AMENDED BUILDING UTILIZATION PLAN

INTRODUCTION

On August 29, 2013 the New York City Department of Education ("DOE") issued an Educational Impact Statement ("EIS") and a Building Utilization Plan ("BUP") describing a proposal to site the kindergarten through fourth grades of Success Academy Charter School – New York 4 (84KTBD, "SA- New York 4") in building K078 ("K078"), beginning in the 2014-2015 school year. K078 is located at 1420 East 68th Street, Brooklyn, NY 11234 in Community School District 22 ("District 22"). If this proposal is approved, SA- New York 4 will be co-located in K078 with J.H.S. 78 Roy H. Mann (22K078, "J.H.S. 78"), an existing middle school serving students in grades six through eight. 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. The DOE is also planning to reduce the enrollment at J.H.S. 78 beginning in September 2014 over a period of three years. Details of the enrollment reduction can be found in the attached amended EIS.

This amended BUP clarifies that if this proposal is approved, SA- New York 4 will open in September 2014, serving 180-220 students in kindergarten and first grade, and will add one grade level each year until it serves approximately 450-600 students in kindergarten through fourth grade in the 2017-2018 school year. The school will admit students via the charter lottery application process, with preference given to District 22 residents.[1] The original EIS incorrectly stated that SA- New York 4 would serve 120-180 students in kindergarten and first grade, in September 2014 and approximately 375-450 students in kindergarten through fourth grade in the 2017-2018 school year, although the enrollment charts, building utilization calculations and space allocation charts all contained the correct enrollment information for SA-New York 4. The amended BUP also corrects typographical errors.

SA- New York 4 has submitted a preliminary application for charter authorization to the State University of New York Trustees ("SUNY") to serve students in kindergarten through fifth grade. This proposal deals only with the kindergarten through fourth grades of SA- New York 4. Any future proposal to co-locate additional grade levels of SA- New York 4 in K078 would be addressed in a separate Educational Impact Statement ("EIS") and subject to approval by the Panel for Educational Policy ("PEP"). The proposal to open and co-locate SA- New York 4 in building K078 is contingent upon SUNY's approval of SA- New York 4's application for charter authorization. If SUNY does not approve SA- New York 4's charter application, this proposal will not be implemented.[2] For the purposes of this proposal, it is assumed that SUNY will approve SA- New York 4'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 J.H.S. 78 and SA-New York 4. It also includes a proposal for the collaborative usage of shared resources and spaces between J.H.S. 78 and SA-New York 4 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

The DOE has 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.

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[1] For more information about the charter school lottery application process, please consult the DOE's directory of NYC Charter Schools, which can be accessed on the DOE's website: http://schools.nyc.gov/community/planning/charters/For+Parents.

[2] Should SUNY deny SA-New York 4's application, the DOE may propose an alternate use of space in K078, which would be described in a separate EIS in accordance with Chancellor's Regulation A-190.

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 elementary schools 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 performed on September 20, 2012 and a desk review completed on July 19, 2013 by a representative from the Office of Space Planning, building K078 has a total of 61 full-size classrooms/spaces,[3] 13 half-size classrooms/spaces,[4] 5 quarter-size spaces[5] and the full-size equivalent of 3.5 rooms of designed administrative

[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 or equal to 240 square feet.
[5] Quarter-size classrooms have an area of less than 240 square feet.

office/space. The K078 building also contains a gymnasium, auditorium, cafeteria, 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 one full-size equivalent of designed administrative space.
- The custodian's office occupies one quarter-size space.
- The School Based Support Team occupies one full-size equivalent of designed administrative space.
- The School Safety office occupies two quarter-size spaces

Excluding the spaces outlined above, the K078 building has a total of 61 full-size classrooms, 13 half-size classrooms/spaces, 2 quarter-size spaces and the equivalent of 1.5 full-size equivalents (FSE) 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	61	13	5	3.5
Shared Building Spaces	0	0	3	2.0
Total to be Allocated	61	13	2	1.5

2013-2014 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at J.H.S. 78 in 2013-2014.

2013-2014	Total Enrolled[6]	GE/ICT Sections	SC Sections
J.H.S. 78	983	33	7

The table below summarizes J.H.S 78's baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. As J.H.S 78's overall enrollment decreases, the section counts for the school's self-contained classes will decrease as well. As such, the number of rooms allocated to that school will decrease during the first three years of the proposal's implementation until J.H.S. 78's enrollment stabilizes.

