

REVISED BUILDING UTILIZATION PLAN

As discussed in greater detail in the attached revised Educational Impact Statement (“EIS”), the Department of Education (“DOE”) has proposed to re-site an existing charter school, Brooklyn East Collegiate Charter School (“84K775” or “Brooklyn East Collegiate”) from its current location to building K009, located at 80 Underhill Avenue, Brooklyn, NY 11238 in Community School District 13, beginning in the 2011-12 school year. Brooklyn East Collegiate would be co-located with P.S. 9 Teunis G. Bergen (13K009, “P.S. 9”) and M.S. 571 The Bergen Upper School (13K571, “M.S. 571”), in building K009 as M.S. 571 phases out.

M.S. 571 is an existing middle school that currently enrolls students in grades 6-8. P.S. 9 is an existing zoned elementary school that serves students in Kindergarten through fifth grade, and offers three sections of a full-day pre-kindergarten program. Brooklyn East Collegiate is an existing charter school that opened in 2010-2011 with grade 5 in Building K434. There is not enough space at K434 for Brooklyn East Collegiate to expand to scale. As a result, the DOE is proposing to re-site Brooklyn East Collegiate to K009 where it would phase-in gradually and serve grades 5-8 when fully phased-in at the commencement of the 2013-2014 school year. In a separate EIS, the DOE proposed to phase-out M.S. 571. That proposal was approved by the Panel for Education Policy on February 3, 2011. As a result, M.S. 571 will no longer accept incoming students, and one grade will be phased out per year. M.S. 571 will close at the end of the 2012-2013 school year.

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 Brooklyn East Collegiate, P.S. 9 and M.S. 571. It also includes a proposal for the collaborative usage of shared resources and spaces between Brooklyn East Collegiate, P.S. 9 and M.S. 571 including but not limited to cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee are also included. Please refer to the revised EIS, to which this plan is attached for further information about the proposed co-location.

The Building Utilization Plan (“BUP”) for this proposal, originally published on December 20, 2010, has been revised in the following manner:

- the room allocations for all organizations have been adjusted in order to more accurately reflect the total full-size, half-size, and quarter-size rooms in the K009 building;
- the application of the DOE Instructional Footprint was corrected for the 2010-2011 school year;
- the number of sections that each co-located school will serve in 2012-13 and 2013-14 has been adjusted and the Baseline Footprint allocation was adjusted accordingly;
- an additional table has been inserted in the BUP on page 4 for the 2010-2011 school year to clarify the total number of rooms that are unallocated amongst the schools this year;
- the proposed shared space schedule on pages 12-13 has been adjusted and the DOE has clarified the rationale for the amount of time that each co-located school is allocated in the shared spaces under this proposal; and
- additional information regarding the planned construction at the K009 building has been included.

The final shared space schedule will be finalized by the Building Council after the proposed co-location has been approved by the Panel for Education Policy. The DOE notes that the K009 building has experienced flooding in the past, and that the School Construction Authority (“SCA”) will perform a capital improvement project to remediate this problem. The SCA is adept at staggering work to minimize disruption to the existing schools in the building, and is committed to working with all school leaders to that end. The DOE will work with SCA to develop a work schedule that ensures that there will be minimal impact on K009 and the schools in the building. Additionally, construction of a new playground began at the end of March 2011 and is estimated to last nine months. Again, the SCA has coordinated and will continue to coordinate with the school principals to minimize its impact and stagger work. As the building is currently under utilized and will continue to be under utilized next year, there will be swing space to minimize any disruption, and the DOE notes that there is a playground located three blocks away from K009 at 355 Park Place, which has been used by local schools.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)¹ 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

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

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 EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving kindergarten through fifth grade and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times, the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving kindergarten through fifth grade receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

Enrollment	# of Cluster Rooms
1,251 and up	5
750-1,250	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 allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. 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.

All schools receive a baseline of the approximate equivalent of 3.5 full size classrooms² for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While 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 December 9, 2010 by Charles Fisher, Director of Space Planning, building K009 has a total of 57 full size classroom/spaces,³ (which includes 1 full size science demonstration lab),

http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 2 full size classrooms for student support services or resource rooms which could be equal to 4 half-size classrooms or 1 full size classroom and 2 half-size classrooms, etc.

