

REVISED BUILDING UTILIZATION PLAN

On March 4, 2010, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (“EIS”) and a Building Utilization Plan (“BUP”) describing a proposal to temporarily re-site Brooklyn Prospect Charter School (84K707, “Brooklyn Prospect”) from its current location in Building K564 (“K564”) at 153 35th Street, Brooklyn, NY 11232 in Community School District 15, to seven transportable classroom units (“TCU”), referred to as K979 (15K979, “K979”), that are located on the same grounds as the main building, K032 (“K032”). Under that original proposal, Brooklyn Prospect would have been co-located with P.S. 32 Samuels Mills Spole (15K032, “P.S. 32”), an existing DOE zoned elementary school that serves kindergarten through fifth grade students and also offers two full-day pre-kindergarten sections, New Horizons School (15K442, “New Horizons”).

After receiving public feedback, the DOE has revised this proposal. As described in greater detail in the attached revised EIS, the DOE now proposes to temporarily allow Brooklyn Prospect to remain in K564 for one additional year and to expand by one grade level. Brooklyn Prospect currently serves 202 students in sixth and seventh grade. If this revised proposal is approved, in 2011-2012, Brooklyn Prospect will expand to serve 102 eighth graders in K564.

Brooklyn Prospect is currently co-located with Sunset Park High School (15K667, “Sunset Park”), a DOE high school that is phasing in and currently serves 687 ninth and tenth grade students, and a District 75 School (75K371, “P371K@H667”), that serves 77 ninth through twelfth grade students in classes for emotionally disturbed and autistic students. Brooklyn Prospect has secured a permanent lease on a private facility located at 265-271 Douglass Street, Brooklyn, 11217; however, the facility will not be ready for occupancy in time for the 2011-2012 school year. If this proposal is approved, Brooklyn Prospect will only be co-located with Sunset Park and P371K@H667 in K564 for an additional year and will move out of K564 no later than August 1, 2012.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between Brooklyn Prospect, Sunset Park and P371K@H667. It also includes a proposal for the collaborative usage of shared resources and spaces between Brooklyn Prospect, Sunset Park and P371K@H667, 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 revised 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 after the proposed co-location has been approved by the Panel for Education Policy.

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 EQUITY 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

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.

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.² In addition to these instructional rooms, which count towards a building's capacity, schools serving grades K-5 also receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal's discretion for purposes such as art and/or music instruction, among other things and do not count towards a building's capacity. At the elementary level, cluster classrooms are allocated as follows:

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

For grades 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms³ 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

The K564 building is a relatively new construction site (completed in 2009) and has a total of 58 full-size classrooms/spaces⁴ (including four full-size science demonstration lab and three full-size science labs), 27 half-size classrooms/spaces,⁵ the equivalent of 9.0 rooms of designed administrative

² As per the building survey of K564 conducted on October 15, 2010, none of the seven half-size classrooms/spaces in K564 can accommodate self-contained special education classes/sections.

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

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

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

office/space, and one quarter-size room which can be utilized as an administrative office/space.⁶ The K564 building also contains a gymnasium, auditorium, lunchroom, and a library.

The spaces below are occupied by Community Based Organizations (“CBOs”), are shared spaces, or contain building services:

- The building nurse’s office is in one full-size classroom/space.
- P371K@H667’s nurse’s office is in one half-size classroom/space.
- There is a dance studio which is one full-size classroom/space and is used by Sunset Park and Brooklyn Prospect.
- There is one large indoor multipurpose area that uses the equivalent of one full-size space, and that is referred to as the “auxiliary gym.” This auxiliary gym is currently only used by P371K@H667.
- The chorus room in the building is located in one full-size classroom/space.
- The instrumental music room in the building is located in one half-size classroom/space.
- The custodian’s office is located in one half-size space.

Excluding the rooms that are occupied as described above, the K564 building has a total of 54 full-size classroom/spaces (including four full-size science demonstration labs and three full-size science labs), 24 half-size classrooms/spaces, 9 full size equivalent designed administrative rooms, and one quarter-size room that can be allocated between the schools.

