

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), Leadership Preparatory Brownsville Charter School (84K711, "LPBV") is an existing charter school housed in building K284 ("K284"), located at 213 Osborn Street, Brooklyn, NY 11212, in Community School District 23. LPBV currently serves students in kindergarten through third grade, and it is currently co-located with P.S. 284 Lew Wallace (23K284, "P.S. 284"), an existing zoned school that serves student in kindergarten through eighth grade and offers a full-day pre-kindergarten program.¹ As outlined in its charter, LPBV is anticipated to expand to serve kindergarten through fourth grade ("K-4") in 2012-2013. The New York City Department of Education ("DOE") is proposing to re-site LPBV from building K284 to building K275 ("K275"), located at 985 Rockaway Avenue, Brooklyn, NY 11212. Currently, K275 houses Knowledge and Power Preparatory Academy V (23K518, "KAPPA V"), an existing public middle school that serves students in sixth through eighth grade, two existing transfer high schools, Metropolitan Diploma Plus High School (23K647, "Metropolitan Diploma Plus") and Brooklyn Democracy Academy (23K643, "Brooklyn Democracy"), a District 75 school (75K140, "P140K@KAPPA V") that serves students in kindergarten through eighth grade, and three Community Based Organizations ("CBOs"): Beacon, CAMBA, and Jewish Child Care Association. In a separate EIS, the DOE has proposed to re-site P140K@KAPPA V from K284 to building K258 ("K258"), which is located at 141 Macon Street, Brooklyn, NY 11216. Thus, if this proposal and the proposal to re-site P140K@KAPPA V are approved, LPBV's K-4 students will be co-located in K275 with KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy.

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 LPBV, KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy. It also includes a proposal for the collaborative usage of shared resources and spaces between LPBV, KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy, including the cafeteria, the library, the gymnasium, and the auditorium which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached for further information about the proposed co-location.

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

METHODOLOGY

We have applied the Citywide Instructional Footprint ("Footprint")² 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.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained ("SC"), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size room for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size room to accommodate each self-contained ("SC") special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

² The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The Footprint is available at: <http://schools.nyc.gov/community/planning/default.htm> under "Key Documents."

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

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

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

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

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on October 28, 2010 by the Director of Space Planning in the Office of Space Planning, K275 has a total of 68 full-size rooms,³ 17 half-size rooms,⁴ 4 quarter-size rooms, and the 2.5 FSE rooms of designed administrative office/space. K275 also contains a gymnasium, an auditorium, a cafeteria, a library, and a swimming pool. The below spaces are shared spaces or contain building services and will not included in the allocation of space for KAPPA V, Metropolitan Diploma Plus, or Brooklyn Democracy:

- KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and P140K@KAPPA V currently share the use of 1.5 FSE of designed administrative space.
- The custodian's office occupies 1 half-size space.
- The nurse's office occupies 1.0 FSE of designed administrative space.
- Beacon occupies 1 full-size space and 1 half-size space.
- CAMBA occupies 1 full-size space.
- Jewish Child Care Association occupies 1 full-size space.
- School Safety occupies 1 quarter-size space.

Therefore, excluding the spaces outlined above, K275 has a total of: 65 full-size rooms, 15 half-size rooms, and 3 quarter-size rooms remaining that can be allocated to the individual schools:

³ Full-size classrooms have an area of 500 square feet or more.

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

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	68	17	4	2.5
SHARED SPACES or Building Services	3	2	1	2.5
Remaining Total Currently Allocated	65	15	3	0.0

2011-2012 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and P140K@KAPPA V in 2011-2012:

2011-2012	Grades Served	Total Enrolled ⁵	GE/ICT Sections	SC Sections
KAPPA V	6-8	246	8	3
Metropolitan Diploma Plus	9-12	178	N/A ⁶	0
Brooklyn Democracy	9-12	194	N/A	0
P140K@KAPPA V	K-8	145	0	17

The DOE has adjusted the following schools' baseline allocations for the following reasons:

- As stated above, KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and P140K@KAPPA V currently share the use of 1.5 FSE of designed administrative space. Thus, their baseline Footprint allocations of designed administrative space have each been reduced by 1.5 FSE.
- KAPPA V currently operates 3 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 in K275. KAPPA V's baseline Footprint allocation has thus been adjusted to include 1 additional full-size room in lieu of 1 half-size room.

