

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to co-locate grades six through eight of an existing public charter school, Harlem Prep Charter School (84M708, “Harlem Prep”), in building M121 (“M121”) located at 232 East 103 Street, Manhattan, NY 10029, in Community School District 4 (“District 4”) with existing school P.S. 38 Roberto Clemente (04M038, “P.S. 38”) beginning in the 2014-2015 school year.

In the 2012-2013 school year, Harlem Prep serves 480 students across two sites: 320 students in kindergarten through fourth grade are served in a private facility, located at 240 East 123rd Street, New York, NY 10035 in District 4; and 160 students in fifth and sixth grade are served in building M099 (“M099”), located at 410 East 100 Street, New York, NY, 10029 in District 4. Harlem Prep’s charter authorizer, the State University of New York (“SUNY”), has approved the school to expand to serve students in kindergarten through eighth grade. A proposal previously approved by the Panel for Educational Policy (“PEP”) on April 26, 2012 described a plan for the two-year temporary co-location of multiple grades of Harlem Prep in M099. In the current, 2012-2013 school year, Harlem Prep serves students in fifth and sixth grade in M099. In the 2013-2014 school year, the students currently served by Harlem Prep in M099 will continue in the building as sixth and seventh grade students. Harlem Prep is projected to serve 194-226 students in M099 in the 2013-2014 school year.

If this proposal is approved by the PEP, Harlem Prep’s sixth through eighth grades will be co-located in M121 with P.S. 38, an existing zoned elementary school that currently serves students in kindergarten through fifth grade and offers two sections of full-day pre-kindergarten.¹

In the current, 2012-2013 school year, P.S. 38 is co-located with DREAM Charter School (84M382, “DREAM”), an existing charter elementary school that currently serves students in kindergarten through fifth grade. In the 2013-2014 school year, DREAM will expand to serve students in kindergarten through sixth grade. DREAM will re-locate to a private facility at the conclusion of the 2013-2014 school year, creating space in M121. If DREAM is unable to move into its private facility at the end of the 2013-2014 school year as planned, DREAM will explore options to serve its students in a temporary space. M121 also houses a Community Based Organization (“CBO”), Mount Sinai. This proposal is not expected to impact the continued siting of the CBO.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between P.S. 38 and Harlem Prep. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 38 and Harlem Prep, including the cafeteria, the library, the gymnasium, and the auditorium, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the 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 will be collaboratively finalized by the Building Council if the proposed co-location is approved by the PEP.

METHODOLOGY

The DOE has applied the Citywide Instructional Footprint (“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.²

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, libraries, and cafeterias.

² 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.”

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school’s representative.

For elementary schools serving grades kindergarten through five (and for all 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 (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 self-contained (“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:

Enrollment	# of Cluster Rooms
1,251 and above	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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to D75 programs according to the DOE’s D75 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 therapy/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where D75 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 D75 programs are based on the number of sections, rather than the number of students.

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. However, the DOE 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 November 15, 2012 by the Manhattan Director of Space Planning in the Office of Space Planning, M121 has a total of 34 full-size rooms,³ 5 half-size rooms,⁴ 8 quarter-size rooms,⁵ and 2.25 FSE rooms of designed administrative office/space. M121 also contains a gymnasium, an auditorium, a cafeteria, a library and a play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for P.S. 38 and Harlem Prep:

- The nurse's office occupies 0.5 FSE designed administrative space ("DA").
- The CBO Mount Sinai occupies 1 quarter-size ("QS") space.
- The custodian occupies 1 quarter-size space and 0.25 FSE designed administrative space.
- The school-based support team ("SBST") occupies 1 full-size ("FS") space.
- The teacher's cafeteria occupies 1 full-size space.