2010-2011

Sunset Park is still in the process of phasing in and is not at full scale. Therefore, there may be rooms in the K564 building that are currently not being used, but in the future these rooms will be allocated to Sunset Park as it grows to serve ninth through twelfth grade at full scale in 2012-2013. During this temporary co-location, some of these rooms may be allocated to Brooklyn Prospect for one year. As discussed in the EIS, this year all of the schools are using space that is above the baseline Footprint allocation. Next year, if this proposal is approved, all of the schools would need to operate closer to their baseline Footprint.

This year Sunset Park enrolls 687 students in ninth and tenth grade. These students are served in 24 classes/sections (including students with disabilities).⁷ The table below summarizes Sunset Park’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, Sunset Park’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 Sunset Park is currently using.

2010-2011: Sunset Park	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁸	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	24	3	5.0	0	0	0	5.0
Adjusted Baseline Allocation	25	2	5.0	0	0	0	5.0
Current Space Allocation	37	11	6.0	0	0	0	6.0

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

⁷ Source: 2010 audited register data

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

The DOE has adjusted Sunset Park’s baseline allocation for the following reason:

- Traditionally, the DOE expects resource rooms to be programmed in half-size classrooms/spaces. The DOE has allocated one additional full-size classroom/space instead of one half-size classrooms/spaces in order for Sunset Park to program sufficient resource room space.

In 2010-2011, P371K@H667 enrolls 66 students in eight classes/sections in grades nine through twelve. The table below summarizes P371K@H667’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that P371K@H667 is currently using.

2010-2011: P371K@H667	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	1	10	1.0	1	0	0	2.0
Current Space Allocation	3	11	1.0	1	0	1	2.25

In 2010-2011, Brooklyn Prospect enrolls 202 students in sixth and seventh grade; these students are served in eight classes/sections (including students with disabilities).⁹ The table below summarizes Brooklyn Prospect’s baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that Brooklyn Prospect is currently using:

2010-2011: 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	9	1	2.0	0	0	0	2.0
Current Space Allocation	12	2	2.0	1	0	0	3.0

As demonstrated in the tables above, all three co-located schools in the K564 building are currently using classrooms in excess of their respective baseline or adjusted baseline allocations. The table below summarizes the available space within K564 in excess of each school’s baseline or adjusted allocation.

2010-2011: Building K564	Full-size Class-rooms	Half-size Class-rooms	Quarter- Size Class-rooms	Designed Administrative Space (FSE)
Space In Excess of Baseline Allocation	18	11	1	1

⁹ 2011 audited register data

2011-2012

In 2011-2012, Sunset Park will serve between 975-1,025 students in ninth through eleventh grade in 36 classes (including students with disabilities).¹⁰ The table below summarizes Sunset Park’s baseline Footprint:

2011-2012: Sunset Park	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	36	6	6.0	0	0	0	6.0
Adjusted Baseline Footprint Allocation	37	5	6.0	0	0	0	6.0

The DOE has adjusted Sunset Park’s baseline allocation for the following reason:

- Traditionally, the DOE expects resource rooms to be programmed in half-size classrooms/spaces. The DOE has allocated one additional full-size classroom/space instead of one half-size classrooms/spaces in order for Sunset Park to program sufficient resource room space.

In 2011-2012, P371K@H667 will serve between 75-80 students in grades nine through twelve in eight classes (including students with disabilities). The table below summarizes P371K@H667’s baseline Footprint:

2011-2012: P371K@H667	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	1	10	1.0	1	0	0	2.0

In 2011-2012, Brooklyn Prospect is projected to serve 302 students in grades six through eight in 12 classes (including students with disabilities). The table below summarizes Brooklyn Prospect’s baseline Footprint:

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	2.0	0	1	0	2.5

The table below summarizes the available space within K564 in excess of each school’s baseline allocation.

2011-2012: Building K564	Full-size Class-rooms	Half-size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	2	7	1

¹⁰ Enrollment projections are based on the DOE’s projections. Significant changes in enrollment could result in an amendment to this plan.

