

## BUILDING UTILIZATION PLAN

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate Success Academy Charter School - New York 7 (84KTBD, "SA - NYC 7"), a new K-4 charter school, in building K025 ("K025"), located at 787 Lafayette Avenue, Brooklyn, NY 11221, in Community School District 16 ("District 16") beginning in the 2016-2017 school year. If this proposal is approved, SA - NYC 7 will be co-located in K025 with P.S. 25 Eubie Blake School (16K025, "P.S. 25"), an existing district elementary school that currently serves students in kindergarten through fifth grade and offers a full-day pre-kindergarten ("Pre-K") program and M.S. 534 the Upper School at P.S. 25 (16K534, "the Upper School") an existing district middle school that currently serves students in sixth through eighth grades. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like the auditorium, gymnasium, library, and cafeteria. K025 also houses the following community-based organizations ("CBOs"): Partnership with Children ("P.W.C."), School's Out New York City ("SONYC"), and Urban Dove.<sup>1</sup> If this proposal is approved, SA - NYC 7 will open with kindergarten and first grade in the 2016-2017 school year and will add one grade level each year until it reaches full scale in the 2019-2020 school year, serving students in kindergarten through fourth grade in building K025.

Pursuant to the New York Charter Schools Act of 1998 (as amended), the following plan outlines the classrooms and administrative space that will be allocated to P.S. 25, the Upper School, and SA - NYC 7 if this proposal is approved by the Panel for Educational Policy ("PEP"). It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year among P.S. 25, the Upper School, and SA - NYC 7, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. Schools' allocations are based on the Citywide Instructional Footprint ("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.<sup>2</sup> 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 ("SSC") 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 ("BC") if the proposed co-location is approved by the PEP.

### METHODOLOGY

The DOE has applied the Footprint to all schools outlined in this plan to allocate rooms in an unbiased manner, and has divided any remaining excess space equitably based on the proportion of the total students in the building enrolled by each school, 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

As noted above, 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 Office of Space Planning and a representative of the school.

For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained ("SC"), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching section ("ICT") and a full-

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<sup>1</sup> Information about Partnership with Children can be found on its website: <https://www.partnershipwithchildren.org/>. Information about Urban Dove can be found on its website: <http://www.urbandove.org/>. Information about SONYC can be found online at: [http://www.nyc.gov/html/dycd/html/afterschool/SONYC\\_1.shtml](http://www.nyc.gov/html/dycd/html/afterschool/SONYC_1.shtml).

<sup>2</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 DOE Footprint can be found at: [http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional\\_Footprint](http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint)

size or half-size classroom to accommodate each 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.

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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Therefore, each principal makes decisions about how and where students will be served within the space allocated to the school. The DOE also provides 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 November 6, 2015, by a representative of the Office of Space Planning, building K025 has a total of 52 full-size rooms,<sup>3</sup> 3 half-size rooms,<sup>4</sup> 4 quarter-size rooms,<sup>5</sup> and 4.5 FSE of designed administrative office space. The K025 building also contains an auditorium, cafeteria, library, and gymnasium. 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's Office occupies 0.5 FSE of designed administrative space.
- The Community Based Organizations SONYC, Urban Dove, and P.W.C. occupy 4 full-size spaces.
- The School Based Support Team occupies 1 quarter-size space.
- The custodian's office occupies 1 quarter-size space.

Excluding the spaces outlined above, K025 has a total of 48 full-size rooms, 3 half-size rooms, 2 quarter-size rooms, and the full-size equivalent of 4.0 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Total	52	3	4	4.5
Shared Spaces or Building Services	4	0	2	0.5
<b>Remaining to be Allocated</b>	<b>48</b>	<b>3</b>	<b>2</b>	<b>4.0</b>

<sup>3</sup> Full-size classrooms have an area of 500 square feet or more.

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

<sup>5</sup> Quarter-size rooms are smaller than 240 square feet.

