

BUILDING UTILIZATION PLAN

As described in greater detail in the Educational Impact Statement ("EIS") published on October 27, 2011, the New York City Department of Education ("DOE") proposed to co-locate a new public charter high school, Uncommon Charter High School 2 ("Uncommon Charter High School 2"), in school building K458 ("K458") beginning in 2012-2013. Building K458 is located at 832 Marcy Avenue, Brooklyn, NY 11216, within the geographical confines of Community School District 13 ("District 13"). Uncommon Charter High School 2 is currently co-located in K458 with: two existing transfer high schools, Brooklyn Academy High School (13K553, "Brooklyn Academy") and Bedford Stuyvesant Preparatory High School (13K575, "Bedford Stuyvesant Prep"); a District 75 inclusion program ("75K373@79K575"); a full-time General Education Development ("GED") Diploma Plus program (79Q950); a Referral Center for High School Alternatives ("Referral Center"); a Living for the Young Family through Education ("LYFE") program (79K2952); and two Community-based Organizations ("CBOs"), Teen Choice and CAMBA. 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.

On December 14, 2011, the Panel for Educational Policy ("PEP") approved the co-location of Uncommon Charter High School 2 in building K458. The proposal for this co-location stated that four charter middle schools, managed by Uncommon Schools, would feed into Uncommon Charter High School 2: Bedford Stuyvesant Collegiate Charter School (84K648, "Bedford Stuyvesant Collegiate"), Brownsville Collegiate Charter School (84K710, "Brownsville Collegiate"), Ocean Hill Collegiate Charter School (84K777 "Ocean Hill Collegiate"), and Brooklyn East Collegiate Charter School (84K780, "Brooklyn East Collegiate").

Ocean Hill Collegiate and Brooklyn East Collegiate were to begin feeding into Uncommon Charter High School 2 beginning in 2014-2015. Uncommon Schools has informed the DOE that Ocean Hill Collegiate and Brooklyn East Collegiate will instead feed into at Uncommon Charter High School 3 ("Uncommon Charter High School 3") instead of Uncommon Charter High School 2. Therefore, the DOE is revising the K458 Building Utilization Plan ("BUP") to reflect the change in the feeder schools in the building, and to reflect changes in projected enrollment at the schools in the building. Uncommon Charter High School 2 currently serves students in grades 9 through 10 in building K458 and would be at scale in 2015-2016.

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 Uncommon Charter High School 2, Brooklyn Academy, Bedford Stuyvesant Prep, 75K373@79K575, and the GED Diploma Plus program. It also includes a proposal for the collaborative usage of shared resources and spaces between Uncommon Charter High School 2, Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, 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.

For additional information about the proposal to co-locate Uncommon Charter High School 2 in building K458, please refer to the approved EIS originally published on October 27, 2011 on the DOE Web site at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Dec2011Proposals.htm>.

As described throughout this document, the Building Council will collaboratively finalize the shared space schedule after this revised BUP has been approved by the PEP.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)¹ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving 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 Integrated Co-Teaching (“ICT”) 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 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. If there is excess space in a building after each co-located school has been provided its baseline allocation, the excess space will be equitably allocated between the 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.

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The Footprint is available at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf under “Key Documents.” A more comprehensive version of the Footprint is not yet available online, but it can be provided upon request.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on October 19, 2011 by a representative of the Office of Space Planning, building K458 has a total of 67 full-size spaces² (which includes 2 full-size science laboratories), 13 half-size spaces,³ the equivalent of 6.0 full-size rooms of designed administrative/office space, and 4 quarter-size spaces which can be utilized as administrative/office space.⁴ K458 also contains a gymnasium, an auditorium, a cafeteria, two libraries, and an athletic field. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- 75K373@79K575 currently utilizes 1 dedicated full-size space in order to provide Special Education Teacher Support Services (“SETSS”).
- The LYFE program currently operates in 1 full-size space and 1 half-size space.
- Teen Choice currently operates in 1 full-size space.
- CAMBA currently operates in 1 full-size space.
- The 2 full-size science laboratories are shared spaces.
- The 1 full-size weight room is a shared space.
- The custodian’s office occupies 1 half-size space.
- The nurse’s office occupies 1 quarter-size space.
- School Safety occupies 1 half-size space.

