

**BUILDING UTILIZATION PLAN**

As described in greater detail in the attached Educational Impact Statement (“EIS”), originally published on October 27, 2011, the New York City Department of Education (“DOE”) is proposing to co-locate a new public charter high school, Uncommon Charter High School 2 (“Uncommon Charter High 2”), in school building K458 (“K458”), located at 832 Marcy Avenue, Brooklyn, NY 11216, within the geographical confines of Community School District 13 (“District 13”). Uncommon Charter High 2 would be co-located in K458 with two existing transfer high schools, Brooklyn Academy High School (13K553, “Brooklyn Academy”) and Bedford Stuyvesant Preparatory High School (13K575, “Bedford Stuyvesant Prep”); a District 75 inclusion program (“75K373@79K575”); a full-time General Education Development (“GED”) Diploma Plus program (79Q950) and Referral Center for High School Alternatives (“Referral Center”); a Living for the Young Family through Education (“LYFE”) program (79K2952); and two Community Based Organizations (“CBOs”): Teen Choice and CAMBA. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, 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 Uncommon Charter High 2, Brooklyn Academy, Bedford Stuyvesant Prep, 75K373@79K575, and the GED Diploma Plus program. It also includes a proposal for the collaborative usage of shared resources and spaces between Uncommon Charter High 2, Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and 75K373@79K575, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the Shared Space Committee 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 will be collaboratively finalized by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy (“PEP”).

**METHODOLOGY**

We have applied the DOE Instructional Footprint (“Footprint”)<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

**JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION**

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

At the elementary level, cluster classrooms are allocated as follows:	
<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale. If there is excess space in a building after each co-located school has been provided its baseline allocation, the excess space will be equitably allocated between the schools. In determining

<sup>1</sup> 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 is available at: <http://schools.nyc.gov/community/planning/default.htm> under “Key Documents.” A more comprehensive version of the Footprint is not yet available online, but it can be provided upon request.

an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

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

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on October 19, 2011 by Charles Fisher, Director of Space Planning, K458 has a total of 67 full-size spaces (which includes 2 full-size science laboratories), 13 half-size spaces,<sup>2</sup> the equivalent of 6.0 full-size rooms of designed administrative offices/spaces, and 4 quarter-size spaces which can be utilized as administrative offices/spaces.<sup>3</sup> K458 also contains a gymnasium, an auditorium, a cafeteria, two libraries, and an athletic field. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- 75K373@79K575 currently utilizes 1 dedicated full-size classroom in order to provide Special Education Teacher Support Services (“SETSS”).
- The LYFE program currently operates in 1 full-size space and 1 half-size space.
- Teen Choice currently operates in 1 full-size space.
- CAMBA currently operates in 1 full-size space.
- The 2 full-size science laboratories that are currently utilized by Brooklyn Academy and Bedford Stuyvesant Prep will become shared spaces in 2012-2013.
- The 1 full-size classroom that is currently utilized by Bedford Stuyvesant Prep as a weight room will become a shared space in 2012-2013.
- The custodian’s office occupies 1 half-size classroom/space.
- The nurse’s office occupies 1 quarter-size room.
- School Safety occupies 1 half-size classroom.

Excluding the spaces outlined above, K458 has a total of 60 full-size classrooms, 10 half-size classrooms/spaces, 6.0 designed administrative offices/spaces, and 3 quarter-size administrative offices/spaces remaining that can be allocated to schools once the co-location is in effect.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	67	13	4	6.0
SHARED SPACES or Building Services	7	3	1	0.0
<b>Remaining Total to be Allocated in 2012-2013</b>	<b>60</b>	<b>10</b>	<b>3</b>	<b>6.0</b>

The DOE notes that 75K373@79K575 students are served in Bedford Stuyvesant Prep’s general education classes and therefore all room allocations for Bedford Stuyvesant Prep also include 75K373@79K575 students. 75K373 is multi-sited across 4 sites. As such, 75K373@79K575 is not a stand-alone inclusion program and, does not require the baseline FSE for student support services, resource rooms, and administrative space that a school would typically be allocated. The proposed shared space plan below for Bedford Stuyvesant Prep includes 75K373@79K575 students.

