

## 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" Success Academy Charter School Brooklyn 5 (84KTBD, or "SA- Brooklyn 5"), a new public charter school that will serve students in kindergarten through fifth grade, in Building K265 ("K265"), located at 101 Park Avenue, Brooklyn, NY 11205, in Community School District 13 beginning in 2013-2014. SA- Brooklyn 5 would be co-located in K265 with Dr. Susan S. McKinney Secondary School of Arts (13K265, or "McKinney"), an existing secondary school that serves students in sixth through twelfth grades, and P369K@265K (75K369), a District 75 ("D75") inclusion program that serves students in sixth through twelfth grade. The District 13 School Food Field Office (KN13) and community-based organization Partnership with Children is also located in the K265 building. 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.

In a D75 inclusion program, students with disabilities receive special education services in a general education classroom along with general education students. Students in the D75 inclusion program at P369K@265K are enrolled in general education classes at McKinney based on their Individualized Education Program ("IEP") recommendations and receive Special Education Teacher Support Services ("SETSS") or pull-out services from the staff of K369.<sup>1</sup>

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between McKinney, P369K@265K, and SA- Brooklyn 5. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year, between McKinney, P369K@265K, and SA- Brooklyn 5, including but not limited to the cafeteria, library, and gymnasium, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

### METHODOLOGY

We have applied the DOE's Instructional Footprint ("Footprint")<sup>2</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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<sup>1</sup> 75K369 is an existing District 75 school currently sited at ten locations in Brooklyn, including K265. Other sites of this organization include: building K389 located at 383 State Street, Brooklyn, NY 11217; building K005 located at 820 Hancock Street, Brooklyn, NY 11233; building K056 located at 170 Gates Avenue, Brooklyn, NY 11238; building K067 located at 41 Saint Edwards Street, Brooklyn, NY 11205; building K117 located at 300 Willoughby Avenue, Brooklyn, NY 11201; building 261 located at 314 Pacific Street, Brooklyn, NY 11201; building K313 located at 283 Adams Street, Brooklyn, NY 11212; building K327 located at 111 Bristol Street, Brooklyn, NY 11212; and building K580 located at 105 Johnson Street, Brooklyn, NY 11201.

<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/community/planning/default.htm>.

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 a representative of the school.

For elementary schools serving grades kindergarten through five and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained special education (“SC”) 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.

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

| <b>Enrollment</b> | <b># of Cluster Rooms</b> |
|-------------------|---------------------------|
| 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, resources 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 occupational/physical therapy 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. Therefore, each principal must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on March 26, 2012 by a Representative from the Office Space Planning, building K265 has a total of 47 full-size classrooms/spaces<sup>3</sup> (including six full-size science demonstration rooms), 13 half-size spaces,<sup>4</sup> 1 quarter-size space,<sup>5</sup> and 6.5 full-sized equivalent ("FSE") designed administrative offices/spaces. The K265 building also contains 1 gymnasium, 1 auditorium, 1 cafeteria and 1 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:

- Nurse's office occupies 1 full-size equivalent designed administrative office/space
- Partnership with Children, a community based organization, occupies 2 half-size spaces
- Custodian's room occupies 1 half-size space
- District 13 School Food Field Office occupies 1 half-size space.

Excluding the spaces outlined above, the K265 building has a total of: 47 full-size classrooms, 9 half-size classrooms/spaces, 1 quarter-size space, and 5.5 FSE designed administrative offices/spaces remaining that can be allocated to schools.

| Summary                                | Full-Size | Half-Size | Quarter-Size | Designed Admin (FSE) |
|--|-----------|-----------|--------------|----------------------|
| Building Grand TOTAL                   | 47        | 13        | 1            | 6.5                  |
| SHARED SPACES or Building Services     | 0         | 4         | 0            | 1.0                  |
| <b>Remaining Total to be Allocated</b> | <b>47</b> | <b>9</b>  | <b>1</b>     | <b>5.5</b>           |

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.

<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.