The table below summarizes KAPPA V's, Metropolitan Diploma Plus's, Brooklyn Democracy's, and P140K@KAPPA V's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. The current space allocation is the amount of space that KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and P140K@KAPPA V are currently using:

⁵ Based on the 2011-2012 audited register.

⁶ 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.

2011-2012		Non-Admin Spaces		Administrative Spaces ⁷			Total Admin (FSE)	Current Grand Total				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
KAPPA V	Baseline Footprint Allocation	9	4	0.0	2	0	2	2.5	11	4	2	0.0
	Adjusted Baseline Footprint Allocation	10	3	0.0	1	0	0	1.0	11	3	0	0.0
	Current Space Allocation	18	3	0.0	2	0	0	2.0	20	3	0	0.0
Metropolitan Diploma Plus	Baseline Footprint Allocation	8	1	0.0	1	0	2	1.5	9	1	2	0.0
	Adjusted Baseline Footprint Allocation	8	1	0.0	0	0	0	0.0	8	1	0	0.0
	Current Space Allocation	14	1	0.0	0	2	1	1.25	14	3	1	0.0
Brooklyn Democracy	Baseline Footprint Allocation	8	1	0.0	1	0	2	1.5	9	1	2	0.0
	Adjusted Baseline Footprint Allocation	8	1	0.0	0	0	0	0.0	8	1	0	0.0
	Current Space Allocation	11	1	0.0	0	3	0	1.5	11	4	0	0.0
P-140K@KAPPA V	Baseline Footprint Allocation	19	4	0.0	3	0	0	3.0	22	4	0	0.0
	Adjusted Baseline Footprint Allocation	19	4	0.0	1	0	2	1.5	20	4	2	0.0
	Current Space Allocation	19	5	0.0	1	0	2	1.5	20	5	2	0.0

The table below summarizes the current available space within K275 after KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and P140K@KAPPA V have received their respective baseline and adjusted baseline allocations:

⁷ Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint of FSE spaces for administrative use.

2011-2012: Building K275	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocation	0.0	18	6	1

As demonstrated in the table above, KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and P140K@KAPPA V are currently using rooms in excess of their respective baseline and adjusted baseline allocations.

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

As previously stated, in January 2012, the DOE published a separate EIS proposing to re-site P140K@KAPPA V from K275 to K258. If the PEP approves the proposal, there will be a significant amount of excess space in K275. The DOE is proposing to fill the space vacated by P140K@KAPPA V with the co-location of LPBV's K-4 grades.

If this proposal is approved, LPBV will serve K-4 students in K275 in the 2012-2013 school year.

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

2012-2013	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
KAPPA V	6-8	210-240	8	3
Metropolitan Diploma Plus	9-12	155-195	N/A	0
Brooklyn Democracy	9-12	175-215	N/A	0
LPBV	K-4	331-423	13	0

After KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K275	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	20	7	1

The DOE has adjusted the following schools' baseline allocations for the following reasons:

- KAPPA V currently operates 3 SC special education classes. Typically, as per the Footprint, SC special education classes are accommodated in half-size spaces. In this case, there is an insufficient number of half-size spaces in K275. KAPPA V's baseline Footprint allocation has thus been adjusted to include 1 additional full-size room in lieu of 1 half-size room.
- The DOE assumes that KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy will continue to share the use of the 1.5 FSE designed administrative space. In calculating each school's baseline footprint for administrative space, the DOE includes the 1.5 FSE designed administrative space in the footprints of KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy. Thus, their baseline Footprint allocations of designed administrative space have each been reduced by 1.5 FSE. The DOE also assumes that LPBV will not share the use of the 1.5 FSE designed administrative space.

The excess space will be allocated between KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV based on the physical location of the available space in relation to the location of each school within the building. KAPPA V's and P140K@KAPPA V's current space allocations are predominantly on K275's third floor, while Metropolitan Diploma Plus's

and Brooklyn Democracy's current space allocations are predominantly on K275's second floor. The DOE anticipates that KAPPA V and LPBV's kindergarten through fourth grades will be allocated space on K275's third floor in a similar manner as KAPPA V's and P140K@KAPPA V's current usage and that Metropolitan Diploma Plus and Brooklyn Democracy will continue to be allocated space on K275's second floor consistent with current usage. The DOE also anticipates that all organizations will continue to use the building's constructed dividers, such as hallway doors, to delineate borders between each school organization's space allocations on their respective floors.

