

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate Success Academy Charter School – Brooklyn 6 (84KTBD, "SA - Brooklyn 6"), a new public charter school, in building K138 ("K138"), located at 760 Prospect Place, Brooklyn, NY 11216, in Community School District 17 beginning in 2013-2014. If this proposal is approved, SA - Brooklyn 6 would be co-located¹ in K138 with P.S. 138 - Brooklyn (17K138, "P.S. 138"). Beginning in 2013-2014, SA - Brooklyn 6 would serve kindergarten and first grade students. At full scale in 2017-2018, SA - Brooklyn 6 would serve grades kindergarten through five. P.S. 138 is a DOE zoned school that serves students in grades kindergarten through eight and offers a full-day pre-kindergarten program.²

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 P.S. 138 and SA - Brooklyn 6. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year, between SA – Brooklyn 6 and P.S. 138, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

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

METHODOLOGY

We have applied the Footprint 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 ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education or Integrated Co-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 grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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, and cafeterias.

² The DOE's pre-kindergarten programs are maintained based on available funding and student enrollment. The DOE does not anticipate that P.S. 138's pre-kindergarten program will be affected by this proposal.

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

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

For grades 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE's District 75 Instructional Footprint ("D75 Footprint"). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on June 18, 2012 by the Office of Space Planning, building K138 has a total of 69 full-size ("FS") classrooms/spaces³ (including one full-size science demonstration lab and one full-size science lab), 5 half-size ("HS") classrooms/spaces,⁴ 10 quarter-size ("QS") spaces, and the equivalent of 6.75 rooms of designed administrative office/space. The K138 building also contains a gymnasium, auditorium, cafeteria, and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies one quarter-size space of designed administrative space
- Beacon, a community-based organization occupies one full-size space
- Community Education Council 17's office occupies one full-size space
- Custodian's office occupies one quarter-size space
- School Based Support Team occupies one full-size equivalent of designed administrative space
- Teacher's lounge occupies one half-size space

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.

Excluding the spaces outlined above, the K138 building has a total of 67 full-size classrooms (including one full-size science demonstration lab and one full-size science lab), 4 half-size classrooms/spaces, 9 quarter-size spaces, and the equivalent of 5.5 full-size designed administrative office space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	69	5	10	6.75
SHARED SPACES or Building Services	2	1	1	1.25
Remaining Total to be Allocated	67	4	9	5.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at P.S. 138 in 2012-2013.

2012-13	Projected Enrollment ⁵	GE/ICT Sections ^{6,7}	SC Sections ⁸
P.S. 138	811	37	5

The table below summarizes P.S. 138's baseline and/or adjusted Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

- The DOE has adjusted P.S. 138's baseline allocation for the following reason:
 - The DOE has provided P.S. 138 with additional full-size classrooms to accommodate its self-contained special education classes. P.S. 138 has been allocated five full-size classrooms in lieu of five half-size classrooms for its self-contained special education classes because the K138 building does not have enough half-size classrooms appropriate for self-contained special education instruction and programming. Typically, self-contained classes are accommodated in half-size classrooms.

These adjustments have been made to the baseline Footprint allocation for P.S. 138 in each year of room allocations presented in this document except where otherwise indicated.

⁵ Based on 2012-2013 Budget Register Projections.

⁶ General Education (GE) classrooms.

⁷ Integrated Co-Teaching (ICT) classrooms include students with and without disabilities and have two teachers, a general education teacher, and a special education teacher.

⁸ Self-contained (SC) special education classrooms are provided for children with disabilities who are grouped together in a classroom on a full-time or part-time basis. They serve children whose needs cannot be met in the general education classroom environment. These classes may have from 6 to 15 students with one special education teacher and up to four paraprofessionals.

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	<u>Designed Admin (FSE)</u>	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	<u>Designed Admin (FSE)</u>
P.S. 138	Baseline Footprint Allocation	40	9	5.5	0	0	0	5.5	40	9	0	5.5
	Adjusted Baseline Allocation	45	4	4.5 ⁹	0	0	4	5.5	45	4	4	4.5
	Current Space Allocation	66	3	5.5	1	1	9	9.25	67	4	9	5.5

As demonstrated in the table above, P.S. 138 is currently using classrooms in excess of its adjusted baseline Footprint allocation. The table below summarizes the available space within K138 after P.S. 138 has received its adjusted baseline allocation, some of which will be allocated to SA - Brooklyn 6 for 2013-2014.