Excluding the spaces outlined above, K458 has a total of 60 full-size spaces, 10 half-size spaces, 6.0 full-size equivalent (“FSE”) designed administrative/office space, and 3 quarter-size administrative/office space remaining that have been allocated to schools in 2013-2014.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand Total	67	13	4	6.0
Shared Spaces or Building Services	7	3	1	0.0
Remaining Total to be Allocated	60	10	3	6.0

The DOE notes that 75K373@79K575 students are served in Bedford Stuyvesant Prep’s general education classes and therefore all room allocations for Bedford Stuyvesant Prep also include 75K373@79K575 students. 75K373 is multi-sited across 4 sites. As such, 75K373@79K575 is not a stand-alone inclusion program and does not require the baseline FSE for student support services, resource rooms, and administrative space that a school would typically be allocated. The proposed shared space plan below for Bedford Stuyvesant Prep includes 75K373@79K575 students.

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

2013-2014 (Current School Year)

The table below summarizes the total enrollment and section count at each school in 2013-2014.

School Name	Unaudited Enrollment ⁵	Grade Span	GE/ICT Sections	SC Sections
Brooklyn Academy	168	10 – 12	6	-
Bedford Stuyvesant Prep	123	9 – 12	3	-
GED Diploma Plus	255	N/A	N/A	N/A
Uncommon Charter High School 2	144	9 – 10	6	-

After Brooklyn Academy, Bedford Stuyvesant Prep, GED Diploma Plus, and Uncommon Charter High School 2 have received their respective baseline allocation of rooms, the following number of rooms will be unallocated:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	30	4	3	3.0

The excess space has been allocated between Brooklyn Academy, Bedford Stuyvesant Prep, GED Diploma Plus, and Uncommon Charter High School 2 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.

⁵ Enrollment figures are from the 2013-2014 Unaudited Register, as of October 31, 2013.

The table below summarizes the room allocation for Brooklyn Academy, Bedford Stuyvesant Prep, GED Diploma Plus, and Uncommon Charter High School 2 based on their baseline footprint plus the excess space allocation in 2013-2014:

2013-2014 Baseline Footprint Allocation	Non-Admin Spaces		Administrative Spaces					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	Total 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)
Brooklyn Academy	8	1	1.5	0	0	0	1.5	10	1	0	1.5	18	2	0	3.0
Bedford Stuyvesant Prep	7	1	1.5	0	0	0	1.5	9	1	3	1.5	16	2	3	3.0
GED Diploma Plus	7	1	0	1	0	0	1.0	3	1	0	0.0	11	2	0	0.0
Uncommon Charter HS 2	6	1	0	1	2	0	2.0	8	1	0	0.0	15	4	0	0.0

In total, Brooklyn Academy occupies 18 full-size spaces, 2 half-size spaces, and 3.0 FSE designed administrative spaces. Bedford Stuyvesant Prep occupies a total of 16 full-size spaces, 2 half-size spaces, 3 quarter-size spaces, and 3.0 FSE designed administrative spaces. Uncommon Charter High School 2 occupies 15 full-size spaces and 4 half-size spaces. Based on a prior agreement between the Office of Portfolio Management and District 79, the GED Diploma Plus program has an allocation of 11 full-size spaces and 2 half-size spaces.