**2015-2016 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment, grade spans, and number of sections at P.S. 25 and the Upper School in the 2015-2016 school year:

2015-2016	Total Enrollment <sup>6</sup>	Grade Span and Programs	GE/ICT Sections	SC Sections
P.S. 25	147	Pre-K, K-5	10	2
The Upper School	87	6-8	4	2

The DOE has adjusted P.S. 25's baseline footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated P.S. 25 4 full-size rooms in lieu of 4 half-size rooms. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocation for P.S. 25 in each year of room allocations presented in this document.

The DOE has adjusted the Upper School's baseline footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated Upper School 3 full-size rooms in lieu of 3 half-size rooms. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocation for the Upper School in each year of room allocations presented in this document.

The table below summarizes P.S. 25's and the Upper School's adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. P.S. 25 and the Upper School are currently using the space described in their adjusted baseline Footprint allocations.

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<sup>6</sup> Based on the 2015-2016 Unaudited Register as of October 31, 2015.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 25	Baseline Footprint Allocation	13	4	-	-	-	-	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	2.0	0	0	0	2.0	13	2	2	0.5	30	2	2	2.5
The Upper School	Baseline Footprint Allocation	5	3	-	-	-	-	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	0	0	0	1.5	10	1	0	0	18	1	0	1.5

In total:

- P.S. 25 is currently allocated 30 full-size rooms, 2 half-size rooms, 2 quarter-size rooms, and 2.5 FSE of designed administrative space. This allocation includes 13 full-size rooms, 2 half-size rooms, 2 quarter-size rooms, and 0.5 designed administrative space in excess of P.S. 25's adjusted baseline allocation.
- The Upper School is currently allocated 18 full-size rooms, 1 half-size room, and 1.5 FSE of designed administrative space. This allocation includes 10 full-size rooms and 1 half-size room in excess of the Upper School's adjusted baseline allocation.

As demonstrated in the table above, P.S. 25 and the Upper School are currently using rooms in excess of their adjusted baseline footprint allocations. The table below summarizes the available space within K025 after P.S. 25 and the Upper School have received their adjusted baseline allocations.

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	23	3	2	0.5

**2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, beginning in 2016-2017, SA - NYC 7 will serve kindergarten and first grade students in building K025. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2016-2017 school year:

2016-2017	Projected Enrollment <sup>7</sup>	Grade Span and Programs	GE/ICT Sections	SC Sections
P.S. 25	123 - 183	Pre-K, K-5	10	2
The Upper School	65 - 95	6-8	4	2
SA - NYC 7	150 - 170	K-1	6	0

The DOE has adjusted SA - NYC 7's baseline footprint allocation due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated SA - NYC 7 2 full-size rooms in lieu of 2 half-size rooms. The adjustment of full-size rooms for half-size rooms has been made to the baseline footprint allocation for SA - NYC 7 in each year of room allocations presented in this document moving forward.

After P.S. 25, the Upper School, and SA - NYC 7, have received their respective adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	9	2	2	0.0

The excess space will be allocated among P.S. 25, the Upper School, and SA - NYC 7 based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

<sup>7</sup> Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

The table below summarizes the full 2016-2017 room allocation plan for P.S. 25, the Upper School, and SA - NYC 7 based on their adjusted baseline Footprint allocations, plus the excess space allocations<sup>8</sup>:

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 25	Baseline Footprint Allocation	13	4	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	3	1	1	0	20	1	1	2.5
The Upper School	Baseline Footprint Allocation	5	3	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	1	0	0	2.5	2	0	0	0	11	0	0	1.5
SA - NYC 7	Baseline Footprint Allocation	9	2	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	11	0	0	2	1	0	2.5	4	1	1	0	17	2	1	0

As indicated in the preceding chart, in 2016-2017:

<sup>8</sup> On December 2, 2015, the DOE released an updated Footprint that includes increased allocations of administrative space. The baseline and adjusted baseline allocations of space in 2016-2017 school year and beyond reflect this change. More details on the Footprint can be found on the DOE Website: <http://schools.nyc.gov/Offices/OSP/KeyDocuments/InstructionalFootprint>

