

## BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to expand the grades served by Community Roots Charter School (84K536, “Community Roots”) in Building K067 (“K067”), located at, New York, NY 10035 in Community School District 13. Community Roots is an existing public charter school that currently serves 499 students in kindergarten through fifth grades in K067. This proposal would allow Community Roots to expand to serve sixth, seventh, and eighth grades in K067. Community Roots is co-located in K067 with P.S. 067 (13K067, “P.S. 067”), an existing DOE elementary school serving grades K-5 and also offering a pre-kindergarten program, and a District 75 school, (75K369, “P369K@P067K”), that serves emotionally disturbed and autistic students in kindergarten through fifth grade.<sup>1</sup>

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between Community Roots, P.S. 067 and P369K@P067K. It also includes a proposal for the collaborative usage of shared resources and spaces between Community Roots, P.S. 067 and P369K@P067K, 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. Please refer to the EIS, to which this plan is attached for further information about the proposed co-location.

### METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)<sup>2</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 offering a pre-kindergarten section, the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition to these instructional rooms, which count towards a building’s capacity, schools serving grades K-5 also 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, and do not count towards a building’s capacity.

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<sup>1</sup> 75K369 is located at 9 sites: P369K @ Coy L. Cox School located at 383 State Street, Brooklyn, NY 11217; P369K @ P056K located at 170 Gates Avenue, Brooklyn, NY 11238; P369K @ P067K located at 51 St. Edwards Street Brooklyn, NY 11205; P369K @ I103 Satellite Three located at 170 Gates Avenue Brooklyn, NY 11238; P369K @ I117K located at 300 Willoughby Avenue Brooklyn, NY 11205; P369K@H605 Westinghouse HS located at 105 Tech Place, Brooklyn NY 11201; P369K@HB69-Adams St High School located at 283 Adams Street, 11201; P369K @ P261K located at 314 Pacific Street Brooklyn, NY 11201; and P369K @ P005K located at 820 Hancock Street, Brooklyn NY 11233. This proposal will only affect P369K@P067K.

<sup>2</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/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE\\_Instructional\\_Footprint\\_Final9210TNT.pdf](http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf).

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

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

For grades 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. 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.

All schools receive a baseline of the approximate equivalent of 3.5 full size classrooms<sup>3</sup> for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint 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 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 February 4, 2011 by Charles Fisher, Director of Space Planning, building K067 has a total of 61 full size classrooms/spaces,<sup>4</sup> no full size science demonstration lab, no full size science demonstration labs, 14 half-size classrooms/spaces,<sup>5</sup> the equivalent of 4.0 rooms of designed administrative office/space and 7 quarter size rooms which can be utilized as administrative offices/spaces.<sup>6</sup> K067 building also contains two gymnasiums, an auditorium, lunchroom, and an outside play yard. The following rooms are occupied by building services and will not be included in the allocation of space for an individual school:

- The School Based Support Team (SBST) occupies 1.0 designed administrative office/space
- The nurse's office occupies 1.0 designed administrative office/space

Excluding the spaces outlined above, the K067 building has a total of **61 full size classrooms/spaces, no full size science demonstration/labs, 14 half size classrooms/spaces, 2.0 administrative offices/spaces, and 7 quarter size rooms** remaining that can be allocated to schools.

<sup>3</sup> Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3 full size classrooms for student support services or resource rooms which could be equal to 6 half-size classrooms or 2 full size classroom and 2 half-size classrooms, etc.

<sup>4</sup> Full size classrooms have an area of 500 square feet or more.

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

<sup>6</sup> Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

**2010-2011**

P.S. 067 currently enrolls 234 students in kindergarten through fifth grade and 18 students in pre-kindergarten, for a total of 252 students. These students are served in 15 classes/sections (including pre-kindergarten students and students with disabilities).<sup>7</sup> The table below shows P.S. 067’s baseline Footprint allocation, and space it currently uses.

2010-2011: P.S. 067	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) <sup>8</sup>	Full-size	Half-size	Quarter- Size <sup>9</sup>	Total Admin (FSE)
Baseline Footprint Allocation	15	5	1.0	1	0	0	2.0
Current Space Allocation	17	7	1.0	1	0	3	2.75

P369K @P067K currently enrolls 140 students in kindergarten through fifth grade.<sup>10</sup> These students are served in 19 classes/sections. The table below summarizes P369K @P067K’s baseline Footprint allocation and adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P369K @P067K is currently using.

