

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 truncate the middle school grades of Brooklyn School for Global Studies (15K429, "Global Studies") in building K293 ("K293"), located at 284 Baltic Street, Brooklyn, NY 11201, in the 2016-2017 school year. Global Studies is a secondary school serving currently students in grades seven through twelve¹ in K293 in Community School District 15 ("District 15"), where it is currently co-located with School for International Studies (15K497, "International Studies"), a secondary school serving students in grades six through twelve; Success Academy Cobble Hill (84K129, "SA-Cobble Hill"), a charter school serving students in grades kindergarten through four and offering a full-day Pre-Kindergarten ("Pre-K") program, and P.S. 368 (75K368, "P.S. 368"), one site of an existing multi-sited District 75 program, serving students in grades nine through twelve. 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.

On June 10, 2015, the Panel for Educational Policy ("PEP") approved the grade expansion of SA-Cobble Hill's kindergarten through fifth grades at K293, which will reach full scale in the 2016-2017 school year. This proposal will not impact the previously approved grade expansion of SA-Cobble Hill in K293. More information about this previous proposal can be found at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2014-2015/June2015SchoolProposals>.

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 SA - Cobble Hill, Global Studies, International Studies, and P.S. 368 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 SA - Cobble Hill, Global Studies, International Studies, and P.S. 368, 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.² 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 will be collaboratively finalized by the Building Council if the proposed co-location is approved by the PEP.

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

¹ As discussed in greater detail in the attached EIS, although Global Studies' grade span is 6-12, due to an error that occurred in the 2015-2016 school year, students who were admitted to Global Studies for sixth grade were enrolled at International Studies and other district schools. Accordingly, Global Studies does not currently serve students in sixth grade.

² 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/InstructionalFootprint>.

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
151-250	2
0-150	1

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

The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, 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 desk review conducted on January 4, 2016 by a representative of the Office of Space Planning, K293 has a total of 72 full-size ("FS") classrooms/spaces,³ 15 half-size ("HS") classrooms/spaces,⁴ 9 quarter-size ("QS") spaces,⁵ and 7.0 full-size equivalent rooms ("FSE") of designed administrative office space. K293 also contains an auditorium, cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse's office occupies 0.5 FSE room of designed administrative space.
- The School Based Support Team occupies 1.0 FSE room of designed administrative space.
- The dance room occupies 1 full-size space.
- The custodian's office occupies 1 quarter-size space.
- The fitness/weight room occupies 1 full-size space.

Excluding the spaces outlined above, K293 has a total of 70 full-size classrooms/spaces, 15 half-size classrooms/spaces, 8 quarter-size spaces, and the equivalent of 5.5 FSE rooms remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	72	15	9	7.0
Shared Spaces or Building Services	2	0	1	1.5
Remaining to Be Allocated	70	15	8	5.5

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 in 2015-2016:

School Name	Grade Span	Total Enrollment ⁶	GE/ICT Sections	SC Sections
Global Studies	6-12 ⁷	220	9	0
International Studies	6-12	477	22	0
SA - Cobble Hill	PK, K-4	432	18	0
P.S. 368	9-12	27	0	5

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

⁴ Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

⁵ Quarter-size rooms have an area of less than 240 square feet.

⁶ Figures are based on the 2015-2016 Audited Register as of October 31, 2015 or the charter headcount as of October 1, 2015.

⁷ As explained in the EIS that accompanies this proposal, due to an error, Global Studies' sixth grade students were enrolled in International Studies and other district schools in the 2015-2016 school year, and as such, Global Studies does not currently serve sixth-grade students. Notwithstanding this error, Global Studies is still a secondary school with a grade span of 6-12.