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

The table below summarizes the total enrollment and sections served at K265 in 2012-2013.

| 2012-2013  | Total Enrolled <sup>6</sup> | GE/ICT Sections | SC <sup>7</sup> Sections |
|------------|-----------------------------|-----------------|--------------------------|
| McKinney   | 448                         | 16              | 4                        |
| P369K@265K | 22                          | 0               | 0 <sup>8</sup>           |

The table below summarizes McKinney's and P369K@265K's adjusted baseline Footprint allocations, which are 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 increased McKinney's baseline allocations for full-size rooms for the following reason:

- 4 full-size rooms in lieu of 4 half-size rooms have been allocated to McKinney because there are not enough half-size rooms in the building that can be used for instructional use.

The DOE has increased P369K@265K's baseline allocation for the following reason:

- P369K@265K has been allocated 1 full-size room in lieu of 1 half-size room since there are not enough half-size rooms in the building that are suitable for instructional use.

The two adjustments listed above have been made to the baseline Footprint allocation for each school in each year of room allocations presented in this document except where otherwise indicated.

P369K@265K is a D75 inclusion program, which means that its students are served in McKinney's general education classes and receive special services like SETTS in a pull-out classroom. The room which is used for pull-out services generally only serves about 8 students at a time. Since not all P369K@265K students are served in the room at the same time, one full-size classroom is sufficient to offer pull-out services to all students. As such, P369K@265K only needs access to 1 full-size space to meet the instructional needs of its students because its students are served in McKinney's general education classes. The adjusted allocation of space to P369K@265K is the same as its current space allocation (that is, the amount of space that P369K@265K is currently using). McKinney's current space allocation is greater than its adjusted allocation for the 2012-2013 school year.

<sup>6</sup> 2012-2013 Budget Register Projections

<sup>7</sup> Self-contained (SC) special education classrooms are provided for children with disabilities who are grouped together in a classroom on a full-time or part-time basis. They serve children whose needs cannot be met in the general education classroom environment. These classes may have from 6 to 15 students with one special education teacher and up to four paraprofessionals.

<sup>8</sup> Because P369K@265K is a D75 inclusion program, its students are served in McKinney's general education classes, and therefore its sections are included in the general McKinney section count.

| 2012-2013  |                               | 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) |
| McKinney   | Baseline Footprint Allocation | 19 <sup>9</sup>  | 5               | 3.5                   | 0               | 0               | 0                 | 3.5                                  | 19                    | 5                     | 0                        | 3.5                  |
|            | Adjusted Baseline Allocation  | 23               | 1               | 2.5                   | 0               | 2               | 0                 | 3.5                                  | 23                    | 3                     | 0                        | 2.5                  |
|            | Current Space Allocation      | 46               | 9               | 5.5                   | 0               | 0               | 1                 | 5.75                                 | 46                    | 9                     | 1                        | 5.5                  |
| P369K@265K | Baseline Footprint Allocation | 0                | 1               | 0.0                   | 0               | 0               | 0                 | 0                                    | 0                     | 1                     | 0                        | 0.0                  |
|            | Adjusted Baseline Allocation  | 1                | 0               | 0.0                   | 0               | 0               | 0                 | 0                                    | 1                     | 0                     | 0                        | 0.0                  |
|            | Current Space Allocation      | 1                | 0               | 0.0                   | 0               | 0               | 0                 | 0                                    | 1                     | 0                     | 0                        | 0.0                  |

As demonstrated in the table above, McKinney is currently using classrooms in excess of its Footprint allocation. The table below summarizes the available space within K265 after McKinney has received its adjusted baseline allocation.

| 2012-2013: Building K265               | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms |
|--|----------------------|-----------------|-----------------|--------------------|
| Space In Excess of Baseline Allocation | 3.0                  | 23              | 6               | 1                  |

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

If this proposal is approved, beginning in 2013-2014, SA- Brooklyn 5 would serve kindergarten and first grade students in K265.

This means that there would be 47 full-size classrooms/spaces to allocate between McKinney, P369K@265K, and SA- Brooklyn 5 going forward.

