

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 temporarily co-locate a new high school, Brooklyn City Prep Charter School ("Brooklyn City Prep"), in school building K458 ("K458"), located at 832 Marcy Avenue, Brooklyn, NY 11216, within the geographical confines of District 13 ("District 13").

If this co-location proposal is approved, Brooklyn City Prep, would run a traditional high school model per its charter and would be temporarily co-located in building K458 for two years. Brooklyn City Prep would open during the 2011-2012 school year with a ninth-grade cohort of approximately 125-150 students. Students would be admitted through the charter lottery application process, with priority given to students who reside in District 13. The school would gradually grow to scale by adding one grade level per academic year until it reaches its full grade span of 9-12 in the 2014-2015 school year, serving approximately 500-600 students. But, Brooklyn City Prep would only be co-located in building K458 until the end of the 2012-2013 school year since the charter school would like to be located in its own space and is therefore in the process of securing a private facility. In June of 2013, the school would be re-sited to its permanent location in District 13.

If this proposal is approved, Brooklyn City Prep would be co-located in building K458 with two existing transfer high schools: Brooklyn Academy High School (13K553) and Bedford Stuyvesant Preparatory High School (13K575), which both serve students aged 16 to 21 who have fallen behind academically and who are more than two years away from graduation.¹ In addition, K458 houses a Living for the Young Family through Education program ("LYFE"), a full-time General Education Development ("GED") Diploma Plus program and referral center,² and a District 75 inclusion program ("75K373@79K575") that serves students with a range of learning and emotional disabilities at the Bedford Stuyvesant Preparatory High School.³ 75K373@79K575 students are enrolled in Bedford Stuyvesant Preparatory High School's general education classes, and, depending on their individual needs, receive Special Education Teacher Support Services ("SETSS"). Building K458 also provides space to two Community Based Organizations ("CBOs"), CAMBA⁴ and Teen Choice.⁵

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 City Prep and Brooklyn Academy, Bedford Stuyvesant Prep and GED Plus. It also includes a proposal for the collaborative usage of shared resources and spaces between Brooklyn City Prep, Brooklyn Academy, Bedford Stuyvesant Prep, and 75K373@79K575 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.

¹ Transfer schools are small, academically rigorous high schools designed to re-engage students who have dropped out or who have fallen behind and now have fewer credits than they should for their age (these students are called "over-age and under-credited"). These schools provide a personalized learning environment and connections to career and college opportunities. Students graduate with a high school diploma from their transfer high school. Each transfer school determines admissions criteria individually. Guidance counselors at students' original high schools must contact each prospective school directly to set up an interview for admission or to learn more about the school.

² GED Plus is a citywide program that provides full time and part time GED services as well as support in transitioning to a college and/or career at no cost to students in New York City who are aged 18-21. Students who are 17 may enroll if there are extenuating circumstances and with parent/guardian permission.

³ 75K373 serves students at three different sites in addition to Bedford Stuyvesant Preparatory High School: (1) Medgar Evers College (75K373@17KA73), (2) Brooklyn College (75K373@22K555), and (3) Cobble Hill High School (75K373@15K519). The temporary co-location of Brooklyn City Prep at K458 is not anticipated to impact 75K373's other sites.

⁴ CAMBA is a non-profit agency that provides services that connect people with opportunities to enhance their quality of life. CAMBA offers integrated services and programs in: Economic Development, Education & Youth Development, Family Support Services, HIV/AIDS Services, Housing Services & Development, Legal Services. CAMBA serves more than 35,000 individuals and families, including 8,000 youth, each year. Specifically, CAMBA helps people of low-income; those moving from welfare to work; people who are homeless, at risk of homelessness or transitioning out of homelessness; individuals living with or at risk of HIV/AIDS; immigrants and refugees; children and young adults; entrepreneurs and other groups working to become self sufficient. The majority of CAMBA's clients live work and/or attend school in Brooklyn. Through classroom dialogues, small-group discussions, individual counseling, parent and community outreach, and youth leadership initiatives such as Peer Education programs,

⁵ Teen Choice Masters level social workers help adolescents clarify their values and learn the benefits of delaying sexual activity and parenthood. Teens also learn comprehensive, up-to-date sexual health information, build positive peer support, challenge the stereotypes of the youth culture, and acquire the knowledge, skills, and confidence they need to set goals and resist peer pressure.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)⁶ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times, the homeroom classroom remains empty. 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, 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 |
| 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 classrooms⁷ 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

⁶ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

⁷ Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 2 full size classrooms for student support services or resource rooms which could be equal to 4 half-size classrooms or 1 full size classroom and 2 half-size classrooms, etc.

special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on January 14, 2011 by Charles Fisher, Director of Space Planning, building K458 has a total of 64 full size classrooms/spaces,⁸ 2 full size science labs, 13 half-size classrooms/spaces,⁹ the equivalent of 6.0 rooms of designed administrative office/space, and 4 quarter size rooms which can be utilized as administrative offices/spaces.¹⁰ K458 building also contains a gymnasium, 1 full size classroom that is currently used as a weight room, auditorium, lunchroom, library and athletic field.

