

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 temporarily co-locate grades six through seven of Brooklyn Prospect Charter School – Clinton Hill (84KTBD, "BK Prospect - Clinton Hill") in building K117 ("K117"), located at 300 Willoughby Avenue, Brooklyn, NY 11205 in Community School District 13 ("District 13"), where it will be co-located with Brooklyn Community High School of Communication, Arts, and Media (13K412, "BCAM"), an existing high school in District 13 that serves students in ninth through twelfth grades, Brooklyn High School for Leadership and Community Service (13K616, "LACS"), an existing transfer high school in District 13 that serves students in ninth through twelfth grades, and P.S. K369 Coy L. Cox (75K369, "P369@K117"), one site of an existing multi-sited District 75 program, serving students in grades six through eight in K117. A "co-location" means that two or more school organizations are located in the same building and may share common spaces such as auditoriums, gymnasiums, libraries, and cafeterias.

Building K117 also currently houses M.S. 596 Peace Academy (13K596, "Peace Academy"), an existing middle school in District 13 serving students in sixth through eighth grades. Per a prior proposal approved by the Panel for Educational Policy ("PEP") on February 24, 2016, Peace Academy will close following the 2015-2016 school year. Thus, Peace Academy would not be present in building K117 during the temporary co-location of BK Prospect Clinton Hill, if approved. More information about the proposal to close Peace Academy can be found at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2015-2016/February242016SchoolProposals>.

BK Prospect - Clinton Hill recently began construction on a new private site to serve students in sixth through eighth grades, located at 1100 Fulton Street, Brooklyn, NY 11238 ("1100 Fulton Street"). BK Prospect – Clinton Hill made a request to the DOE for space that could accommodate their first two cohorts of students while they await completion of construction on their private space. Accordingly, the DOE proposes to temporarily co-locate BK Prospect - Clinton Hill in K117 during the 2016-2017 and 2017-2018 school years as the school awaits the completion of its private space. This proposal will enable BK Prospect - Clinton Hill to begin serving students before completion of its private space and will allow families to be served in BK Prospect – Clinton Hill beginning in the 2016-2017 school year and then continue their instruction at BK Prospect - Clinton Hill's new site at 1100 Fulton Street. If this proposal is approved, BK Prospect - Clinton Hill will serve students in grade six in K117 in the 2016-2017 school year, and will serve students in grades six and seven in K117 in the 2017-2018 school year. Beginning in the 2018-2019 school year, when BK Prospect - Clinton Hill's new location is completed, students from BK Prospect - Clinton Hill's school site at K117 will continue to be served by BK Prospect - Clinton Hill, albeit at their new location at 1100 Fulton Street. Building K117 is approximately 0.9 miles from BK Prospect Clinton Hill's location at 1100 Fulton Street.

BK Prospect - Clinton Hill was approved by its charter authorizer, the State University of New York's Charter School Institute ("SUNY"), to open in 2016-2017.

Pursuant to the New York State Charter Schools Act of 1998 (as amended), the following plan outlines the proposed allocation of classrooms and administrative space between BK Prospect - Clinton Hill, BCAM, LACS, and P369@K117 if this proposal is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between BK Prospect - Clinton Hill, BCAM, LACS, and P369@K117, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.¹ 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 temporary co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed co-location is approved by the PEP.

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

METHODOLOGY

The DOE has applied the Footprint to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner; and has 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 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-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:

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

For grades 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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, library, auditorium, and cafeteria, and spaces such as occupational/physical therapy rooms and the nurse’s office, or they are 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 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. Therefore, each principal 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 completed on January 26, 2016 by a representative of the Office of Space Planning, K117 has a total of 59 full-size ("FS") classrooms/spaces,² 13 half-size ("HS") classrooms/spaces,³ 5 quarter-size ("QS") spaces,⁴ and 3.5 full-size equivalent rooms ("FSE") of designed administrative office space. K117 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 School Based Support Team occupies 1 full-size space.
- The Black Box Theatre occupies 1 full-size space.
- The dance room occupies 1 full-size space.
- The school safety room occupies 1 quarter-size space.
- The custodian's office occupies 1 quarter-size space.
- The nurse's office occupies 1.0 FSE room of designed administrative space.

Excluding the spaces outlined above, K117 has a total of 56 full-size classrooms/spaces, 13 half-size classrooms/spaces, 3 quarter-size spaces, and the equivalent of 2.5 FSE rooms remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	59	13	5	3.5
Shared Spaces or Building Services	3	0	2	1.0
Remaining to Be Allocated	56	13	3	2.5

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans and number of sections at BCAM, LACS, P369K@K117, and Peace in 2015-2016:

School Name	Grade Span	Total Enrollment ⁵	GE/ICT Sections	SC Sections
BCAM	9-12	364	15	0
LACS	9-12	209	8	0
P369K@K117	6-8	36	0	4
Peace Academy	6-8	48	3	0

The DOE has adjusted P369K@K117's baseline Footprint allocation for the following reasons:

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

⁴ Quarter-size rooms have an area of less than 240 square feet.