2014-2015 (First Year of Proposed Implementation)

The table below summarizes the total projected enrollment and section count at each school in 2014-2015:

School Name	Projected Enrollment ⁶	Grade Span	GE/ICT Sections	SC Sections
Brooklyn Academy	155 – 175	10 – 12	6	-
Bedford Stuyvesant Prep	135 – 155	9 – 12	3	-
GED Diploma Plus	245 – 265	N/A	N/A	N/A
Uncommon Charter High School 2	210 – 240	9 – 11	10	-

After Brooklyn Academy, Bedford Stuyvesant Prep, GED Diploma Plus, and Uncommon Charter High School 2 have received their respective baseline allocation of rooms, the following number of rooms would remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	25	4	3	3.0

⁶ The DOE’s enrollment figures are based on projections. 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 Diploma Plus, and Uncommon Charter High School 2 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.

The table below summarizes the room allocation plan for Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High School 2 based on their baseline footprint plus the excess space allocation in 2014-2015:

2014-2015 Baseline Footprint Allocation	Non-Admin Spaces		Administrative Spaces					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	Total 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)
Brooklyn Academy	8	1	1.5	0	0	0	1.5	7	1	0	1.5	15	2	0	3.0
Bedford Stuyvesant Prep	7	1	1.5	0	0	0	1.5	6	1	3	1.5	13	2	3	3.0
GED Diploma Plus	7	1	0.0	1	0	0	1.0	3	1	0	0	11	2	0	0.0
Uncommon Charter HS 2	10	1	0.0	2	2	0	3.0	9	1	0	0	21	4	0	0.0

In total, Brooklyn Academy would occupy 15 full-size spaces, 2 half-size spaces, and 3.0 FSE designed administrative spaces. Bedford Stuyvesant Prep would occupy a total of 13 full-size spaces, 2 half-size spaces, 3 quarter-size spaces, and 3.0 FSE designed administrative spaces. Uncommon Charter High School 2 would occupy 21 full-size spaces and 4 half-size spaces. Based on a prior agreement between the Office of Portfolio Management and District 79, the GED Diploma Plus program would receive 11 full-size spaces and 2 half-size spaces.

The room change between 2013-2014 and 2014-2015 is reflected in the table below:

Room Change (+/-)	Current 2013-2014 Grand Total Space Allocations				Proposed 2014-2015 Grand Total Space Allocations				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)
Brooklyn Academy	18	2	0	3	15	2	0	3.0	-3	0	0	0
Bedford Stuyvesant Prep	16	2	3	3	13	2	3	3.0	-3	0	0	0
GED Diploma Plus	11	2	0	0	11	2	0	0.0	0	0	0	0
Uncommon Charter HS 2	15	4	0	0	21	4	0	0.0	+6	0	0	0

2015-2016 (Final Year of Proposed Implementation)

The table below summarizes the total projected enrollment and section count at each school in 2015-2016:

School Name	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
Brooklyn Academy	155 – 175	10 – 12	6	-
Bedford Stuyvesant Prep	135 – 155	9 – 12	3	-
GED Diploma Plus	245 – 265	N/A	N/A	N/A
Uncommon Charter High School 2	325 – 350	9 – 12	17	-

After Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High School 2 have received their respective baseline allocation of rooms, the following number of rooms would be unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	18	4	3	3.0

The excess space will be allocated between Brooklyn Academy, Bedford Stuyvesant Prep, GED Diploma Plus, and Uncommon Charter High School 2 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.

The table below summarizes the room allocation plan for Brooklyn Academy, Bedford Stuyvesant Prep, GED Diploma Plus, and Uncommon Charter High School 2 based on their baseline footprint plus the excess space allocation in 2015-2016:

2015-2016 Baseline Footprint Allocation	Non-Admin Spaces		Administrative Spaces					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	Total 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)
Brooklyn Academy	8	1	1.5	0	0	0	1.5	4	1	0	1.5	12	2	0	3.0
Bedford Stuyvesant Prep	7	1	1.5	0	0	0	1.5	3	1	3	1.5	10	2	3	3.0
GED Diploma Plus	7	1	0.0	1	0	0	1.0	3	1	0	0	11	2	0	0.0
Uncommon Charter HS 2	17	1	0.0	2	2	0	3.0	8	1	0	0	27	4	0	0.0

In total, Brooklyn Academy would occupy 12 full-size spaces, 2 half-size spaces, and 3.0 FSE designed administrative spaces. Bedford Stuyvesant Prep would occupy a total of 10 full-size spaces, 2 half-size spaces, 3 quarter-size spaces, and 3.0 FSE designed administrative spaces. Uncommon Charter High School 2 would occupy 27 full-size spaces and 4 half-size spaces. Based on a prior agreement between the Office of Portfolio Management and District 79, the GED Diploma Plus program will receive 11 full-size spaces and 2 half-size spaces.

