

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to "co-locate" Brooklyn Success Academy Charter School (84KTBD, or "SA - Brooklyn 7"), a new public charter school that will serve students in kindergarten through fifth grade, in Building K907 ("K907"), located at 1150 East New York Avenue, Brooklyn, NY 11212, in Community School District 17 beginning in 2013-2014. SA - Brooklyn 7 would be co-located in K907 with Brownsville Academy High School (17K568, "Brownsville Academy"), an existing transfer¹ high school that serves students in tenth through twelfth grades. 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.

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 Brownsville Academy and SA – Brooklyn 7. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year, between Brownsville Academy and SA – Brooklyn 7, 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

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by a representative from the Office of Space Planning and a representative of the school.

For elementary schools serving grades kindergarten through five (and for all 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). Therefore, the Footprint allocates one full-size room for each general education or Integrated Co-Teaching section and a full-size or half-size room to accommodate each Self Contained 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 Transfer schools are small, academically rigorous high schools designed for over-age, undercredited students. Students designated as "over-age, under-credited" are considered to be two or more years behind their expected age and credit accumulation.

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 DOE Footprint can be found at: <http://schools.nyc.gov/community/planning/default.htm>.

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 classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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 April 4, 2012 by James Dekeles, Director of Space Planning, building K907 has a total of 35 full size ("FS") classrooms/spaces³ (including one full-size science demonstration room and one full-size science lab⁴), 2 half size ("HS") spaces,⁵ 6 quarter size ("QS") spaces,⁶ and 3 full size equivalent ("FSE") rooms of designed administrative office/space. The K907 building also contains 1 activity room, 1 weight room, 1 cafeteria and 1 library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- Custodian's office occupies 1 half-size space
- Dance room occupies 1 full size space

Excluding the spaces outlined above, the K907 building has a total of: 34 full size classrooms, 1 half size classroom/space, 6 quarter size spaces, and 3.0 FSE designed administrative office/space remaining that can be allocated to schools.

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

⁴ A science lab has been included within the baseline allocation for Brownsville Academy

⁵ Half size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁶ Quarter size classrooms have an area of less than 240 square feet.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	35	2	6	3.0
SHARED SPACES or Building Services	1	1	0	0.0
Remaining Total to be Allocated	34	1	6	3.0

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at K907 in 2012-2013.

2012- 2013	Total Enrolled ⁷	General Education ("GE")/Integrated Co-Teaching ("ICT") Sections	Self Contained ("SC") Sections
Brownsville Academy	225	9	0

The table below summarizes Brownsville Academy's baseline footprint allocation, which is based on the methodology described at the beginning of this document and the amount of space that the school is currently using.

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

- The building's weight room will be allocated to Brownsville Academy and will be used exclusively by Brownsville Academy as the school serves high school students and it is not appropriate for elementary school students. This adjustment has been made to baseline Footprint allocation in each year of room allocations presented in this document.

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
Brownsville Academy	Baseline Footprint Allocation	10	1	2.5	0	0	0	2.5	10	1	0	2.5
	Adjusted Baseline Allocation	11	1	2.5	0	0	0	2.5	11	1	0	2.5
	Current Space Allocation	34	1	3.0	0	0	6	4.5	34	1	6	3.0

⁷ 2012-2013 Budget Register Projections

As demonstrated in the table above, Brownsville Academy is currently using classrooms in excess of its Footprint allocation. The table below summarizes the available space within K907 after Brownsville Academy has received its baseline allocation, some of which will be allocated to SA - Brooklyn 7 for the 2013-2014 school year.

2012-2013: Building K907	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.5	23	0	6

2013-2014 (FIRST YEAR PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in 2013-2014, SA - Brooklyn 7 will serve kindergarten and first grade students in K907. This means that there will be 34 full-size classrooms/spaces to allocate between Brownsville Academy and SA - Brooklyn 7 going forward.

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

2013-2014	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
Brownsville Academy	210 – 240	10	0
SA - Brooklyn 7	164 – 210	7	0

After Brownsville Academy and SA - Brooklyn 7 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building 907	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.5	8	0	6

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 Brownsville Academy and SA - Brooklyn 7 based on their baseline and/or adjusted baseline footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The DOE has adjusted SA - Brooklyn 7's baseline allocation for the following reason:

- 2 full-size classrooms in lieu of 2 half-size classrooms have been allocated because there are an insufficient number of half-size spaces in the K907 building;
- 2 full-size classrooms in lieu of 2.0 FSE designed administrative space have been allocated because there are only 3.0 designed administrative spaces in the K907 building. This adjustment has been made to the baseline Footprint allocation for the 1-3rd years of room allocations presented in this document.