Therefore, excluding the spaces outlined above, M121 has a total of: 32 full-size rooms, 5 half-size rooms, 6 quarter-size room, and 1.5 FSE rooms of designed administrative space remaining that can be allocated to the individual schools:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	34	5	8	2.25
SHARED SPACES or Building Services	2	0	2	0.75
Remaining Total Currently Allocated	32	5	6	1.5

³ Full-size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁵ Quarter-size classrooms have an area less than 240 square feet.

2012-2013 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 38 and DREAM in 2012-2013:

2012-2013	Grades Served	Total Enrolled ⁶	GE/ICT Sections	SC Sections
P.S. 38	K-5 ⁷	294	14	1
DREAM	K-5	290	12	0

The DOE has adjusted P.S. 38's baseline allocations due to an insufficient number of half-size rooms in M121. P.S. 38 currently serves students in 1 self-contained special education class. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms in M121, P.S. 38's baseline allocation has been adjusted to include an additional full-size room for its self-contained section.

DREAM currently operates under footprint and will continue to do so for the 2013-2014 school year. DREAM received its baseline allocation of instructional rooms and administrative rooms, but does not and will not receive additional rooms that it would otherwise receive under the Footprint. DREAM can adequately operate within the space allocated in the BUP because its method of programming space differs from the assumptions made in the Footprint. DREAM believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP. As a result, the DOE has concluded that the proposed space allocation is feasible.

The table below summarizes P.S. 38 and DREAM's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document.

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)
P.S. 38	Baseline Footprint Allocation	17	3	1.5	0	0	4	2.5	17	3	4	1.5
	Adjusted Baseline Allocation	18	2	1.5	0	0	4	2.5	18	2	4	1.5
	Current Space Allocation	18	2	1.5	0	0	4	2.5	18	2	4	1.5
DREAM	Baseline Footprint Allocation	15	2	0.0	1	2	2	2.5	16	4	2	0.0
	Current Space Allocation	13	1	0.0	1	2	2	2.5	14	3	2	0.0

In total, P.S. 38 is using 18 full-size spaces, 2 half-size spaces, 4 quarter-size spaces, and 1.5 designed administrative spaces. DREAM is using 14 full-size spaces, 3 half-size spaces, and 2 quarter-size spaces.

⁶ All figures are from the 2012-2013 Unaudited Register (as of October 26, 2012).

⁷ P.S. 38 also serves 2 sections of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency.

2013-2014:

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	GE/ICT Sections	SC Sections
P.S. 38	K-5 ⁸	281-341	14	1
DREAM	K-6	315-385	14	0

The DOE has adjusted P.S. 38's baseline allocations due to an insufficient number of half-size rooms in M121. P.S. 38 is anticipated to serve students in 1 self-contained special education class. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms in M121, P.S. 38's baseline allocation has been adjusted to include an additional full-size room for its self-contained section.

DREAM will operate under footprint. DREAM will not receive its full complement of rooms that it would otherwise receive under the Footprint. DREAM can adequately operate within the space allocated in the BUP because its method of programming space differs from the assumptions made in the Footprint. DREAM believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP. As a result, the DOE has concluded that the proposed space allocation is feasible.

The table below summarizes P.S. 38 and DREAM's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. There has not been a change in allocation from the 2012-2013 school year.

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)
P.S. 38	Baseline Footprint Allocation	17	3	0	0	0	0	0.0	0	0	0	0	17	3	0	0.0
	Adjusted Baseline Allocation	18	2	1.5	0	0	4	2.5	0	0	0	0	18	2	4	1.5
DREAM	Baseline Footprint Allocation	17	2	0.0	0	0	0	0.0	0	0	0	0	17	2	0	0.0
	Projected Allocation	13	1	0.0	1	2	2	2.5	0	0	0	0	14	3	2	0.0

In total, P.S. 38 will be allocated 18 full-size spaces, 2 half-size spaces, 4 quarter-size spaces, and 1.5 designed administrative spaces. DREAM will be allocated 14 full-size spaces, 3 half-size spaces, and 2 quarter-size spaces.

⁸ P.S. 38 is anticipated to serve 2 sections of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency.

