

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 reconfigure HSA 3’s grade span in M101 to serve students in fifth grade through eighth grade, with phase-in starting in the 2013-2014 school year. HSA 3 is an existing public charter school currently serving students in kindergarten through fourth grades in building M101 (“M101”), located at 141 East 111th Street, New York, NY 10029, in Community School District 4.¹ In a separate EIS first posted on March 5, 2012, amended on March 7, 2012, and revised on March 16, 2012, the DOE described a proposal to re-site HSA 3’s elementary grades from M101 to building M099 (“M099”) located at 410 East 100th Street, New York, NY 10029 in Manhattan’s Community School District 4, with phase-in starting in the 2013-2014 school year. That proposal was approved by the Panel for Educational Policy (“PEP”) on April 26, 2012. HSA 3 intends to propose a charter revision allowing it to serve students in kindergarten through eighth grades. If the State University of New York – Charter School Institute (“SUNY”) approves the charter revision, and if this proposal is approved, HSA 3 would serve students in kindergarten through eighth grades, with kindergarten through fourth grade students served in M099 and fifth through eighth grade students served in M101.

HSA 3 is co-located with two other schools in M101: Mosaic Preparatory Academy (04M375, “Mosaic”), a zoned elementary school that serves students in kindergarten through fifth grades and offers a pre-kindergarten program; and P811M@P101M (75M811, “P811M”), one site of a multi-site District 75 school.² 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.

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 among Mosaic, HSA 3 and P811M. It also includes a proposal for the collaborative usage of shared resources and spaces among Mosaic, HSA 3, and P811M, 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 among the co-located schools, and a description of the shared space committee are also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

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

METHODOLOGY

The DOE has applied the DOE 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.³

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the

¹ HSA 3’s fifth grade students will be served in Tandem Buildings M185 and M208 (“M185/208”), located respectively at 20 West 112th Street, New York, NY 10026 and 21 West 111th Street, New York, NY 10026, in Community School District 3, for the 2012-2013 school year only.

² District 75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 provides services to students in a variety of settings, including elementary, middle, and high schools, students’ homes, hospitals, and agencies. These programs are located at more than 310 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE website for additional information about District 75 programs at <http://schools.nyc.gov/Offices/District75/default.htm>.

³ 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

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 students in grades kindergarten through five and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when the class is scheduled for a cluster activity (e.g., art) or lunch, recess, etc. Further, this 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 students in grades kindergarten through five 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:

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

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.

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 classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and other 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 March 29, 2012 by James Dekeles, Director of Space Planning, building M101 has a total of 57 full-size ("FS") classrooms/spaces,⁴ 11 half-size ("HS") classrooms/spaces,⁵ 11 quarter-size ("QS") spaces that can be used for administrative purposes, and the full-size equivalent ("FSE") of 2.0 rooms of designed administrative office/space. M101 also contains two gymnasiums, an auditorium, a cafeteria, a library, two indoor play areas and an outdoor play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The school nurse occupies one half-size space.
- The custodian's office occupies one half-size space.
- The School Based Support Team ("SBST") occupies one half-size space.

⁴ Full-size classrooms have an area of 500 square feet or more.

⁵ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

Excluding the spaces outlined above, the M101 building has a total of: 57 full-size classrooms, 8 half-size classrooms/spaces, 11 quarter-size spaces, and 2.0 designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	57	11	11	2.0
SHARED SPACES or Building Services	0	3	0	0
Remaining Total to be Allocated	57	8	11	2.0

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 ⁶	GE/ICT Sections	SC Sections
Mosaic	325	12	5
HSA 3	614 ⁷	23	0
P811M	62	0	8

The table below summarizes the baseline and adjusted Footprint allocations for Mosaic, HSA 3, and P811M. These allocations are based on the methodology described at the beginning of this document and the amount of space that each school is currently using. The DOE has adjusted each school's baseline allocation. Mosaic's baseline allocation has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces. HSA 3's baseline allocation has been adjusted to account for a deficit of full-size, half-size, and administrative spaces. P811M's baseline allocation has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

