 75 special education teacher. 75K811 is located at four sites in addition to K495: P811K @ Connie Lekas School, located at 2525 Haring Street, Brooklyn, NY 11235; P811K @ I281K, located at 8787 24 Avenue, Brooklyn, NY 11214; P811K @ Edward R. Murrow High School, located at 1600 Avenue L, Brooklyn, NY 11230; and P811K @ I014K, located at 2424 Batchelder Street, Brooklyn, NY 11235. This proposal will only impact P811K@K495. All references to enrollment will refer to P811K@K495 only.

⁴ Transfer schools are small, academically rigorous high schools designed to re-engage students who have dropped out of high school or have fallen behind. These 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. For more information about transfer schools, please visit the DOE website at www.goingforme.org.

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

located schools, and a description of the shared space committee is also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the Panel for Educational Policy.

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained special education (“SC”) section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms 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 6-12, 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.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable

purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

P811K@K495 currently serves 5 students (based on the Unaudited Register as of October 26, 2012), and is projected to serve 5-15 students for the 2013-2014, 2014-2015, 2015-2016, and 2016-2017, 2017-2018 school years. Because P811K@K495 currently enrolls, and is projected to enroll, a small number of inclusion students, and because P811K@K495 students are enrolled in Sheepshead Bay classes or will be enrolled in 22K611 classes, the D75 Footprint described above was not applied to P811K@K495. Rather, P811K@K495 is included in the space allocations contained in this BUP for Sheepshead Bay and 22K611; P811K@K495 does not have its own space allocation. Furthermore, the inclusion of P811K@K495 would not alter either Sheepshead Bay's or 22K611's baseline footprint allocation because inclusion students are programmed in general education classes.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on December 5, 2012 by a representative of the Office of Space Planning, building K495 has a total of 100 full-size ("FS") classrooms/spaces⁶ (including 11 science demonstration rooms),⁷ 11 half-size ("HS") classrooms/spaces,⁸ 13 quarter-size ("QS") spaces,⁹ and 15.5 full-size equivalent rooms ("FSE") of designed administrative offices/spaces. The K495 building also contains a gymnasium, auditorium, cafeteria, library, three science labs, two exercise rooms, and one dance room. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- Nurse's office occupies 1.0 FSE of designed administrative space
- Teachers' Cafeteria occupies 1 full-size space
- Custodian's office occupies 1 full-size and 1 quarter-size space
- School Safety office occupies 1 full-size room and 1.0 FSE of designed administrative space
- School Based Support Team occupies 1 full-size and 1.0 FSE of designed administrative space
- City Year occupies 1.5 FSE of designed administrative space
- Counseling in School occupies 2 half-size, 2 quarter-size, and 0.5 FSE of designed administrative space
- RAPP Program occupies 1 quarter-size space
- Communities in Schools occupies 0.5 FSE of designed administrative space

Excluding the spaces outlined above, the K495 building has a total of 96 full-size classrooms, 9 half-size classrooms/spaces, 9 quarter-size spaces, and the equivalent of 10.0 full-size designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	100	11	13	15.5
Building Spaces	4	2	4	5.5
Total to be Allocated	96	9	9	10

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

⁷ The eleven science demonstration rooms are all allocated to the school organizations located in K495, and therefore are include in the full-size room allocation and are not included in the shared space schedule.

⁸ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁹ Quarter-size classrooms have an area of less than 240 square feet.

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at Sheepshead Bay and P811K@K495 in 2012-2013.

2012-2013	Total Enrolled ¹⁰	GE/ICT Sections	SC Sections
Sheepshead Bay	1,731	64	10
P811K@K495	5	0	0 ¹¹

The table below summarizes Sheepshead Bay's baseline and adjusted baseline footprint allocations, which are based on the methodology described at the beginning of this document and the amount of space that the school is currently using.¹²

The DOE has adjusted Sheepshead Bay's baseline footprint allocation for the following reason:

- The DOE has allocated Sheepshead Bay 9 full-size classrooms in lieu of 9 half-size spaces because there are not enough half-size spaces in the building.

¹⁰ 2012-2013 Unaudited Register (as of October 26, 2012).

¹¹ Because P811K@K495 is a D75 inclusion program, its students are served in Sheepshead Bay's general education classes, and therefore its sections are included in the general Sheepshead Bay section count.

