

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 co-locate Brooklyn Success Academy Charter School 3<sup>1</sup> (84KTBD, “Success Academy - Cobble Hill”), a new public charter school, in Building K293 (“K293”), located at 284 Baltic Street, Brooklyn NY 11201 in Community School District 15. If this proposal is approved, Success Academy - Cobble Hill would be co-located in K293 and beginning in 2012-2013 would enroll Kindergarten and first grade students, it would then add one grade each year until it serves K-4 in the building. Success Academy-Cobble Hill would be co-located with the School for International Studies (15K497, “School for International Studies”) and Brooklyn School for Global Studies (15K429, “Brooklyn School for Global Studies”), two existing DOE secondary schools that serve students in sixth through twelfth grades, and P.S. 368, an existing District 75 school<sup>2</sup> (75K386, “P368K@H429K”) serving students who are autistic, mentally retarded, or have multiple handicaps in ninth through twelfth grades.<sup>3</sup> A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed actual allocation of classrooms and administrative space between School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill. It also includes a proposal for the collaborative usage of shared resources and spaces between School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached for further information about the proposed co-location.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the Panel for Educational Policy.

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<sup>1</sup> Brooklyn Success Academy Charter School 3 is currently applying for a formal name change. The new name of the school will be Success Academy Charter School - Cobble Hill, subject to approval.

<sup>2</sup> 75K386 is sited at four locations throughout Brooklyn: 368K@1033K (70 Tompkins Ave., Brooklyn, NY 11206); 368K@P120K (18 Beaver St., Brooklyn, NY 11206); 368K@H429K (284 Baltic St., Brooklyn, NY 11201); 368K@Brooklyn Children Center (1819 Bergen St., Brooklyn, NY 11233). This proposal only refers to changes at P368K@H429K that is sited in Building K293.

<sup>3</sup> Enrollment as of October, 2011 as reported by the District 75 Superintendent's office.

## METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)<sup>4</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

## JUSTIFICATION OF FEASIBILITY AND 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 grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self contained. Therefore, the Footprint allocates one full-size room for each general education or Integrated Co-Teaching section and a full-size or half-size room to accommodate each Self Contained special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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 classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline 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.

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<sup>4</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. Please visit the DOE's website to access the Footprint, which guides space allocation and use in City schools: <http://schools.nyc.gov/community/planning/default.htm>. The Footprint can be found in the “Key Documents” section.

Space is allocated to District 75 programs according to the DOE's District 75 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 District 75 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 District 75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. 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 April 19, 2011 by Rana Khan and James Dekeles, Directors of Space Planning, building K293 has a total of 72 full-size classrooms/spaces<sup>5</sup> (including one full-size science demonstration lab and two full-size science labs, each of which has been allocated to the two secondary schools per the Footprint), 23 half-size classrooms/spaces,<sup>6</sup> 7 quarter-size spaces that can be used for administrative purposes, and the equivalent of 7 full-sized rooms of designed administrative office/space<sup>7</sup>. The K293 building also contains a gymnasium, auditorium, lunchroom, a library and an outdoor play space. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies one half-size, designed admin space
- School Safety occupies one quarter-size space
- Custodian's office occupies one half-size space
- School Based Support Team ("SBST") occupies one full-size, designed admin space

Excluding the spaces outlined above, the K293 building has a total of:

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<sup>5</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>6</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>7</sup> Walkthrough and survey data from April 19, 2011 was confirmed by a cursory walkthrough of Building K293 performed on October 25, 2011 by Charles Fisher, Director of Space Planning.

72 full-size classrooms/spaces<sup>8</sup> (including one full-size science demonstration labs and two full-size science labs), 22 half-size classrooms/spaces,<sup>9</sup> 6 quarter-size spaces that can be used for administrative purposes, and the equivalent of 5.5 rooms of designed administrative office/space remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	72	23	7	7
SHARED SPACES or Building Services	0	1	1	1.5
<b>Remaining Total to be Allocated</b>	<b>72</b>	<b>22</b>	<b>6</b>	<b>5.5</b>

Excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the relative projected enrollments of the schools.