2012-13: Building K138	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Adjusted Baseline Allocation	1.0	22	0	5

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in 2013-2014 SA - Brooklyn 6 would serve kindergarten and first grade students in K138. There would be 67 full-size classrooms/spaces to allocate between P.S. 138 and SA - Brooklyn 6.

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

⁹ P.S. 138 currently uses 1.0 full-size equivalent room of designed administrative space as a resource room. Therefore, the DOE has adjusted P.S. 138's baseline allocation for designed administrative rooms to reflect this usage.

2013-14	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
P.S. 138	749-839	37	5
SA - Brooklyn 6	164-210	7	0

After P.S. 138 and SA - Brooklyn 6 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-14: Building K138	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Adjusted Baseline Allocation	0	9	0	5

The excess space will be allocated based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools. The table below summarizes the full 2013-2014 room allocation plan for P.S. 138 and SA - Brooklyn 6 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation. P.S. 138's adjusted baseline allocation will remain the same as the year before. SA - Brooklyn 6's baseline has been adjusted in the following manner:

- The DOE has allocated SA - Brooklyn 6 two full-size rooms in lieu of two half-size resource rooms because there are an insufficient number of half-size spaces in the K138 building.

This adjustment has been made to the baseline Footprint allocation for SA - Brooklyn 6 in the 1st-3rd years of room allocations presented in this document.

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

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 138	Baseline Footprint Allocation	40	9	4.5	0	0	4	5.5	0	0	0	0	40	9	4	4.5
	Adjusted Baseline Allocation	45	4	4.5	0	0	4	5.5	7	0	4	0	52	4	8	4.5
SA - Brooklyn 6	Baseline Footprint Allocation	10	2	1.0	1	0	0	2.0	0	0	0	0	11	2	0	1.0
	Adjusted Baseline Allocation	12	0	1.0	1	0	0	2.0	2	0	1	0	15	0	1	1.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	2012-13 Current ¹¹ SPACE ALLOCATIONS				2013-14 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)
P.S 138	67	4	9	5.5	52	4	8	4.5	-15	0	-1	-1.0
SA - Brooklyn 6	-	-	-	-	15	0	1	1.0	+15	0	+1	+1.0

¹¹ The DOE assumes that P.S. 138 will continue to use all the space in the building as it did in 2011-2012.

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

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

2014-15	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
P.S. 138	744-834	38 ¹³	5
SA - Brooklyn 6	197-250	9	0

After P.S. 138 and SA - Brooklyn 6 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-15: Building K138	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Adjusted Baseline Allocation	0	6	0	3

The excess space will be allocated among P.S. 138 and SA - Brooklyn 6 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools. The table below summarizes the full 2014-2015 room allocation plan for P.S. 138 and SA - Brooklyn 6 based on their adjusted baseline footprint allocations, plus the excess space allocation.

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

¹³ The DOE projects an increase in GE/ICT sections served by P.S. 138 from 37 in 2013-2014 to 38 in 2014-2015 because the graduating eighth-grade class in 2013-2014 has three sections of classes, whereas all but one subsequent grade has four sections, and future grades are anticipated to be similar to recently enrolled grades.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 138	Baseline Footprint Allocation	41	9	4.5	0	0	4	5.5	0	0	0	0	41	9	4	4.5
	Adjusted Baseline Allocation	46	4	4.5	0	0	4	5.5	4	0	2	0	50	4	6	4.5
SA - Brooklyn 6	Baseline Footprint Allocation	12	2	1.0	1	1	0	2.5	0	0	0	0	13	3	0	1.0
	Adjusted Baseline Allocation	14	0	1.0	1	0	2	2.5	2	0	1	0	17	0	3	1.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 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)
P.S. 138	52	4	8	4.5	50	4	6	4.5	-2	0	-2	0
SA - Brooklyn 6	15	0	1	1.0	17	0	3	1.0	+2	0	+2	0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

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

2015-16	Projected Enrollment ¹⁴	GE/ICT Sections	SC Sections
P.S. 138	729-819	38	5
SA - Brooklyn 6	313-400	13	0

After P.S. 138 and SA - Brooklyn 6 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-16: Building K138	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Adjusted Baseline Allocation	0	1	0	5

The excess space will be allocated between P.S. 138 and SA - Brooklyn 6 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools. The table below summarizes the full 2015-2016 room allocation plan for P.S. 138 and SA - Brooklyn 6 based on their adjusted baseline footprint allocations, plus the excess space allocation.