¹² As described above, because P811K@K495 currently enrolls, and is projected to enroll, a small number of inclusion students, and because P811K@K495 students are enrolled in Sheepshead Bay classes or will be enrolled in 22K611 classes, the D75 Footprint described above was not applied to P811K@K495. Rather, P811K@K495 is included in the space allocations contained in this BUP for Sheepshead Bay and 22K611; P811K@K495 does not have its own space allocation.

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)
Sheepshead Bay	Baseline Footprint Allocation	64	18	8.5	0	0	0	8.5	64	18	0	8.5
	Adjusted Baseline Allocation	73	9	8.5	0	0	0	8.5	73	9	0	8.5
	Current Space Allocation	96	9	10.0	0	0	9	12.25	96	9	9	10.0

As demonstrated in the table above, Sheepshead Bay is currently using classrooms in excess of its adjusted baseline footprint allocation. The table below summarizes the available space within K495 after Sheepshead Bay has received its adjusted baseline allocation, some of which will be allocated to 22K611, 22K630, AMS III, and HUM III in 2013-2014 and beyond.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	23	0	9	1.5

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal, the proposal to phase out Sheepshead Bay, and the proposal to open and co-locate 22K611 and 22K630 are approved, beginning in 2013-2014 AMS III, HUM III, and 22K611 will serve ninth-grade students in K495, 22K630 will serve ninth-through twelfth-grade transfer students,¹³ and Sheepshead Bay would serve tenth-through twelfth-grade students. There would be 96 full-size classrooms/spaces, 9 half-size rooms, 9 quarter-size rooms, and 10.0 FSE of designed administrative office/space to allocate between Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III.

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

2013-2014	Projected Enrollment ¹⁴	GE/ICT Sections	SC Sections
Sheepshead Bay	1,100 – 1,140	42	7
P811K@K495	5-15	0	0
22K611	105 - 115	4	0
AMS III	115 - 140	5	0
HUM III	115 - 140	5	0
22K630	130 - 170	7	0

¹³ While transfer schools serve students in grades nine through twelve, they do not adhere to strict grade distinctions as students typically enroll at various stages of credit accumulation or number of Regents exams passed. This is reflected in enrollment charts throughout this document, which group students leveling grades nine through twelve.

¹⁴ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III have received their respective adjusted baseline footprint allocation 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	17	0	9	3.5

The excess space will be allocated between Sheepshead Bay, 22K611, 22K630, AMS III and HUM III based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.¹⁵ The table below summarizes the full 2013-2014 room allocation plan for Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocation.

The DOE has adjusted Sheepshead Bay's baseline footprint allocation for the following reason:

- The DOE has allocated Sheepshead Bay 8 full-size classrooms in lieu of 8 half-size spaces because there are not enough half-size spaces in the building.

¹⁵ The DOE notes that the designed administrative space in K495 will be concentrated within the area that Sheepshead Bay is currently located and will continue to be located throughout the course of its phase-out. In the interest of keeping all organizations contiguous in the building, this proposal allocates all excess designed administrative space to Sheepshead Bay throughout the course of its phase-out due to the building configuration. However, all schools organizations will be allocated their baseline allocation of administrative space. Furthermore, designed administrative space cannot be used as instructional space. Therefore, throughout this proposal this excess designed administrative space is not considered to be part of Sheepshead Bay's proportional allocation of instructional, non-administrative rooms.

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)
Sheepshead Bay	Baseline Footprint Allocation	42	13	6.5	0	0	0	6.5	0	0	0	0.0	42	13	0	6.5
	Adjusted Baseline Allocation	50	5	6.5	0	0	0	6.5	12	0	5	3.5	62	5	5	10.0
22K611	Baseline Footprint Allocation	4	1	0.0	2	0	0	2.0	1	0	1	0.0	7	1	1	0.0
AMS III	Baseline Footprint Allocation	5	1	0.0	2	0	0	2.0	1	0	1	0.0	8	1	1	0.0
HUM III	Baseline Footprint Allocation	5	1	0.0	2	0	0	2.0	1	0	1	0.0	8	1	1	0.0
22K630	Baseline Footprint Allocation	7	1	0.0	2	0	0	2.0	2	0	1	0.0	11	1	1	0.0

