

REVISED BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), 75K140 is an existing District 75 ("D75") school¹ serving students at four different sites in Brooklyn.² P140K@KAPPA V (75K140, "P140K@KAPPA V") is one such site, and serves students in kindergarten through eighth grade with an Individualized Education Plan ("IEP") classification of emotionally disturbed. The New York City Department of Education ("DOE") proposed to re-site and co-locate P140K@KAPPA V in Building K258 ("K258"), located 141 Macon Street, Brooklyn, NY 11216, in Community School District 13 beginning in 2012-2013. On March 21, 2012, the Panel for Educational Policy ("PEP") approved the proposal. P140K@KAPPA V will be co-located with existing public charter school, Leadership Preparatory Bedford Stuyvesant Charter School (84K517, "Leadership Prep Bed Stuy"), which currently serves students in kindergarten through sixth grade, and is phasing-in to eventually serve students in kindergarten through eighth grade in 2013-2014. Leadership Prep Bed Stuy is operated by a charter management organization ("CMO") called Uncommon Schools ("Uncommon"). Uncommon currently manages a total of eleven charter schools in New York City, all of which are located in Brooklyn. P140K@KAPPA V will also be co-located with an Alternative Learning Center ("ALC"). The ALC housed in K258 (88K983) is a suspension center serving students in sixth through eighth grade. The DOE does not anticipate that the proposed re-siting and co-location of P140K@KAPPA V will impact the instructional programming, admissions processes, extracurricular programming, or community partnerships at either Leadership Prep Bed Stuy or the ALC. 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. This revised BUP includes allocations of instructional space through the 2013-2014 school year, which is when Leadership Prep Bed Stuy will be fully phased in and serving students in kindergarten through eighth grade and provides updated information regarding recent PEP votes. Additionally, the revised BUP corrects errors relating to the schools' baseline space allocations pursuant to the DOE Instructional Footprint and other typographical errors.

Currently, K258 also houses the Academy of Business and Community Development (13K336, "ABCD"), an existing school serving students in grades six through twelve. In a separate EIS published in December 2011, the DOE proposed to close ABCD at the end of the 2011-2012 school year. On February 9, 2012 the Panel on Education Policy ("PEP") approved the proposal to close ABCD at the end of the 2011-2012 school year. Therefore, if this proposal is approved, P140K@KAPPA V would not be co-located with ABCD in K258.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between P140K@KAPPA V, Leadership Prep Bed Stuy, and the ALC. It also includes a proposal for the collaborative usage of shared resources and spaces between P140K@KAPPA V, Leadership Prep Bed Stuy, and the ALC, including, but not limited to, the cafeteria, the library, the gymnasium, and the auditorium which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. 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 would be collaboratively finalized by the Building Council.

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")³ 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.

¹ D75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, sensory impaired and/or multiply disabled. District 75 consists of 56 school organizations, home and hospital instruction and vision and hearing services. D75 schools and programs are located at more than 310 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island and Syosset, New York. For a complete list of D75 organizations, please see the D75 directory:

http://schools.nyc.gov/documents/d75/schools/DIRECTORY_complete.pdf

² 75K140 serves students at four different sites: (1) P140K@021K, located at 180 Chauncey Street, Brooklyn, NY, 11233; (2) P140K@P304K, located at 240 Hart Street, Brooklyn, NY 11206 ; (3) P140K@I323K, located at 210 Chester Street, Brooklyn, NY, 11212; (4) P140K@KAPPA V, located at 985 Rockaway Avenue, Brooklyn, NY, 11212.

³ 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/community/planning/default.htm>.

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 a school's representative. For elementary schools serving grades 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 ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving 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.

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

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms 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.

Space is allocated to D75 programs according to the DOE's D75 Instructional Footprint ("D75 Footprint"). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where D75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to D75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. 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 November 28, 2011 by Charles Fisher, Director of Space Planning, K258 has a total of 59 full-size classrooms/spaces⁴ (including 1 full-size science laboratory and 1 full-size science demonstration room), 8 half-size classrooms/spaces,⁵ 9 quarter-size spaces that can be used for administrative purposes, and 4.5 FSE rooms of designed administrative office/space. K258 also contains a gymnasium, an auditorium, a cafeteria, and a library. The following shared spaces will not be included in the individual allocation of space for any school:

- The School Based Support Team is housed in 1 full-size room.
- The nurse's office housed in 1.0 FSE rooms of designed administrative space.
- The custodian's office is housed in one quarter-size space.
- The school safety office is housed in one quarter-size space.

⁴ Full-size classrooms have an area of 500 square feet or more.