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

10 half-size classrooms/spaces,⁴ the equivalent of 4.0 full size rooms of designed administrative office/space, and 15 quarter size rooms which can be utilized as administrative offices/spaces.⁵ K009 also contains a gymnasium, auditorium, lunchroom, library, and play ground. The below spaces are occupied are shared spaces, or contain building services:

- The nurse's office operates out of 1 full size classroom/space,
- The custodian's office is currently occupying 1 quarter size classroom/space
- The School Based Support Team's office is currently occupying 1.0 room of designed administrative office/space.
- The K009 building does not have a large library, and currently, 2 full size classrooms/spaces next to the library are used as an extension of the existing library space on the second floor; therefore, the DOE is counting these 2 full size classrooms/spaces as part of the library space.

Excluding the rooms above, the K009 building has a total of 54 full size classrooms (which includes 1 full-size science demonstration lab), 10 half-size classrooms/spaces, the equivalent of 3.0 full size rooms of designed administrative office/space, and 14 quarter size administrative offices/spaces remaining that can be allocated to schools.

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

⁵ Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

2010-2011

In 2010-2011, M.S. 571 was projected to enroll 187 students in 6 through 8 grade (including students with disabilities. M.S. 571 currently enrolls 169 students in 6 through 8 grade. These students are served in 9 classes/sections (including students with disabilities).⁶ The table below summarizes M.S. 571's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, M.S. 571's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that M.S. 571 is currently using:

2010-2011: M.S. 571	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁷	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	7	4	1.5	1	0	2	3.0
Adjusted Baseline Allocation	10	1	1.5	1	0	2	3.0
Current Space Allocation	12	1	1.5	1	0	2	3.0

The DOE has adjusted M.S. 571's baseline allocation for the following reason:

- M.S. 571 currently has 3 self-contained classes. Typically, self-contained classes are accommodated in half size classrooms. However, in K009, none of the 10 half size classrooms accommodate self contained classes. Therefore, M.S. 571's adjusted allocation includes 3 additional full size classrooms and 3 fewer half size classrooms in order to accommodate the 3 self-contained classes that M.S. 571 currently serves.

In 2010-2011, P.S. 9 was projected to enroll 495 students in kindergarten through fifth grade (including students with disabilities), in addition to 3 section(s) of pre-kindergarten. P.S. 9 currently enrolls 544 students in kindergarten through fifth grade and 54 students in pre-kindergarten. These students are served in 29 classes/sections (including pre-kindergarten students and students with disabilities).⁸ The table below summarizes P.S. 9's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 9's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space P.S. 9 is currently using.

2010-2011: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	28	6	1.5	1	2	2	4.0
Adjusted Baseline Allocation	32	2	1.5	1	2	2	4.0
Current Space Allocation	38	6	1.5	1	2	2	4.0

The DOE has adjusted P.S. 9's baseline allocation for the following reason:

- P.S. 9 currently has 4 self-contained classes. Typically, self-contained classes are accommodated in half size classrooms. However, in K009, none of the 10 half size classrooms accommodate self contained classes. Therefore, P.S. 9's adjusted allocation includes 4 additional full size classrooms and 4 fewer half size classrooms in order to accommodate the 4 self-contained classes that P.S. 9 currently serves.

There are currently unallocated spaces in the building:

2010-2011: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Unallocated Space	2	1	10

As demonstrated in the tables above, M.S. 571 and P.S. 9 are using classrooms in excess of their adjusted baseline allocation and there are rooms that remain unallocated in the building. The table below summarizes all available space above each respective school's adjusted baseline allocation in K009.

2010-2011: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Adjusted Baseline Allocation, plus un-allocated space	10	5	10

⁶ November 1, 2011 unaudited register data

⁷ FSE refers to full size equivalent rooms that may be used for administrative purposes.

