

Revised Building Utilization Plan: Building K458

On February 15, 2018, the New York City Department of Education (NYCDOE) issued two Educational Impact Statements (EISs) and a Building Utilization Plan (BUP) regarding two concurrent proposals for the use of space in building K458, beginning in the 2018-2019 school year.ⁱ The NYCDOE is issuing this Revised BUP to make a change to space allocations in the building, further described below.

K458 is located at 832 Marcy Avenue Brooklyn, NY 11216 in District 13. K458 currently houses Bedford Stuyvesant Preparatory High School (13K575), referred to as Bed-Stuy Prep, an existing transfer high school serving students in grades 9-12, Brooklyn Academy High School (13K553), referred to as Brooklyn Academy, an existing transfer high school serving students in grades 9-12, Uncommon Collegiate Charter High School (84K517), referred to as Uncommon Collegiate High School, an existing charter high school serving students in grades 9-12, and P.S. K373 (75K373), referred to as P373K@K458,ⁱⁱ one site of an existing multi-sited District 75 program,ⁱⁱⁱ serving students in grades 9-12.^{iv} K458 also houses a Pathways to Graduation Program^v (79Q950), referred to as Pathways and a Living for the Young Family Education program,^{vi} referred to as LYFE (79M684). The community-based organization (CBO) CAMBA^{vii} is also located in K458.^{viii}

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.

The first of the two EISs described a proposal to re-site and co-locate Uncommon Brooklyn East Collegiate Charter School (84K780), referred to as Brooklyn East Collegiate, to K458 beginning in the 2018-2019 school year. The NYCDOE proposed the re-siting and co-location of Brooklyn East Collegiate to address overcrowding at K009. A re-siting means that part or all of a school will be located in a different building than the building in which the school has been located. Brooklyn East Collegiate is an existing charter school that currently serves students in grades 5-8 in building K009 where it is co-located with P.S. 9 Teunis G. Bergen, referred to as P.S. 9, which serves students in grades K-5 and offers a pre-Kindergarten (pre-K) program.^{ix} K009 is located at 80 Underhill Avenue, Brooklyn, NY 11238 approximately 1.3 miles from K458 also in District 13.

The second of the two EISs described a proposal to consolidate Bed-Stuy Prep with Brooklyn Academy in K458, beginning in the 2018-2019 school year. As described in greater detail in the EIS, a consolidation means that two or more existing school organizations are combined into one school to operate and serve students more effectively. If this consolidation proposal is approved, current Brooklyn Academy and Bed-Stuy Prep students in grades 9-11, as well as students in grade 12 who must repeat the grade, will be accommodated at the consolidated Brooklyn Academy in K458 beginning in the 2018-2019 school year.^x

On February 15, 2018, the NYCDOE issued a BUP in regards to these two proposals impacting K458. In that BUP, the NYCDOE allocated 9 full-size room (FS)^{xi} to Pathways, one of which is a science lab. The NYCDOE is issuing this Revised BUP to allocate that science lab as a Shared Space and include Pathways in the Shared Space Plan. As such, the EISs have been amended to refer to this Revised BUP.

The Panel for Educational Policy (PEP) will vote separately on each of the two proposals. The proposal to consolidate Bed-Stuy Prep with Brooklyn Academy is not contingent on the proposal to re-site Brooklyn East Collegiate to K458. However, the proposal to re-site Brooklyn East Collegiate is contingent on the approval of the consolidation proposal by the PEP. Should the PEP only approve the consolidation proposal, the NYCDOE will issue a Revised BUP to reflect the approved plan for K458.

If both proposals are approved, Brooklyn East Collegiate will be re-sited and co-located in K458 with the consolidated Brooklyn Academy, Uncommon Collegiate High School, and P373K@K458.

Pursuant to Article 56 of the Education Law, the following plan outlines the proposed allocation of classrooms and administrative space among all current and proposed schools in K458. It also includes a proposal for the collaborative and equitable usage of shared resources and spaces during the 2018-2019 school year among the schools in the building, including but not limited to the main building's cafeteria, gymnasium, library, and auditorium.

Schools' space allocations are based on the Citywide Instructional Footprint (the Footprint), which prescribes a minimum 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.^{xii} 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.

As described throughout this document, the final Shared Space Plan will be collaboratively finalized by the Building Council if the proposal is approved by the PEP.

I. Methodology

The NYCDOE has applied the Footprint to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner and has divided the excess space equitably based on the following factors:

- 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.

The Footprint can be found on the NYCDOE's website at: [http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional Footprint](http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional%20Footprint).

II. Justification 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 sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the NYCDOE's Office of Space Planning and a representative of the school. The Footprint allocates the number of baseline full-size equivalent classrooms (FSE) for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

For elementary schools serving grades K-5 and pre-K, 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 such as art, music, lunch, recess, etc. The Footprint assumes that at those times, the homeroom classroom remains empty. Therefore, the Footprint allocates one FS for each general education (GE) or Integrated Co-Teaching section (ICT) and a FS or half-size room (HS)^{xiii} to accommodate each Special Class (SC) 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. The specific breakdown of cluster rooms allocated to elementary schools, proportionate to enrollment is:

TABLE 1: ELEMENTARY SCHOOL CLUSTER CLASSROOM ALLOCATION

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

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.

Space is allocated to District 75 programs according to the NYCDOE's District 75 Instructional Footprint. District 75 programs are also provided access to shared spaces such as:

- Gymnasium;
- Library;
- Auditorium;
- Cafeteria;
- Occupational/physical therapy rooms; and
- Nurse's office.

District 75 programs may also be 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 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 NYCDOE will provide support to the schools to ensure that the space is used 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.

