

BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to expand Success Academy Charter School - Bed-Stuy 1 (84K367, "SA Bed-Stuy 1") from grades kindergarten through four to grades kindergarten through five in building K033 ("K033"). Building K033 is located at 70 Tompkins Avenue, Brooklyn, NY 11206, in Community School District 14 ("District 14"). SA Bed-Stuy 1 is a charter school that currently serves students in grades kindergarten through four. It is currently co-located with an existing district middle school that serves sixth through eighth grades, The School for Urban Environment (14K330, "Urban Environment"); a district high school that serves ninth through twelfth grades, Foundations Academy (14K322, "Foundations Academy"); and a District 75 school (75K368, "P368K@I033K"), serving students in grades six through twelve. A "co-location" means that two or more school organizations are located in the same building and may share common spaces such as auditoriums, gymnasiums, libraries, and cafeterias.

On June 27, 2011 the Panel for Educational Policy ("PEP") approved the opening and co-location of SA Bed-Stuy 1's kindergarten through fourth grades in K033. More information about this previous proposal can be found at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2010-2011/June2011Proposals>.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between SA Bed-Stuy 1, Urban Environment, Foundations Academy, and P368K@I033K. It also includes a proposal for the collaborative usage of shared resources and spaces between the schools in the building including but not limited to the main building's cafeteria, library, and auditorium, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the Shared Space Committee is also included in this document. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

The final shared space schedule will be collaboratively determined by the Building Council if the proposal is approved by the PEP.

METHODOLOGY

The DOE has applied the DOE Citywide Instructional Footprint (the "Footprint") to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and, wherever feasible, 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.¹

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

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 the school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, 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 ("GE") or Integrated Co-Teaching ("ICT") section and a full size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving grades kindergarten through five 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.

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 Footprint can be accessed on the DOE's Web site at: http://schools.nyc.gov/NR/ronlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf

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

Enrollment	Number 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 are programmed at maximum efficiency. The Footprint allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC 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.

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resource 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 walk-through conducted on April 28, 2014 by the Brooklyn Director of Space Planning, K033 has a total of 63 full-size rooms², 16 half-size rooms,³ 1 quarter-size room,⁴ and 5.50 full-size equivalent ("FSE") rooms of designed administrative space. Building K033 also contains an auditorium, cafeteria, and two gymnasiums.

The below spaces are shared spaces or contain building services and therefore are not included in the allocation of space for an individual school:

- A nurse's office operates out of 1.00 FSE of designed administrative space,
- two science labs occupy two full-size spaces,
- the custodian's office occupies one half-size space,
- the School Based Support Team ("SBST") is occupying one half-size space,
- and a dance studio occupies one full-size space.

Excluding the spaces outlined above, K033 has a total of 60 full-size rooms, 14 half-size rooms, 1 quarter-size room, and 4.50 FSE rooms of designed administrative space available to be allocated to the co-located schools.

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size rooms have an area of less than 240 square feet.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Grand Total	63	16	1	5.50
Shared Spaces or Building Services	3	2	0	1.00
Remaining Total to be Allocated	60	14	1	4.50

2014-2015 (CURRENT SCHOOL YEAR)

The table below summarizes total enrollment and sections served at Urban Environment, Foundations, SA Bed-Stuy 1, and P368K@I033K during the current 2014-2015 school year:

School Name	Grade Span	Total Enrollment ⁵	GE/ICT Sections	SC Sections
Urban Environment	6-8	57	3	1
Foundations Academy	9-12	118	4	0
P368K@I033K	6-12	90	0	11
SA Bed-Stuy 1	K-4	418	17	0

⁵ Figures are based on the 2014-2015 Unaudited Register as of October 31, 2014 or the charter headcount as of November 6, 2014.

The table below summarizes Urban Environment, Foundations Academy, P368K@I033K and SA Bed-Stuy 1's baseline and/or adjusted baseline footprint allocation of instructional and administrative rooms, which is based on the methodology described at the beginning of this document, and the amount of space the schools are currently using.