2010-2011: P369K@P067K	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size	Half-size	Quarter- Size	Total Admin (FSE)
Baseline Footprint Allocation	2	19	1.0	1	0	0	2.0
Adjusted Baseline Allocation	15	6	1.0	1	0	0	2.0
Current Space Allocation	22	6	1.0	1	0	3	2.75

The DOE has adjusted P369K@P067K’s baseline allocation for the following reason:

- Typically, self-contained classes are accommodated in half-size classrooms. However, given the total number of half size classroom/spaces and the relative location of those half size classrooms/spaces in relation to where P369K @P067K is located in the K067 building, P369K@P067K’s adjusted allocation includes 13 additional full-size classrooms and 13 fewer half-size classrooms.

<sup>7</sup> 2010 Audited Register Data

<sup>8</sup> FSE refers to full size equivalent rooms that may be used for administrative purposes.

<sup>9</sup> For the K067 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full size classrooms, half size classrooms and quarter size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter size equivalent spaces/offices (less than 240 square feet).

<sup>10</sup> 2010 Audited Register Data

Community Roots enrolls 300 students in kindergarten through fifth grade (including students with disabilities) per its charter<sup>11</sup>. Community Roots currently serves those 300 students in 12 classes/sections (including students with disabilities). The table below summarizes Community Roots' baseline Footprint allocation and adjusted baseline allocation which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the space in use.

2010-2011: Community Roots	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size	Half-size	Quarter- Size	Total Admin (FSE)
Baseline Footprint Allocation	15	2	0	0	0	0	2.0
Adjusted Baseline Allocation	16	0	0	2	1	0	2.5
Current Space Allocation	17	0	0	2	1	1	2.75

- Typically, self-contained classes are accommodated in half-size classrooms. However, given the total number of half size classroom/spaces and the relative location of those half size classrooms/spaces in relation to where Community Roots is located in the K067 building, Community Roots' adjusted allocation includes 1 additional full-size classroom and in lieu of 2 half-size classrooms.

The table below summarizes the number of rooms that remain unallocated in K067.

2010-2011: Building K067	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Unallocated Space	1	0	0

All schools are using classrooms in excess of their adjusted baseline allocation. The table below summarizes the total available space within K067.

2010-2011: Building K067	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Adjusted Baseline Allocation	11	2	7

**2011-2012**

In 2011-2012, the DOE projects that:

- P.S. 067 will serve between 223-253 students and would continue to have 15 classes (including pre-kindergarten students and students with disabilities).<sup>12</sup>
- P369K @P067K will serve 135-145 students and would continue to have 19 classes/sections.<sup>13</sup>
- Community Roots will begin to serve sixth grade, and will serve approximately 350 students in kindergarten through sixth grade in 14 sections.

<sup>11</sup> 2010 Audited Register Data

<sup>12</sup> As described in the EIS, the enrollment decline in 2013-2014 results from the matriculation of the smaller than usual kindergarten class in 2010-2011. This number is subject to change pending final enrollment projections, which will be finalized after April. Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan. In the event that there is a larger than expected zoned enrollment at P.S. 067, there will be sufficient space to allow for this growth. In 2010-2011, only 35% of students residing in the P.S. 067 geographic zone chose to attend P.S. 067, which represented only 83% of the total school enrollment. P.S. 067 will need to more closely monitor its kindergarten enrollment to ensure that it only enrolls students residing in the school's designated geographic zone.

<sup>13</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes all organizations' baseline or adjusted Footprint allocation from the previous year.

