

## REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate grades five and six of Success Academy Charter School – Harlem 4 (84M386, "SA – Harlem 4") an existing public charter school operated by Success Academy Charter Schools ("SACS") Charter Management Organization, in tandem buildings M185 and M208 ("M185/M208"), located respectively at 20 West 112<sup>th</sup> Street, New York, NY 10026 and 21 West 111<sup>th</sup> Street, New York, NY 10026, in Community School District 3, for the 2013-2014 school year only. "Tandem buildings" are two separate buildings with separate entrances which are joined by a central core containing a shared gymnasium, auditorium, and cafeteria(s). SA – Harlem 4 is an existing public charter school currently serving students in kindergarten through fifth grades. Grades kindergarten through four are currently sited in building M113 ("M113"), located at 240 West 113<sup>th</sup> Street, New York, NY 10026 in District 3, about 0.3 miles from M185/M208. SA – Harlem 4's fifth grade is temporarily being served at building M149 ("M149"), located at 34 West 118<sup>th</sup> Street, New York, NY 10025, also in District 3, about 0.5 miles from M185/M208.

If this proposal is approved, grades five and six of SA – Harlem 4 will be co-located in M185/M208 for the 2013-2014 school year only with P.S. 185 The Early Childhood Discovery and Design Magnet School (03M185, "P.S. 185"), a zoned early childhood school in the M185 building serving students in kindergarten through second grades and offering a full-day pre-kindergarten program; P.S. 208 Alain L. Locke Magnet School for Environmental Stewardship (03M208, "P.S. 208"), a zoned elementary school in the M208 building serving students in third through fifth grades; Harlem Link Charter School (84M329, "Harlem Link"), a public charter school located in both the M185 and M208 buildings, serving students in kindergarten through fifth grades; and P226M (75M226, "P226M@P208M"), one site of a multi-site District 75 school, located in M208. In the 2012-2013 school year, the fifth grades of Success Academy Charter School – Harlem 2 (84M384, "SA – Harlem 2") and Success Academy Charter School – Harlem 3 (84M385, "SA – Harlem 3") are temporarily co-located in M185/M208. The students currently served by those schools in M185/M208 will be served at other sites beginning in 2013-2014, as SA – Harlem 2 and SA – Harlem 3 will move out of M185/M208 prior to the 2013-2014 school year. As such, if this proposal is approved, the fifth and sixth grades of SA – Harlem 4 will not be co-located with the fifth grades of SA – Harlem 2 and SA – Harlem 3 in M185/M208 in the 2013-2014 school year. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, 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 between P.S. 185, P.S. 208, Harlem Link, P226M@P208M, and SA – Harlem 4. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 185, P.S. 208, Harlem Link, P226M@P208M, and SA – Harlem 4, including but not limited to auditoriums, 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 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 will be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy ("PEP").

### METHODOLOGY

The DOE has applied the DOE Instructional Footprint ("Footprint")<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and 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.

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

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 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 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	Number 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.

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, and cafeteria, and spaces such as occupational therapy/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to 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. 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 November 21, 2011 by Richard Bocchicchio, Director of Space Planning, building M185/M208 has a total of 69 full-size (“FS”) classrooms/spaces,<sup>2</sup> 16 half-size (“HS”) classrooms/spaces,<sup>3</sup> 5 quarter-size (“QS”) spaces that can be used for administrative purposes, and the full-size equivalent of 5.0 rooms of designed administrative office/space. M185/M208 also contains a gymnasium, auditorium, two cafeterias, two libraries, 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:

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

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

- The school nurse occupies two half-size designed administrative spaces.
- The custodian's office occupies one half-size designed administrative space.
- The School Based Support Team ("SBST") occupies two half-size spaces.
- A teachers' café occupies one full-size space.
- The District 3 School Food office occupies one half-size designed administrative space.
- A District 75 professional development room occupies one full-size space.

