

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate Brooklyn Success Academy Charter School 4 (84KTBD, "Success Academy - Williamsburg"), a new public charter school, in Building K050 ("K050"), located at 183 South 3rd Street, Brooklyn NY 11211 in Community School District 14. If this proposal is approved, Success Academy - Williamsburg would be co-located in K050 beginning in the 2012-2013 school year. The school would enroll kindergarten and first grade students in 2012-2013 and would then add one grade each year until it serves students in kindergarten through fourth grade in the 2015-2016 school year. Success Academy- Williamsburg would be co-located with J.H.S. 050 John D. Wells (14K050, "J.H.S. 50"), an existing DOE middle school that serves students in sixth through eighth grades. In addition, K050 houses a community-based organization ("CBO"), El Puente. 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.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed actual allocation of classrooms and administrative space between J.H.S. 50 and Success Academy - Williamsburg. It also includes a proposal for the collaborative usage of shared resources and spaces between J.H.S. 50 and Success Academy - Williamsburg, 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 Panel for Educational Policy ("PEP").

METHODOLOGY

The DOE has applied the Citywide Instructional Footprint ("Footprint")¹ 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.

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space,

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 the Borough Director of Space Planning and a representative of the school organization.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education 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 kindergarten through fifth grade 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 classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

while empowering building occupants to make decisions that best meet the needs of all students in the building. Please visit the DOE’s website to access the Footprint, which guides space allocation and use in City schools: <http://schools.nyc.gov/community/planning/default.htm>. The Footprint can be found in the “Key Documents” section.

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 September 16, 2011 by a Director of Space Planning from the Office of Space Planning, K050 has a total of 57 full-size classrooms/spaces² (including 1 full-size science laboratory), 4 half-size classrooms/spaces,³ 10 quarter-size spaces that can be used for administrative purposes, and 3.5 FSE rooms of designed administrative office/space. K050 also contains a gymnasium, auditorium, cafeteria, and a library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies 1 full-size space
- Custodian’s office occupies 1 half-size space
- El Puente, a community-based organization (“CBO”), occupies 2 full-size and 1 quarter-size spaces
- School Based Support Team (“SBST”) occupies 1 full-size space.

Excluding the spaces outlined above, K050 has a total of 53 full-size classrooms/spaces (including 1 full-size science laboratory), 3 half-size classrooms/spaces, 9 quarter-size spaces that can be used for administrative purposes, and 3.5 FSE rooms of designed administrative office/space remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	57	4	10	3.5
SHARED SPACES or Building Services	4	1	1	0.0
Remaining Total to be Allocated	53	3	9	3.5

² Full-size classrooms have an area of 500 square feet or more.
³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

Excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the relative projected enrollments of the schools.

2011-2012 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at each school in 2011-2012:

2011-2012	Total Enrolled ⁴	General Education (“GE”) / ICT Sections	SC Sections
J.H.S. 50	417	12	6
Academy for Young Writers	405	15	1

The table below summarizes J.H.S. 50’s and Academy for Young Writers’ baseline and/or adjusted footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted the baseline allocation of Academy for Young Writers because K050 does not have a sufficient number of half-size spaces.⁵ Academy for Young Writers has been allocated 1 full-size room in lieu of the 1 half-size room necessary for its SC special education population and 2 full-size and 1 half-size rooms in lieu of 2.5 FSE of designed administrative spaces. Additionally, the DOE has adjusted the baseline allocation of J.H.S. 50 because K050 does not have sufficient half-size spaces. J.H.S. 50 has been allocated 6 full-size rooms in lieu of the 6 half-size rooms necessary for its SC special education population.

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)
J.H.S. 50	Baseline Footprint Allocation	13	7	3.0	-	-	-	3.0	13	7	-	3.0
	Adjusted Baseline Allocation	19	1	3.0	-	-	-	3.0	19	1	-	3.0

⁴ 2011-2012 unaudited register as of October 31, 2011.

⁵ J.H.S. 50’s baseline allocation has been so adjusted for each of the school years described in this document.

	Current Space Allocation	29	-	2.5	-	2	7	5.5	29	2	7	2.5
Academy for Young Writers	Baseline Footprint Allocation	15	2	3.0	-	-	-	3.0	15	2	-	3.0
	Adjusted Baseline Allocation	16	1	0.5	2	1	-	3.0	18	2	-	0.5
	Current Space Allocation	22	1	1.0	2	-	2	4.0	24	1	2	1.0

As referenced in the EIS regarding the proposal, the DOE has separately proposed to re-site Academy for Young Writers to another building beginning in the 2012-2013 school year. If that proposal is approved, the rooms currently occupied by Academy for Young Writers will be available for allocation between J.H.S. 50 and Success Academy - Williamsburg for the 2012-2013 school year and beyond. As demonstrated in the table above, J.H.S. 50 and Academy for Young Writers are currently using classrooms in excess of their adjusted baseline Footprint allocations.

The table below summarizes the available space within K050 in the 2011-2012 school year after each school has received its adjusted baseline allocation:

2011-2012: Building K050	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0.0	16	0	9

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Success Academy - Williamsburg’s kindergarten and first grade students would be sited in K050 beginning in the 2012-2013 school year.⁶

The DOE has adjusted the baseline allocation of J.H.S. 50 because K050 does not have sufficient half-size spaces. J.H.S. 50 has been allocated 6 full-size rooms in lieu of the 6 half-size rooms necessary for its SC special education population. Additionally, the DOE has adjusted the baseline allocation of Success Academy - Williamsburg because K050 does not have a sufficient number of half-size spaces. Therefore, Success Academy - Williamsburg’s baseline Footprint has been

⁶ The space planning that appears in this document for the 2012-2013 school year and beyond assumes that the proposal that Academy for Young Writers be re-sited to a different building has been approved.

adjusted for 2012-2013 to include 1 full-size room in lieu of 1 half-size resource room. Additionally, 2 full-size and 1 half-size rooms have been allocated as administrative space in lieu of 2.5 FSE of designed administrative space.

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

2012-2013	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
J.H.S. 50	355-385	13	6
Success Academy - Williamsburg	170 - 196	7	0

After J.H.S. 50 and Success Academy - Williamsburg have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K050	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	21	0	9

The table below summarizes the full 2012-2013 room allocation plan for J.H.S. 50 and Success Academy - Williamsburg based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation, which has been allocated among the two schools in approximate relation to their projected enrollment:

⁷ The DOE's enrollment figures are based on projections.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Design ed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Design ed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Design ed Admin (FSE)
J.H.S. 50	Baseline Footprint	14	7	3.0	-	-	-	3.0	-	-	-	-	14	7	-	3.0
	Adjusted Baseline Allocation	20	1	3.0	-	-	-	3.0	13	-	9	-	33	1	9	3.0
Success Academy - Williamsburg	Baseline Footprint Allocation	9	2	3.0	-	-	-	3.0	-	-	-	-	9	2	-	3.0
	Adjusted Baseline Allocation	10	1	0.5	2	1	-	3.0	8	-	-	-	20	2	-	0.5

In total, J.H.S. 50 will be allocated 33 full-size, 1 half-size, and 9 quarter-size rooms and 3.0 FSE of designed administrative spaces. Success Academy - Williamsburg will be allocated 20 full-size and 2 half-size rooms and 0.5 FSE of designed administrative space.

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

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)
J.H.S. 50	29	2	7	2.5	33	1	9	3.0	+4	-1	+2	+0.5
Success Academy - Williamsburg	-	-	-	-	20	2	-	0.5	+20	+2	-	+0.5

2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Success Academy - Williamsburg’s kindergarten, first, and second grade students would be sited in K050 beginning in the 2013-2014 school year.

The DOE has adjusted the baseline allocation of J.H.S. 50 because K050 does not have sufficient half-size spaces. J.H.S. 50 has been allocated 6 full-size rooms in lieu of the 6 half-size rooms necessary for its SC special education population. Additionally, the DOE has adjusted the baseline allocation of Success Academy - Williamsburg to include 1 full-size room in lieu of 1 half-size resource room. Additionally, 2 full-size and 1 half-size rooms have been allocated as administrative space in lieu of 2.5 FSE of designed administrative space.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014:

2013-2014	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
J.H.S. 50	345 – 375	14	6
Success Academy - Williamsburg	224 – 250	10	0

After J.H.S. 50 and Success Academy - Williamsburg have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K050	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	17	0	9

The table below summarizes the full 2013-2014 room allocation plan for J.H.S. 50 and Success Academy - Williamsburg based on their baseline footprint or adjusted baseline footprint allocation, plus the excess space allocation, which has been allocated among the two schools in approximate relation to their projected enrollment:

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Design ed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Addition al Full-size Rooms	Addition al Half-size Rooms	Addition al Quarter-size Rooms	Addition al Design ed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Design ed Admin (FSE)
J.H.S. 50	Baseline Footprint	15	7	3.0	-	-	-	3.0	-	-	-	-	13	6	-	3.0
	Adjusted Baseline Allocation	21	1	3.0	-	-	-	3.0	10	-	9	-	31	1	9	3.0

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

Success Academy - Williamsburg	Baseline Footprint Allocation	12	2	3.0	-	-	-	-	-	-	-	-	12	2	-	3.0
	Adjusted Baseline Allocation	13	1	0.5	2	1	-	3.0	7	-	-	-	22	2	-	0.5

In total, J.H.S. 50 will be allocated 31 full-size, 1 half-size, and 9 quarter-size rooms and 3.0 FSE of designed administrative spaces. Success Academy - Williamsburg will be allocated 22 full-size and 2 half-size rooms and 0.5 FSE of designed administrative spaces.

The room change is reflected below for the 2012-2013 to the 2013-2014 school year:

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 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)
J.H.S. 50	33	1	9	3.0	31	1	9	3.0	-2	-	-	-
Success Academy - Williamsburg	20	2	-	0.5	22	2	-	0.5	+2	-	-	-

2014-2015 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, Success Academy - Williamsburg's kindergarten, first, second, and third grade students would be sited in K050 beginning in the 2014-2015 school year.

The DOE has adjusted the baseline allocation of J.H.S. 50 because K050 does not have sufficient half-size spaces. J.H.S. 50 has been allocated 6 full-size rooms in lieu of the 6 half-size rooms necessary for its SC special education population. Additionally, the DOE has adjusted the baseline allocation of Success Academy - Williamsburg to include 1 full-size room in lieu of 1 half-size resource room. Additionally, 2 full-size and 1 half-size rooms have been allocated as administrative space in lieu of designed administrative space.

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

2014-2015	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
J.H.S. 50	345 – 375	14	6
Success Academy - Williamsburg	375 – 500	17	0

After the schools have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated: These rooms have been allocated among the two schools in approximate relation to their projected enrollment.

2014-2015: Building K050	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	9	0	9

The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 50 and Success Academy - Williamsburg based on their baseline footprint or adjusted baseline footprint allocation, plus the excess space allocation, which has been allocated among the two schools in approximate relation to their projected enrollment:

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

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Design ed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Addition al Full-size Rooms	Addition al Half-size Rooms	Addition al Quarter-size Rooms	Addition al Design ed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Design ed Admin (FSE)
J.H.S. 50	Baseline Footprint	15	7	3.0	-	-	-	3.0	-	-	-	-	13	6	-	15
	Adjusted Baseline Allocation	21	1	3.0	-	-	-	3.0	4	-	9	-	25	1	9	21
Success Academy - Williamsburg	Baseline Footprint Allocation	20	2	3.0	-	-	-	-	-	-	-	-	20	2	-	3.0
	Adjusted Baseline Allocation	21	1	0.5	2	1	-	3.0	5	-	-	-	28	2	-	0.5

In total, J.H.S. 50 will be allocated 25 full-size, 1 half-size, and 9 quarter-size rooms and 3.0 FSE of designed administrative spaces. Success Academy - Williamsburg will be allocated 28 full-size and 2 half-size rooms and 0.5 FSE of designed administrative space.

The room change is reflected below for the 2013-2014 to the 2014-2015 school year:

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 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)
J.H.S. 50	31	1	9	3.0	25	1	9	3.0	-6	-	-	-
Success Academy - Williamsburg	22	2	-	0.5	28	2	-	0.5	+6	-	-	-

2015-2016 (FOURTH AND FINAL YEAR PROPOSED IMPLEMENTATION):

If this proposal is approved, Success Academy - Williamsburg’s kindergarten through fourth grade students would be sited in K050 beginning in the 2015-2016 school year.

The DOE has adjusted the baseline allocation of J.H.S. 50 because K050 does not have sufficient half-size spaces. J.H.S. 50 has been allocated 6 full-size rooms in lieu of the 6 half-size rooms necessary for its SC special education population. Additionally, the DOE has adjusted the baseline allocation of Success Academy - Williamsburg for the following reason: 2 full-size rooms have been allocated in lieu of 3 half-size resource rooms, and 2 full-size and 1-half size rooms have been allocated as administrative space in lieu of designed administrative space.

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

2015-2016	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
J.H.S. 50	345 – 375	14	6

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

Success Academy - Williamsburg	525 – 625	23	0
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After the schools have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K050	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	1	0	9

The table below summarizes the full 2012-2013 room allocation plan for J.H.S. 50 and Success Academy - Williamsburg based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation, which has been allocated among the two schools in approximate relation to their projected enrollment:

2015-2016		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)
J.H.S. 50	Baseline Footprint	15	7	3.0	-	-	-	3.0	-	-	-	-	13	6	-	15
	Adjusted Baseline Allocation	21	1	3.0	-	-	-	3.0	1	-	9	-	22	1	9	21
Success Academy - Williamsburg	Baseline Footprint Allocation	26	4	3.0	-	-	-	3.0	-	-	-	-	26	4	-	3.0
	Adjusted Baseline Allocation	29	1	0.5	2	1	-	3.0	0	-	-	-	31	2	-	0.5

In total, J.H.S. 50 will be allocated 22 full-size, 1 half-size, and 9 quarter-size rooms and 3.0 FSE of designed administrative spaces. Success Academy - Williamsburg will be allocated 31 full-size and 2 half-size and 0.5 FSE of designed administrative spaces.

The room change is reflected below for the 2014-2015 to the 2015-2016 school year:

Room Change (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 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)
J.H.S. 50	25	1	9	3.0	22	1	9	3.0	-3	-	-	-
Success Academy - Williamsburg	28	2	-	0.5	31	2	-	0.5	+3	-	-	-

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 K050. 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 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, the Building Council is 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 and Nutrition website,¹¹ 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 schools' current allocation of time for 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, based on the 2011 Campus Audit Template submitted by the Building Council.¹³ Because Success Academy - Williamsburg would be co-located in the building for the first time if this proposal is approved, it may be necessary to change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how Success Academy - Williamsburg and J.H.S. 50 may use the shared spaces, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria

- Success Academy - Williamsburg has been allocated the time in the cafeteria for lunch that is currently used by Academy for Young Writers, according to the 2011 Campus Audit. Therefore, the cafeteria schedule for J.H.S. 50 remains the same as it currently is 2011-2012.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K050. J.H.S. 50 currently serves breakfast between 8:00 a.m. and 8:20 a.m. The proposed shared space schedule below retains this schedule and allots an additional fifteen minutes to J.H.S. 50. Because Success Academy - Williamsburg will start its school day before J.H.S. 50, it has been allocated a separate period for breakfast that begins and ends before the start of J.H.S. 50's school day.

Gymnasiums

- There is one gymnasium in the building.

¹¹ See the DOE's School Food and Nutrition website at: <http://www.opt-osfns.org/osfns/>

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

¹³ 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.

- In the proposed schedule below, the gymnasium is programmed for use in approximate relation to each school's projected enrollment in 2012-2013. Success Academy - Williamsburg is programmed for 2 hours of gymnasium time daily and J.H.S. 50 is programmed for 4 hours of gymnasium time daily.
- The capacity of the gymnasium is 589 students. Because Success Academy - Williamsburg will serve elementary students, the shared space schedule assumes that the average gym class size for Success Academy - Williamsburg will be slightly smaller (41 students per period) than for J.H.S. 50 (50 students per period). The gymnasium can be programmed for eight 30 minute periods a day for J.H.S. 50 and for four 30 minute periods a day for Success Academy - Williamsburg. Therefore, each school could offer gym to each of their students for several periods per week.

Library

- The DOE notes that the library is a shared space; however specific time in the library is not currently allocated to any of the existing schools according to the 2011 Campus Audit. The DOE proposes that J.H.S. 50 receives the most amount of time in the library (25 hours per week) because it has the largest projected enrollment for 2012-2013. Under the proposed shared space schedule, Success Academy - Williamsburg will receive 12.5 hours weekly.

Auditorium

- The DOE notes that the auditorium is a shared space; however specific time in the auditorium is not currently allocated to any of the existing schools according to the 2011 Campus Audit. The DOE proposes that J.H.S. 50 receives the most amount of time in the auditorium (25 hours per week) because it has the largest projected enrollment for 2012-2013. Under the proposed shared space schedule, Success Academy - Williamsburg will receive 12.5 hours weekly.

After School Programs

- The schedule below does not include a proposed plan for how the schools can equitably use the shared spaces after the end of the school day. The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts.
- The DOE notes that the Office of Adult and Continuing Education maintains evening courses at K050 on Monday and Wednesday evenings for approximately 20 adults. These courses take place after school hours.

- The DOE notes that J.H.S. 50 and the El Puente Beacon program use the gymnasium for after school basketball on Wednesdays and Thursdays. Additionally, supplemental service providers Edison Learning and Academic Advantage provide after school tutoring Monday through Thursdays from approximately 3:30 p.m. to 5:15 p.m.
- Success Academy - Williamsburg is a new school that has not opened yet, and as a result it does not yet have an after-school schedule.

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. This agreement could result in J.H.S. 50's changing its use of the shared space once Success Academy - Williamsburg is co-located in the building.

In 2012-2013, the DOE projects J.H.S. 50 will serve 355–385 students in K050. According to its charter, Success Academy - Williamsburg will serve a total of 170-196 students in 2012-2013. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, J.H.S. 50 runs from approximately 8:30 to 2:50 pm.¹⁴ Since Success Academy - Williamsburg is a new school, it does not have a current school start or end time. However, the DOE notes that all of the other Success Charter Network elementary schools which are part of the same charter network organization begin between 7:00 and 7:45 a.m. and end between 4:00 and 5:00 p.m.

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:

¹⁴ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 460)	<u>Breakfast:</u> Success Academy - Williamsburg 7:15am-7:45am J.H.S. 50 7:45am-8:20am <u>Lunch:</u> J.H.S. 50 10:55am-12:27pm Success Academy - Williamsburg 12:33pm – 1:45pm	<u>Breakfast:</u> Success Academy - Williamsburg 7:15am-7:45am J.H.S. 50 7:45am-8:20am <u>Lunch:</u> J.H.S. 50 10:55am-12:27pm Success Academy - Williamsburg 12:33pm – 1:45pm	<u>Breakfast:</u> Success Academy - Williamsburg 7:15am-7:45am J.H.S. 50 7:45am-8:20am <u>Lunch:</u> J.H.S. 50 10:55am-12:27pm Success Academy - Williamsburg 12:33pm – 1:45pm	<u>Breakfast:</u> Success Academy - Williamsburg 7:15am-7:45am J.H.S. 50 7:45am-8:20am <u>Lunch:</u> J.H.S. 50 10:55am-12:27pm Success Academy - Williamsburg 12:33pm – 1:45pm	<u>Breakfast:</u> Success Academy - Williamsburg 7:15am-7:45am J.H.S. 50 7:45am-8:20am <u>Lunch:</u> J.H.S. 50 10:55am-12:27pm Success Academy - Williamsburg 12:33pm – 1:45pm
	J.H.S. 50 8:30am – 1:30pm Success Academy - Williamsburg 1:30pm – 4:00pm	J.H.S. 50 8:30am – 1:30pm Success Academy - Williamsburg 1:30pm – 4:00pm	J.H.S. 50 8:30am – 1:30pm Success Academy - Williamsburg 1:30pm – 4:00pm	J.H.S. 50 8:30am – 1:30pm Success Academy - Williamsburg 1:30pm – 4:00pm	J.H.S. 50 8:30am – 1:30pm Success Academy - Williamsburg 1:30pm – 4:00pm

Gymnasium (Capacity: 589)	J.H.S. 50 8:30am – 12:30pm				
	Success Academy - Williamsburg 12:30am – 2:30pm				
Auditorium (Capacity: 512)	J.H.S. 50 8:30am – 1:30pm				
	Success Academy - Williamsburg 1:30pm – 4:00pm				

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 Success Academy - Williamsburg will be part of the K050 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Success Academy - Williamsburg 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 Success Academy - Williamsburg will be addressed on an ongoing basis. Moreover, the Safety Plan for the K050 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Success Academy - Williamsburg will enter information in the K050 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 K050 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.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

Proposed Communications Strategy

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011,¹⁵ 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 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.

¹⁵ 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 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.