

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 consolidate The Urban Assembly Institute for New Technologies School (05M410, "New Technologies"), an existing middle school serving students in sixth through eighth grades, with Renaissance Leadership Academy (05M286, "Renaissance"), an existing middle school that currently serves students in sixth through eighth grades in building M043 ("M043") located at 509 West 129th Street, New York, NY 10027, beginning in the 2016-2017 school year. The DOE is proposing to consolidate New Technologies with Renaissance because both schools have struggled with low enrollment, which creates budgetary and programmatic challenges. A "consolidation" means that two or more existing school organizations are combined into one school to operate and serve students more effectively. If this proposal is approved, New Technologies and Renaissance will be combined such that students, staff, and resources of New Technologies will become part of Renaissance, and New Technologies will no longer exist as a distinct school option as of the 2016-2017 school year.

New Technologies and Renaissance are currently co-located in M043 with Academy for Social Action: A College Board School (05M367, "ASA"), an existing high school serving students in ninth through twelfth grades; Urban Assembly for the Performing Arts (05M369, "Performing Arts"), an existing high school serving students in ninth through twelfth grades; and Success Academy Charter School-North West (05M384, "Success – North West"), an existing charter school that is phasing in and currently serves students in fifth through seventh grades. 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. If this proposal is approved, ASA and Performing Arts will continue to serve high school students, and Success-North West will continue to phase in until it reaches full scale in the 2016-2017 school year at which time it will serve students in fifth through eighth grades.

On March 20, 2013, the Panel for Educational Policy ("PEP") approved the opening and co-location of Success– North West. As noted above Success – North West will reach full scale in the 2016-2017 school year, when it will serve students in grades five through eight. This proposal will not impact the previously approved phase-in of Success – North West in M043. More information about this previous proposal can be found at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar202013Proposals.htm>

Pursuant to the New York State Charter Schools Act of 1998 (as amended), the following plan outlines the allocation of classrooms and administrative space between New Technologies, Renaissance, ASA, Performing Arts, and Success - North West, if this proposal is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between the consolidated Renaissance, ASA, Performing Arts, and Success - North West, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas. Schools' allocations are based on the Citywide Instructional Footprint ("Footprint"), which prescribes a minimum 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.¹ On December 2, 2015, the DOE released an updated Footprint that includes increased allocations of administrative space. The baseline and adjusted baseline allocations of space in the current school year and beyond reflect this change. 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 ("SSC") is also included. Please refer to the Educational Impact Statement ("EIS"), to which this plan is attached, for further information about the proposed re-siting and co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council ("BC") if the proposed co-location is approved by the PEP.

METHODOLOGY

The DOE has applied the 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.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint.

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 sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school.

For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (e.g., art, lunch, recess, etc). Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching section (“ICT”) and a full-size or half-size classroom to accommodate each SC special education 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 classrooms 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

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

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, library, auditorium, cafeteria, and spaces such as occupational/physical therapy rooms and the nurse’s office, etc., or they are provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Therefore, each principal 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 January 11, 2016 by a representative from the Office of Space Planning, M043 has a total of 68 full-size ("FS") classrooms/spaces,² 17 half-size ("HS") classrooms/spaces,³ 7 quarter-size ("QS") spaces,⁴ and 5.0 full-size equivalent ("FSE") rooms of designed administrative space. M043 also contains an auditorium, cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The nurse's office occupies 0.5 FSE of designed administrative space.
- The School-Based Support Team occupies 1 FS space.
- The custodian's office occupies 1 HS space.
- The school safety office occupies 1 HS space.

Excluding the spaces outlined above, M043 has a total of 67 FS spaces, 15 HS spaces, 7 QS spaces, and the equivalent of 4.5 FSE remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	68	17	7	5.0
Shared Spaces or Building Services	1	2	0	0.5
Remaining to Be Allocated	67	15	7	4.5

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans and number of sections at New Technologies, Renaissance, ASA, Performing Arts, and Success-North West in the 2015-2016 school year:

School Name	DBN	Grade Span	Total Enrollment ⁵	GE/ICT Sections	SC Sections
Success – North West	84M384	5-7	257	13	0
Renaissance	05M286	6-8	153	5	2
ASA	05M367	9-12	168	8	0
Performing Arts	05M369	9-12	335	13	0
New Technologies	05M410	6-8	108	4	2

The DOE has made the following adjustments to the baseline Footprint allocations for New Technologies, Renaissance, ASA, and Performing Arts due to room availability in M043:

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

³ Half-size classrooms have an area of less than 500 square feet but greater than or equal to 240 square feet.

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

⁵ Figures are based on the 2015-2016 Audited Register as of October 31, 2015 or the charter headcount as of October 1, 2015.