Excluding the spaces outlined above, the M185/M208 building has a total of 67 full-size classrooms, 14 half-size classrooms/spaces, 5 quarter-size spaces, and the equivalent of 3.0 full-size designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	69	16	5	5.0
SHARED SPACES or Building Services	2	2	0	2.0
<b>Remaining Total to be Allocated</b>	<b>67</b>	<b>14</b>	<b>5</b>	<b>3.0</b>

**2012-2013 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections served at each school in 2012-2013 school year.

School	Grade Span	Total Enrolled <sup>4</sup>	GE/ICT Sections	SC Sections
P.S. 185	K-2	237	10	2
P.S. 208	3-5	182	7	2
Harlem Link	K-5	300	12	0
P226M@P208M	K-5	42	0	6
SA – Harlem 2/ SA – Harlem 3 <sup>5</sup>	5	139	6	0

The table below summarizes P.S. 185's, P.S. 208's, Harlem Link's, P226M@P208M's, SA – Harlem 2/SA – Harlem 3's baseline and/or adjusted baseline Footprint allocations, which 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 P.S. 185's, P.S. 208's, Harlem Link's, and P226M@P208M's baseline allocations for the following reason: each baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces suitable for instruction.

<sup>4</sup> Enrollment data reflects the charter headcount as of October 1, 2012 or the 2012-2013 Audited Register (as of October 26, 2012), which does not include Long Term Absences ("LTAs"), students who have been absent continuously for 30 days or more as of October 26, 2012.

<sup>5</sup> Because the fifth grades of SA – Harlem 2 and SA – Harlem 3 are served jointly, SA – Harlem 2 and SA – Harlem 3 are allocated space as though they are one, unified school organization. Therefore, they are allocated space based on the number of sections required to accommodate the combined enrollment of both schools' fifth grades, and are allocated administrative, resource, and cluster space as one school.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 185	Baseline Footprint Allocation	12	4	1.5	0	2	0	2.5	12	6	0	1.5
	Adjusted Baseline Allocation	15	1	1.5	0	2	0	2.5	15	3	0	1.5
	Current Space Allocation	16	1	1.5	0	4	1	3.5	16	5	1	1.5
P.S. 208	Baseline Footprint Allocation	9	4	1.5	0	1	0	2.0	9	5	0	1.5
	Adjusted Baseline Allocation	12	1	1.5	0	1	0	2.0	12	2	0	1.5
	Current Space Allocation	14	1	1.5	1	2	1	3.75	15	3	1	1.5
Harlem Link	Baseline Footprint Allocation	15	2	0.0	2	1	0	2.5	17	3	0	0.0
	Adjusted Baseline Allocation	17	0	0.0	2	1	0	2.5	19	1	0	0.0
	Current Space Allocation	17	0	0.0	2	2	1	3.25	19	2	1	0.0
P226M@P208M	Baseline Footprint Allocation	1	7	0.0	1	2	0	2.0	2	9	0	0.0
	Adjusted Baseline Allocation	8	0	0.0	1	2	0	2.0	9	2	0	0.0
	Current Space Allocation	8	0	0.0	1	2	0	2.0	9	2	0	0.0
SA – Harlem 2 /SA - Harlem 3	Baseline Footprint Allocation	7	1	0.0	1	1	2	2.0	8	2	2	0.0
	Current Space Allocation	7	1	0.0	1	1	2	2.0	8	2	2	0.0

In total:

- P.S. 185 is currently allocated 16 full-size rooms, 5 half-size rooms, 1 quarter-size room and 1.5 FSE rooms of designed administrative space. As demonstrated in the table above, P.S. 185 is currently using 1 full-size room, 2 half-size rooms and 1 quarter-size room in excess of its adjusted baseline footprint.
- P.S. 208 is currently allocated 15 full-size rooms, 3 half-size rooms, 1 quarter-size room and 1.5 FSE rooms of designed administrative space. As demonstrated in the table above, P.S. 208 is currently using 3 full-size rooms, 1 half-size room and 1 quarter-size room in excess of its adjusted baseline footprint.
- Harlem Link is currently allocated 19 full-size rooms, 2 half-size rooms and 1 quarter-size room. As demonstrated in the table above, Harlem Link is currently using 1 half-size room and 1 quarter-size room in excess of its adjusted baseline footprint.
- P226M@P208 is currently allocated 9 full-size rooms and 2 half-size rooms.
- Because the fifth grades from both SA – Harlem 2 and SA – Harlem 3 are served jointly, the schools are allocated space as though they are one, unified school organization. Therefore, they are allocated space based on the number of sections required to accommodate the combined enrollment of both schools’ fifth grades, and are allocated administrative, resource, and cluster space as one school. SA – Harlem 2/SA – Harlem 3 are currently allocated 8 full-size rooms, 2 half-size rooms and 2 quarter-size rooms.

The current excess space in the M185/M208 building is demonstrated in the table below.

<b>2012-2013</b>	<b>Full-size Rooms</b>	<b>Half-size Rooms</b>	<b>Quarter-size Rooms</b>	<b>Designed Admin (FSE)</b>
Space In Excess of Baseline Allocations	4	4	3	0

**2013-2014 (FIRST AND FINAL YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, SA – Harlem 4 will serve students in grades five and six in M185/M208 for the 2013-2014 school year only. As mentioned above, grade five of SA – Harlem 2 and grade five of SA – Harlem 3 will no longer be sited in M185/M208 beginning in 2013-2014 school year.

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

School	Grade Span	Projected Enrollment <sup>6</sup>	GE/ICT Sections	SC Sections
P.S. 185	K-2	219-249	12	2
P.S. 208	3-5	170-200	9	2
Harlem Link	K-5	275-335	12	0
P226M@P208M	K-5	40-44	0	6
SA – Harlem 4	5-6	122-155	6	0

After the schools in M185/M208 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	1	3	3	0.0

The table below summarizes P.S. 185's, P.S. 208's, Harlem Link's, P226M@P208M's, and SA – Harlem 4's baseline and/or adjusted baseline Footprint allocations, which 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 P.S. 185's, P.S. 208's, Harlem Link's, and P226M@P208M's baseline allocations for the following reason: each baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces suitable for instruction.

<sup>6</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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	Total Designed Admin (FSE)
P.S. 185	Baseline Footprint Allocation	14	4	1.5	0	2	0	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	16	2	1.5	0	2	0	2.5	0	1	1	0.0	16	5	1	1.5
P.S. 208	Baseline Footprint Allocation	11	4	1.5	0	1	0	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	14	1	1.5	0	1	0	2.0	1	1	1	0.0	15	3	1	1.5
Harlem Link	Baseline Footprint Allocation	15	2	0	2	1	0	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	0	2	1	0	2.5	0	1	1	0.0	19	2	1	0.0
P226M@P208M	Baseline Footprint Allocation	1	7	0	1	2	0	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	0	1	2	0	2.0	-	-	-	-	9	2	0	0.0
SA - Harlem 4	Baseline Footprint Allocation	7	1	0	1	1	2	2.0	-	-	-	-	8	2	2	0.0

In total:

- P.S. 185 will be allocated 16 full-size rooms, 5 half-size rooms, 1 quarter-size room and 1.5 FSE rooms of designed administrative space. This allocation includes 1 half-size room and 1 quarter-size room in excess of P.S. 185's adjusted baseline footprint.
- P.S. 208 will be allocated 15 full-size rooms, 3 half-size rooms, 1 quarter-size room and 1.5 FSE rooms of designed administrative space. This allocation includes 1 full-size room, 1 half-size room and 1 quarter-size room in excess of P.S. 208's adjusted baseline footprint.
- Harlem Link will be allocated 19 full-size rooms, 2 half-size rooms and 1 quarter-size room. This allocation includes 1 half-size room and 1 quarter-size room in excess of Harlem Link's adjusted baseline footprint.
- P226M@P208 will be allocated 9 full-size rooms and 2 half-size rooms.
- SA – Harlem 4 will be allocated 8 full-size rooms, 2 half-size rooms and 2 quarter-size rooms. The school will be serving one grade (fifth grade) whose space allocation would ordinarily be guided by the Footprint for elementary schools, and one grade (sixth grade) whose space allocation would ordinarily be governed by the Footprint for middle and high schools. The baseline allocation set out in the chart above applies the middle school Footprint to both grades, in keeping with how SA – Harlem 2 and SA – Harlem 3's fifth grades are currently using their space in the building.

