

## REVISED BUILDING UTILIZATION PLAN

In an Educational Impact Statement (“EIS”) posted on February 5, 2011, the New York City Department of Education (“DOE”) proposed to temporarily re-site the fourth grade of Harlem Children’s Zone/Promise Academy I (84M284, “PA I”), an existing public charter school that served 899 students in kindergarten through seventh grades and tenth and eleventh grades, from private, non-DOE space at 35 E. 125<sup>th</sup> Street, New York, NY 10035 in Community School District 5 (“125<sup>th</sup> Street Building”), to Building M501 (“M501”), located at 2005 Madison Avenue, New York, NY 10035 in Community School District 5. Promise Academy I fourth graders were to be co-located in M501 with Choir Academy of Harlem (05M469, “Choir Academy”), an existing DOE secondary school serving grades six through twelve, Harlem Children’s Zone/Promise Academy II (84M341, “PA II”), an existing public charter school that at the time served kindergarten through sixth grades, and an Alternative Learning Center (88M993, “ALC”), where students who are suspended from their regular schools attend in order to receive academic, social, and emotional supports to prepare themselves for a return to the school from which they were suspended. 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. In a separate EIS posted at the same time, the DOE proposed to temporarily expand the grades served by Promise Academy II to kindergarten through seventh grades commencing in the 2011-2012 school year and adding eighth grade in the 2012-2013 school year in Building M501. Those proposals were approved by the Panel for Educational Policy (“PEP”) on March 23, 2011.

On May 25, 2011, the DOE issued revised EISs and a revised BUP with an adjusted shared space schedule, updated footnotes, updated room allocation charts, and a note that Choir Academy be allocated the designed music rooms in the M501 building (the “2011 BUP”). Those revised proposals were approved by the PEP on June 27, 2011.

Since the PEP approved the revised proposals, including the 2011 BUP, Harlem Children’s Zone, the Charter Management Organization (“CMO”) that runs both PA I and PA II, decided to lease private space for the fourth grade of PA I for the 2011-2012 school year. The DOE is now further revising the 2011 BUP as a result of PA I no longer co-locating with Choir Academy, PA II, and the ALC in the M501 building in 2011-2012. The proposed temporary grade expansion of PA II in the M501 building is still in effect, as is the co-location of the PA I’s fourth grade in 2012-2013. This revised BUP therefore reflects the following:

- Updated space allocations for Choir Academy, PA II, and the ALC in the M501 building in 2011-2012 that reflect that PA I is no longer co-locating in the M501 building during the current school year;
- Updated enrollment of all schools/programs currently co-located in the M501 building;
- The room count has been adjusted in order to more accurately reflect the total full-size, half-size, and administrative spaces within the M501 building; and
- A revised proposed shared space schedule for the 2011-2012 school year is on pages 12-15, and the DOE has clarified the rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal.

The actual shared space schedule in effect for the 2011-2012 school year, which is set forth below on page 11, was decided upon by the current M501 Building Council.

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 among Choir Academy, PA II, PA I (during 2012-2013), and the ALC. It also includes a revised proposal for the collaborative usage of shared resources and spaces among Choir Academy, PA II, and the ALC during the 2011-2012 school year, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, 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.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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 the Borough Director of Space Planning and the school’s principal. 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 their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint also assumes that at those other scheduled 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 classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

At the elementary level, cluster classrooms are allocated as follows:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades 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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide

<sup>1</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: [http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/ronlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf)

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 January 19, 2011 by Richard Bocchicchio, Director of Space Planning, building M501 has a total of 61 full-size classrooms/spaces,<sup>2</sup> 6 full-size science demonstration labs, 1 full-size science lab, 16 half-size classrooms/spaces,<sup>3</sup> and the equivalent of 6.5 rooms of designed administrative office/space. M501 building also contains a gymnasium, auditorium, lunchroom, library, and four outside recreational areas, each of which will be shared among the schools in the building. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse in the M501 building currently operates out of 1 full-size designed administrative space.
- The custodian's office is currently occupying 1 half-size classroom/space.
- The School Based Support Team operates in a full-size administrative space.

Excluding these three spaces, the M501 building has a total of 68 full-size classrooms (including 7 full-size science lab/demonstration rooms), 15 half-size classrooms/spaces, and the equivalent of 4.5 full-size designed administrative office/space remaining that can be allocated to schools.