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)
Brownsville Academy	Baseline Footprint Allocation	11	1	2.5	0	0	0	2.5	0	0	0	0.0	11	1	0	2.5
	Adjusted Baseline Allocation	12	1	2.5	0	0	0	2.5	5	0	4	0.0	17	1	4	2.5
SA - Brooklyn 7	Baseline Footprint Allocation	10	2	2.0	0	0	0	2.0	0	0	0	0.0	10	2	0	2.0
	Adjusted Baseline Allocation	12	0	0.0	2	0	0	2.0	3	0	2	0.5	17	0	2	0.5

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

Room Change (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				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)
Brownsville Academy	34	1	6	3.0	17	1	4	2.5	-17	0	-2	-0.5
SA - Brooklyn 7	-	-	-	-	17	0	2	0.5	+17	0	+2	+0.5

2014-2015 (SECOND YEAR PROPOSED IMPLEMENTATION)

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

2014-2015	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
Brownsville Academy	210 – 240	10	0
SA - Brooklyn 7	197 – 250	9	0

After Brownsville Academy and SA - Brooklyn 7 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K907	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0	6	0	6

The excess space will be allocated between Brownsville Academy and SA - Brooklyn 7 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 Brownsville Academy and SA - Brooklyn 7 based on their adjusted baseline footprint allocations, plus the excess space allocations.

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

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)
Brownsville Academy	Baseline Footprint Allocation	11	1	2.5	0	0	0	2.5	0	0	0	0	11	1	0	2.5
	Adjusted Baseline Allocation	12	1	2.5	0	0	0	2.5	3	0	4	0	15	1	4	2.5
SA - Brooklyn 7	Baseline Footprint Allocation	12	2	2.5	0	0	0	2.5	0	0	0	0	12	2	0	2.5
	Adjusted Baseline Allocation	14	0	0.5	2	0	0	2.5	3	0	2	0	19	0	2	0.5

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

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 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)
Brownsville Academy	17	1	4	2.5	15	1	4	2.5	-2	0	0	0.0
SA - Brooklyn 7	17	0	2	0.5	19	0	2	0.5	+2	0	0	0.0

2015-2016 (THIRD YEAR PROPOSED IMPLEMENTATION)

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

2015-2016	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
Brownsville Academy	210 - 240	10	0
SA - Brooklyn 7	313 - 400	13	0

After Brownsville Academy and SA - Brooklyn 7 have received their respective baseline and adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016 K907	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0	2	0	4

The excess space will be allocated between Brownsville Academy and SA - Brooklyn 7 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 Brownsville Academy and SA - Brooklyn 7 based on their adjusted baseline footprint allocations, plus the excess space allocations

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)
Brownsville Academy	Baseline Footprint Allocation	11	1	2.5	0	0	0	2.5	0	0	0	0	11	1	0	2.5
	Adjusted Baseline Allocation	12	1	2.5	0	0	0	2.5	1	0	4	0	13	1	4	2.5
SA - Brooklyn 7	Baseline Footprint Allocation	16	2	3.0	0	0	0	3.0	0	0	0	0	16	2	0	3.0
	Adjusted Baseline Allocation	18	0	0.5	2	0	2	3.0	1	0	0	0	21	0	2	0.5

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

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

Room Change (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 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)
Brownsville Academy	15	1	4	2.5	13	1	4	2.5	-2	0	0	0.0
SA - Brooklyn 7	19	0	2	0.5	21	0	2	0.5	+2	0	0	0.0

2016-2017 (FOURTH YEAR PROPOSED IMPLEMENTATION)

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

2016-2017	Projected Enrollment ¹¹	GE/ICT Sections	SC Sections
Brownsville Academy	210 - 240	10	0
SA - Brooklyn 7	373 - 478	17	0

There will be 4 quarter size rooms in the building after Brownsville Academy and SA - Brooklyn 7 have received their respective baseline allocation of rooms.

2016-2017: Building K907	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0	0	0	4

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

In the fourth year of the proposal's implementation, SA - Brooklyn 7 will receive its baseline allocation of instructional space, but will not receive certain administrative space that it would otherwise receive under the Footprint. SA – Brooklyn 7 agrees, however, that it can adequately operate within the space allocated in the BUP in year 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.