- The DOE will allocate P.S. 25 20 full-size rooms, 1 half-size room, 1 quarter-size room and 2.5 FSE of designed administrative space. This allocation includes 3 full-size rooms, 1 half-size room, and 1 quarter size room in excess of P.S. 25's adjusted baseline allocation.
- The DOE will allocate the Upper School 11 full-size rooms and 1.5 FSE of designed administrative space. This allocation includes 2 full-size rooms in excess of the Upper School's adjusted baseline allocation.
- The DOE will allocate SA - NYC 7 17 full-size rooms, 2 half-size rooms and 1 quarter-size room. This allocation includes 4 full-size rooms, 1 half-size room and 1 quarter-size room in excess of SA - NYC 7's adjusted baseline allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	CURRENT 2015-2016 TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
P.S. 25	30	2	2	2.5	20	1	1	2.5	-10	-1	-1	0
The Upper School	18	1	0	1.5	11	0	0	1.5	-7	-1	0	0
SA - NYC 7	0	0	0	0	17	2	1	0	+17	+2	+1	0

**2017-2018 (SECOND YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, beginning in 2017-2018 SA - NYC 7 will serve students in kindergarten through second grade in K025. The table below summarizes the projected enrollment, grade spans, and number of sections at each school in the 2017-2018 school year:

2017-2018	Projected Enrollment	Grade Span and Programs	GE/ICT Sections	SC Sections
P.S. 25	123 - 183	Pre-K, K-5	10	2
The Upper School	60 - 90	6-8	4	2
SA - NYC 7	220 - 250	K-2	9	0

After P.S. 25 and SA - NYC 7 have received their adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain.

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	6	2	0	0.0

The excess space will be allocated among P.S. 25, the Upper School, and SA - NYC 7 based upon the enrollment of the 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 2017-2018 room allocation plan for P.S. 25, the Upper School, and SA - NYC 7 based on their adjusted baseline footprint allocations, plus the excess space allocations:

2017-2018		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Design ed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter -Size Rooms	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 25	Baseline Footprint Allocation	13	4	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	2	1	0	0	19	1	0	2.5
The Upper	Baseline Footprint Allocation	5	3	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	1	0	0	2.5	1	0	0	0	10	0	0	1.5

SA - NYC 7	Baseline Footprint Allocation	12	2	-	-	-	-	3.0	-	-	-	-	-	-	-	
	Adjusted Baseline Allocation	14	0	0	2	1	2	3.0	3	1	0	0	19	2	2	0.0

As indicated in the preceding chart, in the 2017-2018 school year:

- The DOE will allocate P.S. 25 19 full-size rooms, 1 half-size room, and 2.5 FSE of designed administrative space. This allocation includes 2 full-size rooms, 1 half-size room in excess of P.S. 25's adjusted baseline allocation.
- The DOE will allocate the Upper School 10 full-size rooms and 1.5 FSE of designed administrative space. This allocation includes 1 full-size room in excess of The Upper School's adjusted baseline allocation.
- The DOE will allocate SA - NYC 7 19 full-size rooms, 2 half-size rooms, and 2 quarter-size room. This allocation includes 3 full-size rooms, and 1 half-size room in excess of SA - NYC 7's adjusted baseline allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2016-2017 TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 25	20	1	1	2.5	19	1	0	2.5	-1	0	-1	0
The Upper School	11	0	0	1.5	10	0	0	1.5	-1	0	0	0
SA - NYC 7	17	2	1	0	19	2	2	0.0	+2	0	+1	0

**2018-2019 (THIRD YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, beginning in 2018-2019 SA - NYC 7 will serve kindergarten through third grade students in building K025. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2018-2019 school year:

2018-2019	Projected Enrollment	Grade Span and programs	GE/ICT Sections	SC Sections
P.S. 25	128 - 188	Pre-K, K-5	10	2
The Upper School	60 - 90	6-8	3	2
SA - NYC 7	320-360	K-3	12	0

After P.S. 25, the Upper School and SA - NYC 7 have received their respective adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain.