⁸ November 1, 2011 unaudited register data

2011-2012

In 2011-2012, the DOE projects that M.S. 571 will serve between 90-110 seventh and eighth grade students and will have 6 classes (including students with disabilities).⁹ The table below summarizes M.S. 571’s baseline Footprint and adjusted baseline allocation:

2011-2012: M.S. 571	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	
Baseline Footprint Allocation	5	3	1.5	1	0	2	3.0
Adjusted Baseline Allocation	7	1	1.5	1	0	2	3.0

The DOE has adjusted M.S. 571’s baseline allocation for the following reason:

- As noted throughout this document, typically, self-contained classes are accommodated in half size classrooms. However, in K009, none of the 10 half size classrooms accommodate self contained classes. Therefore, the adjusted baseline for M.S. 571 includes 2 additional full size classrooms and 2 fewer half size classrooms.

In 2011-2012, the DOE projects that P.S. 9 will serve between 604-664 students and would now have 32 classes (including pre-kindergarten students and students with disabilities). The table below summarizes P.S. 9’s baseline Footprint and adjusted baseline allocation:

2011-2012: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	
Baseline Footprint Allocation	30	7	1.5	1	2	2	4.0
Adjusted Baseline Allocation	35	2	1.5	1	2	2	4.0

The DOE has adjusted P.S. 9’s baseline allocation for the following reason:

- Given that none of the half size classrooms can accommodate self-contained classes, the adjusted baseline for P.S. 9 includes 5 additional full size classrooms and 5 fewer half size classrooms.

In 2011-2012, Brooklyn East Collegiate will serve approximately 158 students in fifth through sixth grades in 6 classes (including students with disabilities). The table below summarizes Brooklyn East Collegiate’s baseline Footprint allocation:

2011-2012: Brooklyn East Collegiate	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	
Baseline Footprint Allocation	7	1	0	1	0	4	2.0

After M.S. 571, P.S. 9 and Brooklyn East Collegiate have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	2	4	6

The excess space will be allocated between P.S. 9 and Brooklyn East Collegiate based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹⁰

⁹ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

¹⁰ This number is subject to change pending final enrollment projections.

The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹¹
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
M.S. 571	7	1	1.5	1	0	2	3.0	0	0	0
P.S. 9	35	2	1.5	1	2	2	4.0	2	1	3
Brooklyn East Collegiate	7	1	0	1	0	4	2.0	0	3	3

In total, M.S. 571 will be allocated 8 full-size, 1 half-size, and 2 quarter size spaces, and 1.5 FSE in designed administrative office space. P.S. 9 will be allocated 38 full-size, 5 half-size, and 5 quarter size spaces, and 1.5 FSE in designed administrative office space. Brooklyn East Collegiate will be allocated 8 full-size, 4 half-size, 7 quarter size spaces, and will not receive any designed administrative office space.

2012-2013

During the 2012-2013 school year, M.S. 571 would serve approximately 40-50 students in 2 classes/sections of eighth grade and one self contained special education section. The school would close after June 2013. The table below summarizes M.S. 571’s baseline Footprint and adjusted baseline allocation:

2012-2013: M.S. 571	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	3	2	1.5	1	0	2	3.0
Adjusted Baseline Allocation	4	1	1.5	1	0	2	3.0

The DOE has adjusted M.S. 571’s baseline allocation for the following reason:

- Given that none of the half size classrooms in the building can accommodate self-contained classes, the adjusted baseline for M.S. 571 includes 1 additional full size classroom and 1 fewer half size classroom.

In 2012-2013, the DOE projects enrollment at P.S. 9 to be between 634-694 (including pre-kindergarten students and students with disabilities) in 33 classes (including pre-kindergarten students and students with disabilities). The table below summarizes P.S. 9’s baseline Footprint and adjusted baseline allocation:

2012-2013: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	31	7	1.5	1	2	2	4.0
Adjusted Baseline Allocation	36	2	1.5	1	2	2	4.0

The DOE has adjusted P.S. 9’s baseline allocation for the following reason:

- Given that none of the half size classrooms in the building can accommodate self-contained classes, the adjusted baseline for P.S. 9 includes 5 additional full size classrooms and 5 fewer half size classrooms.

In 2012-2013, Brooklyn East Collegiate will serve approximately 231 students in fifth through seventh grade in 9 classes (including students with disabilities). The table below summarizes Brooklyn East Collegiate’s baseline Footprint allocation:

2012-2013: Brooklyn East Collegiate	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	10	1	0	0	3	4	2.5

¹¹ For the K009 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full size classrooms, half size classrooms and quarter size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter size equivalent spaces/offices (less than 240 square feet).

