

REVISED 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 extend and expand the co-location of DREAM Charter School (84M382, “DREAM”) with existing school P.S. 38 Roberto Clemente (04M038, “P.S. 38”) in building M121 (“M121”) located at 232 East 103 Street, Manhattan, NY 10029, in Community School District 4 (“District 4”), through the conclusion of the 2014-2015 school year. P.S. 38 is an existing zoned elementary school that currently serves students in kindergarten through fifth grade and offers two sections of full-day pre-kindergarten. The DOE is also proposing to delay the co-location of grades six through eight of an existing public charter school, Harlem Prep Charter School (84M708, “Harlem Prep”), in building M121 until the beginning of the 2015-2016 school year.

DREAM is an existing charter elementary school that currently serves students in kindergarten through sixth grade at two sites: DREAM serves its students in kindergarten and first grade in building M050 (“M050”), located at 433 East 100th Street, New York, NY 10029, in District 4. DREAM is co-located in M050 with P.S. 50 Vito Marcantonio (04M050, “P.S. 50”), an existing district school that serves students in kindergarten through eighth grade, and New York Center for Autism Charter School (84M337, “NYCA”), a charter school that serves students with disabilities aged five to nineteen. DREAM currently serves its students in second through sixth grade in building M121.

In a previous EIS posted on November 29, 2012, the DOE proposed to co-locate Harlem Prep’s sixth through eighth grade students in M121 beginning in the 2014-2015 school year. The Panel for Educational Policy (“PEP”) approved that proposal on January 16, 2013. That proposal was based on the expectation that DREAM would move out of M121 and into its non-DOE-operated facility prior to the 2014-2015 school year. Due to a delay in the construction of DREAM’s facility, however, DREAM will not be able to move into that facility prior to the 2015-2016 school year. Thus, the DOE now proposes to extend DREAM’s co-location in M121 through the conclusion of the 2014-2015 school year. There is insufficient space in M121 to accommodate P.S. 38, DREAM, and Harlem Prep’s sixth through eighth grades during the 2014-2015 school year. Therefore, the DOE also proposes to delay the co-location of Harlem Prep’s grades six through eight in M121 until the beginning of the 2015-2016 school year and extend that school’s co-location in building M099 (“M099”), located at 410 East 100 Street, New York, NY, 10029 in District 4 through the 2014-2015 school year.

DREAM will re-locate to a private facility at the conclusion of the 2014-2015 school year. If DREAM is unable to move into its private facility at the end of the 2014-2015 school year as planned, DREAM will explore options to serve its students in a temporary space.

If this proposal is approved, DREAM will serve students in third through seventh grade at M121 in the 2014-2015 school year.

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 DREAM, and 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 DREAM and 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 revised EIS, to which this plan is attached, for further information about the proposed co-location extension.

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.¹

¹ 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,² 5 half-size rooms,³ 8 quarter-size rooms,⁴ 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, DREAM, and Harlem Prep:

- The nurse's office occupies 0.50 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 ("HS") rooms, 6 quarter-size room, and 1.50 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	1.50

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size classrooms have an area less than 240 square feet.

2013-2014 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 38 and DREAM in 2013-2014:

2013-2014	Grades Served	Total Enrolled ⁵	GE/ICT Sections	SC Sections
DREAM	2-6 ⁶	244	10	0
P.S. 38	K-5 ⁷	283	14	1

The DOE has adjusted P.S. 38's baseline allocations for the following reason: 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 the limited number of half-size rooms in M121, P.S. 38 has been allocated an additional full-size room in lieu of one half size room for its self-contained section.

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.

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)
DREAM	Baseline Footprint Allocation	12	1	0	1	2	2	2.50	-	-	-	-	-	-	-	-
	Current Footprint Allocation	12	1	0	1	2	2	2.50	1	-	-	-	14	3	2	0.00
P.S. 38	Baseline Footprint Allocation	17	3	2.50	0	0	0	2.50	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	18	2	1.50	0	0	4	2.50	-	-	-	-	-	-	-	-
	Current Footprint Allocation	18	2	1.50	0	0	4	2.50	-	-	-	-	18	2	4	1.50

⁵ All figures are from the 2013-2014 Audited Register as of October 31, 2013 or charter headcount as of September 30, 2013.