The following rooms are utilized by building services or are shared spaces:

- 75K373@79K575 currently enrolls 10 students in Bedford Stuyvesant Prep’s general education classes. 75K373@79K575 students may receive Special Education Teacher Support Services (“SETSS”), depending on their individual needs. 75K373@79K575 is allocated 1 dedicated full size classroom in order to support SETSS instruction and services.
- The LYFE program currently operates out of 1 full size classroom and 1 half size classroom
- Teen Choice, a CBO, is currently operating out of 1 full size classroom
- CAMBA, a CBO, is operating out of 1 full size classroom/space.
- The custodian’s office is currently occupying 1 half size classroom/space.
- The nurse’s offices occupy 1 half size classroom and 1 quarter size room.
- School Safety occupies 1 half size classroom.
- There is also a sound proof recording studio which occupies a quarter size room.

Excluding the spaces outlined above, the K458 building has a total of 62 full size classrooms (including 2 full size science labs), 9 half-size classrooms/spaces, 6.0 designed administrative office/space, and 2 quarter size administrative offices/spaces remaining that can be allocated to schools.

2010-2011

Currently, Brooklyn Academy enrolls 195 students in ninth through twelfth grade.¹¹ The table below summarizes Brooklyn Academy’s baseline Footprint allocation, and the amount of space that Brooklyn Academy is currently using:

| 2010-2011: Brooklyn Academy | Full Size Class-rooms | Half Size Class-rooms | Administrative Spaces | | | | Total Admin (FSE) |
|--------------------------------|-----------------------|-----------------------|------------------------------------|-----------------|-----------------|--------------------|-------------------|
| | | | Designed Admin (FSE) ¹² | Full-size Space | Half-size Space | Quarter-Size Space | |
| Baseline Footprint Allocation | 10 | 1 | 2.0 | 0 | 0 | 0 | 2.0 |
| Current Space Allocation | 25 | 3 | 3.0 | 0 | 0 | 0 | 3.0 |

⁸ Full size classrooms have an area of 500 square feet or more.

⁹ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

¹⁰ Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

¹¹ 2010-2011 Audited Enrollment

¹² FSE refers to full size equivalent rooms that may be used for administrative purposes.

Currently, Bedford Stuyvesant Prep enrolls 130 students in ninth through twelfth grade and 10 75K373@79K575 inclusion students.¹³ The table below summarizes Bedford Stuyvesant Prep's baseline Footprint allocation, and the amount of space that Bedford Stuyvesant Prep is currently using:

| 2010-2011: Bedford Stuyvesant Prep | 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 | 8 | 1 | 2.0 | 0 | 0 | 0 | 2.0 |
| Current Space Allocation | 22 | 4 | 3.0 | 0 | 0 | 2 | 3.5 |

In 2010-2011, the GED Plus program enrolls approximately 173 students. The table below summarizes GED Plus's baseline Footprint allocation, and the amount of space that GED Plus is currently using:

| 2010-2011: GED Plus | 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 | 8 | 1 | 0 | 1 | 0 | 0 | 1.0 |
| Current Space Allocation | 13 | 3 | 0 | 1 | 0 | 0 | 1.0 |

The table below summarizes the available space within K458.

| 2010-2011: Building K458 | Full Size Class-rooms | Half Size Class-rooms | Quarter-Size Class-rooms | Designed Admin (FSE) |
|---|-----------------------|-----------------------|--------------------------|----------------------|
| Space In Excess of Adjusted Baseline Allocation | 35 | 6 | 2 | 2.0 |

As demonstrated in the tables above, the programs at K458, and particularly Brooklyn Academy and Bedford Stuyvesant Prep, are currently using many classrooms in excess of their adjusted baseline allocation. If this proposal is approved, Brooklyn Academy and Bedford Stuyvesant Prep would still be allocated full size classrooms in excess of their baseline Footprint allocation, but will need to operate closer to its baseline allocation of rooms. The DOE does not anticipate that the reduction of excess classroom space will impact current or future student enrollment or admissions at these two schools. The schools would continue to offer extracurricular programs based on student interests, available resources, and staff support for those programs. The proposed co-location would not impact those opportunities..