⁵ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

Excluding the spaces outlined above, K258 has a total of: 58 full-size classrooms (including 1 full-size science laboratory and 1 full-size science demonstration room), 8 half-size classrooms/spaces, 7 quarter-size spaces, and 3.5 FSE rooms of designed administrative office/space remaining that can be allocated to schools:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	59	8	9	4.5
SHARED SPACES or Building Services	1	0	2	1.0
Remaining Total to be Allocated	58	8	7	3.5

K258 also has a dance studio, which occupies 1 full-size space, and which is currently used solely by Leadership Prep Bed Stuy. The classroom allocation set forth below assumes that Leadership Prep Bed Stuy will continue to have sole use of this room. Once P140K@KAPPA V has completed its re-site in 2012-2013, the Building Council may decide to program the dance studio as a shared space.

2011-2012 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at each school in 2011-2012:

2011-2012	Total Enrolled ⁶	GE/ICT Sections	SC Sections	Grades Served
ABCD	219	10	0	6-12
Leadership Prep Bed Stuy	449	18	0	K-6
ALC	47	4	0	6-8

The table below summarizes ABCD's, Leadership Prep Bed Stuy's, and the ALC's baseline and/or adjusted Footprint allocations, which is based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. Due to the lack of half-size spaces in the building appropriate for instructional purposes, Leadership Prep Bed Stuy's baseline Footprint allocation was adjusted so that it receives 1 full-size space in lieu of 1 half-size space for use as a resource room.

2011-2012		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
ABCD	Baseline Footprint Allocation	10	1	0.0	2	0	2	2.5	12	1	2	0.0
	Current Space Allocation	25	1	0.0	2	0	2	2.5	27	1	2	0.0
Leadership Prep Bed Stuy	Baseline Footprint Allocation	21	2	2.0	0	2	2	3.5	21	4	2	2.0
	Adjusted Baseline Allocation	22	1	2.0	0	2	2	3.5	22	3	2	2.0
	Current Space Allocation	26	1	2.0	0	4	5	5.25	26	5	5	2.0
ALC	Baseline Footprint Allocation	4	0	1.5	0	0	0	1.5	4	0	0	1.5
	Current Space Allocation	4	1	1.0	1	1	0	2.5	5	2	0	1.5

⁶ 2011-2012 audited register.

As demonstrated in the table above, ABCD, Leadership Prep Bed Stuy, and the ALC are currently 20 full-size, 4 half-size, and 3 quarter-size classrooms in excess of their baseline Footprint allocations. The table below summarizes the available space within K258 after each school has received its baseline allocation, some of which will be allocated to P140K@KAPPA V for 2012-2013⁷:

2011-2012: Building K258	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0.0	20	4	3

As previously stated, on February 9, 2012 the PEP approved the proposal to close ABCD at the end of the 2011-2012 school year. The DOE is proposing to fill the space vacated by ABCD with the re-siting of P140K@KAPPA V.

2012-2013:

P140K@KAPPA V will begin serve students in kindergarten through eighth grade in K258 in the 2012-2013 school year. Leadership Prep Bed Stuy will phase in to serve students in kindergarten through seventh grade.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013:

2012-2013	Projected Enrollment ⁸	Projected GE/ICT Sections	Projected SC Sections	Grades Served
P140K@KAPPA V	142-176	0	17	K-8
Leadership Prep Bed Stuy	491-628	20	1	K-7
ALC	40-80	4	0	6-8

After P140K@KAPPA V, Leadership Prep Bed Stuy, and the ALC have received their respective baseline or adjusted baseline allocations of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K258	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	8	1	5

In this revised BUP, the excess space has been allocated between the three schools equitably based on the proportion of the total students in the building and 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.

⁷ If the proposed closure of ABCD is approved, the school will vacate the entirety of its current space allocation at the end of the 2011-2012 school year.

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

The table below summarizes the full 2012-2013 room allocation plan for P140K@KAPPA V, Leadership Prep Bed Stuy, and the ALC based on their baseline Footprint allocations, plus the excess space allocation:

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P140K@KAPPA V	Baseline Footprint Allocation	19	4	0.0	3	0	0	3.0	2	0	3	0.0	24	4	3	0.0
Leadership Prep Bed Stuy	Baseline Footprint Allocation	23	2	2.0	1	0	2	3.5	5	1	2	0.0	29	3	4	2.0
ALC	Baseline Footprint Allocation	4	1	1.5	0	0	0	1.5	1	0	0	0.0	5	1	0	1.5