2018-2019	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	3	1	0	0.0

The excess space will be allocated among P.S. 25, the Upper School and SA - NYC 7 based upon the enrollment of the 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 2018-2019 room allocation plan for P.S. 25, the Upper School and SA - NYC 7 based on their adjusted baseline footprint allocations, plus the excess space allocations:

2018-2019		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 25	Baseline Footprint Allocation	13	4	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	1	0	0	0	18	0	0	2.5
The Upper School	Baseline Footprint Allocation	5	3	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	1	0	0	2.5	0	0	0	0	9	0	0	1.5
SA - NYC 7	Baseline Footprint Allocation	15	2	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	0.0	2	2	2	3.5	2	1	0	0	21	3	2	0.0

As indicated in the preceding chart, in the 2018-2019 school year:

- The DOE will allocate P.S. 25 18 full-size rooms and 2.5 FSE of designed administrative space. This allocation includes 1 full-size room in excess of P.S. 25's adjusted baseline allocation.
- The DOE will allocate the Upper School 9 full-size rooms and 1.5 FSE of designed administrative space. This allocation includes no excess of Upper School's adjusted baseline allocation.
- The DOE will allocate SA - NYC 7 21 full-size rooms, 3 half-size rooms and 2 quarter -size rooms. This allocation includes 2 full-size rooms and 1 half-size room in excess of SA - NYC 7's adjusted baseline allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2017-2018 TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
P.S. 25	19	1	0	2.5	18	0	0	2.5	-1	-1	0	0
The Upper School	10	0	0	1.5	9	0	0	1.5	-1	0	0	0
SA - NYC 7	19	2	2	0.0	21	3	2	0.0	+2	+1	0	0

**2019-2020 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, beginning in 2019-2020 SA - NYC 7 will serve kindergarten through fourth grade students in K025. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2019-2020 school year:

2019-2020	Projected Enrollment	Grade Span and Programs	GE/ICT Sections	SC Sections
P.S. 25	128 - 188	Pre-K, K-5	10	2
The Upper School	60 - 90	6-8	3	2
SA – NYC 7	400-450	K-4	15	0

After P.S. 25, the Upper School and SA - NYC 7 have received their respective adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain.

2019-2020	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	0	1	0	0.0

The excess space will be allocated among P.S. 25, the Upper School and SA - NYC 7 based upon the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2019-2020 room allocation plan for P.S. 25, the Upper School and SA - NYC 7 based on their adjusted baseline footprint allocation, plus the excess space allocations:

2019-2020		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
P.S. 25	Baseline Footprint Allocation	13	4	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	2.5	0	0	0	2.5	0	0	0	0	17	0	0	2.5
The Upper School	Baseline Footprint Allocation	5	3	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	0	1.5	1	0	0	2.5	0	0	0	0	9	0	0	1.5
SA - NYC 7	Baseline Footprint Allocation	18	2	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	20	0	0.0	2	2	2	3.5	0	1	0	0	22	3	2	0.0

As indicated in the preceding chart, in the 2019-2020 school year:

- The DOE will allocate P.S. 25 17 full-size rooms and 2.5 FSE of designed administrative space. This allocation includes no space in excess of P.S. 25's adjusted baseline allocation.
- The DOE will allocate the Upper School 9 full-size rooms and 1.5 FSE of designed administrative space. This allocation includes no space in excess of the Upper School's adjusted baseline allocation.
- The DOE will allocate SA - NYC 7 22 full-size rooms, 3 half-size rooms, and 2 quarter-size rooms. This allocation includes 1 half-size room in excess of SA - NYC 7's adjusted baseline footprint allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2019-2020 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
P.S. 25	18	0	1	2.5	17	0	1	2.5	-1	0	0	0
The Upper School	9	0	0	1.5	9	0	0	1.5	0	0	0	0
SA - NYC 7	21	3	2	0.0	22	3	2	0.0	+1	0	0	0

## Shared Space Plan

A proposed Shared Space plan for the 2016-2017 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 K025. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the Panel for Educational Policy. The allocated time for each of the co-located schools in subsequent years will be adjusted based on the phase-in process of SA - NYC 7 and the effect on total enrollment.

### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on the schools' projected enrollments, P.S. 25's and the Upper School's current space allocations, P.S. 25's and the Upper School's current lunch schedule as described on the DOE School Food website,<sup>9</sup> the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of P.S. 25, and the Upper School<sup>10</sup>. The DOE has based the start and end times for SA - NYC 7's school day on the school day of other Success Academy Charter Schools already in operation. Where possible, the proposed schedule maintains P.S. 25's and the Upper School's current allocation of time for breakfast and lunch. If this proposal is approved, 2016-2017 will be the first year that SA - NYC 7 will be co-located in the building and therefore, it may be necessary to shorten or change some of the times that have been used by P.S. 25 and the Upper School so that all students in the building may be accommodated in 2016-2017 and subsequent school years.

In planning how P.S. 25, the Upper School, and SA - NYC 7 may use the 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 The Upper School and P.S. 25's current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the proposed plan below, P.S. 25's, the Upper School's and SA - NYC 7 are allocated separate lunch times in the cafeteria, which has the capacity to hold 420 students.
- The DOE proposes that P.S. 25 and SA - NYC 7 receive a greater amount of time in the cafeteria because these schools will serve the greatest number of students in the 2016-17 school year. In the proposed plan, P.S. 25 and SA - NYC 7 will be allocated 1 hour and 30 minutes daily in the cafeteria for lunch. The Upper School will be allocated 45 minutes daily in the cafeteria.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at P.S. 25 and the Upper School, both of which currently use the cafeteria from 7:30 a.m. to 8:10 a.m. for breakfast. P.S. 25 and the Upper School will continue to be allocated the cafeteria for breakfast from 7:30 a.m. to 8:00 a.m. SA - NYC 7 will be allocated the cafeteria from 6:45 a.m. to 7:15 a.m. for breakfast.

### **Gymnasium, Library, and Auditorium**

<sup>9</sup> See the DOE's School Food website at: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoodsched=17221](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221).

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

Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 300 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S. 25 and SA - NYC 7 receive a greater amount of time in the gymnasium because these schools will serve the greatest number of students in the 2016-17 school year. P.S. 25 and SA - NYC 7 have been allocated 3 hours daily, and the Upper School has been allocated 1 hour and 30 minutes daily.

Library

- There is one library in the building.
- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- The DOE proposes that P.S. 25 and SA - NYC 7 receive a greater amount of time in the library because these schools will serve the greatest number of students in the 2016-2017 school year. P.S. 25 and SA - NYC 7 have been allocated 2 hours daily and the Upper School has been allocated 1 hour daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 588 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- The DOE proposes that P.S. 25 and SA - NYC 7 receive a greater amount of time in the auditorium, 2 hours daily, because these schools will serve the greatest number of students in the 2016-17 school year. The Upper School has been allocated 1 hour daily in the auditorium.