The table below summarizes the full 2012-2013 room allocation plan for KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV based on their respective baseline and adjusted baseline footprint allocations, plus the excess space allocation:

2012-2013		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
KAPPA V	Adjusted Baseline Footprint Allocation	10	3	0	0.0	1	0	0	1.0	8	0	0	0.0	19	3	0	0.0
Metropolitan Diploma Plus	Adjusted Baseline Footprint Allocation	8	1	0	0.0	0	0	0	0.0	6	2	1	0.0	14	3	1	0.0
Brooklyn Democracy	Adjusted Baseline Footprint Allocation	8	1	0	0.0	0	0	0	0.0	3	3	0	0.0	11	4	0	0.0
LPBV	Baseline Footprint Allocation	16	2	0	0.0	2	1	2	3.0	3	2	0	0.0	21	5	2	0.0

In total, KAPPA V will occupy 19 full-size rooms and 3 half-size rooms. This allocation includes 8 full-size rooms in excess of KAPPA V's adjusted baseline footprint. In total, Metropolitan Diploma Plus will occupy 14 full-size rooms, 3 half-size rooms, and 1 quarter-size rooms. This allocation includes 6 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of Metropolitan Diploma Plus's adjusted baseline footprint. In total, Brooklyn Democracy will occupy 11 full-size rooms and 4 half-size rooms. This allocation includes 3 full-size rooms and 3 half-size rooms in excess of Brooklyn Democracy's adjusted baseline footprint. LPBV will occupy 21 full-size rooms, 5 half-size rooms, and 2 quarter-size rooms. This allocation includes 3 full-size rooms and 2 half-size rooms in excess of LPBV's baseline footprint.

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

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
KAPPA V	20	3	0	0.0	19	3	0	0.0	-1	0	0	0.0
Metropolitan Diploma Plus	14	3	1	0.0	14	3	1	0.0	0	0	0	0.0
Brooklyn Democracy	11	4	0	0.0	11	4	0	0.0	0	0	0	0.0
P140K@KAPPA V	20	5	2	0.0	-	-	-	-	-20	-5	-2	0.0
LPBV	-	-	-	-	21	5	2	0.0	+21	+5	+2	0.0

2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

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

2013-2014	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
KAPPA V	6-8	210-240	9	3
Metropolitan Diploma Plus	9-12	155-195	N/A	0
Brooklyn Democracy	9-12	175-215	N/A	0
LPBV	K-4	356-455	14	0

After KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K275	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	18	7	1

The DOE has adjusted the following schools' baseline allocations for the following reasons:

- KAPPA V is projected to operate 3 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 in K275. KAPPA V's baseline Footprint allocation has thus been adjusted to include 1 additional full-size room in lieu of 1 half-size room.
- The DOE assumes that KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy will continue to share the use of the 1.5 FSE designed administrative space. In calculating each school's baseline footprint for administrative space, the DOE includes the 1.5 FSE designed administrative space in the footprints of KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy. Thus, their baseline Footprint allocations of designed administrative space have each been reduced by 1.5 FSE. The DOE also assumes that LPBV will not share the use of the 1.5 FSE designed administrative space.

The table below summarizes the full 2013-2014 room allocation plan for KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV based on their baseline and adjusted footprint allocation, plus the excess space allocation:

2013-2014		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
KAPPA V	Adjusted Baseline Footprint Allocation	11	3	0	0.0	1	0	0	1.0	7	0	0	0	19	3	0	0.0
Metropolitan Diploma Plus	Adjusted Baseline Footprint Allocation	8	1	0	0.0	0	0	0	0.0	6	2	1	0	14	3	1	0.0
Brooklyn Democracy	Adjusted Baseline Footprint Allocation	8	1	0	0.0	0	0	0	0.0	3	3	0	0	11	4	0	0.0
LPBV	Baseline Footprint Allocation	17	2	0	0.0	2	1	2	3.0	2	2	0	0	21	5	2	0.0

