REVISED BUILDING UTILIZATION PLAN

INTRODUCTION

On August 29, 2013, the New York City Department of Education ("DOE") issued an Educational Impact Statement ("EIS") describing a proposal to site the kindergarten through fifth grades of Brooklyn Prospect Charter School- Midwood (84KTBD, "Brooklyn Prospect- Midwood") in building K240 ("K240"), beginning in the 2014-2015 school year. K240 is located at 2500 Nostrand Avenue, Brooklyn, New York, 11210, in Community School District 22. That proposal described the proposed co-location of Brooklyn Prospect- Midwood with Andries Hudde Middle School (22K240, "Andries Hudde"), an existing district middle school serving students in sixth through eighth grade in building K240.[1] Building K240 also provides space to Beacon, a community-based organization.

While the revised EIS still proposes the long-term co-location of Brooklyn Prospect-Midwood's kindergarten through fifth grades in Building K240, the revised EIS clarifies that Brooklyn Prospect-Midwood will open in 2014-2015 and will only serve kindergarten students that year, not kindergarten and first grade students as stated in the original proposal. This revised proposal accurately reflects the grade span described in Brooklyn Prospect-Midwood's charter authorization application to its authorizer, the State University of New York Board of Trustees ("SUNY"). After opening in 2014-2015, Brooklyn Prospect-Midwood will add one grade each year until it serves kindergarten through fifth grade at full scale in 2019-2020. Because of this grade span change, other changes have been made in the revised EIS as well, which includes updated enrollment figures and utilization figures which can be found in Section II of the revised EIS.The DOE has also deleted a paragraph in the summary that referred to an unrelated proposal that was subsequently withdrawn in May 2013.

This revised Building Utilization Plan ("BUP") revises the space allocations, building utilization rates, and enrollment figures for both Andries Hudde and Brooklyn Prospect- Midwood based on the changes stated above.

If this proposal is approved, Brooklyn Prospect- Midwood will open in September 2014 and will serve approximately 45-55 students in kindergarten. The school will add one grade each year until it reaches full scale in 2019-2020. At that time, Brooklyn Prospect- Midwood will serve approximately 270-330 students in kindergarten through fifth grade. The school will admit students via its charter lottery application process, with preference given to District 22 residents.

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 Andries Hudde and Brooklyn Prospect- Midwood. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2014-2015 year between Andries Hudde and Brooklyn Prospect- Midwood, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure 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.[2] 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

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

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[1] A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

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

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 sizes 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 grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained ("SC"), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, 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 section ("ICT") and a full-size or half-size classroom to accommodate each SC 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 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	# 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 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, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE's District 75 Instructional Footprint ("D75 Footprint"). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. 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 September 21, 2012 and updated on March 1, 2013 by a representative of the Office of Space Planning, K240 has a total of 59 full-size ("FS") classrooms/spaces,[3] 19 half-size ("HS") classrooms/spaces,[4] 6 quarter-size ("QS") spaces[5], and 5.0 full-size equivalent rooms ("FSE") of designed administrative office space. K240 also contains an auditorium, cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The Nurse's Office occupies 1.0 FSE of designed administrative space.
- The School Based Support Team occupies 1.0 FSE of designed administrative space.
- The custodian's office occupies one half-size space.
- A Beacon programs occupies one full-size room

Excluding the spaces outlined above, K240 has a total of 58 full-size classrooms, 18 half-size classrooms/spaces, 6 quarter-size space, and the equivalent of 3.0 full-size designed administrative office spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	59	19	6	5.0
Building Spaces	1	1	0	2.0
Total to be Allocated	**58**	**18**	**6**	**3.0**

<u>2013-2014</u> (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at Andries Hudde in 2013-2014:

2013-2014	Total Enrollment[6]	Grades Served	GE/ICT Sections	SC Sections
Andries Hudde	842	6-8	29	6

[3] Full-size classrooms have an area of 500 square feet or more.
[4] Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.
[5] Quarter-size rooms are smaller than 240 square feet.
[6] All figures are from the 2013-2014 Budget Register Projections.

The DOE has adjusted Andries Hudde's baseline footprint allocation for the following reason:

- The DOE has allocated Andries Hudde five full-size classrooms in lieu of five half-size spaces due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as a resource rooms in the area in which Andries Hudde is located.

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

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)
Andries Hudde	Baseline Footprint Allocation	31	10	3.0	0	2	4	5.0	31	12	4	3.0
	Adjusted Baseline Allocation	36	5	3.0	0	2	4	5.0	36	7	4	3.0
	Current Space Allocation	58	3	3.0	0	15	6	12.0	58	18	6	3.0

As demonstrated in the table above, Andries Hudde is currently using classrooms in excess of its adjusted baseline footprint allocation. The table below summarizes the available space within K240 after Andries Hudde has received its adjusted baseline allocation, some of which will be allocated to Brooklyn Prospect- Midwood for 2014-2015.