The change in rooms for each school organization 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)
Sheepshead Bay	96	9	9	10.0	62	5	5	10.0	-34	-4	-4	0.0
22K611	0	0	0	0.0	7	1	1	0.0	+7	+1	+1	0.0
AMS III	0	0	0	0.0	8	1	1	0.0	+8	+1	+1	0.0
HUM III	0	0	0	0.0	8	1	1	0.0	+8	+1	+1	0.0
22K630	0	0	0	0.0	11	1	1	0.0	+11	+1	+1	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

In 2014-2015, 22K611, AMS III, and HUM III will serve ninth and tenth grade students in K495, 22K630 will serve ninth through twelfth grade transfer students, and Sheepshead Bay will serve eleventh and twelfth grades in K495.¹⁶ There would continue to be 96 full-size classrooms/spaces, 9 half-size rooms, 9 quarter-size rooms, and 10.0 FSE of designed administrative office/space to allocate between Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III.

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

2014-2015	Projected Enrollment ¹⁷	GE/ICT Sections	SC Sections
Sheepshead Bay	555 - 575	24	5
P811K@K495	5-15	0	0
22K611	210 - 230	8	0
AMS III	230 - 280	10	0
HUM III	230 - 280	10	0
22K630	180 - 220	9	0

¹⁶ P811K@K495 will continue to serve ninth through twelfth grades during the proposed phase-ins.

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

After Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III have received their respective adjusted baseline Footprint allocation 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	22	0	5	6.0

The excess space will be allocated among Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

The table below summarizes the full 2014-2015 room allocation plan for Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III based on their adjusted baseline footprint allocations, plus the excess space allocation.

The DOE has adjusted Sheepshead Bay's baseline footprint allocation for the following reason:

- The DOE has allocated Sheepshead Bay 4 full-size classrooms in lieu of 4 half-size spaces because there are not enough half-size spaces in the building.

The DOE has adjusted 22K611's baseline footprint allocation for the following reason:

- The DOE has allocated 22K611 1 full-size room in lieu of 1 half-size space for administrative needs because there are not enough half-size spaces in the building.

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)
Sheepshead Bay	Baseline Footprint Allocation	24	9	4.0	0	0	0	4.0	0	0	0	0.0	24	9	0	4.0
	Adjusted Baseline Allocation	28	5	4.0	0	0	0	4.0	8	0	3	6.0	36	5	3	10.0
22K611	Baseline Footprint Allocation	8	1	0.0	2	1	0	2.5	3	1	1	0.0	13	3	1	0.0
	Adjusted Baseline Allocation	8	1	0.0	3	0	0	3.0	3	0	1	0.0	14	1	1	0.0
AMS III	Baseline Footprint Allocation	10	1	0.0	2	0	2	2.5	4	0	0	0.0	16	1	2	0.0
HUM III	Baseline Footprint Allocation	10	1	0.0	2	0	2	2.5	4	0	0	0.0	16	1	2	0.0
22K630	Baseline Footprint Allocation	9	1	0.0	2	0	0	2.0	3	0	1	0.0	14	1	1	0.0

The change in rooms for each school organization 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)
Sheepshead Bay	62	5	5	10.0	36	5	3	10.0	-26	0	-2	0.0
22K611	7	1	1	0.0	14	1	1	0.0	+7	0	0	0.0
AMS III	8	1	1	0.0	16	1	2	0.0	+8	0	+1	0.0
HUM III	8	1	1	0.0	16	1	2	0.0	+8	0	+1	0.0
22K630	11	1	1	0.0	14	1	1	0.0	+3	0	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

In 2015-2016, 22K611, AMS III, and HUM III will serve ninth- through eleventh-grade students, 22K630 will serve ninth- through twelfth-grade transfer students, and Sheepshead Bay will serve twelfth-grade.¹⁸ There would continue to be 96 full-size classrooms/spaces, 9 half-size rooms, 9 quarter-size rooms, and 10.0 FSE of designed administrative office/space to allocate between Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III.

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

2015-2016	Projected Enrollment ¹⁹	GE/ICT Sections	SC Sections
Sheepshead Bay	275 - 285	10	2
P811K@K495	5-15	0	0
22K611	315 - 345	12	0
AMS III	360 - 450	16	0
HUM III	360 - 450	16	0
22K630	230 - 270	11	0

After Sheepshead Bay, 22K611, 22K630, AMS III, and HUM III 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	19	0	9	7.5

¹⁸ P811K@K495 will continue to serve ninth through twelfth grades during the proposed phase-ins.