In total, KAPPA V will occupy 19 full-size rooms and 3 half-size rooms. This allocation includes 7 full-size rooms in excess of KAPPA V's adjusted baseline footprint. In total, Metropolitan Diploma Plus will occupy 14 full-size rooms, 3 half-size rooms, and 1 quarter-size room. This allocation includes 6 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of Metropolitan Diploma Plus's adjusted baseline footprint. In total, Brooklyn Democracy will occupy 11 full-size rooms and 4 half-size rooms. This allocation includes 3 full-size and 3 half-size rooms in excess of Brooklyn Democracy's adjusted baseline footprint. LPBV will occupy 21 full-size rooms, 5 half-size rooms, and 2 quarter-size rooms. This allocation includes 2 full-size rooms and 2 half-size rooms in excess of LPBV's baseline footprint.

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

Room Change (+/-)	2012-2013 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				2013-2014 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
KAPPA V	19	3	0	0.0	19	3	0	0.0	0	0	0	0.0
Metropolitan Diploma Plus	14	3	1	0.0	14	3	1	0.0	0	0	0	0.0
Brooklyn Democracy	11	4	0	0.0	11	4	0	0.0	0	0	0	0.0
LPBV	21	5	2	0.0	21	5	2	0.0	0	0	0	0.0

2014-2015 (THIRD 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	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
KAPPA V	6-8	210-240	9	3
Metropolitan Diploma Plus	9-12	155-195	N/A	0
Brooklyn Democracy	9-12	175-215	N/A	0
LPBV	K-4	380-486	15	0

After KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K275	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	17	7	1

The DOE has adjusted the following schools' baseline allocations for the following reasons:

- KAPPA V is projected to operate 3 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 in K275. KAPPA V has thus been allocated 1 additional full-size room in lieu of 1 half-size rooms to meet its baseline Footprint space allocation. Therefore, KAPPA V's adjusted baseline Footprint allocation includes 1 additional full-size room and 1 fewer half-size room.
- The DOE assumes that KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy will continue to share the use of the 1.5 FSE designed administrative space. In calculating each school's baseline footprint for administrative space, the DOE includes the 1.5 FSE designed administrative space in the footprints of KAPPA V, Metropolitan Diploma Plus, and Brooklyn Democracy. Thus, their baseline Footprint allocations of designed administrative space have each been reduced by 1.5 FSE. The DOE also assumes that LPBV will not share the use of the 1.5 FSE designed administrative space.

The table below summarizes the full 2013-2014 room allocation plan for KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV based on their baseline and adjusted footprint allocation, plus the excess space allocation:

2014-2015		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
KAPPA V	Adjusted Baseline Footprint Allocation	11	3	0	0.0	1	0	0	1.0	7	0	0	0	19	3	0	0.0
Metropolitan Diploma Plus	Adjusted Baseline Footprint Allocation	8	1	0	0.0	0	0	0	0.0	6	2	1	0	14	3	1	0.0
Brooklyn Democracy	Adjusted Baseline Footprint Allocation	8	1	0	0.0	0	0	0	0.0	3	3	0	0	11	4	0	0.0
LPBV	Baseline Footprint Allocation	18	2	0	0	2	1	2	3.0	1	2	0	0	21	5	2	0.0

In total, KAPPA V will occupy 19 full-size rooms and 3 half-size rooms. This allocation includes 7 full-size rooms in excess of KAPPA V's adjusted baseline footprint. In total, Metropolitan Diploma Plus will occupy 14 full-size rooms, 3 half-size rooms, and 1 quarter-size room. This allocation includes 6 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of Metropolitan Diploma Plus's adjusted baseline footprint. In total, Brooklyn Democracy will occupy 11 full-size rooms and 4 half-size rooms. This allocation includes 3 full-size and 3 half-size rooms in excess of Brooklyn Democracy's adjusted baseline footprint. LPBV will occupy 21 full-size rooms, 5 half-size rooms, and 2 quarter-size rooms. This allocation includes 1 full-size room and 2 half-size rooms in excess of LPBV's baseline footprint.