⁶ DREAM currently serves its students in kindergarten and first grade in M050. Grade span and projected enrollment shown are for the M121 building only.

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.

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, DREAM will serve grades three through seven in M121 with P.S. 38 through the 2014-2015 school year. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015.

2014-2015	Grades Served	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
DREAM	3-7 ⁹	220-280	10	0
P.S. 38	K-5 ¹⁰	236-296	14	1

There will be no excess space after each school has received its baseline or adjusted baseline allocation of space.

The DOE has adjusted P.S. 38's baseline allocations due to the following reason: 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 the limited number of half-size rooms in M121, P.S. 38 has been allocated an additional full-size room in lieu of one half size room for its self-contained section.

The DOE has also adjusted DREAM's baseline allocation. Typically, as per the Footprint, resource services are accommodated in half-size rooms. In this case, due to the limited number of instructional half-size rooms in the building, DREAM has been allocated one additional full-size room in lieu of one half-size room for one of its resource rooms.

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.

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)
DREAM	Baseline Footprint Allocation	12	2	0	1	2	2	2.50	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	1	0	1	2	2	2.50	-	-	-	-	14	3	2	0.0
P.S. 38	Baseline Footprint Allocation	17	3	2.50	0	0	0	2.50	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	18	2	1.50	0	0	4	2.50	-	-	-	-	18	2	4	1.50

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

⁹ A separate proposal for DREAM's kindergarten through second grade students in M050 is available at www.schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2013-2014/SchoolProposalsMay62014PEP

. Grade span and projected enrollment shown are for the M121 building only.

¹⁰ 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)
DREAM	14	3	2	0.00	14	3	2	0.00	0	0	0	0.00
P.S. 38	18	2	4	1.50	18	2	4	1.50	0	0	0	0.00

2015-2016 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Harlem Prep will be co-located in M121 beginning in the 2015-2016 school year. DREAM will have moved out of M121 by the start of the 2015-2016 school year.

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	GE/ICT Sections	SC Sections
Harlem Prep	6-8	273-348	12	0
P.S. 38	K-5 ¹¹	221-281	14	1

The DOE has adjusted P.S. 38's baseline allocations for the following reason: 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 the limited number of half-size rooms in M121, P.S. 38 has been allocated an additional full-size room in lieu of one half-size room for its self-contained section.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 38 and Harlem Prep based on their respective baseline and adjusted baseline Footprint allocations:

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)
Harlem Prep	Baseline Footprint Allocation	13	1	0.00	1	2	2	2.50	-	-	-	-	14	3	2	0.00
	Adjusted Baseline Allocation	18	2	1.50	0	0	4	2.50	-	-	-	-	18	2	4	1.50

There will be no excess space after each school has received its baseline or adjusted baseline allocation of space.

¹¹ 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 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				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	1.50	0	0	0	0.00
Harlem Prep	0	0	0	0.00	14	3	2	0.00	+14	+3	+2	0.00
DREAM	14	3	2	0.00	0	0	0	0.00	-14	-3	-2	0.00

The proposed 2015-2016 allocation of space will serve as the long-term space allocation for P.S. 38 and Harlem Prep.