2011-2012

In 2011-2012, the DOE projects that Brooklyn Academy will serve approximately 200-250 students in grades 9-12. The table below summarizes Brooklyn Academy's baseline Footprint allocation:

| 2011-2012: Brooklyn Academy | 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 | 1 | 2.0 | 0 | 0 | 0 | 2.0 |

¹³ 2010-2011 Audited Enrollment

In 2011-2012, the DOE projects that Bedford Stuyvesant Preparatory High School will continue to serve approximately 125-150 students in grades 9-12. The table below summarizes Bedford Stuyvesant Prep's baseline Footprint allocation:

| 2011-2012: Bedford Stuyvesant Prep | 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 | 8 | 1 | 2.0 | 0 | 0 | 0 | 2.0 |

In 2011-2012, the DOE projects that GED Plus will continue to serve between 170-175 students, maintaining the baseline Footprint allocation from the previous year.¹⁴ The table below summarizes GED Plus's baseline Footprint allocation:

| 2011-2012: GED Plus | 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 | 8 | 1 | 0 | 1 | 0 | 0 | 1.0 |

If this proposal is approved, in 2011-2012, Brooklyn City Prep would open with approximately 125-150 ninth grade students. The table below summarizes Brooklyn City Prep's baseline Footprint allocation:

| 2011-2012: Brooklyn City Prep | 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 | 5 | 1 | 0 | 1 | 1 | 0 | 1.5 |

After Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Brooklyn City Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

| 2011-2012: Building K458 | Full Size Class-rooms | Half Size Class-rooms | Quarter-Size Class-rooms | Designed Admin (FSE) |
|---|-----------------------|-----------------------|--------------------------|----------------------|
| Space In Excess of Baseline Allocations | 29 | 4 | 2 | 2.0 |

¹⁴ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

The excess space will be allocated between Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Brooklyn City Prep 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.¹⁵ 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 ¹⁶ | Additional Admin (FSE) |
|-------------------------|-----------------|-----------------|-----------------------|------------------|------------------|---------------------|-------------------|----------------------------|----------------------------|---|------------------------|
| | | | Designed Admin (FSE) | Full-size Spaces | Half-size Spaces | Quarter size Spaces | Total Admin (FSE) | | | | |
| Brooklyn Academy | 10 | 1 | 2.0 | 0 | 0 | 0 | 2.0 | 9 | 1 | 0 | 1.0 |
| Bedford Stuyvesant Prep | 8 | 1 | 2.0 | 0 | 0 | 0 | 2.0 | 8 | 1 | 0 | 1.0 |
| GED Plus | 8 | 1 | 0 | 1 | 0 | 0 | 1.0 | 9 | 1 | 2 | 0 |
| Brooklyn City Prep | 5 | 1 | 0.0 | 1 | 1 | 0 | 1.5 | 3 | 1 | 0 | 0 |

2012-2013

In 2012-2013, the DOE projects that Brooklyn Academy will continue to serve approximately 200-250 students in grades nine through twelve, maintaining the allocation from the previous year:

| 2012-2013 Brooklyn Academy | 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 | 1 | 2.0 | 0 | 0 | 0 | 2.0 |

In 2012-2013, the DOE projects that Bedford Stuyvesant Prep will also continue to serve 125-150 students in grades 9-12, maintaining the allocation from the previous year:

| 2012-2013: Bedford Stuyvesant Prep | 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 | 8 | 1 | 2.0 | 0 | 0 | 0 | 2.0 |

¹⁵ This number is subject to change pending final enrollment projections.

¹⁶ For the K458 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).

In 2012-2013, the DOE projects that GED Plus will also continue to serve between 170-175 students, maintaining the allocation from the previous year:

| 2012-2013: GED Plus | 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 | 8 | 1 | 0.0 | 1 | 0 | 0 | 1.0 |

In 2012-2013, the final year of this proposed temporary co-location, Brooklyn City Prep will serve between 250-300 students in ninth and tenth grade. The table below summarizes Brooklyn City Prep's baseline Footprint baseline allocation:

| 2012-2013: Brooklyn City Prep | 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 | 1 | 0 | 1 | 2 | 0 | 2.0 |

After Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Brooklyn City Prep have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

| 2012-2013: Building K458 | Full Size Class-rooms | Half Size Class-rooms | Quarter-Size Class-rooms | Design Admin (FSE) |
|---|-----------------------|-----------------------|--------------------------|--------------------|
| Space In Excess of Baseline Allocations | 24 | 3 | 2 | 2.0 |

The K458 building has adequate capacity to accommodate the co-location of Brooklyn City Prep with Brooklyn Academy, Bedford Stuyvesant Prep and GED Plus. There would continue to be space in K458 to serve additional students. The DOE would evaluate the needs of the community prior to proposing any additional use for the building.