2011-2012: P.S. 067	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size	Half-size	Quarter- Size	
P.S. 067 Baseline Footprint Allocation	15	5	1.0	1	0	0	2.0
P369K@P067K Adjusted Baseline Allocation	15	6	1.0	1	0	0	2.0
Community Roots Baseline Footprint Allocation	17	2	0	2	1	0	2.5

After the schools receive their respective adjusted baseline and baseline allocation of rooms, the following number of rooms remain unallocated:

2011-2012: Building K067	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	10	0	7

The excess space will be allocated among P.S. 067, P369K @P067K and Community Roots based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.<sup>14</sup>

The full 2011-2012 room allocation plan is summarized below:

2011-2012	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2011-12 GRAND TOTAL ALLOCATIONS			
	Full Size Room	Half Size Room	Administrative Spaces					Full-size Room	Half-size Room	Quarter-Size Room	Full Size Room	Half Size Room	Quarter Size Room	Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)							
P.S. 067	15	5	1.0	1	0	0	2.0	3	0	2	19	5	2	1.0
P369K@P067K	15	6	1.0	1	0	0	2.0	7	0	2	23	6	2	1.0
Community Roots	17	2	0	2	1	0	2.5	0	0	3	19	3	3	0

<sup>14</sup> This number is subject to change pending final enrollment projections.

In summary, the table below shows how many rooms each organization would increase or decrease from the current 2010-2011 year.

Room Change (+/-)	2010-2011 GRAND TOTAL CURENT SPACE ALLOCATIONS (1 Full Size room remains unallocated)				2011-2012 GRAND TOTAL BASELINE ALLOCATIONS				CHANGE (+/-)			
	Full Size Room	Half Size Room	Quarter Size Room	Designed Admin (FSE)	Full Size Room	Half Size Room	Quarter Size Room	Designed Admin (FSE)	Full Size Room	Half Size Room	Quarter Size Room	Designed Admin (FSE)
P.S. 067	18	7	3	1.0	19	5	2	1.0	+1	-2	-1	0
P369K@P067K	23	6	3	1.0	23	6	2	1.0	0	0	-1	0
Community Roots	19	1	1	0	19	3	3	0	0	+2	+2	0

**2012-2013**

The K067 building will be reassessed in order to continue to provide all of the schools located in the building with space that meets their needs. The DOE anticipates that all schools will need to operate closer to their baseline Footprint allocation. In 2012-2013, the DOE projects that:

- P.S. 067 will to serve between 218-248 students and would continue to have 15 classes (including its pre-kindergarten and students with disabilities).<sup>15</sup>
- P369K @P067K will continue to serve between 135-145 students and would continue to have 19 classes/sections.
- Community Roots will enroll seventh graders and will serve up to approximately 400 students in kindergarten through seventh grade in 16 sections.

The table below summarizes all organizations' baseline or adjusted Footprint allocations:

2012-2013:	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
P.S. 067 Baseline Footprint Allocation	15	5	1.0	1	0	0	2.0
P369K@P067K Adjusted Baseline Allocation	15	6	1.0	1	0	0	2.0
Community Roots Baseline Footprint Allocation	19	2	0	2	1	2	3.0

After all schools receive their baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K067	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	8	0	5

<sup>15</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

Excess space will be allocated among P.S. 067, P369K@P067K, and Community Roots based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.<sup>16</sup> The 2012-2013 room allocation plan is summarized below.

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			2012-2013 GRAND TOTAL ALLOCATIONS			
2012-2013	Full Size Rooms	Half Size Rooms	Administrative Spaces					Full-size Room	Half-size Room	Quarter-Size Room	Full-size Room	Half-size Room	Quarter-Size Room	Design Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)							
P.S. 067	15	5	1.0	1	0	0	2.0	1	0	2	17	5	2	1.0
P369K @P067K	15	6	1.0	1	0	0	2.0	5	0	3	21	6	3	1.0
Community Roots	19	2	0	2	1	2	3.0	2	0	0	23	3	2	0

**2013-2014**

In 2013-2014, the DOE projects that:

- P.S. 067 will serve between 203-233 students and would continue to have 15 classes (including its pre-kindergarten program and students with disabilities).<sup>17</sup>
- P369K @P067K will continue to serve between 135-145 students and would continue to have 19 classes/sections.<sup>18</sup>
- Community Roots will reach full scale and will serve K-8 and will serve approximately 450 students in kindergarten through eighth grade in 18 sections.

