

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 re-site and co-locate¹ the kindergarten through fifth grades of Success Academy Charter School – Crown Heights (84K741, "SA – Crown Heights"), in building K161 ("K161"), located at 330 Crown Street, Brooklyn, NY, 11225, within the geographical confines of Community School District 17 ("District 17") beginning in 2014-2015. SA – Crown Heights is an existing public charter elementary school serving students in kindergarten through first grade in building K167 ("K167") at 1025 Eastern Parkway, Brooklyn, NY, 11213, in Community School District 17. SA – Crown Heights is authorized by its charter authorizer, the State University of New York Trustees ("SUNY") to serve students in kindergarten through fifth grade. If this re-siting and co-location proposal is approved by the Panel for Educational Policy ("PEP"), SA – Crown Heights' kindergarten through second grades will be re-sited to K161 beginning in the 2014-2015 school year. SA – Crown Heights will add one grade every year until it reaches full scale in K161 in 2017-2018, serving students in kindergarten through fifth grade. Under this proposal, SA – Crown Heights' kindergarten through fifth grades would be co-located in K161 with P.S. 161 The Crown (17K161, "P.S. 161"), an existing zoned district elementary school that currently serves students in kindergarten through fifth grade as well as eighth grade.

In a previous EIS, the DOE proposed to truncate the middle school grades at P.S. 161. The details of the truncation proposal can be found on the DOE's website at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Feb2012Proposals.htm>. The PEP approved the proposal on January 19, 2012.

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 P.S. 161 and SA – Crown Heights. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2014-2015 year between P.S. 161 and SA – Crown Heights, including, but not limited to, cafeterias, libraries, and recreational areas, to assure equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.² Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

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

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

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

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

grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

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

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 performed on July 17, 2013 by a representative of the Office of Space Planning, K161 has a total of 46 full-size ("FS") classrooms/spaces,³ 4 half-size ("HS") classrooms/spaces,⁴ 3 quarter-size ("QS") spaces,⁵ and 2.5 full-size equivalent rooms ("FSE") of designed administrative office space. K161 also contains an auditorium, cafeteria, library, and two playrooms. The below spaces 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 quarter-size space.
- The custodian's office occupies 1 half-size space.
- The School Based Support Team occupies 1.0 FSE of designed administrative space.
- The gymnasium office occupies 1 half-size space.

Excluding the spaces outlined above, K161 has a total of 46 full-size classrooms, 2 half-size classrooms/spaces, 2 quarter-size spaces, and the equivalent of 1.5 FSE designed administrative office spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	46	4	3	2.5
Shared Spaces or Building Services	-	2	1	1.0
Total to be Allocated	46	2	2	1.5

³ Full-size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁵ Quarter-size rooms are smaller than 240 square feet.

2013-2014 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 161 in 2013-2014:

2013-2014	Total Enrolled ⁶	GE/ICT Sections	SC Sections
P.S. 161	533	25	2

The table below summarizes P.S. 161's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
P.S. 161	Baseline Footprint Allocation	28	6	1.5	1	2	2	4.0	29	8	2	1.5
	Adjusted Baseline Allocation	34	0	1.5	1	2	2	4.0	35	2	2	1.5
	Current Space Allocation	44	0	1.5	2	2	2	5.0	46	2	2	1.5

P.S. 161's baseline has been adjusted in the following manner:

- The half-size classrooms/spaces within K161 are not appropriate for self-contained ("SC") special education instruction. Therefore, P.S. 161 has been allocated 2 full-size classrooms in lieu of 2 half-size classrooms to accommodate its SC special education sections. This adjustment has been made to the baseline Footprint allocation for P.S. 161 in each year of room allocations presented in this document going forward except where otherwise indicated.
- The DOE has allocated P.S. 161 four full-size rooms in lieu of four half-size classrooms for use as resource rooms due to an insufficient number of half-size classrooms in K161.

As demonstrated in the table above, P.S. 161 is currently using 11 full-size spaces in excess of its adjusted baseline footprint allocation. The table below summarizes the available space within K161 after P.S. 161 has received its adjusted baseline allocation, some of which will be allocated to SA – Crown Heights for 2014-2015.

⁶ Figures are based on the 2013-2014 Budget Register Projections. Since P.S. 161 will no longer be offering a Gifted & Talented program, the enrollment projections for kindergarten have been adjusted.

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	11	0	0	0

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

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

2014-2015	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
P.S. 161	410 - 470	21	2
SA – Crown Heights	180 - 250	9	0

P.S. 161 will serve students in kindergarten through fifth grade. Its middle school grade truncation will be complete.

