

## AMENDED BUILDING UTILIZATION PLAN

### INTRODUCTION

On April 23, the New York City Department of Education ("DOE") issued an Educational Impact Statement ("EIS") and Building Utilization Plan ("BUP") describing a proposal to expand the grades served by Success Academy Charter School - Cobble Hill (84K129, "SA - Cobble Hill") in building K293 ("K293") to include grade five beginning in the 2016-2017 school year. SA-Cobble Hill is a charter school currently serving students in kindergarten through grade three in K293, located at 284 Baltic Street, Brooklyn, NY 11201, in Community School District 15 ("District 15"), where it is currently co-located with Brooklyn School for Global Studies (15K429, "Global Studies"), a secondary school serving students in grades six through twelve; School for International Studies (15K497, "International Studies"), a secondary school serving students in grades six through twelve; and P368K@H429 (75K368, "P368K@H429"), one site of an existing multi-sited District 75 program, serving students in grades nine through twelve. In 2015-2016, SA-Cobble Hill will phase in to serve students in kindergarten through fourth grade. SA-Cobble Hill will also serve one section of full-day pre-kindergarten ("Pre-K") beginning in the 2015-2016 school year. A "co-location" means that two or more school organizations are located in the same building and may share common spaces such as auditoriums, gymnasiums, libraries, and cafeterias.

This amended BUP clarifies the total number of rooms available in building K293, as well as the classification of a specific shared space in the previously proposed shared space schedule. The original BUP incorrectly stated that building K293 had a total of 72 full-size("FS") rooms available in the building when in fact there are only 71 FS rooms available in K293. Additionally, this amended BUP removes the culinary arts room as a proposed shared space. This amended BUP does not change the proposed space allocations for any of the impacted schools in K293. Additionally, no changes were made to the EIS that was posted by the DOE on April 23, 2015.

On December 14, 2011, the Panel for Educational Policy ("PEP") approved the opening and co-location of SA - Cobble Hill's kindergarten through fourth grades in K293. More information about this previous proposal can be found at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Dec2011Proposals.htm>.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the allocation of classrooms and administrative space between SA - Cobble Hill, Global Studies, International Studies, and P368K@H429, if this proposal is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between SA - Cobble Hill, Global Studies, International Studies, and P368K@H429, 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.<sup>1</sup> 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 PEP.

### 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.

### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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<sup>1</sup> 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/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint\\_91114newlogo.pdf](http://schools.nyc.gov/NR/rdonlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf).

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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
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 March 13, 2015, by a representative of the Office of Space Planning, K293 has a total of 72 full-size ("FS") classrooms/spaces,<sup>2</sup> 16 half-size ("HS") classrooms/spaces,<sup>3</sup> 9 quarter-size ("QS") spaces,<sup>4</sup> and 7.0 full-size equivalent rooms ("FSE") of designed administrative office space. K293 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 0.5 FSE of designed administrative space.
- The School Based Support Team ("SBST") occupies 1.0 FSE of designed administrative space.
- The dance room occupies 1 full-size space.
- The custodian's office occupies 1 quarter-size space.
- The fitness/weight room occupies 1 full-size space.

Excluding the spaces outlined above, K293 has a total of 69 full-size classrooms, 16 half-size classrooms/spaces, 8 quarter-size spaces, and the equivalent of 5.5 FSE remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	71	16	9	7.0
Shared Spaces or Building Services	2	0	1	1.5
<b>Remaining to be Allocated</b>	<b>69</b>	<b>16</b>	<b>8</b>	<b>5.5</b>

**2014-2015 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment, grade spans and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 in 2014-2015:

School Name	Grade Span	Total Enrollment <sup>5</sup>	GE/ICT Sections	SC Sections
Global Studies	6-12	250	14	2
International Studies	6-12	452	20	2
SA - Cobble Hill	K-3	333	13	0
P368K@H429	9-12	27	0	5

The following schools' baseline footprint allocations have been adjusted in the following manner:

<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 239 square feet.

<sup>4</sup> Quarter-size rooms are smaller than 240 square feet.

<sup>5</sup> Figures are based on the 2014-2015 Audited Register as of October 31, 2014 or the charter headcount as of November 6, 2014.