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

2011-2012	Total Enrolled <sup>10</sup>	General Education /Integrated Co-Teaching ("GE/ICT") Sections	Self Contained ("SC") Sections
School for International Studies	522	21	3
Brooklyn School for Global Studies	415	15	4
P368K@H429K <sup>11</sup>	30 <sup>12</sup>	5	5

<sup>8</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>9</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>10</sup> 2011-2012 Register Projections

<sup>11</sup> P368K@H429K currently serves 4 sections of students. Depending on the student-teacher ratio dictated by students' Individualized Education Programs (IEPs), projected enrollment and section count are subject to change. Therefore, P368K@H429K will be allocated space to accommodate up to 5 sections (which it has served in previous years).

<sup>12</sup> Enrollment as of October, 2011 as reported by the District 75 Superintendent's office.

The table below summarizes Brooklyn School for Global Studies, School for International Studies and P368K@H429K’s baseline and/or adjusted footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted the baseline allocation of Brooklyn School for Global Studies for the following reason: an additional half size space has been allocated in lieu of designed admin space. Additionally, the DOE has adjusted the baseline allocation of P368K@H429K for the following reason: P368K@H429K has been allocated one full and one half size room in lieu of designed admin space.

2011-2012		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full Size Rooms	Half Size Rooms	<u>Designed Admin (FSE)</u>	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	<u>Designed Admin (FSE)</u>
School for International Studies	Baseline Footprint Allocation	21	4	3	-	-	-	3	21	4	-	3
	Current Space Allocation	35	4	4.5	1	5	3	8.75	36	9	3	4.5
Brooklyn School for Global Studies	Baseline Footprint Allocation	15	5	3	-	-	-	3	15	5	-	3
	Adjusted Baseline Allocation	15	5	3	-	-	-	3	15	5	-	3
	Current Space Allocation	31	4	1	1	7	2	6	32	11	2	1
P368@H429K	Baseline Footprint Allocation	4	3	-	-	-	-	1.5	4	3	-	-

Adjusted Baseline Allocation	4	3	-	1	1	-	1.5	5	4	-	-
Current Space Allocation	3	2	-	1	-	1	1.25	4	2	1	0

As demonstrated in the table above, School for International Studies and Brooklyn School for Global Studies are currently using many classrooms in excess of their baseline Footprint allocations. The table below summarizes the available space within K293 after each school has received its baseline/adjusted baseline allocation, some of which will be allocated to Success Academy - Cobble Hill for 2012-2013.

2011-2012: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0	31	9	6

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

If approved, Success Academy - Cobble Hill's Kindergarten and first grade students would be sited in K293 in the 2012-2013 school year.

As discussed previously, P368K@H429K has been allocated 1 full and 1 half size room in lieu of designed admin space. Success Academy - Cobble Hill's baseline Footprint has been adjusted for 2012-2013 for the following reason: two full-size and one half-size rooms have been allocated in lieu of designed admin space. Additionally, Success Academy – Cobble Hill has been allocated an additional cluster room to accommodate the school's proposed grade expansion in the following years and to maintain consistency throughout the years.

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

2012-2013	Projected Enrollment <sup>13</sup>	GE/ICT Sections	Self-Contained Sections
School for International Studies	485 - 585	20	4
Brooklyn School for Global Studies	400 - 485	15	4
P368K@H429K	25 - 30	5	5
Success Academy - Cobble Hill	170 - 206	7	0

After School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0	19	4	6

The excess space will be allocated among the schools based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.<sup>14</sup>

<sup>13</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>14</sup> This number is subject to change pending final enrollment projections.