After P.S. 161 and SA – Crown Heights have received their respective adjusted baseline Footprint allocations of rooms, there are no remaining unallocated rooms:

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

The table below summarizes the full 2014-2015 room allocation plan for P.S. 161 and SA – Crown Heights based on their adjusted baseline allocations:

⁷ P.S. 161's enrollment projections are based on the 2013-2014 Budget Register Projections. Charter school projections are based on enrollment pursuant to the charter application. Significant changes in enrollment could result in an amendment to this plan.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 161	Baseline Footprint Allocation	24	5	1.5	1	1	2	3.5	0	0	0	0	25	6	2	1.5
	Adjusted Baseline Allocation	29	0	1.5	1	1	2	3.5	0	0	0	0	30	1	2	1.5
SA – Crown Heights	Baseline Footprint Allocation	12	2	0	2	1	0	2.5	0	0	0	0	14	3	0	0
	Adjusted Baseline Allocation	13	1	0	3	0	0	3.0	0	0	0	0	16	1	0	0

P.S. 161's baseline has been adjusted in the following manner:

- The DOE has allocated P.S. 161 three full-size rooms in lieu of three half-size classrooms for use as resource rooms due to an insufficient number of half-size classrooms in K161. Additionally, as described in the year above, two full-size rooms have been allocated to P.S. 161 in lieu of two half-size rooms because of the suitability of the rooms for self-contained instruction.

SA – Crown Heights' baseline has been adjusted in the following manner:

- The DOE has allocated SA – Crown Heights one full-size room in lieu of one half-size room for use as resource room due to an insufficient number of half-size classrooms in K161.
- The DOE has allocated SA – Crown Heights one full-size room in lieu of one half-size room for administrative use due to an insufficient number of half-size rooms in K161.

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)
P.S. 161	46	2	2	1.5	30	1	2	1.5	-16	-1	0	0
SA – Crown Heights	0	0	0	0	16	1	0	0	+16	+1	0	0

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

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

2015-2016	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 161	390 - 450	19	2
SA – Crown Heights	300 - 360	12	0

After P.S. 161 and SA – Crown Heights have received their respective adjusted baseline Footprint allocations of rooms, there are no remaining unallocated rooms:

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

The table below summarizes the full 2015-2016 room allocation plan for P.S. 161 and SA – Crown Heights based on their adjusted baseline allocations:

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

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)
P.S. 161	Baseline Footprint Allocation	22	4	1.5	1	1	2	3.5	0	0	0	0	23	5	2	1.5
	Adjusted Baseline Allocation	26	0	1.5	1	1	2	3.5	0	0	0	0	27	1	2	1.5
SA – Crown Heights	Baseline Footprint Allocation	15	2	0	3	0	0	3.0	0	0	0	0	18	2	0	0
	Adjusted Baseline Allocation	16	1	0	3	0	0	3.0	0	0	0	0	19	1	0	0

P.S. 161's baseline has been adjusted in the following manner:

- The DOE has allocated P.S. 161 two full-size rooms in lieu of two half-size classrooms for use as resource rooms due to an insufficient number of half-size classrooms in K161. Additionally, as described in the year above, two full-size rooms have been allocated to P.S. 161 in lieu of two half-size rooms because of the suitability of the rooms for self-contained instruction.

SA – Crown Heights' baseline has been adjusted in the following manner:

- The DOE has allocated SA – Crown Heights one full-size room in lieu of one half-size room for use as resource room due to an insufficient number of half-size rooms in K161.

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)
P.S. 161	30	1	2	1.5	27	1	2	1.5	-3	0	0	0
SA – Crown Heights	16	1	0	0	19	1	0	0	+3	0	0	0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

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

2016-2017	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
P.S. 161	365 - 425	17	2
SA – Crown Heights	375 - 450	15	0

After P.S. 161 and SA – Crown Heights have received their respective adjustedbaseline Footprint allocations of rooms, there are no remaining unallocated rooms:

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

⁹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

In the third and fourth year of the proposal's implementation, SA – Crown Heights will receive its baseline allocation of instructional rooms, but will not receive certain administrative space that it would otherwise receive under the Footprint. Success Academy Charter Schools uses different space programming assumptions than the Footprint and thus is able to operate within the proposed space allocation. As a result, the DOE has determined that the proposed space allocation is feasible.