Two excess full size rooms will be allocated to P371K@H667. Based on the location of excess full-size rooms in the building, the DOE believes it is less taxing on school staff and administrators to assign the two full-size excess rooms to P371K@H667 in order to prevent rooms from changing hands year to year. The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹¹	2011-2012 GRAND TOTAL			
			Designated Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
Sunset Park	37	5	6.0	0	0	0	6.0	0	6	0	37	11	0	6.0
P371K@H667	1	10	1.0	1	0	0	2.0	2	1	1	4	11	1	1.0
Brooklyn Prospect	13	1	2.0	0	1	0	2.5	0	0	0	13	2	0	2.0

2011-2012	2011-2012 GRAND TOTAL				2011-2012 GRAND TOTAL				CHANGE			
	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)	Total Full-Size	Total Half-Size	Total Quarter Size	Total Designed Admin (FSE)
Sunset Park	37	11	0	6.0	37	11	0	6.0	0	0	0	0
P371K@H667	4	11	1	1.0	4	11	1	1.0	0	0	0	0
Brooklyn Prospect	13	2	0	2.0	13	2	0	2.0	0	0	0	0

Brooklyn Prospect will move out of the K564 building by no later than August 1, 2012. The space that is allocated to Brooklyn Prospect during the 2011-2012 school year will be used to serve Sunset Park’s first twelfth grade cohort in the 2012-2013 school year when Sunset Park will be at full scale.

¹¹ For the K564 building, administrative offices/spaces assigned per the Footprint to each school may include the Designed General Office, full-size classrooms, half-size classrooms and quarter-size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter-size equivalent spaces/offices (less than 240 square feet).

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 K564. 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 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, Building Councils are 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 shall 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 start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹² 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 2010-2011 Campus Audit Template submitted by the Building Council.¹³ Brooklyn Prospect is currently co-located in the building and the below proposed shared space schedule is based on the Campus Audit Template. However, if approved, it may be necessary to adjust some of the current times that have been allocated to each of the co-located schools since both Sunset Park and Brooklyn Prospect are in the process of phasing in, and will each serve one additional grade level in 2011-2012.

In planning how Sunset Park, Brooklyn Prospect, and P371K@H667 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria with this proposed allocation of time.
- Currently, Sunset Park is allocated the largest amount of time (15.5 hours weekly) in the cafeteria for lunch from approximately 10:48 am to 1:55 pm, and Brooklyn Prospect is currently allocated 5.25 hours weekly from 12:15 pm to 1:18 pm for lunch, and P371K@667H is currently allocated 3.75 hours weekly. The proposed shared space plan below maintains the same lunch schedule as is currently in use this year, which was approved by the Building Council. Under the below proposed plan, the schools are maintaining the amount of time that they are currently allocated for these shared spaces. Put another way, the schools are not gaining or losing time in these shared spaces next year; thus, we believe this plan treats all schools equitably and comparably.

¹² See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>

¹³ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

- The DOE notes that P371K@H667 is currently allocated a disproportionate amount of time in the cafeteria as compared to Brooklyn Prospect if one considers their respective enrollments. However, given the unique needs that may be required by students enrolled at P371K@667H, the DOE believes that this proposed schedule is equitable and comparable.
- The cafeteria has the capacity to accommodate 625 students. The proposed schedule below offers each school the flexibility to serve multiple lunch periods and ensures that all students are accommodated in the cafeteria. For example, Sunset Park may offer lunch in three periods of 60 minute durations, serving 342 students per period, or may offer lunch in six periods of 30 minute durations serving 170 students per period.
- Consistent with current practice, the DOE proposes that Brooklyn Prospect and P371K@H667 offer lunch periods that overlap with Sunset Park's lunch periods. This proposal assumes that, as stated above, Sunset Park offers 60 minute periods serving 342 students per period, P371K@667H offers a single lunch period of 72 students. Similarly, Brooklyn Prospect would be able to serve 2 periods of lunch in 30 minute durations, for up to 150 students per period. This will ensure that all students in the building will be accommodated in the cafeteria at lunchtime and that at no point will the capacity of the cafeteria be exceeded.
- The DOE believes that this schedule is equitable and comparable based on the fact that all students should be able to eat lunch during customary lunchtimes.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K667 and has allocated the same schedule to all schools for breakfast in the proposed plan below as is currently in place this year. Given that the capacity of the cafeteria is 625 students, the schools also have the flexibility to share the entire duration of breakfast from 8:00am to 8:45am, consistent with current practice.