2011-2012		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Current 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	Designed Admin (FSE)
Mosaic	Baseline Footprint Allocation	15	7	-	-	-	-	-	-	-	-	-	-	-	-	
	Adjusted Footprint Allocation	22	0	1.5	1	0	2	3.0	0	0	0	0	23	0	2	1.5
HSA 3	Baseline Footprint Allocation	26	4	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	25	3	0	1	0	5	2.25	0	0	0	0	26	3	5	0
P811M	Baseline Footprint Allocation	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	7	4	0.5	0	0	4	1.5	1	1	0	0	8	5	4	0.5

⁶ 2011-2012 Audited Register

⁷ Headcount as of October 1, 2011.

As demonstrated in the table above, P811M is currently using one full-size and one half-size space in excess of its baseline Footprint allocation. HSA 3 is currently operating with a deficit of one full-size space, one half-size space, and the full-size equivalent of 1.75 administrative spaces. The table below summarizes the available space within M101 after each school has received its adjusted baseline allocation.

2011-2012: Building M101	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	1	1	0	0

2012-2013

Ongoing construction of an elevator in M101 has impacted several rooms in the building and several capacity-generating projects are scheduled to take place during the summer. All construction in the building is projected to be completed by September 2012. The DOE anticipates that the net impact of construction will be the loss of two full-size rooms and the addition of 11 half-size rooms in M101. A teacher’s lunchroom will occupy a half-size space and will be shared among the schools in the building. Therefore, as described in the table below, in 2012-2013 and subsequent years, there will be 55 full-size classrooms/spaces, 18 half-size classrooms/spaces, 11 quarter-size spaces, and the full-size equivalent of 2.0 designed administrative spaces to allocate among Mosaic, HSA 3, and P811M.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	55	22	11	2.0
SHARED SPACES or Building Services	0	4	0	0
Remaining Total to be Allocated	55	18	11	2.0

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2012-2013, if this proposal is approved.

2012-2013	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
Mosaic	296 - 356	12	5
HSA 3	539 - 596	21	0
P811M	56 - 66	0	8

After Mosaic, HSA 3, and P811M have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2012-2013: Building M101	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	5	1	3	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

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

The table below summarizes the full 2012-2013 room allocation plan for Mosaic, HSA 3, and P811M, based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Mosaic	Baseline Footprint Allocation	15	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	5	1.5	0	3	0	3.0	3	1	2	0	20	9	2	1.5
HSA 3	Baseline Footprint Allocation	24	4	0	3	0	4	4.0	2	0	1	0	29	4	5	0
P811M	Baseline Footprint Allocation	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	6	5	0.5	0	0	4	1.5	0	0	0	0	6	5	4	0.5

In total, Mosaic will be allocated 20 full-size rooms, nine half-size rooms, two quarter-size rooms, and 1.5 designed administrative rooms. HSA 3 will be allocated 29 full-size rooms, four half-size rooms, and five quarter-size rooms. P811M will be allocated six full-size rooms, five half-size rooms, four quarter-size rooms, and 0.5 designed administrative rooms.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Mosaic	23	0	2	1.5	20	9	2	1.5	-3	+9	0	0
HSA 3	26	3	5	0	29	4	5	0	+3	+1	0	0

P811M	8	5	4	0.5	6	5	4	0.5	-2	0	0	0
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2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve students in first through sixth grades in M101 in the 2013-2014 school year. Mosaic would serve students in kindergarten through fifth grades, and P811M would serve students in kindergarten through eighth grades.

There will continue to be 55 full-size classrooms/spaces, 18 half-size classrooms/spaces, 11 quarter-size spaces, and 2.0 FSE of designed administrative space to allocate among Mosaic, HSA 3, and P811M. The baseline Footprint allocation for Mosaic has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2013-2014, if this proposal is approved.

