

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate Success Academy Charter School - New York 3 (84KTBD, "SA - New York 3"), a new public elementary charter school that will serve students in kindergarten through fourth grade, in building K096 ("K096") located at 99 Avenue P, Brooklyn, NY 11204, in Community School District 21 ("District 21"), beginning in the 2014-2015 school year. SA - New York 3 will be co-located in K096 with existing school I.S. 096 Seth Low (21K096, "I.S. 096"). I.S. 096 is a middle school that enrolls students through the District 21 Middle School Choice Process into two different middle school programs: a zoned program and a screened program, the Seth Low Magnet Program. 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.

SA - New York 3 has submitted a preliminary application for charter authorization from the State University of New York Trustees ("SUNY") to serve students in kindergarten through fifth grade. The proposal to co-locate SA - New York 3 in K096 described in this EIS is contingent upon SUNY's approval of SA - New York 3's application for charter authorization. Only SUNY has the authority to approve or deny SA - New York 3's application for charter authorization. If SUNY does not approve SA - New York 3's charter application, this proposal will not be implemented. Should SUNY deny SA - New York 3's application, the DOE may propose an alternate use of space in K096 that involves a significant change in school utilization, which would be the subject of a future EIS in accordance with Chancellor's Regulation A-190. For the purposes of this proposal, it is assumed that SUNY will approve SA - New York 3's application.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between I.S. 096 and SA - New York 3. It also includes a proposal for the collaborative usage of shared resources and spaces between I.S. 096 and SA - New York 3 during the 2014-2015 year, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

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

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed, and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. For serving kindergarten through fifth grades and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving kindergarten through fifth grades receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

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

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

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

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey completed on July 21, 2012 and a desk review completed on May 29, 2013 by the Office of Space Planning, building K096 has a total of 65 full-size classrooms/spaces,¹ 6 half-size classrooms/spaces,² 8 quarter-size spaces³, and the full-size equivalent of 4.0 rooms of designed administrative office/space. The K096 building also contains two gymnasiums, an auditorium, a cafeteria, a band room, a dance room and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The school nurse's office occupies 0.5 FSE of designed administrative space.
- The custodian's office occupies one quarter-size space.
- The School Based Support Team occupies 1.0 FSE of designed administrative space.
- The dance room occupies one full-size space.
- The band room occupies one full-size space.
- A Beacon, a community-based organization ("CBO") occupies one full-size space
- A United Federation of Teachers ("UFT") Center occupies one half-size space.

¹ Full-size classrooms have an area of 500 square feet or more.

² Half-size classrooms have an area of less than 500 square feet but greater than or equal to 240 square feet.

³ Quarter-size classrooms have an area of less than 240 square feet.

Excluding the spaces outlined above, the K096 building has a total of 62 full-size classrooms, 5 half-size classrooms/spaces, 7 quarter-size space, and the equivalent of 2.5 full-size designed administrative office/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	65	6	8	4.0
Building Spaces	3	1	1	1.5
Total to be Allocated	62	5	7	2.5

2013-2014 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at I.S. 096 in 2013-2014.

2013-2014	Total Enrolled ⁴	GE/ICT Sections	SC Sections
I.S. 096	743	24	5

The table below summarizes I.S. 096's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that the school is currently using. Although I.S. 096's baseline footprint calls for eight half-size rooms for self-contained instruction and resource purposes, the DOE has allocated six additional full-size rooms in lieu of six half-size rooms because many of the half-size rooms in the building are not suitable for self-contained instruction or for resource purposes. This adjustment is made every year of the proposal unless otherwise stated.

⁴ 2013-2014 Budget Register Projections

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
I.S. 096	Baseline Footprint Allocation	26	8	2.5	0	3	2	4.5	26	11	2	2.5
	Adjusted Baseline Allocation	32	2	2.5	0	3	2	4.5	32	5	2	2.5
	Current Space Allocation	62	2	2.5	0	3	7	5.75	62	5	7	2.5

As demonstrated in the table above, I.S. 096 is currently using classrooms in excess of its baseline Footprint allocation. The table below summarizes the available space within K096 after I.S. 096 has received its adjusted baseline allocations, some of which will be allocated to SA - New York 3 for the 2014-2015 school year.