III. Allocation of Classrooms and Administrative Space in K458

According to a building space verification conducted on December 13, 2017 by a representative of the NYCDOE's Office of Space Planning, K458 has a total of:

- 63 FS;
- 9 HS;
- 7 quarter-size rooms (QS)^{xiv}; and
- 17.0 FSE of designed administrative office space.

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

- The nurse office occupies 1.0 FSE of designed administrative space;
- The custodian office occupies 0.5 FSE of designed administrative space;
- CAMBA occupies 1.0 FSE of designed administrative space;
- School safety occupies 1 QS;
- LYFE Center occupies 1 FS;
- P373K@K458 occupies 1 FS in order to provide Special Education Teacher Support Services; and
- The Science Lab occupies 1 FS.

This means that K458 has the following rooms that will not be allocated to any specific school:

- 3 FS;
- 1 QS; and
- 2.5 FSE of designed administrative space.

K458 also has a cafeteria, auditorium and gymnasium, which are shared spaces and will also not be included in the allocation of space for an individual school. Additionally, there is a referral center that is used by Pathways, but will also not be included in the allocation of space for an individual school.

Table 2 below provides an overview of the total number of rooms available in building K458.

TABLE 2: OVERVIEW OF TOTAL ROOMS AVAILABLE IN K458

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	63	9	7	17.0
Shared Spaces or Building Services	3	0	1	2.5
Remaining to Be Allocated	60	9	6	14.5

A. 2017-2018 (CURRENT SCHOOL YEAR):

Table 3 below summarizes the total enrollment, grade spans, and number of sections at K458 during current 2017-2018 school year:

TABLE 3: ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2017-2018 SCHOOL YEAR

School Name	Grade Span	Total Enrollment ^{xv}	GE/ICT Sections	SC Sections
Brooklyn Academy	9-12	157	7	0
Bed-Stuy Prep	9-12	124	5	0
Pathways	N/A ^{xvi}	214	8	0
Uncommon Collegiate High School	9-12	343	14	0

1. Baseline Footprint Allocations in 2017-2018

In the 2017-2018 school year, the baseline Footprint allocation for Brooklyn Academy is as follows:

- 7 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 1.5 FSE of designed administrative space.

In the 2017-2018 school year, the baseline Footprint allocation for Bed-Stuy Prep is as follows:

- 5 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 1.5 FSE of designed administrative space.

In the 2017-2018 school year, the baseline Footprint allocation for Pathways is as follows:

- 8 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 3 HS.

In the 2017-2018 school year, the baseline Footprint allocation for Uncommon Collegiate High School is as follows:

- 14 FS;
- 1 HS; and
- 3.5 FSE for administrative use, comprised of 3.5 FSE of designed administrative space.

2. Excess Space in Building K458 in 2017-2018

In the 2017-2018 school year, after Brooklyn Academy, Bed-Stuy Prep, Uncommon Collegiate High School and Pathways receive their baseline Footprint allocations, there are 26 FS, 2 HS, 6 QS, and 8.0 FSE of designed administrative space in excess space in K458, further described in Table 3 below.

TABLE 3: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATION IN K458 IN 2017-2018

2017-2018	FS	HS	QS	Designed Admin (FSE)
Space in excess of baseline Footprint allocation ^{xvii}	26	2	6	8.0

In the 2017-2018 school year, excess space in K458 has been allocated as follows:

- Brooklyn Academy is allocated 8 FS, 1 QS, and 1.0 FSE of designed administrative space in excess of its baseline Footprint allocation.
- Bed-Stuy Prep is allocated 5 FS, 4 QS, and 7.0 FSE of designed administrative space in excess of its baseline Footprint allocation.
- Pathways is allocated 4 FS in excess of its baseline Footprint allocation.
- Uncommon Collegiate High School is allocated 9 FS, 2 HS, and 1 QS in excess of its baseline Footprint allocation.

3. Grand Total Space Allocations in 2017-2018

Therefore, in 2017-2018, after all schools receive their baseline Footprint allocation as well as their excess allocation:

- Brooklyn Academy is allocated a total of:
 - 15 FS;
 - 1 HS;
 - 1 QS; and
 - 2.5 FSE of designed administrative space.
- Bed-Stuy Prep is allocated a total of:
 - 10 FS;
 - 1 HS;
 - 4 QS; and
 - 8.5 FSE of designed administrative space.
- Pathways is allocated a total of:
 - 12 FS; and
 - 4 HS.
- Uncommon Collegiate High School is allocated a total of:
 - 23 FS;
 - 3 HS;
 - 1 QS; and
 - 3.5 FSE of designed administrative space.

Table 4 below summarizes the total space allocations for Brooklyn Academy, Bed-Stuy Prep, Pathways and Uncommon Collegiate High School per the Footprint, based on the methodology described in Section II of this document. These allocations include baseline Footprint allocations described above, as well as the excess space the schools are currently using.

TABLE 4: 2017-2018 TOTAL SPACE ALLOCATIONS

2017-2018	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE) per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
Brooklyn Academy	7	1	1.5	0	0	0	1.5	8	0	1	1.0	15	1	1	2.5
Bed-Stuy Prep	5	1	1.5	0	0	0	1.5	5	0	4	7.0	10	1	4	8.5
Pathways	8	1	0	0	3	0	1.5	4	0	0	0	12	4	0	0
Uncommon Collegiate High School	14	1	3.5	0	0	0	3.5	9	2	1	0	23	3	1	3.5
Grand Total	34	4	6.5	0	3	0	8.0	26	2	6	8.0	60	9	6	14.5

B. 2018-2019 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If the proposal to consolidate Bed-Stuy Prep with Brooklyn Academy and the proposal to re-site Brooklyn East Collegiate are both approved, Brooklyn East Collegiate will be re-sited and co-located in K458 with the consolidated Brooklyn Academy, Uncommon Collegiate High School, and Pathways beginning in the 2018-2019 school year. Table 5 below summarizes the projected enrollment, grade spans, and number of sections for each school in K458.