**2011-2012 (Current School Year):** The table below summarizes the total enrollment at each school in 2011-2012:

2011-2012	Total Enrolled <sup>4</sup>
Brooklyn Academy	195
Bedford Stuyvesant Prep	148 <sup>5</sup>
GED Diploma Plus	173

<sup>2</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.  
<sup>3</sup> Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.  
<sup>4</sup> Based on 2011-2012 Budget Register Projections.  
<sup>5</sup> Includes 18 75K373@79K575 inclusion students. Enrollment as of September 15, 2011 as reported by the District 75 Superintendent’s office.

The table below summarizes Brooklyn Academy's, Bedford Stuyvesant Prep's, and the GED Diploma Plus program's baseline and/or adjusted footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that each school is currently using:

2011-2012:		Non-Admin Spaces		Administrative Spaces					Grand Total Current Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
Brooklyn Academy	Baseline Footprint Allocation	9	1	1.5	0	0	0	1.5	9	1	0	1.5
	Current Space Allocation	25 <sup>6</sup>	3	3.0	0	0	0	3.0	25	3	0	3.0
Bedford Stuyvesant Prep	Baseline Footprint Allocation	8	1	1.5	0	0	0	1.5	8	1	0	1.5
	Current Space Allocation	24 <sup>7</sup>	4	3.0	0	0	3	3.75	24	4	3	3.0
GED Plus	Baseline Footprint Allocation	8	1	0	1	0	0	1.0	9	1	0	0
	Current Space Allocation	13	3	0	1	0	0	1.0	14	3	0	0

As demonstrated in the table above, Brooklyn Academy, Bedford Stuyvesant Prep, and the GED Diploma Plus program are currently using many classrooms in excess of their baseline Footprint allocations. The GED Diploma Plus program uses 5 of the excess full-size classrooms/spaces to house the Referral Center. The table below summarizes the available space within K458 after each school has received its baseline allocation, some of which will be allocated to Uncommon Charter High 2 for 2012-2013:

2011-2012: Building K458	Designed Admin (FSE)	Full size-Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	3.0	37	7	3

**2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, Uncommon Charter High 2 will be co-located in K458 beginning in the 2012-2013 school year. The 2 full-size science laboratories and the weight room in K458 will become shared spaces. This means that there would be 60 full-size classrooms/spaces to allocate between Brooklyn Academy, Bedford Stuyvesant Prep, Uncommon Charter High 2, and the GED Diploma Plus program going forward. The Footprint assumes that each school will be allocated a full-size classroom/space to use as a science laboratory, but K458's two science laboratories will be used as shared spaces. As such, the schools do not require an additional full-size space to use as a science laboratory, and the DOE has adjusted the schools' baseline allocations under the Footprint by subtracting 1 full-size classroom/space.

The table below summarizes the total projected enrollment at each school in 2012-2013:

2012-2013	Projected Enrollment <sup>8</sup>
Brooklyn Academy	175-220
Bedford Stuyvesant Prep	100-160

<sup>6</sup> This total includes the 1 full-size science laboratory that is utilized by Brooklyn Academy. As discussed above, the science laboratory will become a shared space in 2012-2013.

<sup>7</sup> This total includes the 1 full-size classroom/space and 1 full-size science laboratory that are utilized by Bedford Stuyvesant Prep as a weight room. As discussed above, the weight room and the science laboratory will become shared spaces in 2012-2013.

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

GED Diploma Plus	165-180
Uncommon Charter High 2	44-54

After Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High 2 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K458	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	3.0	32	5	3

The excess space will be allocated among Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High 2 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 2012-2013 room allocation plan for Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High 2 based on their adjusted baseline footprint plus the excess space allocation:

2012-2013:		Non-Admin Spaces		Administrative Spaces					ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	ADDTL Full-Size	ADDTL Half-Size	ADDTL Quarter-Size	ADDTL TOTAL DESIGN ADMIN	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Brooklyn Academy	Adjusted Baseline Footprint Allocation	8	1	1.5	0	0	0	1.5	11	1	0	1.5	19	2	0	3.0
Bedford Stuyvesant Prep	Adjusted Baseline Footprint Allocation	7	1	1.5	0	0	0	1.5	10	1	3	1.5	17	2	3	3.0
GED Diploma Plus	Adjusted Baseline Footprint Allocation	7	1	0	1	0	0	1.0	3	1	0	0	11	2	0	0.0
Uncommon Charter High 2	Adjusted Baseline Footprint Allocation	4	1	0	1	1	0	1.5	8	2	0	0	13	4	0	0.0

The GED Diploma Plus program receives 3 full-size classrooms/spaces and 1 half-size classroom/space in excess of its adjusted baseline allocation in order to continue to house the Referral Center.