In total, P140K@KAPPA V will be allocated 24 full-size, 4 half-size, and 3 quarter-size spaces. This represents 2 full-size and 3 quarter-size rooms in excess of P140K@KAPPA V's baseline Footprint allocation. Leadership Prep Bed Stuy will be allocated 29 full-size, 3 half-size, and 4 quarter-size spaces, and 2.0 FSE rooms of designed administrative office space. This represents 5 full-size, 1 half-size, and 2 quarter-size rooms in excess of Leadership Prep Bed Stuy's baseline Footprint allocation. The ALC will be allocated 5 full-size 1 half-size, and 1.5 FSE rooms of designed administrative office space. This allocation represents 1 full-size in excess of the ALC's baseline Footprint allocation.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year:

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL				PROPOSED 2012-2013 GRAND TOTAL				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)
ABCD	27	1	2	0.0	-	-	-	-	-27	-1	-2	0.0
P140K@KAPPA V	-	-	-	-	24	4	3	0.0	+24	+4	+3	0.0
Leadership Prep Bed Stuy	26	5	5	2.0	29	3	4	2.0	+3	-2	-1	0.0
ALC	5	2	0	1.5	5	1	0	1.5	0	-1	0	0.0

2013-2014:

Leadership Prep Bed Stuy will phase in to serve students in kindergarten through eighth grade in 2013-2014, at which time it will be at full scale.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013:

2013-2014	Projected Enrollment ⁹	Projected GE/ICT Sections	Projected SC Sections	Grades Served
P140K@KAPPA V	142-176	0	17	K-8
Leadership Prep Bed Stuy	552-706	22 ¹⁰	1	K-8
ALC	40-80	4	0	6-8

After P140K@KAPPA V, Leadership Prep Bed Stuy, and the ALC have received their respective baseline or adjusted baseline allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K258	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	6	1	5

The excess space has been allocated between the three schools equitably based on the proportion of the total students in the building and enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

The table below summarizes the full 2013-2014 room allocation plan for P140K@KAPPA V, Leadership Prep Bed Stuy, and the ALC based on their baseline Footprint allocations, plus the excess space allocation:

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P140K@KAPPA V	Baseline Footprint Allocation	19	4	0.0	3	0	0	3.0	2	0	3	0	24	4	3	0.0
	Leadership Prep Bed Stuy	25	2	2.0	1	0	2	3.5	4	0	2	0	30	2	4	2.0

⁹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁰ Leadership Prep Bed Stuy plans to eventually serve students in three sections per grade, for a total of 27 sections of GE/ICT across kindergarten through eighth grade. The 2013-2014 space allocation, which will serve as the building's long term space allocation, will accommodate Leadership Prep Bed Stuy's plans.

ALC	Baseline Footprint Allocation	4	1	1.5	0	0	0	1.5	0	1	0	0	4	2	0	1.5
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In total, P140K@KAPPA V will be allocated 24 full-size, 4 half-size, and 3 quarter-size spaces. This represents 2 full-size and 3 quarter-size rooms in excess of P140K@KAPPA V's baseline footprint allocation. Leadership Prep Bed Stuy will be allocated 30 full-size, 2 half-size, and 4 quarter-size spaces, and 2.0 FSE rooms of designed administrative office space. This represents 4 full-size and 2 quarter-size rooms in excess of Leadership Prep Bed Stuy's baseline footprint allocation. The ALC will be allocated 4 full-size, 2 half-size, and 1.5 FSE rooms of designed administrative office space. This allocation represents 1 half-size space in excess of the ALC's baseline allocation.

The room change is reflected below for the current school year 2012-2013 to the 2013-2014 school year:

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL				PROPOSED 2013-2014 GRAND TOTAL				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)
P140K@KAPPA V	24	4	3	0.0	24	4	3	0.0	0	0	0	0.0
Leadership Prep Bed Stuy	29	3	4	2.0	30	2	4	2.0	+1	-1	0	0.0
ALC	5	1	0	1.5	4	2	0	1.5	-1	+1	0	0.0

Shared Space Plan

A proposed shared space plan, which does not differ from the original BUP published on January 26, 2012, 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 K258. 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 will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website,¹¹ 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.¹² Where possible, the proposed schedule maintains schools' current allocation 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 2011 Campus Audit Template submitted by the Building Council.¹³ Because P140K@KAPPA

¹¹ <http://www.opt-osfns.org/osfns/>

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

¹³ 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.