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	22	11	2	0.0

<u>2014-2015</u> (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2014-2015 Brooklyn Prospect- Midwood will serve kindergarten students in K240.

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

2014-2015	Projected Enrollment[7]	Grades Served	GE/ICT Sections	SC Sections
Andries Hudde	755-785	6-8	26	6
Brooklyn Prospect-Midwood	45-55	K	2	0

After Andries Hudde and Brooklyn Prospect- Midwood have received their respective baseline Footprint allocations 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	20	10	2	0.0

The excess space will be allocated between Andries Hudde and Brooklyn Prospect- Midwood based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The DOE has adjusted Andries Hudde's baseline footprint allocation for the following reason:

- The DOE has allocated Andries Hudde six full-size classrooms in lieu of six half-size spaces due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as a resource rooms in the area in which Andries Hudde is located.

This adjustment of full-size rooms for half-size rooms has been made to the baseline footprint allocation for Andries Hudde in each year of room allocations presented in this document except where otherwise indicated.

The table below summarizes the full 2014-2015 room allocation plan for Andries Hudde and Brooklyn Prospect- Midwood based on their baseline Footprint allocations, plus the excess space allocation:

[7] The DOE's enrollment figures here and throughout this Building Utilization Plan are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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)
Andries Hudde	Baseline Footprint Allocation	28	10	3.0	0	2	4	5.0	0	0	0	0.0	28	12	4	3.0
Andries Hudde	Adjusted Baseline Allocation	34	4	3.0	0	2	4	5.0	18	10	2	0.0	52	16	6	3.0
Brooklyn Prospect-Midwood	Baseline Footprint Allocation	3	1	0.0	1	1	0	1.5	2	0	0	0.0	6	2	0	0.0

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

ROOM CHANGE (+/-)	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)
Andries Hudde	58	18	6	3.0	52	17	6	3.0	-6	-2	0	0.0
Brooklyn Prospect-Midwood	0	0	0	0.0	6	2	0	0.0	+6	+2	0	0.0

<u>2015-2016</u> (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2015-2016 Brooklyn Prospect- Midwood will serve kindergarten and first grade students in K240.

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

2015-2016	Projected Enrollment[8]	Grades Served	GE/ICT Sections	SC Sections
Andries Hudde	–705-735	6-8	26	6
Brooklyn Prospect-Midwood	90 - 110	K-1	4	0

After Andries Hudde and Brooklyn Prospect- Midwood have received their respective baseline Footprint allocations 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	18	10	2	0.0

The excess space will be allocated between Andries Hudde and Brooklyn Prospect- Midwood based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

[8] The DOE's enrollment figures here and throughout this Building Utilization Plan 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 Andries Hudde and Brooklyn Prospect- Midwood based on their 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)
Andries Hudde	Baseline Footprint Allocation	28	10	3.0	0	2	4	5.0	0	0	0	0.0	28	12	4	3.0
Andries Hudde	Adjusted Baseline Allocation	34	4	3.0	0	2	4	5.0	15	10	0	0.0	49	16	4	3.0
Brooklyn Prospect-Midwood	Baseline Footprint Allocation	5	1	0.0	1	1	0	1.5	3	0	2	0.0	9	2	2	0.0

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

ROOM CHANGE (+/-)	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)
Andries Hudde	52	16	6	3.0	49	16	4	3.0	-3	0	-2	0.0
Brooklyn Prospect-Midwood	6	2	0	0.0	9	2	2	0.0	+3	0	+2	0.0

<u>2016-2017</u> (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2016-2017Brooklyn Prospect- Midwood will serve kindergarten through second-grade students in K240. The table below summarizes the total projected enrollment and number of sections served at each school in 2016-2017:

2016-2017	Projected Enrollment[9]	Grades Served	GE/ICT Sections	SC Sections
Andries Hudde	705-735	6-8	24	6
Brooklyn Prospect-Midwood	135-165	K-2	6	0

After Andries Hudde and Brooklyn Prospect- Midwood have received their respective baseline Footprint 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	15	11	4	0.0

The excess space will be allocated between Andries Hudde and Brooklyn Prospect- Midwood based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