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)
Brownsville Academy	Baseline Footprint Allocation	11	1	2.5	0	0	0	2.5	0	0	0	0	11	1	0	2.5
	Adjusted Baseline Allocation	12	1	2.5	0	0	0	2.5	0	0	4	0	12	1	4	2.5
SA - Brooklyn 7	Baseline Footprint Allocation	20	2	3.5	0	0	0	3.5	0	0	0	0	20	2	0	3.5
	Adjusted Baseline Allocation	22	0	0.5	0	0	2	1.0	0	0	0	0	22	0	2	0.5

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

Room Change (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 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)
Brownsville Academy	13	1	4	2.5	12	1	4	2.5	-1	0	0	0.0
SA - Brooklyn 7	21	0	2	0.5	22	0	2	0.5	+1	0	0	0.0

2017-2018 (FIFTH YEAR PROPOSED IMPLEMENTATION)

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

2017-2018	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
Brownsville Academy	210 – 240	10	0
SA - Brooklyn 7	434 – 556	20	0

There will be 4 quarter size rooms in the building after Brownsville Academy and SA - Brooklyn 7 have received their respective baseline allocation of rooms.

2017-2018: Building K907	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms
Space In Excess of Baseline Allocation	0	0	0	4

In the final year of the proposal's implementation, SA - Brooklyn 7 will receive its baseline allocation of instructional, but will not receive certain administrative space, cluster rooms or resource rooms that it would otherwise receive under the Footprint. SA – Brooklyn 7 agrees, however, that it can adequately operate within the space allocated in the BUP in 2017-2018 years 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.

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

¹² 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	Design d 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)
Bronxville Academy	Baseline Footprint Allocation	11	1	2.5	0	0	0	2.5	0	0	0	0	11	1	0	2.5
	Adjusted Baseline Allocation	12	1	2.5	0	0	0	2.5	0	0	4	0	12	1	4	2.5
SA - Brooklyn 7	Baseline Footprint Allocation	23	3	4.0	0	0	0	4.0	0	0	0	0	23	3	0	4.0
	Adjusted Baseline Allocation	22	0	0.5	0	0	2	1.0	0	0	0	0	22	0	2	0.5

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

Room Change (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
Bronxville Academy	12	1	4	2.5	12	1	4	2.5	0	0	0	0
SA - Brooklyn 7	22	0	2	0.5	22	0	2	0.5	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 K907. The final shared space schedule would be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹³ Where possible, the proposed schedule maintains the current school's allocation of time in 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. Because SA - Brooklyn 7 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 Brownsville Academy this year in the shared spaces that are to be shared in future years so that all students in the building may be accommodated in the following school years.

In planning how Brownsville Academy and SA - Brooklyn 7 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Cafeteria:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon Brownsville's current use of the cafeteria, both school's 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 7 and Brownsville Academy are allocated separate lunch times in the cafeteria, which has a capacity to hold 208 students. SA - Brooklyn 7 receives 1.5 hours daily for lunch and Brownsville Academy receives 2 hours daily for lunch. Brownsville Academy currently uses the cafeteria during a 45 minute period from 11:03 am to 11:48 pm daily; the proposed schedule below allows the school to continue to operate on its current lunch schedule, as well as provides the school with additional time in the cafeteria.¹⁴
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Brownsville Academy. The proposed schedule allows for Brownsville Academy to continue to serve breakfast based on its current schedule. SA - Brooklyn 7 will serve breakfast before Brownsville Academy does in the cafeteria. The cafeteria has sufficient capacity to accommodate both schools during the 15 minute overlap between both schools during breakfast given Brownsville's average daily breakfast participation.

¹³ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

¹⁴ 2011-2012 Lunch schedule can be found on http://www.opt-osfns.org/osfns/resources/sch_searchNew/schFoodNew.aspx?foodsch=23568

Activity Room, Library, and Auditorium

Activity Room

- There is one activity room in the building, which is used for physical education. The DOE proposes that the activity room be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Brownsville Academy is allocated the largest amount of time in the activity room (20 hours weekly), while SA - Brooklyn 7 is allocated 15 hours weekly.

Library

- The proposed schedule below allocates 19 hours and 10 minutes weekly to Brownsville Academy and 15 hours weekly to SA - Brooklyn 7. Although Brownsville Academy's time in the library briefly overlaps with its designated lunch, dance and activity room time, the DOE notes that not all students follow the same schedule and students may transition from one area to another.

Dance Room

- Brownsville Academy is allocated 20 hours weekly and SA - Brooklyn 7 is allocated 15 hours weekly in the dance room. Although Brownsville Academy's and SA - Brooklyn 7's time in the dance room briefly overlaps with their designated library, lunch and activity room times, the DOE notes that not all students will be following the same schedule and students may transition from one area to another.

After School Programs

- The DOE notes that Brownsville Academy offers after-school programming that takes place Monday through Thursday from 3pm-6pm and Saturdays from 9am-3pm in the library, dance studio, activity room, as well as in classrooms.
- SA - Brooklyn 7 is a new school and thus does not yet have a current after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours and is empowered to make any alternative arrangements.