In total, Brooklyn Academy will occupy 19 full-size classrooms/spaces, 2 half-size classrooms/spaces, and 3.0 designed administrative spaces. Bedford Stuyvesant Prep will occupy a total of 17 full-size classrooms/spaces, 2 half-size classrooms/spaces, 3.0 designed administrative spaces, and 3 quarter-size administrative spaces. GED Plus will occupy 11 full-size classrooms/spaces and 2 half-size classrooms/spaces. Uncommon Charter High 2 will occupy 13 full-size classrooms/spaces and 4 half-size classrooms/spaces.

The room change between the current school year and the 2012-2013 school year is reflected in the table below:

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTALSPACE ALLOCATIONS				PROPOSED 2012-2013 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)
Brooklyn Academy	25	3	0	3	19	2	0	3	-6	-1	0	0
Bedford Stuyvesant Prep	24	4	3	3	17	2	3	3	-7	-2	0	0
GED Plus	14	3	0	0	11	2	0	0	-3	-1	0	0
Uncommon Charter High 2	n/a	n/a	n/a	n/a	13	4	0	0	+13	+4	0	0

**2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION):** The table below summarizes the total projected enrollment at each school in 2013-2014:

2013-2014	Projected Enrollment
Brooklyn Academy	175-220
Bedford Stuyvesant Prep	100-160
GED Diploma Plus	165-180
Uncommon Charter High 2	122-149

After Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Uncommon Charter High 2 have received their respective baseline allocation of rooms, the following number of rooms will be unallocated:

2013-2014: Building K458	Design Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	3.0	30	4	3

The excess space will be allocated between Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Uncommon Charter High 2 based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building. The table below summarizes the full 2013-2014 room allocation plan for Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High 2 based on their baseline footprint plus the excess space allocation:

2013-2014:		Non-Admin Spaces		Administrative Spaces				ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	ADDTL Full-Size	ADDTL Half-Size	ADDTL Quarter-Size	ADDTL TOTAL DESIGN ADMIN	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Brooklyn Academy	Adjusted Baseline Footprint Allocation	8	1	1.5	0	0	0	1.5	10	1	0	1.5	18	2	0	3.0
Bedford Stuyvesant Prep	Adjusted Baseline Footprint Allocation	7	1	1.5	0	0	0	1.5	9	1	3	1.5	16	2	3	3.0
GED Diploma Plus	Adjusted Baseline Footprint Allocation	7	1	0	1	0	0	1.0	3	1	0	0.0	11	2	0	0.0
Uncommon Charter High 2	Adjusted Baseline Footprint Allocation	6	1	0	1	2	0	2.0	8	1	0	0.0	15	4	0	0.0

The GED Diploma Plus program receives 3 full-size classrooms/spaces and 1 half-size classroom/space in excess of its adjusted baseline allocation in order to continue to house the Referral Center.

In total, Brooklyn Academy will occupy 18 full-size classrooms/spaces, 2 half-size classrooms/spaces, and 3.0 designed administrative spaces. Bedford Stuyvesant Prep will occupy a total of 16 full-size classrooms/spaces, 2 half-size classrooms/spaces, 3.0 designed administrative spaces, and 3 quarter-size administrative spaces. GED Plus will occupy 11 full-size classrooms/spaces and 2 half-size classrooms/spaces. Uncommon Charter High 2 will occupy 15 full-size classrooms/spaces and 4 half-size classrooms/spaces.

The room change between the 2012-2013 school year and the 2013-2014 school year is reflected in the table below:

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)
Brooklyn Academy	19	2	0	3	18	2	0	3	-1	0	0	0
Bedford Stuyvesant Prep	17	2	3	3	16	2	3	3	-1	0	0	0
GED Plus	11	2	0	0	11	2	0	0	0	0	0	0
Uncommon Charter High 2	13	4	0	0	15	4	0	0	+2	0	0	0

**2014-2015 (THIRD YEAR OF PROPOSED IMPLEMENTATION)**

The table below summarizes the total projected enrollment at each school in 2014-2015:

2014-2015	Projected Enrollment
Brooklyn Academy	175-220
Bedford Stuyvesant Prep	100-160
GED Diploma Plus	165-180
Uncommon Charter High 2	306-374

After Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Uncommon Charter High 2 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K458	Design Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	3.0	19	3	3

The excess space will be allocated between Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Uncommon Charter High 2 based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2014-2015 room allocation plan for Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High 2 based on their baseline footprint plus the excess space allocation:

2014-2015:		Non-Admin Spaces		Administrative Spaces				ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	ADDTL Full-Size	ADDTL Half-Size	ADDTL Quarter-Size	ADDTL TOTAL DESIGN ADMIN	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Brooklyn Academy	Adjusted Baseline Footprint Allocation	8	1	1.5	0	0	0	1.5	5	1	0	1.5	13	2	0	3.0
Bedford Stuyvesant Prep	Adjusted Baseline Footprint Allocation	7	1	1.5	0	0	0	1.5	4	1	3	1.5	11	2	3	3.0
GED Diploma Plus	Adjusted Baseline Footprint Allocation	7	1	0.0	1	0	0	1.0	3	1	0	0	11	2	0	0.0
Uncommon Charter High 2	Adjusted Baseline Footprint Allocation	14	2	0.0	4	2	0	5.0	7	0	0	0	25	4	0	0.0

The GED Diploma Plus program receives 3 full-size classrooms/spaces and 1 half-size classroom/space in excess of its adjusted baseline allocation in order to continue to house the Referral Center.

In total, Brooklyn Academy will occupy a total of 13 full-size classrooms/spaces, 2 half-size classrooms/spaces, and 3.0 designed administrative spaces. Bedford Stuyvesant Prep will occupy a total of 11 full-size classrooms/spaces, 2 half-size classrooms/spaces, 3.0 designed administrative spaces, and 3 quarter size administrative spaces. GED Plus will occupy 11 full-size classrooms/spaces and 2 half-size classrooms/spaces. Uncommon Charter High 2 will occupy 25 full-size classrooms/spaces and 4 half-size classrooms/spaces.

The room change between the 2013-2014 school year and the 2014-2015 school year is reflected in the table below:

Room Change (+/-)	CURRENT 2013-2014 GRAND TOTALSPACE 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)
Brooklyn Academy	18	2	0	3	13	2	0	3	-5	0	0	0
Bedford Stuyvesant Prep	16	2	3	3	11	2	3	3	-5	0	0	0
GED Plus	11	2	0	0	11	2	0	0	0	0	0	0
Uncommon Charter High 2	15	4	0	0	25	4	0	0	+10	0	0	0

**2015-2016 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)**

The table below summarizes the total projected enrollment at each school in 2015-2016:

2015-2016	Projected Enrollment
Brooklyn Academy	175-220
Bedford Stuyvesant Prep	100-160
GED Diploma Plus	165-180
Uncommon Charter High 2	481-588

After Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Uncommon Charter High 2 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K458	Design Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	3.0	11	3	3

The excess space will be allocated between Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Uncommon Charter High 2 based upon the following factors: the relative enrollment of the co-located schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2015-2016 room allocation plan for Brooklyn Academy, Bedford Stuyvesant Prep, the GED Diploma Plus program, and Uncommon Charter High 2 based on their baseline footprint plus the excess space allocation:

2015-2016:		Non-Admin Spaces		Administrative Spaces				ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Total Admin (FSE)	ADDTL Full-Size	ADDTL Half-Size	ADDTL Quarter-Size	ADDTL TOTAL DESIGN ADMIN	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
Brooklyn Academy	Adjusted Baseline Footprint Allocation	8	1	1.5	0	0	0	1.5	2	1	0	1.5	10	2	0	3.0
Bedford Stuyvesant Prep	Adjusted Baseline Footprint Allocation	7	1	1.5	0	0	0	1.5	1	1	3	1.5	8	2	3	3.0
GED Diploma Plus	Adjusted Baseline Footprint Allocation	7	1	0.0	1	0	0	1.0	3	1	0	0	11	2	0	0.0
Uncommon Charter High 2	Adjusted Baseline Footprint Allocation	22	2	0.0	4	2	0	5.0	5	0	0	0	31	4	0	0.0

The GED Diploma Plus program receives 3 full-size classrooms/spaces and 1 half-size classroom/space in excess of its adjusted baseline allocation in order to continue to house the Referral Center.

