REVISED BUILDING UTILIZATION PLAN: K285

INTRODUCTION

As described in greater detail in the attached revised Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and temporarily co-locate the kindergarten and first grade of Uncommon Kings Collegiate Charter School (84K608, "Uncommon Kings Collegiate") in building K285 ("K285") with I.S. 285 Meyer Levin (18K285, "I.S. 285"), an existing district middle school that serves students in sixth through eighth grades, beginning in the 2016-2017 school year and ending at the conclusion of the 2017-2018 school year. K285, which is located at 5909 Beverley Road, Brooklyn, NY 11203, in Community School District 18 ("District 18"), also houses one community-based organization ("CBO"), Sports and Arts. 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.

Based on public input from the impacted communities, the DOE is now issuing a revised EIS and this revised BUP, amending the proposal to open and co-locate Uncommon Kings Collegiate in K285 with I.S. 285. In the EIS and BUP posted on March 4th, 2016 the DOE proposed that Uncommon Kings Collegiate open in K285 in the 2016-2017 school year, serving approximately 55-65 students in kindergarten and adding one grade level each year until it reached full scale in the 2020-2021 school year, at which time it would serve approximately 275-325 students in kindergarten through fourth grade. In response to community feedback, the DOE is revising the proposal to instead open and temporarily co-locate Uncommon Kings Collegiate's kindergarten and first grade in K285 for the 2016-2017 and 2017-2018 school years while the DOE evaluates and identifies an alternate location for Uncommon Kings Collegiate's elementary school grades. The attached revised EIS and this revised BUP reflect the change from the opening and permanent co-location of kindergarten through fourth grade of Uncommon Kings Collegiate in K285 to the temporary siting of kindergarten and first grade of Uncommon Kings Collegiate in K285 for the 2016-2017 and 2017-2018 school years.

If this revised proposal is approved, Uncommon Kings Collegiate will open and serve approximately 55-65 kindergarten students in K285 in the 2016-2017 school year and will serve approximately 110-130 kindergarten and first grade students in K285 in the 2017-2018 school year. Beginning in the 2018-2019 school year, kindergarten and first grade of Uncommon Kings Collegiate will no longer be co-located with I.S. 285 in K285. Rather, students attending Uncommon Kings Collegiate for elementary school will continue to be served by Uncommon Kings Collegiate, albeit at an alternative location that is yet to be determined. Should an alternate location be identified earlier, the DOE will work to re-site Uncommon Kings Collegiate out of K285 before the conclusion of the 2017-2018 school year.

Pursuant to the New York Charter Schools Act of 1998 (as amended), the following plan outlines the proposed allocation of classrooms and administrative space between I.S. 285 and Uncommon Kings Collegiate if this revised proposal is approved by the Panel for Educational Policy ("PEP"). It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between I.S. 285 and Uncommon Kings Collegiate including, but not limited to, cafeterias, libraries, and gymnasiums to assure equitable access to such facilities. Schools' allocations are based on the Citywide Instructional Footprint ("Footprint"), which prescribes a minimum 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.[1] 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 ("SSC") is also included. Please refer to the revised 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 revised proposal is approved by the PEP.

METHODOLOGY

The DOE has applied the Footprint to all schools outlined in this plan to allocate rooms in an unbiased manner, and has divided any remaining excess space equitably based on the proportion of the total students in the building enrolled by each school, 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

[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 DOE Footprint can be found at: http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional Footprint

As noted above, 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 ("ICT") section 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
0-250	2

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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Therefore, each principal makes decisions about how and where students will be served within the space allocated to the school. The DOE also provides 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 performed on January 21, 2016 by a representative of the Office of Space Planning, K285 has a total of 46 full-size rooms,[2] 15 half-size rooms,[3] 5 quarter-size rooms,[4] and 2.5 FSE rooms of designed administrative office space. K285 also contains an auditorium, cafeteria, library, and gymnasium. In addition, 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 room of designed administrative space.
- The School Based Support Team occupies 1 half-size space.
- The Teacher's Café occupies 1 half-size space.
- The custodian's office occupies 1 half-size space.
- The CBO Sports and Arts occupies 1 half-size space.

Excluding the spaces outlined above, K285 has a total of 46 full-size rooms, 11 half-size rooms, 5 quarter-size rooms, and the full-size equivalent of 1.5 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Total	46	15	5	2.5
Shared Spaces or Building Services	0	4	0	1.0
Remaining to Be Allocated	**46**	**11**	**5**	**1.5**

[2] Full-size classrooms have an area of 500 square feet or more.
[3] Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.
[4] Quarter-size rooms are smaller than 240 square feet.