Shared Space Plans: The 2014-2015 School Year and 2015-2016 School Year

Proposed shared space plans for both the 2014-2015 and 2015-2016 school years are below. The following plans are 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 for the 2014-2015 school year will be collaboratively drafted by the Building Council (comprised of the leaders of P.S. 38 and DREAM) after this proposal has been approved by the PEP. The final shared space schedule for the 2015-2016 school year will be collaboratively drafted by the Building Council (comprised of the leaders of P.S. 38 and Harlem Prep) prior to the beginning of that school year.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

These proposed Shared Space Plans are 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 about 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 schedules are 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.¹²

In planning how P.S. 38 and DREAM may use shared space in the 2014-2015 school year and how P.S. 38 and Harlem Prep may use shared space in the 2015-2016 year, 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 each school's projected enrollment, the capacity and current scheduling of the cafeteria.
- The cafeteria has the capacity to serve 200 students.
- In the proposed schedule below for the 2014-2015 school year, P.S. 38 has been allocated 1 hour daily for breakfast and 1 hour and 45 minutes daily for lunch. DREAM has been allocated 1 hour daily for breakfast and 1 hour and 35 minutes daily for lunch.
- In the proposed schedule below for the 2015-2016 school year, P.S. 38 has been allocated 30 minutes daily for breakfast and 1 hour and 45 minutes daily for lunch. Harlem Prep has been allocated 30 minutes daily for breakfast and 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. 38.¹³

Library

- In the proposed schedule below, time in the library has been allocated based on the relative projected enrollment of each school.
- In the proposed schedule below for the 2014-2015 school year, P.S. 38 has been allocated 3 hours and 45 minutes daily. DREAM has been allocated 3 hours and 45 minutes daily.

¹² See DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹³ See DOE's Office of School Food and Nutrition's Web site at <http://www.opt-osfns.org/osfns/default.aspx>.

- In the proposed schedule below for the 2015-2016 school year, P.S. 38 has been allocated 3 hours and 45 minutes daily. Harlem Prep has been allocated 3 hours and 45 minutes daily.

Auditorium

- In the proposed schedule below, time in the auditorium has been allocated based on the relative projected enrollment of each school.
- The auditorium has the capacity to serve 491 students.
- In the proposed schedule below for the 2014-2015 school year, P.S. 38 has been allocated 3 hours and 35 minutes daily. DREAM has been allocated 3 hours and 25 minutes daily.
- In the proposed schedule below for the 2015-2016 school year, P.S. 38 has been allocated 3 hours and 45 minutes daily. Harlem Prep has been allocated 3 hours and 45 minutes daily.

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.
- In the proposed schedule below for the 2014-2015 school year, P.S. 38 has been allocated 20 hours weekly. DREAM has been allocated 20 hours weekly.
- In the proposed schedule below for the 2015-2016 school year, P.S. 38 has been allocated 20 hours weekly. Harlem Prep has been allocated 20 hours weekly.

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.
- In the proposed schedule below for the 2014-2015 school year, P.S. 38 has been allocated 3 hours and 30 minutes daily. DREAM has been allocated 3 hours and 15 minutes daily.
- In the proposed schedule below for the 2015-2016 school year, P.S. 38 has been allocated 3 hours and 10 minutes daily. Harlem Prep has been allocated 2 hours and 50 minutes daily.

After School Programs

- The DOE notes that currently P.S. 38 is not allocated time in shared spaces beyond 3:00 p.m. P.S. 38 currently does not offer extra-curricular activities that require the use of shared spaces after these times.

- The Building Council should allocate these spaces as needed for after-school programs. The Building Council is empowered to make additional and alternative allocations, as with all shared space plan times.
- The DOE notes that any school in M121 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces. The Building Council will address any requests for the use of shared spaces after school hours and will resolve all conflicts using the dispute resolution procedures mentioned above.

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.

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., DREAM’s regular school day runs from approximately 8:00 a.m. to 4:00 p.m., and Harlem Prep’s school day will run from 7:30 a.m. to 3:30 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.