- Renaissance has been allocated 2 full-size rooms in lieu of 2 half-size rooms.
- ASA has been allocated 1 full-size room in lieu of 1 half-size room.
- Performing Arts has been allocated 1 full-size room in lieu of 1 half-size room.
- New Technologies has been allocated 2 full-size rooms in lieu of 2 half-size rooms.

The table below summarizes Success-North West's, Renaissance's, ASA's, Performing Arts', and New Technologies' baseline and/or adjusted baseline Footprints allocations for the 2015-2016 school year, which are based on the methodology described at the beginning of this document, as well as the additional (excess) space above Success-North West's, Renaissance's, ASA's, Performing Arts', and New Technologies' baseline and/or adjusted baseline Footprints that they are currently using.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Success-North West	Baseline Footprint Allocation	14	1	0.0	2	2	2	3.5	2	1	0	0.0	18	4	2	0.0
	Adjusted Baseline Allocation	8	1	0.5	1	3	0	3.0	6	0	0	0.0	15	4	0	0.5
Renaissance	Baseline Footprint Allocation	6	3	-	-	-	-	3.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	1	0.5	1	3	0	3.0	6	0	0	0.0	15	4	0	0.5
ASA	Baseline Footprint Allocation	8	1	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	9	0	1.5	0	2	0	2.5	2	0	2	0.0	11	2	2	1.5
Performing Arts	Baseline Footprint Allocation	13	1	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	14	0	1.5	1	2	0	3.5	0	1	1	0.0	15	3	1	1.5
New Technologies	Baseline Footprint Allocation	5	3	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	7	1	1.0	1	1	0	2.5	0	0	2	0.0	8	2	2	1.0

In total:

- Success – North West is currently allocated 18 full-size rooms, 4 half-size rooms, 2 quarter-size rooms. This allocation includes 2 full-size rooms and 1 half-size room in excess of Success-North West’s baseline Footprint
- Renaissance is currently allocated 15 full-size rooms, 4 half-size rooms, and 0.5 FSE of designed administrative space. This allocation includes 6 full-size rooms in excess of Renaissance’s adjusted baseline Footprint.
- ASA is currently allocated 11 full-size rooms, 2 half-size rooms, 2 quarter-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 2 full-size rooms and 2 quarter-size rooms in excess of ASA’s adjusted baseline Footprint allocation.
- Performing Arts is currently allocated 15 full-size rooms, 3 half-size rooms, 1 quarter-size room, and 1.5 FSE of designed administrative space. This allocation includes 1 half-size room and 1 quarter-size room in excess of Performing Arts’ adjusted baseline Footprint allocation.
- New Technologies is currently allocated 8 full-size rooms, 2 half-size rooms, and 2 quarter-size rooms, and 1.0 FSE of designed administrative space. This allocation includes 2 quarter-size rooms in excess of New Technologies’ adjusted baseline Footprint allocation.

The table below summarizes the available space within M043 after Success – North West, Renaissance, ASA, Performing Arts, and New Technologies have received their respective baseline or adjusted baseline allocations per the Footprint in 2015-2016.

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation ⁶	10	2	5	0.0

2016-2017 (FIRST AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in the 2016-2017 school year, New Technologies and Renaissance will be combined such that students, staff, and resources of New Technologies will become part of Renaissance, and New Technologies will no longer exist as a distinct school option. Additionally, Success – North West will continue to phase-in and will be at full scale serving students in grades five through eight. The table below summarizes the projected enrollment, grade spans and number of sections at Renaissance, ASA, Performing Arts, and Success-North West in the 2016-2017 school year:

School Name	DBN	Grade Span	Projected Enrollment	GE/ICT Sections	SC Sections
Success – North West ⁷	84M384	5-8	320-360	16	0
Renaissance	05M286	6-8	255-285	12	4
ASA	05M367	9-12	150-190	7	0
Performing Arts	05M369	9-12	315-355	13	0

The DOE has adjusted the baseline Footprint allocations of Renaissance, ASA, and Performing Arts due to building configuration in M043. The DOE has allocated:

- Renaissance 3 full-size rooms in lieu of 3 half-size rooms;
- ASA 1 full-size room in lieu of 1 half-size room;
- Performing Arts’ 1 full-size room in lieu of 1 half-size room.

⁶ Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in M043 less the current space allocation for each school.

⁷ Charter school projections are based on authorized enrollment pursuant to the charter application except where otherwise indicated.

The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocation for these schools in each year of room allocations presented in this document moving forward.