2013-2014	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
Mosaic	291 - 351	12	5
HSA 3	638 - 704	25	0
P811M	56 - 66	0	8

After Mosaic, HSA 3, and P811M have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2013-2014: Building M101	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	1	1	3	0

The table below summarizes the full 2013-2014 room allocation plan for Mosaic, HSA 3, and P811M, based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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
Mosaic	Baseline Footprint Allocation	15	7	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	5	1.5	0	3	0	3.0	1	1	2	0	18	9	2

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

HSA 3	Baseline Footprint Allocation	28	4	0	3	0	4	4.0	0	0	1	0	31	4	5	0
P811M	Baseline Footprint Allocation	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	6	5	0.5	0	0	4	1.5	0	0	0	0	6	5	4	0.5

In total, Mosaic will be allocated 18 full-size spaces, nine half-size spaces, two quarter-size space, and 1.5 FSE designed administrative space. HSA 3 will be allocated 31 full-size space, four half-size spaces, and five quarter-size spaces. P811M will be allocated six full-size spaces, five half-size spaces, four quarter-size spaces, and 0.5 FSE designed administrative space.

The room change is reflected below for the 2012-2013 school year to the 2013-2014 school year.

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Mosaic	20	9	2	1.5	18	9	2	1.5	-2	0	0	0
HSA 3	29	4	5	0	31	4	5	0	+2	0	0	0
P811M	6	5	4	0.5	6	5	4	0.5	0	0	0	0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve students in second through seventh grades in M101 in the 2014-2015 school year. Mosaic would continue to serve students in kindergarten through fifth grades, and P811M would continue to serve students in kindergarten through eighth grades.

There will continue to be 55 full-size classrooms/spaces, 18 half-size classrooms/spaces, 11 quarter-size spaces, and 2.0 FSE of designed administrative space to allocate among Mosaic, HSA 3, and P811M.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2014-2015, if this proposal is approved.

2014-2015	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
Mosaic	296 - 356	12	5
HSA 3	642 - 710	25	0
P811M	56 - 66	0	8

After Mosaic, P811M, and HSA 3 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2014-2015: Building M101	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	4	2	3	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

The table below summarizes the full 2014-2015 room allocation plan for Mosaic, P811M, and HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Mosaic	Baseline Footprint Allocation	15	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	5	1.5	0	3	0	3.0	1	1	2	0	18	9	2	1.5

¹⁰ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

HSA 3	Baseline Footprint Allocation	28	3	0	3	0	4	4.0	0	1	1	0	31	4	5	0
P811M	Baseline Footprint Allocation	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	6	5	0.5	0	0	4	1.5	0	0	0	0	6	5	4	0.5

In total, Mosaic will be allocated 18 full-size spaces, nine half-size spaces, two quarter-size spaces, and 1.5 FSE designed administrative space. HSA 3 will be allocated 31 full-size spaces, four half-size spaces, and five quarter-size spaces. P811M will be allocated six full-size spaces, five half-size spaces, four quarter-size spaces, and 0.5 FSE designed administrative space.

The room change is reflected below for the 2013-2014 school year to the 2014-2015 school year.

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Mosaic	18	9	2	1.5	18	9	2	1.5	0	0	0	0
HSA 3	31	4	5	0	31	4	5	0	0	0	0	0
P811M	6	5	4	0.5	6	5	4	0.5	0	0	0	0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve students in third through eighth grades in M101 in the 2015-2016 school year. Mosaic would serve students in kindergarten through fifth grades, and P811M would serve students in kindergarten through eighth grades.

There will continue to be 55 full-size classrooms/spaces, 18 half-size classrooms/spaces, 11 quarter-size spaces, and 2.0 FSE of designed administrative space to allocate among Mosaic, HSA 3, and P811M.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2015-2016, if this proposal is approved.