The table below summarizes the full 2012-2013 room allocation plan for School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		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 Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Admin (FSE)
School for International Studies	Baseline Footprint Allocation	20	5	3	-	-	-	3	-	-	-	-	20	5	-	3
	Adjusted Baseline Allocation	20	5	2.5	-	1	-	3	10	2	3	-	30	8	3	2.5
Brooklyn School for Global Studies	Baseline Footprint Allocation	15	5	3	-	-	-	3	-	-	-	-	15	5	-	3
	Adjusted Baseline Allocation	15	5	3	-	-	-	3	9	2	3	-	24	7	3	3
P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	-	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	-	-
Success Academy - Cobble Hill	Baseline Footprint Allocation	10	2	2.5	-	-	-	2.5	-	-	-	-	10	2	-	2.5
	Adjusted Baseline	10	2	-	2	1	-	2.5	-	-	-	-	12	3	-	-

Allocation														
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In total, School for International Studies will be allocated 30 full-size, 8 half-size, 3 quarter size spaces and 2 and a half full-sized designed administrative office space. Brooklyn School for Global Studies will be allocated 24 full-size, 7 half-size, three quarter size spaces and 3 full-sized designed administrative office spaces. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 12 full size and 3 half-size spaces.

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 SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
School for International Studies	36	9	3	4.5	30	8	3	2.5	-6	-1	0	-2
Brooklyn School for Global Studies	32	11	2	1	24	7	3	3	-8	-4	+1	+2
P368K@H429K	4	2	1	0	6	4	0	0	+2	+2	-1	0
Success Academy - Cobble Hill	N/A	N/A	N/A	N/A	12	3	0	0	+12	+3	0	0

**2013-2014 (SECOND YEAR PROPOSED IMPLEMENTATION)**

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014.

2013-2014	Projected Enrollment <sup>15</sup>	GE/ICT Sections	SC Sections
School for International Studies	500 – 600	20	4
Brooklyn School for Global Studies	425 – 510	16	4
P368K@H429K	25 – 30	5	5
Success Academy - Cobble Hill	230– 260	10	0

After School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0	15	4	6

The excess space will be allocated among School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill, based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.<sup>16</sup>

The table below summarizes the full 2013-2014 room allocation plan for School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

<sup>15</sup> The DOE’s enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>16</sup> This number is subject to change pending final enrollment projections.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		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 Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Admin (FSE)
School for International Studies	Baseline Footprint Allocation	20	5	3	-	-	-	3	-	-	-	-	20	5	0	3
	Adjusted Baseline Allocation	20	5	2.5	-	1	-	3	8	2	3	-	28	8	3	2.5
Brooklyn School for Global Studies	Baseline Footprint Allocation	16	5	3	-	-	-	3	-	-	-	-	16	5	0	3
	Adjusted Baseline Allocation	16	5	3	-	-	-	3	7	2	3	-	23	7	3	3
P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	0	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	0	-
Success Academy - Cobble Hill	Baseline Footprint Allocation	13	2	2.5	-	-	-	2.5	-	-	-	-	13	2	0	2.5
	Adjusted Baseline Allocation	13	2	-	2	1	-	2.5	-	-	-	-	15	3	0	-

In total, School for International Studies will be allocated 28 full size rooms, 8 half size rooms, 3 quarter size rooms and 2 and a half full size designed office administrative space. Brooklyn School for Global Studies will be allocated 23 full size rooms, 7 half size rooms, 3 quarter size rooms and 3 full size designed office administrative space. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 15 full-size and 3 half-size rooms.

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

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
School for International Studies	30	8	3	2.5	28	8	3	2.5	-2	-	-	-
Brooklyn School for Global Studies	24	7	3	3	23	7	3	3	-1	-	-	-
P368K@H429K	6	4	-	-	6	4	-	-	-	-	-	-
Success Academy - Cobble Hill	12	3	-	-	15	3	-	-	+3	-	-	-

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

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015.