⁵ Figures are based on the 2015-2016 Audited Register as of October 31, 2015 or the charter headcount as of October 1, 2015.

- For instructional use, in the 2015-2016 school year, as a result of building configuration, P369K@K117 has been allocated 3 full-size rooms and 2 half-size rooms in lieu of 4 full-size rooms and 1 half-size room.
- For administrative use, in the 2015-2016 school year, as a result of building configuration, P369K@K117 has been allocated 2 half-size rooms and 1 quarter-size room in lieu of 3 half-size rooms.
- As a result of both adjustments described above, P369K@K117 is 1 half-size room and 1 quarter-size room under its adjusted baseline Footprint. Moving forward, by allocating P369K@K117 additional space in the building, P369K@K117 will receive adequate space to meet instructional Footprint requirements.

The table below summarizes BCAM, LACS, P369K@K117, and Peace Academy's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space the schools are currently using.

2015-2016		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)
BCAM	Baseline Footprint Allocation	15	1	0.0	2	3	0	3.5	6	2	1	0.0	23	6	1	0.0
LACS	Baseline Footprint Allocation	8	1	0.0	3	0	0	3.0	5	0	1	0.0	16	1	1	0.0
P369K@K117	Baseline Footprint Allocation	4	1	-	-	-	-	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	3	2	0.0	0	2	1	1.25	0	0	0	0.0	3	4	1	0.0
Peace Academy	Baseline Footprint Allocation	4	1	2.5	0	0	0	2.5	10	1	0	0.0	14	2	0	2.5

In total:

- BCAM is currently allocated 23 full-size rooms, 6 half-size rooms, and 1 quarter-size room. This allocation includes 6 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of BCAM's baseline allocation.
- LACS is currently allocated 16 full-size rooms, 1 half-size room, and 1 quarter-size room. This allocation includes 5 full-size rooms and 1 quarter-size room in excess of LACS's baseline allocation.
- P396K@K117 is currently allocated 3 full-size rooms, 4 half-size rooms, and 1 quarter-size room. This allocation is 1 half-size room and 1 quarter-size room under P396K@K117's baseline allocation.
- Peace Academy is currently allocated 14 full-size rooms, 2 half-size rooms, and 2.5 FSE rooms of designed administrative space. This is 10 full-size rooms and 1 half-size room in excess of Peace Academy's baseline allocation.

The table below summarizes the available space within K117 after BCAM, LACS, P369K@K117, and Peace Academy have received their respective baseline or adjusted baseline allocations per the Footprint in 2015-2016.

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation ⁶	21	3	2	0.0

2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2016-2017, BK Prospect - Clinton Hill will begin to serve grade six in K117, and Peace Academy will no longer be located in K117. The table below summarizes the projected enrollment, grade spans and number of sections at BCAM, LACS, P369K@K117, and BK Prospect - Clinton Hill in 2016-2017:

School Name	Grade Span	Total Enrollment	GE/ICT Sections	SC Sections
BCAM	9-12	370-410	16	0
LACS	9-12	195-235	8	0
P369K@K117	6-8	30-48	0	4
BK Prospect - Clinton Hill	6	115-125	4	0

After BCAM, LACS, P369K@K117, and BK Prospect - Clinton Hill have received their respective baseline or adjusted baseline Footprint allocations, 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 Baseline Allocation	18	2	3	0.0

The excess space will be allocated 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.

⁶ Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in K117 less the current space allocation for each school.

The table below summarizes the 2016-2017 room allocation plan for BCAM, LACS, P369K@K117, and BK Prospect - Clinton Hill based on their baseline Footprint allocations, plus the excess space allocations.

2016-2017		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)
BCAM	Baseline Footprint Allocation	16	1	1.5	0	4	0	3.5	9	2	1	0.0	25	7	1	1.5
LACS	Baseline Footprint Allocation	8	1	0.0	3	0	0	3.0	5	0	1	0.0	16	1	1	0.0
P369K@K117	Baseline Footprint Allocation	4	1	0.0	0	3	0	1.5	0	0	1	0.0	4	4	1	0.0
BK Prospect - Clinton Hill	Baseline Footprint Allocation	5	1	1.0	2	0	0	3.0	4	0	0	0.0	11	1	0	1.0

In total:

- BCAM will be allocated 25 full-size rooms, 7 half-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative space. This allocation includes 9 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of BCAM's baseline allocation.
- LACS will be allocated 16 full-size rooms, 1 half-size room, and 1 quarter-size room. This allocation includes 5 full-size rooms and 1 quarter-size room in excess of LACS's baseline allocation.
- P396K@K117 will be allocated 4 full-size rooms, 4 half-size rooms, and 1 quarter-size room. This allocation includes 1 quarter-size room in excess of P396K@K117's baseline allocation.
- BK Prospect - Clinton Hill will be allocated 11 full-size rooms, 1 half-size room, and 1.0 FSE rooms of designed administrative space. This is 4 full-size rooms in excess of BK Prospect - Clinton Hill's baseline allocation.