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	30	0	5	0.0

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in the 2014-2015 school year, SA - New York 3 will serve kindergarten and first-grade students in K096. I.S. 096 will continue to serve sixth through eighth grade students. There will be 62 full-size classrooms/spaces, 5 half-size classrooms/spaces, 7 quarter-size space, and the equivalent of 2.5 full-size designed administrative offices/spaces in K096 to allocate between I.S. 096 and SA - New York 3.

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

2014-2015	Projected Enrollment ⁵	GE/ICT Sections	SC Sections
I.S. 096	675 - 705	27	5
SA - New York 3	150 - 200	8	0

I.S. 096 currently serves 24 GE/ICT sixth through eighth grade sections, and their projected enrollment for 2013-2014 and beyond is based on the 2013-2014 Budget Register Projections and the forward promotion of current cohorts. However, elementary-level enrollment patterns in the school's zone indicate that I.S. 096 may take in an increased number of sixth grade students in future years. As such, the DOE has allocated additional general education/ICT sections to I.S. 096 in the BUP in 2014-2015 and all subsequent years.

The excess space will be allocated to I.S. 096 and SA - New York 3 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and relative enrollment of each school.

After I.S. 096 and SA - New York 3 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated.

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	14	0	5	0.0

SA - New York 3's baseline allocation has been adjusted to include one full size room in lieu of one half size room for resource purposes, due to a lack of half size rooms in the building based on building configuration.

⁵ I.S. 96's projected enrollment is based on the 2013-2014 Budget Register Projections. Projections are based on enrollment in the charter application.

The table below summarizes the full 2014-2015 room allocation plan for I.S. 096 and SA - New York 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 096	Baseline Footprint Allocation	29	8	2.5	0	3	2	4.5	0	0	0	0.0	29	11	2	2.5
	Adjusted Baseline Allocation	35	2	2.5	0	3	2	4.5	11	0	4	0.0	46	5	6	2.5
SA - New York 3	Baseline Footprint Allocation	10	1	0.0	2	0	0	2.0	0	0	0	0.0	12	1	0	0.0
	Adjusted Baseline Allocation	11	0	0.0	2	0	0	2.0	3	0	1	0.0	16	0	1	0.0

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

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 096	62	5	7	2.5	46	5	6	2.5	-16	0	-1	0.0
SA - New York 3	0	0	0	0.0	16	0	1	0.0	+16	0	+1	0.0

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2015-2016 school year, SA - New York 3 will serve students in kindergarten through second grades in K096. I.S. 096 will continue to serve students in sixth through eighth grades.

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

2015-2016	Projected Enrollment ⁶	GE/ICT Sections	SC Sections
I.S. 096	660 - 690	27	5
SA - New York 3	210 - 250	12	0

After I.S. 096 and SA - New York 3 have received their respective baseline and adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	8	0	5	0.0

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 among I.S. 096 and SA - New York 3 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

The table below summarizes the full 2015-2016 room allocation plan for I.S. 096 and SA - New York 3 based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation. Due to a lack of half-size rooms in K096, SA - New York 3's baseline allocation for administrative space has been adjusted to include one additional full-size room in lieu of one half-size room. Due to an insufficient amount of half size rooms available, SA – New York 3 has also been allocated two additional full-size resource rooms in lieu of two half-size rooms.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 096	Baseline Footprint Allocation	29	8	2.5	0	3	2	4.5	0	0	0	0.0	29	11	2	2.5
	Adjusted Baseline Allocation	35	2	2.5	0	3	2	4.5	6	0	4	0.0	41	5	6	2.5
SA - New York 3	Baseline Footprint Allocation	14	2	0.0	2	1	0	2.5	0	0	0	0.0	16	3	0	0.0
	Adjusted Baseline Allocation	16	0	0.0	3	0	0	3.0	2	0	1	0.0	21	0	1	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 096	46	5	6	2.5	41	5	6	2.5	-5	0	0	0.0
SA - New York 3	16	0	1	0.0	21	0	1	0.0	+5	0	0	0.0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2016-2017 school year, SA - New York 3 will serve students in kindergarten through third grades in K096. I.S. 096 will continue to serve students in sixth through eighth grades.