2015-2016	Projected Enrollment ¹¹	GE/ICT Sections	SC Sections
Mosaic	301 - 361	12	5
HSA 3	647 - 715	26	0
P811M	56 - 66	0	8

After Mosaic, HSA 3, and P811M have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2015-2016: Building M101	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	1	2	3	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

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

The table below summarizes the full 2015-2016 room allocation plan for Mosaic, P811M, and HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Mosaic	Baseline Footprint Allocation	15	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	5	1.5	0	3	0	3.0	1	1	2	0	18	9	2	1.5
HSA 3	Baseline Footprint Allocation	28	3	0	3	0	4	4.0	0	1	1	0	31	4	5	0
P811M	Baseline Footprint Allocation	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	6	5	0.5	0	0	4	1.5	0	0	0	0	6	5	4	0.5

In total, Mosaic will be allocated 18 full-size spaces, nine half-size spaces, two quarter-size spaces, and 1.5 FSE designed administrative space. HSA 3 will be allocated 31 full-size spaces, four half-size spaces, and five quarter-size spaces. P811M will be allocated six full-size spaces, five half-size spaces, four quarter-size spaces, and 0.5 FSE designed administrative space.

The room change is reflected below for the 2014-2015 school year to the 2015-2016 school year.

Room Change (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Mosaic	18	9	2	1.5	18	9	2	1.5	0	0	0	0
HSA 3	31	4	5	0	31	4	5	0	0	0	0	0
P811M	6	5	4	0.5	6	5	4	0.5	0	0	0	0

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve students in fourth through eighth grades in M101 in the 2016-2017 school year. Mosaic would serve students in kindergarten through fifth grades, and P811M would serve students in kindergarten through eighth grades.

There will continue to be 55 full-size classrooms/spaces, 18 half-size classrooms/spaces, 11 quarter-size spaces, and 2.0 FSE of designed administrative space to allocate among Mosaic, HSA 3, and P811M.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2016-2017, if this proposal is approved.

2016-2017	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
Mosaic	306 - 366	12	5
HSA 3	588 - 650	24	0
P811M	56 - 66	0	8

After Mosaic, P811M, and HSA 3 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2013-2014: Building M101	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	4	1	3	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

¹² The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2016-2017 room allocation plan for Mosaic, P811M, and HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Mosaic	Baseline Footprint Allocation	15	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	5	1.5	0	3	0	3.0	1	1	2	0	18	9	2	1.5
HSA 3	Baseline Footprint Allocation	25	3	0	3	1	4	4.5	3	0	1	0	31	4	5	0
P811M	Baseline Footprint Allocation	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	6	5	0.5	0	0	4	1.5	0	0	0	0	6	5	4	0.5

In total, Mosaic will be allocated 18 full-size spaces, nine half-size spaces, two quarter-size spaces, and 1.5 FSE designed administrative space. HSA 3 will be allocated 31 full-size spaces, four half-size spaces, and five quarter-size spaces. P811M will be allocated six full-size spaces, five half-size spaces, four quarter-size spaces, and 0.5 FSE designed administrative space.

The room change is reflected below for the 2015-2016 school year to the 2016-2017 school year.

Room Change (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Mosaic	18	9	2	1.5	18	9	2	1.5	0	0	0	0
HSA 3	31	4	5	0	31	4	5	0	0	0	0	0
P811M	6	5	4	0.5	6	5	4	0.5	0	0	0	0

2017-2018 (FINAL YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve students in fifth through eighth grades in M101 in the 2017-2018 school year. Mosaic would serve students in kindergarten through fifth grades, and P811M would serve students in kindergarten through eighth grades.

There will continue to be 55 full-size classrooms/spaces, 18 half-size classrooms/spaces, 11 quarter-size spaces, and 2.0 FSE of designed administrative space to allocate among Mosaic, HSA 3, and P811M.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2017-2018, if this proposal is approved.