In total, Brooklyn Academy will occupy 10 full-size classrooms/spaces, 2 half-size classrooms/spaces, and 3.0 designed administrative spaces. Bedford Stuyvesant Prep will occupy a total of 8 full-size classrooms/spaces, 2 half-size classrooms/spaces, 3.0 designed administrative spaces, and 3 quarter-size administrative spaces. GED Plus will occupy 11 full-size classrooms/spaces and 2 half-size classroom/spaces. Uncommon Charter High 2 will occupy 31 full-size classrooms/spaces and 4 half-size classrooms/spaces in 2015-2016.

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

Room Change (+/-)	PROPOSED 2014-2015 GRAND TOTALSPACE 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)
Brooklyn Academy	13	2	0	3.0	10	2	0	3	-3	0	0	0
Bedford Stuyvesant Prep	11	2	3	3.0	8	2	3	3	-3	0	0	0
GED Plus	11	2	0	0.0	11	2	0	0	0	0	0	0
Uncommon Charter High 2	25	4	0	0.0	31	4	0	0	+6	0	0	0

This 2015-2016 allocation will serve as the long-term space allocation for Brooklyn Academy, Bedford Stuyvesant Prep, 75K373@79K575,<sup>9</sup> the GED Diploma Plus program, and Uncommon Charter High 2.

**Proposed Shared Space Plan**

A proposed shared space plan for the 2012-2013 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 K458. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the 2010-2011 Campus Audit Template submitted by the Building Council, 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.<sup>10</sup> Where possible, the proposed schedule maintains schools’ current allocations of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2010-2011 Campus Audit Template submitted by the Building Council.<sup>11</sup> Because Uncommon Charter High 2 would be co-located in the building for the first time if the proposal is approved, it may be necessary to shorten or change some of the current times in the shared spaces that had been allocated to each of the co-located schools already existing in K458 this year so that all students in the building can be accommodated in the following school year.

In planning how Brooklyn Academy, Bedford Stuyvesant Prep, GED Plus, and Uncommon Charter High 2 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

**Cafeteria:**

- The total time allocated to each organization in the cafeteria is primarily based upon each organization’s projected enrollment, the capacity of the cafeteria, and the grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The cafeteria has the capacity to serve 314 students. Currently, Brooklyn Academy is allocated 45 minutes between 12:17 p.m. and 1:02 p.m. for lunch, while Bedford Stuyvesant Prep is allocated 25 minutes between 1:25-1:50 p.m. Also, the GED Diploma Plus program does not currently use the cafeteria for lunch; instead, lunch is provided in classrooms. The proposed schedule below assumes that Brooklyn Academy and Bedford Stuyvesant Prep will each have its own 30 minute period for lunch. The GED Diploma Plus program and Uncommon Charter High 2 will share a 30 minute period

<sup>9</sup> In calculating Bedford Stuyvesant Prep’s space allocation, 75K373@79K575’s students are included because it is an inclusion program and its students are enrolled in Bedford Stuyvesant Prep’s general education classes.

<sup>10</sup> See DOE’s Office of Pupil Transportation website at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<sup>11</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

for lunch. Because the cafeteria's capacity of 314 students is greater than the total enrollment of each co-located school, this will allow Brooklyn Academy and Bedford Stuyvesant Prep to serve its entire population in one lunch period. The combined total enrollment of the GED Diploma Plus program and Uncommon Charter High 2 in 2012-2013 is less than the cafeteria's capacity of 314 students, so the cafeteria has the capacity to serve the two organizations during one period.

The DOE believes that this proposed schedule is equitable and comparable because all students should be able to eat at a customary lunch time.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Brooklyn Academy, Bedford Stuyvesant Prep or GED Plus. As a result, the DOE has allocated time to Brooklyn Academy, Bedford Stuyvesant Prep and GED Plus for breakfast based on their respective start times. The DOE has allocated time to Uncommon Charter High 2 (7:15 a.m.-7:45 a.m.) for breakfast because Uncommon Charter High 2 is set to start at 7:45 a.m.