<sup>9</sup> McKinney's baseline allocation of rooms includes: 1 full-size music room, 1 full-size choral room, and 1 full-size dance room because McKinney is a performing arts school and requires access to these spaces for programming reasons.

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

| 2013-2014      | Projected Enrollment <sup>10</sup> | GE/ICT Sections | SC Sections |
|----------------|------------------------------------|-----------------|-------------|
| McKinney       | 410-480                            | 16              | 4           |
| P369K@265K     | 20-24                              | 0               | 0           |
| SA- Brooklyn 5 | 164-210                            | 7               | 0           |

After McKinney, P369K@265K, and SA- Brooklyn 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

| 2013-2014: Building K265               | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms |
|--|----------------------|-----------------|-----------------|--------------------|
| Space In Excess of Baseline Allocation | 1.0                  | 12              | 6               | 1                  |

The excess space will be allocated among McKinney, P369K@265K and SA- Brooklyn 5 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.

The table below summarizes the full 2013-2014 room allocation plan for McKinney, P369K@265K and SA- Brooklyn 5 based on their adjusted baseline Footprint allocations, plus the excess space allocation.

The DOE has adjusted McKinney's baseline allocation for the following reason:

- 2 half-size rooms in lieu of 1.0 FSE designed administrative space have been allocated to McKinney because of their location in the building. This adjustment has been made to the adjusted baseline Footprint allocation for the school in each year of room allocations presented in this document going forward except where otherwise indicated.

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

The DOE has adjusted SA- Brooklyn 5's baseline allocation for the following reason:

- 2 full-size rooms in lieu of 2 half-size resource rooms have been allocated to SA- Brooklyn 5 because the half-size rooms in K265 are not suitable for instructional use. This adjustment has been made to the adjusted baseline Footprint allocation for the school in each year of room allocations presented in this document going forward except where otherwise indicated.

| 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) |
| McKinney       | Adjusted Baseline Allocation  | 23               | 1               | 2.5                   | 0               | 2               | 0                  | 3.5               | 9                               | 2                          | 1                             | 0.0                             | 32                           | 5                     | 1                        | 2.5                        |
| P369@265K      | Adjusted Baseline Allocation  | 1                | 0               | 0.0                   | 0               | 0               | 0                  | 0.0               | 0                               | 0                          | 0                             | 0.0                             | 1                            | 0                     | 0                        | 0.0                        |
| SA- Brooklyn 5 | Baseline Footprint Allocation | 9                | 2               | 2.0                   | 0               | 0               | 0                  | 2.0               | 0                               | 0                          | 0                             | 0.0                             | 9                            | 2                     | 0                        | 2.0                        |
|                | Adjusted Baseline Allocation  | 11               | 0               | 2.0                   | 0               | 0               | 0                  | 2.0               | 3                               | 4                          | 0                             | 1.0                             | 14                           | 4                     | 0                        | 3.0                        |

The room change between the 2012-2013 school year and the 2013-2014 school year is reflected below:

| Room Change<br>(+/-) | CURRENT 2014-2015<br>GRAND TOTAL<br>SPACE ALLOCATIONS |                    |                       |                            | PROPOSED 2013-2014<br>GRAND TOTAL<br>SPACE ALLOCATIONS |                        |                           |                            | CHANGE (+/-)           |                        |                           |                            |
|----------------------|---|--------------------|-----------------------|----------------------------|--|------------------------|---------------------------|----------------------------|------------------------|------------------------|---------------------------|----------------------------|
|                      | Full-Size<br>Rooms                                    | Half-Size<br>Rooms | Quarter-Size<br>Rooms | Designed<br>Admin<br>(FSE) | Full-Size<br>Rooms                                     | Half-<br>Size<br>Rooms | Quarter-<br>Size<br>Rooms | Designed<br>Admin<br>(FSE) | Full-<br>Size<br>Rooms | Half-<br>Size<br>Rooms | Quarter-<br>Size<br>Rooms | Designed<br>Admin<br>(FSE) |
| McKinney             | 46  | 9                  | 1                     | 5.5                        | 32   | 5                      | 1                         | 2.5                        | -14                    | -4                     | 0                         | -3.0                       |
| P369K@265K           | 1   | 0                  | 0                     | 0.0                        | 1  | 0                      | 0                         | 0.0                        | 0                      | 0                      | 0                         | 0.0                        |
| SA- Brooklyn 5       | 0   | 0                  | 0                     | 0.0                        | 14   | 4                      | 0                         | 3.0                        | +14                    | +4                     | 0                         | +3.0                       |

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

If this proposal is approved, beginning in 2014-2015, SA- Brooklyn 5 would serve kindergarten and second grade students in K265.