2017-2018	Projected Enrollment ¹³	GE/ICT Sections	SC Sections
Mosaic	306 - 366	12	5
HSA 3	544 - 600	24	0
P811M	56 - 66	0	8

After Mosaic, P811M, and HSA 3 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2017-2018: Building M101	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	4	1	3	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

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

The table below summarizes the full 2017-2018 room allocation plan for Mosaic, P811M, and HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Mosaic	Baseline Footprint Allocation	15	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	5	1.5	0	3	0	3.0	1	1	2	0	18	9	2	1.5
HSA 3	Baseline Footprint Allocation	25	3	0	3	1	4	4.5	3	0	1	0	31	4	5	0
P811M	Baseline Footprint Allocation	4	7	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	6	5	0.5	0	0	4	1.5	0	0	0	0	6	5	4	0.5

In total, Mosaic will be allocated 18 full-size spaces, nine half-size spaces, two quarter-size spaces, and 1.5 FSE designed administrative space. HSA 3 will be allocated 31 full-size spaces, four half-size spaces, and five quarter-size spaces. P811M will be allocated six full-size spaces, five half-size spaces, four quarter-size spaces, and 0.5 FSE designed administrative space.

The room change is reflected below for the 2016-2017 school year to the 2017-2018 school year.

Room Change (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Mosaic	18	9	2	1.5	18	9	2	1.5	0	0	0	0
HSA 3	31	4	5	0	31	4	5	0	0	0	0	0
P811M	6	5	4	0.5	6	5	4	0.5	0	0	0	0

This will be the long-term space allocation in M101.

Shared Space Plans

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 M101. The final shared space schedule will be collaboratively drafted by the Building Council if this proposal is approved by the Panel for Education Policy.

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 Plans 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 Plans collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedules are based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the 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 each school's school day (based in part on the Office of Pupil Transportation's bus schedule for a regular school day).¹⁴ Where possible, the proposed schedules maintain schools' current allocation of time for each shared space and re-distribute remaining time for additional organizations. 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 next year, based on the 2011 Campus Audit Template submitted by the Building Council.¹⁵

In planning how Mosaic, HSA 3, and P811M may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plans that allocate time in each space equitably and in such a way that allows the existing schools in M101 to maintain the current timing of their use of shared spaces as much as possible.

Cafeteria and Indoor/Outdoor Play Areas:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, grade levels served, and the current shared space schedule, as outlined in the 2011-2012 Campus Audit. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The Building Council is free to deviate from the proposed 2012-2013 shared space plan and develop an alternative plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.
- In the proposed plan below, Mosaic receives 60 minutes daily in the cafeteria for lunch. P811M receives 30 minutes daily in the cafeteria for lunch. HSA 3 receives 90 minutes daily in the cafeteria for lunch. While this proposed use of the space is not directly proportional to the total enrollments of each school, it would ensure that each individual student receives a lunch period of equal length, regardless of what school he or she attends. As a result, the DOE believes that the proposed schedule is equitable.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M101. Given the capacity of the M101 cafeteria, this proposed shared space schedule includes some overlap among HSA 3, Mosaic, and P811M in order to allow all schools the same duration of time for breakfast immediately prior to the start of each school's school day.
- According to the 2011-2012 Campus Audit, time in the cafeteria has been allotted to schools outside traditional lunch or breakfast hours for physical education programming.

¹⁴ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹⁵ 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.

- Though this proposed use of shared space does not allocate time outside of traditional lunch or breakfast hours, the Building Council is free to deviate from the proposed shared space plan and develop an alternative plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

Indoor/Outdoor Play Areas

- The DOE notes that the indoor and outdoor play areas are shared spaces. The DOE proposes in the schedule below that time in the indoor and outdoor play areas should be allocated simultaneously to each school.
- In the schedule below, the playground time is aligned to the cafeteria schedule to provide schools with the option of offering students a recess after the proposed lunch period. While this proposed use of the space is not directly proportional to the total enrollments of each school, it would ensure that each individual student receives a recess period of equal length, regardless of which school he or she attends. As a result, the DOE believes that the proposed schedule is equitable.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, Auditorium, and Rooftop Garden

Gymnasiums

- There are two gymnasiums in the building. The current 2011 Campus Audit document allocates gym time to Mosaic, HSA 3, and P811M in “Gymnasium A” on the fourth floor of M101 and to HSA 3 and P811M in “Gymnasium B” on the fifth floor. The DOE proposes that time in the gymnasiums be allocated among all schools based on the relative projected enrollment of each school and loosely aligned with the current shared space schedule.
- The Building Council is free to deviate from the proposed 2012-2013 Shared Space Plan and may develop an alternative plans 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.