Summary	Full-size	Half-size	Designed Admin (FSE)
Building Grand TOTAL	68	16	6.5
SHARED SPACES or Building Services	0	1	2
<b>Remaining Total to be Allocated</b>	<b>68</b>	<b>15</b>	<b>4.5</b>

### 2011-2012 (Current School Year)

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled <sup>4</sup>	GE/ICT Sections	SC Sections
Choir Academy	349	14	5
PA II	555	26	0
ALC	80	-	-

<sup>2</sup> Full-size classrooms have an area of 500 square feet or more.

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

<sup>4</sup> 2011-2012 Unaudited Register as of October 31, 2011. ALC attendance varies daily; the figure provided here is the maximum capacity.

The table below summarizes the available space within M501 after each school received its baseline allocation.

2011-2012: Building M501	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space in Excess of Baseline Allocation	1.5	17	4	0

This revised BUP reflects the excess space that has been allocated among Choir Academy, PA II, and the ALC. This allocation allows Choir Academy to retain one contiguous floor, and in doing so, allocates more excess space to Choir Academy than it would receive based on relative enrollment of the schools. However, the allocation is based upon the physical location of the available space in relation to the location of each school within the building and the agreement of all schools involved. The space allocation for Choir Academy also continues to include the two choral rooms that are located in building M501 (room 273 and room 353) as part of its excess space allocation, and which would be of limited use to the other schools in the building. While Choir Academy is receiving fewer rooms than it used in the 2010-2011 school year, it will continue to receive more than its baseline Footprint allocation, which the DOE believes is sufficient to support middle and high school programs for the school's total enrollment. Under this revised BUP, Choir Academy is receiving 7 full-size and 4 half-size rooms more than it was allocated under the 2011 BUP.

The table below summarizes Choir Academy's, PA II's, and the ALC's baseline and/or adjusted Footprint allocations, which are based on the methodology described at the beginning of this document, plus the excess allocation that each school is currently using. The DOE has adjusted Choir Academy's baseline Footprint allocation for the following reason:

- Given the limited number of half-size classrooms that can accommodate self-contained special education classes, Choir Academy's adjusted allocation includes 3 additional full-size classrooms to accommodate 3 of its 5 self-contained special education classes.

2011-2012:		Non-Admin Spaces		Administrative Spaces					Additional (Excess) Allocation				Grand Total Current Space Allocation			
		Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
Choir Academy	Baseline Footprint Allocation	14	6	3	0	0	0	3	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	17	3	3	0	0	0	3	13	4	0	1.5	30	7	0	4.5
PA II	Baseline Footprint Allocation	29	3	0	1	4	0	3	3	0	0	0	33	7	0	0
ALC	Baseline Footprint Allocation	4	0	0	0	1	0	0.5	1	0	0	0	5	1	0	0

In total, under this revised BUP, Choir Academy is allocated 30 full-size, 7 half-size, and 4.5 designed administrative spaces. PA II is allocated 32 full-size and 7 half-size spaces. The ALC is allocated 5 full-size and 1 half-size spaces.

The change in room allocations for the 2011-2012 school year resulting from the difference between the 2011 BUP and this revised BUP (which reflects current allocations) is reflected below.

	<b>2011 BUP GRAND TOTAL</b>				<b>2011-2012 REVISED BUP GRAND TOTAL</b>				<b>CHANGE FROM 2011 BUP</b>			
	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)
Choir Academy	23	3	0	5	30	7	0	4.5	+7	+4	0	-0.5
PA II	32	8	0	1.5	33	7	0	0	+1	-1	0	-1.5
ALC	4	1	0	0.5	5	1	0	0	+1	0	0	-0.5

**2012-2013**

The table below summarizes the total projected enrollment and projected number of sections to be served at each school in 2012-2013.

2012-2013	Projected Enrollment <sup>5</sup>	GE/ICT Sections	SC Sections
Choir Academy	375-480	16	5
PA II	635-690	30	0
ALC	80	-	-
PA I	80-85	4	0

<sup>5</sup> Future enrollment figures are projections based on expected number of sections per grade. Significant changes in enrollment could result in an amendment to this plan. ALC attendance varies daily; the figure provided here is the maximum capacity.

The table below summarizes the available space within M501 after each school receives its baseline allocation.