**After-School Programs**

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

In 2016-2017, P.S. 25 is projected to serve 123-183 students, the Upper School is projected to serve 65-95 students, and SA - NYC 7 is projected to serve 150-170 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 25's and the Upper School's school day both run from approximately 8:00 a.m. to 2:20 p.m., Monday through Friday. Since SA - NYC 7 is a new school, it does not yet have a current school start or end time. The DOE has based the start and end times for SA - NYC 7's school day on the school day of other Success Academy Charter Schools already in operation. As such, SA - NYC 7's school day is expected to run from approximately 7:15 a.m. to 4:30 p.m., Monday through Friday.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 420)	<p><b><u>Breakfast:</u></b> <b>P.S. 25</b> 7:30a.m.-8:00a.m.</p> <p><b>The Upper School</b> 7:30a.m.-8:00a.m</p> <p><b>SA - NYC 7</b> 7:00a.m.-7:30a.m.</p>	<p><b><u>Breakfast:</u></b> <b>P.S. 25</b> 7:30a.m.-8:00a.m.</p> <p><b>The Upper School</b> 7:30a.m.-8:00a.m</p> <p><b>SA - NYC 7</b> 7:00a.m.-7:30a.m.</p>	<p><b><u>Breakfast:</u></b> <b>P.S. 25</b> 7:30a.m.-8:00a.m.</p> <p><b>The Upper School</b> 7:30a.m.-8:00a.m</p> <p><b>SA - NYC 7</b> 7:00a.m.-7:30a.m.</p>	<p><b><u>Breakfast:</u></b> <b>P.S. 25</b> 7:30a.m.-8:00a.m.</p> <p><b>The Upper School</b> 7:30a.m.-8:00a.m</p> <p><b>SA - NYC 7</b> 7:00a.m.-7:30a.m.</p>	<p><b><u>Breakfast:</u></b> <b>P.S. 25</b> 7:30a.m.-8:00a.m.</p> <p><b>The Upper School</b> 7:30a.m.-8:00a.m</p> <p><b>SA - NYC 7</b> 7:00a.m.-7:30a.m.</p>
	<p><b><u>Lunch:</u></b> <b>P.S. 25</b> 10:20a.m.-11:05a.m. 12:45pm – 1:30p.m.</p> <p><b>The Upper School</b> 12:00p.m.-12:45p.m.</p> <p><b>SA - NYC 7</b> 11:05a.m. - 11:50p.m. 1:30p.m. - 2:15p.m.</p>	<p><b><u>Lunch:</u></b> <b>P.S. 25</b> 10:20a.m.-11:05a.m. 12:45pm – 1:30p.m.</p> <p><b>The Upper School</b> 12:00p.m.-12:45p.m.</p> <p><b>SA - NYC 7</b> 11:05a.m. - 11:50p.m. 1:30p.m. - 2:15p.m.</p>	<p><b><u>Lunch:</u></b> <b>P.S. 25</b> 10:20a.m.-11:05a.m. 12:45pm – 1:30p.m.</p> <p><b>The Upper School</b> 12:00p.m.-12:45p.m.</p> <p><b>SA - NYC 7</b> 11:05a.m. - 11:50p.m. 1:30p.m. - 2:15p.m.</p>	<p><b><u>Lunch:</u></b> <b>P.S. 25</b> 10:20a.m.-11:05a.m. 12:45pm – 1:30p.m.</p> <p><b>The Upper School</b> 12:00p.m.-12:45p.m.</p> <p><b>SA - NYC 7</b> 11:05a.m. - 11:50p.m. 1:30p.m. - 2:15p.m.</p>	<p><b><u>Lunch:</u></b> <b>P.S. 25</b> 10:20a.m.-11:05a.m. 12:45pm – 1:30p.m.</p> <p><b>The Upper School</b> 12:00p.m.-12:45p.m.</p> <p><b>SA - NYC 7</b> 11:05a.m. - 11:50p.m. 1:30p.m. - 2:15p.m.</p>
<b>Gymnasium</b> (Capacity: 300)	<p><b>P.S. 25</b> 8:00a.m. - 9:30a.m. 11:05a.m. – 12:35p.m.</p> <p><b>The Upper School</b> 12:45p.m. – 2:15p.m.</p> <p><b>SA - NYC 7</b> 09:30a.m.-11:00a.m. 2:30p.m. - 4:00p.m.</p>	<p><b>P.S. 25</b> 8:00a.m. - 9:30a.m. 11:05a.m. – 12:35p.m.</p> <p><b>The Upper School</b> 12:45p.m. – 2:15p.m.</p> <p><b>SA - NYC 7</b> 09:30a.m.-11:00a.m. 2:30p.m. - 4:00p.m.</p>	<p><b>P.S. 25</b> 8:00a.m. - 9:30a.m. 11:05a.m. – 12:35p.m.</p> <p><b>The Upper School</b> 12:45p.m. – 2:15p.m.</p> <p><b>SA - NYC 7</b> 09:30a.m.-11:00a.m. 2:30p.m. - 4:00p.m.</p>	<p><b>P.S. 25</b> 8:00a.m. - 9:30a.m. 11:05a.m. – 12:35p.m.</p> <p><b>The Upper School</b> 12:45p.m. – 2:15p.m.</p> <p><b>SA - NYC 7</b> 09:30a.m.-11:00a.m. 2:30p.m. - 4:0 p.m.</p>	<p><b>P.S. 25</b> 8:00a.m. - 9:30a.m. 11:05a.m. – 12:35p.m.</p> <p><b>The Upper School</b> 12:45p.m. – 2:15p.m.</p> <p><b>SA - NYC 7</b> 09:30a.m.-11:00a.m. 2:30p.m. - 4:00p.m.</p>
<b>Library</b>	<p><b>P.S. 25</b> 11:15 a.m.-12:15p.m. 1:00p.m. - 2:00p.m.</p> <p><b>The Upper School</b> 8:00a.m. – 9:00a.m.</p>	<p><b>P.S. 25</b> 11:15 a.m.-12:15p.m. 1:00p.m. - 2:00p.m.</p> <p><b>The Upper School</b> 8:00a.m. – 9:00a.m.</p>	<p><b>P.S. 25</b> 11:15 a.m.-12:15p.m. 1:00p.m. - 2:00p.m.</p> <p><b>The Upper School</b> 8:00a.m. – 9:00a.m.</p>	<p><b>P.S. 25</b> 11:15 a.m.-12:15p.m. 1:00p.m. - 2:00p.m.</p> <p><b>The Upper School</b> 8:00a.m. – 9:00a.m.</p>	<p><b>P.S. 25</b> 11:15 a.m.-12:15p.m. 1:00p.m. - 2:00p.m.</p> <p><b>The Upper School</b> 8:00a.m. – 9:00a.m.</p>