After M.S. 571, P.S. 9 and Brooklyn East Collegiate have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	2	1	6

The excess space will be allocated between P.S. 9 and Brooklyn East Collegiate based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹² The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹³
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
M.S. 571	4	1	1.5	1	0	2	3.0	0	0	0
P.S. 9	36	2	1.5	1	2	2	4.0	2	1	3
Brooklyn East Collegiate	10	1	0	0	3	4	2.5	0	0	3

M.S. 571 would close after June 2013.

In total, MS 571 will be allocated 5 full-size, 1 half size, and 2 quarter size spaces and 1.5 FSE in designed administrative office space. P.S. 9 will be allocated 39 full-size, 5 half-size, and 5 quarter size spaces, and 1.5 FSE in designed administrative office space. Brooklyn East Collegiate will be allocated 10 full-size, 4 half-size, and 7 quarter size spaces.

¹² This number is subject to change pending final enrollment projections.

¹³ For the K009 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full size classrooms, half size classrooms and quarter size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter size equivalent spaces/offices (less than 240 square feet).

2013-2014

In 2013-2014, the DOE expects that P.S. 9 will serve approximately 669-729 students in 35 sections (including pre-kindergarten students and students with disabilities). The table below summarizes P.S. 9's baseline Footprint and adjusted baseline allocation:

2013-2014: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	33	7	1.5	1	2	2	4.0
Adjusted Baseline Allocation	38	2	1.5	1	2	2	4.0

The DOE has adjusted P.S. 9's baseline allocation for the following reason:

- Given that none of the half size classrooms in the building can accommodate self-contained classes, the adjusted baseline for P.S. 9 includes 5 additional full size classrooms and 5 fewer half size classrooms.

In 2013-14, Brooklyn East Collegiate would expand to serve approximately 69 students in eighth grade. In 2013-14, when Brooklyn East Collegiate completes its expansion and achieves "full scale," it will serve approximately 300 fifth through eighth grade students. The table below summarizes Brooklyn East Collegiate's baseline Footprint allocation:

2013-2014: Brooklyn East Collegiate	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter- Size Space	Total Admin (FSE)
Baseline Footprint Allocation	13	1	1.5	0	1	4	3.0

- As discussed, M.S. 571 will close in June 2013. M.S. 571 was previously allocated the science demonstration lab in the building as part of its dedicated space allocation in the building. Since M.S. 571 will close prior to the 2013-2014 school year, the DOE has allocated the science demonstration lab in the building to Brooklyn East Collegiate as part of its dedicated space allocation in the building.

After P.S. 9 and Brooklyn East Collegiate have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter- Size Class-rooms
Space In Excess of Baseline Allocations	2	4	8

The excess space will be allocated between P.S. 9 and Brooklyn East Collegiate based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.¹⁴ The full 2013-2014 room allocation plan is summarized below:

2013-2014	Full Size Rooms	Half Size Rooms	Administrative Spaces				Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹⁵	
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces				Total Admin (FSE)
P.S. 9	38	2	1.5	1	2	2	4.0	2	4	2
Brooklyn East Collegiate	13	1	1.5	0	1	4	3.0	0	0	6

In total, P.S. 9 will be allocated 41 full-size, 8 half-size, and 4 quarter size spaces, and 1.5 FSE in designed administrative office space. Brooklyn East Collegiate will be allocated 13 full-size, 2 half-size, and 10 quarter size spaces, and 1.5 FSE in designed administrative office space.

¹⁴ This number is subject to change pending final enrollment projections.

¹⁵ For the K009 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full size classrooms, half size classrooms and quarter size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter size equivalent spaces/offices (less than 240 square feet).

Proposed 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 K009. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council 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 DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁶ Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2010-2011 Campus Audit Template submitted by the Building Council.¹⁷ The DOE notes that a 2010-2011 Campus Audit Template has not been received from the current organizations in the K009 building. Because Brooklyn East Collegiate 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 each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year. The DOE notes that M.S. 571 will close after June 2013 and beginning in 2013-2014, the total number of schools that will utilize the shared spaces will revert to 2 schools.

