AMENDED BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Amended Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to temporarily co-locate a new public charter school, Urban Dove Charter School for Sports, Health and Fitness (84KTBD, "Urban Dove") for two years in Building K117 ("K117") located at 300 Willoughby Avenue, Brooklyn, NY 11205, in Community School District 13. Urban Dove is designed to serve under-credited students, and will offer these students customized and rigorous curricula, socio-emotional support, and work-based experiences that foster student engagement and enhance student learning. Urban Dove will enroll students through the charter lottery application process. If this proposal is approved, in 2012-2013, Urban Dove will enroll approximately 97-124 students who are 16 years of age or younger and who are in ninth- or tenth-grade, but have accumulated only 0 to 8 credits prior to enrolling in Urban Dove. Urban Dove will not accept new students in the 2013-2014 school year, except to account for students lost to attrition during the previous year. Thus, Urban Dove will serve approximately 97-124 students in K117 during the 2013-2014 school year, as well.

Any proposal regarding the permanent siting and/or co-location of Urban Dove would be posted in a separate Educational Impact Statement ("EIS") in the future, in accordance with Chancellor's Regulation A-190, subject to a vote by the Panel for Educational Policy ("PEP"). Any proposal for the use of K117 beyond 2013-2014 would also be proposed in a separate EIS in the future.

Currently, K117 houses Knowledge and Power Preparatory Academy VII Middle School (13K596, "KAPPA VII"), an existing public middle school that serves students in sixth through eighth grade; Brooklyn Community High School of Communication, Arts and Media (13K412, "BCAM"), an existing high school; Brooklyn High School for Leadership and Community Service (13K616, "Leadership and Community Service"), an existing transfer high school; and one site of a multi-sited District 75 school (75K369, "P369K@I117K"). P369K @ I117K is an inclusion program,[1] which serves sixth through eighth grade students with a range of disabilities who are integrated into KAPPA VII's general education classes and receive Special Education Teacher Support Services ("SETSS"). P369K @ I117K also serves students in grades six through eight who require a 12:1:1 educational setting.[2]

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between Urban Dove, KAPPA VII, BCAM, Leadership and Community Service, and P369K@I117K. It also includes a proposal for the collaborative usage of shared resources and spaces between Urban Dove, KAPPA VII, BCAM, Leadership and Community Service, and P369K@I117K, including the cafeteria, the library, the gymnasium, and the auditorium which assures equitable access to such facilities. 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 would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the PEP.

METHODOLOGY

We have applied the Citywide Instructional Footprint ("Footprint")[3] 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.

[1] The inclusive programs developed by the District 75 Office of Inclusive Education serve students in kindergarten through high school in general education schools and classrooms throughout the city. Students attend the inclusive program with the support of a District 75 special education teacher and a paraprofessional who supports all students in the class with a focus on the students from District 75.
[2] 12:1:1 refers to the ratio of students to teachers to paraprofessionals.
[3] 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 Footprint is available at: http://schools.nyc.gov/community/planning/default.htm under "Key Documents."

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 sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school's representative.

For elementary schools serving grades kindergarten through five (and for all 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 (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size room for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size room to accommodate each self-contained ("SC") special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces 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

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to D75 programs according to the DOE's D75 Instructional Footprint ("D75 Footprint"). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT[4] rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where D75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to D75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, 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 February 17, 2012 by the Brooklyn Director of Space Planning in the Office of Space Planning, K117 has a total of 56 full-size rooms,[5] 8 half-size rooms,[6] 7 quarter-size rooms, and 4.0 FSE rooms of designed administrative office/space. K117 also contains a gymnasium, an auditorium, a cafeteria, and a

[4] OT=Occupational Therapy; PT=Physical Therapy.
[5] Full-size classrooms have an area of 500 square feet or more.

library. The DOE notes that there is also a weight room in K117, but this is included in Leadership and Community Service's current room allocation. The below spaces are shared spaces or contain building services and will not included in the allocation of space for Urban Dove, KAPPA VII, BCAM, Leadership and Community Service, or P369K@I117K:

- The custodian's office occupies 1 half-size room.
- The nurse's office occupies 1.0 FSE of designed administrative space.
- The School Based Support Team occupies 1 full-size room.