¹⁹ 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 between Sheepshead Bay, 22K611, 22K630, and AMS III and HUM III based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

The table below summarizes the 2015-2016 room allocation plan for Sheepshead Bay, 22K611, 22K630, and AMS III and HUM III based on their adjusted baseline Footprint allocation.

The DOE has adjusted Sheepshead Bay's baseline footprint allocation for the following reason:

- The DOE has allocated Sheepshead Bay 1 full-size classroom in lieu of 1 half-size space because there are not enough half-size spaces in the building.

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)
Sheepshead Bay	Baseline Footprint Allocation	10	4	2.5	0	0	0	2.5	0	0	0	0.0	10	4	0	2.5
	Adjusted Baseline Allocation	11	3	2.5	0	0	0	2.5	3	0	3	7.5	14	3	3	10.0
22K611	Baseline Footprint Allocation	12	1	0.0	3	0	0	3.0	4	0	1	0.0	19	1	1	0.0
AMS III	Baseline Footprint Allocation	16	2	0.0	3	0	0	3.0	5	0	0	0.0	24	2	0	0.0
HUM III	Baseline Footprint Allocation	16	2	0.0	3	0	0	3.0	4	0	4	0.0	23	2	4	0.0
22K630	Baseline Footprint Allocation	11	1	0.0	2	0	0	2.0	3	0	1	0.0	16	1	1	0.0

The change in rooms for each school organization is reflected below:

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)
Sheepshead Bay	36	5	3	10.0	14	3	3	10.0	-22	-2	0	0.0
22K611	14	1	1	0.0	19	1	1	0.0	+5	0	0	0.0
AMS III	16	1	2	0.0	24	2	0	0.0	+8	+1	-2	0.0
HUM III	16	1	2	0.0	23	2	4	0.0	+7	+1	+2	0.0
22K630	14	1	1	0.0	16	1	1	0.0	+2	0	0	0.0

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

In 2016-2017, all schools in K495 will serve ninth- through twelfth-grade students.²⁰ There would be 96 full-size classrooms/spaces, 9 half-size rooms, 9 quarter-size rooms, and 10.0 FSE of designed administrative office/space to allocate between 22K611, 22K630, AMS III, and HUM III.

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

2016-2017	Projected Enrollment ²¹	GE/ICT Sections	SC Sections
P811K@K495	5-15	0	0
22K611	420 - 460	16	0
AMS III	490 - 615	22	0
HUM III	490 - 615	22	0
22K630	230 - 270	11	0

After 22K611, 22K630, and AMS III and HUM III 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	21	3	9	0.5

The excess space will be allocated between 22K611, 22K630, and AMS III and HUM III based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

The table below summarizes the 2016-2017 room allocation plan for 22K611, 22K630, and AMS III and HUM III based on their baseline footprint allocation.

²⁰ P811K@K495 will continue to serve ninth through twelfth grades.

²¹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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)
22K611	Baseline Footprint Allocation	16	1	3.5	0	0	0	3.5	4	1	3	0.5	20	2	3	4.0
AMS III	Baseline Footprint Allocation	22	2	3.0	1	0	0	4.0	7	1	2	0.0	30	3	2	3.0
HUM III	Baseline Footprint Allocation	22	2	3.0	1	0	0	4.0	7	1	2	0.0	30	3	2	3.0
22K630	Baseline Footprint Allocation	11	1	0.0	2	0	0	2.0	3	0	2	0.0	16	1	2	0.0

The change in rooms for each school organization is reflected below:

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)
Sheepshead Bay	14	3	3	10.0	N/A	N/A	N/A	N/A	-14	-3	-3	-10.0
22K611	19	1	1	0.0	20	2	3	4.0	+1	+1	+2	+4.0
AMS III	24	2	0	0.0	30	3	2	3.0	+6	+1	+2	+3.0
HUM III	23	2	4	0.0	30	3	2	3.0	+7	+1	-2	+3.0
22K630	16	1	1	0.0	16	1	2	0.0	0	0	+1	0.0

2017-2018 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

In 2017-2018, 22K611, AMS III, and HUM III will serve ninth through twelfth grade students, and 22K630 will serve ninth through twelfth grade transfer students in K495.²² AMS III and HUM III will be at full scale in terms of enrollment. There would be 96 full-size classrooms/spaces, 9 half-size rooms, 9 quarter-size rooms, and 10.0 FSE of designed administrative office/space to allocate between 22K611, 22K630, AMS III, and HUM III.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018.