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at I.S. 285 in the 2015-2016 school year:

School Name	Enrollment[5]	Grade Span	GE/ ICT Sections	SC Sections
I.S. 285	701	6-8	23	6

The DOE has adjusted I.S. 285's baseline Footprint allocation due to the lack of half-size spaces available in the building that are appropriate for instructional purposes. The DOE has allocated I.S. 285 2 full-size rooms in lieu of 2 half-size rooms.

The table below summarizes I.S. 285's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, as well as the additional (excess) space above I.S. 285's adjusted baseline Footprint allocation that I.S. 285 is currently using.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Current 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)
I.S. 285	Baseline Footprint Allocation	24	9	-	-	-	-	5.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	26	7	1.5	1	4	4	5.5	19	0	1	0	46	11	5	1.5

In total, I.S. 285 is currently allocated 46 full-size rooms, 11 half-size rooms, 5 quarter-size rooms and 1.5 FSE of designed administrative space. This allocation includes 19 full-size rooms and 1 quarter-size room in excess of I.S. 285's adjusted baseline Footprint allocation. The table below summarizes the available space within K285 after I.S. 285 has received its adjusted baseline allocation.

[5] Based on the 2015-2016 Audited Register as of October 31, 2015, excluding Long Term Absence ("LTA") students who have been absent continuously for 30 days or more as of October 31, 2015.

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Adjusted Baseline Allocation[6]	19	0	1	0

2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If the revised proposal to open and temporarily co-locate Uncommon Kings Collegiate is approved, beginning in 2016-2017, Uncommon Kings Collegiate will serve students in kindergarten alongside I.S. 285 students. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2016-2017 school year:

School Name	Projected Enrollment[7]	Grade Span	GE/ICT Sections	SC Sections
I.S. 285	585-615	6-8	19	6
Uncommon Kings Collegiate	55-65	K	3	0

The DOE has adjusted I.S. 285's baseline Footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes. The DOE has allocated I.S. 285 5 full-size rooms in lieu of 5 half-size rooms. This adjustment of 5 full-size rooms for 5 half-size rooms has been made to the baseline Footprint allocation for I.S. 285 in each year of room allocations presented in this document moving forward. After I.S. 285 and Uncommon Kings Collegiate have received their respective adjusted baseline Footprint allocation and baseline Footprint allocation of rooms, the following excess rooms will remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	13	2	1	0

The excess space will be allocated between I.S. 285 and Uncommon Kings Collegiate based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

[6] Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in K285 less the current space allocation for each school.
[7] Charter school projections in this revised BUP are based on authorized enrollment pursuant to the charter application except if otherwise indicated.

The table below summarizes the full 2016-2017 room allocation plan for I.S. 285 and Uncommon Kings Collegiate based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations:[8]

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
I.S. 285	Baseline Footprint Allocation	20	9	-	-	-	-	5.0	-	-	-	-	-	-	-	-
I.S. 285	Adjusted Baseline Allocation	25	4	1.5	2	1	4	5.0	12	2	1	0	39	7	5	1.5
Uncommon Kings Collegiate	Baseline Footprint Allocation	5	2	0	1	2	0	2.0	1	0	0	0	7	4	0	0

As indicated in the preceding chart, in 2016-2017:

- The DOE will allocate I.S. 285 39 full-size rooms, 7 half-size rooms, 5 quarter-size rooms and 1.5 FSE rooms of designed administrative space. This allocation includes 12 full-size rooms, 2 half-size rooms and 1 quarter-size room in excess of I.S. 285's adjusted baseline Footprint allocation.
- The DOE will allocate Uncommon Kings Collegiate 7 full-size rooms and 4 half-size rooms. This allocation includes 1 full-size room in excess of Uncommon Kings Collegiate's baseline Footprint allocation.

[8] More information about the Footprint can be found online at http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional Footprint.

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

ROOM CHANGE (+/-)	CURRENT 2015-2016 TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
I.S. 285	46	11	5	1.5	39	7	5	1.5	-7	-4	0	0
Uncommon Kings Collegiate	0	0	0	0	7	4	0	0	+7	+4	0	0

2017-2018 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If the revised proposal to open and temporarily co-locate Uncommon Kings Collegiate is approved, in 2017-2018 Uncommon Kings Collegiate will serve students in kindergarten through first grade alongside I.S. 285. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2017-2018 school year:

School Name	Projected Enrollment	Grade Span	GE/ICT Sections	SC Sections
I.S. 285	560-590	6-8	18	6
Uncommon Kings Collegiate	110-130	K-1	5	0

After I.S. 285 and Uncommon Kings Collegiate have received their respective adjusted baseline Footprint allocation and baseline Footprint allocation of rooms, the following excess rooms remain:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	11	3	1	0