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

2016-2017	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
I.S. 096	660 - 690	27	5
SA - New York 3	350 - 450	16	0

⁷ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After I.S. 096 and SA - New York 3 have received their respective baseline and adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	2	0	5	0.0

The excess space will be allocated between I.S. 096 and SA - New York 3 based upon the following factors: the physical location of the available space in relation to the location of each school within the building, and enrollment of the schools.

The table below summarizes the full 2016-2017 room allocation plan for I.S. 096 and SA - New York 3 based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation. Due to a lack of half-size rooms in K096, SA - New York 3's baseline allocation for administrative space has been adjusted to include one additional full-size room in lieu of one half-size room. Due to an insufficient amount of half size rooms available, SA -New York 3 has also been allocated two additional full- size resource rooms in lieu of two half- size rooms

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 096	Baseline Footprint Allocation	29	8	2.5	0	3	2	4.5	0	0	0	0	29	11	2	2.5
	Adjusted Baseline Allocation	35	2	2.5	0	3	2	4.5	1	0	4	0	36	5	6	2.5
SA - New York 3	Baseline Footprint Allocation	19	2	0.0	3	1	0	3.5	0	0	0	0	22	3	0	0.0
	Adjusted Baseline Allocation	21	0	0.0	4	0	0	4.0	1	0	1	0	26	0	1	0.00

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 096	41	5	6	2.5	36	5	6	2.5	-5	0	0	0.0
SA - New York 3	21	0	1	0.0	26	0	1	0.0	+5	0	0	0.0

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

If this proposal is approved, in the 2017-2018 school year, SA - New York 3 will be fully phased in, serving students in kindergarten through fourth grades in K096. I.S. 096 will continue to serve students in sixth through eighth grades.

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

2017-2018	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
I.S. 096	660 - 690	27	5
SA - New York 3	420 - 570	20	0

Although SA - New York 3 will reach full grade span in the 2017-2018 school year, its enrollment will stabilize in the 2018-2019 school year. SA - New York 3 is planning to program its students in the same number of classes in the 2017-2018 school year as when it reaches stable enrollment in the 2018-2019 school year. SA - New York 3's enrollment in both years has the same baseline allocation of full-size cluster rooms and administrative spaces, and therefore the allocations to the schools in K096 will not change after the 2017-2018 school year.

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

After I.S. 096 and SA - New York 3 have received their respective baseline and adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	4	0.0

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 and enrollment of the schools. The table below summarizes the full 2017-2018 room allocation plan for I.S. 096 and SA - New York 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

The following adjustments have been made to SA – New York 3's baseline Footprint allocation:

- Due to an insufficient amount of half size rooms available, SA – New York 3 has also been allocated three full-size rooms in lieu of three half-size rooms.
- Although SA - New York 3's baseline allocation includes 4.0 FSE of administrative space, there is zero remaining full size, half size or designed administrative rooms in K096 to allocate to the school. As such, SA - New York 3 has been allocated 1.25 FSE, comprised of one full-size room and one quarter-size room, of administrative space. SA- New York 3 will be under its baseline allocation by 2.75 FSE of administrative space.
- Success Academy Charter Schools uses different space programming assumptions than the Footprint and thus is able to effectively deliver instruction within the proposed space allocation. As a result, the DOE has determined that the proposed space allocation is feasible.

Although there are four quarter size rooms in excess, these rooms have been allocated to I.S. 096 due to K096's building configuration.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 096	Baseline Footprint Allocation	29	8	2.5	0	3	2	4.5	0	0	0	0	29	11	2	2.5
	Adjusted Baseline Allocation	35	2	2.5	0	3	2	4.5	0	0	4	0	35	5	6	2.5
SA - New York 3	Baseline Footprint Allocation	23	3	0.0	4	0	0	4.0	0	0	0	0	27	3	0	0.0

2017-2018	Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
	Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
Adjusted Baseline Allocation	26	0	0.0	1	0	1	1.25	0	0	0	0	27	0	1	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 096	36	5	6	2.5	35	5	6	2.5	-1	0	0	0.0
SA - New York 3	26	0	1	0.0	27	0	1	0.0	+1	0	0	0.0

This is the final room allocation for I.S. 096 and SA - New York 3 in K096.