After Renaissance, ASA, and Performing Arts have received their respective baseline or adjusted baseline Footprint allocations, the following number of excess rooms remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	9	1	5	0.0

The excess space will be allocated based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the 2016-2017 room allocation plan for Success – North West, Renaissance, ASA, and Performing Arts based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations.⁸

2016-2017		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Success-North West	Baseline Footprint Allocation	17	1	0.0	2	4	0	4.0	2	0	3	0.0	21	5	3	0.0
	Adjusted Baseline Allocation	16	2	1.5	1	2	0	3.5	2	0	0	0.0	19	4	0	1.5
Renaissance	Baseline Footprint Allocation	13	5	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	16	2	1.5	1	2	0	3.5	2	0	0	0.0	19	4	0	1.5
ASA	Baseline Footprint Allocation	7	1	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	0	2	0	2.5	3	0	2	0.0	11	2	2	1.5
Performing Arts	Baseline Footprint Allocation	13	1	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	14	0	1.5	0	3	2	3.5	2	1	0	0.0	16	4	2	1.5

⁸ On December 2, 2015, the DOE released an updated Footprint that includes increased allocations of administrative space. The baseline allocations of space in the 2016-2017 school year and beyond reflect this change. More information about the updated Footprint can be found online at http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint.

In total:

- Success – North West has been allocated 21 full-size rooms, 5 half-size rooms, and 3 quarter-size rooms. This allocation includes 2 full-size rooms and 3 quarter-size rooms in excess of Success-North West's baseline Footprint allocation.
- Renaissance has been allocated 19 full-size rooms, 4 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 2 full-size rooms and in excess of Renaissance's adjusted baseline Footprint allocation.
- ASA has been allocated 11 full-size rooms, 2 half-size rooms, 2 quarter-size rooms, and 1.5 FSE of designed administrative space. This is 3 full-size rooms and 2 quarter-size rooms above ASA's adjusted baseline Footprint allocation.
- Performing Arts has been allocated 16 full-size rooms, 4 half-size rooms, 2 quarter-size rooms, and 1.5 FSE of designed administrative space. This is 2 full-size rooms and 1 half-size room above Performing Arts' adjusted baseline Footprint allocation.

The change in rooms for each school organization is reflected below.

ROOM CHANGE (+/-)	CURRENT 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Success – North West	18	4	2	0.0	21	5	3	0.0	+3	+1	+1	0.0
Renaissance	15	4	0	0.5	19	4	0	1.5	+4	0	0	+1.0
ASA	11	2	2	1.5	11	2	2	1.5	0	0	0	0.0
Performing Arts	15	3	1	1.5	16	4	2	1.5	+1	+1	+1	0.0
New Technologies	8	2	2	1.0	-	-	-	-	-8	-2	-2	-1.0

Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2016-2017 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 M043. The final shared space plan will be collaboratively drafted by the Building Council ("BC") if the proposed consolidation is approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed SSP is based upon each school's projected enrollment 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, BCs are free to deviate from the proposed SSP to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the BC comes to an agreement of the final SSP collaboratively. (NOTE: The BC will revisit the SSP 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 BC will follow the dispute resolution procedures outlined in the Campus Policy Memo available at <http://schools.nyc.gov/community/campusgov>.

The below proposed schedule is 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,⁹ the total capacity of each shared space, the grades served by each of the co-located schools and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁰ Where possible, the proposed schedule maintains the current school's allocation of time in each shared space and re-distributes 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.

Cafeteria

Cafeteria

- The cafeteria in M043 has a capacity of 270.
- The total time allocated to each organization in the cafeteria is based upon projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within the proposed allocation of time. With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M043. Accordingly, and in light of the high capacity of the cafeteria, Renaissance, ASA, Performing Arts, and Success – North West can be served during slightly overlapping (and equitable) breakfast periods in the cafeteria. In the proposed plan:
 - Renaissance has been allocated 75 minutes daily in the cafeteria for breakfast, and 50 minutes daily in the cafeteria for lunch.
 - ASA has been allocated 75 minutes daily in the cafeteria for breakfast, and 40 minutes daily in the cafeteria for lunch.
 - Performing Arts has been allocated 30 minutes daily in the cafeteria for breakfast, and 1 hour daily in the cafeteria for lunch.
 - Success-North West has been allocated 75 minutes daily in the cafeteria for breakfast, and 1 hour daily in the cafeteria for lunch.

Gymnasium, Library, and Auditorium

Gymnasium

- There are two gymnasiums in the M043 building, gymnasium 1 and gymnasium 2, which have the capacity to serve 304 students each.