In 2013-2014, the DOE projects Brownsville Academy will serve up to 240 students and SA - Brooklyn 7 will serve up to 210 students at K907. Based on the Brownsville Academy website, the school day runs from approximately 8:00 a.m. to 2:50 p.m. Since SA - Brooklyn 7 is a new school, it does not yet 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 2:00pm.

Based on the schedule below and the explanations provided above the DOE believes that the proposed Shared Space Plan is feasible and that both schools are being treated equitably and comparably in regards to their ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 208)	<p>Breakfast: SA - Brooklyn 7 7:15am-7:45am Brownsville Academy 7:30am-8:00am</p> <p>Lunch: Brownsville Academy 10:30am-12:30pm SA - Brooklyn 7 12:35pm-2:05pm</p>	<p>Breakfast: SA - Brooklyn 7 7:15am-7:45am Brownsville Academy 7:30am-8:00am</p> <p>Lunch: Brownsville Academy 10:30am-12:30pm SA - Brooklyn 7 12:35pm-2:05pm</p>	<p>Breakfast: SA - Brooklyn 7 7:15am-7:45am Brownsville Academy 7:30am-8:00am</p> <p>Lunch: Brownsville Academy 10:30am-12:30pm SA - Brooklyn 7 12:35pm- 2:00pm</p>	<p>Breakfast: SA - Brooklyn 7 7:15am-7:45am Brownsville Academy 7:30am-8:00am</p> <p>Lunch: Brownsville Academy 10:30am-12:30pm SA - Brooklyn 7 12:35pm- 2:05pm</p>	<p>Breakfast: SA - Brooklyn 7 7:15am-7:45am Brownsville Academy 7:30am-8:00am</p> <p>Lunch: Brownsville Academy 10:30am-12:30pm SA - Brooklyn 7 12:35pm- 2:05pm</p>
Library	<p>SA - Brooklyn 7 8:00am-11:00am</p> <p>Brownsville Academy 11:00am-2:50pm</p>	<p>SA - Brooklyn 7 8:00am-11:00am</p> <p>Brownsville Academy 11:00am-2:50pm</p>	<p>SA - Brooklyn 7 8:00am-11:00am</p> <p>Brownsville Academy 11:00am-2:50pm</p>	<p>SA - Brooklyn 7 8:00am-11:00am</p> <p>Brownsville Academy 11:00am-2:50pm</p>	<p>SA - Brooklyn 7 8:00am-11:00am</p> <p>Brownsville Academy 11:00am-2:50pm</p>
Activity Room (Capacity: N/A ¹⁵)	<p>SA - Brooklyn 7 11:00am-1:00pm 2:00pm-3:00pm</p> <p>Brownsville Academy 8:00am-11:00am 1:00pm-2:00pm</p>	<p>SA - Brooklyn 7 11:00am-1:00pm 2:00pm-3:00pm</p> <p>Brownsville Academy 8:00am-11:00am 1:00pm-2:00pm</p>	<p>SA - Brooklyn 7 11:00am-1:00pm</p> <p>Brownsville Academy 8:00am-11:00am 1:00pm-2:00pm</p>	<p>SA - Brooklyn 7 11:00am-1:00pm 2:00pm-3:00pm</p> <p>Brownsville Academy 8:00am-11:00am 1:00pm-2:00pm</p>	<p>SA - Brooklyn 7 11:00am-1:00pm 2:00pm-3:00pm</p> <p>Brownsville Academy 8:00am-11:00am 1:00pm-2:00pm</p>
Dance Room (Capacity: N/A)	<p>SA - Brooklyn 7 12:00pm – 3:00pm</p> <p>Brownsville Academy 8:00am-12:00pm</p>	<p>SA - Brooklyn 7 12:00pm – 3:00pm</p> <p>Brownsville Academy 8:00am-12:00pm</p>	<p>SA - Brooklyn 7 12:00pm – 2:00pm</p> <p>Brownsville Academy 8:00am-12:00pm</p>	<p>SA - Brooklyn 7 12:00pm – 3:00pm</p> <p>Brownsville Academy 8:00am-12:00pm</p>	<p>SA - Brooklyn 7 12:00pm – 3:00pm</p> <p>Brownsville Academy 8:00am-12:00pm</p>

¹⁵ There is no published capacity for this space, however based on the walkthrough done by the Office of Space Planning, the DOE believe there is sufficient space for both schools to program effectively

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 7 will be part of the K0907 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA - Brooklyn 7 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 7 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K907 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of SA - Brooklyn 7 will enter information in the K907 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 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 K907 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

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011,¹⁶ 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 by the principals of the schools at campuses where charter school 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 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 (BUP) once it has been approved by the Panel for Education Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will at minimum four times per year.

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

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.