2014-2015		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)
Urban Environment	Baseline Footprint Allocation	4	2	1.50	0	0	0	1.50	4	2	0	1.50
	Adjusted Baseline Allocation	5	1	1.50	0	0	0	1.50	5	1	0	1.50
	Current Space Allocation	11	1	1.50	0	0	0	1.50	11	1	0	1.50
Foundations Academy	Baseline Footprint Allocation	4	1	0.00	1	2	0	2.00	5	3	0	0.00
	Current Space Allocation	13	1	0.00	1	4	0	3.00	14	5	0	0.00
SA Bed-Stuy 1	Baseline Footprint Allocation	20	2	0.00	2	2	0	3.00	22	4	0	0.00
	Current Space Allocation	21	2	0.00	2	2	0	3.00	23	4	0	0.00
P368K@I033K	Baseline Footprint Allocation	4	10	3.00	0	0	0	3.00	4	10	0	3.00
	Adjusted Baseline Allocation	10	4	3.00	0	0	0	3.00	10	4	0	3.00
	Current Space Allocation	12	4	3.00	0	0	1	3.25	12	4	1	3.00

The following schools' baseline footprint allocations have been adjusted in the following manner:

Urban Environment:

- The DOE has allocated Urban Environment 1 full-size room in lieu of 1 half-size room for use as a resource room due to an insufficient number of half-size classrooms available based on Urban Environment's physical location in K033. This adjustment is made throughout the BUP unless otherwise stated.

P368K@I033K:

- The DOE has allocated P368K@I033K 6 full-size rooms in lieu of 6 half-size classrooms for instructional use due to an insufficient number of half-size classrooms available based on P368K@I033K's physical location in K033. This adjustment is made throughout the BUP unless otherwise stated.

The table below summarizes the available space within K033 after Urban Environment, Foundations Academy, P368K@I033K and SA Bed-Stuy 1 have received their respective baseline or adjusted baseline allocations per the Footprint in 2014-2015.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	18	2	1	0.00

2015-2016 (FIRST AND FINAL YEAR OF IMPLEMENTATION):

If this proposal is approved, during the first and final year of implementation, SA Bed-Stuy 1 will begin serving fifth-grade students in K033.

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

School Name	Grade Span	Total Projected Enrollment ⁶	GE/ICT Sections	SC Sections
Urban Environment	6-8	45-75	3	1
Foundations Academy	9-12	100-140	4	0
P368K@I033K	6-12	85-95	0	11
SA Bed-Stuy 1	K-5	460-550	21	1

After Urban Environment, Foundations Academy, P368K@I033K and SA Bed-Stuy 1 have received their respective baseline or adjusted baseline footprint allocations, the following rooms will remain unallocated in K033:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	13	1	1	0.00

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building.

⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2015-2016 room allocation plan for Urban Environment, Foundations Academy, P368K@I033K and SA Bed-Stuy 1 based on their adjusted and baseline footprint allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
Urban Environment	Baseline Footprint Allocation	4	2	1.50	0	0	0	1.50	0	0	0	0.0	4	2	0	1.50
	Adjusted Baseline Allocation	5	1	1.50	0	0	0	1.50	4	0	0	0.0	9	1	0	1.50
Foundations Academy	Baseline Footprint Allocation	4	1	0.00	1	2	0	2.00	5	1	0	0.0	10	4	0	0.00
SA Bed-Stuy 1	Baseline Footprint Allocation	24	4	0.00	3	1	0	3.50	2	0	0	0.0	29	5	0	0.00
P368K@I033K	Baseline Footprint Allocation	4	10	3.00	0	0	0	3.00	0	0	0	0.0	4	10	0	3.00
	Adjusted Baseline Allocation	10	4	3.00	0	0	0	3.00	2	0	1	0.0	12	4	1	3.00

As indicated in the preceding chart, in 2015-2016:

- Urban Environment will be allocated 9 full-size rooms, 1 half-size room and 1.50 FSE of designed administrative space. This includes 4 full-size rooms above Urban Environment's adjusted baseline footprint allocation.
- Foundations Academy will be allocated 10 full-size rooms and 4 half-size rooms. This allocation is 5 full-size rooms and 1 half-size room above Foundations Academy's baseline footprint allocation.
- SA Bed-Stuy 1 will be allocated 29 full-size rooms and 5 half-size rooms. This allocation is 2 full-size rooms above SA Bed-Stuy 1's baseline footprint allocation.
- P368K@I033K will be allocated 12 full-size rooms, 4 half-size rooms, 1 quarter-size room, and 3.00 FSE of designed administrative space. This includes 2 full-size rooms and 1 quarter-size room above P368K@I033K's adjusted baseline allocation.