TABLE 5: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2018-2019 SCHOOL YEAR

School Name	Grade Span	Projected Enrollment ^{xviii}	GE/ICT Sections	SC Sections
Brooklyn Academy	9-12	260-290	12	0
Pathways	N/A	209-219	8	0
Brooklyn East Collegiate	5-8	295-335	12	0
Uncommon Collegiate High School	9-12	410-450	18	0

1. Baseline Footprint Allocations in 2018-2019

In the 2018-2019 school year, the baseline Footprint allocation for Brooklyn Academy will be as follows:

- 12 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 1.5 FSE of designed administrative space.

In the 2018-2019 school year, the baseline Footprint allocation for Pathways will be as follows:

- 8 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 3 HS.

In the 2018-2019 school year, the baseline Footprint allocation for Brooklyn East Collegiate will be as follows:

- 13 FS;
- 1 HS; and
- 4.0 FSE for administrative use, comprised of 4.0 FSE of designed administrative space.

In the 2018-2019 school year, the baseline Footprint allocation for Uncommon Collegiate High School will be as follows:

- 18 FS;
- 1 HS; and
- 4.0 FSE for administrative use, comprised of 1 HS and 3.5 FSE of designed administrative space.

2. Excess Space in Building K458 in 2018-2019

In the 2018-2019 school year, after all schools receive their baseline Footprint allocation, there will be 9 FS, 1 HS, 6 QS, and 5.5 FSE of designed administrative space in excess space available in K458, summarized in Table 6 below.

TABLE 6: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATION IN K458 IN 2018-2019

2018-2019	FS	HS	QS	Designed Admin (FSE)
Space in excess of baseline Footprint allocation	9	1	6	5.5

In the 2018-2019 school year, excess space in K458 will be allocated as follows:

- Brooklyn Academy will be allocated 3 FS, 1 QS, and 1.0 FSE of designed administrative space in excess of its baseline allocation.
- Brooklyn East Collegiate will be allocated 1 FS, 1 QS, and 4.5 FSE of designed administrative space in excess of its baseline allocation.
- Uncommon Collegiate High School will be allocated 5 FS, 1 HS, and 4 QS in excess of its baseline allocation.

3. Proposed 2018-2019 Total Space Allocations

Therefore, in 2018-2019, after all schools receive their baseline Footprint allocations as well as their excess allocations:

- Brooklyn Academy will be allocated a total of:
 - 15 FS;
 - 1 HS;
 - 1 QS; and
 - 2.5 FSE of designed administrative space.

- Pathways will be allocated a total of:
 - 8 FS; and
 - 4 HS.

- Brooklyn East Collegiate will be allocated a total of:
 - 14 FS;
 - 1 QS;
 - 1 HS; and
 - 8.5 FSE of designed administrative space.

- Uncommon Collegiate High School will be allocated a total of:
 - 23 FS;
 - 3 HS;
 - 4 QS; and
 - 3.5 FSE of designed administrative space.

Table 7 below summarizes the 2018-2019 total room allocation plan for all schools in K458 based on their baseline Footprint allocations, plus the excess space allocations.

As stated in Section II, the excess space allocations are based on the following factors:

- 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.

TABLE 7: PROPOSED 2018-2019 TOTAL SPACE ALLOCATIONS

2018-2019	Instructional FS, per the Footprint	Instructional HS, per the Footprint	Designed Admin (FSE),	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE), per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
Brooklyn Academy	12	1	1.5	0	0	0	1.5	3	0	1	1.0	15	1	1	2.5
Pathways	8	1	0	0	3	0	1.5	0	0	0	0	8	4	0	0
Brooklyn East Collegiate	13	1	4.0	0	0	0	4.0	1	0	1	4.5	14	1	1	8.5
Uncommon Collegiate High School	18	1	3.5	0	1	0	4.0	5	1	4	0	23	3	4	3.5
Grand Total	51	4	9.0	0	4	0	11.0	9	1	6	5.5	60	9	6	14.5

The change in rooms for each school organization from the 2017-2018 and the 2018-2019 school years is reflected in Table 8 below.

TABLE 8: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2017-2018 AND 2018-2019

School Name	2017-2018 Total FS	2017-2018 Total HS	2017-2018 Total QS	2017-2018 Total Designed Admin (FSE)	Proposed 2018-2019 Total FS	Proposed 2018-2019 Total HS	Proposed 2018-2019 Total QS	Proposed 2018-2019 Total Designed Admin (FSE)	Year-to-Year Change Total FS	Year-to-Year Change Total HS	Year-to-Year Change Total QS	Year-to-Year Change Total Designed Admin (FSE)
Brooklyn Academy	15	1	1	2.5	15	1	1	2.5	0	0	0	0
Bed-Stuy Prep	10	1	4	8.5	0	0	0	0	-10	-1	-4	-8.5
Pathways	12	4	0	0	8	4	0	0	-4	0	0	0
Brooklyn East Collegiate	0	0	0	0	14	1	1	8.5	+14	+1	+1	+8.5
Uncommon Collegiate High School	23	3	1	3.5	23	3	4	3.5	0	0	+3	0

C. 2019-2020 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

Although the proposed consolidation and re-siting will be fully implemented in the 2018-2019 school year, Uncommon Collegiate High School will see enrollment growth and a subsequent increase in Footprint as larger cohorts phase in. Uncommon Collegiate High School is expected to reach full scale enrollment in the 2021-2022 school year.

Table 9 below summarizes the projected enrollment, grade spans, and number of sections for each school in K458.