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

ROOM CHANGE (+/-)	CURRENT 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 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)
BCAM	23	6	1	0.0	25	7	1	1.5	+2	+1	-	+1.5
LACS	16	1	1	0.0	16	1	1	0.0	-	-	-	-
P369K@K117	3	4	1	0.0	4	4	1	0.0	+1	-	-	-
Peace Academy	14	2	0	2.5	-	-	-	-	-14	-2	-	-2.5
BK Prospect - Clinton Hill	-	-	-	-	11	1	0	1.0	+11	+1	-	+1.0

2017-2018 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

The table below summarizes the projected enrollment, grade span and number of sections at BCAM, LACS, P369K@K117, and BK Prospect - Clinton Hill in 2017-2018:

School Name	Grade Span	Total Enrollment	GE/ICT Sections	SC Sections
BCAM	9-12	395-435	18	0
LACS	9-12	195-235	8	0
P369K@K117	6-8	30-48	0	4
BK Prospect - Clinton Hill	6-7	230-250	8	0

Adjusted Baseline Allocation	9	1	1.0	3	0	0	4.0	1	0	0	0.0	13	1	0	1.0
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In total:

- BCAM will be allocated 23 full-size rooms, 7 half-size rooms, 1 quarter-size room, and 1.5 FSE rooms of designed administrative space. This allocation includes 5 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of BCAM's baseline allocation.
- LACS will be allocated 16 full-size rooms, 1 half-size room, and 1 quarter-size room. This allocation includes 5 full-size rooms and 1 quarter-size room in excess of LACS's baseline allocation.
- P396K@K117 will be allocated 4 full-size rooms, 4 half-size rooms, and 1 quarter-size room. This allocation includes 1 quarter-size room in excess of P396K@K117's baseline allocation.
- BK Prospect - Clinton Hill will be allocated 13 full-size rooms, 1 half-size room, and 1.0 FSE rooms of designed administrative space. This is 1 full-size room in excess of BK Prospect - Clinton Hill's baseline allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
BCAM	25	7	1	1.5	23	7	1	1.5	-2	-	-	-
LACS	16	1	1	0.0	16	1	1	0.0	-	-	-	-
P369K@K117	4	4	1	0.0	4	4	1	0.0	-	-	-	-
BK Prospect - Clinton Hill	11	1	0	1.0	13	1	0	1.0	+2	-	-	-

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 K117. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon each school's projected enrollment 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 <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,⁷ 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.⁸ Where possible, the proposed schedule maintains the current school's allocation of time in 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.

Cafeteria

Cafeteria

- The cafeteria in K117 has a capacity of 500.
- The total time allocated to each organization in the cafeteria is based upon projected enrollment, the 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.
 - In the proposed schedule below, BK Prospect - Clinton Hill is allocated 45 minutes daily, BCAM is allocated 1 hour and 30 minutes daily, LACS is allocated 45 minutes daily, and P369K@K117 is allocated 45 minutes daily.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K117. LACS, BK Prospect - Clinton Hill, and P369K@K117 are each allocated 30 minutes daily for breakfast, while BCAM is allocated 35 minutes daily for breakfast.

Gymnasium, Library, Auditorium, and Dance Room

Gymnasium

- There is one gymnasium in the building with the capacity to serve 488 students.

⁷ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

⁸ See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, BK Prospect - Clinton Hill is allocated 50 minutes daily, BCAM is allocated 1 hour and 45 minutes daily, LACS is allocated 55 minutes daily, and P369K@K117 is allocated 45 minutes daily.

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, BK Prospect - Clinton Hill is allocated 50 minutes daily, BCAM is allocated 2 hours daily, LACS is allocated 45 minutes daily, and P369K@K117 is allocated 45 minutes daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 716 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, BK Prospect - Clinton Hill is allocated 50 minutes daily, BCAM is allocated 1 hour and 55 minutes daily, LACS is allocated 55 minutes daily, and P369K@K117 is allocated 45 minutes daily.

Dance Room

- There is one dance room in the building.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, BK Prospect - Clinton Hill is allocated 50 minutes daily, BCAM is allocated 1 hour and 45 minutes daily, LACS is allocated 55 minutes daily, and P369K@K117 is allocated 45 minutes daily.

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, or roughly 3:00 p.m. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared spaces as needed for after-school programs.