In planning how Brooklyn East Collegiate, P.S. 9 and M.S. 571 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

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

The cafeteria has the capacity to accommodate 400 students, therefore P.S. 9 will need to schedule its lunch time in shifts in order to accommodate its projected enrollment of 600-664 students. The proposed schedule below assumes that in 2011-2012, P.S.9 would serve two 45 minute lunch periods with approximately 332 students served in each period, or three 30 minute lunch periods with approximately 221 students served in each period. Thus, all P.S. 9 students will be accommodated in the cafeteria for lunch. In addition, because P.S. 9's lunch time is currently scheduled to start at 10:25 a.m. this year, the DOE has proposed that P.S. 9 continue to serve lunch at 10:30 a.m. next year as well.

The DOE believes that this schedule is equitable and comparable based on the fact that all students should be able to eat lunch between 10:30 am to 2:00 pm.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 9 and M.S. 571. As a result, the DOE has allocated the same amount of time and the same duration to P.S. 9 and M.S. 571 for breakfast as it currently has during the 2010-2011 school year.

¹⁶ See DOE's School Food Website at <http://www.opt-osfns.org/osfns/>

¹⁷ 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.

Gymnasium, Library and Playground

- Because P.S. 9 has the largest enrollment and serves more grade levels than either M.S. 571 or Brooklyn East Collegiate, it has been allocated the largest amount of time in the library, gymnasium, and playground to accommodate all of its students.

Gymnasium

- For example, P.S. 9 is allocated the largest amount of time in the gymnasium (15.75 hours weekly), while Brooklyn East Collegiate is allocated 8.50 hours weekly and M.S. 571 is allocated 7 hours weekly in the gymnasium. The proposed Shared Space Plan reduces the amount of time that M.S. 571 and P.S. 9 currently receive in the gymnasium to accommodate Brooklyn East Collegiate's co-location.
- As noted previously, M.S. 571 will close after June 2013, and therefore this proposed Shared Space Plan would be revised accordingly as only two schools would be co-located in the building beginning in 2013-14.
- The DOE notes that in the current school year P.S. 9 and M.S. 571 use the gymnasium on a bi-weekly rotation basis. Therefore, P.S. 9 has sole access to the gymnasium for two weeks and then M.S. 571 has sole access to the gymnasium for the other two weeks of the month. Under the proposed Shared Space Plan, all three schools would offer physical education to students every week in the gymnasium. However, this proposal may be altered by the Building Council.
- The DOE also notes that Brooklyn East Collegiate currently offers physical education instruction from 3:30 pm – 4:30 pm in its current location. Under the proposed Shared Space Plan, Brooklyn East Collegiate has been scheduled for physical education instruction earlier in the day. As discussed above, the Building Council may choose to deviate from this proposed Shared Space Plan.

Library

- P.S. 9 is allocated the largest amount of time in the library based on its projected enrollment (27.75 hours weekly) and the fact it will be serving more grade levels than the two schools in the building. Brooklyn East Collegiate is allocated 4.5 hours weekly and M.S. 571 is allocated 5 hours weekly.

Playground

- Similarly, P.S. 9 is allocated the largest amount of time on the outdoor playground (20 hours weekly) whereas both Brooklyn East Collegiate and M.S. 571 are allocated 7.5 hours weekly. P.S. 9 will have the largest total projected enrollment and will be serving more grade levels, whereas both Brooklyn East Collegiate and M.S. 571 will both only serve 2 grade levels in 2011-2012. Additionally, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess either before, during or after their lunch period.
- As noted previously, construction of a new playground at K009 began at the end of March 2011 and is estimated to last nine months. Thus, the playground will not be available for use to any of the co-located schools during the 2011 fall semester. However, the DOE notes that there is a playground located three blocks away from K009 at 355 Park Place, which has been used by local schools. Since the off-site playground is not considered a shared space in a DOE building, the Building Council is not required to develop a shared space plan for the off-site playground. However the DOE notes that doing so may be beneficial to the schools to coordinate the day or times its students will be on the playground. Any allocation of time on the Shared Space Plan below in regards to the playground refers to the second part of the school year when the construction will be completed and the playground will be open for use again.