The excess space will be allocated between I.S. 285 and Uncommon Kings Collegiate based upon the enrollment of the 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 full 2017-2018 room allocation plan for I.S. 285 and Uncommon Kings Collegiate based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations:

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
I.S. 285	Baseline Footprint Allocation	19	9	-	-	-	-	5.0	-	-	-	-	-	-	-	-
I.S. 285	Adjusted Baseline Allocation	24	4	1.5	2	1	4	5.0	10	2	1	0	36	7	5	1.5
Uncommon Kings Collegiate	Baseline Footprint Allocation	7	2	0	2	1	0	2.5	1	1	0	0	10	4	0	0

As indicated in the preceding chart, in 2017-2018:

- The DOE will allocate I.S. 285 36 full-size rooms, 7 half-size rooms, 5 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 10 full-size rooms, 2 half-size rooms and 1 quarter-size room in excess of I.S. 285's adjusted baseline Footprint allocation.
- The DOE will allocate Uncommon Kings Collegiate 10 full-size rooms and 4 half-size rooms. This allocation includes 1 full-size room and 1 half-size room in excess of Uncommon Kings Collegiate's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
I.S. 285	39	7	5	1.5	36	7	5	1.5	-3	0	0	0
Uncommon Kings Collegiate	7	4	0	0	10	4	0	0	+3	0	0	0

Shared Space Plan

A proposed Shared Space Plan ("SSP") 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 K285. The final shared space plan will be collaboratively drafted by the Building Council ("BC") if the proposed opening and temporary co-location is approved by the PEP. The allocated time for each of the co-located schools in subsequent years will be adjusted based on the phase-in process of Uncommon Kings Collegiate, as well as the total enrollment.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SSP

This proposed SSP is based upon each school's projected enrollment and other relevant factors further described below for each school. Although the DOE has proposed how the shared spaces in the building may be utilized, BCs are free to deviate from the proposed SSP to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the BC comes to an agreement of the final SSP collaboratively. (NOTE: The BC will revisit the SSP 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 BC 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 SSP is based on projected enrollments for I.S. 285's current space allocations, I.S. 285's lunch schedule as described on the DOE School Food website,[9] the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of I.S. 285 based on the Office of Pupil Transportation's bus schedule for a regular school day as well as the anticipated school day for Uncommon Kings Collegiate.[10] Where possible, the proposed SSP maintains I.S. 285's current allocation of time for breakfast and lunch. If this revised proposal is approved, 2016-2017 will be the first year that Uncommon Kings Collegiate will be co-located in the building and therefore, it may be necessary to shorten or change some of the times that have been used by I.S. 285 so that all students in the building may be accommodated in 2016-2017 and subsequent school years.

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon I.S. 285'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.
- In the proposed plan below, I.S. 285 and Uncommon Kings Collegiate are allocated separate lunch times in the cafeteria, which has the capacity to hold 540 students.
- The DOE proposes that I.S. 285 receive the greatest amount of time in the cafeteria because this school will serve the greatest number of students in the 2016-2017 school year. In the proposed plan, I.S. 285 will be allocated 2 hours daily in the cafeteria for lunch. Uncommon Kings Collegiate will be allocated 45 minutes daily in the cafeteria for lunch.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at I.S. 285, which currently uses the cafeteria from 7:30 a.m. to 8:40 a.m. for breakfast. I.S. 285 will continue to be allocated the cafeteria for breakfast from 7:30 a.m. to 8:40 a.m. Uncommon Kings Collegiate will be allocated the cafeteria from 7:00 a.m. to 7:15 a.m. for breakfast.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 380 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.

[9] See the DOE's School Food website at: http://www.schoolfoodnyc.org/school_search/school_map.aspx?school=I.S.%20285%20Meyer%20Levin&b=&zip=
[10] See DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

- The DOE proposes that I.S. 285 receive the greatest amount of time in the gymnasium because this school will serve the greatest number of students in the 2016-2017 school year. I.S. 285 has been allocated 3 hours and 30 minutes daily. Uncommon Kings Collegiate has been allocated 45 minutes daily.

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that I.S. 285 receive the greatest amount of time in the library because this school will serve the greatest number of students in the 2016-2017 school year. I.S. 285 has been allocated 3 hours and 30 minutes daily. Uncommon Kings Collegiate has been allocated 45 minutes daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 470 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that I.S. 285 receive the greatest amount of time in the auditorium because this school will serve the greatest number of students in the 2016-2017 school year. I.S. 285 has been allocated 3 hours and 30 minutes daily. Uncommon Kings Collegiate has been allocated 45 minutes daily.