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

| 2014-2015      | Projected Enrollment <sup>11</sup> | GE/ICT Sections | SC Sections |
|----------------|------------------------------------|-----------------|-------------|
| McKinney       | 410-480                            | 16              | 4           |
| P369K@265K     | 20-24                              | 0               | 0           |
| SA- Brooklyn 5 | 197-250                            | 9               | 0           |

<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 McKinney, P369K@265K, and SA- Brooklyn 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

| 2014-2015 Building K265                | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms |
|--|----------------------|-----------------|-----------------|--------------------|
| Space In Excess of Baseline Allocation | 0.5                  | 10              | 6               | 1                  |

The excess space will be allocated among McKinney, P369K@265K and SA- Brooklyn 5 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.

The table below summarizes the full 2014-2015 room allocation plan for McKinney, P369K@265K, and SA- Brooklyn 5 based on their 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) |
| McKinney       | Adjusted Baseline Allocation  | 23               | 1               | 2.5                   | 0               | 2               | 0                  | 3.5               | 7                               | 2                          | 1                             | 0.0                             | 30                           | 5                     | 1                        | 2.5                        |
| P369@265K      | Adjusted Baseline Allocation  | 1                | 0               | 0                     | 0               | 0               | 0                  | 0.0               | 0                               | 0                          | 0                             | 0.0                             | 1                            | 0                     | 0                        | 0.0                        |
| SA- Brooklyn 5 | Baseline Footprint Allocation | 11               | 2               | 2.5                   | 0               | 0               | 0                  | 2.5               | 0                               | 0                          | 0                             | 0.0                             | 11                           | 2                     | 0                        | 2.5                        |
|                | Adjusted Baseline Allocation  | 13               | 0               | 2.5                   | 0               | 0               | 0                  | 2.5               | 3                               | 4                          | 0                             | 0.5                             | 16                           | 4                     | 0                        | 3.0                        |

The room change between the 2013-2014 school year and the 2014-2015 school year is reflected below:

| Room Change<br>(+/-) | 2013-2014<br>GRAND TOTAL<br>SPACE ALLOCATIONS |                 |                    |                      | 2014-2015<br>GRAND TOTAL<br>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) |
| McKinney             | 32  | 5               | 1                  | 2.5                  | 30  | 5               | 1                  | 2.5                  | -2              | 0               | 0                  | 0.0                  |
| P369K@265K           | 1   | 0               | 0                  | 0.0                  | 1   | 0               | 0                  | 0.0                  | 0               | 0               | 0                  | 0.0                  |
| SA- Brooklyn 5       | 14  | 4               | 0                  | 3.0                  | 16  | 4               | 0                  | 3.0                  | +2              | 0               | 0                  | 0.0                  |

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

If this proposal is approved, beginning in 2015-2016, SA- Brooklyn 5 would serve kindergarten and third grade students in K265.

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

| 2015-2016      | Projected Enrollment <sup>12</sup> | GE/ICT Sections | SC Sections |
|----------------|------------------------------------|-----------------|-------------|
| McKinney       | 410-480                            | 16              | 4           |
| P369K@265K     | 20-24                              | 0               | 0           |
| SA- Brooklyn 5 | 313-400                            | 13              | 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 McKinney, P369K@265K, and SA- Brooklyn 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

| 2015-2016: Building K265               | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms |
|--|----------------------|-----------------|-----------------|--------------------|
| Space In Excess of Baseline Allocation | 0.0                  | 5               | 6               | 1                  |

The excess space will be allocated among McKinney, P369K@265K and SA- Brooklyn 5 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.