The space allocations for P.S. 185, P.S. 208, Harlem Link, and P226M@P208M will remain the same as they are in the current 2012-13 school year. For the 2013-2014 school year only, SA – Harlem 4 will use the space vacated by SA – Harlem 2/SA – Harlem 3. The room change is reflected below for the 2012-2013 school year to the 2013-2014 school year.

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 185	16	5	1	1.5	16	5	1	1.5	0	0	0	0
P.S. 208	15	3	1	1.5	15	3	1	1.5	0	0	0	0
Harlem Link	19	2	1	0.0	19	2	1	0.0	0	0	0	0
P226M@P208M	9	2	0	0.0	9	2	0	0.0	0	0	0	0
SA – Harlem 2/ SA – Harlem 3	8	2	2	0.0	0	0	0	0.0	-8	-2	-2	0
SA – Harlem 4	0	0	0	0.0	8	2	2	0.0	+8	+2	+2	0

## 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 M185/M208 during the first year of implementation of this proposal in 2013-2014, when SA – Harlem 4 will serve students in fifth and sixth grades. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

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

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, the Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council 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 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, the total capacity of each shared space, the grades served by each of the co-located schools, the unique needs of the District 75 population, 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).<sup>7</sup> Where possible, the proposed schedule maintains schools' current allocation of time for 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, based on the 2012 Campus Audit Template submitted by the Building Council.<sup>8</sup> The DOE has assigned times in each of the shared spaces to the co-located organizations in M185/M208 proportional to their enrollments. In planning how the schools in M185/M208 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each shared space equitably. As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

### **Cafeteria and Outdoor Play Yard:**

#### Cafeterias

- There is one cafeteria in the M185 building which has the capacity to serve 300 students. There is another cafeteria in the M208 building which has the capacity to serve 362 students.
- The total time allocated to each organization in the cafeterias is primarily based upon each organization's current use of the cafeterias according to the 2012 Campus Audit. Because each organization will be able to accommodate its students in the cafeterias within this proposed allocation of time, the DOE believes that the proposed schedule is equitable.

#### M185 Cafeteria

- SA – Harlem 4 has been allocated 30 minutes daily for breakfast, and 60 minutes daily for lunch in the M185 cafeteria.
- P.S. 185 has been allocated 30 minutes daily for breakfast, and 60 minutes daily for lunch in the M185 cafeteria.

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

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

- P226M@P208M has been allocated 30 minutes daily for breakfast, and 60 minutes daily for lunch in the M185 cafeteria.

#### M208 Cafeteria

- Harlem Link has been allocated 30 minutes daily for breakfast, and 90 minutes daily for lunch in the M208 cafeteria.
- P.S. 208 has been allocated 30 minutes daily for breakfast, and 60 minutes daily for lunch in the M208 cafeteria.
- The Building Council is free to deviate from the proposed shared space plan and revert to current practice, provided that the Building Council comes to an agreement on a shared space plan collaboratively.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M185/M208. Given the capacity of the M208 cafeteria, this proposed shared space schedule includes overlap between Harlem Link and P.S. 208 in order to allow both schools the same duration of time for breakfast immediately prior to the start of the school day.