⁹ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

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

- The total time allocated to each organization in the gymnasiums is primarily based upon each organization's current use of the gymnasiums, projected enrollment, capacity of the gymnasiums, and grade levels served. Each organization will be able to accommodate its students in the gymnasiums within the proposed allocation of time. In the proposed schedule below:
 - Renaissance has been allocated 120 minutes daily in gymnasium 1
 - ASA has been allocated 120 minutes daily in gymnasium 2
 - Performing Arts has been allocated 180 minutes daily in gymnasium 1
 - Success-North West has been allocated 180 minutes daily in gymnasium 2

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Renaissance receives 90 minutes daily, ASA receives 60 minutes daily, Performing Arts receives 110 minutes daily, and Success-North West receives 110 minutes daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 602 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Renaissance receives 90 minutes daily, ASA receives 60 minutes daily, Performing Arts receives 110 minutes daily, and Success-North West receives 110 minutes daily.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day, or roughly 3:30 p.m. The BC will address all requests for use of the shared spaces after school hours and may allocate the shared spaces as needed for after-school programs.

In 2016-2017, Renaissance is projected to serve 255-285 students, ASA is projected to serve 150-190 students, Performing Arts is projected to serve 315-355 students, and Success-North West is projected to serve 320-360 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the day, Renaissance's schedule runs from 8:00 am - 2:20 pm, ASA's schedule runs from 8:15 am - 2:15 pm, Performing Art's schedule runs from 8:15 a.m.-2:40 p.m. and Success-North West's schedule runs from 7:30 am-5:30 pm, with the exception of Wednesday where class runs from 7:30 a.m.-1:30 p.m.

Based on the explanations provided above, the DOE believes that the proposed Shared Space Plan below 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: 270)	<u>Breakfast¹¹</u>	<u>Breakfast</u>	<u>Breakfast</u>	<u>Breakfast</u>	<u>Breakfast</u>
	Renaissance 7:30 a.m. – 8:45 a.m.				
	ASA 7:30 a.m. – 8:45 a.m.				
	Performing Arts 7:30 a.m. – 8:00 a.m.				
	Success-North West 7:30 a.m. – 8:45 a.m.				
	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>	<u>Lunch</u>
	Renaissance 1:10 p.m. – 2:00 p.m.				
	ASA 10:30 a.m. – 11:10 a.m.				
Performing Arts 11:10 a.m. – 12:10 p.m.					
Success-North West 12:10 p.m. – 1:10 p.m.					
Gym 1 (Capacity: 304)	Renaissance 9:00 a.m. – 11:00 a.m.				
	Performing Arts 11:30 a.m. – 2:30 p.m.				
Gym 2 (Capacity: 304)	Success-North West 12:30 p.m. – 3:30 p.m.	Success-North West 12:30 p.m. – 3:30 p.m.	Success-North West 9:00 a.m. – 12:00 p.m.	Success-North West 12:30 p.m. – 3:30 p.m.	Success-North West 12:30 p.m. – 3:30 p.m.
	ASA 9:30 a.m. – 11:30 a.m.	ASA 9:30 a.m. – 11:30 a.m.	ASA 12:00 p.m. – 2:00 p.m.	ASA 9:30 a.m. – 11:30 a.m.	ASA 9:30 a.m. – 11:30 a.m.

¹¹ Breakfast time allocations are based on the 2015-2016 school year: <http://www.schoolfoodnyc.org/public1/default.aspx?logout=1>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Library	Renaissance 9:50 a.m. – 11:20 a.m.				
	ASA 11:20 a.m. – 12:20 p.m.				
	Performing Arts 12:20 p.m. – 2:10 p.m.				
	Success-North West 8:00 a.m. – 9:50 a.m.				
Auditorium (Capacity: 602)	Renaissance 9:50 a.m. – 11:20 a.m.				
	ASA 11:20 a.m. – 12:20 p.m.	ASA 11:20 a.m. – 12:20 p.m.	ASA 11:20 a.m. – 12:20 p.m.	ASA 11:20 p.m. – 12:20 a.m.	ASA 11:20 a.m. – 12:20 p.m.
	Performing Arts 12:20 p.m. – 2:10 p.m.				
	Success-North West 8:00 a.m. – 9:50 a.m.				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹² 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 the principal(s); designee(s) of all other programs operating within the building; United Federations of Teachers 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) of the schools in the building 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/designees of Renaissance, ASA, Performing Arts, and Success-North West are part of the M043 School Safety Committee. As members of the School Safety Committee, the leaders/designees of all schools participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs which may arise with respect to the expansion of Success-North West are addressed on an ongoing basis. Moreover, the Safety Plan for the M043 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of all schools at M043 must enter information in the M043 schools' overall School 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 schools in M043, and that 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 M043 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

¹² Chancellor's Regulation A-414 is available at: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>

Proposed Communications Strategy

As per the Campus Policy Memo 2014¹³ co-located schools must actively participate in a BC, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC meets at least once a month to discuss and resolve issues related to the smooth daily operation of all the 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") must 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 school co-locations approved after May 28, 2010, the SSC reviews the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to May 28, 2010, the SSC reviews implementation of the current building space plans in place at those buildings. The SSC meets at least four times per year.

The SSC is 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 are selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes must be shared with the BC. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

¹³ Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."