The DOE has adjusted Global Studies' baseline footprint allocation for the following reason:

- Global Studies has been allocated 2 full-size rooms in lieu of 2 half-size rooms due to building configuration and with respect to where Global Studies is located in K293.

The DOE has adjusted International Studies' baseline footprint allocation for the following reason:

- International Studies has been allocated 3 full-size rooms in lieu of 3 half-size rooms due to building configuration and with respect to where International Studies is located in K293.

The DOE has adjusted P368K@H429's baseline footprint allocation for the following reasons:

- P368K@H429 has been allocated 3 full-size rooms in lieu of 3 half-size rooms and 1 quarter-size space in lieu of 1 half-size space due to building configuration and with respect to where P368K@H429 is located in K293.<sup>6</sup>

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<sup>6</sup> The adjustments noted herein for P368K@H429 have been made in each year of room allocations presented in this document.

The table below summarizes Global Studies, International Studies, SA - Cobble Hill, and P368K@H429's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space the schools are currently using.

2014-2015		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)
Global Studies	Baseline Footprint Allocation	14	3	2.5	0	0	0	2.5	14	3	0	2.5
	Adjusted Baseline Allocation	16	1	2.5	0	0	0	2.5	16	1	0	2.5
	Current Space Allocation	20	1	2.5	0	4	1	4.75	20	5	1	2.5
International Studies	Baseline Footprint Allocation	20	3	2.0	0	0	6	3.5	20	3	6	2.0
	Adjusted Baseline Allocation	23	0	2.0	0	0	6	3.5	23	0	6	2.0
	Current Space Allocation	24	0	2.0	2	2	6	6.5	26	2	6	2.0
SA - Cobble Hill	Baseline Footprint Allocation	16	2	1.0	1	2	0	3.0	17	4	0	1.0
	Current Space Allocation	16	3	1.0	3	3	0	5.5	19	6	0	1.0
P368K@H429	Baseline Footprint Allocation	0	7	0	1	1	0	1.5	1	8	0	0
	Adjusted Baseline Allocation	3	4	0	1	0	1	1.25	4	4	1	0
	Current Space Allocation	3	3	0	1	0	1	1.25	4	3	1	0

As demonstrated above, Global Studies, International Studies and SA - Cobble Hill are currently using classrooms in excess of their baseline or adjusted baseline footprint allocations.

The table below summarizes the available space within K293 after Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 have received their respective baseline or adjusted baseline allocations per the Footprint in 2014-2015.

<b>2014-2015<sup>7</sup></b>	<b>Full-Size Rooms</b>	<b>Half-Size Rooms</b>	<b>Quarter-Size Rooms</b>	<b>Designed Admin (FSE)</b>
Space In Excess of Baseline Allocation	9	8	1	0.0

<sup>7</sup> Excess space allocation for the 2014-2015 school year is calculated based on the total rooms available in K293 less the current space allocation for each school.

**2015-2016:**

In the 2015-2016 school year, SA - Cobble Hill will expand to serve students in kindergarten through fourth grade, and will also offer a pre-kindergarten program. The table below summarizes the projected enrollment, grade spans and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 in 2015-2016:

School Name	Grade Span and Programs	Projected Enrollment <sup>8</sup>	GE/ICT Sections	SC Sections
Global Studies	6-12	205-275	14	2
International Studies <sup>9</sup>	6-12	450-520	21	2
SA - Cobble Hill <sup>10</sup>	PK, K-4	403-503	18 <sup>11</sup>	0
P368K@H429	9-12	25-30	0	5

The DOE has adjusted International Studies' baseline footprint allocation in the manner stated below and for the following reason:

- International Studies will receive two (2) full-size rooms in lieu of 2 half-size rooms due to building configuration.

The adjustment noted above has been made to the baseline Footprint allocations for International Studies in each year of room allocations presented in this document moving forward.

After Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 have received their respective baseline or adjusted baseline allocations of rooms, the following number of excess rooms remain.

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	6	3	1	0

The excess space will be allocated between Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 based on the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

<sup>8</sup> The DOE's enrollment figures for academic year 2015-2016 and beyond are based on projections. Changes in enrollment could result in an amendment to this plan.