Library

- The DOE notes that the library is a shared space; however, time in the library is not currently allocated to all existing schools according to the 2011 Campus Audit document. The DOE proposes in the 2012-2013 schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
- The allocations in the proposed schedule below are approximately proportional to school enrollment.
- 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.

Auditorium

- The DOE notes the auditorium is a shared space. According to the 2011 Campus Audit document, times in the auditorium are currently allocated to schools to meet specific programmatic needs of each school. The DOE proposes in the schedule below that time in the auditorium be allocated loosely based on the current shared space schedule, but aligning amount of the amount of time allocated to each school relative to the projected enrollment of each school.
- The Building Council is free to deviate from the proposed shared space plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

- The allocations in the proposed schedule below are approximately proportional to school enrollment.

After-School Programs

- The DOE notes that currently the shared spaces are allocated for after-school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 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.
- The DOE notes that HSA 3 offers extended school days during the week and Mosaic offers after-school academic intervention programs two days per week. Any school in M101 that chooses to offer extended day or after-school programming would have to manage scheduling of shared spaces using the process outlined below.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all 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. This agreement could result in the current schools in the building changing their use of the shared space in 2013-2014 when HSA 3 begins to serve middle school students in the building.

Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end times of the school day, Mosaic’s regular schedule school day runs from approximately 8:00 a.m. to 2:20 p.m., HSA 3’s school day runs from approximately 7:45 a.m. to 4:30 p.m., and P811M’s school day runs from approximately 8:10 a.m. to 3:00 p.m.¹⁶

Based on the schedule below and the explanations provided above, the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 236)	Breakfast:	Breakfast:	Breakfast:	Breakfast:	Breakfast:
	HSA 3				
	7:15 – 7:45 a.m.				
	P811M	P811M	P811M	P811M	P811M
	7:50 – 8:30 a.m.				
	Mosaic	Mosaic	Mosaic	Mosaic	Mosaic
	7:50 – 8:30 a.m.				
	Lunch:	Lunch:	Lunch:	Lunch:	Lunch:
	Mosaic	Mosaic	Mosaic	Mosaic	Mosaic
	11:00 – 12:00 p.m.				
P811M	P811M	P811M	P811M	P811M	
12:00 – 12:30 p.m.	12:00 – 12:30 p.m.	12:00 – 12:30 p.m.	12:00 – 12:30 p.m.	12:00 – 12:30 p.m.	
HSA 3	HSA 3	HSA 3	HSA 3	HSA 3	
12:30 – 2:00 p.m.	12:30 – 2:00 p.m.	12:30 – 2:00 p.m.	12:30 – 2:00 p.m.	12:30 – 2:00 p.m.	