TABLE 9: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2019-2020 SCHOOL YEAR

School Name	Grade Span	Projected Enrollment ^{xix}	GE/ICT Sections	SC Sections
Brooklyn Academy	9-12	260-290	12	0
Pathways	N/A	209-219	8	0
Brooklyn East Collegiate	5-8	295-335	12	0
Uncommon Collegiate High School	9-12	505-545	20	0

1. Baseline Footprint Allocations in 2019-2020

In the 2019-2020 school year, the baseline Footprint allocation for Brooklyn Academy will be as follows:

- 12 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 1.5 FSE of designed administrative space.

In the 2019-2020 school year, the baseline Footprint allocation for Pathways will be as follows:

- 8 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 3 HS.

In the 2019-2020 school year, the baseline Footprint allocation for Brooklyn East Collegiate will be as follows:

- 13 FS;
- 1 HS; and
- 4.0 FSE for administrative use, comprised of 4.0 FSE of designed administrative space.

In the 2019-2020 school year, the baseline Footprint allocation for Uncommon Collegiate High School will be as follows:

- 20 FS;
- 2 HS; and
- 4.5 FSE for administrative use, comprised of 1 HS, 2 QS, and 3.5 FSE of designed administrative space.

2. Excess Space in Building K458 in 2019-2020

In the 2019-2020 school year, after all schools receive their baseline Footprint allocations, there will be 7 FS, 4 QS, and 4.5 FSE of design administrative space in excess space available in K458, summarized in Table 10 below.

TABLE 10: EXCESS SPACE AVAILABLE AFTER BASELINE IN K458 IN 2019-2020

2019-2020	FS	HS	QS	Designed Admin (FSE)
Space in excess of baseline Footprint allocations	7	0	4	5.5

In 2019-2020, the excess rooms will be allocated as follows:

- Brooklyn Academy will be allocated 3 FS, 1 QS, and 1.0 FSE of designed administrative space in excess of its baseline allocation.
- Brooklyn East Collegiate will be allocated 1 FS, 1 QS, and 4.5 FSE of designed administrative space in excess of its baseline allocation.
- Uncommon Collegiate High School will be allocated 3 FS and 2 QS in excess of its baseline allocation.

3. Proposed 2019-2020 Total Space Allocations

Therefore, in 2019-2020, after all schools receive their baseline Footprint allocations as well as their excess allocations:

- Brooklyn Academy will be allocated a total of:
 - 15 FS;
 - 1 HS;
 - 1 QS; and
 - 2.5 FSE of designed administrative space.
- Pathways will be allocated a total of:
 - 8 FS; and
 - 4 HS.
- Brooklyn East Collegiate will be allocated a total of:
 - 14 FS;
 - 1 QS;
 - 1 HS; and
 - 8.5 FSE of designed administrative space.
- Uncommon Collegiate High School will be allocated a total of:
 - 23 FS;
 - 3 HS;
 - 4 QS; and
 - 3.5 FSE of designed administrative space.

Table 11 below summarizes the 2019-2020 total room allocation plan for all schools in K458 based on their baseline Footprint allocations, plus the excess space allocations.

As stated in Section II, the excess space allocations are based on the following factors:

- 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.

TABLE 11: PROPOSED 2019-2020 TOTAL SPACE ALLOCATIONS

2018-2019	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE), per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
Brooklyn Academy	12	1	1.5	0	0	0	1.5	3	0	1	1.0	15	1	1	2.5
Pathways	8	1	0	0	3	0	1.5	0	0	0	0	8	4	0	0
Brooklyn East Collegiate	13	1	4.0	0	0	0	4.0	1	0	1	4.5	14	1	1	8.5
Uncommon Collegiate High School	20	2	3.5	0	1	2	4.5	3	0	2	0	23	3	4	3.5
Grand Total	53	5	9.0	0	4	2	11.5	7	0	4	5.5	60	9	6	14.5

The change in rooms for each school organization from the 2018-2019 and the 2019-2020 school years is reflected in Table 12 below.

TABLE 12: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2018-2019 AND 2019-2020

School Name	Proposed 2018-2019 Total FS	Proposed 2018-2019 Total HS	Proposed 2018-2019 Total QS	Proposed 2018-2019 Total Designed Admin (FSE)	Proposed 2019-2020 Total FS	Proposed 2019- 2020 Total HS	Proposed 2019-2020 Total QS	Proposed 2019-2020 Total Designed Admin (FSE)	Year-to- Year Change Total FS	Year-to- Year Change Total HS	Year-to-Year Change Total QS	Year-to- Year Change Total Designed Admin (FSE)
Brooklyn Academy	15	1	1	2.5	15	1	1	2.5	0	0	0	0
Pathways	8	4	0	0	8	4	0	0	0	0	0	0
Brooklyn East Collegiate	14	1	1	8.5	14	1	1	8.5	0	0	0	0
Uncommon Collegiate High School	23	3	4	3.5	23	3	4	3.5	0	0	0	0

D. 2020-2021 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

Table 13 below summarizes the projected enrollment, grade spans, and number of sections for each school in K458 in the 2020-2021 school year.

TABLE 13: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2020-2021 SCHOOL YEAR

School Name	Grade Span	Projected Enrollment ^{xx}	GE/ICT Sections	SC Sections
Brooklyn Academy	9-12	260-290	12	0
Pathways	N/A	209-219	8	0
Brooklyn East Collegiate	5-8	290-330	12	0
Uncommon Collegiate High School	9-12	565-605	22	0

4. Baseline Footprint Allocations in 2020-2021

In the 2020-2021 school year, the baseline Footprint allocation for Brooklyn Academy will be as follows:

- 12 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 1.5 FSE of designed administrative space.

In the 2020-2021 school year, the baseline Footprint allocation for Pathways will be as follows:

- 8 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 3 HS.

In the 2020-2021 school year, the baseline Footprint allocation for Brooklyn East Collegiate will be as follows:

- 13 FS;
- 1 HS; and
- 4.0 FSE for administrative use, comprised of 4.0 FSE of designed administrative space.