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

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 138	Baseline Footprint Allocation	41	9	4.5	0	0	4	5.5	0	0	0	0	41	9	4	4.5
	Adjusted Baseline Allocation	46	4	4.5	0	0	4	5.5	1	0	3	0	47	4	7	4.5
SA - Brooklyn 6	Baseline Footprint Allocation	16	2	1.0	2	0	0	3.0	0	0	0	0	18	2	0	1.0
	Adjusted Baseline Allocation	18	0	1.0	2	0	0	3.0	0	0	2	0	20	0	2	1.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	2014-15 GRAND TOTAL SPACE ALLOCATIONS				2015-16 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)
P.S. 138	50	4	6	4.5	47	4	7	4.5	-3	0	+1	0
SA - Brooklyn 6	17	0	3	1.0	20	0	2	1.0	+3	0	-1	0

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

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

2016-17	Projected Enrollment ¹⁵	GE/ICT Sections	SC Sections
P.S. 138	734-824	39 ¹⁶	5
SA - Brooklyn 6	373-478	17	0

After P.S. 138 and SA - Brooklyn 6 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-17: Building K138	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Adjusted Baseline Allocation	0	0	0	0

In the fourth year of the proposal's implementation, SA - Brooklyn 6 will receive its baseline allocation of instructional rooms, but will not receive certain administrative space, or resource rooms that it would otherwise receive under the Footprint. SA - Brooklyn 6 agrees, however, that it can adequately operate within the space allocated in the BUP in 2016-2017 because SACS uses different class size and space programming assumptions than the Footprint, and believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP.

¹⁵ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁶ The DOE projects an increase in GE/ICT sections served by the school from 38 in 2015-2016 to 39 in 2016-2017 because the graduating eighth-grade class in 2015-2016 has three sections of classes, whereas all subsequent grades have four sections, and future grades are anticipated to be similar to recently enrolled grades.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 138	Baseline Footprint Allocation	42	9	4.5	0	0	4	5.5	0	0	0	0	42	9	4	4.5
	Adjusted Baseline Allocation	47	4	4.5	0	0	4	5.5	0	0	0	0	47	4	4	4.5
SA - Brooklyn 6	Baseline Footprint Allocation	20	2	1.0	2	0	2	3.5	0	0	0	0	22	2	2	1.0
	Adjusted Baseline Allocation	20	0	1.0	0	0	5	2.25	0	0	0	0	20	0	5	1.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	2015-16 GRAND TOTAL SPACE ALLOCATIONS				2016-17 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)
P.S. 138	47	4	7	4.5	47	4	4	4.5	0	0	-3	0
SA - Brooklyn 6	20	0	2	1.0	20	0	5	1.0	0	0	+3	0

2017-2018 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

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

2017-18	Projected Enrollment ¹⁷	GE/ICT Sections	SC Sections
P.S. 138	724-814	39	5
SA - Brooklyn 6	434-556	20	0

After P.S. 138 and SA - Brooklyn 6 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated.

2017-18: Building K138	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0	0	0	0

The table below summarizes the full 2017-2018 room allocation plan for P.S. 138 and SA - Brooklyn 6 based on their adjusted baseline Footprint allocation. This will serve as the final room allocation for both schools.

In the final year of the proposal's implementation, SA - Brooklyn 6 will receive its baseline allocation of instructional rooms, but will not receive certain administrative space, cluster rooms or resource rooms that it would otherwise receive under the Footprint. SA - Brooklyn 6 agrees, however, that it can adequately operate within the space allocated in the BUP in 2017-2018 because SACS uses different class size and space programming assumptions than the Footprint, and believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP.

