

## **BUILDING UTILIZATION PLAN**

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate grades kindergarten through four of Coney Island Preparatory Public Charter School (84K744, "Coney Island Prep") in building K281 ("K281"), located at 8787 24<sup>th</sup> Avenue, Brooklyn, NY 11214 in Community School District 21 ("District 21"), beginning in the 2014-2015 school year. Coney Island Prep will be co-located in K281 with existing school I.S. 281 Joseph B. Cavallaro (21K281, "I.S. 281"), an existing middle school that serves sixth through eighth grade students. Building K281 also houses a District 75 ("D75") inclusion program, P811K@I281K (75K811, "P811K@I281K"), which also serves sixth through eighth students. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

In a D75 inclusion program, students with disabilities receive special education services in a general education classroom along with general education students. Students in the D75 inclusion program at P811K@I281K are enrolled in general education classes at I.S. 281 based on their Individualized Education Program ("IEP") recommendations and receive Special Education Teacher Support Services ("SETSS") and/or pull-out services from the staff of P811K@IS281K.<sup>1</sup>

Coney Island Prep has applied to its charter authorizer, DOE, to expand its charter to serve students in grades kindergarten through twelve. The proposal to co-locate Coney Island Prep in K281 described in the EIS is contingent upon the DOE's approval of Coney Island Prep's application for a grade expansion. If DOE does not approve Coney Island Prep's charter application, the DOE will withdraw this proposal. Should the DOE deny Coney Island Prep's application, the DOE may propose an alternate use of the space in K281. Any proposed use that involves a significant change in school utilization will be the subject of a future EIS in accordance with Chancellor's Regulation A-190. For the purposes of this proposal, it is assumed that the DOE will approve Coney Island Prep's application.

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 I.S. 281, P811K@I281K and Coney Island Prep. It also includes a proposal for the collaborative usage of shared resources and spaces between I.S. 281, P811K@I281K and Coney Island Prep during the 2014-2015 year, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. 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.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

### METHODOLOGY

We have applied the Footprint 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 a representative of the Office of Space Planning and a representative of the school. For elementary schools serving kindergarten through fifth grades and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except when it is scheduled for a cluster activity (for example, art) or lunch, recess,

---

<sup>1</sup> 75K811 is an existing District 75 school currently sited at five locations in Brooklyn, including K281. Other sites of this organization include: building K286 located at 2565 Haring Street, Brooklyn, NY 11235; building K014 located at 2424 Batchelder Street, Brooklyn, NY 11235; building K495 located at 3000 Avenue X, Brooklyn, NY 11235; building K525 located at 41 1600 Avenue L, Brooklyn, NY 11230.

etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving kindergarten through fifth grades receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

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

For sixth through twelfth grades, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Therefore, each principal must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

### Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on May 3, 2013 by the Office of Space Planning, building K281 has a total of 60 full-size classrooms/spaces,<sup>2</sup> 19 half-size classrooms/spaces,<sup>3</sup> 4 quarter-size spaces<sup>4</sup>, and the full-size equivalent of 3.5 rooms of designed administrative office/space. The K281 building also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The school nurse's office occupies 1.0 full-size equivalent of designed administrative space.
- The custodian's office occupies one half-size space.
- The School Based Support Team occupies 1.0 full-size equivalent of designed administrative space

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

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

<sup>4</sup> Quarter-size classrooms have an area of less than 240 square feet.

Excluding the spaces outlined above, the K281 building has a total of 60 full-size classrooms, 18 half-size classrooms/spaces, 4 quarter-size spaces and the equivalent of 1.5 designed administrative office/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	60	19	4	3.5
Building Spaces	0	1	0	2.0
<b>Total to be Allocated</b>	<b>60</b>	<b>18</b>	<b>4</b>	<b>1.5</b>

**2013-2014 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections served at I.S. 281 and P811K@I281K in 2013-2014.

2013-2014	Total Enrolled <sup>5</sup>	GE/ICT Sections	SC Sections
I.S. 281	1,212	39	7
P811K@I281K	7	0	0 <sup>6</sup>

The table below summarizes I.S. 281 and P811K@I281K's baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

P811K@I281K is a D75 inclusion program, which means that its students are served in I.S. 281's general education classes. As such, P811K@I281K is not allocated separate rooms to meet the instructional needs of its students. Additionally, P811K@I281K students are in I.S. 281's registers and served with I.S. 281's students. In this year and all future years, the baseline footprint allocations of I.S. 281 and P811K@I281K have been combined. This includes one half-size room in all years for P811K@I281K's support staff.

