

BUILDING UTILIZATION PLAN

As discussed in greater detail in the attached Educational Impact Statement (“EIS”), the Department of Education (“DOE”) has proposed to re-site an existing charter school, Brooklyn East Collegiate Charter School (“84K775” or “Brooklyn East Collegiate”) from its current location to building K009, located at 80 Underhill Avenue, Brooklyn, NY 11238 in Community School District 13, beginning in the 2011-12 school year. Brooklyn East Collegiate would be co-located with P.S. 9 Teunis G. Bergen (13K009, “P.S. 9”) and M.S. 571 The Bergen Upper School (13K571, “M.S. 571”), in building K009 as M.S. 571 phases out.

M.S. 571 is an existing middle school that currently enrolls students in grades 6-8. P.S. 9 is an existing zoned elementary school that serves students in Kindergarten through fifth grade, and offers three full-day pre-kindergarten programs. Brooklyn East Collegiate is an existing charter school that opened in 2010-2011 with grade 5 in Building 17K434. There is not enough space at 17K434 for Brooklyn East Collegiate to expand to serve additional grades at its current location. As a result, the DOE is proposing to re-site Brooklyn East Collegiate to K009 where it would phase-in gradually and serve grades 5-8 in K009 when fully phased in 2013-2014. In another EIS, the DOE has also proposed to phase-out M.S. 571. If approved, M.S. 571 would no longer accept incoming students, and one grade would then be phased out per year. M.S. 571 would close at the end of the 2012-2013 school year.

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 Brooklyn East Collegiate, P.S. 9 and M.S. 571. It also includes a proposal for the collaborative usage of shared resources and spaces between Brooklyn East Collegiate, P.S. 9 and M.S. 571 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.

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school’s principal. For elementary schools serving kindergarten through fifth grade 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 Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving kindergarten through fifth grade receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

¹ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at:

http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf.

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

Enrollment	# of Cluster Rooms
1,251 and up	5
750-1,250	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 allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full size classrooms² for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint shall be allocated equitably among the co-located schools. In determining 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 December 9, 2010 by Charles Fisher, Director of Space Planning, building K009 has a total of 56 full size,³ 1 full size science demonstration lab, 10 half-size classrooms/spaces,⁴ the equivalent of 4.0 rooms of designed administrative office/space, and 15 quarter size rooms which can be utilized as administrative offices/spaces.⁵ K009 building also contains a gymnasium, auditorium, lunchroom, library, and play ground.

The nurse's office in the K009 building currently operates out of 1 full size classroom/space, and the custodian's office is currently occupying 1 quarter size classroom/space. The School Based Support Team's office is currently occupying 1.0 room of designed administrative office/space. The K009 building does not have a large library, and, currently, 2 full size classroom/space next to the library is used as an extension of the existing library space on the second floor; therefore, the DOE is counting this full size classroom/space as part of the library space. Excluding these rooms, the K009 building has a total of 53 full size classrooms, 1 full-size science demonstration lab, 10 half-size classrooms/spaces, the equivalent of 3.0 rooms of designed administrative office/space, and 14 quarter size administrative offices/spaces remaining that can be allocated to schools.

² Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 2 full size classrooms for student support services or resource rooms which could be equal to 4 half-size classrooms or 1 full size classroom and 2 half-size classrooms, etc.

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

⁴ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁵ Quarter size rooms are smaller than 240 square feet and can be utilized as administrative/office space or as resource rooms.

2010-2011

In 2010-2011, M.S. 571 was projected to enroll 187 students in 6 through 8 grade (including students with disabilities. M.S. 571 currently enrolls 169 in 6 through 8 grade. These students are served in 9 classes/sections (including students with disabilities).⁶

The table below summarizes M.S. 571's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, M.S. 571's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that M.S. 571 is currently using:

2010-2011: M.S. 571	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁷	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	5	4	1.5	1	0	2	3.0
Adjusted Baseline Allocation	8	1	1.5	1	0	2	3.0
Current Space Allocation	12	1	1.5	1	0	2	3.0

The DOE has adjusted M.S. 571's baseline allocation for the following reason:

- M.S. 571 currently has 3 self-contained classes. Typically, self-contained classes are accommodated in half size classrooms. However, in K009, none of the 10 half size classrooms accommodate self contained classes. Therefore, M.S. 571's adjusted allocation includes 3 additional full size classrooms and 3 fewer half size classrooms in order to accommodate the 3 self-contained classes that M.S. 571 currently serves.