¹⁷ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S. 138	Baseline Footprint Allocation	42	9	4.5	0	0	4	5.5	0	0	0	0	42	9	4	4.5
	Adjusted Baseline Allocation	47	4	4.5	0	0	4	5.5	0	0	0	0	47	4	4	4.5
SA - Brooklyn 6	Baseline Footprint Allocation	20	2	1.0	2	0	2	3.5	0	0	0	0	22	2	2	1.0
	Adjusted Baseline Allocation	20	0	1.0	0	0	5	2.25	0	0	0	0	20	0	5	1.0

The change in rooms for each school organization is reflected below:

Room Change (+/-)	2016-17 GRAND TOTAL SPACE ALLOCATIONS				2017-18 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)
P.S. 138	47	4	4	4.5	47	4	4	4.5	0	0	0	0
SA - Brooklyn 6	20	0	5	1.0	20	0	5	1.0	0	0	0	0

Shared Space Plan

A proposed Shared Space plan for the 2013-2014 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K138. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, P.S. 138's current space allocation and lunch schedule as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of P.S. 138's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁸ Where possible, the proposed schedule maintains P.S. 138's current allocation of time for each shared space and re-distributes remaining time for SA - Brooklyn 6. To the extent feasible, shared spaces are allocated in a manner that P.S. 138 to continue using it on a similar schedule next year. Because SA - Brooklyn 6 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 times that have been allocated to P.S. 138 this year so that all students in the building may be accommodated in 2013-2014 and subsequent school years.

In planning how SA - Brooklyn 6 and P.S. 138 may use the 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 and Outdoor Play Yard:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the proposed plan below, SA - Brooklyn 6 and P.S. 138 are allocated separate lunch times in the cafeteria, which has a capacity to hold 570 students. SA - Brooklyn 6 will receive 40 minutes daily in the cafeteria, or 3 hours and 20 minutes weekly for lunch. P.S. 138 will receive four 40-minute periods of time in the cafeteria daily, or 13 hours and 20 minutes weekly for lunch. P.S. 138 currently uses the cafeteria for lunch from 10:30 am-1:30 pm. The proposed schedule below allocates time to P.S. 138 in the cafeteria from 10:30 am-1:10pm; therefore the proposed schedule below allows the school to continue its current lunch schedule.
- With regard to breakfast, P.S. 138 currently uses the cafeteria from 8:00 am-8:30am and has been allocated this time on the proposal schedule below as well. Since SA - Brooklyn 6 will likely start its school day before P.S. 138, it has been allocated a separate period for breakfast. This means that SA - Brooklyn 6 will begin school as P.S. 138 begins to serve breakfast, and therefore this proposal will not affect P.S. 138's current breakfast schedule.

¹⁸ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Gymnasium, Library, and Auditorium

Gymnasiums

- There is one gymnasium in the building, which has a capacity to hold 630 students. The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P.S. 138 is allocated the largest amount of time in the gymnasium (26.5 hours weekly), while SA - Brooklyn 6 is allocated 6 hours weekly.

Library

- The DOE proposes that P.S. 138 receive the greatest amount of time in the library (26.5 hours weekly) because it will serve the largest number of students and grade levels compared with SA - Brooklyn 6. SA - Brooklyn 6 has been allocated 6 hours weekly in the library.

Auditorium

- The DOE proposes that P.S. 138 receive the greatest amount of time in the auditorium (26.5 hours weekly) because it will serve the largest number of students and grade levels compared with SA - Brooklyn 6. SA - Brooklyn 6 has been allocated 6 hours weekly in the auditorium. Given that the auditorium has the capacity to serve 850 students, the proposed Shared Space plan below offers flexibility to schedule the auditorium in multiple periods and ensures that all students have access to the auditorium.

After-School Programs

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 3:00 pm. The Building Council may allocate this space as needed for after-school programs.
- As noted above, SA - Brooklyn 6 is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours and is empowered to make alternative arrangements.