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

Room Change (+/-)	2013-2014 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				2014-2015 PROPOSED GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
KAPPA V	19	3	0	0.0	19	3	0	0.0	0	0	0	0.0
Metropolitan Diploma Plus	14	3	1	0.0	14	3	1	0.0	0	0	0	0.0
Brooklyn Democracy	11	4	0	0.0	11	4	0	0.0	0	0	0	0.0
LPBV	21	5	2	0.0	21	5	2	0.0	0	0	0	0.0

The 2014-2015 allocation of space will serve as the long-term space allocation for KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV.

Shared Space Plan

A proposed shared space plan is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K275. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the 2011-2012 Campus Audit Template submitted by the Building Council,⁸ the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.⁹ Where possible, the proposed schedule maintains schools'

⁸ 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.

⁹ See DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

current allocations of time for each shared space and re-distributes remaining time as each organization's grade configuration changes. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011-2012 Campus Audit Template submitted by the Building Council.

In planning how KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon KAPPA V's, Metropolitan Diploma Plus's, Brooklyn Democracy's, and P140K@KAPPA V's current use of the cafeteria, projected enrollment of KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV, the capacity of the cafeteria, and grade levels served by KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The cafeteria has the capacity of 564 students. KAPPA V currently is scheduled for lunch from 11:21 a.m. to 12:03 p.m., which means that it is currently allocated 42 minutes daily for lunch or 3 hours and 30 minutes a week. Metropolitan Diploma Plus is currently scheduled for lunch from 12:25 to 1:05 p.m., which means that it is currently allocated 40 minutes daily for lunch or 3 hours and 20 minutes a week. Brooklyn Democracy is currently scheduled for lunch from 1:15 to 1:45 p.m., which means that it is currently allocated 30 minutes daily for lunch, or 2 hours and 30 minutes a week. The proposed shared space plan below essentially maintains this schedule.
- In the proposed schedule below, because LPBV will serve the greatest number of students during the 2012-2013 school year, it has been allocated 70 minutes daily, or 5 hours and 50 minutes a week. KAPPA V will receive 40 minutes daily for lunch, or 3 hours and 20 minutes weekly. Brooklyn Democracy will receive 35 minutes daily, or 2 hours and 55 minutes a week. Metropolitan Diploma Plus will serve the fewest students, and it will receive 30 minutes or 2 hours and 30 minutes a week.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, or P140K@KAPPA V. The DOE has allocated time to KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV for breakfast based on their respective expected start times.

Library

- Currently, KAPPA V is allocated the library from 8:00 to 11:20 a.m. on Monday and Tuesday, from 11:20 a.m. to 3:00 p.m. on Thursday and Friday and from 8:00 a.m. to 3:00 p.m. on Wednesday. Brooklyn Democracy is currently allocated the library from 11:20 a.m. to 3:00 p.m. on Monday and Tuesday and from 8:00 to 11:20 a.m. on Thursday and Friday. Neither Metropolitan Diploma Plus nor P140K@KAPPA V is currently allocated time in the library.
- In the proposed schedule below, because LPBV will serve the greatest number of students during the 2012-2013 school year, it has been allocated 85 minutes daily, or 7 hours and 5 minutes a week, in the library. KAPPA V has been allocated 50 minutes daily or 4 hours and 10 minutes a week because it will serve the second greatest number of students. Brooklyn Democracy has been allocated 45 minutes daily or 3 hours and 45 minutes a week because it will serve the third greatest number of students. Metropolitan Diploma Plus has been allocated 40 minutes daily or 3 hours and 20 minutes a week.

Auditorium

- Currently, the auditorium is scheduled for use on an as-needed basis.
- In the proposed schedule below, because LPBV will serve the greatest number of students during the 2012-2013 school year, it has been allocated 83 minutes daily, or 6 hours and 55 minutes a week, in the auditorium. KAPPA V has been allocated 47 minutes daily or 3 hours and 55 minutes a week because it will serve the second greatest number of students. Brooklyn Democracy has been allocated 45 minutes daily or 3 hours and 45 minutes a week because it will serve the third greatest number of students. Metropolitan Diploma Plus has been allocated 40 minutes daily or 3 hours and 20 minutes a week.