In 2010-2011, P.S. 9 was projected to enroll 495 students in kindergarten through fifth grade (including students with disabilities), in addition to 3 section(s) of pre-kindergarten. P.S. 9 currently enrolls 544 in kindergarten through fifth grade and 54 students in pre-kindergarten. These students are served in 29 classes/sections (including pre-kindergarten students and students with disabilities).⁸

The table below summarizes P.S. 9's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, P.S. 9's adjusted baseline allocation, which satisfies the baseline Footprint allocation while accounting for the specific design of the building, and the amount of space that P.S. 9 is currently using.

2010-2011: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) ⁹	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	30	6	1.5	2	0	2	4.0
Adjusted Baseline Allocation	34	2	1.5	2	0	2	4.0
Current Space Allocation	35	6	1.5	2	0	2	4.0

⁶ November 1, 2011 unaudited register data

⁷ FSE refers to full size equivalent rooms that may be used for administrative purposes.

⁸ November 1, 2011 unaudited register data

⁹ FSE refers to full size equivalent rooms that may be used for administrative purposes.

The DOE has adjusted P.S. 9's baseline allocation for the following reason:

- P.S. 9 currently has 4 self-contained classes. Typically, self-contained classes are accommodated in half size classrooms. However, in K009, none of the 10 half size classrooms accommodate self contained classes. Therefore, P.S. 9's adjusted allocation includes 4 additional full size classrooms and 4 fewer half size classrooms in order to accommodate the 4 self-contained classes that P.S. 9 currently serves.

As demonstrated in the table above, M.S. 571 and P.S. 9 are currently using classrooms in excess of their adjusted baseline allocation. The table below summarizes the available space within K009.

2010-2011: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Adjusted Baseline Allocation	8	7	10

2011-2012

During the 2011-2012 school year, M.S. 571 would serve 90-110 students in grades seven and eight.

In 2011-2012, the DOE projects that M.S. 571 will continue to serve between 90-110 students and would continue to have 6 classes (including students with disabilities).¹⁰ The table below summarizes M.S. 571's baseline Footprint and adjusted baseline allocation:

2011-2012: M.S. 571	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	4	4	1.5	1	0	2	3.0
Adjusted Baseline Allocation	7	1	1.5	1	0	2	3.0

The DOE has adjusted M.S. 571's baseline allocation for the following reason:

- Given that none of the half size classrooms can accommodate self-contained classes, the adjusted baseline for M.S. 571 includes 3 additional full size classrooms and 3 fewer half size classrooms.
- The administrative space required for M.S. 571 as it phases out is above Footprint, but the DOE believes that M.S. 571 should maintain its administrative rooms to accommodate and support students, staff and parents during the phase out.

¹⁰ Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

In 2011-2012, the DOE projects that P.S. 9 will serve between 604-664 students and would now have 34 classes (including pre-kindergarten students and students with disabilities). The table below summarizes P.S. 9's baseline Footprint and adjusted baseline allocation:

2011-2012: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	29	6	1.5	2	0	2	4.0
Adjusted Baseline Allocation	33	2	1.5	2	0	2	4.0

The DOE has adjusted P.S. 9's baseline allocation for the following reason:

- Given that none of the half size classrooms can accommodate self-contained classes, the adjusted baseline for P.S. 9 includes 4 additional full size classrooms and 4 fewer half size classrooms.

In 2011-2012, Brooklyn East Collegiate will serve approximately 158 students in fifth through sixth grades in 6 classes (including students with disabilities). The table below summarizes Brooklyn East Collegiate's baseline Footprint and adjusted baseline allocation:

2011-2012: Brooklyn East Collegiate	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	6	1	0	1	0	4	2.0
Adjusted Baseline Allocation	6	1	0	1	0	4	2.0

After M.S. 571, P.S. 9 and Brooklyn East Collegiate have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	3	6	6

The excess space will be allocated between P.S. 9 and Brooklyn East Collegiate 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.¹¹ In addition since M.S. 571 was allocated administrative space above what the Footprint calls for. The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹²
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
M.S. 571	7	1	1.5	1	0	2	3.0	0	0	0
P.S. 9	33	2	1.5	2	0	2	4.0	2	3	3
Brooklyn East Collegiate	6	1	0	1	0	4	2.0	1	3	3

2012-2013

During the 2012-2013 school year, M.S. 571 would serve approximately 40-50 students in 2 classes/sections of eighth grade and one self contained special education section. The school would close after June 2013.