The DOE has adjusted P.S. 368's baseline Footprint allocation for the following reasons:

- In the 2015-2016 school year, as a result of building configuration P.S. 368 has been allocated 3 full-size rooms and 3 half-size rooms in lieu of 7 half-size rooms, and 1 quarter-size space in lieu of 1 half-size space. As a result of this adjustment, P.S. 368 received 6 instructional spaces instead of 7 instructional spaces, and is 1 half-size space and 1 quarter-size space under its adjusted baseline Footprint. Moving forward, by allocating P.S. 368 additional space in the building, P.S. 368 will receive adequate space to meet instructional Footprint requirements.

The table below summarizes Global Studies, International Studies, SA - Cobble Hill, and P.S. 368’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)
Global Studies	Baseline Footprint Allocation	9	1	2.5	1	0	0	3.5	5	4	1	0	15	5	1	2.5
International Studies	Baseline Footprint Allocation	22	1	2.0	1	0	6	4.5	3	0	0	0	26	1	6	2.0
SA - Cobble Hill	Baseline Footprint Allocation	21	2	1.0	1	3	0	3.5	3	1	0	0	25	6	0	1.0
P.S. 368	Baseline Footprint Allocation	0	7	-	-	-	-	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	3	3	0	1	0	1	1.25	0	0	0	0	4	3	1	0

In total:

- Global Studies is currently allocated 15 full-size rooms, 5 half-size rooms, 1 quarter-size room, and 2.5 FSE rooms of designed administrative space. This allocation includes 5 full-size rooms, 4 half-size rooms, and 1 quarter-size room in excess of Global Studies’ baseline allocation.
- International Studies is currently allocated 26 full-size rooms, 1 half-size room, 6 quarter-size rooms, and 2.0 FSE rooms of designed administrative space. This is 3 full-size rooms above International Studies’ baseline allocation.
- SA – Cobble Hill has been allocated 25 full-size rooms, 6 half-size rooms, and 1.0 FSE room of designed administrative space. This is 3 full-size rooms and 1 half-size room above SA – Cobble Hill’s baseline allocation.
- P.S. 368 has been allocated 4 full-size rooms, 3 half-size rooms, and 1 quarter-size room. This is 1 half-size space and 1 quarter-size space under P.S. 368’s adjusted baseline allocation.

The table below summarizes the available space within K293 after Global Studies, International Studies, P.S. 368 and SA - Cobble Hill 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 ⁸	11	5	1	0.0

2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2016-2017, Global Studies will no longer serve students in sixth and seventh grade. Additionally, in 2016-2017, SA - Cobble Hill will continue to phase in to serve students in kindergarten through fifth grade. The table below summarizes the projected enrollment, grade spans and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 in 2016-2017:

School Name	Grade Span and/or Programs	Projected Enrollment	GE/ICT Sections	SC Sections
Global Studies	8-12	195-245	10	1
International Studies	6-12	520-590	24	2
SA - Cobble Hill	PK, K-5	458-578	20	0
P.S. 368	9-12	25-30	0	5

The DOE has adjusted International Studies' baseline Footprint allocations due to building configuration and with respect to where International Studies is located in K293. The DOE has allocated International Studies 1 full-size room in lieu of 1 half-size room. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocation for International Studies in each year of room allocations presented in this document moving forward.

The DOE has adjusted P.S. 368's baseline Footprint allocations due to building configuration and with respect to where P.S. 368 is located in K293. The DOE has allocated P.S. 368 4 full-size rooms in lieu of 4 half-size rooms. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocation for P.S. 368 in each year of room allocations presented in this document moving forward.

After Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 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	3	1	2	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.

⁸ Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in K293 less the current space allocation for each school.