Gymnasium, Library and Auditorium

- Because Sunset Park has the largest enrollment, it has been allocated the largest amount of time in the library and gymnasium.

Gymnasium

- Currently, Sunset Park is allocated 12.5 hours weekly in the gymnasium, Brooklyn Prospect is allocated 9.55 hours weekly, and P371K@H667 is allocated 7.5 hours weekly. Under the proposed plan below, all schools would maintain the amount of time that they are currently allocated for the Gymnasium. Put another way, no school is gaining or losing time in these shared spaces next year; thus, we believe this plan treats all schools equitably and comparably.
- The DOE notes that P371K@H667 is allocated a disproportionate amount of time in the gymnasium as compared to Brooklyn Prospect if one considers their relative enrollments. Given that this is consistent with current practice, and in light of the related service needs such as occupational therapy or physical therapy that may be required for students enrolled at P371K@667H, the DOE believes that the proposed schedule is equitable and comparable.

Library

- Currently, use of the library at K667 is determined as needed on a weekly basis, and Sunset Park, Brooklyn Prospect and P371K@H667 do not follow a set schedule to access the library.
- The DOE proposes that the library be allocated based on the relative enrollment of each school. In the proposed shared space plan, Sunset Park is allocated the most time in the library (25 hours weekly) since it will serve the largest number of students. Brooklyn Prospect is allocated the second most time in the library (7.5 hours weekly), and P371K@H667 is allocated the least time in the library (5 hours weekly) since it will enroll the least number of students. Because students attending District 75 schools have unique needs and are served in much smaller class sizes than general education schools, P371K@H667 is allocated 1 hour per day, despite having a smaller total enrollment than Brooklyn Prospect.
- 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 library on an as needed basis, and 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

- Currently, Sunset Park, Brooklyn Prospect, and P371K@H667 do not follow a set schedule to access to the auditorium. All times are scheduled on an as needed basis as determined by the Building Council.
- The DOE proposes that the auditorium be allocated based on the relative enrollment of each school. In the proposed shared space plan, Sunset Park is allocated the most time in the auditorium (25 hours weekly) since it will serve the largest number of students. Brooklyn Prospect is allocated the second most time in the auditorium (7.5 hours weekly), and P371K@H667 is allocated the least time in the auditorium (5 hours week) since it will enroll the least number of students. Because students attending District 75 schools have unique needs and are served in much smaller class sizes than general education schools, P371K@H667 is allocated 1 hour per day, despite having a smaller total enrollment than Brooklyn Prospect.
- 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 auditorium on an as needed basis, and 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.

Dance Room and Auxiliary Gym

- Currently, the Dance Room is allocated solely to Sunset Park and Brooklyn Prospect, whereas the Auxiliary Gym is allocated solely to P371K@H667.
- In the proposed shared space plan below, Sunset Park and Brooklyn Prospect will continue to have sole access to the Dance Room. Sunset Park is allocated with the greatest amount of time given that it has the greatest enrollment (12.5 hours weekly) and Brooklyn Prospect is allocated 5.3 hours weekly.
- Consistent with current practice, P371K@H667 will continue to have sole access to the Auxiliary Gym.
- Under the below proposed plan, all schools are maintaining the amount of time that they are currently allocated for the Dance Room and Auxiliary Gym. Put another way, no school is gaining or losing time in these shared spaces next year; thus, we believe this plan treats all schools equitably and comparably. 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.

After School Programs

- The DOE also notes that currently, shared spaces are not scheduled for after school use by any of the schools in the K667 building (except that consistent with current practice, Brooklyn Prospect is allocated the gymnasium after Sunset Park and P371K@667H's school day concludes—this is because Brooklyn Prospect has an extended school day).
- As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

The DOE projects that Sunset Park will serve 975-1,025 students in 2011-2012. The DOE projects that P371K@H667 will serve 75-80 students in 2011-2012, and, per its charter, Brooklyn Prospect will serve up to 300 students in 2011-2012. Based on the Office of Pupil Transportation's bus schedules for the earliest start time and latest end time for a school day, Sunset Park's school day runs from approximately 8:00 am – 3:25 pm, Brooklyn Prospect's school day runs from approximately 8:30 am – 4:00 pm, and P371K@667H's school day runs from approximately 8:00am to 2:50 pm .¹⁴ 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 the shared spaces in the building.