V will be co-located in the building for the first time, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how P140K@KAPPA V, Leadership Prep Bed Stuy, and the ALC may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria and Outdoor Play Yard:

Cafeteria

- There is currently no shared space schedule for the cafeteria. Therefore, the DOE is proposing to allocate time allocated to each organization primarily based upon projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K258. Since Leadership Prep Bed Stuy begins their school day the earliest, the DOE is proposing to program Leadership Prep Bed Stuy for the cafeteria from 7:00 am to 7:50 am. Thus, Leadership Prep Bed Stuy will receive 50 minutes daily, or 4 hours and 10 minutes weekly for breakfast.
- The DOE is proposing that the ALC be programmed for the cafeteria from 7:50am to 8:10am, and will thus receive 20 minutes daily for breakfast, or 1 hour and 40 minutes weekly for breakfast. As the cafeteria has a capacity of 336 students, the DOE is proposing that P140K@KAPPA V serve breakfast from 8:00am to 8:25, and will thus receive 25 minutes daily, or 2 hours and 5 minutes weekly. Under this proposed shared space plan, P140K@KAPPA V and the ALC will only overlap for ten minutes during breakfast service.
- In the proposed shared space schedule, the Leadership Prep Bed Stuy will serve lunch from 11:00am to 12:30pm, thereby receiving 1 hour and 30 minutes daily, or 7 hours and 30 minutes weekly, for lunch. The DOE is proposing that P140K@KAPPA V serve lunch from 12:55pm to 1:35pm. Therefore, P140K@KAPPA V will receive 40 minutes daily, or 3 hour and 20 minutes weekly, for lunch. The ALC will serve lunch from 12:30-12:55pm, thereby receiving 25 minutes daily, or 2 hours and 5 minutes weekly.
- As previously stated, because the cafeteria's capacity is 336, Leadership Prep Bed Stuy can serve all of its students in two 45 minute lunch periods. Both P140K@KAPPA V and the ALC can accommodate all of their students during one lunch period.
- The DOE allocated lunch time in the cafeteria to each school separately so that each school will be the only school organization programmed for the cafeteria during its respective lunch time.

Gymnasium, Library, and Auditorium

According to the 2011 Campus Audit, there is currently a shared space schedule for the gymnasium only. The DOE is proposing that Leadership Prep Bed Stuy be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students compared to the other schools.

Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 402 students. Since Leadership Prep Bed Stuy is projected to serve a larger student population than P140K@KAPPA V or the ALC, Leadership Prep Bed Stuy is allocated the most amount of time in the gymnasium.
- Based on the current shared space schedule, the ALC is programmed for the gymnasium from 8:00am to 8:35am on Mondays through Thursday for a total of 35 minutes daily, or 2 hours and 20 minutes weekly. In an effort to maintain the current shared space schedule to the greatest extent possible, the DOE is proposing that the ALC be programmed for the gymnasium from 8:05am to 8:40am, Monday through Friday. Thus, the ALC will receive 35 minutes daily, or 2 hours and 55 minutes weekly.
- The DOE is proposing to program P140K@KAPPA V in the gymnasium from 8:40am to 11:00am, for a total of 2 hour and 20 minutes daily, or 11 hours and 40 minutes weekly. Based on the special needs of District 75 students, District 75 programs cannot program as many students at once as a traditional middle school. P140K@KAPPA V serves

students with the classification of emotionally disturbed in 8:1:1 and 12:1:1 settings. Therefore, they have been allocated additional time in the gym to accommodate their specific student population.

- Currently, Leadership Prep Bed Stuy is programmed for the gym from 3:00pm to 4:00pm on Mondays through Thursdays; from 8:40am to 9:23am and 10:10am to 4:00 pm on Tuesdays and Thursdays; and from 8:00am to 8:37am on Fridays. Leadership therefore has a weekly use of 15 hours and 43 minutes in the gymnasium. In a similar manner to the proposed gym allocation for both P140K@KAPPA V and the ALC, to the greatest extent possible, the DOE is proposing to allocate time in the gymnasium in blocks. Therefore, the DOE is deviating slightly from the current shared space schedule and proposing to program Leadership Prep Bed Stuy in the gymnasium from 12:00pm to 4:00pm; this will prevent an overlapping of Leadership Prep Bed Stuy's lunch allocation with their gym allocation. In total, Leadership Prep Bed Stuy will receive 4 hours daily, or 20 hours weekly in the gymnasium.

Library

- In the schedule below, the DOE proposes that time in the library be allocated to all schools based on the relative projected enrollment for each school.
- Leadership Prep Bed Stuy is allocated the largest amount of time in the library since it will serve the largest number of students. The DOE is proposing that Leadership Prep Bed Stuy will receive 4 hours daily, or 20 hours weekly. In the below proposed shared space schedule, P140K@KAPPA V will receive 2 hours and 30 minutes daily, or 12 hours and 30 minutes weekly. The ALC will receive 30 minutes daily, or 2 hours and 30 minutes weekly.