Therefore, excluding the spaces outlined above, K117 has a total of: 55 full-size rooms, 7 half-size rooms, 7 quarter-size rooms, and 3.0 of full-size designed administrative space remaining that can be allocated to the individual schools:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	56	8	7	4.0
SHARED SPACES or Building Services	1	1	0	1.0
Remaining Total Currently Allocated	**55**	**7**	**7**	**3.0**

2011-2012 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at KAPPA VII, BCAM, Leadership and Community Service, and P369K@I117K in 2011-2012:

2011-2012	Grades Served	Total Enrolled[7]	GE/ICT Sections	SC Sections
KAPPA VII	6-8	154	6	1
BCAM	9-12	430	16	0
Leadership and Community Service	9-12	206	9	0
P369K@I117K	6-8	59	0	6

The DOE has adjusted the following schools' baseline allocations by substituting half size rooms in lieu of full-size rooms due to the location of the individual school in the building, or because the half size rooms available in K117 are not adequate for instructional use. The DOE made the following adjustments:

- BCAM received 1 full-size room in lieu of 1 half-size room.
- KAPPA VII received 2 full-size rooms in lieu of 2 half-size rooms.
- Leadership and Community Service received 1 full-size room in lieu of 1 half-size room.

While no adjustments were made to P369K@I117K's baseline Footprint allocation, the DOE notes that P369K@I117K is currently operating under its baseline Footprint allocation of full-size rooms.

[6] Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.
[7] Based on the 2011-2012 audited register.

The table below summarizes KAPPA VII's, BCAM's, Leadership and Community Service's, and P369K@I117K's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. The current space allocation is the amount of space that KAPPA VII, BCAM, Leadership and Community Service, and P369K@I117K are currently using:

2011-2012		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)
KAPPA VII	Baseline Footprint Allocation	7	2	2.0	0	0	0	2.0	7	2	0	2.0
	Adjusted Baseline Allocation	9	0	2.0	0	0	0	2.0	9	0	0	2.0
	Current Space Allocation	16	0	2.0	0	0	0	2.0	16	0	0	2.0
BCAM	Baseline Footprint Allocation	16	1	0.0	1	4	2	3.5	17	5	2	0.0
	Adjusted Baseline Allocation	17	0	0.0	1	4	2	3.5	18	4	2	0.0
	Current Space Allocation	19	0	0.0	1	4	3	3.75	20	4	3	0.0
Leadership + Community Service	Baseline Footprint Allocation	9	1	1.0	1	0	0	2.0	10	1	0	1.0
	Adjusted Baseline Allocation	10	0	1.0	1	0	0	2.0	11	0	0	1.0
	Current Space Allocation	13	0	1.0	1	0	2	2.5	14	0	2	1.0
P369K@I117K	Baseline Footprint Allocation	7	1	0.0	1	1	0	1.5	8	2	0	0.0
	Current Space Allocation	4	2	0.0	1	1	2	2.0	5	3	2	0.0

The table below summarizes the current available space within K117 after KAPPA VII, BCAM, Leadership and Community Service, and P369K@I117K have received their respective baseline and adjusted baseline allocations:

2011-2012: Building K117	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocation	0.0	9	1	5

As demonstrated in the table above, KAPPA VII, BCAM, and Leadership and Community Service are currently using rooms in excess of their respective baseline and adjusted baseline Footprint allocations.

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Urban Dove will serve a total of 97-124 students in both the 2012-2013 and 2013-2014 school years. In addition, the enrollments of the other co-located schools are projected to be approximately the same in each of those school years. Thus, the Footprint allocations in both years will be the same for all schools.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.