<sup>9</sup> Projected enrollment for International Studies is based on 6th grade applications for academic year 2015-2016.

<sup>10</sup> Charter school projections are based on the charter headcount as of November 6, 2014, and are presented in this document going forward except where otherwise indicated.

<sup>11</sup> SA-Cobble Hill's GE/ICT section count for the 2015-2016 school year and beyond includes 1 full day section of a Pre-K program that will be offered by SA-Cobble Hill in K293 beginning in the 2015-2016 school year.

The table below summarizes the 2015-2016 school year room allocation plan for Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 based on their baseline or adjusted baseline footprint allocations, plus the excess space allocation. In addition, the grand total space allocation highlighted in the chart below for the 2015-2016 school year is the grand total space allocation plan for Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 for each school year moving forward in this document. This grand total space allocation plan allocates the necessary rooms needed for the anticipated growth of the respective organizations in the K293 building at scale, through 2017-2018.

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	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Global Studies	Baseline Footprint Allocation	14	3	2.5	0	0	0	2.5	-	-	1	-	14	3	1	2.5
International Studies	Baseline Footprint Allocation	21	3	2.0	0	0	6	3.5	-	-	-	-	21	3	6	2.0
	Adjusted Baseline Allocation	23	1	2.0	0	0	6	3.5	3	1	-	-	26	2	6	2.0
SA - Cobble Hill	Baseline Footprint Allocation	21	2	1.0	1	3	0	3.5	3	2	-	-	25	7	0	1.0
P368K@H429	Baseline Footprint Allocation	0	7	0	1	1	0	1.5	-	-	-	-	1	8	0	0
	Adjusted Baseline Allocation	3	4	0	1	0	1	1.25	-	-	-	-	4	4	1	0

In total:

- Global Studies will be allocated 14 full-size rooms, 3 half-size rooms, 1 quarter-size room, and 2.5 FSE of designed administrative space. This is 1 QS room above its baseline allocation.
- International Studies will be allocated 26 full-size rooms, 2 half-size rooms, 6 quarter-size rooms, and 2.0 FSE of designed administrative space. This is 3 FS and 1 HS rooms above its baseline allocation.
- SA - Cobble Hill will be allocated 25 full-size rooms, 7 half-size rooms, and 1.0 FSE of designed administrative space. This is 3 FS and 2 HS rooms above its baseline allocation.
- P368K@H429 will be allocated 4 full-size rooms, 4 half-size rooms, and 1 quarter-size room.

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

ROOM CHANGE (+/-)	CURRENT 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)
Global Studies	20	5	1	2.5	14	3	1	2.5	-6	-2	-	-
International Studies	26	2	6	2.0	26	2	6	2.0	-	-	-	-
SA - Cobble Hill	19	6	0	1.0	25	7	0	1.0	+6	+1	-	-
P368K@H429	4	3	1	0	4	4	1	0	-	+1	-	-

**2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, in 2016-2017, SA - Cobble Hill will expand to serve students in kindergarten through fifth grade.<sup>12</sup> The table below summarizes the projected enrollment, grade span and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 in 2016-2017:

School Name	Grade Span and/or Programs	Projected Enrollment	GE/ICT Sections	SC Sections
Global Studies	6-12	210-280	14	2
International Studies	6-12	505-575	22	2
SA - Cobble Hill	PK, K-5	478-598	20	0
P368K@H429	9-12	25-30	0	5

After Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 have received their respective baseline or adjusted baseline Footprint allocations, the following number of excess rooms remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	3	0	1	0

The excess space will be allocated based upon the following factors: the physical location of the available space in relation to the location of each school within the building.

<sup>12</sup> SA- Cobble Hill will also serve students in one section of a full-day pre-kindergarten program.

The table below summarizes the 2016-2017 room allocation plan for Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations.

