

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 re-site Brooklyn Prospect and temporarily co-locate it for one year in the seven transportable classroom units, which are referred to as building K979 (15K979, “K979”), that are attached to the main building, building K032 (“K032”), for the 2011-2012 school year. Buildings K979 and K032 are located at 317 Hoyt Street, Brooklyn, NY 11231 in Community School District 15. Although Brooklyn Prospect would be sited in K979, it would also use the shared spaces in K032, such as the gymnasium, cafeteria, auditorium, and library.

Brooklyn Prospect would be temporarily co-located in K979 and K032 with P.S. 32 Samuels Mills Spole (15K032, “P.S. 32”), an existing DOE zoned elementary school that serves kindergarten through fifth grade students which also offers two full-day pre-kindergarten sections, New Horizons School (15K442, “New Horizons”), an existing DOE zoned middle school that serves sixth to eighth grade students, and a community-based organization, Good Shepherd Services (“Good Shepherd”). P.S. 32 offers a specialized program for students with Autism Spectrum Disorders (“ASD”) that is not widely available in other New York City schools. In this program, known as ASD Nest, students with ASD are taught in a classroom alongside general education students. Classes are small, limited to 16 students in kindergarten through fifth grade. The DOE does not anticipate that the proposed temporary co-location would adversely affect students in the ASD Nest program at P.S. 32.

Brooklyn Prospect would only be co-located in the buildings for one year because Brooklyn Prospect has secured a permanent lease on a private facility located at 265-271 Douglass Street, Brooklyn, NY 11217. However, the facility cannot be occupied in time for the 2011-2012 school year. Therefore, if this proposal is approved, Brooklyn Prospect will be re-sited from its current location in building K564, located at 153 35th Street, Brooklyn, NY 11232 in Community School District 15, and temporarily co-located in K979 and K032 with P.S. 32, New Horizons, and, Good Shepherd for one year. Brooklyn Prospect would move out of K979 and K032 no later than August 1, 2012.

If the proposal is approved, in 2011-2012, the only year of the proposed co-location, Brooklyn Prospect’s sixth and seventh grade would be re-sited to K979 and K032, and the school would also expand to enroll approximately 100 students in eighth grade.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space among P.S. 32, New Horizons and Brooklyn Prospect. It also includes a proposal for the collaborative usage of shared resources and spaces among P.S. 32, New Horizons, and Brooklyn Prospect, 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”)¹ 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

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/NR/ronlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

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 capacity-generating instructional rooms, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

Enrollment	# of Cluster Rooms
1,251 and up	5
750-1,250	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 classrooms² 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 22, 2011 by Charles Fisher, Director of Space Planning, the main building, K032, has a total of 38 full size classrooms/spaces,³ 4 half-size classrooms/spaces,⁴ the equivalent of 2.0 full-size rooms of designed administrative office/space, and 6 quarter-size rooms

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3.5 full size classrooms for student support services or resource rooms which could be equal to 7 half-size classrooms or 2 full size classrooms and 3 half-size classrooms, etc.

³ Full size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

which can be utilized as administrative offices/spaces.⁵ The main K032 building also contains a gymnasium, auditorium, lunchroom, library and a kindergarten play yard and a school yard with equipment.

In addition, there are also 7 transportable classroom units (“TCUs”), referred to as K979, located on the same grounds as the main building, K032. There are a total of 14 full-size classrooms/spaces within these 7 TCU’s.

The below spaces in the K032 main building are occupied by community-based organizations, are shared spaces, or contain building services:

- Good Shepherd, a CBO, occupies 1 full-size space
- The nurse’s office occupies 1 full-size space
- The custodian’s office occupies 1 quarter-size space

Excluding the rooms above, there are 36 full-size classrooms/spaces, 4 half-size classrooms/spaces, and the equivalent of 2.0 full-size designed administrative offices/spaces and 5 quarter-size rooms remaining to be allocated to the schools co-locating in the K032 main building.

In addition, there are a total of 14 full-size classrooms/spaces in the TCUs, referred to as K979, located on the same grounds as the K032 main building. **That means that there are a total of 50 full-size classrooms/spaces, 4 half-size classrooms/spaces, the equivalent of 2.0 full-size designed administrative offices/spaces, and 5 quarter-size rooms remaining to be allocated to all of the co-located schools in buildings K032 and K979.**

2010-2011

P.S. 32 currently utilizes the 14 full-size classrooms in the TCUs at K979, in addition to space that it has been granted in the main K032 building. New Horizons only utilizes classrooms in the K032 building.

In 2010-2011, P.S. 32 serves 260 students in kindergarten through fifth grade (including students with disabilities), in addition to 29 students enrolled in pre-kindergarten. These students are served in 21 classes/sections.⁶

The table below summarizes P.S. 32’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 32’s adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P.S. 32 is currently using.