[9] The DOE's enrollment figures here and throughout this Building Utilization Plan are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2016-2017 room allocation plan for Andries Hudde and Brooklyn Prospect- Midwood based on their baseline and adjusted 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)
Andries Hudde	Baseline Footprint Allocation	26	10	3.0	0	2	2	4.5	0	0	0	0.0	26	12	2	3.0
Andries Hudde	Adjusted Baseline Allocation	33	3	3.0	0	2	2	4.5	11	11	1	0.0	44	16	3	3.0
Brooklyn Prospect-Midwood	Baseline Footprint Allocation	8	2	0.0	2	0	0	2.0	4	0	3	0	14	2	3	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)
Andries Hudde	49	16	4	3.0	44	16	3	3.0	-5	0	-1	0.0
Brooklyn Prospect-Midwood	9	2	2	0.0	14	2	3	0.0	+5	0	+1	0.0

<u>2017-2018</u> (FOURTH YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2017-2018 Brooklyn Prospect- Midwood will serve kindergarten through third-grade students in K240. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018:

2017-2018	Projected Enrollment[10]	Grades Served	GE/ICT Sections	SC Sections
Andries Hudde	705-735	6-8	24	6
Brooklyn Prospect-Midwood	180-220	K-3	8	0

After Andries Hudde and Brooklyn Prospect- Midwood have received their respective baseline and adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	13	11	4	0.0

The excess space will be allocated between Andries Hudde and Brooklyn Prospect- Midwood is based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

[10] The DOE's enrollment figures here and throughout this Building Utilization Plan are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the 2017-2018 room allocation plan for Andries Hudde and Brooklyn Prospect- Midwood based on their adjusted baseline Footprint allocation:

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)
Andries Hudde	Baseline Footprint Allocation	26	10	3.0	0	2	2	4.5	0	0	0	0.0	26	12	2	3.0
	Adjusted Baseline Allocation	33	3	3.0	0	2	2	4.5	9	11	1	0.0	42	16	3	3.0
Prospect-	Baseline Footprint Allocation	10	2	0.0	2	0	0	2.0	4	0	3	0.0	16	2	3	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)
Andries Hudde	44	16	3	3.0	42	16	3	3.0	-2	0	0	0.0
Brooklyn Prospect-Midwood	14	2	3	0.0	16	2	3	0.0	+2	0	0	0.0

2018-2019 (FIFTHTH YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2018-2019 Brooklyn Prospect- Midwood will serve kindergarten through fourth-grade students in K240. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018:

2018-2019	Projected Enrollment[11]	Grades Served	GE/ICT Sections	SC Sections
Andries Hudde	705-735	6-8	24	6
Brooklyn Prospect-Midwood	225-275	K-4	10	0

After Andries Hudde and Brooklyn Prospect- Midwood have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2018-2019	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10	11	2	0.0

The excess space will be allocated between Andries Hudde and Brooklyn Prospect- Midwood is based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

[11] The DOE's enrollment figures here and throughout this Building Utilization Plan are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the 2018-2019 room allocation plan for Andries Hudde and Brooklyn Prospect- Midwood based on their baseline Footprint allocations:

2018-2019		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)
Andries Hudde	Baseline Footprint Allocation	26	10	3.0	0	2	2	4.5	0	0	0	0.0	26	12	2	3.0
Andries Hudde	Adjusted Baseline Allocation	33	3	3.0	0	2	2	4.5	7	11	1	0.0	40	16	3	3.0
Brooklyn Prospect-Midwood	Baseline Footprint Allocation	13	2	0.0	2	0	2	2.5	3	0	1	0.0	18	2	3	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 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)
Andries Hudde	42	16	3	3.0	40	16	3	3.0	-2	0	0	0.0
Brooklyn Prospect-Midwood	16	2	3	0.0	18	2	3	0.0	+2	0	0	0.0

<u>2019-2020</u> (SIXTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)[12]:

If this proposal is approved, beginning in 2019-2020 Brooklyn Prospect- Midwood will serve kindergarten through fifth-grade students in K240. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2019-2020:

2019-2020	Projected Enrollment[13]	Grades Served	GE/ICT Sections	SC Sections
Andries Hudde	705-735	6-8	24	6
Brooklyn Prospect- Midwood	270-330	K-5	12	0

After Andries Hudde and Brooklyn Prospect- Midwood have received their respective baseline and adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2019-2020	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	7	11	4	0.0

The excess space will be allocated between Andries Hudde and Brooklyn Prospect- Midwood is based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

[12] Brooklyn Prospect-Midwood has informed the DOE that it intends to apply to SUNY to expand its grade span to serve students in kindergarten through eighth grade. The school's expansion through fifth grade in K240 is contingent on SUNY's approval of Brooklyn Prospect-Midwood's application to expand. If denied, the 2018-2019 school year will serve as the long term space allocation plan for building K240