The table below summarizes all organizations' baseline or adjusted Footprint allocations:

2013-2014: P.S. 067	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
P.S. 067 Baseline Footprint Allocation	15	5	1.0	1	0	0	2.0
P369K@P067K Adjusted Baseline Allocation	15	6	1.0	1	0	0	2.0
Community Roots Baseline Footprint Allocation	21	2	0	2	1	2	3.0

After all schools receive their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K067	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	6	0	5

<sup>16</sup> This number is subject to change pending final enrollment projections.

<sup>17</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

<sup>18</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

The excess space will be allocated among P.S. 067, P369K @P067K based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.<sup>19</sup> The DOE has allocated the excess space in the building to P.S 067 and P369K@P067K in order to account for any variable enrollment growth, particularly at P369K@P067K. The full 2013-2014 room allocation is below:

	BASELINE/ADJUSTED BASELINE ALLOCATIONS							EXCESS ALLOCATIONS			GRAND TOTAL ALLOCATIONS			
2013-2014:	Full Size Rooms	Half Size Rooms	Administrative Spaces					Full-size Room	Half-size Room	Quarter-Size Room	Full-size Room	Half-size Room	Quarter-Size Room	Design Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)							
P.S. 067	15	5	1.0	1	0	0	1.0	1	0	2	17	5	2	1.0
P369K @P067K	15	6	1.0	1	0	0	1.0	5	0	3	21	6	3	1.0
Community Roots	21	2	0	2	1	2	3.0	0	0	0	23	3	2	0

This will serve as the permanent allocation of space for the K067 building.

In summary, the table below shows how many rooms each organization would increase or decrease from the current 2010-2011 year.

Room Change (+/-)	2010-2011 GRAND TOTAL CURENT SPACE ALLOCATIONS (1 Full Size room remains unallocated)				2013-2014 GRAND TOTAL ALLOCATIONS				CHANGE (+/-)			
	Full Size Room	Half Size Room	Quarter Size Room	Designed Admin (FSE)	Full Size Room	Half Size Room	Quarter Size Room	Designed Admin (FSE)	Full Size Room	Half Size Room	Quarter Size Room	Designed Admin (FSE)
P.S. 067	18	7	3	1.0	17	5	2	1.0	-1	-2	-1	0
P369K@P067K	23	6	3	1.0	21	6	3	1.0	-2	0	0	0
Community Roots	19	1	1	0	23	3	2	0	+4	+2	+1	0

As described at the beginning of this document, if this proposal is approved, decisions related to specific room allocation and room usage amongst the organizations would be determined by the Principals in conjunction with the Office of Space Planning and the Building Council. Specific programming needs and decisions related to how to utilize space allocated to each school are ultimately determined by school leaders, so DOE is unable to predict exactly how the space will be used at this time. The DOE will provide support to these schools to ensure that the schools use the space efficiently in order to maximize capacity to support students needs and maintain appropriate deliver of services to students.

<sup>19</sup> This number is subject to change pending final enrollment projections.

### Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K067. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

#### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (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 which follows).

The DOE projects that P.S. 067 will serve 223-253 students in 2011-2012. The DOE projects that P369K @P067K will serve 135-145 students in 2011-2012 and that Community Roots will serve up to 350 students in 2011-2012 per its charter. As Community Roots' enrollment increases each year as it continues to phase in, this shared plan would be revised accordingly.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity:440)	<b>Breakfast:</b> <b>Community Roots</b> 7:30-8:15am <b>P.S. 067</b> 8:00-8:30am <b>P369K @P067K</b> 8:20-8:45am	<b>Breakfast:</b> <b>Community Roots</b> 7:30-8:15am <b>P.S. 067</b> 8:00-8:30am <b>P369K @P067K</b> 8:20-8:45am	<b>Breakfast:</b> <b>Community Roots</b> 7:30-8:15am <b>P.S. 067</b> 8:00-8:30am <b>P369K @P067K</b> 8:20-8:45am	<b>Breakfast:</b> <b>Community Roots</b> 7:30- 8:15am <b>P.S. 067</b> 8:00-8:30am <b>P369K @P067K</b> 8:20-8:45am	<b>Breakfast:</b> <b>Community Roots</b> 7:30- 8:15am <b>P.S. 067</b> 8:00-8:30am <b>P369K @P067K</b> 8:20-8:45am
	<b>Lunch:</b> <b>Community Roots</b> 11:00am-12:00 pm <b>P.S. 067</b> 11:45am-1:25pm <b>P369K @P067K</b> 11:40am-1:30pm				
	<b>Other:</b> <b>P369K@P067</b> 2:30-3:10pm <b>P.S. 067</b> 3:40-4:00pm	<b>Other:</b> <b>P369K@P067</b> 2:30-3:10pm <b>P.S. 067</b> 3:40-4:00pm	<b>Other:</b> <b>P369K@P067</b> 2:30- 3:10pm <b>P.S. 067</b> 3:40-4:00pm	<b>Other:</b> <b>P369K@P067</b> 2:30-3:10pm <b>P.S. 067</b> 3:40-4:00pm	<b>Other:</b> <b>P369K@P067</b> 2:30-3:10pm <b>P.S. 067</b> 3:40-4:00pm