In the event the DOE does not propose any additional use for the K458 building 6 months in advance of the 2012-2013 school year, the excess space would be allocated equitably between Brooklyn Academy, Bedford Stuyvesant Prep and GED Plus 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.¹⁷

¹⁷ This number is subject to change pending final enrollment projections.

The full 2012-2013 room allocation plan is summarized below:

| 2012-2013 | Full-Size Rooms | Half-Size Rooms | Administrative Spaces | | | | | Additional Full-size Rooms | Additional Half-size Rooms | Additional Quarter-Size Rooms ¹⁸ | Additional Admin (FSE) |
|-------------------------|-----------------|-----------------|-----------------------|------------------|------------------|---------------------|-------------------|----------------------------|----------------------------|---|------------------------|
| | | | Designed Admin (FSE) | Full-size Spaces | Half-size Spaces | Quarter size Spaces | Total Admin (FSE) | | | | |
| Brooklyn Academy | 10 | 1 | 2.0 | 0 | 0 | 0 | 2.0 | 7 | 1 | 0 | 1.0 |
| Bedford Stuyvesant Prep | 8 | 1 | 2.0 | 0 | 0 | 0 | 2.0 | 4 | 1 | 0 | 1.0 |
| GED Plus | 8 | 1 | 0 | 1 | 0 | 0 | 1.0 | 6 | 0 | 2 | 0 |
| Brooklyn City Prep | 10 | 1 | 0 | 1 | 2 | 0 | 2.0 | 7 | 1 | 0 | 0 |

Brooklyn City Prep would move out of the K458 building and into its permanent private facility located in District 13 at the end of the 2012-2013 school year. There would continue to be space in K458 to serve additional students. The DOE would evaluate the needs of the community prior to proposing any additional use for the building.

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 K458. 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).

¹⁸ For the K458 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).

The DOE projects Brooklyn Academy to serve 200-250 students in 2011-2012. The DOE projects Bedford Stuyvesant Prep to serve 125-150 students in 2011-2012. The DOE projects GED Plus to serve 170-175 students in 2011-2012. Brooklyn City Prep will serve 125-150 students in 2011-2012. As Brooklyn City Prep's enrollment increases in 2012-2013, this shared plan would be revised accordingly.

| Space | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------------------|--|--|--|--|--|
| Cafeteria (Capacity: 314) | <u>BREAKFAST</u> Brooklyn City Prep 7:00-7:30am All Other Schools 7:30-9: 30am <u>LUNCH</u> GED Plus 11:55am-12:20pm Brooklyn Academy 12:25-12:50pm Bedford Stuyvesant Prep 12:55-1:20pm Brooklyn City Prep 1:25-1:50pm | <u>BREAKFAST</u> Brooklyn City Prep 7:00-7:30am All Other Schools 7:30-9: 30am <u>LUNCH</u> GED Plus 11:55am-12:20pm Brooklyn Academy 12:25-12:50pm Bedford Stuyvesant Prep 12:55-1:20pm Brooklyn City Prep 1:25-1:50pm | <u>BREAKFAST</u> Brooklyn City Prep 7:00-7:30am All Other Schools 7:30-9: 30am <u>LUNCH</u> GED Plus 11:55am-12:20pm Brooklyn Academy 12:25-12:50pm Bedford Stuyvesant Prep 12:55-1:20pm Brooklyn City Prep 1:25-1:50pm | <u>BREAKFAST</u> Brooklyn City Prep 7:00-7:30am All Other Schools 7:30-9: 30am <u>LUNCH</u> GED Plus 11:55am-12:20pm Brooklyn Academy 12:25-12:50pm Bedford Stuyvesant Prep 12:55-1:20pm Brooklyn City Prep 1:25-1:50pm | <u>BREAKFAST</u> Brooklyn City Prep 7:00-7:30am All Other Schools 7:30-9: 30am <u>LUNCH</u> GED Plus 11:55am-12:20pm Brooklyn Academy 12:25-12:50pm Bedford Stuyvesant Prep 12:55-1:20pm Brooklyn City Prep 1:25-1:50pm |
| Library 1 | 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. |
| Library 2 | 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. |
| Gymnasium (Capacity: 469) | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm |
| Auditorium (Capacity: 996) | 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: Weight Room | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm |
| Other: Athletic Field | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm | Bedford Stuyvesant Prep 8:25 - 10:25am 12:25 - 1:25pm Brooklyn Academy 10:14 - 11:11am 2:10 - 3:07pm Brooklyn City Prep 11:15am-12:15pm |

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 City Prep will be part of the K458 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Brooklyn City Prep 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 City Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the K458 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Brooklyn City Prep will enter information in the K458 school building’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 K458 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 2010,¹⁹ co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the Building Council. The Building Council shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

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

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

¹⁹ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.