2012-2013	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
KAPPA VII	6-8	125-155	6	1
BCAM	9-12	415-455	16	0
Leadership and Community Service	9-12	185-225	9	0
P369K@I117K	6-8	55-72	0	6
Urban Dove	10	97-124	5	0

After KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K117	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	3	1	5

The DOE has adjusted the following schools' baseline allocations by substituting half size rooms in lieu of full-size rooms due to the location of the individual school in the building, or because the half size rooms are not adequate for instructional use. The DOE made the following adjustments:

- BCAM received 1 full-size room in lieu of 1 half-size room.
- KAPPA VII received 2 full-size rooms in lieu of 2 half-size rooms.
- Leadership and Community Service received 1 full-size room in lieu of 1 half-size room.

The excess space will be allocated between KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove based on the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.[8]

[8] These numbers are subject to change pending final enrollment projections.

The table below summarizes the full 2012-2013 room allocation plan for KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove based on their respective baseline and adjusted baseline footprint allocations, plus the excess space allocation:

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
KAPPA VII	Baseline Footprint Allocation	7	2	2.0	0	0	0	2.0	1	0	0	0.0	8	2	0	2.0
	Adjusted Baseline Allocation	9	0	2.0	0	0	0	2.0	1	0	0	0.0	10	0	0	2.0
BCAM	Baseline Footprint Allocation	16	1	0.0	1	4	2	3.5	1	1	2	0.0	18	6	4	0.0
	Adjusted Baseline Allocation	17	0	0.0	1	4	2	3.5	1	1	2	0.0	19	5	4	0.0
Leadership + Community Service	Baseline Footprint Allocation	9	1	1.0	1	0	0	2.0	1	0	2	0.0	11	1	2	1.0
	Adjusted Baseline Allocation	10	0	1.0	1	0	0	2.0	1	0	2	0.0	12	0	2	1.0
P369K@117K	Baseline Footprint Allocation	7	1	0.0	1	1	0	1.5	0	0	1	0.0	8	2	1	0.0
Urban Dove	Baseline Footprint Allocation	5	0	0.0	1	0	0	1.0	0	0	0	0.0	6	0	0	0.0

In total, KAPPA VII will occupy 10 full-size rooms and 2 FSE rooms of designed administrative space. This allocation includes 1 full-size room in excess of KAPPA VII's adjusted baseline Footprint allocation. In total, BCAM will occupy 19 full-size rooms, 5 half-size rooms, and 4 quarter-size rooms. This allocation includes 1 full-size,1 half-size, and 2 quarter-size room in excess of BCAM's adjusted baseline Footprint allocation. In total, Leadership and Community Service will occupy 12 full-size rooms, 2 quarter-size rooms, and 1.0 FSE of designed administrative space. This allocation includes 1 full-size and 2 quarter-size rooms in excess of Leadership and Community Service's adjusted baseline Footprint allocation. P369K@I117K will occupy 8 full-size rooms, 2 half-size rooms, and 1 quarter-size room. This allocation includes 1 quarter-size room in excess of P369K@I117K's baseline Footprint allocation. Urban Dove will occupy 6 full-size rooms.

The room change from the current school year 2011-2012 to the 2012-2013 school year is reflected below:

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				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)
KAPPA VII	16	0	0	2.0	10	0	0	2.0	-6	0	0	0.0
BCAM	20	4	3	0.0	19	5	4	0.0	-1	+1	+1	0.0
Leadership and Community Service	14	0	2	1.0	12	0	2	1.0	-2	0	0	0.0
P369K@I117K	5	3	2	0.0	8	2	1	0.0	+3	-1	-1	0.0
Urban Dove	N/A	N/A	N/A	N/A	6	0	0	0.0	+6	0	0	0.0

2013-2014 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

As stated above, the room allocations set forth for the 2012-2013 school year will apply in the 2013-2014 school year, as well.