The table below summarizes the full 2015-2016 room allocation plan for McKinney, P369K@265K and SA- Brooklyn 5 based on their 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) |
| McKinney       | Adjusted Baseline Allocation  | 23               | 1               | 2.5                   | 0               | 2               | 0                  | 3.5               | 3                               | 2                          | 1                             | 0.0                             | 26                           | 5                     | 1                        | 2.5                        |
| P369@265K      | Adjusted Baseline Allocation  | 1                | 0               | 0.0                   | 0               | 0               | 0                  | 0.0               | 0                               | 0                          | 0                             | 0.0                             | 1                            | 0                     | 0                        | 0.0                        |
| SA- Brooklyn 5 | Baseline Footprint Allocation | 16               | 2               | 3.0                   | 0               | 0               | 0                  | 3.0               | 0                               | 0                          | 0                             | 0.0                             | 16                           | 2                     | 0                        | 3.0                        |

|                                    |    |   |     |   |   |   |     |   |   |   |     |    |   |   |     |
|------------------------------------|----|---|-----|---|---|---|-----|---|---|---|-----|----|---|---|-----|
| Adjusted<br>Baseline<br>Allocation | 18 | 0 | 3.0 | 0 | 0 | 0 | 3.0 | 2 | 4 | 0 | 0.0 | 20 | 4 | 0 | 3.0 |
|------------------------------------|----|---|-----|---|---|---|-----|---|---|---|-----|----|---|---|-----|

The room change between the 2014-2015 school year and the 2015-2016 school year is reflected below.

| Room<br>Change<br>(+/-) | 2014-2015<br>GRAND TOTAL<br>SPACE ALLOCATIONS |                 |                    |                      | 2015-2016<br>GRAND TOTAL<br>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) |
| McKinney                | 30  | 5               | 1                  | 2.5                  | 26  | 5               | 1                  | 2.5                  | -4              | 0               | 0                  | 0.0                  |
| P369@265K               | 1   | 0               | 0                  | 0.0                  | 1   | 0               | 0                  | 0.0                  | 0               | 0               | 0                  | 0.0                  |
| SA-Brooklyn 5           | 16  | 4               | 0                  | 3.0                  | 20  | 4               | 0                  | 3.0                  | +4              | 0               | 0                  | 0.0                  |

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

If this proposal is approved, beginning in 2016-2017, SA- Brooklyn 5 would serve kindergarten and fourth grade students in K265.

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

| 2016-2017      | Projected Enrollment <sup>13</sup> | GE/ICT Sections | SC Sections |
|----------------|------------------------------------|-----------------|-------------|
| McKinney       | 410-480                            | 16              | 4           |
| P369K@265K     | 20-24                              | 0               | 0           |
| SA- Brooklyn 5 | 373-478                            | 17              | 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 McKinney, P369K@265K, and SA- Brooklyn 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

| 2016-2017: Building K265               | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms |
|--|----------------------|-----------------|-----------------|--------------------|
| Space In Excess of Baseline Allocation | 0.0                  | 1               | 5               | 1                  |

The excess space will be allocated among McKinney, P369@265K, and SA- Brooklyn 5 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 enrollment of the schools.

The table below summarizes the full 2016-2017 room allocation plan for McKinney, P369@265K, and SA- Brooklyn 5 based on their 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) |
| McKinney  | Adjusted Baseline Allocation  | 23               | 1               | 2.5                   | 0               | 2               | 0                  | 2.5               | 1                               | 0                          | 1                             | 0.0                             | 24                           | 3                     | 1                        | 2.5                        |
| P369@265K | Adjusted Baseline Allocation  | 1                | 0               | 0                     | 0               | 0               | 0                  | 0.0               | 0                               | 0                          | 0                             | 0.0                             | 1                            | 0                     | 0                        | 0.0                        |
|           | Baseline Footprint Allocation | 20               | 2               | 3.5                   | 0               | 0               | 0                  | 3.5               | 0                               | 0                          | 0                             | 0.0                             | 20                           | 2                     | 0                        | 3.5                        |