2010-2011: P.S. 32	Full Size Class-rooms ⁷	Half Size Class-rooms	Quarter Size Class-rooms	Administrative Spaces				
				Designed Admin (FSE) ⁸	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	23	4	0	2.0	0	0	0	2.0

⁵ Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

⁶ Source: 2010 audited register data.

⁷ Please note that the full size room count for P.S. 32 includes all 14 full size classrooms in the TCUs.

⁸ FES refers to full size equivalent rooms that may be used for administrative purposes.

Adjusted Baseline Allocation	24	2	0	2.0	0	0	0	2.0
Current Space Allocation	32	2	4	2.0	0	0	0	2.0

The DOE has adjusted P.S. 32's baseline allocation for the following reason:

- There is an insufficient number of half-size classrooms to meet the baseline Footprint allocation for P.S. 32. Therefore, P.S. 32's baseline allocation includes 1 additional full-size classroom in lieu of 2 half-size resource rooms.

P.S. 32 is currently operating 8 full-size classrooms above its adjusted baseline allocation.

In 2010-2011, New Horizons School enrolls 192 students in sixth through eighth grade. These students are served in 10 classes/sections (including students with disabilities).⁹

The table below summarizes New Horizons School's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that New Horizons School is currently using.

2010-2011: New Horizons	Full Size Class-rooms	Half Size Class-rooms	Quarter Size Class-rooms	Administrative Spaces				
				Designed Admin (FSE) ¹⁰	Full-size Space	Half-size Space	Quarter - Size Space	Total Admin (FSE)
Baseline Footprint Allocation	10	2	0	0	3	0	0	3.0
Current Space Allocation	15	2	1	0	3	0	0	3.0

- New Horizons is currently operating 5 full-size classrooms above their adjusted baseline allocation.

As demonstrated in the tables above, both P.S. 32 and New Horizons are currently using several classrooms in excess of their respective adjusted baseline allocations. The table below summarizes the available space within K032 and K979.

2010-2011: K032/K979	Full Size Rooms	Half Size Rooms	Quarter-Size Rooms
Space In Excess of Adjusted Baseline Allocation	13	0	5

⁹ Source: 2010 audited register data.

¹⁰ FES refers to full size equivalent rooms that may be used for administrative purposes.

2011-2012

In 2011-2012, the DOE projects that P.S. 32 will continue to serve between 281-311 students and would continue to have 21 sections (including pre-kindergarten students and students with disabilities). The table below summarizes P.S. 32's baseline adjusted baseline allocation from the previous year.

2011-2012: P.S. 32	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)
Adjusted Baseline Allocation	24	2	2.0	0	0	0	2.0

In 2011-2012, the DOE projects that New Horizons School will continue to serve between 190-205 students and would continue to have 10 sections (including students with disabilities). The table below summarizes New Horizons School's baseline Footprint allocation:

2011-2012: New Horizons School	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)
Baseline Footprint Allocation	10	2	0.0	3	0	0	3.0

New Horizons would maintain one full-size classroom in the K979 to use for administrative functions.

In 2011-2012, Brooklyn Prospect would be relocated to the TCUs located at K979. Brooklyn Prospect would offer grades six through eight and would serve up to 302 students in 12 sections (including students with disabilities) per its charter.¹¹ The table below summarizes Brooklyn Prospect's baseline Footprint and adjusted baseline allocation:

2011-2012: Brooklyn Prospect	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)
Baseline Footprint Allocation	13	1	0.0	1	2	0	2.0
Adjusted Baseline Allocation	12	0	0.0	1	0	0	1.0

¹¹ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

Brooklyn Prospect will operate below its baseline footprint allocation for the 2011-2012 school year. The DOE is aware that Brooklyn Prospect will be operating below its baseline Footprint allocation in 2011-2012 school year. Specifically, Brooklyn Prospect will have one full-size room for administrative functions and student support services rather than two full-size rooms. In addition, Brooklyn Prospect will not be allocated a cluster or resource room. This does not mean that Brooklyn Prospect will be unable to deliver cluster or intervention services, but it does mean that teachers will likely have to share classrooms and that classrooms will need to be scheduled throughout the day.

Nonetheless, the DOE has decided to propose this co-location because Brooklyn Prospect will be re-located to its permanent, private facility for the 2012-2013 school year, and this is only a one-year temporary co-location. In addition, there are a limited number of under-utilized buildings in Community School District 15 where Brooklyn Prospect could be temporarily sited for one year.