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

ROOM CHANGE (+/-)	CURRENT 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR 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)
Urban Environment	11	1	0	1.50	9	1	0	1.50	-2	0	0	0.00
Foundations Academy	14	5	0	0.00	10	4	0	0.00	-4	-1	0	0.00
SA Bed-Stuy 1	23	4	0	0.00	29	5	0	0.00	+6	+1	0	0.00
P368K@I033K	12	4	1	3.00	12	4	1	3.00	0	0	0	0.00

Shared Space Plan

A proposed shared space plan for the 2015-2016 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 K033. 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 website⁷, 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.⁸ 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 Bed-Stuy 1 will be expanding if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to the other schools 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 Urban Environment, Foundations Academy, P368K@I033K and SA Bed-Stuy 1 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Cafeteria:

Cafeteria

- The cafeteria has a capacity of 678.
- The total time allocated to each organization in the cafeteria is primarily based upon all schools' current use of the cafeteria, the schools' 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, Urban Environment, Foundations Academy, P368K@I033K and SA Bed-Stuy 1 are allocated lunch times in the cafeteria. Urban Environment, Foundations Academy, and P368K@I033K each receive 45 minutes daily for lunch, while SA Bed-Stuy 1 receives two hours and fifteen minutes daily for lunch.
- With regards to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at the schools in K033. Urban Environment, Foundations Academy and P368K@I033K each receive 35 minutes daily for breakfast, while SA Bed-Stuy 1 receives 45 minutes daily for breakfast.

⁷ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=17221.

⁸ See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Gymnasium:

Gymnasium 1

- Gymnasium 1 has a capacity of 253.
- In the proposed schedule below, Urban Environment is allocated 40 minutes daily, Foundations Academy is allocated one hour and 20 minutes daily, and P368K@I033K is allocated 50 minutes daily. SA Bed-Stuy 1 receives four hours on Mondays, Tuesdays, Thursdays and Fridays and two hours and 50 minutes on Wednesday.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

Gymnasium 2

- Gymnasium 2 has a capacity of 253.
- On Mondays, Tuesdays, Thursdays and Fridays, Urban Environment is allocated 40 minutes daily, Foundations Academy is allocated an hour, and P368K@I033K is allocated 40 minutes. On Wednesdays, Urban Environment, Foundations Academy and P368K@I033K are allocated 40 minutes each. SA Bed-Stuy 1 is allocated four hours and 40 minutes on Mondays, Tuesdays, Thursdays and Fridays and three hours and 50 minutes on Wednesday.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

Auditorium:

Auditorium

- The auditorium has a capacity of 506.
- The total time allocated to each organization in the auditorium is based upon projected enrollment, capacity of the auditorium, and grade levels served. Each organization will be able to accommodate its students in the auditorium within this proposed allocation of time.
- In the proposed schedule below, Urban Environment is allocated 30 minutes daily, Foundations Academy is allocated 45 minutes daily, P368K@I033K is allocated 30 minutes daily, and SA Bed-Stuy 1 is allocated four hours and 30 minutes daily.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

Dance Room:

Dance Room

- The total time allocated to each organization in the dance room is based upon projected enrollment. Each organization will be able to accommodate its students at separate times within this proposed allocation of time.
- In the proposed schedule below, Urban Environment is allocated 30 minutes daily, Foundations Academy is allocated an hour daily, P368K@I033K is allocated 30 minutes daily, and SA Bed-Stuy 1 is allocated three hours and fifteen minutes daily.
- As is the case with all the other shared spaces in K033, the Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

After-School Programs:

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

In 2015-2016, the DOE projects Urban Environment will serve approximately 45-75 students, Foundations Academy will serve approximately 100-140 students, P368K@I033K will serve approximately 85-95 students and SA Bed-Stuy 1 will serve approximately 460-550 students at K033. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Urban Environment's school day runs from approximately 8:45 a.m. to 3:45 p.m, Foundations Academy's school day runs from approximately 8:10 a.m. to 3:10 p.m., P368K@I033K's school day runs from approximately 8:20 a.m. to 3:30 p.m., and SA Bed-Stuy 1's school day runs 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 explanations provided above, the DOE believes that the proposed Shared Space Plan below is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 678)	Breakfast: SA Bed-Stuy 1 7:00am – 7:45am				
	Foundations Academy 7:45am – 8:20am				
	P368K@I033K 7:45am – 8:20am				
	Urban Environment 8:10am – 8:45am				
	Lunch: SA Bed-Stuy 1 10:30am – 12:45pm				
	Foundations Academy 12:45pm – 1:30pm				
	Urban Environment 12:45pm – 1:30pm				
P368K@I033K 1:30pm – 2:15pm	P368K@I033K 1:30pm – 2:15pm	P368K@I033K 1:30pm – 2:15pm	P368K@I033K 1:30pm – 2:15pm	P368K@I033K 1:30pm – 2:15pm	
Gymnasium 1 (Capacity: 253)	P368K@I033K 8:20am – 9:10am				
	Foundations Academy 9:10am – 10:30am				
	Urban Environment 10:30am – 11:10am				
	SA Bed-Stuy 1 11:10am – 3:10pm	SA Bed-Stuy 1 11:10am – 3:10pm	SA Bed-Stuy 1 11:10am – 2:00pm	SA Bed-Stuy 1 11:10am – 3:10pm	SA Bed-Stuy 1 11:10am – 3:10pm