	<b>Community Roots</b> 3:45-4:05pm 5:45-6:15pm				
Gymnasium 1 (Capacity: 175) 4 <sup>th</sup> Floor	<b>Community Roots</b> 10:00-11:00am 2:45-3:45pm <b>P369K@P067</b> 8:20-9:30am 11:00am-2:30pm	<b>Community Roots</b> 8:00-11:00am 2:45-3:45pm <b>P369K@P067</b> 11:00am- 2:30pm	<b>Community Roots</b> 10:00-11:00am 2:45-3:45pm <b>P369K@P067</b> 9:00-9:30am 11:00am - 2:30pm	<b>Community Roots</b> 8:00-11:00am 2:45-3:45pm <b>P369K@P067</b> 9:00-9:30am 11:00am-2:30pm	<b>Community Roots</b> 10:00-11:00am 2:45-3:45pm <b>P369K@P067</b> 8:20-9:30am 11:00am-2:30pm
Gymnasium 2 (Capacity: 175)	<b>PS 67</b> 9:00-10:45am <b>P369K @P067K</b> 11:00am-12:45pm <b>Community Roots</b> 1:00-2:45 pm	<b>PS 67</b> 9:00-10:45am <b>P369K @P067K</b> 11:00 am-12:45pm <b>Community Roots</b> 1:00-2:45 pm	<b>PS 67</b> 9:00-10:45am <b>P369K @P067K</b> 11:00 am-12:45pm <b>Community Roots</b> 1:00-2:45 pm	<b>PS 67</b> 9:00-10:45am <b>P369K @P067K</b> 11:00 am-12:45pm <b>Community Roots</b> 1:00-2:45 pm	<b>PS 67</b> 9:00-10:45am <b>P369K @P067K</b> 11:00 am-12:45pm <b>Community Roots</b> 1:00-2:45 pm
Auditorium (Capacity: 529)	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs	Building Council will coordinate scheduling based on programmatic needs	Building Council will coordinate scheduling based on programmatic needs	Building Council will coordinate scheduling based on programmatic needs
Other: Play Yard	<b>Community Roots</b> 11:00am-12:00 pm <b>P.S. 067</b> 11:45am-1:25pm <b>P369K @P067K</b> 11:40am-1:30pm				

**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; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The

committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of P.S. 067, Community Roots, and P369K @P067K will be part of the K067 School Safety Committee. As a member of the School Safety Committee, the leader/designee of P.S. 067, Community Roots, and P369K @P067K 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 P.S. 067, Community Roots, and P369K @P067K will be addressed on an ongoing basis. Moreover, the Safety Plan for the K067 school building will be modified as appropriate to meet any changing security needs associated with the co-location. P.S. 067, Community Roots, and P369K @P067K will enter information in the K067 school's overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the campus' schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed Safety Plan for the K067 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2010,<sup>20</sup> co-located schools on campuses must actively participate in a Building Council, 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 Building Council. The Building Council 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 Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

A Shared Space Committee shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or eligible District 75 programs by the principals of the schools and/or eligible programs, 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 Shared Space Committee is to review the implementation of the Building Utilization Plan 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 Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet minimally four times per year.

The Shared Space Committee 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 Shared Space Committee members shall be selected by the corresponding constituent member of the SLT of the school. Charter

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<sup>20</sup> Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."

school leaders will work with their constituencies to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

### **Proposed Collaborative Decision Making Strategy**

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.