2012-2013: Building M501	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space in Excess of Baseline Allocation	1.5	7	4	0

This allocation allocates more excess space to Choir Academy than it would receive based on relative enrollment of the schools. However, the excess space will be allocated between Choir Academy and PA II based upon the physical location of the available space in relation to the location of each school within the building and the agreement of all schools involved. The DOE, in conjunction with PA I and PA II, chose to minimize the potentially disruptive effect of the temporary co-location of PA I by limiting the excess space allocated to the PA I and PA II. The space allocation for Choir Academy will also continue to include the two choral rooms that are located in building M501 (room 273 and room 353) as part of its excess space allocation, and which would be of limited use to the other schools in the building. While Choir Academy will receive fewer rooms than it is using in the 2011-2012 school year, it will continue to receive more than its baseline Footprint allocation, which the DOE believes is sufficient to support middle and high school programs for the school's total enrollment.

The table below summarizes Choir Academy's, PA II's, PA I's, and the ALC's baseline and/or adjusted Footprint allocations, which are based on the methodology described at the beginning of this document, plus the excess allocations. The DOE has adjusted Choir Academy's baseline Footprint allocation for the following reason:

- Given the limited number of half-size classrooms that can accommodate self-contained special education classes, Choir Academy's adjusted allocation includes 3 additional full-size classrooms to accommodate 3 of its 5 self-contained special education classes.

The DOE has adjusted PA I's baseline Footprint allocation for the following reason:

- PA I will utilize cluster rooms and teachers that serve PA II. In addition, PA I will have limited supervisory staff at this location and will therefore utilize PA II's administrative space as needed.

2012-2013:		Non-Admin Spaces		Administrative Spaces					Additional (Excess) Allocation				Grand Total Current Space Allocation			
		Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
Choir Academy	Baseline Footprint Allocation	16	6	3	0	0	0	3	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	19	3	3	0	0	0	3	7	4	0	1.5	26	7	0	4.5
PA II	Baseline Footprint Allocation	33	3	0	1	4	0	3	0	0	0	0	34	7	0	0
ALC	Baseline Footprint Allocation	4	0	0	0	1	0	0.5	0	0	0	0	4	1	0	0
PA I	Baseline Footprint Allocation	5	1	0.5	0	2	0	1.5	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	4	0	0	0	0	0	0	0	0	0	0	4	0	0	0

In total, Choir Academy will be allocated will be allocated 26 full-size, 7 half-size, and 4.5 designed administrative spaces. PA II will be allocated 34 full-size and 7 half-size spaces. The ALC will be allocated 4 full-size and 1 half-size spaces, and PA I will be allocated 4 full-size rooms.

The proposed room allocation change from the 2011-2012 school year to the 2012-2013 school year is reflected below.

	<b>2011-2012 GRAND TOTAL</b>				<b>2012-2013 GRAND TOTAL</b>				<b>CHANGE</b>			
	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)
Choir Academy	30	7	0	4.5	26	7	0	4.5	-4	0	0	0
PA II	33	7	0	0	34	7	0	0	+1	0	0	0
ALC	5	1	0	0	4	1	0	0	-1	0	0	0
PA I	0	0	0	0	4	0	0	0	+4	0	0	0

**2013-2014**

In 2013-2014, PA I will no longer have its fourth grade in M501 and grades seven and eight of PA II will relocate to private space.

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

2013-2014	Projected Enrollment <sup>6</sup>	GE/ICT Sections	SC Sections
Choir Academy	455-560	18	5
PA II	560-595	27	0
ALC	80	-	-

<sup>6</sup> Future enrollment figures are projections based on expected number of sections per grade. Significant changes in enrollment could result in an amendment to this plan. ALC attendance varies daily; the figure provided here is the maximum capacity.

The table below summarizes the available space within M501 after each school receives its baseline allocation.

2013-2014: Building M501	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space in Excess of Baseline Allocation	1.5	12	4	0

This allocation allows Choir Academy to retain one contiguous floor, and in doing do, allocates more excess space to Choir Academy than it would receive based on relative enrollment of the schools. However, the excess space will be allocated between Choir Academy, PA II, and the ALC based upon the physical location of the available space in relation to the location of each school within the building and the agreement of all schools involved. The space allocation for Choir Academy will also continue to include the two choral rooms that are located in building M501 (room 273 and room 353) as part of its excess space allocation, and which would be of limited use to the other schools in the building.