#### **Library**

- There are two libraries in K458, and access is currently allocated on an as-needed basis to accommodate specific programmatic needs of all groups within each school. The proposed schedule below is based on the relative projected enrollments for each of the co-located schools. Since Brooklyn Academy will serve the greatest number of students during the 2012-2013 school year, it has been allocated 15 hours combined in the two libraries, the most time of any school. GED Plus will serve the second greatest number of students and has been allocated 12.5 hours combined in the two libraries. Bedford Stuyvesant Prep will serve the third greatest number of students and has been allocated 10 hours combined in the two libraries. Uncommon Charter High 2 will serve the fewest number of students and has been allocated 3.75 hours combined in the two libraries.

#### **Gymnasium, weight room & athletic field**

- The proposed allocated times in the gymnasium, weight room and the athletic field are based on the projected enrollments for all of the co-located schools and the existing schools' current schedules as submitted in the Campus Audit. Because students enrolled in the GED Plus program do not need to complete or receive physical education credits, GED Plus students are not allocated time in the gymnasium, weight room or athletic field. However, the DOE notes that, under this proposed schedule, there is unallocated time in each of these spaces throughout the GED Plus school day should the Building Council determine that GED Plus should be allocated time in any of these spaces.

##### Gymnasium

- Because Brooklyn Academy and Bedford Stuyvesant Prep students require more physical education classes in order to recover physical education credits, Brooklyn Academy and Bedford Stuyvesant Prep have been allocated the greatest amount of time in the gymnasium.
- Brooklyn Academy will serve approximately 175-220 students, and it will be allocated a total of 16.25 hours per week in the gymnasium.
- Bedford Stuyvesant will serve approximately 100-160 students, and it will be allocated a total of 15 hours per week in the gymnasium.
- Because Uncommon Charter High 2 will serve approximately 44-54 students, it will only be allocated a total of 3.75 hours per week in the gymnasium.

##### Weight Room

- The weight room will be available to students during each school's time allocation in the gymnasium. The purpose of this is to provide each school with the option of offering students access to the weight room during physical education class.

##### Athletic Field

- The athletic field will be available to students during each school's time allocation in the gymnasium. The purpose of this is to provide each school with the option of offering students access to the athletic field during physical education class.

#### **Science Laboratories**

- The DOE notes that there are two science laboratories in the building. The GED Diploma Plus program does not currently use them. They are currently not shared spaces and they will become shared spaces in 2012-2013.
- Since Brooklyn Academy will enroll a greater number of students than either Bedford Stuyvesant, GED Plus, or Uncommon Charter High 2, it is allocated more time (20 hours weekly combined in the two science laboratories) than any of the other three schools. Bedford Stuyvesant Prep will be allocated 15 hours weekly combined in the two science laboratories based on its projected enrollment and total number of grades served. Similarly, GED Plus will be allocated 15 hours weekly combined in the two science laboratories based on its projected enrollment and total number of grades served. Finally, Uncommon Charter High 2 will be allocated 5 hours weekly combined in one of the science laboratories based on its projected enrollment and because it will only serve students in ninth grade in 2012-2013.

#### **Auditorium**

- The DOE proposes that Brooklyn Academy be allocated the most time in the auditorium, specifically 10 hours weekly, given that it will serve the greatest number of students. Bedford Stuyvesant Prep and GED Plus have both been allocated 7.5 hours weekly, and Uncommon Charter High 2 has been allocated 2.5 hours weekly.

- Given that the capacity of the auditorium is 996, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and to ensure that all students have access to the auditorium. Access to the auditorium is currently allocated on an as-needed basis to accommodate specific programmatic needs of all groups within each school.

**After-School Programs**

- The DOE notes that Brooklyn Academy and Bedford Stuyvesant Prep both currently offer after-school tutoring, evening school programs, and a campus basketball team. The evening school programs and after-school tutoring take place on Monday through Friday from 3:00 p.m. to 6:30 p.m. and from 7:30 a.m. to 4:00 p.m. on Saturday and Sunday in each respective school's classrooms. The campus Public School Athletic League girls and boys basketball teams currently practice in the gymnasium from 3:07 p.m. to 7:30 p.m. in the gymnasium. Uncommon Charter High 2 is a new school and thus does not have a current after-school program; however, the DOE is informed that Uncommon Charter High 2 intends on having after school activities. Uncommon Charter High 2 and existing organizations in the buildings will manage scheduling of shared spaces after school using the process outlined below.

The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once Uncommon Charter High 2 is co-located in the building. The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. In addition, the Building Council is free to adjust this Shared Space Plan to accommodate the needs of the co-located schools and programs in future years as Uncommon Charter High 2 phases in and its enrollment increases.

