

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate¹ a new public charter elementary school, Success Academy Charter School – Brooklyn 7 (84KTBD, "SA – Brooklyn 7"), in building K167 ("K167"), located at 1025 Eastern Parkway, Brooklyn, NY, 11213, within the geographical confines of Community School District 17 ("District 17") beginning in 2013-2014. SA – Brooklyn 7 is a new public charter elementary school that is authorized by its charter authorizer, the State University of New York Charter Schools Institute ("SUNY"). If this co-location proposal is approved by the Panel for Educational Policy ("PEP"), SA – Brooklyn 7 will open in building K167 in August 2013, and will serve approximately 125-160 kindergarten and first-grade students. SA – Brooklyn 7 will gradually phase in to the K167 building by adding one grade every year until it reaches full scale in K167 in 2014-2015, serving students in grades kindergarten through second. If this proposal is approved, SA – Brooklyn 7 will be co-located in K167 with P.S. 167 (17K167, "P.S. 167"), an existing zoned district elementary school that currently serves students in kindergarten through fifth grade and offers two sections of full day pre-kindergarten. Building K167 also houses a community-based organization ("CBO"), Brooklyn Psychotherapy, which operates a school-based mental health clinic, and a United Federation of Teachers ("UFT") office. This proposal is not expected to impact either of these organizations.

In a separate EIS, the DOE is proposing to phase out and eventually close P.S. 167. If the opening and co-location of SA – Brooklyn 7 and the proposal to phase out P.S. 167 are approved by the PEP, SA – Brooklyn 7 will be co-located in building K167 with P.S. 167 as it phases out. The details of the phase-out proposal can be found on the DOE's website at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>. If the phase-out proposal is not approved, the DOE will re-evaluate space at K167 and issue a revised EIS and Building Utilization Plan ("BUP") regarding the proposed opening and co-location of SA – Brooklyn 7 at K167 if necessary.

In another EIS, the DOE is also proposing to co-locate a new zoned district elementary school (17K532, "17K532") in building K167 beginning in 2013-2014. If that proposal is approved, SA – Brooklyn 7 will also be co-located with 17K532 as it phases in. 17K532 will open in building K167 in September 2013 with kindergarten through second grade students and will add one grade per year until it is at full scale and serves students in kindergarten through fifth grade in 2016-2017. 17K532 will also offer a pre-kindergarten program beginning in 2013-2014. That EIS can be accessed on the DOE's website at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/April2013Proposals.htm>.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 167, 17K532, and SA – Brooklyn 7. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year between P.S. 167, 17K532 and SA – Brooklyn 7, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. 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

¹ A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

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/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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
151-250	2
0-150	1

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.

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 performed on October 26, 2012 by a representative of the Office of Space Planning, K167 has a total of 44 full-size ("FS") classrooms/spaces,³ 9 half-size ("HS") classrooms/spaces,⁴ 1 quarter-size ("QS") space⁵, and 2.5 full-size equivalent rooms ("FSE") of designed administrative office space. K167 also contains an auditorium, cafeteria, library, and gymnasium. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- Brooklyn Psychotherapy, a community-based organization, occupies one half-size space.
- The nurse's office occupies 0.5 FSE of designed administrative space.
- The custodian's office occupies one half-size space.
- The School Based Support Team occupies one half-size space and 0.5 FSE of designed administrative space.
- United Federation of Teachers ("UFT") occupies one full-size space and one quarter-size space.

Excluding the spaces outlined above, K167 has a total of 43 full-size classrooms, 6 half-size classrooms/spaces, and the equivalent of 1.5 full-size designed administrative office spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	44	9	1	2.5
Building Spaces	1	3	1	1.0
Total to be Allocated	43	6	0	1.5

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

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

⁵ Quarter-size rooms are smaller than 240 square feet.