[6] 2013-2014 Budget Register Projections

K078		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)
J.H.S. 78	Baseline Footprint Allocation	35	12	1.5	4	1	0	6.0	39	13	0	1.5
	Current Space Allocation	61	2	1.5	0	11	2	7.5	61	13	2	1.5

As demonstrated in the table above, J.H.S. 78 is currently using classrooms in excess of its baseline Footprint allocation. The table below summarizes the available space within K078 after J.H.S. 78 has received its baseline allocations, some of which will be allocated to SA- New York 4 for the 2014-2015 school year.

	K078	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
	Space In Excess of Baseline Allocation	23	0	2	0

K078	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	23	0	2	0

<u>2014-2015</u> (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in the 2014-2015 school year, SA- New York 4 will serve kindergarten and first-grade students in K078. J.H.S. 78 will continue to serve sixth through eighth grade students. 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
J.H.S. 78	905 - 935	31	7
SA- New York 4	180 - 220	8	0

After J.H.S. 78 and SA-New York 4 have received their respective 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	12	0	2	0.0

The excess space will be allocated to J.H.S. 78 and SA-New York 4 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.

The number of full size and half size rooms allocated to J.H.S. 78 will decrease due to decreasing enrollment.

The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 78 and SA-New York 4 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)
J.H.S. 78	Baseline Allocation	33	12	1.5	4	0	0	5.5	10	0	0	0.0	47	12	0	1.5
SA-New York 4	Baseline Allocation	10	1	0.0	2	0	0	2.0	2	0	2	0.0	14	1	2	0.0

[7] J.H.S 78's projected enrollment is based on the 2013-2014 Budget Register Projections. Projections are based on enrollment in the charter application.

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)
J.H.S 78	61	13	2	1.5	47	12	0	1.5	-14	-1	-2	0.0
SA- New York 4	0	0	0	0.0	14	1	2	0.0	+14	+1	+2	0.0

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2015-2016 school year, SA- New York 4 will serve kindergarten through second grade students in K078. J.H.S. 78 will continue to serve sixth through eighth grade students. The table below summarizes the total projected enrollment and number of sections served at each school in 2015-2016.

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

2015-2016	Projected Enrollment[8]	GE/ICT Sections	SC Sections
J.H.S 78	850 - 880	29	6
SA- New York 4	205 - 250	12	0

After J.H.S. 78 and SA-New York 4 have received their respective 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	9	1	0	0.0

[8] 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 to J.H.S. 78 and SA- New York 4 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.

The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 78 and SA- New York 4 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

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)
J.H.S. 78	Baseline Allocation	31	10	1.5	4	0	0	5.5	7	1	0	0.0	42	11	0	1.5
SA- New York 4	Baseline Allocation	15	2	0.0	2	0	2	2.5	2	0	0	0.0	19	2	2	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)
J.H.S. 78	47	12	0	1.5	42	11	0	1.5	-5	-1	0	0.0
SA- New York 4	14	1	2	0.0	19	2	2	0.0	+5	+1	0	0.0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2016-2017 school year, SA- New York 4 will serve students in kindergarten through third grades in K078. J.H.S. 78 will continue to serve students in sixth through eighth grades and will stabilize at its new, lower enrollment. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017.

2016-2017	Projected Enrollment [9]	GE/ICT Sections	SC Sections
J.H.S. 78	795 - 825	27	6
SA- New York 4	360 - 480	16	0

After J.H.S. 78 and SA-New York 4 have received their respective 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	7	0	0	0.0

The excess space will be allocated to J.H.S. 78 and SA- New York 4 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.

The table below summarizes the full 2016-2017 room allocation plan for J.H.S. 78 and SA- New York 4 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

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

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)
J.H.S. 78	Baseline Allocation	29	10	1.5	3	1	0	5.0	5	0	0	0.0	37	11	0	1.5
SA-New York 4	Baseline Allocation	19	2	0.0	3	0	2	3.5	2	0	0	0.0	24	2	2	0.0

The change in rooms for each school organization if 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)
J.H.S. 78	42	11	0	1.5	37	11	0	1.5	-5	0	0	0.0
SA- New York 4	19	2	2	0.0	24	2	2	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 4 will serve students in kindergarten through fourth grades in K078. J.H.S. 78 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 [10]	GE/ICT Sections	SC Sections