[13] The DOE's enrollment figures here and throughout this Building Utilization Plan are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the 2019-2020 room allocation plan for Andries Hudde and Brooklyn Prospect- Midwood based on their baseline Footprint allocations:

2019-2020		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)
Andries Hudde	Baseline Footprint Allocation	26	10	3.0	0	2	2	4.5	0	0	0	0.0	26	12	2	3.0
Andries Hudde	Adjusted Baseline Allocation	33	3	3.0	0	2	2	4.5	5	11	1	0.0	38	16	3	3.0
Prospect-	Baseline Footprint Allocation	15	2	0.0	3	0	0	3.0	2	0	3	0.0	20	2	3	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2019-2020 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)
Andries Hudde	40	16	3	3.0	38	16	3	3.0	-2	0	0	0.0
Brooklyn Prospect-Midwood	18	2	3	0.0	20	2	3	0.0	+2	0	0	0.0

This will serve as the long term room allocation for both schools.

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 K240. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is 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 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 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, Andries Hudde's current space allocation and lunch schedule as described on the DOE School Food website,[14] the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of Andries Hudde's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.[15] Where possible, the proposed schedule maintains Andries Hudde's current allocation of time for breakfast and lunch. Because Brooklyn Prospect- Midwood 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 have been used by Andries Hudde this year so that all students in the building may be accommodated in 2014-2015 and subsequent school years.

In planning how Andries Hudde and Brooklyn Prospect- Midwood may use the 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

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon Andries Hudde's current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.

- In the proposed plan below, Andries Hudde and Brooklyn Prospect- Midwood are allocated separate lunch times in the cafeteria, which has the capacity to hold 480 students. Andries Hudde currently serves lunch from 10:33 a.m. to 1:26 p.m.

- In the proposed plan, Andries Hudde will be allocated 2 hours and 9 minutes daily, or 10 hours and 45 minutes weekly, in the cafeteria for lunch from 11:17 a.m. to 1:26 p.m. This allows Andries Hudde to keep three of its four lunch periods on their current schedule. Because the cafeteria has the capacity to serve 480 students, Andries Hudde will be able to adequately serve all students during the allocated time. Brooklyn Prospect- Midwood will be allocated 41 minutes daily, or 3 hours and 25 minutes weekly, in the cafeteria for lunch from 10:33 a.m. to 11:14 a.m.

- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at Andries Hudde, which currently uses the cafeteria from 7:15 a.m. to 7:45 a.m. for breakfast. Brooklyn Prospect- Midwood will be allocated the cafeteria from 7:30 a.m. to 8:00 a.m.

Gymnasium, Library, and Auditorium

[14] See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsch=17221.
[15] See DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

Gymnasium

- There is one gymnasium in the building with the capacity to serve 320 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that Andries Hudde receive the greatest amount of time in the gymnasium, 5 hours and 30 minutes daily, because the school will serve the greatest number of students. Brooklyn Prospect- Midwood has been allocated 1 hour and 30 minutes daily in the gymnasium.[16]

Library

- There is one library in the building.
- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that Andries Hudde receive the greatest amount of time in the library, 6 hours daily, because the school will serve the greatest number of students. Brooklyn Prospect- Midwood has been allocated 1 hour daily in the library.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 610 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that Andries Hudde receive the greatest amount of time in the auditorium, 6 hours daily, because the school will serve the greatest number of students. Brooklyn Prospect- Midwood has been allocated 1 hour daily in the auditorium.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day, or roughly 3:00 p.m. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

In 2014-2015, Andries Hudde is projected to serve 755-785 students and Brooklyn Prospect- Midwood is projected to serve 45-55 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Andries Hudde's extended school day runs from approximately 8:00 a.m. to 2:57 p.m. Monday through Wednesday and from 8:30 a.m. to 2:20 p.m. on Thursday and Friday. Since Brooklyn Prospect- Midwood is a new school, it does not yet have a current school start or end time. However, the DOE has based the start and end times for Brooklyn Prospect – Midwood's school day on the school day of Brooklyn Prospect Charter School, which is already in operation.