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Gymnasium 2 (Capacity: 253)	Foundations Academy 8:10am – 9:10am P368K@I033K 9:10am – 09:50am SA Bed-Stuy 1 09:50am – 2:30pm Urban Environment 2:30pm – 3:10pm	Foundations Academy 8:10am – 9:10am P368K@I033K 9:10am – 09:50am SA Bed-Stuy 1 09:50am – 2:30pm Urban Environment 2:30pm – 3:10pm	Foundations Academy 8:10am – 8:50am P368K@I033K 8:50am – 09:30am Urban Environment 09:30am – 10:10am SA Bed-Stuy 1 10:10am – 2:00pm	Foundations Academy 8:10am – 9:10am P368K@I033K 9:10am – 09:50am SA Bed-Stuy 1 09:50am – 2:30pm Urban Environment 2:30pm – 3:10pm	Foundations Academy 8:10am – 9:10am P368K@I033K 9:10am – 09:50am SA Bed-Stuy 1 09:50am – 2:30pm Urban Environment 2:30pm – 3:10pm
Auditorium (Capacity: 506)	SA Bed-Stuy 1 7:45am – 12:15pm Urban Environment 12:15pm – 12:45pm P368K@I033K 12:45pm – 1:15pm Foundations Academy 1:15pm – 2:00pm	SA Bed-Stuy 1 7:45am – 12:15pm Urban Environment 12:15pm – 12:45pm P368K@I033K 12:45pm – 1:15pm Foundations Academy 1:15pm – 2:00pm	SA Bed-Stuy 1 7:45am – 12:15pm Urban Environment 12:15pm – 12:45pm P368K@I033K 12:45pm – 1:15pm Foundations Academy 1:15pm – 2:00pm	SA Bed-Stuy 1 7:45am – 12:15pm Urban Environment 12:15pm – 12:45pm P368K@I033K 12:45pm – 1:15pm Foundations Academy 1:15pm – 2:00pm	SA Bed-Stuy 1 7:45am – 12:15pm Urban Environment 12:15pm – 12:45pm P368K@I033K 12:45pm – 1:15pm Foundations Academy 1:15pm – 2:00pm
Dance Room	SA Bed-Stuy 1 7:45am – 11:00am P368K@I033K 11:00am – 11:30am Urban Environment 11:30am – 12:00pm Foundations Academy 12:00pm – 1:00pm	SA Bed-Stuy 1 7:45am – 11:00am P368K@I033K 11:00am – 11:30am Urban Environment 11:30am – 12:00pm Foundations Academy 12:00pm – 1:00pm	SA Bed-Stuy 1 7:45am – 11:00am P368K@I033K 11:00am – 11:30am Urban Environment 11:30am – 12:00pm Foundations Academy 12:00pm – 1:00pm	SA Bed-Stuy 1 7:45am – 11:00am P368K@I033K 11:00am – 11:30am Urban Environment 11:30am – 12:00pm Foundations Academy 12:00pm – 1:00pm	SA Bed-Stuy 1 7:45am – 11:00am P368K@I033K 11:00am – 11:30am Urban Environment 11:30am – 12:00pm Foundations Academy 12:00pm – 1:00pm

Building Safety and Security

Pursuant to Chancellor's Regulation A-414⁹, 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/designees of Urban Environment, Foundations Academy, P368K@I033K, and SA Bed-Stuy 1 will be part of the K033 School Safety Committee. As a member of the School Safety Committee, the leader/designee of all schools 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 expansion of SA Bed-Stuy 1 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K033 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of all schools at K033 will enter information in the K033 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 K033 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 2011,¹⁰ 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 the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

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

⁹ Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

¹⁰ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."