In the 2020-2021 school year, the baseline Footprint allocation for Uncommon Collegiate High School will be as follows:

- 22 FS;
- 2 HS; and
- 5.0 FSE for administrative use, comprised of 1 HS, 4 QS, and 3.5 FSE of designed administrative space.

5. Excess Space in Building K458 in 2020-2021

In the 2020-2021 school year, after all schools receive their baseline Footprint allocation, there will be 5 FS, 2 QS, and 5.5 FSE rooms of administrative space in excess space available in K458, described in Table 14 below.

TABLE 14: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATION IN K458 IN 2020-2021

2020-2021	FS	HS	QS	Designed Admin (FSE)
Space in excess of baseline Footprint allocation	5	0	2	5.5

In the 2020-2021 school year, excess space in K458 will be allocated as follows:

- Brooklyn Academy will be allocated 3 FS, 1 QS, and 1.0 FSE of designed administrative space in excess of its baseline allocation.
- Brooklyn East Collegiate will be allocated 1 FS, 1 QS, and 4.5 FSE of designed administrative space in excess of its baseline allocation.
- Uncommon Collegiate High School will be allocated 1 FS in excess of its baseline allocation.

6. Proposed 2020-2021 Total Space Allocations

Therefore, in 2020-2021, after all schools receive their baseline Footprint allocations as well as their excess allocations:

- Brooklyn Academy will be allocated a total of:
 - 15 FS;
 - 1 HS;
 - 1 QS; and
 - 2.5 FSE of designed administrative space.
- Pathways will be allocated a total of:
 - 8 FS; and
 - 4 HS.
- Brooklyn East Collegiate will be allocated a total of:
 - 14 FS;
 - 1 QS;
 - 1 HS; and
 - 8.5 FSE of designed administrative space.
- Uncommon Collegiate High School will be allocated a total of:
 - 23 FS;
 - 3 HS;
 - 4 QS; and
 - 3.5 FSE of designed administrative space.

Table 15 below summarizes the 2020-2021 total room allocation plan for all schools in K458 based on their baseline Footprint allocations, plus the excess space allocations.

As stated in Section II, the excess space allocations are based on the following factors:

- 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.

TABLE 15: PROPOSED 2020-2021 TOTAL SPACE ALLOCATIONS

2020-2021	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE) per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
Brooklyn Academy	12	1	1.5	0	0	0	1.5	3	0	1	1.0	15	1	1	2.5
Pathways	8	1	0	0	3	0	1.5	0	0	0	0	8	4	0	0
Brooklyn East Collegiate	13	1	4.0	0	0	0	4.0	1	0	1	4.5	14	1	1	8.5
Uncommon Collegiate High School	22	2	3.5	0	1	4	5.0	1	0	0	0	23	3	4	3.5
Grand Total	55	5	9.0	0	4	4	12.0	5	0	2	5.5	60	9	6	14.5

The change in rooms for each school organization from the 2019-2020 and the 2020-2021 school years is reflected in Table 16 below.

TABLE 16: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2019-2020 AND 2020-2021

School Name	Proposed 2019-2020 Total FS	Proposed 2019-2020 Total HS	Proposed 2019-2020 Total QS	Proposed 2019-2020 Total Designed Admin (FSE)	Proposed 2020-2021 Total FS	Proposed 2020-2021 Total HS	Proposed 2020-2021 Total QS	Proposed 2020-2021 Total Designed Admin (FSE)	Year-to-Year Change Total FS	Year-to-Year Change Total HS	Year-to-Year Change Total QS	Year-to-Year Change Total Designed Admin (FSE)
Brooklyn Academy	15	1	1	2.5	15	1	1	2.5	0	0	0	0
Pathways	8	4	0	0	8	4	0	0	0	0	0	0
Brooklyn East Collegiate	14	1	1	8.5	14	1	1	8.5	0	0	0	0
Uncommon Collegiate High School	23	3	4	3.5	23	3	4	3.5	0	0	0	0

E. 2021-2022 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

Table 17 below summarizes the projected enrollment, grade spans, and number of sections for each school in K458 in the 2021-2022 school year.

TABLE 17: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2021-2022 SCHOOL YEAR

School Name	Grade Span	Projected Enrollment ^{xxi}	GE/ICT Sections	SC Sections
Brooklyn Academy	9-12	260-290	12	0
Pathways	N/A	209-219	8	0
Brooklyn East Collegiate	5-8	300-340	12	0
Uncommon Collegiate High School	9-12	590-630	24	0

7. Baseline Footprint Allocations in 2021-2022

In the 2021-2022 school year, the baseline Footprint allocation for Brooklyn Academy will be as follows:

- 12 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 1.5 FSE of designed administrative space.

In the 2021-2022 school year, the baseline Footprint allocation for Pathways will be as follows:

- 8 FS;
- 1 HS; and
- 1.5 FSE for administrative use, comprised of 3 HS.

In the 2021-2022 school year, the baseline Footprint allocation for Brooklyn East Collegiate will be as follows:

- 13 FS;
- 1 HS; and
- 4.0 FSE for administrative use, comprised of 4.0 FSE of designed administrative space.

In the 2021-2022 school year, the baseline Footprint allocation for Uncommon Collegiate High School will be as follows:

- 24 FS;
- 2 HS; and
- 5.0 FSE for administrative use, comprised of 1 HS, 4 QS, and 3.5 FSE of designed administrative space.

8. Excess Space in Building K458 in 2021-2022

In the 2021-2022 school year, after all schools receive their baseline Footprint allocation, there will be 3 FS, 2 QS, and 5.5 FSE rooms of designed administrative space in excess space available in K458, described further in Table 18 below.