	<b>SA - NYC 7</b> 9:00a.m.-11:00a.m.				
<b>Auditorium</b> (Capacity: 588)	<p><b>P.S. 25</b> 08:50a.m.-09:50a.m. 1:20p.m.-2:20p.m.</p> <p><b>The Upper School</b> 10:00a.m. – 11:00a.m.</p> <p><b>SA - NYC 7</b> 7:30a.m.-8:30a.m. 3:00 p.m.-4:00 p.m.</p>	<p><b>P.S. 25</b> 08:50a.m.-09:50a.m. 1:15p.m.-2:15p.m.</p> <p><b>The Upper School</b> 10:00a.m. – 11:00a.m.</p> <p><b>SA - NYC 7</b> 7:30a.m.-8:30a.m. 3:00 p.m.-4:00 p.m.</p>	<p><b>P.S. 25</b> 08:50a.m.-09:50a.m. 1:15p.m.-2:15p.m.</p> <p><b>The Upper School</b> 10:00a.m. – 11:00a.m.</p> <p><b>SA - NYC 7</b> 7:30a.m.-8:30a.m. 3:00 p.m.-4:00 p.m.</p>	<p><b>P.S. 25</b> 08:50a.m.-09:50a.m. 1:15p.m.-2:15p.m.</p> <p><b>The Upper School</b> 10:00a.m. – 11:00a.m.</p> <p><b>SA - NYC 7</b> 7:30a.m.-8:30a.m. 3:00 p.m.-4:00 p.m.</p>	<p><b>P.S. 25</b> 08:50a.m.-09:50a.m. 1:15p.m.-2:15p.m.</p> <p><b>The Upper School</b> 10:00a.m. – 11:00a.m.</p> <p><b>SA - NYC 7</b> 7:30a.m.-8:30a.m. 3:00 p.m.-4:00 p.m.</p>

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414,<sup>11</sup> 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 comprises various members of the school community, including principal(s); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The School Safety Committee must meet once each month. During each school year, one annual Town Hall meeting must also be held, which is open to all parents in the schools/campus. The meeting is conducted for the purpose of allowing parents to discuss concerns regarding the school, 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.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of SA - NYC 7 will be part of the K025 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of P.S. 25, the Upper School and SA NYC 7 will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of SA - NYC 7 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K025 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of SA - NYC 7 will enter information in the K025 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools in K025, 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 the K025 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2014,<sup>12</sup> co-located schools must actively participate in a BC, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A SSC shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the 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 Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at least four times per year.

The SSC will comprise the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher

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<sup>11</sup> Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

<sup>12</sup> Campus Policy Memo 2014 is available at <http://schools.nyc.gov/NR/rdonlyres/D75FC07C-3548-4787-B262-107EB7C57BB4/0/2014CampusPolicyMemo9114.pdf>.

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.