The table below summarizes Choir Academy’s, PA II’s, and the ALC’s baseline and/or adjusted Footprint allocations, which are based on the methodology described at the beginning of this document, plus the excess allocations. The DOE has adjusted Choir Academy’s baseline Footprint allocation for the following reason:

- Given the limited number of half-size classrooms that can accommodate self-contained special education classes, Choir Academy’s adjusted allocation includes 3 additional full-size classrooms to accommodate 3 of its 5 self-contained special education classes.

2013-2014:		Non-Admin Spaces		Administrative Spaces					Additional (Excess) Allocation				Grand Total Current Space Allocation			
		Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
Choir Academy	Baseline Footprint Allocation	18	6	3	0	0	0	3	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	21	3	3	0	0	0	3	9	4	0	1.5	30	7	0	4.5
PA II	Baseline Footprint Allocation	30	3	0	1	4	0	3	2	0	0	0	33	7	0	0
ALC	Baseline Footprint Allocation	4	0	0	0	1	0	0.5	1	0	0	0	5	1	0	0

In total, Choir Academy will be allocated 30 full-size, 7 half-size, and 4.5 designed administrative spaces. PA II will be allocated 33 full-size and 7 half-size spaces. The ALC will be allocated 5 full-size and 1 half-size spaces.

The proposed room allocation change from the 2012-2013 school year to the 2013-2014 school year is reflected below.

	<b>2012-2013 GRAND TOTAL</b>				<b>2013-2014 GRAND TOTAL</b>				<b>CHANGE</b>			
	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)	Total Full-size	Total Half-size	Total Quarter-size	Total Designed Admin (FSE)
Choir Academy	26	7	0	4.5	30	7	0	4.5	+4	0	0	0
PA II	34	7	0	0	33	7	0	0	-1	0	0	0
ALC	4	1	0	0	5	1	0	0	+1	0	0	0
PA I	4	0	0	0	0	0	0	0	-4	0	0	0

The proposed allocation for the 2013-2014 school year would be the long-term space allocation for Choir Academy, PA II, and the ALC.

### Shared Space Plan

The 2011-2012 shared space plan, developed by the current Building Council, is as follows:

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 611)	<b>All Schools:</b> 10:15am-1:00pm	<b>All Schools:</b> 10:15am-1:00pm	<b>All Schools:</b> 10:15am-1:00pm	<b>All Schools:</b> 10:15am-1:00pm	<b>All Schools:</b> 10:15am-1:00pm
Library	As needed	As needed	As needed	As needed	As needed
Gymnasium (Capacity: 500)	<b>PA II:</b> 9:00-10:00am <b>Choir Academy:</b> 8:00-9:00am; 10:00am-2:35pm; 4:00-6:00pm	<b>PA II:</b> 9:00-10:00am <b>Choir Academy:</b> 8:00-9:00am; 10:00am-2:35pm; 4:00-6:00pm	<b>PA II:</b> 9:00-10:00am & 4:00-6:00pm <b>Choir Academy:</b> 8:00-9:00am; 10:00am-2:35pm	<b>PA II:</b> 9:00-10:00am <b>Choir Academy:</b> 8:00-9:00am; 10:00am-2:35pm; 4:00-6:00pm	<b>PA II:</b> 9:00-10:00am & 4:00-6:00pm <b>Choir Academy:</b> 8:00-9:00am; 10:00am-2:35pm
Auditorium (Capacity: 600)	Scheduled one month in advance	Scheduled one month in advance	Scheduled one month in advance	Scheduled one month in advance	Scheduled one month in advance
Other: Playground	As needed	As needed	As needed	As needed	As needed

A revised proposed shared space plan for the 2011-2012 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 in building M501. 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. A shared space plan for all four schools that will be co-located in the building in 2012-2013 (PA I, PA II, Choir Academy, and the ALC) was approved with the approval of the 2011 BUP and would apply to the 2012-2013 school year. This revised shared space plan addresses the changes for the 2011-2012 school year resulting from PA I not being in the building this year.

## JUSTIFICATION OF FEASIBILITY AND EQUITABILITY 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 in a way that 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/KeyDocuments/CampusMemo.htm> .)

The below proposed schedule is based on enrollments for each currently co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>7</sup> Where possible, the proposed schedule maintains schools' current allocation of time for each shared space. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule, based on the 2011 Campus Audit Template submitted by the Building Council.<sup>8</sup>

In planning how Choir Academy, PA II, and the ALC may use shared space, the DOE has applied the factors described above to develop a proposed plan that allocates time in each space equitably.