In 2012-2013, the DOE projects Brooklyn Academy will serve 175-220 students, Bedford Stuyvesant prep will serve 100-160 students, and the GED Diploma Plus program will serve 165-180 students in K458. According to its charter, Uncommon Charter High 2 will serve 44-54 ninth grade students in 2012-2013 at K458. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, Brooklyn Academy's regular school day runs from approximately 8:10 a.m. to 3:07 p.m. Bedford Stuyvesant Prep's day runs from approximately 8:00 a.m. to 2:50 p.m. GED Plus's day runs from 8:00 a.m. to 3:00 p.m.<sup>12</sup> Since Uncommon Charter High 2 is a new school, it does not have a current school start or end time. However the DOE notes that, according to Uncommon Schools, Uncommon Charter High 2's regular school hours will be between 7:45 a.m. and 3:45 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 314)	<b>BREAKFAST</b> Uncommon Charter High 2 7:15-7:45am <b>All Other Schools</b> 7:30-9:30am <b>LUNCH</b> Uncommon Charter High 2 11:30am-12:00pm <b>GED Plus</b> 11:30am-12:00pm <b>Bedford Stuyvesant Prep</b> 12:00-12:30pm <b>Brooklyn Academy</b> 12:30-1:00pm	<b>BREAKFAST</b> Uncommon Charter High 2 7:15-7:45am <b>All Other Schools</b> 7:30-9:30am <b>LUNCH</b> Uncommon Charter High 2 11:30am-12:00pm <b>GED Plus</b> 11:30am-12:00pm <b>Bedford Stuyvesant Prep</b> 12:00-12:30pm <b>Brooklyn Academy</b> 12:30-1:00pm	<b>BREAKFAST</b> Uncommon Charter High 2 7:15-7:45am <b>All Other Schools</b> 7:30-9:30am <b>LUNCH</b> Uncommon Charter High 2 11:30am-12:00pm <b>GED Plus</b> 11:30am-12:00pm <b>Bedford Stuyvesant Prep</b> 12:00-12:30pm <b>Brooklyn Academy</b> 12:30-1:00pm	<b>BREAKFAST</b> Uncommon Charter High 2 7:15-7:45am <b>All Other Schools</b> 7:30-9:30am <b>LUNCH</b> Uncommon Charter High 2 11:30am-12:00pm <b>GED Plus</b> 11:30am-12:00pm <b>Bedford Stuyvesant Prep</b> 12:00-12:30pm <b>Brooklyn Academy</b> 12:30-1:00pm	<b>BREAKFAST</b> Uncommon Charter High 2 7:15-7:45am <b>All Other Schools</b> 7:30-9:30am <b>LUNCH</b> Uncommon Charter High 2 11:30am-12:00pm <b>GED Plus</b> 11:30am-12:00pm <b>Bedford Stuyvesant Prep</b> 12:00-12:30pm <b>Brooklyn Academy</b> 12:30-1:00pm
Library 1 (Capacity: 75)	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:30-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm <b>Uncommon Charter High 2</b> 3:00-3:45pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:30-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm <b>Uncommon Charter High 2</b> 3:00-3:45pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:30-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm <b>Uncommon Charter High 2</b> 3:00-3:45pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:30-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm <b>Uncommon Charter High 2</b> 3:00-3:45pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:30-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm <b>Uncommon Charter High 2</b> 3:00-3:45pm