|                |                              |    |   |     |   |   |   |     |   |   |   |     |    |   |   |     |
|----------------|------------------------------|----|---|-----|---|---|---|-----|---|---|---|-----|----|---|---|-----|
| SA- Brooklyn 5 | Adjusted Baseline Allocation | 22 | 0 | 3.0 | 0 | 1 | 0 | 3.5 | 0 | 5 | 0 | 0.0 | 22 | 6 | 0 | 3.0 |
|----------------|------------------------------|----|---|-----|---|---|---|-----|---|---|---|-----|----|---|---|-----|

The room change between the 2015-2016 school year and the 2016-2017 school year is reflected below:

| Room Change (+/-) | 2015-2016<br>GRAND TOTAL<br>SPACE ALLOCATIONS |                 |                    |                      | 2016-2017<br>GRAND TOTAL<br>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) |
| McKinney          | 26  | 5               | 1                  | 2.5                  | 24  | 3               | 1                  | 2.5                  | -2              | -2              | 0                  | 0.0                  |
| P369K@265K        | 1   | 0               | 0                  | 0.0                  | 1   | 0               | 0                  | 0.0                  | 0               | 0               | 0                  | 0.0                  |
| SA- Brooklyn 5    | 20  | 4               | 0                  | 3.0                  | 22  | 6               | 0                  | 3.0                  | +2              | +2              | 0                  | 0.0                  |

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

If this proposal is approved, beginning in 2013-2014, SA- Brooklyn 5 would serve kindergarten and fifth grade students in K265.

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

| 2017-2018 | Projected Enrollment <sup>14</sup> | GE/ICT Sections | SC Sections |
|-----------|------------------------------------|-----------------|-------------|
| McKinney  | 410-480                            | 16              | 4           |

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

|                |         |    |   |
|----------------|---------|----|---|
| P369K@265K     | 20-24   | 0  | 0 |
| SA- Brooklyn 5 | 434-556 | 20 | 0 |

After McKinney, P369@265K, and SA- Brooklyn 5 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

| 2017-2018: Building K265               | Designed Admin (FSE) | Full-Size Rooms | Half-Size Rooms | Quarter-Size Rooms |
|--|----------------------|-----------------|-----------------|--------------------|
| Space In Excess of Baseline Allocation | 0.0                  | 0               | 4               | 1                  |

The excess space will be allocated among McKinney, P369@265K, and SA- Brooklyn 5 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 enrollment of the schools.

In the fifth year of the proposal's implementation, SA-Brooklyn 5 will receive its baseline allocation of instructional rooms, but will not receive certain administrative space, cluster rooms or resource rooms that it would otherwise receive under the Footprint. SA Brooklyn- 5 agrees, however, that it can adequately operate within the space allocated in the BUP in 2017-2018 because SACS uses different class size and space programming assumptions than the Footprint, and believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP. As a result, the DOE has concluded that the proposed space allocation is feasible.

This will serve as the final room allocation for both schools.

| 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) |
| McKinney       | Adjusted Baseline Allocation  | 23               | 1               | 2.5                   | 0               | 2               | 0                  | 3.5               | 0                               | 0                          | 1                             | 0.0                             | 23                           | 3                     | 1                        | 2.5                        |
| P369@265K      | Adjusted Baseline Allocation  | 1                | 0               | 0                     | 0               | 0               | 0                  | 0.0               | 0                               | 0                          | 0                             | 0.0                             | 1                            | 0                     | 0                        | 0.0                        |
| SA- Brooklyn 5 | Baseline Footprint Allocation | 23               | 2               | 3.0                   | 0               | 2               | 0                  | 4.0               | 0                               | 0                          | 0                             | 0.0                             | 23                           | 2                     | 0                        | 4.0                        |
|                | Adjusted Baseline Allocation  | 23               | 0               | 3.0                   | 0               | 2               | 0                  | 4.0               | 0                               | 4                          | 0                             | 0.0                             | 23                           | 6                     | 0                        | 3.0                        |