Normal school hours for Choir Academy are 8:00am-3:18pm, for PA II are 7:30am-4:00pm, and for the ALC are 8:30am-2:30pm.<sup>9</sup>

### **Cafeteria**

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The capacity of the cafeteria is 611 students. The proposed schedule would allocate Choir Academy and PA II two 45-minute lunch periods each, and would allocate one 30-minute lunch period to the ALC. The cafeteria can accommodate all of these students during these lunch periods.
- Because PA II serves elementary school students, they have been given the earlier lunch periods. Because Choir Academy and the ALC serve middle and high school students, they have been given the later lunch periods.
- The DOE notes that 30 minutes of the lunch schedule is shared between PA II and Choir Academy. Given the capacity of the cafeteria, it can accommodate at least half of each school's enrollment, which would total roughly 453 students, simultaneously. The overlapping periods allow Choir Academy and the ALC to begin lunch 30 minutes earlier than they otherwise would receive if the schools Choir Academy and PA II did not overlap, and for PA II and Choir Academy to schedule their lunches such that the middle grades of both schools would overlap in the cafeteria. Under the current shared space schedule, Choir Academy and PA II share the cafeteria. Therefore, we believe that sharing the cafeteria for 30 minutes, should not be a problem for these schools.

<sup>7</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>8</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

<sup>9</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

- Although the proposed schedule deviates from strict proportionality based on school enrollment, the DOE believes that this schedule is equitable and comparable. However, the Building Council is empowered to make alternative arrangements to the lunch schedule provided that the Building Council comes to an agreement on the new lunch schedule collaboratively.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M501. Given that the capacity of the cafeteria is 611 students, the DOE has allocated the same duration and time to Choir Academy and the ALC for breakfast. Since PA II serves elementary school students, they have been allocated a separate period for breakfast.

### **Library**

- Time in the library is currently scheduled by the school librarian. This proposal allocates time in the library to the two school organizations and the ALC in proportion to their respective enrollments. The Building Council is free to deviate from the proposed shared space plan and may revert to the current practice of allocating access to the library on an as-needed basis 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.

### **Auditorium**

- The Building Council currently manages auditorium scheduling based on the school calendar. The proposed schedule below allocates time in the auditorium to the two school organizations and the ALC in approximate proportion<sup>10</sup> to their respective enrollments. The Building Council is free to deviate from the proposed shared space plan and may revert to the current practice of allocating access to the auditorium on an as-needed basis 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.

### **Gymnasium**

- In the schedule below, the DOE assumes that two class sections may use the gymnasium at the same time and that one school will use both halves of the gymnasium at the same time.
- This proposal allocates time in the gymnasium to the two school organizations and the ALC in proportion to their respective enrollments. Choir Academy is allocated 14 hours per week, PA II is allocated 21 hours per week, and the ALC is allocated 2.5 hours per week.
- The DOE notes that currently the ALC is not allocated any time in the gymnasium, but the DOE has allocated 2.5 hours per week to the ALC on the schedule below. Since ALC students are only in M501 temporarily while on suspension, the DOE believes this amount of time will satisfy the ALC's needs.

### **Playground**

- The proposed schedule below allocates time in the playground to the two school organizations and the ALC in proportion to their respective enrollments.

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<sup>10</sup> The schedule would provide Choir Academy with a slightly larger-than-proportional use of the auditorium, which the DOE believes is appropriate given the nature of Choir's programs.

- The playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess either before, during, or after their lunch period. Choir Academy and the ALC are sharing playground time from 1-1:30pm. At all other times, the playground is allocated to only one school.