<sup>12</sup> Please refer to DOE's Office of Pupil Transportation website at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Library 2 (Capacity: 75)	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:00-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:00am-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:00-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:00-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 9:30-10:00am 1:00-2:00pm <b>GED Plus</b> 10:00-11:30am <b>Bedford Stuyvesant Prep</b> 2:00-3:00pm
Gymnasium (Capacity: 469)	<b>Bedford Stuyvesant Prep</b> 8:00-10:00am 1:00-2:00pm <b>Brooklyn Academy</b> 10:00am-12:15pm 2:00-3:00pm <b>Uncommon Charter High 2</b> 12:15-1:00pm				
Auditorium (Capacity: 996)	<b>Bedford Stuyvesant Prep</b> 8:30-9:30am 2:00-2:30pm <b>Brooklyn Academy</b> 9:30-10:30am 1:00-2:00pm <b>Uncommon Charter High 2</b> 10:30-11:00am <b>GED Plus</b> 12:00-1:00pm 2:30-3:00pm	<b>Bedford Stuyvesant Prep</b> 8:30-9:30am 2:00-2:30pm <b>Brooklyn Academy</b> 9:30-10:30am 1:00-2:00pm <b>Uncommon Charter High 2</b> 10:30-11:00am <b>GED Plus</b> 12:00-1:00pm 2:30-3:00pm	<b>Bedford Stuyvesant Prep</b> 8:30-9:30am 2:00-2:30pm <b>Brooklyn Academy</b> 9:30-10:30am 1:00-2:00pm <b>Uncommon Charter High 2</b> 10:30-11:00am <b>GED Plus</b> 12:00-1:00pm 2:30-3:00pm	<b>Bedford Stuyvesant Prep</b> 8:30-9:30am 2:00-2:30pm <b>Brooklyn Academy</b> 9:30-10:30am 1:00-2:00pm <b>Uncommon Charter High 2</b> 10:30-11:00am <b>GED Plus</b> 12:00-1:00pm 2:30-3:00pm	<b>Bedford Stuyvesant Prep</b> 8:30-9:30am 2:00-2:30pm <b>Brooklyn Academy</b> 9:30-10:30am 1:00-2:00pm <b>Uncommon Charter High 2</b> 10:30-11:00am <b>GED Plus</b> 12:00-1:00pm 2:30-3:00pm
Other: Weight Room	<b>Bedford Stuyvesant Prep</b> 8:00-10:00am 1:00-2:00pm <b>Brooklyn Academy</b> 10:00am-12:00pm 2:00-3:00pm <b>Uncommon Charter High 2</b> 12:15-1:00pm				
Other: Athletic Field	<b>Bedford Stuyvesant Prep</b> 8:00-10:00am 1:00-2:00pm <b>Brooklyn Academy</b> 10:00am-12:00pm 2:00-3:00pm <b>Uncommon Charter High 2</b> 12:15-1:00pm				
Other: Science Lab 1 (Capacity: 75)	<b>Brooklyn Academy</b> 8:30-10:30am 1:00-2:00pm <b>Bedford Stuyvesant Prep</b> 11:00am-12:00pm <b>GED Plus</b> 12:00-1:00pm <b>Uncommon Charter High 2</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 8:30-10:30am 1:00-2:00pm <b>Bedford Stuyvesant Prep</b> 11:00am-12:00pm <b>GED Plus</b> 12:00-1:00pm <b>Uncommon Charter High 2</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 8:30-10:30am 1:00-2:00pm <b>Bedford Stuyvesant Prep</b> 11:00am-12:00pm <b>GED Plus</b> 12:00-1:00pm <b>Uncommon Charter High 2</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 8:30-10:30am 1:00-2:00pm <b>Bedford Stuyvesant Prep</b> 11:00am-12:00pm <b>GED Plus</b> 12:00-1:00pm <b>Uncommon Charter High 2</b> 2:00-3:00pm	<b>Brooklyn Academy</b> 8:30-10:30am 1:00-2:00pm <b>Bedford Stuyvesant Prep</b> 11:00am-12:00pm <b>GED Plus</b> 12:00-1:00pm <b>Uncommon Charter High 2</b> 2:00-3:00pm

Other: Science Lab 2 (Capacity: 75)	<b>GED Plus</b> 8:30-9:30am 12:00-1:00pm <b>Bedford Stuyvesant Prep</b> 10:00am-12:00pm <b>Brooklyn Academy</b> 1:00-2:00pm				
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**Building Safety and Security**

Pursuant to Chancellor’s Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; United Federation 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 Uncommon Charter High 2 will be part of the K458 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Uncommon Charter High 2 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 Uncommon Charter High 2 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K458 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Uncommon Charter High 2 will enter information in the K458 school building’s overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the campus’s 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 K458 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 for final approval and certification.

**Proposed Communications Strategy**

As per the Campus Policy Memo 2010,<sup>13</sup> 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 at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor’s Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (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 the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at a minimum four times per year.

The SSC will be comprised of the principal, a teacher, and a parent of each co-located school. With respect to a non-charter school’s teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the SLT 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 BUP and its campus implementation.

<sup>13</sup> The Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents.”