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 K096. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on: projected enrollments for each co-located school; current space allocation; I.S. 096's lunch schedules as described on the DOE School Food website; the total capacity of each shared space; the grades served by each of the co-located schools; and the start and end times of I.S. 096's school day as described on their DOE school portal website.⁹ Where possible, the proposed schedule maintains I.S. 096's current allocation of time for each shared space and re-distributes any remaining time for SA - New York 3. To the extent feasible, shared spaces are allocated in a manner that will allow I.S. 096 to continue using the spaces on a similar schedule next year. Because SA - New York 3 will be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the times that are currently allocated to I.S. 096 and so that all students in the building may be accommodated in the 2014-2015 school year.

In planning how SA - New York 3 and I.S. 096 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria:

Cafeteria

- The cafeteria has the capacity to hold 540 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at I.S. 096. I.S. 096 currently uses the cafeteria for breakfast from 7:10 am until 7:40 am (30 minutes daily), and starts its regular school day at 7:50 am and its extended school day at 8:40 am. The proposed schedule allows I.S. 096 to continue serving breakfast based on its current schedule. SA - New York 3 has been allocated the time period from 7:00 am until 7:30 am (30 minutes daily) for breakfast.
- The DOE proposes that I.S. 096 use the cafeteria for lunch from 11:45 am until 1:30 pm (1 hour and 45 minutes daily) and SA - New York 3 use the cafeteria from 11:00 am until 11:45 am (45 minutes daily). As such, SA - New York 3's lunch time will not overlap or interfere with I.S. 096's lunch time. Given that I.S. 096 currently serves lunch

⁹ See DOE's school portal website for I.S. 096 at <http://schools.nyc.gov/SchoolPortals/21/K096/default.htm>

from 10:42 am until 1:15 pm, this proposed schedule is similar to its current schedule. The Building Council is empowered to make alternative arrangements to the below proposal.

Gymnasium, Library, and Auditorium:

The DOE proposes that time in the gymnasium, library, and auditorium be allocated relative to the projected enrollments of each school. I.S. 096 will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve a larger number of students than SA - New York 3.

Gymnasium

- There are two gymnasiums in the building, which each have a capacity to hold 450 students.
- In the proposed schedule below, I.S. 096 is allocated the largest amount of time in the gymnasiums. In one gymnasium, I.S. 096 has been allocated 4 hours and 30 minutes on Mondays and Fridays and 3 hours and 50 minutes on Tuesdays through Thursdays, for a total of 20.5 hours weekly. SA - New York 3 is allocated 2.5 hours daily for a total of 12.5 hours per week. In the other gymnasium, I.S. 096 has been allocated 6 hours and 10 minutes on Mondays and Fridays, and 6 hours and 20 minutes on Tuesdays through Thursdays. I.S. 096's total time in the second gym is approximately 31 hours per week. SA - New York 3 is not allocated time in the second gymnasium as the school will be able to meet the state gym requirements for students with the time allocated in one gymnasium.
- Because the proposed allocations administer time in the gymnasiums in proportion to each school's projected enrollment, the DOE believes that the proposed allocation is equitable and feasible. The Building Council members, however, are empowered to make additional and alternative allocations.

Library

- I.S. 096 is allocated the largest amount of time in the library. On Mondays and Fridays, the school is allocated 3 hours and 40 minutes and on Tuesdays through Thursday, it is allocated 3 hours and 50 minutes, for a total of 18 hours and 50 minutes weekly based on its projected enrollment. SA - New York 3 is allocated 1 hour and 45 minutes daily or 8 hours and 45 minutes weekly.
- Building Council members are free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council members comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The DOE proposes that I.S. 096 receive the greatest amount of time in the auditorium, 4 hours and 10 minutes on Mondays and Fridays, and 5 hours on Tuesdays through Thursday. This totals 23 hours and 20 minutes weekly. SA - New York 3 is allocated 2 hours daily, for a total of 10 hours weekly. Given that the capacity of the auditorium is 682, the proposed shared space plan below offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Band Room

- Building K096 has one band room.