¹⁶ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Indoor/Outdoor Play Areas	Mosaic 11:15 a.m. – 12:15 p.m. P811M 12:15 – 12:45 p.m. HSA 3 12:45 – 2:15 p.m.	Mosaic 11:15 a.m. – 12:15 p.m. P811M 12:15 – 12:45 p.m. HSA 3 12:45 – 2:15 p.m.	Mosaic 11:15 a.m. – 12:15 p.m. P811M 12:15 – 12:45 p.m. HSA 3 12:45 – 2:15 p.m.	Mosaic 11:15 a.m. – 12:15 p.m. P811M 12:15 – 12:45 p.m. HSA 3 12:45 – 2:15 p.m.	Mosaic 11:15 a.m. – 12:15 p.m. P811M 12:15 – 12:45 p.m. HSA 3 12:45 – 2:15 p.m.
Gymnasium A (Capacity: 150)	Mosaic 9:00 – 10:00 a.m. P811M 1:00 – 2:00 p.m. HSA 3 10:00 a.m. – 12:00 p.m. 2:00 – 3:00 p.m.	Mosaic 9:00 – 10:00 a.m. P811M 1:00 – 2:00 p.m. HSA 3 10:00 a.m. – 12:00 p.m. 2:00 – 3:00 p.m.	Mosaic 9:00 – 10:00 a.m. P811M 1:00 – 2:00 p.m. HSA 3 10:00 a.m. – 12:00 p.m. 2:00 – 3:00 p.m.	Mosaic 9:00 – 10:00 a.m. P811M 1:00 – 2:00 p.m. HSA 3 10:00 a.m. – 12:00 p.m. 2:00 – 3:00 p.m.	Mosaic 9:00 – 10:00 a.m. P811M 1:00 – 2:00 p.m. HSA 3 10:00 a.m. – 12:00 p.m. 2:00 – 3:00 p.m.
Gymnasium B (Capacity: 150)	Mosaic 9:00 – 11:00 a.m. HSA 3 2:00 – 3:00 p.m.	Mosaic 9:00 – 11:00 a.m. HSA 3 2:00 – 3:00 p.m.	Mosaic 9:00 – 11:00 a.m. HSA 3 2:00 – 3:00 p.m.	Mosaic 9:00 – 11:00 a.m. HSA 3 2:00 – 3:00 p.m.	Mosaic 9:00 – 11:00 a.m. HSA 3 2:00 – 3:00 p.m.
Auditorium (Capacity: 396)	HSA 3 7:00 – 8:00 a.m. 2:30 – 3:00 p.m. Mosaic 8:00 – 9:00 a.m. 2:00 – 2:30 p.m. P811M 11:00 a.m. – 12:00 p.m. 1:30 – 2:00 p.m.	HSA 3 7:00 – 8:00 a.m. 2:30 – 3:00 p.m. Mosaic 8:00 – 9:00 a.m. 2:00 – 2:30 p.m. P811M 11:00 a.m. – 12:00 p.m. 1:30 – 2:00 p.m.	HSA 3 7:00 – 8:00 a.m. 2:30 – 3:00 p.m. Mosaic 8:00 – 9:00 a.m. 2:00 – 2:30 p.m. P811M 11:00 a.m. – 12:00 p.m. 1:30 – 2:00 p.m.	HSA 3 7:00 – 8:00 a.m. 2:30 – 3:00 p.m. Mosaic 8:00 – 9:00 a.m. 2:00 – 2:30 p.m. P811M 11:00 a.m. – 12:00 p.m. 1:30 – 2:00 p.m.	HSA 3 7:00 – 8:00 a.m. 2:30 – 3:00 p.m. Mosaic 8:00 – 9:00 a.m. 2:00 – 2:30 p.m. P811M 11:00 a.m. – 12:00 p.m. 1:30 – 2:00 p.m.
Library	P811M 9:00 a.m. – 10:00 a.m. Mosaic 10:00 a.m. – 12:00 p.m. HSA 3 12:00 – 3:00 p.m.	P811M 9:00 a.m. – 10:00 a.m. Mosaic 10:00 a.m. – 12:00 p.m. HSA 3 12:00 – 3:00 p.m.	P811M 9:00 a.m. – 10:00 a.m. Mosaic 10:00 a.m. – 12:00 p.m. HSA 3 12:00 – 3:00 p.m.	P811M 9:00 a.m. – 10:00 a.m. Mosaic 10:00 a.m. – 12:00 p.m. HSA 3 12:00 – 3:00 p.m.	P811M 9:00 a.m. – 10:00 a.m. Mosaic 10:00 a.m. – 12:00 p.m. HSA 3 12:00 – 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); designees 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, the leaders/designees of Mosaic, P811M, and HSA 3 will continue to be part of the M101 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of Mosaic, P811M, and HSA 3 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-locations of Mosaic, P811M, and HSA 3 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M101 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Mosaic, P811M, and HSA 3 will enter information in the M101 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 M101 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 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.¹⁷ 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/designee, a teacher/designee 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/designee 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.

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