#### Outdoor Playground

- The DOE notes that the outdoor playground is a shared space; according to the 2012 Campus Audit document, schools currently utilize the outdoor playground during their lunch periods. In the schedule below, the playground is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during, or after the proposed lunch period.
  - P.S. 185 has been allocated 90 minutes daily in the outdoor playground from 11:00 a.m. to 12:30 p.m.
  - Harlem Link has been allocated 90 minutes daily in the outdoor playground from 1:00 p.m. to 2:30 p.m.
  - P226M@P208M has been allocated 60 minutes daily in the outdoor playground from 12:00 p.m. to 1:00 p.m.
  - SA – Harlem 4 has been allocated 60 minutes daily in the outdoor playground from 1:00 p.m. to 2:00 p.m.
  - P.S. 208 has been allocated 90 minutes daily in the outdoor playground from 11:00 a.m. to 12:30 p.m.
- The Building Council is free to deviate from the proposed shared space plan and revert to current practice, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

### **Gymnasium, Library, and Auditorium**

#### Gymnasium

- There is one gymnasium in the buildings, which has the capacity to serve 353 students.
- The DOE proposes that time in the gymnasium be allocated to all schools based on the relative projected enrollment for each school and as not to overlap too heavily with proposed times in other shared spaces. In the proposed plan:
  - P.S. 185 has been allocated 90 minutes daily in the gymnasium from 12:30 p.m. to 2:00 p.m.
  - P226M@P208M has been allocated 60 minutes daily in the gymnasium from 2:00 p.m. to 3:00 p.m.

- SA – Harlem 4 has been allocated 60 minutes daily in the gymnasium from 8:00 a.m. to 9:00 a.m.
- Harlem Link has been allocated 120 minutes daily in the gymnasium from 9:00 a.m. to 11:00 a.m.
- P.S. 208 has been allocated 90 minutes daily in the gymnasium from 11:00 a.m. to 12:30 p.m.
- Because the proposed allocations have been devised with regard to the schools' enrollments and special needs, the DOE believes that the proposed allocation is equitable and feasible.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the gym on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

#### Library

- There are two libraries in M185/M208, which are shared spaces. However, specific time in the libraries is not currently allocated to any of the existing schools according to the 2012 Campus Audit document. The DOE proposes that time in the libraries be allocated to all schools based on the relative projected enrollment and special needs for each school. In the proposed plan:

##### M185 Library

- P.S. 185 has been allocated 60 minutes daily in the library from 9:00 a.m. to 10:00 a.m.
- P226M@P208M has been allocated 60 minutes daily in the library from 10:00 a.m. to 11:00 a.m.
- SA – Harlem 4 has been allocated 60 minutes daily in the library from 11:00 a.m. to 12:00 p.m.

##### M208 Library

- Harlem Link has been allocated 90 minutes daily in the library from 12:30 p.m. to 2:00 p.m.
- P.S. 208 has been allocated 60 minutes daily in the library from 2:00 p.m. to 3:00 p.m.
- Because the proposed allocations have been devised with regard to the schools' enrollments and special needs, the DOE believes that the proposed allocation is equitable and feasible.
- The Building Council is free to deviate from the proposed Shared Space Plan of the library 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

- There is one auditorium in M185/M208, which has the capacity to serve 231 students.
- The DOE proposes that time in the auditorium be allocated to all schools based on the relative projected enrollment for each school and as not to overlap too heavily with proposed times in other shared spaces. In the proposed plan:

- Harlem Link has been allocated 120 minutes daily in the auditorium from 9:00 a.m. to 11:00 a.m.
  - P226M@P208M has been allocated 60 minutes daily in the auditorium from 11:00 a.m. to 12:00 p.m.
  - P.S. 208 has been allocated 60 minutes daily in the auditorium from 12:00 p.m. to 1:00 p.m.
  - P.S. 185 has been allocated 60 minutes daily in the auditorium from 1:00 p.m. to 2:00 p.m.
  - SA – Harlem 4 has been allocated 60 minutes daily in the auditorium from 2:00 p.m. to 3:00 p.m.
- The Building Council is free to deviate from the proposed Shared Space Plan of the auditorium 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.

#### **After-School Programs**

- The DOE notes that currently the shared spaces are not 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.

As noted in this Building Utilization Plan (“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 once SA – Harlem 4 is co-located in the building.