Auditorium

- The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
- The DOE proposes that Leadership Prep Bed Stuy receive the greatest amount of time in the auditorium, 17 hours and 30 minutes weekly, based on the fact that it will serve a greater number of students as compared to all other schools in the building. P140K@KAPPA has been allocated 13 hours and 45 minutes weekly and the ALC has been allocated 3 hours and 45 minutes weekly. Given that the capacity of the auditorium is 494, 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.

After School Programs

- The DOE notes that the proposed shared space plan does not allocate time in the shared spaces beyond 4:00 p.m. The Building Council will allocate these spaces as needed for after school programs.
- The DOE notes that Leadership Prep Bed Stuy offers extended day during the week. Should P140K@KAPPA V offer an extended day program, it could have to schedule it in its classroom allocation or it would have to manage the scheduling of shared spaces using the process outlined below.

The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. 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 schools changing their use of the shared space once ABCD has closed and P140K@KAPPA V has been re-sited to K258 in 2012-2013.

In 2012-2013, the DOE projects P140K@KAPPA V will serve 142-176 students, Leadership Prep Bed Stuy will serve 491-628 students, and the ALC will serve 40-80 students in K258. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, P140K@KAPPA V's school day runs from approximately 8:00 a.m. to 2:50 p.m., Leadership Prep Bed Stuy's school day runs from approximately 7:15 a.m. to 4:00p.m.¹⁴, and the ALC's school day runs from 8:00 a.m. to 2:00 p.m.

¹⁴ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

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: 336)	<p>Breakfast: Leadership Prep Bed Stuy 7:00am-7:50am ALC 7:50am-8:10am P140K@KAPPA V 8:00am-8:25am</p> <p>Lunch: Leadership Prep Bed Stuy 11:00am-12:30pm P140K@KAPPA V 12:55pm-1:35pm ALC 12:30pm-12:55pm</p>	<p>Breakfast: Leadership Prep Bed Stuy 7:00am-7:50am ALC 7:50am-8:10am P140K@KAPPA V 8:00am-8:25am</p> <p>Lunch: Leadership Prep Bed Stuy 11:00am-12:30pm P140K@KAPPA V 12:55pm-1:35pm ALC 12:30pm-12:55pm</p>	<p>Breakfast: Leadership Prep Bed Stuy 7:00am-7:50am ALC 7:50am-8:10am P140K@KAPPA V 8:00am-8:25am</p> <p>Lunch: Leadership Prep Bed Stuy 11:00am-12:30pm P140K@KAPPA V 12:55pm-1:35pm ALC 12:30pm-12:55pm</p>	<p>Breakfast: Leadership Prep Bed Stuy 7:00am-7:50am ALC 7:50am-8:10am P140K@KAPPA V 8:00am-8:25am</p> <p>Lunch: Leadership Prep Bed Stuy 11:00am-12:30pm P140K@KAPPA V 12:55pm-1:35pm ALC 12:30pm-12:55pm</p>	<p>Breakfast: Leadership Prep Bed Stuy 7:00am-7:50am ALC 7:50am-8:10am P140K@KAPPA V 8:00am-8:25am</p> <p>Lunch: Leadership Prep Bed Stuy 11:00am-12:30pm P140K@KAPPA V 12:55pm-1:35pm ALC 12:30pm-12:55pm</p>
Library	<p>ALC 9:00am-9:30am P140K@KAPPA V 9:30am-12:00pm Leadership Prep Bed Stuy 12:00pm-4:00pm</p>				
Gymnasium (Capacity: 402)	<p>ALC 8:05am-8:40am P140K@KAPPA V 8:40am-11:00am Leadership Prep Bed Stuy 12:00pm-4:00pm</p>				

Auditorium (Capacity: 494)	ALC 9:00am-9:45am P140K@KAPPA V 9:45am -12:30am Leadership Prep Bed Stuy 12:30pm-4:00pm				

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 P140K@KAPPA V will be part of the K258 School Safety Committee. As a member of the School Safety Committee, the leader/designee of P140K@KAPPA V 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 P140K@KAPPA V with Leadership Prep Bed Stuy and the ALC will be addressed on an ongoing basis. Moreover, the Safety Plan for the K258 school building will be modified as appropriate to meet any changing security needs associated with the co-location. P140K@KAPPA V will enter information in the K258 schools’ overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) 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 K258 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 2011,¹⁵ 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 minimally four times per year.

¹⁵ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents”.

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.