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		Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Global Studies	Baseline Footprint Allocation	14	3	2.5	0	0	0	2.5	-	-	1	-	14	3	1	2.5
International Studies	Baseline Footprint Allocation	22	3	2.0	0	1	6	4.0	-	-	-	-	22	4	6	2.0
	Adjusted Baseline Allocation	24	1	2.0	0	1	6	4.0	2	-	-	-	26	2	6	2.0
SA - Cobble Hill	Baseline Footprint Allocation	23	3	1.0	1	4	0	4.0	1	-	-	-	25	7	0	1.0
P368K@H429	Baseline Footprint Allocation	0	7	0	1	1	0	1.5	-	-	-	-	1	8	0	0
	Adjusted Baseline Allocation	3	4	0	1	0	1	1.25	-	-	-	-	4	4	1	0

In total:

- Global Studies has been allocated 14 full-size rooms, 3 half-size rooms, 1 quarter-size room, and 2.5 FSE of designed administrative space. This is 1 QS room above its baseline allocation.
- International Studies has been allocated 26 full-size rooms, 2 half-size rooms, 6 quarter-size rooms, and 2.0 FSE of designed administrative space. This is 2 FS rooms above its baseline allocation.
- SA - Cobble Hill has been allocated 25 full-size rooms, 7 half-size rooms, and 1.0 FSE of designed administrative space. This is 1 FS room above its baseline allocation.
- P368K@H429 has been allocated 4 full-size rooms, 4 half-size rooms, and 1 quarter-size room.

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)
Global Studies	14	3	1	2.5	14	3	1	2.5	-	-	-	-
International Studies	26	2	6	2.0	26	2	6	2.0	-	-	-	-
SA - Cobble Hill	25	7	0	1.0	25	7	0	1.0	-	-	-	-
P368K@H429	4	4	1	0	4	4	1	0	-	-	-	-

**2017-2018 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**<sup>13</sup>

The table below summarizes the projected enrollment, grade span and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 in 2017-2018:

School Name	Grade Span and Programs	Projected Enrollment	GE/ICT Sections	SC Sections
Global Studies	6-12	210-280	14	2
International Studies	6-12	550-620	23	2
SA - Cobble Hill	PK, K-5	483-603	20	0
P368K@H429	9-12	25-30	0	5

<sup>13</sup> Although SA- Cobble Hill will be fully phased in and serving its at-scale grade levels during the 2016-2017 school year, this BUP is extended through the 2017-2018 school year to account for projected enrollment growth at International Studies. Thus, the current BUP drawn through the 2017-2018 school year most accurately reflects the projections for all schools and programs at scale in building K293.

After Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 have received their respective baseline or adjusted baseline Footprint allocations, the following number of excess rooms remain.

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	2	0	1	0

The excess space will be allocated based on the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the 2017-2018 room allocation plan for Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 based on their baseline or adjusted 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		Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Global Studies	Baseline Footprint Allocation	14	3	2.5	0	0	0	2.5	-	-	1	-	14	3	1	2.5
	Adjusted Baseline Allocation	25	1	2.0	0	1	6	4.0	1	-	-	-	26	2	6	2.0
SA - Cobble Hill	Baseline Footprint Allocation	23	3	1.0	1	4	0	4.0	1	-	-	-	25	7	0	1.0
	Adjusted Baseline Allocation	3	4	0	1	0	1	1.25	-	-	-	-	4	4	1	0

In total:

- Global Studies has been allocated 14 full-size rooms, 3 half-size rooms, 1 quarter-size room, and 2.5 FSE of designed administrative space. This is 1 QS room above its baseline allocation.

- International Studies has been allocated 26 full-size rooms, 2 half-size rooms, 6 quarter-size rooms, and 2.0 FSE of designed administrative space. This is 1 FS room above its baseline allocation.
- SA - Cobble Hill has been allocated 25 full-size rooms, 7 half-size rooms, and 1.0 FSE of designed administrative space. This is 1 FS room above its baseline allocation.
- P368K@H429 has been allocated 4 full-size rooms, 4 half-size rooms, and 1 quarter-size room.

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)
Global Studies	14	3	1	2.5	14	3	1	2.5	-	-	-	-
International Studies	26	2	6	2.0	26	2	6	2.0	-	-	-	-
SA - Cobble Hill	25	7	0	1.0	25	7	0	1.0	-	-	-	-
P368K@H429	4	4	1	0	4	4	1	0	-	-	-	-

### Shared Space Plan

A proposed Shared Space plan for the 2016-2017 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 K293. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is 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 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 allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website,<sup>14</sup> 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.<sup>15</sup> Where possible, the proposed schedule maintains the current school's allocation of time in each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year. Because SA - Cobble Hill will be expanding if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to the other schools this year in the shared spaces that are to be shared in future years so that all students in the building may be accommodated in the following school years.