In 2013-2014, the DOE projects P.S. 185 will serve 219-249 students, P.S. 208 will serve 170-200 students, Harlem Link will serve 275-335 students, P226M@P208M will serve 40-44 students, and SA – Harlem 4 will serve 122-155 students at M185/M208. Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end times of the school day, P.S. 185’s school day runs from approximately 8:00 am to 3:00 pm, P.S. 208’s school day runs from approximately 8:00 am to 3:00 pm, Harlem Link’s school day runs from approximately 8:00 am to 3:30 pm, P226M@P208M’s school day runs from 8:15 am to 3:05 pm, and SA – Harlem 4’s school days run from approximately 7:45 am to 4:30 pm.<sup>9</sup>

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.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria in M185</b> (Capacity: 300)	<p><b>Breakfast:</b> <b>SA – Harlem 4</b> 7:00 a.m. – 7:30 a.m.</p> <p><b>P.S. 185</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P226M@P208M</b> 8:00 a.m. – 8:30 a.m.</p> <p><b>Lunch:</b> <b>P.S. 185</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.</p> <p><b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.</p>	<p><b>Breakfast:</b> <b>SA – Harlem 4</b> 7:00 a.m. – 7:30 a.m.</p> <p><b>P.S. 185</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P226M@P208M</b> 8:00 a.m. – 8:30 a.m.</p> <p><b>Lunch:</b> <b>P.S. 185</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.</p> <p><b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.</p>	<p><b>Breakfast:</b> <b>SA – Harlem 4</b> 7:00 a.m. – 7:30 a.m.</p> <p><b>P.S. 185</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P226M@P208M</b> 8:00 a.m. – 8:30 a.m.</p> <p><b>Lunch:</b> <b>P.S. 185</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.</p> <p><b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.</p>	<p><b>Breakfast:</b> <b>SA – Harlem 4</b> 7:00 a.m. – 7:30 a.m.</p> <p><b>P.S. 185</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P226M@P208M</b> 8:00 a.m. – 8:30 a.m.</p> <p><b>Lunch:</b> <b>P.S. 185</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.</p> <p><b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.</p>	<p><b>Breakfast:</b> <b>SA – Harlem 4</b> 7:00 a.m. – 7:30 a.m.</p> <p><b>P.S. 185</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P226M@P208M</b> 8:00 a.m. – 8:30 a.m.</p> <p><b>Lunch:</b> <b>P.S. 185</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.</p> <p><b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.</p>
<b>Cafeteria in M208</b> (Capacity: 362)	<p><b>Breakfast:</b> <b>Harlem Link</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P.S. 208</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>Lunch:</b> <b>P.S. 208</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>Harlem Link</b> 12:00 p.m. – 1:30 p.m.</p>	<p><b>Breakfast:</b> <b>Harlem Link</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P.S. 208</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>Lunch:</b> <b>P.S. 208</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>Harlem Link</b> 12:00 p.m. – 1:30 p.m.</p>	<p><b>Breakfast:</b> <b>Harlem Link</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P.S. 208</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>Lunch:</b> <b>P.S. 208</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>Harlem Link</b> 12:00 p.m. – 1:30 p.m.</p>	<p><b>Breakfast:</b> <b>Harlem Link</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P.S. 208</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>Lunch:</b> <b>P.S. 208</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>Harlem Link</b> 12:00 p.m. – 1:30 p.m.</p>	<p><b>Breakfast:</b> <b>Harlem Link</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>P.S. 208</b> 7:30 a.m. – 8:00 a.m.</p> <p><b>Lunch:</b> <b>P.S. 208</b> 11:00 a.m. – 12:00 p.m.</p> <p><b>Harlem Link</b> 12:00 p.m. – 1:30 p.m.</p>