The table below summarizes the 2016-2017 room allocation plan for Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 based on their baseline or adjusted 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)
Global Studies	Baseline Footprint Allocation	10	2	2.5	0	1	0	3.0	1	-	1	-	11	3	1	2.5
International Studies	Baseline Footprint Allocation	24	3	-	-	-	-	5.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	25	2	2.0	2	0	4	5.0	2	1	1	-	29	3	5	2.0
SA - Cobble Hill	Baseline Footprint Allocation	23	3	1.0	2	3	0	4.5	-	-	-	-	25	6	0	1.0
P.S. 368	Baseline Footprint Allocation	0	7	0	-	-	-	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	4	3	0	1	0	2	1.5	-	-	-	-	5	3	2	0

In total:

- Global Studies has been allocated 11 full-size rooms, 3 half-size rooms, 1 quarter-size room, and 2.5 FSE rooms of designed administrative space, including 1 full-size room and 1 quarter-size room in excess of its baseline allocation.
- International Studies has been allocated 29 full-size rooms, 3 half-size rooms, 5 quarter-size rooms, and 2.0 FSE rooms of designed administrative space, including 2 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of its baseline allocation.
- SA - Cobble Hill has been allocated 25 full-size rooms, 6 half-size rooms, and 1.0 FSE room of designed administrative space.
- P.S. 368 has been allocated 5 full-size rooms, 3 half-size rooms, and 2 quarter-size rooms.

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)
Global Studies	15	5	1	2.5	11	3	1	2.5	-4	-2	-	-
International Studies	26	1	6	2.0	29	3	5	2.0	+3	+2	-1	-
SA - Cobble Hill	25	6	0	1.0	25	6	0	1.0	-	-	-	-
P.S. 368	4	3	1	0	5	3	2	0	+1	-	+1	-

2017-2018 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

The table below summarizes the projected enrollment, grade span and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 in 2017-2018:

School Name	Grade Span and Programs	Projected Enrollment	GE/ICT Sections	SC Sections
Global Studies	9-12	185-225	10	1
International Studies	6-12	595-665	26	2
SA - Cobble Hill	PK, K-5	483-603	20	0
P.S. 368	9-12	25-30	0	5

After Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 have received their respective baseline or adjusted baseline Footprint allocations, the following number of excess rooms remain:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	1	1	2	0

The excess space will be allocated based on the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the 2017-2018 room allocation plan for Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 based on their baseline or adjusted baseline Footprint allocations.

2017-2018		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)
Global Studies	Baseline Footprint Allocation	10	2	2.5	0	0	0	2.5	-	1	1	-	10	3	1	2.5
International Studies	Baseline Footprint Allocation	26	3	-	-	-	-	5.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	27	2	2.0	2	1	4	5.5	1	-	1	-	30	3	5	2.0
SA - Cobble Hill	Baseline Footprint Allocation	23	3	1.0	2	3	0	4.5	-	-	-	-	25	6	0	1.0
P.S. 368	Baseline Footprint Allocation	0	7	0	-	-	-	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	4	3	0	1	0	2	1.5	-	-	-	-	5	3	2	0

In total:

- Global Studies has been allocated 10 full-size rooms, 3 half-size rooms, 1 quarter-size room, and 2.5 FSE rooms of designed administrative space, including 1 half-size room and 1 quarter-size room in excess of its baseline allocation.

- International Studies has been allocated 30 full-size rooms, 3 half-size rooms, 5 quarter-size rooms, and 2.0 FSE rooms of designed administrative space, including 1 full-size room and 1 quarter-size room in excess of its baseline allocation.
- SA - Cobble Hill has been allocated 25 full-size rooms, 6 half-size rooms, and 1.0 FSE room of designed administrative space.
- P.S. 368 has been allocated 5 full-size rooms, 3 half-size rooms, and 2 quarter-size rooms.

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)
Global Studies	11	3	1	2.5	10	3	1	2.5	-1	-	-	-
International Studies	29	3	5	2.0	30	3	5	2.0	+1	-	-	-
SA - Cobble Hill	25	6	0	1.0	25	6	0	1.0	-	-	-	-
P.S. 368	5	3	2	0	5	3	2	0	-	-	-	-

2018-2019 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION):⁹

The table below summarizes the projected enrollment, grade span and number of sections at Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 in 2018-2019:

School Name	Grade Span and Programs	Projected Enrollment	GE/ICT Sections	SC Sections
Global Studies	9-12	185-225	10	1
International Studies	6-12	630-700	26	2
SA - Cobble Hill	PK, K-5	468-588	20	0
P.S. 368	9-12	25-30	0	5

⁹ Although Global Studies' truncation will be complete as of the 2017-2018 school year, this BUP is extended through the 2018-2019 school year to account for projected enrollment growth at International Studies due to an increase in projected demand.

After Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 have received their respective baseline or adjusted baseline Footprint allocations, the following number of excess rooms remain.

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	1	1	2	0

The excess space will be allocated based on the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the 2018-2019 room allocation plan for Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 based on their baseline or adjusted baseline Footprint allocations.

2018-2019		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)
Global Studies	Baseline Footprint Allocation	10	2	2.5	0	0	0	2.5	-	1	1	-	10	3	1	2.5
	Adjusted Baseline Allocation	27	2	2.0	2	1	4	5.5	1	-	1	-	30	3	5	2.0
SA - Cobble Hill	Baseline Footprint Allocation	23	3	1.0	2	3	0	4.5	-	-	-	-	25	6	0	1.0
	Adjusted Baseline Allocation	4	3	0	1	0	2	1.5	-	-	-	-	5	3	2	0
P.S. 368	Baseline Footprint Allocation	0	7	0	-	-	-	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	4	3	0	1	0	2	1.5	-	-	-	-	5	3	2	0

In total:

- Global Studies has been allocated 10 full-size rooms, 3 half-size rooms, 1 quarter-size room, and 2.5 FSE rooms of designed administrative space, including 1 half-size room and 1 quarter-size room in excess of its baseline allocation.

- International Studies has been allocated 30 full-size rooms, 3 half-size rooms, 5 quarter-size rooms, and 2.0 FSE rooms of designed administrative space, including 1 full-size room and 1 quarter-size room in excess of its baseline allocation.
- SA - Cobble Hill has been allocated 25 full-size rooms, 6 half-size rooms, and 1.0 FSE room of designed administrative space.
- P.S. 368 has been allocated 5 full-size rooms, 3 half-size rooms, and 2 quarter-size rooms.

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

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 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)
Global Studies	10	3	1	2.5	10	3	1	2.5	-	-	-	-
International Studies	30	3	5	2.0	30	3	5	2.0	-	-	-	-
SA - Cobble Hill	25	6	0	1.0	25	6	0	1.0	-	-	-	-
P.S. 368	5	3	2	0	5	3	2	0	-	-	-	-

Shared Space Plan

A proposed Shared Space plan for the 2016-2017 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K293. 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,¹⁰ 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.¹¹ 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 K293 has a capacity of 602.
- 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, Global Studies is allocated 45 minutes daily, International Studies is allocated 1 hour and 40 minutes daily, P.S. 368 is allocated 45 minutes daily, and SA - Cobble Hill is allocated 1 hour and 40 minutes daily.
- With regards to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K293. Global Studies, International Studies, and P.S. 368 each receive 35 minutes daily for breakfast, while SA - Cobble Hill receives 30 minutes daily for breakfast.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building with the capacity to serve 651 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Global Studies receives 45 minutes daily, International Studies receives 2 hours and 40 minutes daily, SA - Cobble Hill receives 2 hours and 35 minutes daily, and P.S. 368 receives 40 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.

¹⁰ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

¹¹ See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- In the proposed schedule below, Global Studies receives 45 minutes daily, International Studies receives 1 hour and 45 minutes daily, SA - Cobble Hill receives 1 hour and 40 minutes daily, and P.S. 368 receives 40 minutes daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 602 students.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Global Studies receives 40 minutes daily, International Studies receives 1 hour and 25 minutes daily, SA - Cobble Hill receives 1 hour and 15 minutes daily, and P.S. 368 receives 40 minutes daily.