The table below summarizes M.S. 571’s baseline Footprint and adjusted baseline allocation:

2012-2013: M.S. 571	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	2	2	1.5	1	0	2	3.0
Adjusted Baseline Allocation	3	1	1.5	1	0	2	3.0

The DOE has adjusted M.S. 571’s baseline allocation for the following reason:

- Given that none of the half size classrooms can accommodate self-contained classes, the adjusted baseline for M.S. 571 includes 1 additional full size classrooms and 1 fewer half size classrooms.
- The administrative space required for M.S. 571 as it phases out is above Footprint, but the DOE believes that M.S. 571 should maintain its administrative rooms to accommodate and support students, staff and parents during the phase out.

¹¹ This number is subject to change pending final enrollment projections.

¹² For the K009 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full size classrooms, half size classrooms and quarter size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter size equivalent spaces/offices (less than 240 square feet).

In 2012-2013, the DOE is projecting the enrollment at P.S. 9 to be between 634-694 (including pre-kindergarten students and students with disabilities) in 36 classes (including pre-kindergarten students and students with disabilities). The table below summarizes P.S. 9's baseline Footprint and adjusted baseline allocation:

2012-2013: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	30	6	1.5	2	0	2	4.0
Adjusted Baseline Allocation	34	2	1.5	2	0	2	4.0

The DOE has adjusted P.S. 9's baseline allocation for the following reason:

- Given that none of the half size classrooms can accommodate self-contained classes, the adjusted baseline for P.S. 9 includes 4 additional full size classrooms and 4 fewer half size classrooms.

In 2012-2013, Brooklyn East Collegiate will serve approximately 231 students in fifth through seventh grade in 9 classes (including students with disabilities). The table below summarizes Brooklyn East Collegiate's baseline Footprint and adjusted baseline allocation:

2012-2013: Brooklyn East Collegiate	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	9	1	0	1	1	4	2.5
Adjusted Baseline Allocation	9	1	0	1	1	4	2.5

After M.S. 571, P.S. 9 and Brooklyn East Collegiate have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	3	5	6

The excess space will be allocated between P.S. 9 and Brooklyn East Collegiate 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.¹³ In addition since M.S. 571 was allocated administrative space above what the Footprint calls for. The full 2012-2013 room allocation plan is summarized below:

2012-2013	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹⁴
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
M.S. 571	3	1	1.5	1	0	2	3.0	0	0	0
P.S. 9	34	2	1.5	2	0	2	4.0	3	3	3
Brooklyn East Collegiate	9	1	0	1	1	4	2.5	0	2	3

M.S. 571 would close after June 2013.

2013-2014

In 2013-2014, the DOE expects the enrollment at P.S. 9 will be approximately 669-729 students (including pre-kindergarten students and students with disabilities). P.S. 9 will maintain the same space allocation from the previous year. The table below summarizes P.S. 9’s baseline Footprint and adjusted baseline allocation:

2013-2014: P.S. 9	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	32	6	1.5	2	0	2	4.0
Adjusted Baseline Allocation	36	2	1.5	2	0	2	4.0

The DOE has adjusted P.S. 9’s baseline allocation for the following reason:

- Given that none of the half size classrooms can accommodate self-contained classes, the adjusted baseline for P.S. 9 includes 4 additional full size classrooms and 4 fewer half size classrooms.

In 2013-14, Brooklyn East Collegiate would expand to serve approximately 69 students in eighth grade. In 2013-14, when Brooklyn East Collegiate completes its expansion and achieves “full scale,” it will serve approximately 300 fifth through eighth grade students. The table below summarizes Brooklyn East Collegiate’s baseline Footprint and adjusted baseline allocation:

2013-2014: Brooklyn East Collegiate	Full Size Class-rooms	Half Size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	12	1	1.5	0	1	4	3.0

¹³ This number is subject to change pending final enrollment projections.

¹⁴ For the K009 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full size classrooms, half size classrooms and quarter size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter size equivalent spaces/offices (less than 240 square feet).

Adjusted Baseline Allocation	12	1	1.5	0	1	4	3.0
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After P.S. 9 and Brooklyn East Collegiate have received their respective adjusted baseline and baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K009	Full Size Class-rooms	Half Size Class-rooms	Quarter-Size Class-rooms
Space In Excess of Baseline Allocations	3	6	8

The excess space will be allocated between P.S. 9 and Brooklyn East Collegiate 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.¹⁵ The full 2013-2014 room allocation plan is summarized below:

2013-2014	Full Size Rooms	Half Size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-Size Rooms ¹⁶
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)			
P.S. 9	36	2	1.5	2	0	2	4.0	3	2	2
Brooklyn East Collegiate	12	1	1.5	0	1	4	3.0	0	4	6

Shared Space Plan

A proposed shared space plan 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 K009. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the 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 such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (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 which follows).