The room change from the current school year 2012-2013 to the 2013-2014 school year is reflected below:

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 38	18	2	4	1.5	18	2	4	1.5	0	0	0	0
DREAM	14	3	2	0.0	14	3	2	0.0	0	0	0	0

2014-2015 (YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Harlem Prep will be co-located in M121 beginning in the 2014-2015 school year. DREAM will have moved to its private facility and out of M121 by the start of the 2014-2015 school year.

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

2014-2015	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 38	K-5 ⁹	286-346	14	1
Harlem Prep	6-8	273-348	12	0

The DOE has adjusted P.S. 38's baseline allocations due to an insufficient number of half-size rooms in M121. P.S. 38 is anticipated to serve students in 1 self-contained special education class. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms in M121, P.S. 38's baseline allocation has been adjusted to include an additional full-size room for its self-contained section.

Because Harlem Prep will serve only middle school students and has a different enrollment than DREAM, its baseline footprint allocation differs from that of DREAM. Harlem Prep will receive its baseline footprint allocation.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 38 and Harlem Prep based on their respective baseline and adjusted baseline Footprint allocations:

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)
P.S. 38	Baseline Footprint Allocation	17	3	1.5	0	0	4	2.5	0	0	0	0	17	3	4	1.5
	Adjusted Baseline Allocation	18	2	1.5	0	0	4	2.5	0	0	0	0	18	2	4	1.5
Harlem Prep	Baseline Footprint Allocation	13	1	0.0	1	2	2	2.5	0	0	0	0	14	3	2	0.0

In total, P.S. 38 will occupy 18 full-size rooms, 2 half-size rooms, 4 quarter-size rooms, and 1.5 FSE rooms of designed administrative spaces. In total, Harlem Prep will occupy 14 full-size rooms, 3 half-size rooms and 2 quarter-size rooms.

⁹ P.S. 38 is anticipated to serve 2 sections of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency.

The room change from the current school year 2013-2014 to the 2014-2015 school year is reflected below:

ROOM CHANGE (+/-)	CURRENT 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)
P.S. 38	18	2	4	1.50	18	2	4	1.5	0	0	0	0
Harlem Prep	0	0	0	0.0	14	3	2	0.0	+14	+3	+2	0

The proposed 2014-2015 allocation of space will serve as the long-term space allocation for P.S. 38 and Harlem Prep.

Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M121. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council 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, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of each school's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁰

In planning how P.S. 38 and Harlem Prep may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 38 and Harlem Prep's projected enrollment and the capacity of the cafeteria.
- The cafeteria has the capacity to serve 200 students.
- In the proposed schedule below, P.S. 38 has been allocated 1 hour and 45 minutes daily for lunch. Harlem Prep will receive 1 hour and 45 minutes daily for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 38. P.S. 38 is currently scheduled for breakfast from 7:30 to 8:00 a.m.; Harlem Prep will be scheduled for breakfast from 7:00 a.m. to 7:30 a.m. daily.¹¹

Library

- In the proposed schedule below, time in the library has been allocated based on the relative projected enrollment of each school.
- P.S. 38 will be scheduled to use the library for 3 hours and 45 minutes daily. Harlem Prep will also be scheduled to use the library for 3 hours and 45 minutes daily.

¹⁰ See DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹¹ See DOE's Office of School Food and Nutrition's Web site at <http://www.opt-osfns.org/osfns/default.aspx>.

Auditorium

- In the proposed schedule below, time in the auditorium has been allocated based on the relative projected enrollment of each school.
- P.S. 38 will be scheduled to use the auditorium for 3 hours and 45 minutes daily. Harlem Prep will also be scheduled to use the auditorium for 3 hours and 45 minutes daily.
- The auditorium has the capacity to serve 491 students.