TABLE 18: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATION IN K458 IN 2021-2022

2021-2022	FS	HS	QS	Designed Admin (FSE)
Space in excess of baseline Footprint allocation	3	0	2	5.5

In the 2021-2022 school year, excess space in K458 will be allocated as follows:

- Brooklyn Academy will be allocated 3 FS, 1 QS, and 1.0 FSE of designed administrative space in excess of its baseline allocation.
- Brooklyn East Collegiate will be allocated 1 QS and 4.5 FSE of designed administrative space.in excess of its baseline allocation.

As stated in Section II, the excess space allocations are based on the following factors:

- 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.

9. Proposed 2021-2022 Total Space Allocations

Therefore, in 2021-2022, after all schools receive their baseline Footprint allocations as well as their excess allocations:

- Brooklyn Academy will be allocated a total of:
 - 15 FS;
 - 1 HS;
 - 1 QS; and
 - 2.5 FSE of designed administrative space.
- Pathways will be allocated a total of:
 - 8 FS; and
 - 4 HS.
- Brooklyn East Collegiate will be allocated a total of:
 - 13 FS;
 - 1 QS;
 - 1 HS; and
 - 8.5 FSE of designed administrative space.
- Uncommon Collegiate High School will be allocated a total of:
 - 24 FS;
 - 3 HS;
 - 4 QS; and
 - 3.5 FSE of designed administrative space.

Table 19 below summarizes the 2021-2022 total room allocation plan for all schools in K458 based on their baseline Footprint allocations, plus the excess space allocations.

As stated in Section II, the excess space allocations are based on the following factors:

- 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.

TABLE 19: PROPOSED 2021-2022 TOTAL SPACE ALLOCATIONS

2021-2022	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE), per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
Brooklyn Academy	12	1	1.5	0	0	0	1.5	3	0	1	1.0	15	1	1	2.5
Pathways	8	1	0	0	3	0	1.5	0	0	0	0	8	4	0	0
Brooklyn East Collegiate	13	1	4.0	0	0	0	4.0	0	0	1	4.5	13	1	1	8.5
Uncommon Collegiate High School	24	2	3.5	0	1	4	5.0	0	0	0	0	24	3	4	3.5
Grand Total	57	5	9.0	0	4	4	12.0	3	0	2	5.5	60	9	6	14.5

The change in rooms for each school organization from the 2020-2021 and the 2021-2022 school years is reflected in Table 20 below.

TABLE 20: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2020-2021 AND 2021-2022

School Name	Proposed 2020-2021 Total FS	Proposed 2020-2021 Total HS	Proposed 2020-2021 Total QS	Proposed 2020-2021 Total Designed Admin (FSE)	Proposed 2021-2022 Total FS	Proposed 2021- 2022 Total HS	Proposed 2021-2022 Total QS	Proposed 2021- 2022 Total Designed Admin (FSE)	Year- to-Year Change Total FS	Year-to- Year Change Total HS	Year-to-Year Change Total QS	Year-to- Year Change Total Designed Admin (FSE)
Brooklyn Academy	15	1	1	2.5	15	1	1	2.5	0	0	0	0
Pathways	8	4	0	0	8	4	0	0	0	0	0	0
Brooklyn East Collegiate	14	1	1	8.5	13	1	1	8.5	-1	0	0	0
Uncommon Collegiate High School	23	3	4	3.5	24	3	4	3.5	+1	0	0	0

IV. Shared Space Plan

The proposed Shared Space Plan for the 2018-2019 school year below is based on the estimated duration of time each school will have in each of the shared spaces in K458. Where possible, the proposed Shared Space Plan maintains a school's current allocation of time in each shared space and re-distributes remaining time for additional organizations. As of 2017-2018, Pathways does not use any of the shared spaces in K458. The below shared space plan for 2018-2019 therefore, does not allocate use of any of the shared spaces in the attached shared space plan to Pathways

The proposed Shared Space Plan 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 NYCDOE's Office of School Food website, found online at http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsch=17221;
- Total capacity of each shared space;
- The grades served by each of the co-located schools; and
- The start and end times of the school day based on the NYCDOE's Office of Pupil Transportation's bus schedule for a regular school day. The bus schedule can be found on the NYCDOE's website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>. Based on this information, school days for schools in K458 run as follows:
 - Brooklyn Academy's school day runs from 8:10 a.m. - 2:30 p.m.;
 - Brooklyn East Collegiate's school day runs from 7:15 a.m. - 4:00 p.m., except for Fridays, when students are dismissed at 12:30 p.m.; and
 - Uncommon Collegiate High School's school day runs from 7:15 a.m. - 4:15 p.m., except for Fridays, when students are dismissed at 1:00 p.m.
 - Pathways' school day runs from 8:10am – 2:30pm

Although the NYCDOE has proposed how the shared spaces in the building may be utilized, the final Shared Space Plan will be collaboratively drafted by the Building Council if this proposal is approved by the PEP. 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.

The Building Council is 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. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo. The Campus Policy Memo can be found on the NYCDOE's website at: <http://schools.nyc.gov/NR/ronlyres/57BB53C8-C65F-4CCB-85CA-9F449D0A5A1A/0/CampusPolicyMemo.pdf>.

The specific allocation of time in each shared space is as follows:

A. Cafeteria - capacity to serve 314 students:

- The total time allocated to Brooklyn Academy, Brooklyn East Collegiate, and Uncommon Collegiate High School in the cafeteria is based upon each school's projected enrollment and the capacity of the cafeteria. Each school organization will be able to accommodate its students in the cafeteria within the proposed allocation of time.
- The NYCDOE proposes that Uncommon Collegiate High School receive the greatest amount of time for lunch in the cafeteria because it will serve the greatest number of students in the 2018-2019 school year. In the proposed Shared Space Plan, for lunch, Uncommon Collegiate High School has been allocated 45 minutes daily and Brooklyn East Collegiate, Brooklyn Academy and Pathways have each been allocated 30 minutes daily.
- With regard to breakfast, the NYCDOE notes that traditionally not all students have opted to participate in the breakfast program offered in K458. Accordingly, for breakfast, Uncommon Collegiate High School and Brooklyn East Collegiate have been allocated a 30-minute period, 7– 7:30 a.m., Brooklyn Academy has been allocated a 30-minute period from 7:30– 8 a.m., and Pathways has been allocated a 30-minute period from 7:30-8 a.m.