- This proposed schedule allocates I.S. 096 with 4 hours and 10 minutes on Mondays and Fridays and 4 hours and 20 minutes on Tuesdays through Thursdays, totaling 21 hours and 20 minutes weekly. SA - New York 3 is allocated 2 hours daily (10 hours weekly). The Building Council members, however, are empowered to make additional and alternative allocations.

Dance Room

- Building K096 has one dance room.
- I.S. 096 is allocated the largest amount of time in the dance room: 6 hours daily on Mondays and Fridays and 5 hours and 20 minutes on Tuesdays through Thursdays (28 hours weekly). SA - New York 3 is allocated 1.5 hours daily (7.5 hours weekly) in the dance room. The Building Council members, however, are empowered to make additional and alternative allocations.

After-School Programs:

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:30 pm. Thus, the Building Council should allocate this space as needed for after-school programs.
- As noted above, SA - New York 3 is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. SA - New York 3 and any other school in K096 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces using the process outlined below.
- The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council members comes to an agreement on the final shared space plan collaboratively. This agreement could result in I.S. 096 changing its use of the shared space once SA - New York 3 is co-located in the building.

In 2014-2015, the DOE projects SA - New York 3 will serve approximately 150-200 students and I.S. 096 will serve approximately 675-705 students in building K096. Based on its DOE school portal website, I.S. 096's regular and extended school day will run from approximately 7:50 am to 2:10 pm on Mondays and Fridays, while running from 8:40 am to 3:00 pm Tuesdays through Thursdays. Since SA - New York 3 is a new school, it does not have a current school start or end time; however, the DOE notes that the typical school day of other Success Academy Charter Schools runs from 7:45 a.m. to 4:30 p.m., and it is assumed that SA - New York 3's school day will run from approximately 7:45 am to 4:30 pm.¹⁰