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. 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, Uncommon Kings Collegiate is projected to serve 55-65 students, and I.S. 285 is projected to serve 585-615 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, I.S. 285's school day runs from approximately 8:20 a.m. to 2:40 p.m. Monday through Friday. Uncommon Kings Collegiate's school day runs from approximately 7:15 a.m. to 4:20 p.m. Monday through Thursday and 7:15 a.m. to 1:30 p.m. on Fridays. The DOE has based the start and end times for Uncommon Kings Collegiate's school day on the school day of other Uncommon Charter Schools already in operation. As such, Uncommon Kings Collegiate's school day is expected to run from approximately 7:15 a.m. to 4:20 p.m. Monday through Thursday and 7:15 a.m. to 1:30 p.m. on Fridays.

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
Cafeteria (Capacity: 540)	**Breakfast:** **I.S. 285** 7:30a.m.-8:40a.m. **Uncommon Kings Collegiate** 7:00a.m.-7:15a.m.	**Breakfast:** **I.S. 285** 7:30a.m.-8:40a.m. **Uncommon Kings Collegiate** 7:00a.m.-7:15a.m.	**Breakfast:** **I.S. 285** 7:30a.m.-8:40a.m. **Uncommon Kings Collegiate** 7:00a.m.-7:15a.m.	**Breakfast:** **I.S. 285** 7:30a.m.-8:40a.m. **Uncommon Kings Collegiate** 7:00a.m.-7:15a.m.	**Breakfast:** **I.S. 285** 7:30a.m.-8:40a.m. **Uncommon Kings Collegiate** 7:00a.m.-7:15a.m.
	Lunch: **I.S. 285** 10:30a.m.-12:30p.m. **Uncommon Kings Collegiate** 12:30p.m.-1:15p.m.	**Lunch:** **I.S. 285** 10:30a.m.-12:30p.m. **Uncommon Kings Collegiate** 12:30p.m.-1:15p.m.	**Lunch:** **I.S. 285** 10:30a.m.-12:30p.m. **Uncommon Kings Collegiate** 12:30p.m.-1:15p.m.	**Lunch:** **I.S. 285** 10:30a.m.-12:30p.m. **Uncommon Kings Collegiate** 12:30p.m.-1:15p.m.	**Lunch:** **I.S. 285** 10:30a.m.-12:30p.m. **Uncommon Kings Collegiate** 12:45p.m.-1:30p.m.
Gymnasium (Capacity: 380)	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 10:30a.m.-11:15a.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 10:30a.m.-11:15a.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 10:30a.m.-11:15a.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 10:30a.m.-11:15a.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 10:30a.m.-11:15a.m.
Library	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:30a.m.-12:15p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:30a.m.-12:15p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:30a.m.-12:15p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:30a.m.-12:15p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:30a.m.-12:15p.m.
Auditorium (Capacity: 470)	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:15a.m.-12:00p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:15a.m.-12:00p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:15a.m.-12:00p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:15a.m.-12:00p.m.	**I.S. 285** 8:45a.m.-10:30a.m. 12:30p.m.-2:15p.m. **Uncommon Kings Collegiate** 11:15a.m.-12:00p.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,[11] every school/campus must have a School Safety Committee ("SSC"). 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 the principal(s); designees 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 SSC must meet once each month. During each school year, one annual Town Hall meeting must also be held, which is open to all parents in the schools/campus. The meeting is conducted for the purpose of allowing parents to discuss concerns regarding the school, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

The committee is also responsible for developing a comprehensive School Safety Plan ("SSP") 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 SSP model. Each program operating within a school must enter program-specific information in the SSP. Safety plans are updated annually by the SSC in order to meet changing security needs, changes in organization, and building conditions and other factors. In addition, the SSC recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, if the revised proposal is approved, the respective leader(s)/designee(s) of I.S. 285 and Uncommon Kings Collegiate will be part of the K285 SSC. As a member of the SSC, the leaders/designees of I.S. 285 and Uncommon Kings Collegiate will participate in the development of the building's SSP and ensure that any security-related issues or needs which may arise with respect to the co-location of Uncommon Kings Collegiate with I.S. 285 will be addressed on an ongoing basis. Moreover, the SSP for the K285 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader(s)/designee(s) of I.S. 285 and Uncommon Kings Collegiate will enter information in the K285 schools' overall SSP 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 K285, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the SSP.

The completed SSP for the K285 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 SSP 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 2014,[12] co-located schools must actively participate in a 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.

An 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 reviews the implementation of the 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 Schools Act, the SSC reviews implementation of the current building space plans in place at those buildings. The SSC meets at least four times per year.

---

[11] Chancellor's Regulation A-414 is available at http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf.
[12] The Campus Policy Memo 2014 is available at http://schools.nyc.gov/community/campusgov/default.htm.

The SSC is 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 must be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.