Based on current enrollment M.S. 571 serves a total of 169 students in grades 6-8. In 2011-2012, M.S. 571 will serve 90-110 students. Based on current enrollment P.S. 9 serves a total of 598 students and in 2011-2012 will serve 604-664 students. According to its charter, Brooklyn East Collegiate will serve a total of 158 students in 2011-2012.

¹⁵ This number is subject to change pending final enrollment projections.

¹⁶ For the K009 building, Administrative Offices/spaces assigned per the Footprint to each school may include the Designed General Office, full size classrooms, half size classrooms and quarter size classrooms, as well. Any additional administrative offices/spaces provided above the baseline Footprint allocation will ONLY include quarter size equivalent spaces/offices (less than 240 square feet).

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (capacity of space: 400)	<p><u>BREAKFAST:</u> BK East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30-11:15am 11:15-12:00pm BK East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> BK East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30-11:15am 11:15-12:00pm BK East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> BK East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30-11:15am 11:15-12:00pm BK East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> BK East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30-11:15am 11:15-12:00pm BK East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>	<p><u>BREAKFAST:</u> BK East Collegiate 7:00 – 7:30 am M.S. 571 & P.S. 9 7:45 – 8:15 am</p> <p><u>LUNCH:</u> P.S. 9 10:30-11:15am 11:15-12:00pm BK East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>
Library	<p>BK East Collegiate 9:00 – 11:15am P.S. 9 12:45 -2:15pm</p>	<p>M.S. 571 All Day</p>	<p>BK East Collegiate 9:00 – 11:15am P.S. 9 12:45 -2:15pm</p>	<p>M.S. 571 All Day</p>	<p>BK East Collegiate 9:00 – 11:15am P.S. 9 12:45 -2:15pm</p>
Gymnasium (capacity of space: 370)	<p>M.S. 571 9:00 – 12:00pm P.S. 9 12:00 – 12:45pm BK East Collegiate 12:45 – 3:00 pm</p>	<p>BK East Collegiate 9:00 – 12:00pm M.S. 571 12:00 – 12:45pm P.S. 9 12:45 – 3:00 pm</p>	<p>M.S. 571 9:00 – 12:00pm BK East Collegiate 12:00 – 12:45pm P.S. 9 12:45 – 3:00 pm</p>	<p>BK East Collegiate 9:00 – 12:00pm M.S. 571 12:00 – 12:45pm P.S. 9 12:45 – 3:00 pm</p>	<p>M.S. 571 9:00 – 12:00pm BK East Collegiate 12:00 – 12:45pm P.S. 9 12:45 – 3:00 pm</p>
Auditorium	<p>Building Council will coordinate scheduling based on programmatic needs.</p>	<p>Building Council will coordinate scheduling based on programmatic needs.</p>	<p>Building Council will coordinate scheduling based on programmatic needs.</p>	<p>Building Council will coordinate scheduling based on programmatic needs.</p>	<p>Building Council will coordinate scheduling based on programmatic needs.</p>
Playground (elementary/ middle schools)	<p>P.S. 9 10:30-11:15am 11:15am-12:00pm BK East Collegiate 12:00-12:45pm M.S. 571 12:45-1:30pm</p>				
Other – Science Demo. Room	<p>BK East Collegiate 12:45-1:30pm M.S. 571 12:00-12:45pm</p>				

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; UFT 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 Brooklyn East Collegiate will be part of the K009 building School Safety Committee. As a member of the School Safety Committee, the leader/designee of Brooklyn East Collegiate 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 Brooklyn East Collegiate will be addressed on an ongoing basis. Moreover, the Safety Plan for the K009 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Brooklyn East Collegiate will enter information in the K009's school'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' 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 K009 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 NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2010,¹⁷ co-located schools on campuses must actively participate in a Building Council, 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 Building Council. The Building Council 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 Building Council 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 shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or eligible District 75 programs by the principals of the schools and/or eligible programs, 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 Shared Space Committee is to review the implementation of the Building Utilization Plan 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 Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet minimally four times per year.

The Shared Space Committee 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 Shared Space Committee members shall be selected by the corresponding constituent member of the SLT of the school. Charter school leaders will work with their constituencies

¹⁷ Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.

to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

Proposed Collaborative Decision Making Strategy

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.