Based on the explanations provided above, the DOE believes that the proposed Shared Space Plan below is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

[16] Brooklyn Prospect- Midwood has been allocated additional time in the gymnasium to use for recess time since Building K240 does not have a playground. Andries Hudde has sufficient time to meet its gym requirements for its students.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 480)	**Breakfast:** **Andries Hudde** 7:15a.m.-7:45a.m. **Brooklyn Prospect-Midwood** 7:30a.m.-8:00a.m. **Lunch:** **Andries Hudde** 11:17a.m.-1:26p.m **Brooklyn Prospect-Midwood** 10:33a.m-11:14a.m.	**Breakfast:** **Andries Hudde** 7:15a.m.-7:45a.m. **Brooklyn Prospect-Midwood** 7:30a.m.-8:00a.m. **Lunch:** **Andries Hudde** 11:17a.m.-1:26p.m **Brooklyn Prospect-Midwood** 10:33a.m-11:14a.m.	**Breakfast:** **Andries Hudde** 7:15a.m.-7:45a.m. **Brooklyn Prospect-Midwood** 7:30a.m.-8:00a.m. **Lunch:** **Andries Hudde** 11:17a.m.-1:26p.m **Brooklyn Prospect-Midwood** 10:33a.m-11:14a.m.	**Breakfast:** **Andries Hudde** 7:15a.m.-7:45a.m. **Brooklyn Prospect-Midwood** 7:30a.m.-8:00a.m. **Lunch:** **Andries Hudde** 11:17a.m.-1:26p.m **Brooklyn Prospect-Midwood** 10:33a.m-11:14a.m.	**Breakfast:** **Andries Hudde** 7:15a.m.-7:45a.m. **Brooklyn Prospect-Midwood** 7:30a.m.-8:00a.m. **Lunch:** **Andries Hudde** 11:17a.m.-1:26p.m **Brooklyn Prospect-Midwood** 10:33a.m-11:14a.m.
Gymnasium (Capacity: 320)	**Andries Hudde** 8:00a.m.-11:30a.m 1:00-3:00pm **Brooklyn Prospect-Midwood** 11:30a.m.-1:00p.m.	**Andries Hudde** 8:00a.m.-11:30a.m 1:00-3:00pm **Brooklyn Prospect-Midwood** 11:30a.m.-1:00p.m.	**Andries Hudde** 8:00a.m.-11:30a.m 1:00-3:00pm **Brooklyn Prospect-Midwood** 11:30a.m.-1:00p.m.	**Andries Hudde** 8:00a.m.-11:30a.m 1:00-3:00pm **Brooklyn Prospect-Midwood** 11:30a.m.-1:00p.m.	**Andries Hudde** 8:00a.m.-11:30a.m 1:00-3:00pm **Brooklyn Prospect-Midwood** 11:30a.m.-1:00p.m.
Library	**Andries Hudde** 8:00a.m.-2:00p.m. **Brooklyn Prospect-Midwood** 2:00p.m.-3:00p.m	**Andries Hudde** 8:00a.m.-2:00p.m. **Brooklyn Prospect-Midwood** 2:00p.m.-3:00p.m	**Andries Hudde** 8:00a.m.-2:00p.m. **Brooklyn Prospect-Midwood** 2:00p.m.-3:00p.m	**Andries Hudde** 8:00a.m.-2:00p.m. **Brooklyn Prospect-Midwood** 2:00p.m.-3:00p.m	**Andries Hudde** 8:00a.m.-2:00p.m. **Brooklyn Prospect-Midwood** 2:00p.m.-3:00p.m
Auditorium (Capacity: 610)	**Andries Hudde** 8:00a.m.-9:00a.m. 10:00a.m.-3:00p.m. **Brooklyn Prospect-Midwood** 9:00a.m.-10:00a.m.	**Andries Hudde** 8:00a.m.-9:00a.m. 10:00a.m.-3:00p.m. **Brooklyn Prospect-Midwood** 9:00a.m.-10:00a.m.	**Andries Hudde** 8:00a.m.-9:00a.m. 10:00a.m.-3:00p.m. **Brooklyn Prospect-Midwood** 9:00a.m.-10:00a.m.	**Andries Hudde** 8:00a.m.-9:00a.m. 10:00a.m.-3:00p.m. **Brooklyn Prospect-Midwood** 9:00a.m.-10:00a.m.	**Andries Hudde** 8:00a.m.-9:00a.m. 10:00a.m.-3:00p.m. **Brooklyn Prospect-Midwood** 9:00a.m.-10:00a.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414[17], 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 Brooklyn Prospect- Midwood will be part of the K240 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Brooklyn Prospect- Midwood 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- Midwood will be addressed on an ongoing basis. Moreover, the Safety Plan for the K240 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Brooklyn Prospect- Midwood will enter information in the K240 schools' 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 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 K240 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 New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2012,[18] 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 the 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 least 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.

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[17] Chancellor's Regulation A-414 is located here: http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf
[18] Campus Policy Memo 20112is available at http://schools.nyc.gov/community/campusgov, under "Key Documents".