Shared Space Plan

A proposed shared space plan 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 K117. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council shall 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 2011-2012 Campus Audit Template submitted by the Building Council,[9] 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.[10] Where possible, the proposed schedule maintains schools' current allocations of time for each shared space and re-distributes remaining time as each organization's grade configuration changes. To the extent feasible, shared spaces are

[9] Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.
[10] See DOE's Office of Pupil Transportation Website at https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

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, based on the 2011-2012 Campus Audit Template submitted by the Building Council.

In planning how KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon KAPPA VII's, BCAM's, Leadership and Community Service's, and P369K@I117K's current use of the cafeteria, projected enrollment of KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove, the capacity of the cafeteria, and grade levels served by KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove. Each organization will be able to accommodate its students in the cafeteria within its proposed allocation of time.

- The cafeteria has a capacity of 500 students. KAPPA VII currently is scheduled for lunch from 10:30 to 11:30 a.m., which means that it is currently allocated 1 hour daily for lunch or five hours a week. BCAM is currently scheduled for lunch from 11:40 a.m. to 1:10 p.m., which means that it is currently allocated 1 hour and 30 minutes daily for lunch or 7 hours and 30 minutes a week. Leadership and Community Service is currently scheduled for lunch from 1:30 to 2:30 p.m., which means that it is currently allocated 1 hour daily for lunch, or 5 hours a week. P369K@I117 is currently scheduled for lunch from 12:40pm.m to 1:20 p.m., which means that it is currently allocated 40 minutes daily for lunch 4 hours a week. The proposed shared space plan below strives to maintain the current lunch schedule, while also allocating time proportional to a school's enrollment.

- In the proposed schedule below, because BCAM will serve the greatest number of students during the 2012-2013 school year, it has been allocated 2 hours and 30 minutes daily, or 12 hours and 30 minutes a week. Leadership and Community service will receive 1 hour and 10 minutes, or 5 hours and 50 minutes a week. KAPPA VII will receive one hour daily for lunch, or 5 hours weekly. P369K@I117K will receive 40 minutes daily, or 3 hours and 20 minutes a week. Urban Dove will receive 50 minutes, or 4 hours and 10 minutes a week.

    - While the DOE acknowledges that BCAM and Leadership and Community Service overlap for in the cafeteria, the school's can still program their lunch schedules so that students can be served within the capacity of the cafeteria. For example, if BCAM serves approximately 152 students during three 50-minute lunch periods, then Leadership and Community Service could serve all its students at once or approximately 162 students in two 35-minute lunch periods. Or, Leadership and Community could serve all its students at once and BCAM could serve approximately 228 students during two 1-hour-and-15-minute lunch periods.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at KAPPA VII, BCAM, Leadership and Community Service, or P369K@I117K. Currently, KAPPA VII serves breakfast from 7:30 to 8:30am, BCAM serves breakfast from 7:45 to 8:30am, and Leadership and Community Service serves breakfast from 8:30 to 9:00am. Currently, P369K@I117K serves breakfast from 8:05 to 830. The DOE has allocated time to KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K and Urban Dove for breakfast based on their number of students served and their respective expected start times.

- In the proposed breakfast schedule, Urban Dove will be programmed in the cafeteria from 7:15 to 7:35 am, for a total of 20 minutes daily. KAPPA VII will serve breakfast from 7:30 to 7:55am, for a total of 25 minutes daily, P369K@I117K will serve breakfast from 8:00 to 8:20am, for a total of 20 minutes daily. BCAM will serve breakfast from 7:45 to 8:40am, for a total of 55 minutes daily. Leadership and Community Service will be programmed in the cafeteria for breakfast from 8:30 to 9:00am, for a total of 30 minutes daily.

While the DOE acknowledges that P369K@I117K and BCAM will overlap in the cafeteria for 20 minutes, the cafeteria can accommodate 500 students at one time. The DOE notes that BCAM may elect to stagger breakfast service, and could serve 150 students in periods of 15 minutes.

Library

- Currently, all schools in K117 are allowed use of the library during their lunch period; additionally, the library can be utilized by reservation.

- In an effort to maintain the existing shared space schedule to the best extent possible, the DOE is proposing to allocate time in the library during each school's respective lunch hours. As previously stated, because BCAM will serve the greatest number of students during the 2012-2013 school year, it has been allocated one hour and 50 minutes daily, or 9 hours and 10 minutes a week. Leadership and Community Service will receive 1 hour and 10 minutes, or 5 hours and 50 minutes a week. KAPPA VII will receive 1 hour daily, or 5 hours weekly. P369K@I117K will receive 40 minutes daily, or 3 hours and 20 minutes a week. Urban Dove will receive 1 hour and 10 minutes or 5 hours and 50 minutes a week.

Auditorium

- The auditorium has a capacity of 716 students.

- Currently, all school organizations in the K117 building share the use of the auditorium. KAPPA VII is programmed for the auditorium on Mondays through Fridays from 7:30am to 8:00am and from 11:00am to 11:45am, and on Wednesdays from 9:00am to 11:00am. In total, KAPPA VII receives 8 hours and 15 minutes weekly in the Auditorium. BCAM is programmed for the auditorium from 2:15pm to 3:15pm on Tuesdays and Thursday, for a total of 2 hours weekly. Leadership and Community Service is programmed for the Auditorium from 9:00am to 11:00am on Tuesday and Thursdays, and 2:15pm to 3:15pm on Mondays, Wednesdays, and Fridays; thus, Leadership and Community Service receives 7 hours weekly in the auditorium. P369K@I117K is programmed for the auditorium from 9:00am to 11:00am on Fridays, for a total of 2 hours weekly.

- The DOE has made an effort to align the proposed shared space schedule with the current shared space schedule. Consistent with the methodology used in allocation of time in the other spaces in the building, schools will receive time in the auditorium relative to their approximate enrollments.

- Based on the fact that BCAM serves the greatest number of students, it has been allocated more time in the auditorium proportional to its enrollment and the overall enrollment in the building. Therefore, the DOE is proposing that BCAM receive 3 hours 20 minutes daily, or 16 hours and 40 minutes weekly in the auditorium. Leadership and Community Service serves the second greatest number of students and will therefore receives 2 hours daily, or 10 hours weekly. KAPPA VIII will serve the third greatest number of students and will therefore receive 1 hour 45 minutes daily, or 8 hours and 45 minutes weekly. Urban Dove will serve the fourth greatest number of students and will therefore receive 1 hour and 5 minutes, or 5 hours and 25 minutes weekly. Since P369K@I117K will serve the fewest number of students, it will receive 45 minutes daily or 3 hours and 45 minutes weekly.

Gymnasium

<u>Gymnasium</u>

- There is one gymnasium in the building that has the capacity to serve 488 students. Currently, the gym is shared as follows:
  - Currently, KAPPA VII is allocated time in the gym from 8:00 to 9:00am on Mondays, Tuesdays, and Wednesday; from 12:30 to 2:15pm on Mondays and Fridays; from 9:00 to 10:00am on Tuesdays; from 11:40am to 12:40pm on Tuesdays and Thursdays; and from 3:15 to 4:00pm on Tuesdays through Fridays. This totals 12 hours and 30 minutes weekly.
  - Currently, BCAM is allocated time in the gym from 10:00 to 11:40am on Mondays through Fridays; from 2:15 to 3:15pm on Tuesdays and Thursdays; from 8:00 to 9:00am on Thursdays and Fridays; from 9:00 to 10:00am on Thursdays; and from 1:15 to 2:15 on Tuesdays and Thursdays. This totals 16 hours a week.
  - Currently, Leadership and Community Service is allocated time in the gym from 9:00 to 10:00am on Mondays, Wednesdays, and Fridays; from 11:40am to 12:30pm on Mondays, Wednesdays, and Fridays; and from 2:15 to 3:15pm on Mondays, Wednesdays, and Fridays. This totals 8 hours weekly.
  - P369K@I117K is allocated time in the gym from 12:30 to 1:15pm on Tuesdays, Wednesday and Thursdays. This totals 2 hours and 15 minutes weekly.
- The DOE proposes that time in the gymnasium be allocated based on the relative projected enrollment of each school. For the 2012-2013 school year:
  - BCAM will be allocated 180 minutes daily or 15 hours per week in the gymnasium.

- KAPPA VII will be allocated 60 minutes daily or 5 hours per week in the gymnasium.
- Leadership and Community Service will be allocated 1 hour and 30 minutes daily or 7 hours and 30 minutes per week in the gymnasium.
- Urban Dove will be allocated 60 minutes daily or 5 hours per week in the gymnasium.
- P369K@I117K will be allocated 75 minutes on Mondays and Fridays, for a total of 2 hours and 30 minutes weekly in the gymnasium.

    - While the DOE acknowledges that P369K@117K and Urban Dove will overlap in the gymnasium for one hour, both schools can serve all their students at once, approximately 196 students, while still accommodating all students within the capacity of the gymnasium..

After School Programs

- In the schedule below, the DOE does not allocate shared space beyond 6:00 pm. Instead, the Building Council must allocate this space as needed for after school programs.

- The DOE notes that currently the gymnasium is used from 4:30 to 6:30pm on Mondays through Fridays by BCAM, from 3:15 to 4:30pm on Mondays by Leadership and Community Service, and from 3:15 to 4:30pm Tuesday through Friday by KAPPA VII.

- Urban Dove is a new school that has not opened yet, and as a result it does not yet have an after school schedule. Should Urban Dove choose to offer after school programming options, Urban Dove would either have to schedule its extended day programs in its classroom allocation or manage scheduling of shared spaces through the Building Council.

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 comes to an agreement on the final shared space plan collaboratively.

In 2012-2013, the DOE projects that Urban Dove will serve 97-124 students, KAPPA VII will serve 125-155 students, BCAM will serve 415-455 students, Leadership and Community Service will serve 185-225 students, and P369K@I117K will serve 55-72 students in K117. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, KAPPA VII's school day runs from approximately 8:00 am to 3:10 pm, BCAM from 8:30 am to 3:20 pm., Leadership and Community Service from 8:21 am to 3:20 pm, and P369K@I117K from 8:20 am to 3:10 pm[11] Urban Dove's school day will run from 7:45am to 6:00pm.

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 500)	**Breakfast:** **Urban Dove** 7:15am to 7:35am **KAPPA VII** 7:30am to 7:55am **BCAM** 7:45am to 8:40 am **P369K@I117K** 8:00am to 8:20am **Leadership and Community Service** 8:30am to 9:00am	**Breakfast:** **Urban Dove** 7:15am to 7:35am **KAPPA VII** 7:30am to 7:55am **BCAM** 7:45am to 8:40 am **P369K@I117K** 8:00am to 8:20am **Leadership and Community Service** 8:30am to 9:00am	**Breakfast:** **Urban Dove** 7:15am to 7:35am **KAPPA VII** 7:30am to 7:55am **BCAM** 7:45am to 8:40 am **P369K@I117K** 8:00am to 8:20am **Leadership and Community Service** 8:30am to 9:00am	**Breakfast:** **Urban Dove** 7:15am to 7:35am **KAPPA VII** 7:30am to 7:55am **BCAM** 7:45am to 8:40 am **P369K@I117K** 8:00am to 8:20am **Leadership and Community Service** 8:30am to 9:00am	**Breakfast:** **Urban Dove** 7:15am to 7:35am **KAPPA VII** 7:30am to 7:55am **BCAM** 7:45am to 8:40 am **P369K@I117K** 8:00am to 8:20am **Leadership and Community Service** 8:30am to 9:00am

[11] https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx

	Lunch: **KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**Lunch:** **KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**Lunch:** **KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**Lunch:** **KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**Lunch:** **KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm
Library	**KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm	**KAPPA VII** 10:30am to 11:30am **Urban Dove** 11:00am to 11:50am **BCAM** 11:30am to 2:00pm **P369K@I117K** 12:40pm to 1:20pm **Leadership and Community Service** 1:20pm to 2:30pm
Gymnasium (Capacity: 488)	**KAPPA VII** 8:00am to 9:00am **BCAM** 9:00am to 12:00pm **Leadership and Community Service** 12:00pm to 1:30pm **P369K@I117K** 1:30 to 2:45 pm **Urban Dove** 2:00 to 3:00pm	**KAPPA VII** 8:00am to 9:00am **BCAM** 9:00am to 12:00pm **Leadership and Community Service** 12:00pm to 1:30pm **P369K@I117K** 1:30 to 2:45 pm **Urban Dove** 2:00 to 3:00pm	**KAPPA VII** 8:00am to 9:00am **BCAM** 9:00am to 12:00pm **Leadership and Community Service** 12:00pm to 1:30pm **P369K@I117K** 1:30 to 2:45 pm **Urban Dove** 2:00 to 3:00pm	**KAPPA VII** 8:00am to 9:00am **BCAM** 9:00am to 12:00pm **Leadership and Community Service** 12:00pm to 1:30pm **P369K@I117K** 1:30 to 2:45 pm **Urban Dove** 2:00 to 3:00pm	**KAPPA VII** 8:00am to 9:00am **BCAM** 9:00am to 12:00pm **Leadership and Community Service** 12:00pm to 1:30pm **P369K@I117K** 1:30 to 2:45 pm **Urban Dove** 2:00 to 3:00pm
Auditorium (Capacity: 716)	**KAPPA VII** 9:00am to 10:45am **P369K@I117K** 10:45am to 11:30am **Leadership and Community Service** 11:30pm to 1:30pm **BCAM**	**KAPPA VII** 9:00am to 10:45am **P369K@I117K** 10:45am to 11:30am **Leadership and Community Service** 11:30pm to 1:30pm **BCAM**	**KAPPA VII** 9:00am to 10:45am **P369K@I117K** 10:45am to 11:30am **Leadership and Community Service** 11:30pm to 1:30pm **BCAM**	**KAPPA VII** 9:00am to 10:45am **P369K@I117K** 10:45am to 11:30am **Leadership and Community Service** 11:30pm to 1:30pm **BCAM**	**KAPPA VII** 9:00am to 10:45am **P369K@I117K** 10:45am to 11:30am **Leadership and Community Service** 11:30pm to 1:30pm **BCAM**

	8:00am to 9:00am 1:00pm to 3:20pm **Urban Dove** 4:55pm to 6:00pm	8:00am to 9:00am 1:00pm to 3:20pm **Urban Dove** 4:55pm to 6:00pm	8:00am to 9:00am 1:00pm to 3:20pm **Urban Dove** 4:55pm to 6:00pm	8:00am to 9:00am 1:00pm to 3:20pm **Urban Dove** 4:55pm to 6:00pm	8:00am to 9:00am 1:00pm to 3:20pm **Urban Dove** 4:55pm to 6:00pm

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; UFT 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 KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove will be part of the K117 School Safety Committee. As a member of the School Safety Committee, the leader/designee of KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove 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 KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove will be addressed on an ongoing basis. Moreover, the Safety Plan for the K117 school building will be modified as appropriate to meet any changing security needs associated with the co-location. KAPPA VII, BCAM, Leadership and Community Service, P369K@I117K, and Urban Dove will enter information in the K117 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each of the campus' 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 Safety Plan for the K117 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 NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,[12] co-located schools on campuses 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 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 for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

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

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 ("SLT") 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 BUP and its campus implementation.