The room change between the 2016-2017 school year and the 2017-2018 school year is reflected below:

| Room Change<br>(+/-) | 2016-2017<br>GRAND TOTAL<br>SPACE ALLOCATIONS |                 |                    |                      | 2017-2018<br>GRAND TOTAL<br>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) |
| McKinney             | 24  | 3               | 1                  | 2.5                  | 23  | 3               | 1                  | 2.5                  | -1              | 0               | 0                  | 0.0                  |
| P369K@265K           | 1   | 0               | 0                  | 0.0                  | 1   | 0               | 0                  | 0.0                  | 0               | 0               | 0                  | 0.0                  |
| SA- Brooklyn 5       | 22  | 6               | 0                  | 3.0                  | 23  | 6               | 0                  | 3.0                  | +1              | 0               | 0                  | 0.0                  |

### Shared Space Plan

A proposed shared space plan for the 2013-2014 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K265. 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 projected enrollment of 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's 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 existing schools' current allocation of time for each shared space and re-distributes remaining time for SA Brooklyn- 5. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year. Because SA- Brooklyn 5 would 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 McKinney and P369K@265K in the shared spaces this year so that all students in the building may be accommodated in 2013-2014 and subsequent years. .

In planning how McKinney, P369K@265K, and SA- Brooklyn 5 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

Since P369K@265K is a D75 inclusion program and all of its students attend McKinney's general education classes, the school will not be allocated its own time in the shared spaces. Because P369K@265K's students are served in McKinney's general education classes, these students are included in McKinney's scheduling and will use the shared spaces in the time allocated below. As such, P369K@265K's enrollment has been included with total McKinney enrollment.

#### **Cafeteria:**

##### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon McKinney's current use of the cafeteria, the schools' projected enrollment, the capacity of the cafeteria, and the grade levels served by the schools. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.

With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at McKinney. The proposed schedule allows for McKinney to continue to serve breakfast based on its current schedule.

- In the proposed plan below, McKinney will receive 150 minutes each day or 12.5 hours weekly for lunch. The proposed lunch schedule adheres to the current schedule that McKinney follows for lunch. SA- Brooklyn 5 will be given 60 minutes each day or 5 hours weekly for lunch. In addition, the DOE notes that the schools may program their lunch periods in multiple sections, for example McKinney may serve its students in 5 30-minute periods.

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

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

### Auditorium

- There is one auditorium in the building. The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, McKinney is allocated the largest amount of time in the auditorium (21 hours and 40 minutes weekly), while SA- Brooklyn 5 is allocated 10 hours weekly.

### Gymnasium

- There is one gymnasium in the building. The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, McKinney is allocated the largest amount of time in the auditorium (22.5 hours weekly), while SA- Brooklyn 5 is allocated 10 hours weekly. Although McKinney's and SA-Brooklyn 5's time in the gymnasium briefly overlaps with its designated time in other shared spaces, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

### Library

- There is one library in the building. The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The proposed schedule below allocates 21 hours and 15 minutes weekly to McKinney and 8 hours and 45 minutes hours weekly to SA- Brooklyn 5. Although McKinney's and SA- Brooklyn 5's time in the library briefly overlaps with its designated time in other shared spaces and breakfast, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

### **After-School Programs**

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 3:00 pm. As noted above, SA- Brooklyn 5 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 will address all requests for use of the shared spaces after school hours.

If this proposal is approved, the DOE projects McKinney will serve between 430-504 including the students of P369K@265K, and SA - Brooklyn 5 will serve between 164- 210 students at K265 during the 2013-2014 school year. Based on McKinney's website, the school day runs from approximately 8:00 a.m. to 2:20 p.m. and from 8:00 a.m. to 3:10 p.m. on extended schedule. Since SA - Brooklyn 5 is a new school, it does not have a current school start or end time. However, the DOE notes that all of the existing Success Academy Charter elementary schools run from approximately 7:45 a.m. to 4:30 p.m. on Monday, Tuesday, Thursday and Friday, and on Wednesdays the school day runs from approximately 7:45 a.m. to 2:00 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 both schools are being treated equitably and comparably in regards to their ability to use all the shared spaces in the building.