2014-2015	Projected Enrollment <sup>17</sup>	GE/ICT Sections	SC Sections
School for International Studies	475 - 570	19	4
Brooklyn School for Global Studies	425 - 510	17	4
P368K@H429K	25 - 30	5	5
Success Academy - Cobble Hill	360 - 450	15	0

After the schools have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0	10	4	6

The excess space will be allocated among School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill, based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.<sup>18</sup>

The table below summarizes the full 2014-2015 room allocation plan based on each school's baseline and adjusted baseline footprint allocations, plus t excess space allocations.

<sup>17</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>18</sup> This number is subject to change pending final enrollment projections.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		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 Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
School for International Studies	Baseline Footprint Allocation	19	5	3	-	-	-	3	-	-	-	-	19	5	-	3
	Adjusted Baseline Allocation	19	5	2.5	-	1	-	3	5	2	3	-	24	8	3	2.5
Brooklyn School for Global Studies	Baseline Footprint Allocation	17	5	3	-	-	-	3	-	-	-	-	17	5	-	3
	Adjusted Baseline Allocation	17	5	3	-	-	-	3	5	2	3	-	22	7	3	3
P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	-	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	-	-
Success Academy - Cobble Hill	Baseline Footprint Allocation	18	2	2.5	-	-	-	2.5	-	-	-	-	18	2	-	2.5
	Adjusted Baseline Allocation	18	2	-	2	1	-	2.5	-	-	-	-	20	3	-	-

In total, School for International Studies will be allocated 24 full-size rooms, 8 half-size rooms, 3 quarter-size rooms and 2 and a half full size designed office administrative space. Brooklyn School for Global Studies will be allocated 22 full-size rooms, 7 half-size rooms, 3 quarter size rooms and 3 full size designed office administrative space. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 20 full-size and 3 half-size rooms.

The room change is reflected below for the 2013-2014 to the 2014-2015 school year.

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
School for International Studies	28	8	3	2.5	24	8	3	2.5	-4	-	-	-
Brooklyn School for Global Studies	23	7	3	3	22	7	3	3	-1	-	-	-
P368K@H429K	6	4	-	-	6	4	-	-	-	-	-	-
Success Academy - Cobble Hill	15	3	-	-	20	3	-	-	+5	-	-	-

**2015-2016 (FOURTH AND FINAL YEAR PROPOSED IMPLEMENTATION)**

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016.

2015-2016	Projected Enrollment <sup>19</sup>	GE/ICT Sections	SC Sections
School for International Studies	450 – 540	18	4
Brooklyn School for Global Studies	450 – 540	18	4
P368K@H429K	25 – 30	5	5
Success Academy - Cobble Hill	510 - 620	20	0

After School for International Studies, Brooklyn School for Global Studies, P368K@H429K and Success Academy - Cobble Hill have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2013: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0	5	3	6

The excess space will be allocated among the schools based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.<sup>20</sup>

The table below summarizes the full 2015-2016 room allocations for all schools based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation.

<sup>19</sup> The DOE’s enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>20</sup> This number is subject to change pending final enrollment projections.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		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 Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Admin (FSE)
School for International Studies	Baseline Footprint Allocation	18	5	3	-	-	-	3	-	-	-	-	18	5	-	3
	Adjusted Baseline Allocation	18	5	2.5	-	1	-	3	2	2	3	-	20	8	3	2.5
Brooklyn School for Global Studies	Baseline Footprint Allocation	18	5	3	-	-	-	3	-	-	-	-	18	5	-	3
	Adjusted Baseline Allocation	18	5	3	-	-	-	3	3	1	3	-	21	6	3	3
P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	-	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	-	-
Success Academy - Cobble Hill	Baseline Footprint Allocation	23	3	2.5	-	-	-	2.5	-	-	-	-	23	3	-	2.5
	Adjusted Baseline Allocation	23	3	-	2	1	-	2.5	-	-	-	-	25	4	-	-

In total, School for International Studies will be allocated 20 full-size rooms, 8 half-size rooms, 3 quarter-size rooms and 2 and a half full size designed office administrative space. Brooklyn School for Global Studies will be allocated 21 full-size rooms, 6 half-size rooms, 3 quarter size rooms and 3 full size designed office administrative space. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 25 full-size and 4 half-size rooms.