Proposed Shared Space Plan for the 2014-2015 School Year:

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 200)	<u>Breakfast</u> P.S. 38 7:30 a.m. – 8:30 a.m. DREAM 7:30 a.m. – 8:30 a.m. <u>Lunch</u> P.S. 38 11:00 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 2:20 p.m.	<u>Breakfast</u> P.S. 38 7:30 a.m. – 8:30 a.m. DREAM 7:30 a.m. – 8:30 a.m. <u>Lunch</u> P.S. 38 11:00 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 2:20 p.m.	<u>Breakfast</u> P.S. 38 7:30 a.m. – 8:30 a.m. DREAM 7:30 a.m. – 8:30 a.m. <u>Lunch</u> P.S. 38 11:00 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 2:20 p.m.	<u>Breakfast</u> P.S. 38 7:30 a.m. – 8:30 a.m. DREAM 7:30 a.m. – 8:30 a.m. <u>Lunch</u> P.S. 38 11:00 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 2:20 p.m.	<u>Breakfast</u> P.S. 38 7:30 a.m. – 8:30 a.m. DREAM 7:30 a.m. – 8:30 a.m. <u>Lunch</u> P.S. 38 11:00 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 2:20 p.m.
Library	P.S. 38 8:00 a.m. – 11:45 a.m. DREAM 12:15 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 11:45 a.m. DREAM 12:15 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 11:45 a.m. DREAM 12:15 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 11:45 a.m. DREAM 12:15 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 11:45 a.m. DREAM 12:15 p.m. – 4:00 p.m.
Gymnasium (Capacity: 350)	P.S. 38 8:00 a.m. – 12:00 p.m. DREAM 12:00 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 12:00 p.m. DREAM 12:00 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 12:00 p.m. DREAM 12:00 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 12:00 p.m. DREAM 12:00 p.m. – 4:00 p.m.	P.S. 38 8:00 a.m. – 12:00 p.m. DREAM 12:00 p.m. – 4:00 p.m.
Auditorium (Capacity: 491)	DREAM 8:00 a.m. – 11:25 a.m. P.S. 38 11:25 a.m. – 3:00 p.m.	DREAM 8:00 a.m. – 11:25 a.m. P.S. 38 11:25 a.m. – 3:00 p.m.	DREAM 8:00 a.m. – 11:25 a.m. P.S. 38 11:25 a.m. – 3:00 p.m.	DREAM 8:00 a.m. – 11:25 a.m. P.S. 38 11:25 a.m. – 3:00 p.m.	DREAM 8:00 a.m. – 11:25 a.m. P.S. 38 11:25 a.m. – 3:00 p.m.
Play Area (Capacity: 125)	P.S. 38 9:15 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 4:00 p.m.	P.S. 38 9:15 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 4:00 p.m.	P.S. 38 9:15 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 4:00 p.m.	P.S. 38 9:15 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 4:00 p.m.	P.S. 38 9:15 a.m. – 12:45 p.m. DREAM 12:45 p.m. – 4:00 p.m.

Shared Space Plan for the 2015-2016 School Year:

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 200)	<u>Breakfast</u> Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. <u>Lunch</u> P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	<u>Breakfast</u> Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. <u>Lunch</u> P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	<u>Breakfast</u> Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. <u>Lunch</u> P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	<u>Breakfast</u> Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. <u>Lunch</u> P.S. 38 10:00 a.m. – 11:45 a.m. Harlem Prep 11:50 a.m. – 1:35 p.m.	<u>Breakfast</u> Harlem Prep 7:00 a.m. – 7:30 a.m. P.S. 38 7:30 a.m. – 8:00 a.m. <u>Lunch</u> 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)	P.S. 38 8:30 a.m. – 11:40 a.m. Harlem Prep 11:40 a.m. – 2:30 p.m.	P.S. 38 8:30 a.m. – 11:40 a.m. Harlem Prep 11:40 a.m. – 2:30 p.m.	P.S. 38 8:30 a.m. – 11:40 a.m. Harlem Prep 11:40 a.m. – 2:30 p.m.	P.S. 38 8:30 a.m. – 11:40 a.m. Harlem Prep 11:40 a.m. – 2:30 p.m.	P.S. 38 8:30 a.m. – 11:40 a.m. Harlem Prep 11:40 a.m. – 2:30 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 DREAM in the 2014-2015 school year, and P.S. 38 and Harlem Prep in the 2015-2016 school year 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 DREAM and 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 DREAM and 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. All schools 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.¹⁴ 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.

¹⁴ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."