Gymnasium and Swimming Pool

Gymnasium

- There is one gymnasium in the building that has the capacity to serve 590 students, but it can be divided into two parts through the use of a dividing wall. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school. If two schools share a time period, it is assumed that the gymnasium has been divided into two parts in order to accommodate both schools.
- LPBV will serve approximately 331-423 students, and it will be allocated 180 minutes daily or 15 hours a week in the gymnasium.
- KAPPA V will serve approximately 215-245 students, and it will be allocated 120 minutes daily or 10 hours per week in the gymnasium.
- Brooklyn Democracy will serve approximately 190-230 students, and it will be allocated 120 minutes daily or 10 hours per week in the gymnasium.
- Metropolitan Diploma Plus will serve approximately 175-215 students, and it will be allocated 90 minutes daily or 7 hours and 30 minutes per week in the gymnasium.

Swimming Pool

- The swimming pool will be available to students during each school's time allocation in the gymnasium. The purpose of this is to provide each school with the option of offering students access to the swimming pool during physical education class.

After School Programs

- The DOE notes that currently the gymnasium is used from 3:00 to 6:00 p.m. on Mondays and from 6:00 to 10:00 p.m. by the Police Athletic League to provide extracurricular activities. Also, the cafeteria, library, and auditorium are used for extracurricular activities on an as-needed basis. In the schedule below, the DOE does not allocate this space beyond 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs and will address any requests to use all 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.

In 2012-2013, the DOE projects that LPBV will serve 331-423 students, KAPPA V will serve 215-245 students, Brooklyn Democracy will serve 190-230 students, and Metropolitan Diploma Plus will serve 175-215 students in K275. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, KAPPA V's school day runs from approximately 8:00 a.m. to 3:10 p.m., Brooklyn Democracy from 8:00 a.m. to 3:25 p.m., Metropolitan Diploma Plus from 8:15 a.m. to 3:05 p.m., and LPBV from 7:15 a.m. to 3:55 p.m.¹⁰

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.

¹⁰ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 564)	Breakfast: LPBV 7:00-7:15am All other schools 7:30-8:00am				
	Lunch: KAPPA V 11:10-11:50am LPBV 12:00-12:30pm 1:55-2:35pm Metropolitan Diploma Plus 12:35-1:05pm Brooklyn Democracy 1:10-1:45pm				
Library	LPBV 8:00-8:45am 8:50-9:30am	LPBV 8:00-8:45am 8:50-9:30am	LPBV 8:00-8:45am 8:50-9:30am	LPBV 8:00-8:45am 8:50-9:30am	LPBV 8:00-8:45am 8:50-9:30am
	KAPPA V 9:35-10:25am				
	Metropolitan Diploma Plus 10:30-11:10am				
	Brooklyn Democracy 11:15am-12:00pm	Brooklyn Democracy 11:15am-12:00pm	Brooklyn Democracy 11:15am-12:00pm	Brooklyn Democracy 11:15am-12:00pm	Brooklyn Democracy 11:15am-12:00pm
Gymnasium (Capacity: 590)	Metropolitan Diploma Plus 8:30-9:30am 11:30am-12:00pm 1:30-2:00pm				
	Brooklyn Democracy 8:30-9:30am 12:00-1:00pm	Brooklyn Democracy 8:30-9:30am 12:00-1:00pm	Brooklyn Democracy 8:30-9:30am 12:00-1:00pm	Brooklyn Democracy 8:30-9:30am 12:00-1:00pm	Brooklyn Democracy 8:30-9:30am 12:00-1:00pm
	LPBV	LPBV	LPBV	LPBV	LPBV

	9:30-11:00am 12:30-1:00pm KAPPA V 10:30-11:00am 12:00-12:30pm 1:00-2:30pm				
Auditorium (Capacity: 590)	KAPPA V 8:30-9:17am Metropolitan Diploma Plus 9:20-10:00am Brooklyn Democracy 10:05-10:50am LPBV 11:00-11:43am 1:00-1:40pm				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV will be part of the K275 School Safety Committee. As a member of the School Safety Committee, the leader/designee of KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV will be addressed on an ongoing basis. Moreover, the Safety Plan for the K275 school building will be modified as appropriate to meet any changing security needs associated with the co-location. KAPPA V, Metropolitan Diploma Plus, Brooklyn Democracy, and LPBV will enter information in the K275 schools' overall Safety Plan to ensure the safe operation of the school building.

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

The completed Safety Plan for the K275 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 2011,¹¹ co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

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

¹¹ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".