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

J.H.S. 78	795 - 825	27	6
SA- New York 4	450 - 600	20	0

After J.H.S. 78 and SA-New York 4 have received their respective 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	2	0	0	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 J.H.S. 78 and SA- New York 4 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

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)
J.H.S. 78	Baseline Allocation	29	10	1.5	3	1	0	5.0	0	0	0	0	32	11	0	1.5
	Adjusted Baseline	30	9	1.5	3	1	0	5.0	1	0	0	0	34	10	0	1.5
SA-New York 4	Baseline Allocation	23	3	0.0	3	0	2	3.5	1	0	0	0.00	27	3	2	0.0

J.H.S. 78's baseline allocation has been adjusted for the following reason:

- Due to a lack of available half-size rooms available in building K078, J.H.S. 78 was allocated an additional full size room

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
J.H.S. 78	37	11	0	1.5	34	10	0	1.5	-3	-1	0	0.0
SA- New York 4	24	2	2	0.0	27	3	2	0.0	+3	+1	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 K078. 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 Educational 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; J.H.S 78's current lunch schedule 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 J.H.S. 78's school day as described on the DOE school portal website.[11] Where possible, the proposed schedule maintains J.H.S 78.'s current allocation of time for each shared space and re-distributes any remaining time for SA-New York 4. To the extent feasible, shared spaces are allocated in a manner that will allow J.H.S. 78 to continue using the spaces on a similar schedule next year. Because SA-New York 4 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 J.H.S. 78 so that all students in the building may be accommodated in the 2014-2015 school year.

In planning how SA-New York 4 and J.H.S. 78 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:

- The cafeteria has the capacity to hold 600 people.
- 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 J.H.S.78. J.H.S.78 currently uses the cafeteria for breakfast from 7:00 am until 8:20 am (one hour and 20 minutes daily), and starts its regular school day at 8:22 am. The proposed schedule allows J.H.S. 78 to continue serving breakfast based on its current schedule. Because SA-New York 4 will start its school day at 7:45 am, earlier than J.H.S. 78, it has been allocated the time period from 7:15 am until 7:45 am (30 minutes daily) for breakfast. While this time period overlaps with J.H.S. 78's breakfast schedule, there is ample space in the cafeteria to accommodate both schools.
- The DOE proposes that SA-New York 4 use the cafeteria from 11:00am until 11:45 am (45 minutes daily or 3.75 hours weekly) and J.H.S.78 uses the cafeteria for lunch from 11:45 am until 2:15 pm (two hours and 30 minutes daily or 12.5 hours weekly). As such, SA-New York 4's lunch time will not overlap or interfere with J.H.S. 78's. Moreover, J.H.S. 78 currently serves lunch from 10:55 am to 1:45pm and therefore this proposed schedule does not significantly change its current usage. The Building Council is empowered to make alternative arrangements to the below proposal.

[11] See DOE's school portal website for J.H.S. 78 at http://schools.nyc.gov/SchoolPortals/22/K078/AboutUs/Schedules/default.htm.

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. J.H.S. 78 will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve a larger number of students SA-New York 4.

Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 600 students.
- In the proposed schedule below, J.H.S. 78 is allocated the largest amount of time in the gymnasium: 4 hours per day, five days per week for a total of 20 hours weekly. SA- New York 4 is allocated 1 hour per day, five days per week for a total of 5 hours per week.
- Because the proposed allocations in the gymnasium are proportional to each school's projected enrollment, the DOE believes that the proposed schedule is equitable and feasible. The Building Council members, however, are empowered to make additional and alternative allocations.

Library

- There is one library in the building.
- J.H.S. 78 is allocated the largest amount of time in the library, 3 hours per day for a total of 15 hours weekly based on its projected enrollment. SA- New York 4 is allocated 30 minutes daily or 2 hours and 30 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

- There is one auditorium in the building, which has the capacity to hold 601 students.
- The DOE proposes that J.H.S. 78 receive the greatest amount of time in the auditorium: 3.5 hours daily for a total of 17 hours and 30 minutes weekly, based on the fact that it will serve the most students in the building. SA- New York 4 is allocated 1 hour daily, for a total of 5 hours weekly. Given that the capacity of the auditorium is 601, 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.