2013-2014	Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)

<sup>5</sup> All figures are from the 2013-2014 Budget Register Projections.

<sup>6</sup> Because P811K@IS281K is a District 75 inclusion program, its students are served in I.S. 281's general education classes, and therefore its footprint is included in the general I.S. 281 footprint. This is reflected in all years of this proposal.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
I.S. 281 and P811K@I281K	Baseline Footprint Allocation <sup>7</sup>	41	12	1.5	3	4	4	7.5	44	16	4	1.5
	Current Space Allocation	57	14	1.5	3	4	4	7.5	60	18	4	1.5

As demonstrated in the table above, I.S. 281 is currently using classrooms in excess of its baseline Footprint allocation. The table below summarizes the available space within K281 after I.S. 281 and P811K@I281K have received their baseline allocations, some of which will be allocated to Coney Island Prep for the 2014-2015 school year.

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	16	2	0	0.0

**2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, beginning in the 2014-2015 school year, Coney Island Prep will serve kindergarten and first-grade students in K281. I.S. 281 will continue to serve sixth through eighth grade students and P811K@I281K will continue to serve its students in I.S. 281's general education classes.

<sup>7</sup> I.S. 281's baseline footprint allocation of rooms includes: 1 full-size dance room, 1 full-size TV studio, 1 full-size print shop, 1 full-size art room, and 2 full-size music rooms, because I.S. 281 requires access to these spaces for programming reasons. The dance room is currently under renovation; however, the renovations will be complete by the end of September 2013.

The table below summarizes the total projected enrollment and number of sections served at each school in 2014-2015.

2014-2015	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
I.S. 281	1,190 – 1,220	39	6
P811K@I281K	6 - 8	0	0
Coney Island Prep	110 - 140	4	0

After I.S. 281, P811K@I281K and Coney Island Prep have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated.

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10	0	0	0.0

The excess space will be allocated among I.S. 281, P811K@I281K and Coney Island Prep based on the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

<sup>8</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2014-2015 room allocation plan for I.S. 281, P811K@I281K and Coney Island Prep based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 281 and P811K@I281K	Baseline Footprint Allocation	41	11	1.5	3	4	4	7.5	9	0	0	0.0	53	15	4	1.5
Coney Island Prep	Baseline Footprint Allocation	5	1	0.0	1	2	0	2.0	1	0	0	0.0	7	3	0	0.0

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

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 281 and P811K@I281K	60	18	4	1.5	53	15	4	1.5	-7	-3	0	0.0
Coney Island Prep	0	0	0	0.0	7	3	0	0.0	+7	+3	0	0.0

**2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in the 2015-2016 school year, Coney Island Prep will serve students in kindergarten through second grades in K281. I.S. 281 will continue to serve students in sixth through eighth grades and P811K@I281K will continue to serve its sixth through eighth grade students in I.S. 281's general education classes.

The table below summarizes the projected enrollment and number of sections served at each school in 2015-2016.

2015-2016	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
I.S. 281	1,185 – 1,215	39	6
P811K@I281K	6 - 8	0	0
Coney Island Prep	165 - 210	6	0

After I.S. 281, P811K@I281K and Coney Island Prep have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	7	0	0	0.0

<sup>9</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2015-2016 room allocation plan for I.S. 281, P811K@I281K and Coney Island Prep based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 281 and P811K@I281K	Baseline Footprint Allocation	41	11	1.5	3	4	4	7.5	6	0	0	0.0	50	15	4	1.5
Coney Island Prep	Baseline Footprint Allocation	8	1	0.0	1	2	0	2.0	1	0	0	0.0	10	3	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 281 and P811K@I281K	53	15	4	1.5	50	15	4	1.5	-3	0	0	0
Coney Island Prep	7	3	0	0.0	10	3	0	0.0	+3	0	0	0.0

**2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in the 2016-2017 school year, Coney Island Prep will serve students in kindergarten through third grades in K281. I.S. 281 will continue to serve students in sixth through eighth grades and P811K@I281K will continue to serve its students in I.S. 281's general education classes.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017.