The room change is reflected below for the 2014-2015 to the 2015-2016 school year.

Room Change (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
School for International Studies	24	8	3	2.5	20	8	3	2.5	-4	-	-	-
Brooklyn School for Global Studies	22	7	3	3	21	6	3	3	-1	-1	-	-
P368K@H429K	6	4	-	-	6	4	-	-	-	-	-	-
Success Academy - Cobble Hill	20	3	-	-	25	4	-	-	+5	+1	-	-

### 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 K293. 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 Educational Policy.

#### 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, the total capacity of each shared space, the grades served by each of the co-located schools, the unique needs of the District 75 population and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>21</sup> 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.<sup>22</sup> Because Success Academy - Cobble Hill would be co-located in the building for the first time if this proposal is approved, it may be necessary to 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 Success Academy - Cobble Hill, Brooklyn School for Global Studies, School for International Studies and P368K@H429K may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

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<sup>21</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>22</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

**Cafeteria and Outdoor Play Yard:**Cafeteria

- In the proposed plan below, Success Academy - Cobble Hill receives thirty five minutes of time in the cafeteria for lunch, School for International Studies receives two hours of time in the cafeteria for lunch and Brooklyn School for Global Studies and P368K@H429K each receive one hour and five minutes of time in the cafeteria for lunch. Even though P368K@H429K enrolls the least number of students, it has been allocated the same amount of time as Brooklyn School for Global Studies because P368K@H429K is required to serve students in small classes. In addition, the DOE notes that this proposed schedule allocates the most amount of time to the schools with the largest enrollment and is approximately equivalent to how time is currently allocated in the cafeteria based on the 2011 Campus Audit provided by the building. Thus, the DOE believes that this plan is feasible and treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal. All schools will be able to serve their entire student body in the designated lunch periods because the cafeteria has the capacity to accommodate 600 students.
- The DOE notes that some of the lunch times for the co-located schools overlap during the day because the cafeteria has the space to accommodate 600 students. For example, Brooklyn School for Global Studies could serve all its students together with all of P368K@H429K's students because combined both schools will only serve approximately 515 students, less than the cafeteria's capacity.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K293. Given that the capacity of the cafeteria is 600 students, the DOE has allocated approximately the same duration and time to Brooklyn School for Global Studies, School for International Studies and P368K@H429K for breakfast. Since Success Academy – Cobble Hill will start its school day before the other schools, it has been allocated a separate period for breakfast that begins and ends before the start of the school day of the other schools. This means that Success Academy – Cobble Hill will begin school as the other schools begin to serve breakfast, and thus this co-location will not affect the current schools' existing breakfast schedule.

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space, but based on the 2011 Campus Audit for the building specific times on the outdoor playground are not currently allocated to any of the existing schools.

- In the schedule below, the DOE has assigned time to each school on the outdoor playground based on each school's cafeteria schedule in order to provide schools with the option of offering students a recess before or after the proposed lunch period.

#### Gymnasiums

- There is one gymnasium in the building.
- In the proposed schedule below, Success Academy - Cobble Hill is allocated the largest amount of time in the gymnasium (11.25 hours weekly), while the School for International Studies, Brooklyn School for Global Studies and P368K@H429K are all allocated approximately ten hours weekly. This is primarily because Success Academy - Cobble Hill will serve elementary school students while the other schools will all serve students who are in middle school or high school. The DOE's allocations are based on the assumption that the gymnasium would not be used for more than 40 elementary school students at a time, whereas the gymnasium could accommodate up to 110 middle school or high school students at a time. Moreover, overlapping times in the gymnasium may be accommodated by dividing the gymnasium in half.