B. Gymnasium - capacity to serve 469 students:

- The NYCDOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school. The NYCDOE proposes that Uncommon Collegiate High School receive the greatest amount of time in the Gymnasium because it will serve the greatest number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, Uncommon Collegiate High School has been allocated 2 hours daily and Brooklyn East Collegiate, Brooklyn Academy and Pathways have each been allocated 1 hour daily in the Gymnasium.

C. Auditorium - capacity to serve 996 students:

- The NYCDOE proposes that time in the Auditorium be allocated relative to the projected enrollment of each school. The NYCDOE proposes that Uncommon Collegiate High School receive the greatest amount of time in the Auditorium because it will serve the greatest number of students in the 2018-2019 school year.
In the proposed Shared Space Plan, Uncommon Collegiate High School has been allocated 2 hours daily and Brooklyn East Collegiate, Brooklyn Academy and Pathways have each been allocated 1 hour daily in the Auditorium.

D. Science Lab

- The NYCDOE proposes that time in the Science Lab be allocated relative to the projected enrollment of each school. The NYCDOE proposes that Uncommon Collegiate High School receive the greatest amount of time in the Science Lab because it will serve the greatest number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, Uncommon Collegiate High School has been allocated 2 hours daily and Brooklyn East Collegiate, Brooklyn Academy and Pathways have each been allocated 1 hour daily in the Science Lab.

Based on the explanations provided above, the NYCDOE 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. The proposed Shared Space Plan can be found in Table 17 below:

TABLE 17: PROPOSED SHARED SPACE PLAN FOR BUILDING K458

Space	Schools	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria, Breakfast	Brooklyn Academy	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.
Cafeteria, Breakfast	Uncommon Collegiate High School	7 – 7:30 a.m.	7 – 7:30 a.m.	7 – 7:30 a.m.	7 – 7:30 a.m.	7 – 7:30 a.m.
Cafeteria, Breakfast	Brooklyn East Collegiate	7 – 7:30 a.m.	7 – 7:30 a.m.	7 – 7:30 a.m.	7 – 7:30 a.m.	7 – 7:30 a.m.
Cafeteria, Breakfast	Pathways	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.
Cafeteria, Lunch	Brooklyn Academy	11:15 – 11:45 a.m.	11:15 – 11:45 a.m.	11:15 – 11:45 a.m.	11:15 – 11:45 a.m.	11:15 – 11:45 a.m.
Cafeteria, Lunch	Uncommon Collegiate High School	12:15 – 1 p.m.	12:15 – 1 p.m.	12:15 – 1 p.m.	12:15 – 1 p.m.	12:15 – 1 p.m.
Cafeteria, Lunch	Brooklyn East Collegiate	11:45 a.m. – 12:15 p.m.	11:45 a.m. – 12:15 p.m.	11:45 a.m. – 12:15 p.m.	11:45 a.m. – 12:15 p.m.	11:45 a.m. – 12:15 p.m.
Cafeteria, Lunch	Pathways	1 – 1:30 p.m.	1 – 1:30 p.m.	1 – 1:30 p.m.	1 – 1:30 p.m.	1 – 1:30 p.m.
Gymnasium	Brooklyn Academy	11:45 a.m. – 12:45 p.m.	11:45 a.m. – 12:45 p.m.	11:45 a.m. – 12:45 p.m.	11:45 a.m. – 12:45 p.m.	11:45 a.m. – 12:45 p.m.
Gymnasium	Uncommon Collegiate High School	9:30 – 11:30 a.m.	9:30 – 11:30 a.m.	9:30 – 11:30 a.m.	9:30 – 11:30 a.m.	9:30 – 11:30 a.m.
Gymnasium	Brooklyn East Collegiate	7:30 – 8:30 a.m.	7:30 – 8:30 a.m.	7:30 – 8:30 a.m.	7:30 – 8:30 a.m.	7:30 – 8:30 a.m.
Gymnasium	Pathways	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.
Auditorium	Brooklyn Academy	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.
Auditorium	Uncommon Collegiate High School	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.
Auditorium	Brooklyn East Collegiate	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.

Auditorium	Pathways	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.
Science Lab	Brooklyn Academy	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.	12:45 – 1:45 p.m.
Science Lab	Uncommon Collegiate High School	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.	7:30 – 9:30 a.m.
Science Lab	Brooklyn East Collegiate	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.	8:30 – 9:30 a.m.
Science Lab	Pathways	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.	9:30 – 10:30 a.m.

V. Proposed Communication Strategy

A. Building Council

As per the Campus Policy Memo,^{xxii} co-located schools must actively participate in a Building Council, which is a campus structure for administrative decision-making on issues impacting all schools in the building. Only principals and charter school leaders serve on the Building Council. The Building Council meets 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 Building Council 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.

B. Shared Space Committee

A Shared Space Committee must 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 Shared Space Committee reviews the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to May 28, 2010, the Shared Space Committee reviews implementation of the current building space plans in place at those buildings. The Shared Space Committee meets at least four times per year.

The Shared Space Committee is comprised of the principal, a teacher, and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such Shared Space Committee members are selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders work with their constituencies to select the parent and teacher representing that school. The Shared Space Committee agendas and minutes must be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the BUP and its campus implementation.