After P.S. 32, New Horizons and Brooklyn Prospect have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: K032/K979	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocations	0	0	5

The excess space will be allocated between P.S. 32 and New Horizons 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.¹² 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 Rooms	Half Size Rooms	Administrative Spaces				Full-size Rooms	Half-size Rooms	Quarter Size Rooms	Full-size Rooms	Half-size Rooms	Quarter Size Rooms	Designed Admin (FSE)	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter Size Spaces								Total Admin (FSE)
P.S. 32	24	2	2.0	0	0	0	2.0	0	0	4	24	2	4	2.0
New Horizons	10	2	0.0	3	0	0	3.0	0	0	1	13	2	1	0.0
Brooklyn Prospect	12	0	0.0	1	0	0	1.0	0	0	0	13	0	0	0.0

Brooklyn Prospect will move from K979 and K032 to its private facility no later than August 1, 2012. P.S. 32 would once again be able to utilize all of the classrooms/spaces within the TCUs at K979 as it currently does, which would free up additional classrooms in the main K032 building for New Horizons.

Shared Space Plan

¹² This number is subject to change pending final enrollment projections.

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 K032. 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).

In 2011-2012, the DOE projects P.S.32 to serve 281-311 total students, including pre-kindergarten, New Horizons to serve 190-205 students and Brooklyn Prospect to serve up to 302 students.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 180)	Breakfast: Brooklyn Prospect 7:15 – 7:45am P.S. 32 & New Horizons 7:50 – 8:40am Lunch: P.S. 32 11:00 – 12:00pm New Horizons 12:10 – 1:10pm Brooklyn Prospect 1:20 – 2:20pm	Breakfast: Brooklyn Prospect 7:15 – 7:45am P.S. 32 & New Horizons 7:50 – 8:40am Lunch: P.S. 32 11:00 – 12:00pm New Horizons 12:10 – 1:10pm Brooklyn Prospect 1:20 – 2:20pm	Breakfast: Brooklyn Prospect 7:15 – 7:45am P.S. 32 & New Horizons 7:50 – 8:40am Lunch: P.S. 32 11:00 – 12:00pm New Horizons 12:10 – 1:10pm Brooklyn Prospect 1:20 – 2:20pm	Breakfast: Brooklyn Prospect 7:15 – 7:45am P.S. 32 & New Horizons 7:50 – 8:40am Lunch: P.S. 32 11:00 – 12:00pm New Horizons 12:10 – 1:10pm Brooklyn Prospect 1:20 – 2:20pm	Breakfast: Brooklyn Prospect 7:15 – 7:45am P.S. 32 & New Horizons 7:50 – 8:40am Lunch: P.S. 32 11:00 – 12:00pm New Horizons 12:10 – 1:10pm Brooklyn Prospect 1:20 – 2:20pm
Library	All day: New Horizons	Brooklyn Prospect 9:00 – 11:00am New Horizons 11:00 – 1:00pm P.S. 32 1:00 – 3:00pm	All day: Brooklyn Prospect	Brooklyn Prospect 9:00 – 11:00am New Horizons 11:00 – 1:00pm P.S. 32 1:00 – 3:00pm	All day: P.S. 32
Gymnasium (Capacity: 385)	All day: P.S. 32	P.S. 32 9:00 – 11:00am Brooklyn Prospect 11:00 – 1:00pm New Horizons 1:00 – 3:00pm	All day: New Horizons	P.S. 32 9:00 – 11:00am Brooklyn Prospect 11:00 – 1:00pm New Horizons 1:00 – 3:00pm	All day: Brooklyn Prospect
Auditorium (Capacity: 405)	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: Kindergarten play yard	All day: P.S. 32				
Other: School yard	P.S. 32 11:10 – 12:00pm New Horizons 12:10 – 1:00pm Brooklyn Prospect 1:10 – 2:00pm	P.S. 32 11:10 – 12:00pm New Horizons 12:10 – 1:00pm Brooklyn Prospect 1:10 – 2:00pm	P.S. 32 11:10 – 12:00pm New Horizons 12:10 – 1:00pm Brooklyn Prospect 1:10 – 2:00pm	P.S. 32 11:10 – 12:00pm New Horizons 12:10 – 1:00pm Brooklyn Prospect 1:10 – 2:00pm	P.S. 32 11:10 – 12:00pm New Horizons 12:10 – 1:00pm Brooklyn Prospect 1:10 – 2:00pm

Building Safety and Security

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designees of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. 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 Brooklyn Prospect will be part of the K032 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Brooklyn Prospect 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 Brooklyn Prospect will be addressed on an ongoing basis. Moreover, the Safety Plan for the K032 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Brooklyn Prospect will enter information in the K032 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 K032 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 2010,¹³ 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

¹³ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.

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 at least 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 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.