#### Library

- The DOE notes that the library is a shared space; however specific time in the library is not currently allocated to any of the existing schools according to the 2011 Campus Audit. The DOE proposes that School for International Studies receive the most amount of time in the library because it has the largest projected enrollment for 2012-2013. Additionally, despite its relatively small projected enrollment, P368K@H429K is allocated two hours of library time. The DOE notes that this is because P368K@H429K is required to serve students in small classes. Success Academy – Cobble Hill has informed the DOE that they will not require use of the library, and therefore no time has been allocated to them in the proposed shared space schedule below.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as needed basis to accommodate the 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.

#### Auditorium

The DOE notes that the auditorium is a shared space; however specific time in the auditorium is not currently allocated to any of the existing schools according to the 2011 Campus Audit.

- The DOE proposes that School for International Studies and Brooklyn School for Global Studies each receive the greatest amount of time in the auditorium (10 hours weekly) based on the fact that each school will serve the most number of students as compared to all other schools in the building. Success Academy - Cobble Hill and P368K@H429K have been allocated five hours weekly. Given that the capacity of the auditorium is 602, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.

### **After School Programs**

- The DOE recognizes that the gymnasium is scheduled for early bird basketball from 7:00 to 7:55 am each morning, and for after-school basketball games from 3:00 to 4:00 pm each day. Given that the gymnasium is not proposed to be scheduled after 3:00 pm each day, the DOE does not anticipate that the schedule below will affect after-school basketball games. Additionally, the DOE recognizes that Citizen Schools currently utilizes space after school on the 3<sup>rd</sup> floor and the DOE does not anticipate that this proposal would prohibit Citizen Schools for utilizing space after hours as they currently do. Finally, the DOE recognizes that Relay Graduate School of Education utilizes space after-school on an as-needed basis from 4:30 to 8:30 pm and the DOE does not anticipate that this proposal would prohibit Relay Graduate School of Education from utilizing space after hours as they currently do. Under this plan, all schools are maintaining the amount of time that they are currently allocated in these shared spaces after school hours. Put another way, no school or program is gaining or losing time in these shared spaces after-school next year; thus, we believe this plan treats both schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.

As noted above, Success Academy - Cobble Hill is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. As noted in this BUP, 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 current schools in the building changing their use of the shared space once Success Academy - Cobble Hill is co-located in the building.

In 2012-2013, the DOE projects School for International Studies will serve 485-585 students, Brooklyn School for Global Studies will serve 400-485 students, and P368K@H429K will serve 25-30 students in K293. According to its charter, Success Academy - Cobble Hill will serve a total of 170-206 students in 2012-2013 at K293. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, School for International Studies' school day runs from approximately 8:30 to 3:00 pm, Brooklyn School for Global Studies' school day runs from approximately 8:28 to 3:09 pm and P368K@H429K's

school day runs from approximately 8:20 to 3:10 pm.<sup>23</sup> Since Success Academy - Cobble Hill is a new school, it does not have a current school start or end time. However the DOE notes that all of the other Success Charter Network elementary schools which are part of the same charter network organization, begin between 7:00 and 7:45 a.m. and end between 4:00 and 5:00 p.m.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 600)	<b>Breakfast:</b> <b>Success Academy - Cobble Hill</b> 7:15am-7:45am				
	<b>All Other Schools</b> 7:45am-8:20am				
	<b>Lunch:</b> <b>Success Academy - Cobble Hill</b> 10:50am-11:25am				
	<b>School for International Studies</b> 11:25am-1:25pm				
	<b>Brooklyn School for Global Studies &amp; P368@H429K</b> 1:25pm-2:30pm				