Science Demonstration Lab

- Consistent with the current Space Allocation Plan at K009 that only allocates the science demonstration lab to M.S. 571, P.S. 9 is not allocated time in this space in the proposed plan below. Should P.S. 9 want access to the science demonstration lab, the Building Council is free to deviate from this 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. As discussed above, once M.S. 571

is phased out, the science demonstration lab will be allocated to Brooklyn East Collegiate in the Space Allocation Plan.

- Since Brooklyn East Collegiate will enroll a larger number of students in 2011-2012 than M.S. 571, it is allocated more time in the science demonstration lab than M.S. 571. M.S. 571 will close in June 2013 and beginning in 2013-2014, the science demonstration lab will become part of Brooklyn East Collegiate's dedicated space allocation in the building, consistent with the current practice of allocating this particular room to M.S. 571 as part of M.S. 571's dedicated space allocation in the building.

Auditorium

- As described above, the DOE notes that in the current school year P.S. 9 and M.S. 571 rotate use of the auditorium on a bi-weekly basis. Therefore, P.S. 9 has sole access to the auditorium for two weeks out of a month, and M.S. 571 has sole access to the auditorium for the other two weeks.
- The DOE proposes that P.S. 9 have the greatest allocation of time to the auditorium (20 hours weekly) given that it serves the largest enrollment of students and total number of grade levels as compared to M.S. 571 and Brooklyn East Collegiate. M.S. 571 has been allocated 7.5 hours weekly and Brooklyn East Collegiate has been allocated 7.5 hours weekly. Given that the capacity of the auditorium is 400, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium. For example, P.S. 9 may wish to utilize the auditorium in 4 periods of 60 minutes, serving approximately 175 students at a time; or in 8 periods of 30 minutes, serving approximately 88 students. Given that M.S. 571 and Brooklyn East Collegiate will have a smaller enrollment than P.S. 9 and serve fewer grade levels, they are allocated less time in the auditorium. The Building Council may deviate from this proposed Shared Space plan to serve the co-located schools' needs.

After School Programs

The DOE notes that P.S. 9 offers extracurricular activities and that there is an after school program run by P.S. 9's Parent Teacher Organization that requires use of the gymnasium after school hours from 3 to 4:30 p.m. The program serves up to 75 students on a daily basis and provides physical activity for P.S. 9 students. In the proposed Shared Space Plan below, Brooklyn East Collegiate is allocated after school time in the gymnasium from 4:30 pm -7:00 pm and P.S. 9 is allocated time in the gymnasium from 3 to 4:30 p.m. The DOE believes that this after school schedule is equitable because Brooklyn East Collegiate offers an extended day and its current school day runs from 8:20 a.m. until 4:30 p.m. Therefore, Brooklyn East Collegiate's after school hours use of the gymnasium could essentially be pushed back until 4:30 p.m. when its students are released. In addition, the later schedule is more equitable because Brooklyn East Collegiate enrolls middle school students in contrast to P.S. 9 which enrolls elementary school students.