In planning how Global Studies, International Studies, P368K@H429 and SA - Cobble Hill 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. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on 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.

#### Cafeteria

##### Cafeteria

- The cafeteria in K293 has a capacity of 602.
- The total time allocated to each organization in the cafeteria is based upon 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.
  - In the proposed schedule below, Global Studies is allocated 45 minutes daily, International Studies is allocated 1 hour and 50 minutes daily, P368K@H429 is allocated 45 minutes daily, and SA - Cobble Hill is allocated 1 hour and 40 minutes daily.
- With regards to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at the schools in K293. Global Studies, International Studies, and P368K@H429 each receive 35 minutes daily for breakfast, while SA - Cobble Hill receives 30 minutes daily for breakfast.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

<sup>14</sup> See the DOE's School Food website at: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoodsched=17221](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221).

<sup>15</sup> See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

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

### Gymnasium

- There is one gymnasium in the building with the capacity to serve 651 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that Global Studies receives 45 minutes daily, International Studies receives 2 hours and 30 minutes daily, SA - Cobble Hill receives 2 hours and 35 minutes daily, and P368K@H429 receives 40 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

### 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 Global Studies receives 45 minutes daily, International Studies receives 1 hour and 40 minutes daily, SA - Cobble Hill receives 1 hour and 40 minutes daily, and P368K@H429 receives 40 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

### Auditorium

- There is one auditorium in the building, which has the capacity to hold 602 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that Global Studies receives 40 minutes daily, International Studies receives 1 hour and 15 minutes daily, SA - Cobble Hill receives 1 hour and 15 minutes daily, and P368K@H429 receives 40 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

### Dance Room

- There is one dance room in the building.
- The DOE proposes that the dance room be allocated relative to the projected enrollments of each school.

- The DOE proposes that Global Studies receives 40 minutes daily, International Studies receives 1 hour and 20 minutes daily, SA - Cobble Hill receives 1 hour and 20 minutes daily, and P368K@H429 receives 40 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

#### Fitness/Weight Room

- There is one fitness/weight room in the building.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that Global Studies receives 45 minutes daily, International Studies receives 2 hours and 30 minutes daily, SA - Cobble Hill receives 2 hours and 35 minutes daily, and P368K@H429 receives 40 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

#### **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 2016-2017, Global Studies is projected to serve 210-280 students, International Studies is projected to serve 505-575 students, SA - Cobble Hill is projected to serve 478-598 students, and P368K@H429 is projected to serve 25-30 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the day International Studies' schedule runs from 8:10 am-2:30 pm, Global Studies' and P368K@H429's schedule runs from 8:20 am-2:40 pm, and SA - Cobble Hill's schedule runs from 7:45 am-4:30 pm.

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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 602)	<p><b>Breakfast:</b> SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p><b>Lunch</b> Global Studies &amp; P368K@H429 10:30am-11:15am SA - Cobble Hill 11:20am-1:00pm International Studies 1:05pm-2:55pm</p>	<p><b>Breakfast:</b> SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p><b>Lunch</b> Global Studies &amp; P368K@H429 10:30am-11:15am SA - Cobble Hill 11:20am-1:00pm International Studies 1:05pm-2:55pm</p>	<p><b>Breakfast:</b> SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p><b>Lunch</b> Global Studies &amp; P368K@H429 10:30am-11:15am SA - Cobble Hill 11:20am-1:00pm International Studies 1:05pm-2:55pm</p>	<p><b>Breakfast:</b> SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p><b>Lunch</b> Global Studies &amp; P368K@H429 10:30am-11:15am SA - Cobble Hill 11:20am-1:00pm International Studies 1:05pm-2:55pm</p>	<p><b>Breakfast:</b> SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p><b>Lunch</b> Global Studies &amp; P368K@H429 10:30am-11:15am SA - Cobble Hill 11:20am-1:00pm International Studies 1:05pm-2:55pm</p>
<b>Gymnasium</b> (Capacity: 651)	<p>Global Studies 9:00am-9:45am SA - Cobble Hill 9:50am-11:30am 2:05pm-3:00pm International Studies 8:10am-9:00am 11:35am-1:15pm P368K@H429 1:20pm-2:00pm</p>				
<b>Library</b>	<p>SA - Cobble Hill 8:00am-9:40am International Studies 9:45am-11:25am Global Studies 12:05pm-12:50pm P368K@H429 2:00pm-2:40pm</p>				
<b>Auditorium</b> (Capacity: 602)	<p>International Studies 8:25am-9:40am Global Studies 9:50am-10:30am P368K@H429 11:20am-12:00pm SA - Cobble Hill 1:10pm-2:25pm</p>				