**Afterschool**

- Choir Academy and PA II currently split the gymnasium for afterschool activities between 4:00pm and 6:00pm. As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. The Building Council is free 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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 611)	<u>Breakfast</u> <b>PA II:</b> 7 -7:30am <b>Choir Academy &amp; ALC:</b> 7:30-8:00am  <u>Lunch</u> <b>PA II:</b> 10:30am-12:00pm <b>Choir Academy:</b> 11:30am-1:00pm <b>ALC:</b> 1:00-1:30pm	<u>Breakfast</u> <b>PA II:</b> 7-7:30am <b>Choir Academy &amp; ALC:</b> 7:30-8:00am  <u>Lunch</u> <b>PA II</b> 10:30am-12:00pm <b>Choir Academy:</b> 11:30am-1:00pm <b>ALC:</b> 1:00-1:30pm	<u>Breakfast</u> <b>PA II:</b> 7-7:30am <b>Choir Academy &amp; ALC:</b> 7:30-8:00am  <u>Lunch</u> <b>PA II</b> 10:30am-12:00pm <b>Choir Academy:</b> 11:30am-1:00pm <b>ALC:</b> 1:00-1:30pm	<u>Breakfast</u> <b>PA II:</b> 7-7:30am <b>Choir Academy &amp; ALC:</b> 7:30-8:00am  <u>Lunch</u> <b>PA II</b> 10:30am-12:00pm <b>Choir Academy:</b> 11:30am-1:00pm <b>ALC:</b> 1:00-1:30pm	<u>Breakfast</u> <b>PA II:</b> 7-7:30am <b>Choir Academy &amp; ALC:</b> 7:30-8:00am  <u>Lunch</u> <b>PA II</b> 10:30am-12:00pm <b>Choir Academy:</b> 11:30am-1:00pm <b>ALC:</b> 1:00-1:30pm
Library	<b>Choir:</b> 8:30-11:30am <b>ALC:</b> 11:30am-12:00pm <b>PA II:</b> 12:00-3:30pm	<b>Choir:</b> 8:30-11:30am <b>ALC:</b> 11:30am-12:00pm <b>PA II:</b> 12:00-3:30pm	<b>Choir:</b> 8:30-11:30am <b>ALC:</b> 11:30am-12:00pm <b>PA II:</b> 12:00-3:30pm	<b>Choir:</b> 8:30-11:30am <b>ALC:</b> 11:30am-12:00pm <b>PA II:</b> 12:00-3:30pm	<b>Choir:</b> 8:30-11:30am <b>ALC:</b> 11:30am-12:00pm <b>PA II:</b> 12:00-3:30pm
Gymnasium (Capacity: 500)	<b>PA II:</b> 8-10:30am & 1:30-2:30pm <b>ALC:</b> 10:30-11am <b>Choir Academy:</b> 11am-1:30pm	<b>PA II:</b> 8-10:30am & 2:00-3:30pm <b>ALC:</b> 10:30-11am <b>Choir Academy:</b> 11am-2:00pm	<b>PA II:</b> 8-10:30am & 2:00-3:30pm <b>ALC:</b> 10:30-11am <b>Choir Academy:</b> 11am-2:00pm	<b>PA II:</b> 8-10:30am & 2:00-3:30pm <b>ALC:</b> 10:30-11am <b>Choir Academy:</b> 11am-2:00pm	<b>PA II:</b> 8-10:30am & 1:30-3:30pm <b>ALC:</b> 10:30-11am <b>Choir Academy:</b> 11am-1:30pm

Auditorium (Capacity: 600)	<b>PA II:</b> 7:30-11am <b>ALC:</b> 11-11:30am <b>Choir Academy:</b> 11:30am-3pm	<b>PA II:</b> 7:30-11am <b>ALC:</b> 11-11:30am <b>Choir Academy:</b> 11:30am-3pm	<b>PA II:</b> 7:30-11am <b>ALC:</b> 11am- 11:30am <b>Choir Academy:</b> 11:30am-3pm	<b>PA II:</b> 7:30-11am <b>ALC:</b> 11-11:30am <b>Choir Academy:</b> 11:30am-3pm	<b>PA II:</b> 7:30-11am <b>ALC:</b> 11-11:30am <b>Choir Academy:</b> 11:30am-3pm
Other: Playground	<b>Choir Academy:</b> 8:30-10:30am 12-1:30pm <b>PA II:</b> 10:30am-12pm <b>ALC:</b> 1-2pm <b>PA II:</b> 2-3:30pm				

### 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 Federation of Teachers 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. This plan is in place for the 2011-2012 school year.

Consistent with the process described above, the leader/designee of PA I will be part of the M501 School Safety Committee during the 2012-2013 school year. As a member of the School Safety Committee, the leader/designee of PA I 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 PA I during the 2012-2013 school year will be addressed on an ongoing basis. Moreover, the Safety Plan for the M501 school building will be modified as appropriate to meet any changing security needs associated with the co-location of PA I. PA I will enter information in the M501 schools’ overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each of the building’s schools, 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 2012-2013 Safety Plan for the M501 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. The Safety Plan for the current year has already been submitted. 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,<sup>11</sup> co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially 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 Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet 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 BUP and its campus implementation.

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<sup>11</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."