2017-2018	Projected Enrollment ²³	GE/ICT Sections	SC Sections
P811K@K495	5-15	0	0
22K611	420 - 460	16	0
AMS III	515-640	24	0
HUM III	515-640	24	0
22K630	230 - 270	11	0

After 22K611, 22K630, and AMS III and HUM III have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated.

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	17	3	9	0.5

The excess space will be allocated between 22K611, 22K630, and AMS III and HUM III based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

The table below summarizes the 2017-2018 room allocation plan for 22K611, 22K630, and AMS III and HUM III based on their baseline footprint allocation.

²² P811K@K495 will continue to serve ninth through twelfth grades.

²³ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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)
22K611	Baseline Footprint Allocation	16	1	3.5	0	0	0	3.5	4	1	3	0.5	20	2	3	4.0
AMS III	Baseline Footprint Allocation	24	2	3.0	1	0	0	4.0	5	1	3	0.0	30	3	3	3.0
HUM III	Baseline Footprint Allocation	24	2	3.0	1	0	0	4.0	5	1	3	0.0	30	3	3	3.0
22K630	Baseline Footprint Allocation	11	1	0.0	2	0	0	2.0	3	0	0	0.0	16	1	0	0.0

The change in rooms for each school organization is reflected below:

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)
22K611	20	2	3	4.0	20	2	3	4.0	0	0	0	0
AMS III	30	3	2	3.0	30	3	3	3.0	0	0	+1	0
HUM III	30	3	2	3.0	30	3	3	3.0	0	0	+1	0
22K630	16	1	2	0.0	16	1	0	0.0	0	0	-2	0

This will serve as the final room allocation for all four schools.

Shared Space Plan

A proposed Shared Space plan for the 2013-2014 school year 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 at building K495. 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, Sheepshead Bay's current space allocation and lunch schedule as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of Sheepshead Bay's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.²⁴ Where possible, the proposed schedule maintains Sheepshead Bay's current allocation of time for each shared space and re-distributes remaining time for 22K611, 22K630, AMS III, and HUM III. To the extent feasible, shared spaces are allocated in a manner that allows Sheepshead Bay to continue using these spaces on a similar schedule next year. Because 22K611, 22K630, AMS III, and HUM III will 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 times that have been allocated to Sheepshead Bay this year so that all students in the building may be accommodated in 2013-2014 and subsequent school years. Similar to room allocations, all time allocated to Sheepshead Bay in the proposed schedule include allocations for P811K@495.

In planning how Sheepshead Bay,²⁵ 22K611, 22K630, AMS III, and HUM III may use the 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:

Cafeteria

- The total time allocated to each organization in the cafeteria is based upon Sheepshead Bay's current use of the cafeteria, the capacity of the cafeteria, and the grade levels served and projected enrollment of each school organization in the building. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Sheepshead Bay. Sheepshead Bay has been allocated from 7:00 a.m. to 8:00 a.m. on the proposed schedule below. Although this differs from their current breakfast time, 7:40 a.m. to 8:40 a.m., the total number of hours in the cafeteria for breakfast (5 hours weekly) is the same as Sheepshead Bay currently uses. 22K611 and 22K630 have been allotted from 7:30 a.m. to 8:00 a.m. AMS III, and HUM III have been allotted from 8:00 a.m. to 8:30 a.m. Because the cafeteria has the capacity to hold 1,015 students, the DOE believes the overlapping time in the cafeteria for Sheepshead Bay, 22K611, 22K630, and AMS III and HUM III is feasible.
- In the proposed plan below, 22K611, AMS III, HUM III, and 22K630 will each receive 45 minutes daily (3 hours and 45 minutes weekly) in the cafeteria for lunch. 22K611 and 22K630 have been allocated from 10:45 a.m. to 11:30 a.m., and AMS III and HUM III have been allocated from 11:30 a.m. to 12:15 a.m. The proposed schedule below allocates time to Sheepshead Bay in the cafeteria from 12:15 a.m. to 1:30 p.m., or 1 hour and 15 minutes daily and 6 hours and 15 minutes weekly.

²⁴ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

²⁵ P811K@K495 has not been allocated separate times for the shared spaces because all students will be enrolled in either Sheepshead Bay's or 22K611's general education classes.

- The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 1,050 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Sheepshead Bay is allocated the largest amount of time in the gymnasium (23 hours weekly). 22K611, 22K630, AMS III, and HUM III are each allocated 3 hours weekly.
- The Building Council is empowered to make additional and alternative allocations.