2016-2017	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
I.S. 281	1,185 – 1,215	39	6
P811K@I281K	6 - 8	0	0
Coney Island Prep	220 - 280	8	0

After I.S. 281, P811K@I281K and Coney Island Prep have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	3	0	0	0.0

<sup>10</sup> The DOE's enrollment figures are based on projections. Charter Projections are based on enrollment in the charter application. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2016-2017 room allocation plan for I.S. 281, P811K@I281K and Coney Island Prep based on their baseline footprint allocations, plus the excess space allocation.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 281 and P811K@I281K	Baseline Footprint Allocation	41	11	1.5	3	4	4	7.5	2	0	0	0.0	46	15	4	1.5
Coney Island Prep	Baseline Footprint Allocation	11	2	0.0	2	1	0	2.5	1	0	0	0.0	14	3	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 281 and P811K@I281K	50	15	4	1.5	46	15	4	1.5	-4	0	0	0.0
Coney Island Prep	10	3	0	0.0	14	3	0	0	+4	0	0	0.0

**2017-2018 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in the 2017-2018 school year, Coney Island Prep will serve students in kindergarten through fourth grades in K281. I.S. 281 will continue to serve students in sixth through eighth grades and P811K@I281K will continue to serve its sixth through eighth grade students in I.S. 281's general education classes.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018.

2017-2018	Projected Enrollment <sup>11</sup>	GE/ICT Sections	SC Sections
I.S. 281	1,185 – 1,215	39	6
P811K@I281K	6 - 8	0	0
Coney Island Prep	275 - 350	10	0

<sup>11</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After I.S. 281, P811K@I281K and Coney Island Prep have received their respective baseline allocation of rooms, the following number of rooms remains unallocated.

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	1	0	0	0.0

The table below summarizes the full 2017-2018 room allocation plan for I.S. 281, P811K@I281K and Coney Island Prep based on their baseline footprint allocations.

2017-2018		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 281 and P811K@I281K	Baseline Footprint Allocation	41	11	1.5	3	4	4	7.5	1	0	0	0.0	45	15	4	1.5
Coney Island Prep	Baseline Footprint Allocation	13	2	0.0	2	1	0	2.5	0	0	0	0.0	15	3	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 281 and P811K@I281K	46	15	4	1.5	45	15	4	1.5	-1	0	0	0.0
Coney Island Prep	14	3	0	0.0	15	3	0	0.0	+1	0	0	0.0

This is the final room allocation for I.S. 281, Coney Island Prep, and P811K@I281K in K281.

## Shared Space Plan

A proposed Shared Space Plan for the 2014-2015 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K281. 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 Educational Policy.

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

This proposed Shared Space Plan is based upon enrollment and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is based on: projected enrollments for each co-located school; current space allocations; I.S. 281 and P811K@I281K's lunch schedules 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; and the start and end times of I.S. 281's and P811K@I281K's school days as described on their DOE school portal website. Coney Island Prep's middle school day runs from 8:00 am to 4:00 pm. As such, the DOE anticipates that the school day for the new elementary school's day will also start at 8:00 am and end at 4:00 pm. Where possible, the proposed schedule maintains I.S. 281 and P811K@I281K's current allocation of time for each shared space and re-distributes any remaining time for Coney Island Prep. To the extent feasible, shared spaces are allocated in a manner that will allow I.S. 281 and P811K@I281K to continue using the spaces on a similar schedule next year. Because Coney Island Prep will be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the times that are currently allocated to I.S. 281 and P811K@I281K so that all students in the building may be accommodated in the 2014-2015 school year.

In planning how Coney Island Prep, P811K@I281K and I.S. 281 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

### **Cafeteria:**

#### Cafeteria

- The cafeteria has the capacity to hold 631 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at I.S. 281 or P811K@I281K. I.S. 281 and P811K@I281K currently use the cafeteria for breakfast from 7:20 am until 7:50 am (30 minutes daily), and starts its regular and extended school day at 7:50 am. The proposed schedule allows the schools to continue serving breakfast based on their current schedule. Coney Island Prep has been allocated the time period from 7:00 am until 7:20 am (20 minutes daily) for breakfast.
- I.S. 281 and P811K@I281K currently serve lunch from 10:17 am until 12:35 pm. The DOE proposes that I.S. 281 and P811K@I281K use the cafeteria for lunch from 11:30 am until 1:00 pm (1.5 hours daily). Coney Island Prep is scheduled to use the cafeteria from 11:00 am until 11:30 am (30 minutes daily). As such, Coney Island Prep's lunch time will not overlap or interfere with I.S. 281's or P811K@I281K lunch time. The Building Council is empowered to make alternative arrangements to the below proposal.

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

The DOE proposes that time in the gymnasium, library, and auditorium be allocated relative to the projected enrollments of each school. I.S. 281 and P811K@I281K will be allocated the largest amount of time in the library, gymnasium, and auditorium because they will serve a larger number of students than Coney Island Prep.

#### Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 663 students.
- In the proposed schedule below, I.S. 281 and P811K@I281K are allocated the largest amount of time in the gymnasium: 5 hours and 10 minutes daily on Mondays, Thursdays, and Fridays; and 6 hours daily on Tuesdays and Wednesdays, for a total of 27 hours and 30 minutes per week. Coney Island Prep is allocated 1 hour daily (5 hours per week).
- Because the proposed allocations in the gymnasium are proportional to each school's projected enrollment, the DOE believes that the proposed allocation is equitable and feasible. The Building Council members, however, are empowered to make additional and alternative allocations.

#### Library

- I.S. 281 and P811K@I281K are allocated the largest amount of time in the library, 4 hours and 10 minutes three days per week and 5 hours two days per week (22 hours and 30 minutes weekly). Coney Island Prep is allocated 1 hour daily (5 hours weekly).
- Building Council members are 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 to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council members comes to an agreement on the final shared space plan collaboratively.

#### Auditorium

- This proposed schedule allocates I.S. 281 and P811K@I281K with 6 hours daily (30 hours weekly) in the auditorium. Coney Island Prep is allocated 1 hour daily (5 hours weekly) in the auditorium. The Building Council members, however, are empowered to make additional and alternative allocations.
- Given that the capacity of the auditorium is 616 students, the proposed shared space plan below offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.
- 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 to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

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

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 pm. Thus, the Building Council should allocate this space as needed for after-school programs.
- As noted above, Coney Island Prep is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. Coney Island Prep and any other school in K281 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces using the process outlined below.

- 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 members comes to an agreement on the final shared space plan collaboratively. This agreement could result in I.S. 281 and P811K@I281K changing their use of the shared space once Coney Island Prep is co-located in the building.

In 2014-2015, the DOE projects Coney Island Prep will serve 110-140 students, P811K@I281Ks will serve 6-8 students and I.S. 281 will serve 1,190-1,220 students in building K281. Based on the school’s website, I.S. 281’s regular school day runs from 7:50 am until 2:10 pm. The school’s extended day runs from 7:50 am until 3:00pm on Tuesdays and Wednesdays. Because it is a District 75 inclusion program, P811K@I281K’s school day runs on the same schedule as I.S. 281. Coney Island Prep’s middle school day runs from 8:00 am to 4:00 pm. As such, the DOE anticipates that the school day for the elementary grades will also start at 8:00 am and end at 4:00 pm.

The Building Council will address any requests to use all shared spaces after 3:00 pm and will resolve all scheduling conflicts.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 631)	<p><b>Breakfast:</b> I.S. 281 and P811K@I281K 7:20 am – 7:50 am</p> <p><b>Coney Island Prep</b> 7:00 am – 7:20 am</p> <p><b>Lunch:</b> I.S. 281 and P811K@I281K 11:30 am – 1:00 pm</p> <p><b>Coney Island Prep</b> 11:00 am – 11:30 am</p>	<p><b>Breakfast:</b> I.S. 281 and P811K@I281K 7:20 am – 7:50 am</p> <p><b>Coney Island Prep</b> 7:00 am – 7:20 am</p> <p><b>Lunch:</b> I.S. 281 and P811K@I281K 11:30 am – 1:00 pm</p> <p><b>Coney Island Prep</b> 11:00 am – 11:30 am</p>	<p><b>Breakfast:</b> I.S. 281 and P811K@I281K 7:20 am – 7:50 am</p> <p><b>Coney Island Prep</b> 7:00 am – 7:20 am</p> <p><b>Lunch:</b> I.S. 281 and P811K@I281K 11:30 am – 1:00 pm</p> <p><b>Coney Island Prep</b> 11:00 am – 11:30 am</p>	<p><b>Breakfast:</b> I.S. 281 and P811K@I281K 7:20 am – 7:50 am</p> <p><b>Coney Island Prep</b> 7:00 am – 7:20 am</p> <p><b>Lunch:</b> I.S. 281 and P811K@I281K 11:30 am – 1:00 pm</p> <p><b>Coney Island Prep</b> 11:00 am – 11:30 am</p>	<p><b>Breakfast:</b> I.S. 281 and P811K@I281K 7:20 am – 7:50 am</p> <p><b>Coney Island Prep</b> 7:00 am – 7:20 am</p> <p><b>Lunch:</b> I.S. 281 and P811K@I281K 11:30 am – 1:00 pm</p> <p><b>Coney Island Prep</b> 11:00 am – 11:30 am</p>
<b>Gymnasium</b> (Capacity: 663)	<p>I.S. 281 and P811K@I281K 8:00am – 10:00 am; 11:00 am – 2:10 pm</p> <p><b>Coney Island Prep</b> 10:00 am – 11:00 am</p>	<p>I.S. 281 and P811K@I281K 8:00am – 10:00 am; 11:00 am – 3:00 pm</p> <p><b>Coney Island Prep</b> 10:00 am – 11:00 am</p>	<p>I.S. 281 and P811K@I281K 8:00am – 10:00 am; 11:00 am – 3:00 pm</p> <p><b>Coney Island Prep</b> 10:00 am – 11:00 am</p>	<p>I.S. 281 and P811K@I281K 8:00am – 10:00 am; 11:00 am – 2:10 pm</p> <p><b>Coney Island Prep</b> 10:00 am – 11:00 am</p>	<p>I.S. 281 and P811K@I281K 8:00am – 10:00 am; 11:00 am – 2:10 pm</p> <p><b>Coney Island Prep</b> 10:00 am – 11:00 am</p>
<b>Library</b>	<p>I.S. 281 and P811K@I281K 10:00 am – 2:10 pm</p> <p><b>Coney Island Prep</b> 9:00 am – 10:00 am</p>	<p>I.S. 281 and P811K@I281K 10:00 am – 3:00 pm</p> <p><b>Coney Island Prep</b> 9:00 am – 10:00 am</p>	<p>I.S. 281 and P811K@I281K 10:00 am – 3:00 pm</p> <p><b>Coney Island Prep</b> 9:00 am – 10:00 am</p>	<p>I.S. 281 and P811K@I281K 10:00 am – 2:10 pm</p> <p><b>Coney Island Prep</b> 9:00 am – 10:00 am</p>	<p>I.S. 281 and P811K@I281K 10:00 am – 2:10 pm</p> <p><b>Coney Island Prep</b> 9:00 am – 10:00 am</p>

<b>Space</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Auditorium</b> (Capacity: 616)	<b>I.S. 281 and P811K@I281K</b> 8:00 am – 2:00 pm  <b>Coney Island Prep</b> 2:00 pm – 3:00 pm	<b>I.S. 281 and P811K@I281K</b> 8:00 am – 2:00 pm  <b>Coney Island Prep</b> 2:00 pm – 3:00 pm	<b>I.S. 281 and P811K@I281K</b> 8:00 am – 2:00 pm  <b>Coney Island Prep</b> 2:00 pm – 3:00 pm	<b>I.S. 281 and P811K@I281K</b> 8:00 am – 2:00 pm  <b>Coney Island Prep</b> 2:00 pm – 3:00 pm	<b>I.S. 281 and P811K@I281K</b> 8:00 am – 2:00 pm  <b>Coney Island Prep</b> 2:00 pm – 3:00 pm

### **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; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) 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 Coney Island Prep will be part of the K281 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Coney Island Prep will participate in the development of the building's School Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of Coney Island Prep will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K281 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Coney Island Prep will enter information in the K281 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools, 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 School Safety Plan for the K281 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 building's School Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>12</sup> co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

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

---

<sup>12</sup> The Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".