Gymnasium and Playground

Gymnasium

- There is one gymnasium in the building that has the capacity to serve 350 students. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school.
- P.S. 38 will serve approximately 286-346 students, and it will be allocated 20 hours per week in the gymnasium.
- Harlem Prep will serve approximately 273-348 students, and it will be allocated 20 hours per week in the gymnasium.

Play Area

- There is one play area that has the capacity to serve 125 students. In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period.
- P.S. 38 will be scheduled to use the play area for 3 hours and 10 minutes daily. Harlem Prep will also be scheduled to use the play area for 3 hours and 10 minutes daily.

After School Programs

- The DOE notes that in the schedule below, the DOE does not allocate shared space beyond 3:30 pm. Thus, the Building Council should allocate this space as needed for after-school programs. The Building Council is empowered to make additional and alternative allocations.
- Any school in M121 that chooses to offer extended day or after-school programming would have to manage scheduling of shared spaces. The Building Council will address any requests to use shared spaces after school hours and resolve any conflicts.

The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

In 2014-2015, the DOE projects that Harlem Prep will serve 273-348 students and P.S. 38 will serve 286-346 students. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 38's school day will run from approximately 8:00 a.m. to 3:00 p.m. Harlem Prep's school day will run from approximately 7:30 a.m. to 5:15 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 the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 200)	Breakfast Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. Lunch P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	Breakfast Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. Lunch P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	Breakfast Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. Lunch P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	Breakfast Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. Lunch P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	Breakfast Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. Lunch P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.
Library	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.
Gymnasium (Capacity: 350)	Harlem Prep 7:30 a.m. – 11:00 a.m. P.S. 38 11:00 a.m. – 3:00 p.m. Harlem Prep 3:00 p.m. – 3:30 p.m.	Harlem Prep 7:30 a.m. – 11:00 a.m. P.S. 38 11:00 a.m. – 3:00 p.m. Harlem Prep 3:00 p.m. – 3:30 p.m.	Harlem Prep 7:30 a.m. – 11:00 a.m. P.S. 38 11:00 a.m. – 3:00 p.m. Harlem Prep 3:00 p.m. – 3:30 p.m.	Harlem Prep 7:30 a.m. – 11:00 a.m. P.S. 38 11:00 a.m. – 3:00 p.m. Harlem Prep 3:00 p.m. – 3:30 p.m.	Harlem Prep 7:30 a.m. – 11:00 a.m. P.S. 38 11:00 a.m. – 3:00 p.m. Harlem Prep 3:00 p.m. – 3:30 p.m.
Auditorium (Capacity: 491)	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.	Harlem Prep 7:30 a.m. – 11:15 a.m. P.S. 38 11:15 a.m. – 3:00 p.m.
Play Area (Capacity: 125)	Harlem Prep 8:35 a.m. – 11:45 a.m. P.S. 38 11:50 a.m. – 3:00 p.m.	Harlem Prep 8:35 a.m. – 11:45 a.m. P.S. 38 11:50 a.m. – 3:00 p.m.	Harlem Prep 8:35 a.m. – 11:45 a.m. P.S. 38 11:50 a.m. – 3:00 p.m.	Harlem Prep 8:35 a.m. – 11:45 a.m. P.S. 38 11:50 a.m. – 3:00 p.m.	Harlem Prep 8:35 a.m. – 11:45 a.m. P.S. 38 11:50 a.m. – 3:00 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, among others. 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, if this proposal is approved, the leader/designee of P.S. 38 and Harlem Prep will be part of the M121 School Safety Committee. As a member of the School Safety Committee, the leader/designee of P.S. 38 and Harlem Prep will participate in the development of the building’s Safety Plan and ensure that any security

related issues or needs that may arise with respect to the co-location of P.S. 38 and Harlem Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the M121 school building will be modified as appropriate to meet any changing security needs associated with the ongoing co-location. P.S. 38 and Harlem Prep will enter information in the M121 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 school in the building, 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 M121 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, 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.¹² 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 co-locations approved after May 28, 2010, the effective date of the amended New York Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended New York 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 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.

¹² Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."