<sup>23</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<p><b>Library</b></p>	<p><b>School for International Studies</b> 9:00am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:00pm <b>P368@H429K</b> 1:00pm-3:00pm</p>	<p><b>School for International Studies</b> 9:00am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:00pm <b>P368@H429K</b> 1:00pm-3:00pm</p>	<p><b>School for International Studies</b> 9:00am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:00pm <b>P368@H429K</b> 1:00pm-3:00pm</p>	<p><b>School for International Studies</b> 9:00am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:00pm <b>P368@H429K</b> 1:00pm-3:00pm</p>	<p><b>School for International Studies</b> 9:00am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:00pm <b>P368@H429K</b> 1:00pm-3:00pm</p>
<p><b>Gymnasium</b> (Capacity: 651)</p>	<p><b>Brooklyn School for Global Studies &amp; P368@H429K</b> 8:30am-10:00am <b>Brooklyn School for Global Studies</b> 10:00am-10:45am <b>School for International Studies</b> 10:45am-12:45pm <b>Success Academy - Cobble Hill</b> 12:45am-3:00 pm</p>	<p><b>Brooklyn School for Global Studies &amp; P368@H429K</b> 8:30am-10:00am <b>Brooklyn School for Global Studies</b> 10:00am-10:45am <b>School for International Studies</b> 10:45am-12:45pm <b>Success Academy - Cobble Hill</b> 12:45am-3:00 pm</p>	<p><b>Brooklyn School for Global Studies &amp; P368@H429K</b> 8:30am-10:00am <b>Brooklyn School for Global Studies</b> 10:00am-10:45am <b>School for International Studies</b> 10:45am-12:45pm <b>Success Academy - Cobble Hill</b> 12:45am-3:00 pm</p>	<p><b>Brooklyn School for Global Studies &amp; P368@H429K</b> 8:30am-10:00am <b>Brooklyn School for Global Studies</b> 10:00am-10:45am <b>School for International Studies</b> 10:45am-12:45pm <b>Success Academy - Cobble Hill</b> 12:45am-3:00 pm</p>	<p><b>Brooklyn School for Global Studies &amp; P368@H429K</b> 8:30am-10:00am <b>Brooklyn School for Global Studies</b> 10:00am-10:45am <b>School for International Studies</b> 10:45am-12:45pm <b>Success Academy - Cobble Hill</b> 12:45am-3:00 pm</p>

<p><b>Auditorium</b> (Capacity: 602)</p>	<p><b>Success Academy - Cobble Hill</b> 8:30am-9:30am <b>School for International Studies</b> 9:30am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:30pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 8:30am-9:30am <b>School for International Studies</b> 9:30am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:30pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 8:30am-9:30am <b>School for International Studies</b> 9:30am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:30pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 8:30am-9:30am <b>School for International Studies</b> 9:30am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:30pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 8:30am-9:30am <b>School for International Studies</b> 9:30am-11:30am <b>Brooklyn School for Global Studies</b> 11:30am-1:30pm <b>P368@H429K</b> 1:30pm-2:30pm</p>
<p><b>Outdoor Playground</b></p>	<p><b>Success Academy - Cobble Hill</b> 11:40 am-12:30pm <b>School for International Studies</b> 12:30pm-1:20pm <b>Brooklyn School for Global Studies</b> 1:20pm-2:10pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 11:40 am-12:30pm <b>School for International Studies</b> 12:30pm-1:20pm <b>Brooklyn School for Global Studies</b> 1:20pm-2:10pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 11:40 am-12:30pm <b>School for International Studies</b> 12:30pm-1:20pm <b>Brooklyn School for Global Studies</b> 1:20pm-2:10pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 11:40 am-12:30pm <b>School for International Studies</b> 12:30pm-1:20pm <b>Brooklyn School for Global Studies</b> 1:20pm-2:10pm <b>P368@H429K</b> 1:30pm-2:30pm</p>	<p><b>Success Academy - Cobble Hill</b> 11:40 am-12:30pm <b>School for International Studies</b> 12:30pm-1:20pm <b>Brooklyn School for Global Studies</b> 1:20pm-2:10pm <b>P368@H429K</b> 1:30pm-2:30pm</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 Success Academy - Cobble Hill will be part of the K293 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Success Academy - Cobble Hill 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 Success Academy - Cobble Hill will be addressed on an ongoing basis. Moreover, the Safety Plan for the K293 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Success Academy - Cobble Hill will enter information in the K293 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 K293 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.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

### **Proposed Communications Strategy**

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011,<sup>24</sup> co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the SLT of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.

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<sup>24</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".