¹⁴ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 625)	<p><u>BREAKFAST</u> Sunset Park & Brooklyn Prospect 8:00 - 8:25am P371K@H667 8:00 - 8:45am</p> <p><u>LUNCH</u> Sunset Park 10:48am - 1:55pm P371K@H667 11:20am - 12:05pm Brooklyn Prospect 12:15 - 1:18pm</p>	<p><u>BREAKFAST</u> Sunset Park & Brooklyn Prospect 8:00 - 8:25am P371K@H667 8:00 - 8:45am</p> <p><u>LUNCH</u> Sunset Park 10:48am - 1:55pm P371K@H667 11:20am - 12:05pm Brooklyn Prospect 12:15 - 1:18pm</p>	<p><u>BREAKFAST</u> Sunset Park & Brooklyn Prospect 8:00 - 8:25am P371K@H667 8:00 - 8:45am</p> <p><u>LUNCH</u> Sunset Park 10:48am - 1:55pm P371K@H667 11:20am - 12:05pm Brooklyn Prospect 12:15 - 1:18pm</p>	<p><u>BREAKFAST</u> Sunset Park & Brooklyn Prospect 8:00 - 8:25am P371K@H667 8:00 - 8:45am</p> <p><u>LUNCH</u> Sunset Park 10:48am - 1:55pm P371K@H667 11:20am - 12:05pm Brooklyn Prospect 12:15 - 1:18pm</p>	<p><u>BREAKFAST</u> Sunset Park & Brooklyn Prospect 8:00 - 8:25am P371K@H667 8:00 - 8:45am</p> <p><u>LUNCH</u> Sunset Park 10:48am - 1:55pm P371K@H667 11:20am - 12:05pm Brooklyn Prospect 12:15 - 1:18pm</p>
Library	<p>Sunset Park 8:00am-12:00pm Brooklyn Prospect 12:00pm-1:30pm P371K@H667 1:30pm-2:30</p>				
Gymnasium (Capacity: 555)	<p>Sunset Park 10:48am - 1:20pm P371K@H667 9:00 - 10:40am 1:20 - 2:30pm Brooklyn Prospect 2:35 - 4:30 pm</p>	<p>Sunset Park 10:48am - 1:20pm P371K@H667 9:00 - 10:40am 1:20 - 2:30pm Brooklyn Prospect 2:35 - 4:30 pm</p>	<p>Sunset Park 10:48am - 1:20pm P371K@H667 9:00 - 10:40am 1:20 - 2:30pm Brooklyn Prospect 2:35 - 4:30 pm</p>	<p>Sunset Park 10:48am - 1:20pm P371K@H667 9:00 - 10:40am 1:20 - 2:30pm Brooklyn Prospect 2:35 - 4:30 pm</p>	<p>Sunset Park 10:48am - 1:20pm P371K@H667 9:00 - 10:40am 1:20 - 2:30pm Brooklyn Prospect 2:35 - 4:30 pm</p>
Auditorium (Capacity: 284)	<p>Sunset Park 8:00am-12:00pm Brooklyn Prospect 12:00pm-1:30pm P371K@H667 1:30pm-2:30</p>				

Other: 2 nd Flr Dance Room	Sunset Park 10:48am - 1:18pm Brooklyn Prospect 2:35 - 3:40pm				
Other: Auxiliary Gym	P371K@H667 9:00am - 2:50pm				

Building Safety and Security

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

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

Consistent with the process described above, the leader/designee of Brooklyn Prospect will continue to be part of the K564 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 K564 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 K564 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 K564 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 2010,¹⁵ 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

¹⁵ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents”.

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 District 75 schools by the principals of the 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 Charter School Act, the Shared Space Committee is to review the implementation of the Building Utilization Plan once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet minimally four times per year.

The Shared Space Committee will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such Shared Space Committee members shall be selected by the corresponding constituent member of the SLT of the school. Charter 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.