Dance Room

- There is one dance room in the building.
- The DOE proposes that time in the dance room be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Global Studies receives 40 minutes daily, International Studies receives 1 hour and 30 minutes daily, SA - Cobble Hill receives 1 hour and 20 minutes daily, and P.S. 368 receives 40 minutes daily.

Fitness/Weight Room

- There is one fitness/weight room in the building.
- The DOE proposes that time in the fitness/weight room be allocated relative to the projected enrollment of each school.
- In the proposed schedule below, Global Studies receives 45 minutes daily, International Studies receives 2 hours and 40 minutes daily, SA - Cobble Hill receives 2 hours and 35 minutes daily, and P.S. 368 receives 40 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, Global Studies is projected to serve 195-245 students, International Studies is projected to serve 520-590 students, SA - Cobble Hill is projected to serve 458-578 students, and P.S. 368 is projected to serve 25-30 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the

day International Studies' schedule runs from 8:10 am-2:30 pm, Global Studies' and P.S. 368's schedule runs from 8:20 am-2:40 pm, and SA - Cobble Hill's schedule runs from 7:45 am-4:30 pm.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 602)	<p>Breakfast: SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p>Lunch Global Studies & P.S. 368 10:25am-11:10am SA - Cobble Hill 11:10am-12:50pm International Studies 12:50pm-2:30pm</p>	<p>Breakfast: SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p>Lunch Global Studies & P.S. 368 10:25am-11:10am SA - Cobble Hill 11:10am-12:50pm International Studies 12:50pm-2:30pm</p>	<p>Breakfast: SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p>Lunch Global Studies & P.S. 368 10:25am-11:10am SA - Cobble Hill 11:10am-12:50pm International Studies 12:50pm-2:30pm</p>	<p>Breakfast: SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p>Lunch Global Studies & P.S. 368 10:25am-11:10am SA - Cobble Hill 11:10am-12:50pm International Studies 12:50pm-2:30pm</p>	<p>Breakfast: SA - Cobble Hill 7:10am-7:40am All Other Schools 7:40am-8:15am</p> <p>Lunch Global Studies & P.S. 368 10:25am-11:10am SA - Cobble Hill 11:10am-12:50pm International Studies 12:50pm-2:30pm</p>
Gymnasium (Capacity: 651)	<p>Global Studies 9:00am-9:45am SA - Cobble Hill 9:50am-11:30am 2:05pm-3:00pm International Studies 8:10am-9:00am 11:30am-1:20pm P.S. 368 1:20pm-2:00pm</p>				
Library	<p>SA - Cobble Hill 8:00am-9:40am International Studies 9:40am-11:25am Global Studies 12:05pm-12:50pm P.S. 368 2:00pm-2:40pm</p>				

<p>Auditorium (Capacity: 602)</p>	<p>International Studies 8:25am-9:50am Global Studies 9:50am-10:30am P.S. 368 11:20am-12:00pm SA - Cobble Hill 1:10pm-2:25pm</p>				
<p>Dance Room</p>	<p>P.S. 368 9:45am-10:25am Global Studies 11:20am-12:00pm International Studies 12:10pm-1:40pm SA - Cobble Hill 1:40pm-3:00pm</p>				
<p>Fitness/Weight Room</p>	<p>Global Studies 9:00am-9:45am SA - Cobble Hill 9:50am-11:30am 2:05pm-3:00pm International Studies 8:10am-9:00am 11:30am-1:20pm P.S. 368 1:20pm-2:00pm</p>				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹² 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 Global Studies, International Studies, SA - Cobble Hill, and P.S. 368 are part of the K293 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 K293 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 K293 must enter information in the K293 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 K293, 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 K293 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.

¹² Chancellor's Regulation A-414 is available at <http://schools.nyc.gov/NR/ronlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

Proposed Communications Strategy

As per the Campus Policy Memo 2014,¹³ 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.

¹³ The Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."