In 2013-2014, P.S. 138 will serve 749-839 students in K138. If this proposal is approved, SA - Brooklyn 6 will serve a total of 164-210 students in 2013-2014 at K138. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 138's school day runs from approximately 8:30 a.m. to 3:27 p.m.¹⁹ Since SA - Brooklyn 6 is a new school, it does not have a current school start or end time. However, the DOE notes that all of the existing Success Academy Charter elementary schools run from approximately 7:45 a.m. to 4:30 p.m. on Monday, Tuesday, Thursday and Friday, and on Wednesdays the school day runs from approximately 7:45 a.m. to 2:00 p.m.

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

¹⁹ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 570)	<p>Breakfast: SA - Brooklyn 6 7:15am-7:45am P.S. 138 8:00am-8:30am</p> <p>Lunch: P.S. 138 10:30am-1:10pm SA - Brooklyn 6 1:10pm-1:50pm</p>	<p>Breakfast: SA - Brooklyn 6 7:15am-7:45am P.S. 138 8:00am-8:30am</p> <p>Lunch: P.S. 138 10:30am-1:10pm SA - Brooklyn 6 1:10pm-1:50pm</p>	<p>Breakfast: SA - Brooklyn 6 7:15am-7:45am P.S. 138 8:00am-8:30am</p> <p>Lunch: P.S. 138 10:30am-1:10pm SA - Brooklyn 6 1:10pm-1:50pm</p>	<p>Breakfast: SA - Brooklyn 6 7:15am-7:45am P.S. 138 8:00am-8:30am</p> <p>Lunch: P.S. 138 10:30am-1:10pm SA - Brooklyn 6 1:10pm-1:50pm</p>	<p>Breakfast: SA - Brooklyn 6 7:15am-7:45am P.S. 138 8:00am-8:30am</p> <p>Lunch: P.S. 138 10:30am-1:10pm SA - Brooklyn 6 1:10pm-1:50pm</p>
Library	<p>P.S. 138 8:30am-10:30am 11:30am-3:00pm SA - Brooklyn 6 10:30am-11:30am</p>	<p>P.S. 138 8:30am-10:30am 12:00pm-3:00pm SA - Brooklyn 6 10:30am-12:00pm</p>	<p>P.S. 138 8:30am-10:30am 11:30am-3:00pm SA - Brooklyn 6 10:30am-11:30am</p>	<p>P.S. 138 8:30am-10:30am 12:00pm-3:00pm SA - Brooklyn 6 10:30am-12:00pm</p>	<p>P.S. 138 8:30am-10:30am 11:30am-3:00pm SA - Brooklyn 6 10:30am-11:30am</p>
Gymnasium (Capacity: 630)	<p>P.S. 138 8:30am-11:30am 1:00pm-3:00pm SA - Brooklyn 6 11:30am – 1:00pm</p>	<p>P.S. 138 8:30am-12:00pm 1:00pm-3:00pm SA - Brooklyn 6 12:00pm – 1:00pm</p>	<p>P.S. 138 8:30am-12:00pm 1:00pm-3:00pm SA - Brooklyn 6 12:00pm – 1:00pm</p>	<p>P.S. 138 8:30am-11:30am 1:00pm-3:00pm SA - Brooklyn 6 11:30am – 1:00pm</p>	<p>P.S. 138 8:30am-12:00pm 1:00pm-3:00pm SA - Brooklyn 6 12:00pm – 1:00pm</p>

Auditorium (Capacity: 850)	SA - Brooklyn 6 8:30am – 9:30am P.S. 138 9:30am – 3:00pm	SA - Brooklyn 6 8:30am – 10:00am P.S. 138 10:00am – 3:00pm	SA - Brooklyn 6 8:30am – 9:30am P.S. 138 9:30am – 3:00pm	SA - Brooklyn 6 8:30am – 9:30am P.S. 138 9:30am – 3:00pm	SA - Brooklyn 6 8:30am – 10:00am P.S. 138 10:00am – 3:00pm
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Building Safety and Security

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

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. 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 SA - Brooklyn 6 will be part of the K138 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA - Brooklyn 6 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 SA - Brooklyn 6 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K138 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of SA - Brooklyn 6 will enter information in the K138 schools’ 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 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 School Safety Plan for the K138 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School’s Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,²⁰ co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor’s Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to

²⁰ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents”.

charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

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