The room change between 2014-2015 and 2015-2016 is reflected in the table below:

Room Change (+/-)	Proposed 2014-2015 Grand Total Space Allocations				Proposed 2015-2016 Grand Total Space Allocations				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)
Brooklyn Academy	15	2	0	3.0	12	2	0	3.0	-3	0	0	0
Bedford Stuyvesant Prep	13	2	3	3.0	10	2	3	3.0	-3	0	0	0
GED Diploma Plus	11	2	0	0.0	11	2	0	0.0	0	0	0	0
Uncommon Charter HS 2	21	4	0	0.0	27	4	0	0.0	+6	0	0	0

This 2015-2016 allocation will serve as the long-term space allocation for Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High School 2.

Proposed 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 K458. The final shared space schedule will be collaboratively drafted by the Building Council after this revised BUP has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation’s bus schedule for a regular school day.⁷

In planning how Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High School 2 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria

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

⁷ See DOE’s Office of Pupil Transportation website at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- The cafeteria has the capacity to serve 314 students. According to the below proposed schedule, each school will have its own 30 minute period for lunch. The DOE believes that this proposed schedule is equitable and comparable because all students should be able to eat at a customary lunch time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Brooklyn Academy, Bedford Stuyvesant Prep or GED Plus. The DOE has allocated time to Brooklyn Academy, Bedford Stuyvesant Prep, GED Diploma Plus, and Uncommon Charter High School 2 for breakfast based on their respective start times.

Library

- Building K458 has two libraries. The proposed schedule below is based on the relative projected enrollments for each of the co-located schools.
- GED Diploma Plus is projected to serve the greatest number of students in K458 in 2014-2015 (245 – 265) and it has been allocated 11 hours per week in each library space, the most time of any school.
- Uncommon Charter High School 2 is projected to serve the second largest number of students in K458 in 2014-2015 (210-240) and it has been allocated 10 hours per week in each library space.
- Brooklyn Academy is projected to serve approximately 155-175 students and it has been allocated 8 hours per week in each library space.
- Bedford Stuyvesant Prep is projected to serve approximately 135-155 students and it has been allocated 7 hours per week in each library space.

Gymnasium, Weight Room & Athletic Field

- The proposed allocated times in the gymnasium, weight room and the athletic field are based on the projected enrollments for all of the co-located schools. Because students enrolled in the GED Diploma Plus program do not need to complete or receive physical education credits, GED Diploma Plus students are not allocated time in the gymnasium, weight room or athletic field.

Gymnasium

- Uncommon Charter High School 2 will serve approximately 210-240 students, and it will be allocated a total of 15 hours per week in the gymnasium.
- Brooklyn Academy will serve approximately 155-175 students, and it will be allocated a total of 11 hours per week in the gymnasium.
- Bedford Stuyvesant will serve approximately 135-155 students, and it will be allocated a total of 10 hours per week in the gymnasium.

Weight Room

- The weight room will be available to students during each school's time allocation in the gymnasium. The purpose of this is to provide each school with the option of offering students access to the weight room during physical education class.

Athletic Field

- The athletic field will be available to students during each school's time allocation in the gymnasium. The purpose of this is to provide each school with the option of offering students access to the athletic field during physical education class.