Library

- There is one library in the building.
- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that Sheepshead Bay receive the greatest amount of time in the library (18 hours and 45 minutes weekly) because it will serve the largest number of students compared with 22K611, 22K630, AMS III, and HUM III. 22K611, AMS III, and HUM III are each allocated 3 hours and 45 minutes weekly. 22K630 has been allocated 5 hours weekly.
- The Building Council is empowered to make additional and alternative allocations.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 1,002 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that Sheepshead Bay receive the greatest amount of time in the auditorium (18 hours and 45 minutes weekly) because it will serve the largest number of students compared with 22K611, 22K630, AMS III, and HUM III. 22K611, AMS III, and HUM III are each allocated 3 hours and 45 minutes weekly. 22K630 has been allocated 5 hours weekly.
- The Building Council is empowered to make additional and alternative allocations.

Science Labs

Science Labs

- There are three science labs in the building.
- The DOE proposes that the science labs be allocated relative to the projected enrollments of each school.
- The DOE proposes that Sheepshead Bay receive the greatest amount of time in the science labs (70 hours weekly) because it will serve the largest number of students compared with the other school organizations in the building. 22K611, AMS III, and HUM III will each receive 8 hours and 30 minutes weekly in the science labs. 22K630 will receive 9 hours weekly in the science labs.
- The Building Council is empowered to make additional and alternative allocations.

Exercise and Dance Rooms

Exercise Rooms

- There are two exercise rooms in the building. Exercise Room 1 has the capacity to serve 190 students, and Exercise Room 2 has the capacity to serve 249 students.
- The DOE proposes that the exercise rooms be allocated relative to the projected enrollments of each school.
- The DOE proposes that Sheepshead Bay receive the greatest amount of time in the exercise rooms (50 hours weekly) because it will serve the largest number of students compared with the other school organizations in the building. 22K611, AMS III, HUM III, and 22K630 will each receive 5 hours weekly in the exercise rooms.
- The Building Council is empowered to make additional and alternative allocations.

Dance Room

- There is one dance room in the building with the capacity to serve 190 students.
- The DOE proposes that the dance room be allocated relative to the projected enrollments of each school.
- The DOE proposes that Sheepshead Bay receive the greatest amount of time in the dance room (16 hours and 15 minutes weekly) because it will serve the largest number of students compared with 22K611, 22K630, and AMS III and HUM III. 22K611, AMS III, and HUM III will each receive 3 hours and 45 minutes weekly in the dance room. 22K630 will receive 5 hours weekly in the dance room.
- The Building Council is empowered to make additional and alternative allocations.

After-School Programs

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 3:00 p.m., which is the end of Sheepshead Bay's regular school day. The Building Council may allocate this space as needed for after-school programs.

- As noted above, 22K611, 22K630, and AMS III and HUM III are new schools that have not opened yet, and as a result do not yet have after-school schedules. The Building Council will address all requests for use of the shared spaces after school hours and is empowered to make alternative arrangements.

In 2013-2014, Sheepshead Bay is projected to serve 1,110-1,140 students in K495. If this proposal is approved, 22K611 will serve 105-115 students, AMS III and HUM III will each serve 115-140 students, and 22K630 will serve 130-170 students in 2013-2014 at K495. Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end times of the school day, Sheepshead Bay’s regular school day runs from approximately 8:00 a.m. to 3:00 p.m.²⁶ Since 22K611, 22K630, AMS III, and HUM III are new schools, they do not have a current school start or end time. However, the DOE notes that two other charter schools in the New Visions network (New Visions Charter High School for the Humanities I, 84X553, and the New Visions Charter High School for Advanced Math & Science I, 84X539) have school days that run from approximately 8:30 a.m. to 4:30 p.m. The proposed schedule below assumes AMS III’s and HUM III’s school days will run from 8:30 a.m. to 4:30 p.m. The DOE assumes that the school days for 22K611 and 22K630 will run from 8:00 a.m. to 3:00 p.m., similar to Sheepshead Bay’s school day.