| Space                                | Monday   | Tuesday  | Wednesday  | Thursday   | Friday   |
|--------------------------------------|--|--|--|--|--|
| <b>Cafeteria</b><br>(Capacity: 450)  | <u>Breakfast:</u><br><b>SA- Brooklyn 5</b><br>7:00am-7:45am<br><b>McKinney &amp; P369K@265K</b><br>7:30am-8:30am<br><br><u>Lunch:</u><br><b>McKinney &amp; P369K@265K</b><br>10:30 am-1:00pm<br><b>SA- Brooklyn 5</b><br>1:00pm-2:00pm | <u>Breakfast:</u><br><b>SA- Brooklyn 5</b><br>7:00am-7:45am<br><b>McKinney &amp; P369K@265K</b><br>7:30am-8:30am<br><br><u>Lunch:</u><br><b>McKinney &amp; P369K@265K</b><br>10:30 am-1:00pm<br><b>SA- Brooklyn 5</b><br>1:00pm-2:00pm | <u>Breakfast:</u><br><b>SA- Brooklyn 5</b><br>7:00am-7:45am<br><b>McKinney &amp; P369K@265K</b><br>7:30am-8:30am<br><br><u>Lunch:</u><br><b>McKinney &amp; P369K@265K</b><br>10:30 am-1:00pm<br><b>SA- Brooklyn 5</b><br>1:00pm-2:00pm | <u>Breakfast:</u><br><b>SA- Brooklyn 5</b><br>7:00am-7:45am<br><b>McKinney &amp; P369K@265K</b><br>7:30am-8:30am<br><br><u>Lunch:</u><br><b>McKinney &amp; P369K@265K</b><br>10:30 am-1:00pm<br><b>SA- Brooklyn 5</b><br>1:00pm-2:00pm | <u>Breakfast:</u><br><b>SA- Brooklyn 5</b><br>7:00am-7:45am<br><b>McKinney &amp; P369K@265K</b><br>7:45am-8:30am<br><br><u>Lunch:</u><br><b>McKinney &amp; P369K@265K</b><br>10:30 am-1:00pm<br><b>SA- Brooklyn 5</b><br>1:00pm-2:00pm |
| <b>Auditorium</b><br>(Capacity: 502) | <b>McKinney &amp; P369K@265K</b><br>10:00am-2:20pm<br><br><b>SA- Brooklyn 5</b><br>8:00am-10:00am  |
| <b>Gymnasium</b><br>(Capacity: 500)  | <b>McKinney &amp; P36K9@265K</b><br>10:00am- 2:30pm<br><br><b>SA- Brooklyn 5</b><br>8:00am-10:00am   | <b>McKinney &amp; P369K@265K</b><br>08:00am- 12:30pm<br><br><b>SA- Brooklyn 5</b><br>2:00pm-4:0pm  | <b>McKinney &amp; P369K@265K</b><br>10:00am- 2:30pm<br><br><b>SA- Brooklyn 5</b><br>8:00am-10:00am   | <b>McKinney &amp; P369K@265K</b><br>08:00am- 12:30pm<br><br><b>SA- Brooklyn 5</b><br>2:00pm-4:0pm  | <b>McKinney &amp; P369K@265K</b><br>10:00am- 2:30pm<br><br><b>SA- Brooklyn 5</b><br>8:00am-10:00am   |
| <b>Library</b><br>(Capacity: NA)     | <b>McKinney &amp; P36K9@265K</b><br>8:00am-12:15pm<br><br><b>SA- Brooklyn 5</b><br>12:15pm-2:00pm  |

### **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; United Federation of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. The School Safety Plan is 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 School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of SA- Brooklyn 5 will be part of the K265 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA- Brooklyn 5 will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of SA- Brooklyn 5, McKinney, and P369@265K will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K265 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of SA- Brooklyn 5 will enter information in the K265 schools' overall School Safety Plan to ensure the safe operation of the school building.

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

The completed School Safety Plan for the K265 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

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

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

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

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