VI. Building Safety and Security

A. School Safety Committee

Pursuant to Chancellor's Regulation A-414,^{xxiii} every school or campus must have a School Safety Committee that meets at least once per month. The School Safety Committee is responsible for addressing safety matters on an ongoing basis. The School Safety Committee is responsible for making appropriate recommendations to the principal(s) when it identifies the need for additional security measures, interventions or trainings. Additionally, the School Safety Committee also 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 School Safety Committee is comprised of various members of the school community, including:

- The principal(s);
- Designees of any other programs/schools operating within the building;
- United Federations of Teachers Chapter Leader;
- Custodial Engineer/designee; and
- In-house School Safety Agent Level III.

During each school year, one annual Town Hall meeting must also be held. The meeting, which is open to all parents in the school community, is conducted for the purpose of allowing parents to discuss safety concerns regarding the building, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

B. School Safety Plan:

The School Safety Committee is 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. School 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 School Safety 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 leaders or designees of Brooklyn Academy, Brooklyn East Collegiate, Uncommon Collegiate High School, and Pathways will be part of the K458 School Safety Committee. As members of the School Safety Committee, the leaders or designees will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs which may arise are addressed on an ongoing basis. The School Safety Plan for K458 will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders or designees of each school at K458 must enter information in the K458 School 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 programs in K458 and that 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 K458 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 Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

vii. Endnotes:

ⁱ <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2017-2018/April252018SchoolProposals>.

ⁱⁱ P373K@K458 is one site of an existing District 75 school that operates in 10 different buildings across Brooklyn:

- K148;
- K458;
- K555;
- K804;
- KBCA;
- KBSQ;
- KCFA;
- KCLU; and,
- KCSC

ⁱⁱⁱ District 75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 provides services to students in a variety of settings, including elementary, middle, and high schools, students' homes, hospitals, and agencies. These programs are located at more than 349 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the NYDOE website for additional information about District 75 programs at:

<http://schools.nyc.gov/Offices/District75/default.htm>.

^{iv} P373K@K458 is an inclusive education program that is affiliated with Bed-Stuy Prep. If this proposal is approved, P373K@K458 will continue to serve students in ninth through twelfth grade in K458 and will be affiliated with the consolidated Brooklyn Academy.

^v Pathways programs help students earn their GEDs and prepare them for college and career options. Pathways programs are offered to students who are 18-21 years old and are available as full-time or part-time programs. More information about Pathways Programs is available at

<http://schools.nyc.gov/Offices/District79/SchoolsProgramsServices/default.htm>

^{vi} The LYFE program serves pregnant and parenting students enrolled in schools in building K420 as well as students enrolled in other schools in the surrounding community. More information about LYFE can be found at: <http://lyfenyc.org>

^{vii} For more information on Partnership with Children, please visit their website at: <https://partnershipwithchildren.org/>.

^{viii} Information about Camba can be found online: <https://www.camba.org/programs/educationyouthdevelopment/studentsupport/learningtowork>.

^{ix} As with all pre-K programs, the availability of pre-K at P.S. 9, will be subject to continued funding availability and demand.

^x More information is available at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2017-2018/April252018SchoolProposals>

^{xi} FS have an area of 500 square feet or more.

^{xii} The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in NYCDOE 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.

^{xiii} HS have an area of 240 square feet or more, but less than 500 square feet.

^{xiv} QS have an area of less than 240 square feet.

^{xv} 2017-2018 Audited Register as of October 31, 2017 for district schools and charter headcount as of October 2, 2017 for the charter school. Enrollment for Pathways as reported by the District 79 office on October 12, 2017 was 214.

^{xvi} Pathways programs serve students between the ages of 18 and 21 and do not organize students by grade.

^{xvii} Excess space allocation for the 2017-2018 school year is calculated based on the total rooms available in K458 less the current space allocation for each school pursuant to the Footprint.

^{xviii} Projected enrollment for Brooklyn Academy is based on 2015-2016 enrollment, 2016-2017 enrollment, and 2017-2018 enrollment. Projected enrollment for Pathways and Brooklyn East Collegiate is based on 2017-2018 enrollment. Projected enrollment for Uncommon Collegiate High School is based on historical enrollment data at Uncommon middle schools

^{xix} Projected enrollment for Brooklyn Academy based on 2015-2016 enrollment, 2016-2017 enrollment, and 2017-2018 enrollment. Projected enrollment for Pathways and Brooklyn East Collegiate is based on 2017-2018 enrollment. Projected enrollment for Uncommon Collegiate High School is based on historical enrollment data at Uncommon middle schools.

^{xx} Projected enrollment for Brooklyn Academy based on 2015-2016 enrollment, 2016-2017 enrollment, and 2017-2018 enrollment. Projected enrollment for Pathways and Brooklyn East Collegiate is based on 2017-2018 enrollment. Projected enrollment for Uncommon Collegiate High School is based on historical enrollment data at Uncommon middle schools.

^{xxi} Projected enrollment for Brooklyn Academy based on 2015-2016 enrollment, 2016-2017 enrollment, and 2017-2018 enrollment. Projected enrollment for Pathways and Brooklyn East Collegiate is based on 2017-2018 enrollment. Projected enrollment for Uncommon Collegiate High School is based on historical enrollment data at

Uncommon middle schools. Projected enrollment for Brooklyn Academy, Pathways, and Brooklyn East Collegiate is based on 2017-2018 enrollment. Projected enrollment for Uncommon Collegiate High School is based on historical enrollment data at Uncommon middle schools.

^{xxii} The Campus Policy Memo is available on the NYCDOE's website at: <http://schools.nyc.gov/NR/ronlyres/57BB53C8-C65F-4CCB-85CA-9F449D0A5A1A/0/CampusPolicyMemo.pdf>.

^{xxiii} [Chancellor's Regulation A-414](#) is available on the NYCDOE's website at: <http://schools.nyc.gov/NR/ronlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.