- As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours. 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 2011-2012, M.S. 571 will serve 90-110 students. In 2011-2012, P.S. 9 will serve 604-664 students. According to its charter, Brooklyn East Collegiate will serve a total of 158 students in 2011-2012. Based on the Office of Pupil Transportation’s bus schedules for a regular school day, P.S. 9’s regular school day runs from approximately 8:40 am – 3:00 pm, M.S. 571’s regular school day runs from approximately 8:20 am – 2:40 pm , and Brooklyn East Collegiate’s regular school day runs from 7:20 am-4:30 pm.¹⁸ Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (capacity of space: 400)	<p><u>BREAKFAST:</u> Brooklyn East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30am-12:00pm Brooklyn East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> Brooklyn East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30am-12:00pm Brooklyn East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> Brooklyn East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30am-12:00pm Brooklyn East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> Brooklyn East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30am-12:00pm Brooklyn East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> Brooklyn East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30am-12:00pm Brooklyn East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>
Library	<p>P.S. 9 7:45 am-3:00pm</p>	<p>P.S. 9 7:45am-10:45am M.S. 571 10:45-1:15pm Brooklyn East Collegiate 1:15 – 3:30 pm</p>	<p>P.S. 9 7:45am-3:00pm</p>	<p>P.S. 9 7:45am-10:45pm M.S. 571 10:45am-1:15pm Brooklyn East Collegiate 1:15 – 3:30 pm</p>	<p>P.S. 9 7:45am-3:00pm</p>
Gymnasium (capacity of space: 370)	<p>Brooklyn East Collegiate 8:00am-10:00am M.S. 571 10:00am – 12:00pm P.S. 9 12:00 – 3:00pm</p> <p>After school: P.S. 9 3:00pm – 4:30pm</p> <p>Brooklyn East Collegiate: 4:30pm – 7:00 pm</p>	<p>P.S. 9 9:00am – 12:45pm Brooklyn East Collegiate 12:45 – 3:00 pm</p> <p>After school: P.S. 9 3:00pm – 4:30pm</p> <p>Brooklyn East Collegiate: 4:30pm – 7:00 pm</p>	<p>M.S. 571 9:00am – 12:00pm P.S. 9 12:00 – 3:00 pm</p> <p>After school: P.S. 9 3:00pm – 4:30pm</p> <p>Brooklyn East Collegiate: 4:30pm – 7:00 pm</p>	<p>P.S. 9 9:00am – 12:45pm Brooklyn East Collegiate 12:45 – 3:00 pm</p> <p>After school: P.S. 9 3:00pm – 4:30pm</p> <p>Brooklyn East Collegiate: 4:30pm – 7:00 pm</p>	<p>Brooklyn East Collegiate 8:00am – 10:00am M.S. 571 10:00am-12:00pm P.S. 9 12:00 – 3:00 pm</p> <p>After school: P.S. 9 3:00pm – 4:30pm</p> <p>Brooklyn East Collegiate: 4:30pm – 7:00 pm</p>

¹⁸ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<p>Auditorium (capacity of space: 400)</p>	<p>P.S. 9 8:00 am-12:00 pm M.S. 571 12:00 pm- 1:30 pm Brooklyn East Collegiate 1:30 pm-3:00pm</p>	<p>P.S. 9 8:00 am-12:00 pm M.S. 571 12:00pm- 1:30 pm Brooklyn East Collegiate 1:30 pm-3:00pm</p>	<p>P.S. 9 8:00 am-12:00 pm M.S. 571 12:00pm- 1:30 pm Brooklyn East Collegiate 1:30 pm-3:00pm</p>	<p>P.S. 9 8:00 am-12:00 pm M.S. 571 12:00pm- 1:30 pm Brooklyn East Collegiate 1:30 pm-3:00pm</p>	<p>P.S. 9 8:00 am-12:00 pm M.S. 571 12:00pm-1:30 pm Brooklyn East Collegiate 1:30 pm-3:00pm</p>
<p>Playground (elementary/ middle schools)</p>	<p>P.S. 9 7:30 am-11:30am Brooklyn East Collegiate 11:30am-1:00pm M.S. 571 1:00-2:30pm</p>				
<p>Other – Science Demo. Room</p>	<p>M.S. 571 7:45am –10:45am Brooklyn East Collegiate 10:45 am -2:45pm</p>	<p>M.S. 571 7:45am –10:45am Brooklyn East Collegiate 10:45 am -2:45pm</p>	<p>M.S. 571 7:45am –10:45am Brooklyn East Collegiate 10:45 am -2:45pm</p>	<p>M.S. 571 7:45am –10:45am Brooklyn East Collegiate 10:45 am -2:45pm</p>	<p>M.S. 571 7:45am –10:45am Brooklyn East Collegiate 10:45 am - 2:45pm</p>

Building Safety and Security

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

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

Consistent with the process described above, the leader/designee of Brooklyn East Collegiate will be part of the K009 building School Safety Committee. As a member of the School Safety Committee, the leader/designee of Brooklyn East Collegiate 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 Brooklyn East Collegiate will be addressed on an ongoing basis. Moreover, the Safety Plan for the K009 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Brooklyn East Collegiate will enter information in the K009's school's overall 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 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 K009 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 2010,¹⁹ co-located schools on campuses must actively participate in a Building Council, 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 Building Council. The Building Council 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 Building Council 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 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 Shared Space Committee is to review the implementation of the Building Utilization Plan once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet minimally four times per year.

The Shared Space Committee 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 Shared Space Committee members shall be selected

¹⁹ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.

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. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

Proposed Collaborative Decision Making Strategy

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.