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 3:00 pm. Thus, the Building Council should allocate this space as needed for after-school programs.
- As noted above, SA- New York 4 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 4 and any other school in K078 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 J.H.S. 78 changing use of the shared space once SA- New York 4 is co-located in the building.

In 2014-2015, the DOE projects SA-New York 4 will serve 180-220 students and J.H.S. 78 will serve 905-935 students in building K078. Based on its DOE school portal Web site, J.H.S. 78's regular and extended school day will run from approximately 7:45 am to 2:42 pm. SA-New York 4's school day will run from approximately 7:45 am to 4:30 pm.[12]

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

[12] See Success Academy'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: 600)	**Breakfast:** **J.H.S. 78** 7:00 am - 8:20 am **SA- New York 4** 7:15 am - 7:45 am **Lunch:** **J.H.S. 78** 11:45 am - 2:15 pm **SA- New York 4** 11:00 am - 11:45 am	**Breakfast:** **J.H.S. 78** 7:00 am - 8:20 am **SA- New York 4** 7:15 am - 7:45 am **Lunch:** **J.H.S. 78** 11:45 am - 2:15 pm **SA- New York 4** 11:00 am -11:45 am	**Breakfast:** **J.H.S. 78** 7:00 am - 8:20 am **SA- New York 4** 7:15 am -7:45 am **Lunch:** **J.H.S. 78** 11:45 am - 2:15 pm **SA- New York 4** 11:00 am - 11:45 am	**Breakfast:** **J.H.S. 78** 7:00 am - 8:20 am **SA- New York 4** 7:15 am - 7:45 am **Lunch:** **J.H.S. 78** 11:45 am -2:15 pm **SA- New York 4** 11:00 am - 11:45 am	**Breakfast:** **J.H.S. 78** 7:00 am - 8:20 am **SA- New York 4** 7:15 am - 7:45 am **Lunch:** **J.H.S. 78** 11:45 am -2:15 pm **SA- New York 4** 11:00 am - 11:45 am
Gymnasium (Capacity: 600)	**J.H.S. 78** 9:30 am -11:00 am 12:00 pm- 2:30 pm **SA- New York 4** 11: 00 am -12:00 pm	**J.H.S. 78** 9:30 am -11:00 am 12:00 pm- 2:30 pm **SA- New York 4** 11: 00 am -12:00 pm	**J.H.S. 78** 9:30 am -11:00 am 12:00 pm- 2:30 pm **SA- New York 4** 11: 00 am -12:00 pm	**J.H.S. 78** 9:30 am -11:00 am 12:00 pm- 2:30 pm **SA- New York 4** 11: 00 am -12:00 pm	**J.H.S. 78** 9:30 am -11:00 am 12:00 pm- 2:30 pm **SA- New York 4** 11: 00 am -12:00 pm
Library	**J.H.S. 78** 11:30 am - 2:30 pm **SA- New York 4** 9:30 am - 10:00 am	**J.H.S. 78** 11:30 am - 2:30 pm **SA- New York 4** 9:30 am - 10:00 am	**J.H.S. 78** 11:30 am - 2:30 pm **SA- New York 4** 9:30 am - 10:00 am	**J.H.S. 78** 11:30 am - 2:30 pm **SA- New York 4** 9:30 am - 10:00 am	**J.H.S. 78** 11:30 am - 2:30 pm **SA- New York 4** 9:30 am - 10:00 am
Auditorium (Capacity: 601)	**J.H.S. 78** 9:00 am - 12:30 am **SA- New York 4** 8:30 am - 9:00 am 2:00 pm - 2:30 pm	**J.H.S. 78** 9:00 am - 12:30 am **SA- New York 4** 8:30 am - 9:00 am 2:00 pm - 2:30 pm	**J.H.S. 78** 9:00 am - 12:30 am **SA- New York 4** 8:30 am - 9:00 am 2:00 pm - 2:30 pm	**J.H.S. 78** 9:00 am - 12:30 am **SA- New York 4** 8:30 am - 9:00 am 2:00 pm - 2:30 pm	**J.H.S. 78** 9:00 am - 12:30 am **SA- New York 4** 8:30 am - 9:00 am 2:00 pm - 2:30 pm

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 4 will be part of the K078 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA- New York 4 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 4 will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K078 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 4 will enter information in the K078 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 K078 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,[13] 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.

[13] The Campus Policy Memo 2011 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents".