

## **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 open and co-locate<sup>1</sup> a new public charter school, Citizens of the World Charter School New York 1 (84KTBD, "Citizens") in building K126 ("K126"), which is located at 424 Leonard Street, Brooklyn, NY 11222, in Brooklyn's Community School District 14, beginning in the 2013-2014 school year. Citizens will serve students in kindergarten through fifth grades. If this proposal is approved, Citizens will be co-located in K126 with existing schools John Ericsson Middle School (14K126, "Ericsson Middle"), an existing district middle school that serves sixth- through eighth-grade students, and Believe Northside Charter High School (84K693, "Believe Northside"), an existing charter school that serves ninth- through twelfth-grade students, beginning in the 2013-2014 school year. Building K126 also houses Beacon, an after-school program run by the YMCA.

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 Ericsson Middle, Believe Northside, and Citizens. It also includes a proposal for the collaborative usage of shared resources and spaces between Ericsson Middle, Believe Northside, and Citizens, including but not limited to cafeterias, libraries, and gymnasiums 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 are 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 NYC Department of Education Instructional Footprints ("Footprint")<sup>2</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by a representative from the Office of Space Planning and the school's principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are 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 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 grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

---

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

<sup>2</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at:  
[http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf)

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 6-12, 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.

Space is allocated to District 75 programs according to the DOE’s District 75 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 rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 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 District 75 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 11, 2012 by the Office of Space Planning, building K126 has a total of 52 full-size classrooms/spaces<sup>3</sup>, 7 full-size science demonstration rooms, 15 half-size classrooms/spaces<sup>4</sup>, 7 quarter-size spaces<sup>5</sup> that can be used for administrative purposes, and 4.5 full-size FSE rooms of designed administrative office/space. Building K126 also contains a gymnasium, auditorium, lunchroom, 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 1.0 FSE designed administrative space.
- Custodian’s office occupies 1 half-size space.
- School Safety occupies 1 quarter-size space.
- A School Based Support Team occupies 1 half-size space.<sup>6</sup>
- A community-based organization (“CBO”), Beacon, occupies 1 half-size space.
- A dental office occupies 1.0 FSE designed administrative space.

<sup>3</sup> Full-size classrooms have an area of 500 square feet or more.

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

<sup>5</sup> Quarter-size classrooms have an area of less than 240 square feet.

<sup>6</sup> At the time of the walkthrough, SBST did not occupy space in the building; however, the allocation for SBST is accounted for in the 2013-2014 building summary and space allocations.

Excluding the spaces outlined above, K126 has a total of 59 full-size classrooms (including 7 full-size science demonstration rooms), 12 half-size classrooms/spaces, 6 quarter-size space, and 2.5 FSE designed administrative office/space remaining that can be allocated to schools.

Summary: Building K126	FS	HS	QS	Designed Admin (FSE)
Buildings K126	59	15	7	4.5
SHARED SPACES or Building Services	0	2	1	2.0
<b>Remaining Total to be Allocated</b>	<b>59</b>	<b>13</b>	<b>6</b>	<b>2.5</b>

**2012-2013 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections served at Ericsson Middle and Believe Northside in 2012-2013.

2012-2013	Grades Served	Total Enrolled <sup>7</sup>	GE/ICT Sections	SC Sections
Ericsson Middle	6-8	288	11	6
Believe Northside	9-12	380	N/A <sup>8</sup>	0

The table below summarizes Ericsson Middle’s baseline and adjusted baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that the school is currently using. The DOE has adjusted Ericsson Middle’s baseline footprint allocation for the following reasons:

- Ericsson Middle currently operates 6 self-contained (“SC”) special education classes. Typically, as per the Footprint, SC special education classes are accommodated in half-size rooms. In this case, there is an insufficient number of half-size rooms appropriate for instruction in K126. Ericsson Middle’s baseline footprint has thus been adjusted to include 5 additional full-size rooms in lieu of 5 half-size rooms.

<sup>7</sup> 2012-2013 Register Projections.

<sup>8</sup> High school grades are not typically programmed into sections. As stated above, the Footprint assumes that sixth through twelfth grade students move from class to class and that classrooms should be programmed at maximum efficiency. In calculating the baseline footprint for Believe Northside for 2012-213 and going forward, the DOE has used the number of instructional spaces for high school that serves four sections per grade as outlined in the Footprint.

2012-2013		Non-Admin Spaces		Administrative Spaces				Grand Total Current Space Allocation				
		Full-size Class-rooms	Half-size Class-rooms	Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-size Space	Total Admin (FSE)	TOTAL FS	TOTAL HS	TOTAL QS	TOTAL DESIGN ADMIN
Ericsson Middle	Baseline Footprint Allocation	12	7	2.5	0	0	0	2.5	12	7	0	2.5
	Adjusted Baseline Allocation	17	2	2.5	0	0	0	2.5	17	2	0	2.5
	Current Space Allocation	30	7	2.5	0	0	2	3.0	30	7	2	2.5
Believe Northside	Baseline Footprint Allocation	16	1	0.0	1	4	0	3.0	17	5	0	0.0
	Current Space Allocation	28	1	0.0	1	5	4	4.5	29	6	4	0.0

As demonstrated in the table above, Ericsson Middle is currently using 13 full-size, 5 half-size, and 2 quarter-size spaces in excess of its adjusted baseline Footprint allocation. Believe Northside is currently using 12 full-size, 1 half-size, and 4 quarter-size spaces in excess of its baseline Footprint allocation. The table below summarizes the available space within K126 after Ericsson Middle and Believe Northside have received their respective adjusted baseline and baseline footprint allocations, some of which will be allocated to Citizens for 2013-2014.

2012-2013: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0.0	25	5	6

### **2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

If approved, Citizens will begin enrolling kindergarten and first grade students in K126 in the 2013-2014 school year. The building summary below accounts for the use of 1 half-size space by SBST beginning in the 2013-2014 school year.

Summary: Building K126	FS	HS	QS	Designed Admin (FSE)
Buildings K126	59	15	7	4.5
SHARED SPACES or Building Services	0	3	1	2.0
<b>Remaining Total to be Allocated</b>	<b>59</b>	<b>12</b>	<b>6</b>	<b>2.5</b>

This means that there will be 59 full-size classrooms/spaces, 12 half-size classrooms/spaces, 6 quarter-size classrooms/spaces, and 2.5 FSE designed spaces to allocate between Ericsson Middle, Believe Northside, and Citizens going forward. As discussed previously, the DOE has adjusted Ericsson Middle's baseline allocation for the following reasons:

- Ericsson Middle currently operates 6 SC special education classes. Typically, as per the Footprint, SC special education classes are accommodated in half-size rooms. In this case, there is an insufficient number of half-size rooms appropriate for instruction in K126. Ericsson Middle's baseline footprint has thus been adjusted to include 5 additional full-size rooms in lieu of 5 half-size rooms.

These adjustments have been made to the baseline footprint allocation for Ericsson Middle in each year of room allocations presented in this document except where otherwise indicated.

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

2013-2014	Projected Enrollment <sup>9</sup>	GE/ICT Sections	SC Sections
Ericsson Middle	260-290	12	6
Believe Northside	360-420	N/A	0
Citizens	114-144	6	0

After Ericsson Middle, Believe Northside, and Citizens have received their respective adjusted baseline footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Footprint Allocations	0.0	14	2	4

The excess space will be allocated between Ericsson Middle, Believe Northside, and Citizens based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools. The table below summarizes the full 2013-2014 room allocation plan for Ericsson Middle, Believe Northside, and Citizens based on their baseline footprint and adjusted baseline footprint allocations, plus the excess space allocation.

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

2013-2014		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)
Ericsson Middle	Baseline Footprint Allocation	13	7	2.5	0	0	0	2.5	0	0	0	0	13	7	0	2.5
	Adjusted Baseline Allocation	18	2	2.5	0	0	0	2.5	6	1	2	0	24	3	2	2.5
Believe Northside	Baseline Footprint Allocation	16	1	0	1	3	2	3.0	7	1	2	0	24	5	4	0.0
Citizens	Baseline Footprint Allocation	9	2	0	1	2	0	2.0	1	0	0	0	11	4	0	0.0

In total, Ericsson Middle will be allocated 24 full-size, 3 half-size, 2 quarter-size, and 2.5 FSE designed administrative spaces. This allocation is 6 full-size, 1 half-size, and 2 quarter-size spaces in excess of Ericsson Middle's adjusted baseline footprint. Believe Northside will be allocated 24 full-size, 5 half-size, and 4 quarter-size spaces. This allocation is 7 full-size, 1 half-size, and 2 quarter-size spaces in excess of Believe Northside's baseline footprint allocation. Citizens will be allocated 11 full-size and 4 half-size spaces. This allocation is 1 full-size room in excess of Citizens' baseline footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 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 <sup>10</sup>	Quarter-size Rooms	Designed Admin (FSE)
Ericsson Middle	30	7	2	2.5	24	3	2	2.5	-6	-4	0	0.0
Believe Northside	29	6	4	0	24	5	4	0.0	-5	-1	0	0.0
Citizens	N/A	N/A	N/A	N/A	11	4	0	0.0	+11	+4	0	0.0

**2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

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

2014-2015	Projected Enrollment <sup>11</sup>	GE/ICT Sections	SC Sections
Ericsson Middle	255-285	12	6
Believe Northside	360-420	N/A	0
Citizens	171-216	9	0

<sup>10</sup> Again, the DOE has removed 1 half-size room from the total rooms to be allocated to allow for 1 half-size room to be used for SBST. Going forward, 12 half-size rooms are available for allocation.

<sup>11</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After Ericsson Middle, Believe Northside, and Citizens have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Footprint Allocations	0.0	11	2	4

The excess space will be allocated between Ericsson Middle, Believe Northside, and Citizens based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools. The table below summarizes the full 2014-2015 room allocation plan for Ericsson Middle, Believe Northside, and Citizens 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) 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)
Ericsson Middle	Baseline Footprint Allocation	13	7	2.5	0	0	0	2.5	0	0	0	0.0	13	7	0	2.5
	Adjusted Baseline Allocation	18	2	2.5	0	0	0	2.5	5	1	2	0.0	23	3	2	2.5
Believe Northside	Baseline Footprint Allocation	16	1	0.0	1	3	2	3.0	5	1	2	0.0	22	5	4	0.0
Citizens	Baseline Footprint Allocation	12	2	0.0	1	2	0	2.0	1	0	0	0.0	14	4	0	0.0

In total, Ericsson Middle will be allocated 23 full-size, 3 half-size, 2 quarter-size, and 2.5 FSE designed administrative spaces. This allocation is 5 full-size, 1 half-size, and 2 quarter-size spaces in excess of Ericsson Middle's adjusted baseline footprint. Believe Northside will be allocated 22 full-size, 5 half-size, and 4 quarter-size spaces. This allocation is 5 full-size, 1 half-size, and 2 quarter-size spaces in excess of Believe Northside's baseline footprint allocation. Citizens will be allocated 14 full-size and 4 half-size spaces. This allocation is 1 full-size room in excess of Citizens' baseline footprint allocation.

The change in rooms is reflected below for the 2013-2014 school year to the 2014-2015 school year.

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)
Ericsson Middle	24	3	2	2.5	23	3	2	2.5	-1	0	0	0.0
Believe Northside	24	5	4	0.0	22	5	4	0.0	-2	0	0	0.0
Citizens	11	4	0	0.0	14	4	0	0.0	+3	0	0	0.0

**2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)**

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

2015-2016	Projected Enrollment <sup>12</sup>	GE/ICT Sections	SC Sections
Ericsson Middle	255-285	12	6
Believe Northside	360-420	N/A	0
Citizens	228-288	12	0

<sup>12</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After Ericsson Middle, Believe Northside, and Citizens have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Footprint Allocations	0.0	8	1	4

The excess space will be allocated between Ericsson Middle, Believe Northside, and Citizens based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools. The table below summarizes the full 2015-2016 room allocation plan for Ericsson Middle, Believe Northside, and Citizens 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) 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)
Ericsson Middle	Baseline Footprint Allocation	13	7	2.5	0	0	0	2.5	0	0	0	0.0	13	7	0	2.5
	Adjusted Baseline Allocation	18	2	2.5	0	0	0	2.5	3	0	2	0.0	21	2	2	2.5
Believe Northside	Baseline Footprint Allocation	16	1	0.0	1	3	2	3.0	3	0	2	0.0	20	4	4	0.0
Citizens	Baseline Footprint Allocation	15	2	0.0	1	3	0	2.5	2	1	0	0.0	18	6	0	0.0

In total, Ericsson Middle will be allocated 21 full-size, 2 half-size, 2 quarter-size, and 2.5 FSE designed administrative spaces. This allocation is 3 full-size and 2 quarter-size spaces in excess of Ericsson Middle's adjusted baseline footprint. Believe Northside will be allocated 20 full-size, 4 half-size, and 4 quarter-size spaces. This allocation is 3 full-size and 2 quarter-size spaces in excess of Believe Northside's baseline Footprint allocation. Citizens will be allocated 18 full-size and 6 half-size spaces. This allocation is 2 full-size and 1 half-size rooms in excess of Citizens' baseline Footprint allocation.

The room change is reflected below from the 2014-2015 school year to the 2015-2016 school year.

ROOM CHANGE (+/-)	CURRENT 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)
Ericsson Middle	23	3	2	2.5	21	2	2	2.5	-2	-1	0	0.0
Believe Northside	22	5	4	0.0	20	4	4	0.0	-2	-1	0	0.0
Citizens	14	4	0	0.0	18	6	0	0.0	+4	+2	0	0.0

**2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)**

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

2016-2017	Projected Enrollment <sup>13</sup>	GE/ICT Sections	SC Sections
Ericsson Middle	255-285	12	6
Believe Northside	360-420	N/A	0
Citizens	285-360	15	0

<sup>13</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After Ericsson Middle, Believe Northside, and Citizens have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2016-2017: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Footprint Allocations	0.0	5	0	4

The excess space will be allocated between Ericsson Middle, Believe Northside, and Citizens based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools. The table below summarizes the full 2016-2017 room allocation plan for Ericsson Middle, Believe Northside, and Citizens based on their baseline Footprint and adjusted baseline footprint allocations, plus the excess space allocation.

2016-2017		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)
Ericsson Middle	Baseline Footprint Allocation	13	7	2.5	0	0	0	2.5	0	0	0	0	13	7	0	2.5
	Adjusted Baseline Allocation	18	2	2.5	0	0	0	2.5	1	0	2	0	19	2	2	2.5
Believe Northside	Baseline Footprint Allocation	16	1	0.0	1	3	2	3.0	2	0	2	0	19	4	4	0.0
Citizens	Baseline Footprint Allocation	18	2	0.0	1	4	0	3.0	2	0	0	0	21	6	0	0.0

In total, Ericsson Middle will be allocated 19 full-size, 2 half-size, 2 quarter-size, and 2.5 FSE designed administrative spaces. This allocation is 1 full-size and 2 quarter-size spaces in excess of Ericsson Middle's adjusted baseline footprint. Believe Northside will be allocated 19 full-size, 4 half-size, and 4 quarter-size spaces. This allocation is 2 full-size and 2 quarter-size spaces in excess of Believe Northside's baseline footprint allocation. Citizens will be allocated 21 full-size and 6 half-size spaces. This allocation is 2 full-size spaces in excess of Citizens' baseline footprint allocation.

The room change is reflected below for the current school year 2015-2016 to 2016-2017 school year.

ROOM CHANGE (+/-)	CURRENT 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)
Ericsson Middle	21	2	2	2.5	19	2	2	2.5	-2	0	0	0.0
Believe Northside	20	4	4	0.0	19	4	4	0.0	-1	0	0	0.0
Citizens	18	6	0	0.0	21	6	0	0.0	+3	0	0	0.0

**2017-2018 (FIFTH YEAR OF PROPOSED IMPLEMENTATION)**

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

2017-2018	Projected Enrollment <sup>14</sup>	GE/ICT Sections	SC Sections
Ericsson Middle	255-285	12	6
Believe Northside	360-420	N/A	0
Citizens	342-432	18	0

<sup>14</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After Ericsson Middle, Believe Northside, and Citizens have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2017-2018: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Footprint Allocations	0.0	2	0	4

The excess space will be allocated between Ericsson Middle, Believe Northside, and Citizens based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools. The table below summarizes the full 2017-2018 room allocation plan for Ericsson Middle, Believe Northside, and Citizens 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) 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)
Ericsson Middle	Baseline Footprint Allocation	13	7	2.5	0	0	0	2.5	0	0	0	0	13	7	0	2.5
	Adjusted Baseline Allocation	18	2	2.5	0	0	0	2.5	0	0	2	0	18	2	2	2.5
Believe Northside	Baseline Footprint Allocation	16	1	0.0	1	3	2	3.0	1	0	2	0	18	4	4	0.0
Citizens	Baseline Footprint Allocation	21	2	0.0	1	4	0	3.0	1	0	0	0	23	6	0	0.0

In total, Ericsson Middle will be allocated 18 full-size, 2 half-size, 2 quarter-size, and 2.5 FSE designed administrative spaces. This allocation is 2 quarter-size spaces in excess of Ericsson Middle's adjusted baseline footprint. Believe Northside will be allocated 18 full-size, 4 half-size, and 4 quarter-size spaces. This allocation is 1 full-size and 2 quarter-size spaces in excess of Believe Northside's baseline footprint. Citizens will be allocated 23 full-size and 6 half-size spaces, equal to its baseline footprint allocation. This allocation is 1 full-size space in excess of Citizens' baseline footprint.

The room change is reflected below for the 2016-2017 school year to the 2017-2018 school year.

ROOM CHANGE (+/-)	CURRENT 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)
Ericsson Middle	19	2	2	2.5	18	2	2	2.5	-1	0	0	0.0
Believe Northside	19	4	4	0.0	18	4	4	0.0	-1	0	0	0.0
Citizens	21	6	0	0.0	23	6	0	0.0	+2	0	0	0.0

### Shared Space Plan

A proposed shared space plan for 2013-2014 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 K126. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

#### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food 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 the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>15</sup> Where possible, the proposed schedule maintains each existing school's 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.<sup>16</sup> Citizens will be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to 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 years.

In planning how Ericsson Middle, Believe Northside, and Citizens may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

#### **Cafeteria:**

##### Cafeteria

- The 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.
- Ericsson Middle currently uses the cafeteria for two lunch periods from 10:28 am until 11:10 am and 11:58 am until 12:40 pm daily. In the proposed plan below, to accommodate its enrollment, Ericsson Middle will be allocated one hour of lunch daily (5 hours weekly). Believe Northside currently uses the cafeteria for two lunch periods from 1:00 pm until 2:00 pm and 2:00 pm until 3:00 pm daily. In the proposed plan below, Believe Northside will be allocated one hour and 30 minutes of lunch daily (7 hours and 30 minutes weekly), proportional to its enrollment. Finally, Citizens will be allocated one hour daily for lunch (5 hours weekly). The Building Council is empowered to make alternative arrangements to the below proposal, proportional to the enrollments of each school.

---

<sup>15</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>16</sup> 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.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K126. Ericsson Middle and Believe Northside currently use the cafeteria for breakfast from 7:30 am until 8:00 am, then start their school days at 8:00 am. In the proposed schedule below, Ericsson Middle and Believe Northside maintain the same allocation (2 hours and 30 minutes weekly each). Citizens has been allocated a separate period for breakfast, from 8:00 am until 8:20 am.

### **Gymnasium, Library, and Auditorium**

Believe Northside will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students and grade levels compared to Ericsson Middle and Citizens.

#### Gymnasiums

- The DOE proposes that the gymnasiums be allocated based on the relative projected enrollment of each school.
- In the proposed schedule below, Believe Northside is allocated the largest amount of time in the gymnasiums (17.5 hours weekly), Ericsson Middle is allocated 10 hours weekly, and Citizens is allocated 5 hours weekly.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.
- Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

#### Library

- Believe Northside is allocated the largest amount of time in the library based on its projected enrollment (15 hours weekly). Ericsson Middle is allocated 10 hours weekly and Citizens is allocated 5 hours weekly.
- Additional times remain unallocated. 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 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 comes to an agreement on the final shared space plan collaboratively.

#### Auditorium

- The DOE proposes that Believe Northside receive the greatest amount of time in the auditorium (13.75 hours weekly) based on the fact that it will serve the most number of students in the building, while Ericsson Middle has been allocated 12.5 hours weekly, and Citizens has been allocated 10 hours weekly.
- Given that the capacity of the auditorium is 492, the below proposed shared space plan 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, Citizens is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The DOE notes that most charter schools often offer extended school days during part of the week. Citizens will have to schedule its extended day programs in its classroom allocation, and will have to manage scheduling of shared spaces using the process outlined below.

The Building Council will address any requests to use any shared spaces after school hours and will resolve all conflicts. 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 the current schools in the building changing their use of the shared space once Citizens is co-located in the building.

In 2013-2014, the DOE projects Citizens will serve 114-144 students, Ericsson Middle will serve 260-290 students, and Believe Northside will serve 360-420 students in K126. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, Ericsson Middle's school day runs from approximately 8:00 a.m. to 2:57 p.m.<sup>17</sup> Believe Northside's school day runs from approximately 8:00 am to 4:10 pm. According to the charter application, Citizens' school day will run from approximately 8:20 am until 4:00 pm.

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
<b>Cafeteria</b> (Capacity: 504)	<b>Breakfast:</b> Ericsson Middle and Believe Northside 7:30am-8:00am Citizens 8:00am-8:20am				
	<b>Lunch:</b> Citizens 11:00am-12:00pm Ericsson Middle 12:00pm-1:00pm Believe Northside 1:00pm-2:30pm				

<sup>17</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<p><b>Library</b></p>	<p><b>Ericsson Middle</b> 8:00am-10:00am <b>Believe Northside</b> 10:00am-1:00pm <b>Citizens</b> 1:00pm-2:00pm</p>				
<p><b>Gymnasium</b> (Capacity: 650)</p>	<p><b>Believe Northside</b> 8:00am-11:30am <b>Citizens</b> 12:00pm-1:00pm <b>Ericsson Middle</b> 1:00pm-3:00pm</p>				
<p><b>Auditorium</b> (Capacity: 492)</p>	<p><b>Citizens</b> 7:45am-9:45am <b>Ericsson Middle</b> 9:45am-12:15pm <b>Believe Northside</b> 12:30pm-3:15pm</p>				

### **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 Citizens will be part of the K126 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Citizens 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 Citizens will be addressed on an ongoing basis. Moreover, the Safety Plan for the K126 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Citizens will enter information in the K126 schools' comprehensive 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's 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 K126 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,<sup>18</sup> 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 Schools Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) 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 minimally 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 BUP and its campus implementation.

---

<sup>18</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".