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 shared spaces in the building:

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 1,015)	<p>Breakfast: Sheepshead Bay & P811K@K495 7:00am-8:00am 22K611& P811K@K495 7:30am-8:00am AMS III 8:00am-8:30am HUM III 8:00am-8:30am 22K630 7:30am-8:00am</p>				
	<p>Lunch: Sheepshead Bay & P811K@K495 12:15pm-1:30pm 22K611 & P811K@K495 10:45am-11:30am AMS III 11:30am-12:15pm HUM III 11:30am-12:15pm 22K630 10:45am-11:30am</p>				

²⁶ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<p>Gymnasium (Capacity: 1,050)</p>	<p>Sheepshead Bay & P811K@K495 8:00am-3:00pm</p>	<p>Sheepshead Bay & P811K@K495 11:00am-3:00pm 22K611& P811K@K495 8:00am-11:00am</p>	<p>Sheepshead Bay & P811K@K495 8:00am-12:00pm 22K630 8:00am-11:00am</p>	<p>AMS III 12:00pm-3:00pm Sheepshead Bay & P811K@K495 8:00am-12:00pm</p>	<p>HUM III 12:00pm-3:00pm Sheepshead Bay & P811K@K495 8:00am-12:00am</p>
<p>Library</p>	<p>Sheepshead Bay & P811K@K495 8:00am-11:45am 22K611& P811K@K495 11:45am-12:30pm AMS III 12:30pm-1:15pm HUM III 1:15pm-2:00pm 22K630 2:00-3:00pm</p>				
<p>Auditorium (Capacity: 1,002)</p>	<p>Sheepshead Bay & P811K@K495 11:15am-3:00pm 22K611& P811K@K495 8:45am-9:30am AMS III 8:00am-8:45am HUM III 9:30am-10:15am 22K630 10:15am-11:15am</p>				

Science Lab 1	Sheepshead Bay & P811K@K495 8:00am-3:00pm				
Science Lab 2	Sheepshead Bay & P811K@K495 8:00am-3:00pm				
Science Lab 3	22K611& P811K@K495 8:00am-11:30am 22K630 11:30am-3:00pm	AMS III 8:00am-11:30am HUM III 11:30am-3:00pm	22K611& P811K@K495 8:00am-11:30am 22K630 11:30am-3:00pm	AMS III 8:00am-11:30am HUM III 11:30am-3:00pm	22K611& P811K@K495 1:30pm-3:00pm 22K630 8:00am-10:00am AMS III 12:00pm-1:30pm HUM III 10:30am-12:00pm
Exercise Room 1 (Capacity: 190)	Sheepshead Bay & P811K@K495 8:00am-3:00pm				
Exercise Room 2 (Capacity: 248)	Sheepshead Bay & P811K@K495 8:00am-11:00am 22K611& P811K@K495 11:00am-12:00pm 22K630 1:00pm-2:00pm AMS III 12:00pm-1:00pm HUM III 2:00pm-3:00pm				

<p>Dance Room (Capacity: 190)</p>	<p>Sheepshead Bay 11:45am-3:00pm 22K611 10:00am-10:45am 22K630 10:45am-11:45am AMS III 8:30am-9:15am HUM III 9:15am-10:00am</p>	<p>Sheepshead Bay 11:45am-3:00pm 22K611 10:00am-10:45am 22K630 10:45am-11:45am AMS III 8:30am-9:15am HUM III 9:15am-10:00am</p>	<p>Sheepshead Bay 11:45am-3:00pm 22K611 10:00am-10:45am 22K630 10:45am-11:45am AMS III 8:30am-9:15am HUM III 9:15am-10:00am</p>	<p>Sheepshead Bay 11:45am-3:00pm 22K611 10:00am-10:45am 22K630 10:45am-11:45am AMS III 8:30am-9:15am HUM III 9:15am-10:00am</p>	<p>Sheepshead Bay 11:45am-3:00pm 22K611 10:00am-10:45am 22K630 10:45am-11:45am AMS III 8:30am-9:15am HUM III 9:15am-10:00am</p>
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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; United Federations of Teachers 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/designees of 22K611, 22K630, AMS III, HUM III, and P811K@495 will be part of the K495 School Safety Committee. As a member of the School Safety Committee, the leader/designees of 22K611, 22K630, AMS III, HUM III, and P811K@495 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 22K611, 22K630, AMS III, HUM III, and P811K@495 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K495 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of 22K611, 22K630, AMS III, HUM III, and P811K@495 will enter information in the K495 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the 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 School Safety Plan for the K495 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 New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,²⁷ co-located schools 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 school 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 as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. 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 Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum 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 School Leadership Team 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 Building Utilization Plan and its campus implementation.

²⁷ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".