Science Laboratories

- Building K458 has two science laboratories.
- GED Diploma Plus is projected to serve the largest enrollment (245-265) in K458 in 2014-2015 and it has been allocated 11 hours per week in each science lab.
- Uncommon Charter High School 2 will be allocated 10 hours per week in each science lab based on its projected enrollment of 210-240.
- Brooklyn Academy will be allocated 8 hours per week in each science lab based on its projected enrollment of 155-175.
- Bedford Stuyvesant Prep will be allocated 7 hours per week in each science lab based on its projected enrollment of 135-155.

Auditorium

- The DOE proposes that GED Diploma Plus and Uncommon Charter High School 2 be allocated the most time in the auditorium based on their projected enrollment for 2014-2015, 11 hours and 10 hours per week, respectively.
- Brooklyn Academy and Bedford Stuyvesant will be allocated 8 hours and 7 hours per week, respectively, based on their projected enrollment.
- Given that the capacity of the auditorium is 996, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and to ensure that all students have access to the auditorium. Access to the auditorium is currently allocated on an as-needed basis to accommodate specific programmatic needs of all groups within each school.

After-School Programs

- The DOE notes that Brooklyn Academy and Bedford Stuyvesant Prep both currently offer after-school tutoring, evening school programs, and a campus basketball team. The evening school programs and after-school tutoring take place on Monday through Friday from 3:00 p.m. to 6:30 p.m. and from 7:30 a.m. to 4:00 p.m. on Saturday and Sunday in each respective school's classrooms. The campus Public School Athletic League girls and boys basketball teams currently practice in the gymnasium from 3:07 p.m. to 7:30 p.m. in the gymnasium. Uncommon Charter High School 2 and existing organizations in the buildings will manage scheduling of shared spaces after school 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 comes to an agreement on the final shared space plan collaboratively. The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. In addition, the Building Council is free to adjust this Shared Space Plan to accommodate the needs of the co-located schools and programs in future years as Uncommon Charter High School 2 phases in and its enrollment increases.

In 2014-2015, the DOE projects Brooklyn Academy will serve 155-175 students, Bedford Stuyvesant prep will serve 135-155 students, and the GED Diploma Plus program will serve 245-265 students in K458. According to its charter, Uncommon Charter High School 2 will serve 210-240 students in grades 9-11 at K458. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, Brooklyn Academy's regular school day runs from approximately 8:10 a.m. to 3:07 p.m. Bedford