<p><b>Dance Room</b></p>	<p><b>P368K@H429</b>            9:45am-10:25am  <b>Global Studies</b>            11:20am-12:00pm  <b>International Studies</b>            12:10pm-1:30pm  <b>SA - Cobble Hill</b>            1:40pm-3:00pm</p>	<p><b>P368K@H429</b>            9:45am-10:25am  <b>Global Studies</b>            11:20am-12:00pm  <b>International Studies</b>            12:10pm-1:30pm  <b>SA - Cobble Hill</b>            1:40pm-3:00pm</p>	<p><b>P368K@H429</b>            9:45am-10:25am  <b>Global Studies</b>            11:20am-12:00pm  <b>International Studies</b>            12:10pm-1:30pm  <b>SA - Cobble Hill</b>            1:40pm-3:00pm</p>	<p><b>P368K@H429</b>            9:45am-10:25am  <b>Global Studies</b>            11:20am-12:00pm  <b>International Studies</b>            12:10pm-1:30pm  <b>SA - Cobble Hill</b>            1:40pm-3:00pm</p>	<p><b>P368K@H429</b>            9:45am-10:25am  <b>Global Studies</b>            11:20am-12:00pm  <b>International Studies</b>            12:10pm-1:30pm  <b>SA - Cobble Hill</b>            1:40pm-3:00pm</p>
<p><b>Fitness/Weight Room</b></p>	<p><b>Global Studies</b>            9:00am-9:45am  <b>SA - Cobble Hill</b>            9:50am-11:30am            2:05pm-3:00pm  <b>International Studies</b>            8:10am-9:00am            11:35am-1:15pm  <b>P368K@H429</b>            1:20pm-2:00pm</p>	<p><b>Global Studies</b>            9:00am-9:45am  <b>SA - Cobble Hill</b>            9:50am-11:30am            2:05pm-3:00pm  <b>International Studies</b>            8:10am-9:00am            11:35am-1:15pm  <b>P368K@H429</b>            1:20pm-2:00pm</p>	<p><b>Global Studies</b>            9:00am-9:45am  <b>SA - Cobble Hill</b>            9:50am-11:30am            2:05pm-3:00pm  <b>International Studies</b>            8:10am-9:00am            11:35am-1:15pm  <b>P368K@H429</b>            1:20pm-2:00pm</p>	<p><b>Global Studies</b>            9:00am-9:45am  <b>SA - Cobble Hill</b>            9:50am-11:30am            2:05pm-3:00pm  <b>International Studies</b>            8:10am-9:00am            11:35am-1:15pm  <b>P368K@H429</b>            1:20pm-2:00pm</p>	<p><b>Global Studies</b>            9:00am-9:45am  <b>SA - Cobble Hill</b>            9:50am-11:30am            2:05pm-3:00pm  <b>International Studies</b>            8:10am-9:00am            11:35am-1:15pm  <b>P368K@H429</b>            1:20pm-2:00pm</p>

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414,<sup>16</sup> 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 comprises 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/designees of Global Studies, International Studies, SA - Cobble Hill, and P368K@H429 will be part of the K293 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of all schools 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 expansion of SA - Cobble Hill will be addressed on an ongoing basis. Moreover, the Safety Plan for the K293 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of all schools at K293 will enter information in the K293 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 in K293, and that 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 K293 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.

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<sup>16</sup> Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2014<sup>17</sup> co-located schools must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the Building Council. The Building Council shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially 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 composed 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 Building Council. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

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<sup>17</sup> Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".