The table below summarizes the full 2016-2017 room allocation plan for P.S. 161 and SA – Crown Heights based on their adjusted baseline 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		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)
P.S. 161	Baseline Footprint Allocation	20	4	1.5	2	0	0	3.5	0	0	0	0	22	4	0	1.5
	Adjusted Baseline Allocation	23	1	1.5	2	0	0	3.5	0	0	0	0	25	1	0	1.5
SA – Crown Heights	Baseline Footprint Allocation	18	2	0	3	0	2	3.5	0	0	0	0	21	2	2	0
	Adjusted Baseline Allocation	19	1	0	2	0	2	2.5	0	0	0	0	21	1	2	0

P.S. 161’s baseline has been adjusted in the following manner:

- The DOE has allocated P.S. 161 one full-size room in lieu of one half-size classroom for use as a resource room due to an insufficient number of half-size classrooms in K161. Additionally, as described in the year above, two full-size rooms have been allocated to P.S. 161 in lieu of two half-size rooms because of the suitability of the rooms for self-contained instruction.

SA – Crown Heights’ baseline has been adjusted in the following manner:

- The DOE has allocated SA – Crown Heights one full-size room in lieu of one half-size room for use as resource room due to an insufficient number of half-size rooms in K161.

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)
P.S. 161	27	1	2	1.5	25	1	0	1.5	-2	0	-2	0
SA – Crown Heights	19	1	0	0	21	1	2	0	+2	0	+2	0

2017-2018 (FINAL YEAR OF PROPOSED IMPLEMENTATION):

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

2017-2018	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
P.S. 161	330 - 390	15	2
SA – Crown Heights	450 - 540	18	0

After P.S. 161 and SA – Crown Heights have received their respective adjusted baseline Footprint allocations of rooms, there are no remaining unallocated rooms:

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

¹⁰ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2017-2018 room allocation plan for P.S. 161 and SA – Crown Heights based on their adjusted baseline 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		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)
P.S. 161	Baseline Footprint Allocation	18	4	1.5	1	1	0	3.0	0	0	0	0	19	5	0	1.5
	Adjusted Baseline Allocation	21	1	1.5	2	0	0	3.5	0	0	0	0	23	1	0	1.5
SA – Crown Heights	Baseline Footprint Allocation	21	2	0	3	1	0	3.5	0	0	0	0	24	3	0	0
	Adjusted Baseline Allocation	22	1	0	1	0	2	1.5	0	0	0	0	23	1	2	0

P.S. 161's baseline has been adjusted in the following manner:

- The DOE has allocated P.S. 161 one full-size room in lieu of one half-size room for administrative purposes due to an insufficient number of half-size rooms in K161. Additionally, as described in the year above, two full-size rooms have been allocated to P.S. 161 in lieu of two half-size rooms because of the suitability of the rooms for self-contained instruction. The DOE has also allocated P.S. 161 one full-size room in lieu of one half-size classroom for use as a resource room due to an insufficient number of half-size classrooms in K161.

SA – Crown Heights' baseline has been adjusted in the following manner:

- The DOE has allocated SA – Crown Heights one full-size room in lieu of one half-size room for use as resource room due to an insufficient number of half-size rooms in K161.

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)
P.S. 161	25	1	0	1.5	23	1	0	1.5	-2	0	0	0
SA – Crown Heights	21	1	2	0	23	1	2	0	+2	0	0	0

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 K161. The final shared space schedule would be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website¹¹, 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.¹² 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 – Crown Heights 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 current times that have been allocated to P.S. 161 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 P.S. 161 and SA – Crown Heights 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 and Playrooms:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 161's current use of the cafeteria, the schools' 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 plan below, P.S. 161 and SA – Crown Heights are allocated separate lunch times in the cafeteria, which has a capacity to hold 350 students. P.S. 161 receives an hour and 45 minutes daily for lunch and SA – Crown Heights receives an hour daily for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 161. The proposed schedule allows for P.S. 161 to continue to serve breakfast based on its current schedule. P.S. 161 receives 45 minutes daily for breakfast and SA – Crown Heights 30 minutes daily for breakfast.

¹¹ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

¹² See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Gymnasium 1¹³

- Gymnasium 1 has a capacity of 173.
- In the proposed schedule below, P.S. 161 is allocated the largest amount of time in Gymnasium 1 with 4 hours daily, while SA – Crown Heights receives two hours and 20 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments, 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.

Gymnasium 2¹⁴

- Gymnasium 2 has a capacity of 250.
- P.S. 161 is allocated the largest amount of time in Gymnasium 2 with 3 hours and 50 minutes daily, while SA – Crown Heights receives 2.5 hours daily.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.
- 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.
- Because the proposed allocations have been devised with regard to the schools' enrollments, 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 and Auditorium

Library

- The total time allocated to each organization in the library is based upon projected enrollment and grade levels served. Each organization will be able to accommodate its students in the library within this proposed allocation of time.
- In the proposed schedule below, P.S. 161 is allocated the largest amount of time in the library with 4 hours, while SA – Crown Heights receives two hours and 20 minutes daily.