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

¹⁰ See SA – New York 3's website for sample school start and end times: <http://www.successacademies.org/page.cfm?p=605>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 540)	<p><u>Breakfast:</u> I.S. 096 7:10 am - 7:40 am</p> <p>SA - New York 3 7:00 am - 7:30 am</p> <p><u>Lunch:</u> I.S. 096 11:45 am - 1:30 pm</p> <p>SA - New York 3 11:00 am - 11:45 am</p>	<p><u>Breakfast:</u> I.S. 096 7:10 am - 7:40 am</p> <p>SA - New York 3 7:00 am - 7:30 am</p> <p><u>Lunch:</u> I.S. 096 11:45 am - 1:30 pm</p> <p>SA - New York 3 11:00 am - 11:45 am</p>	<p><u>Breakfast:</u> I.S. 096 7:10 am - 7:40 am</p> <p>SA - New York 3 7:00 am - 7:30 am</p> <p><u>Lunch:</u> I.S. 096 11:45 am - 1:30 pm</p> <p>SA - New York 3 11:00 am - 11:45 am</p>	<p><u>Breakfast:</u> I.S. 096 7:10 am - 7:40 am</p> <p>SA - New York 3 7:00 am - 7:30 am</p> <p><u>Lunch:</u> I.S. 096 11:45 am - 1:30 pm</p> <p>SA - New York 3 11:00 am - 11:45 am</p>	<p><u>Breakfast:</u> I.S. 096 7:10 am - 7:40 am</p> <p>SA - New York 3 7:00 am - 7:30 am</p> <p><u>Lunch:</u> I.S. 096 11:45 am - 1:30 pm</p> <p>SA - New York 3 11:00 am - 11:45 am</p>
Gymnasium 1 (Capacity: 450)	<p>I.S. 096 8:00 am - 12:30 pm</p> <p>SA - New York 3 12:30 pm - 3:00 pm</p>	<p>I.S. 096 8:40 am - 12:30 pm</p> <p>SA - New York 3 12:30 pm - 3:00 pm</p>	<p>I.S. 096 8:40 am - 12:30 pm</p> <p>SA - New York 3 12:30 pm - 3:00 pm</p>	<p>I.S. 096 8:40 am - 12:30 pm</p> <p>SA - New York 3 12:30 pm - 3:00 pm</p>	<p>I.S. 096 8:00 am - 12:30 pm</p> <p>SA - New York 3 12:30 pm - 3:00 pm</p>
Gymnasium 2 (Capacity: 450)	<p>I.S. 096 8:00 am - 2:10 pm</p>	<p>I.S. 096 8:40 am - 3:00 pm</p>	<p>I.S. 096 8:40 am - 3:00 pm</p>	<p>I.S. 096 8:40 am - 3:00 pm</p>	<p>I.S. 096 8:00 am - 2:10 pm</p>
Library	<p>I.S. 096 8:00 am - 11:00 am 1:30 pm - 2:10 pm</p> <p>SA - New York 3 11:00 am - 12:45 pm</p>	<p>I.S. 096 8:40 am - 11:00 am 1:30 pm - 3:00 pm</p> <p>SA - New York 3 11:00 am - 12:45 pm</p>	<p>I.S. 096 8:40 am - 11:00 am 1:30 pm - 3:00 pm</p> <p>SA - New York 3 11:00 am - 12:45 pm</p>	<p>I.S. 096 8:40 am - 11:00 am 1:30 pm - 3:00 pm</p> <p>SA - New York 3 11:00 am - 12:45 pm</p>	<p>I.S. 096 8:00 am - 11:00 am 1:30 pm - 2:10 pm</p> <p>SA - New York 3 11:00 am - 12:45 pm</p>
Auditorium (Capacity: 682)	<p>I.S. 096 10:00 am - 2:10 pm</p> <p>SA - New York 3 8:00 am - 10:00 am</p>	<p>I.S. 096 10:00 am - 3:00 pm</p> <p>SA - New York 3 8:00 am - 10:00 am</p>	<p>I.S. 096 10:00 am - 3:00 pm</p> <p>SA - New York 3 8:00 am - 10:00 am</p>	<p>I.S. 096 10:00 am - 3:00 pm</p> <p>SA - New York 3 8:00 am - 10:00 am</p>	<p>I.S. 096 10:00 am - 2:10 pm</p> <p>SA - New York 3 8:00 am - 10:00 am</p>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Dance Room	I.S. 096 8:00 am - 2:00 pm	I.S. 096 8:40 am - 2:00 pm	I.S. 096 8:40 am - 2:00 pm	I.S. 096 8:40 am - 2:00 pm	I.S. 096 8:00 am - 2:00 pm
	SA - New York 3 2:00 pm - 3:30 pm	SA - New York 3 2:00 pm - 3:30 pm	SA - New York 3 2:00 pm - 3:30 pm	SA - New York 3 2:00 pm - 3:30 pm	SA - New York 3 2:00 pm - 3:30 pm
Band Room	I.S. 096 8:00 am - 9:30 am 11:30am - 2:10 pm	I.S. 096 8:40 am - 9:30 pm 11:30am - 3:00pm	I.S. 096 8:40 am - 9:30 pm 11:30am - 3:00pm	I.S. 096 8:40 am - 9:30 pm 11:30am - 3:00pm	I.S. 096 8:00 am - 9:30 am 11:30am - 2:10 pm
	SA - New York 3 9:30 am - 11:30 am	SA - New York 3 9:30 am - 11:30 am	SA - New York 3 9:30 am - 11:30 am	SA - New York 3 9:30 am - 11:30 am	SA - New York 3 9:30 am - 11:30 am

Building Safety and Security

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including: Principal(s); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of SA - New York 3 will be part of the K096 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA - New York 3 will participate in the development of the building's School Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of SA - New York 3 will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K096 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of SA - New York 3 will enter information in the K096 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the K096 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the building's School Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹¹ co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

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

¹¹ The Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".