Stuyvesant Prep’s day runs from approximately 8:00 a.m. to 2:50 p.m. GED Diploma Plus’s day runs from 8:00 a.m. to 3:00 p.m.⁸ Uncommon Charter High School 2’s regular school hours will be between 7:45 a.m. and 3:45 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday	
Cafeteria (Capacity: 314)	<p><u>BREAKFAST</u> Uncommon Charter HS 2 7:15 a.m. - 7:45 a.m. All Other Schools 7:30 a.m. - 8:00 a.m. <u>LUNCH</u> Uncommon Charter HS 2 11:30 a.m. - 12:00 p.m. Bedford Stuyvesant Prep 12:00 p.m. - 12:30 p.m. Brooklyn Academy 12:30 p.m. - 1:00 p.m. GED Diploma Plus 1:00 p.m. - 1:30 p.m.</p>	<p><u>BREAKFAST</u> Uncommon Charter HS 2 7:15 a.m. - 7:45 a.m. All Other Schools 7:30 a.m. - 8:00 a.m. <u>LUNCH</u> Uncommon Charter HS 2 11:30 a.m. - 12:00 p.m. Bedford Stuyvesant Prep 12:00 p.m. - 12:30 p.m. Brooklyn Academy 12:30 p.m. - 1:00 p.m. GED Diploma Plus 1:00 p.m. - 1:30 p.m.</p>	<p><u>BREAKFAST</u> Uncommon Charter HS 2 7:15 a.m. - 7:45 a.m. All Other Schools 7:30 a.m. - 8:00 a.m. <u>LUNCH</u> Uncommon Charter HS 2 11:30 a.m. - 12:00 p.m. Bedford Stuyvesant Prep 12:00 p.m. - 12:30 p.m. Brooklyn Academy 12:30 p.m. - 1:00 p.m. GED Diploma Plus 1:00 p.m. - 1:30 p.m.</p>	<p><u>BREAKFAST</u> Uncommon Charter HS 2 7:15 a.m. - 7:45 a.m. All Other Schools 7:30 a.m. - 8:00 a.m. <u>LUNCH</u> Uncommon Charter HS 2 11:30 a.m. - 12:00 p.m. Bedford Stuyvesant Prep 12:00 p.m. - 12:30 p.m. Brooklyn Academy 12:30 p.m. - 1:00 p.m. GED Diploma Plus 1:00 p.m. - 1:30 p.m.</p>	<p><u>BREAKFAST</u> Uncommon Charter HS 2 7:15 a.m. - 7:45 a.m. All Other Schools 7:30 a.m. - 8:00 a.m. <u>LUNCH</u> Uncommon Charter HS 2 11:30 a.m. - 12:00 p.m. Bedford Stuyvesant Prep 12:00 p.m. - 12:30 p.m. Brooklyn Academy 12:30 p.m. - 1:00 p.m. GED Diploma Plus 1:00 p.m. - 1:30 p.m.</p>	<p><u>BREAKFAST</u> Uncommon Charter HS 2 7:15 a.m. - 7:45 a.m. All Other Schools 7:30 a.m. - 8:00 a.m. <u>LUNCH</u> Uncommon Charter HS 2 11:30 a.m. - 12:00 p.m. Bedford Stuyvesant Prep 12:00 p.m. - 12:30 p.m. Brooklyn Academy 12:30 p.m. - 1:00 p.m. GED Diploma Plus 1:00 p.m. - 1:30 p.m.</p>
Library 1 (Capacity: 75)	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. GED Diploma Plus 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. Uncommon Charter HS 2 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. Uncommon Charter HS 2 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Bedford Stuyvesant Prep 1:00 p.m. - 2:00 p.m. Uncommon Charter HS 2 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Bedford Stuyvesant Prep 1:00 p.m. - 2:00 p.m. Uncommon Charter HS 2 2:00 p.m. - 4:00 p.m.</p>	

⁸ Please refer to DOE’s Office of Pupil Transportation website at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<p align="center">Library 2 (Capacity: 75)</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. GED Diploma Plus 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. GED Diploma Plus 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. GED Diploma Plus 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. GED Diploma Plus 2:00 p.m. - 3:00 p.m.</p>	<p>Brooklyn Academy 8:00 a.m. - 9:00 a.m. Bedford Stuyvesant Prep 9:00 a.m. - 10:00 a.m. GED Diploma Plus 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. GED Diploma Plus 2:00 p.m. - 3:00 p.m.</p>
<p align="center">Gymnasium (Capacity: 469)</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. Uncommon Charter HS 2 2:00 p.m. - 4:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>
<p align="center">Weight Room</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy 1:00 p.m. - 2:00 p.m. Uncommon Charter HS 2 2:00 p.m. - 4:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>
<p align="center">Athletic Field</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 1:00 p.m. Brooklyn Academy</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>	<p>Bedford Stuyvesant Prep 8:00 a.m. - 10:00 a.m. Brooklyn Academy 10:00 a.m. - 12:00 p.m. Uncommon Charter HS 2 12:00 p.m. - 3:00 p.m.</p>

	2:00 p.m. - 3:00 p.m.				
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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 Federation 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 Uncommon Charter High School 2 will be part of the K458 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Uncommon Charter High School 2 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 Uncommon Charter High School 2 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. Uncommon Charter High School 2 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’s 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 New York City Police Department for final approval and certification.

Proposed Communications Strategy

As per the Campus Policy Memo 2010,⁹ co-located schools on campuses 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 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,

⁹ The Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents.”

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 (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) 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 SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at a 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 SLT 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 BUP and its campus implementation.