Library in M185	<b>P.S. 185</b> 9:00 a.m. – 10:00 a.m.				
	<b>P226M@P208M</b> 10:00 a.m. – 11:00 a.m.				
	<b>SA – Harlem 4</b> 11:00 a.m. – 12:00 p.m.	<b>SA – Harlem 4</b> 11:00 a.m. – 12:00 p.m.	<b>SA – Harlem 4</b> 11:00 a.m. – 12:00 p.m.	<b>SA – Harlem 4</b> 11:00 a.m. – 12:00 p.m.	<b>SA – Harlem 4</b> 11:00 a.m. – 12:00 p.m.
Library in M208	<b>Harlem Link</b> 12:30 p.m. – 2:00 p.m.				
	<b>P.S. 208</b> 2:00 p.m. – 3:00 p.m.				
Gymnasium (Capacity: 353)	<b>SA – Harlem 4</b> 8:00 a.m. – 9:00 a.m.	<b>SA – Harlem 4</b> 8:00 a.m. – 9:00 a.m.	<b>SA – Harlem 4</b> 8:00 a.m. – 9:00 a.m.	<b>SA – Harlem 4</b> 8:00 a.m. – 9:00 a.m.	<b>SA – Harlem 4</b> 8:00 a.m. – 9:00 a.m.
	<b>Harlem Link</b> 9:00 a.m. – 11:00 a.m.				
	<b>P.S. 208</b> 11:00 a.m. – 12:30 p.m.				
	<b>P.S. 185</b> 12:30 p.m. – 2:00 p.m.				
	<b>P226M@P208M</b> 2:00 p.m. – 3:00 p.m.				
Auditorium (Capacity: 231)	<b>Harlem Link</b> 9:00 a.m. – 11:00 a.m.				
	<b>P226M@P208M</b> 11:00 a.m. – 12:00 p.m.				

	<b>P.S. 208</b> 12:00 p.m. – 1:00 p.m.  <b>P.S. 185</b> 1:00 p.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 208</b> 12:00 p.m. – 1:00 p.m.  <b>P.S. 185</b> 1:00 p.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 208</b> 12:00 p.m. – 1:00 p.m.  <b>P.S. 185</b> 1:00 p.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 208</b> 12:00 p.m. – 1:00 p.m.  <b>P.S. 185</b> 1:00 p.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.	<b>P.S. 208</b> 12:00 p.m. – 1:00 p.m.  <b>P.S. 185</b> 1:00 p.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.
<b>Outdoor          Playground</b>	<b>P.S. 185</b> 11:00 a.m. – 12:30 p.m.  <b>Harlem Link</b> 1:00 p.m. – 2:30 p.m.  <b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.  <b>P.S. 208</b> 11:00 a.m. – 12:30 p.m.	<b>P.S. 185</b> 11:00 a.m. – 12:30 p.m.  <b>Harlem Link</b> 1:00 p.m. – 2:30 p.m.  <b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.  <b>P.S. 208</b> 11:00 a.m. – 12:30 p.m.	<b>P.S. 185</b> 11:00 a.m. – 12:30 p.m.  <b>Harlem Link</b> 1:00 p.m. – 2:30 p.m.  <b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.  <b>P.S. 208</b> 11:00 a.m. – 12:30 p.m.	<b>P.S. 185</b> 11:00 a.m. – 12:30 p.m.  <b>Harlem Link</b> 1:00 p.m. – 2:30 p.m.  <b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.  <b>P.S. 208</b> 11:00 a.m. – 12:30 p.m.	<b>P.S. 185</b> 11:00 a.m. – 12:30 p.m.  <b>Harlem Link</b> 1:00 p.m. – 2:30 p.m.  <b>P226M@P208M</b> 12:00 p.m. – 1:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.  <b>P.S. 208</b> 11:00 a.m. – 12:30 p.m.

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designees of all other programs operating within the building; United Federation of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III, among others. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the leader/designee of SA – Harlem 4 will be part of the M185/M208 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA – Harlem 4 will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-location of SA – Harlem 4 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M185/M208 school building will be modified as appropriate to meet any changing security needs associated with the co-location. SA – Harlem 4 will enter information in the M185/M208 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 M185/M208 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,<sup>10</sup> co-located schools on campuses must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee ("SSC") shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the amended New York Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan ("BUP") once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended New York Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.

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<sup>10</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."