In 2016-2017, BCAM is projected to serve 370-410 students, LACS is projected to serve 195-235 students, P369K@K117 is projected to serve 30-48 students, and BK Prospect - Clinton Hill is projected to serve 115-125 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the day BCAM's schedule runs from 8:35 am-2:33 pm, LACS's schedule runs from 8:19 am-2:39 pm, P369K@K117's schedule runs from 8:20 am-2:40 pm, and BK Prospect - Clinton Hill's schedule is anticipated to run from 8:15am-2:45pm.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 500)	<u>Breakfast</u> LACS & P369K@K117 7:50am-8:20am BCAM 8:00am-8:35am BK Prospect - Clinton Hill 7:45am-8:15am <u>Lunch</u> BK Prospect - Clinton Hill 10:25am-11:10am BCAM 11:15am-12:45pm LACS & P369K@K117 12:50pm-1:35pm	<u>Breakfast</u> LACS & P369K@K117 7:50am-8:20am BCAM 8:00am-8:35am BK Prospect - Clinton Hill 7:45am-8:15am <u>Lunch</u> BK Prospect - Clinton Hill 10:25am-11:10am BCAM 11:15am-12:45pm LACS & P369K@K117 12:50pm-1:35pm	<u>Breakfast</u> LACS & P369K@K117 7:50am-8:20am BCAM 8:00am-8:35am BK Prospect - Clinton Hill 7:45am-8:15am <u>Lunch</u> BK Prospect - Clinton Hill 10:25am-11:10am BCAM 11:15am-12:45pm LACS & P369K@K117 12:50pm-1:35pm	<u>Breakfast</u> LACS & P369K@K117 7:50am-8:20am BCAM 8:00am-8:35am BK Prospect - Clinton Hill 7:45am-8:15am <u>Lunch</u> BK Prospect - Clinton Hill 10:25am-11:10am BCAM 11:15am-12:45pm LACS & P369K@K117 12:50pm-1:35pm	<u>Breakfast</u> LACS & P369K@K117 7:50am-8:20am BCAM 8:00am-8:35am BK Prospect - Clinton Hill 7:45am-8:15am <u>Lunch</u> BK Prospect - Clinton Hill 10:25am-11:10am BCAM 11:15am-12:45pm LACS & P369K@K117 12:50pm-1:35pm
Gymnasium (Capacity: 488)	BK Prospect - Clinton Hill 9:15am-10:05am BCAM 12:45pm-2:30pm LACS 11:50am-12:45pm P369K@K117 10:10am-10:55am				
Library	BK Prospect - Clinton Hill 8:20am-9:10am BCAM 9:15am-11:15am LACS 11:20am-12:05pm P369K@K117 12:05pm-12:50pm				
Auditorium (Capacity: 716)	BK Prospect - Clinton Hill 11:15am-12:05pm BCAM				

	9:20am-11:15am LACS 8:25am-9:20am P369K@K117 1:40pm-2:25pm	9:20am-11:15am LACS 8:25am-9:20am P369K@K117 1:40pm-2:25pm	9:20am-11:15am LACS 8:25am-9:20am P369K@K117 1:40pm-2:25pm	9:20am-11:15am LACS 8:25am-9:20am P369K@K117 1:40pm-2:25pm	9:20am-11:15am LACS 8:25am-9:20am P369K@K117 1:40pm-2:25pm
Dance Room	BK Prospect - Clinton Hill 9:15am-10:05am BCAM 12:45pm-2:30pm LACS 11:50am-12:45pm P369K@K117 10:10am-10:55am				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,⁹ 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 the principal(s); leaders/designee(s) of all other programs/schools 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) of the schools in the building 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/designees of BK Prospect - Clinton Hill, BCAM, LACS, and P369K@K117 are part of the K117 School Safety Committee. As members of the School Safety Committee, the leaders/designees of all schools participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise are addressed on an ongoing basis. Moreover, the Safety Plan for the K117 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of all schools at K117 must enter information in the K117 schools' overall School 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 K117, 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.

If any changes or modifications to the existing School Safety Plan are necessary, the School Safety Committee will be advised. If a new School Safety Plan for the K117 building is created, this plan must be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval and then will be submitted to the New York City Police Department ("NYPD") for final approval and certification.

⁹ Chancellor's Regulation A-414 is available at <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>

Proposed Communications Strategy

As per the Campus Policy Memo 2014,¹⁰ co-located schools must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the Building Council. The Building Council meets 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 Building Council 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 Shared Space Committee ("SSC") must 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 SSC reviews the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to May 28, 2010, the SSC reviews implementation of the current building space plans in place at those buildings. The SSC meets at least four times per year.

The SSC is 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 are selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes must be shared with the Building Council. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

¹⁰ The Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."