Auditorium

- The total time allocated to each organization in the auditorium is based upon projected enrollment, capacity of the auditorium, and grade levels served. Each organization will be able to accommodate its students in the auditorium within this proposed allocation of time.
- In the proposed schedule below, P.S. 161 is allocated the largest amount of time in the auditorium with 3 hours and 50 minutes daily, while SA – Crown Heights receives 2.5 hours daily.

¹³ Referred to as “playroom 1” in the building’s floor plans.

¹⁴ Referred to as “playroom 2” in the building’s floor plans.

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 2014-2015, the DOE projects P.S. 161 will serve approximately 410-470 students and SA – Crown Heights will serve approximately 180-250 students at K161. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 161's school day runs from approximately 8:00 a.m. to 2:20 p.m. SA – Crown Heights' school day runs from approximately 7:45 a.m. to 4:30 p.m. on Monday, Tuesday, Thursday and Friday, and on Wednesdays the school day runs from approximately 7:45 a.m. to 2:00pm.

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: 350)	<p><u>Breakfast:</u> SA – Crown Heights 7:15am-7:45am P.S. 161 7:45am-8:30am</p> <p><u>Lunch:</u> SA – Crown Heights 11:00am-12:00pm P.S. 161 12:00pm-1:45pm</p>	<p><u>Breakfast:</u> SA – Crown Heights 7:15am-7:45am P.S. 161 7:45am-8:30am</p> <p><u>Lunch:</u> SA – Crown Heights 11:00am-12:00pm P.S. 161 12:00pm-1:45pm</p>	<p><u>Breakfast:</u> SA – Crown Heights 7:15am-7:45am P.S. 161 7:45am-8:30am</p> <p><u>Lunch:</u> SA – Crown Heights 11:00am-12:00pm P.S. 161 12:00pm-1:45pm</p>	<p><u>Breakfast:</u> SA – Crown Heights 7:15am-7:45am P.S. 161 7:45am-8:30am</p> <p><u>Lunch:</u> SA – Crown Heights 11:00am-12:00pm P.S. 161 12:00pm-1:45pm</p>	<p><u>Breakfast:</u> SA – Crown Heights 7:15am-7:45am P.S. 161 7:45am-8:30am</p> <p><u>Lunch:</u> SA – Crown Heights 11:00am-12:00pm P.S. 161 12:00pm-1:45pm</p>
Gymnasium 1 (Capacity: 173)	<p>P.S. 161 8:00am-12:00pm SA – Crown Heights 12:00pm-2:20pm</p>				
Gymnasium 2 (Capacity: 250)	<p>SA – Crown Heights 8:00am-10:30am P.S. 161 10:30am-2:20pm</p>				

<p>Library</p>	<p>P.S. 161 8:00am-12:00pm SA – Crown Heights 12:00pm-2:20pm</p>	<p>P.S. 161 8:00am-12:00pm SA – Crown Heights 12:00pm-2:20pm</p>	<p>P.S. 161 8:00am-12:00pm SA – Crown Heights 12:00pm-2:20pm</p>	<p>P.S. 161 8:00am-12:00pm SA – Crown Heights 12:00pm-2:20pm</p>	<p>P.S. 161 8:00am-12:00pm SA – Crown Heights 12:00pm-2:20pm</p>
<p>Auditorium (Capacity: 500)</p>	<p>SA – Crown Heights 8:00am-10:30am P.S. 161 10:30am-2:20pm</p>	<p>SA – Crown Heights 8:00am-10:30am P.S. 161 10:30am-2:20pm</p>	<p>SA – Crown Heights 8:00am-10:30am P.S. 161 10:30am-2:20pm</p>	<p>SA – Crown Heights 8:00am-10:30am P.S. 161 10:30am-2:20pm</p>	<p>SA – Crown Heights 8:00am-10:30am P.S. 161 10:30am-2:20pm</p>

Building Safety and Security

Pursuant to Chancellor's Regulation A-414¹⁵, 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/designees of P.S. 161 and SA – Crown Heights will be part of the K161 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA – Crown Heights will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of P.S. 161 and SA – Crown Heights will be addressed on an ongoing basis. Moreover, the Safety Plan for the K161 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of P.S. 161 and SA – Crown Heights will enter information in the K161 schools' overall Safety Plan to ensure the safe operation of the school building.

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

The completed School Safety Plan for the K161 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹⁶ co-located schools must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

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

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

¹⁵ Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

¹⁶ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."