2012-2013 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 167 in 2012-2013:

2012-2013	Total Enrolled ⁶	GE/ICT Sections	SC Sections
P.S. 167	450	19	3

The table below summarizes P.S. 167's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
P.S. 167	Baseline Footprint Allocation	22	5	3.5	0	0	0	3.5	22	5	0	3.5
	Adjusted Baseline Allocation	25	2	1.5	0	4	0	3.5	25	6	0	1.5
	Current Space Allocation	37	2	1.5	6	4	0	10.0	43	6	0	1.5

P.S. 167's baseline has been adjusted in the following manner:

- The DOE has allocated P.S. 167 three full-size rooms in lieu of three half-size classrooms for self-contained instruction because the half-size rooms are not appropriate for self-contained instructional use in the K167 building.

This adjustment has been made to the baseline Footprint allocation for all schools serving self-contained sections (P.S. 167 and 17K532) in each year of room allocations presented in this document going forward except where otherwise indicated.

⁶ 2012-2013 Audited Register (as of October 26,2012)

As demonstrated in the table above, P.S. 167 is currently using 18 full-size spaces in excess of its baseline footprint allocation. The table below summarizes the available space within K167 after P.S. 167 has received its adjusted baseline allocation, some of which will be allocated to 17K532 and SA – Brooklyn 7 for 2013-2014.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	18	0	0	0.0

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

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

2013-2014	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
P.S. 167	195-225	9	2
17K532	236-266	11	1
SA – Brooklyn 7	125-160	5	0

After P.S. 167, 17K532, and SA – Brooklyn 7 have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	4	2	0	0.0

The excess space will be allocated between P.S. 167, 17K532, and SA – Brooklyn 7 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.

⁷ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 167, 17K532, and SA – Brooklyn 7 based on their adjusted baseline allocations, plus the excess space allocation:

2013-2014		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		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 167	Baseline Footprint Allocation	11	3	2.5	0	0	0	2.5	0	0	0	0.0	11	3	0	2.5
	Adjusted Baseline Allocation	13	1	1.5	1	0	0	2.5	1	1	0	0.0	15	2	0	1.5
17K532	Baseline Footprint Allocation	13	2	2.5	0	0	0	2.5	0	0	0	0.0	13	2	0	2.5
	Adjusted Baseline Allocation	14	1	0.0	2	1	0	2.5	2	0	0	0.0	18	2	0	0.0
SA – Brooklyn 7	Baseline Footprint Allocation	7	1	2.0	0	0	0	2.0	0	0	0	0.0	7	1	0	2.0
	Adjusted Baseline Allocation	7	1	0.0	2	0	0	2.0	1	1	0	0.0	10	2	0	0.0

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 167	43	6	0	1.5	15	2	0	1.5	-28	-4	0	0.0
17K532	N/A	N/A	N/A	N/A	18	2	0	0.0	+18	+2	0	0.0
SA – Brooklyn 7	N/A	N/A	N/A	N/A	10	2	0	0.0	+10	+2	0	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

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

2014-2015	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 167	130-150	7	2
17K532	301-341	14	1
SA – Brooklyn 7	195-250	8	0

After P.S. 167, 17K532, and SA – Brooklyn 7 have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	1	0	0.0

The excess space will be allocated between P.S. 167, 17K532, and SA – Brooklyn 7 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.

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

The table below summarizes the full 2014-2015 room allocation plan for P.S. 167, 17K532, and SA – Brooklyn 7 based on their adjusted baseline allocations, plus the excess space allocation:

2014-2015		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		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 167	Baseline Footprint Allocation	8	3	2.0	0	0	0	2.0	0	0	0	0.0	8	3	0	2.0
	Adjusted Baseline Allocation	10	1	1.5	0	1	0	2.0	0	0	0	0.0	10	2	0	1.5
17K532	Baseline Footprint Allocation	17	2	3.0	0	0	0	3.0	0	0	0	0.0	17	2	0	3.0
	Adjusted Baseline Allocation	18	1	0.0	3	0	0	3.0	0	0	0	0.0	21	1	0	0.0
SA – Brooklyn 7	Baseline Footprint Allocation	10	1	2.5	0	0	0	2.5	0	0	0	0.0	10	1	0	2.5
	Adjusted Baseline Allocation	10	1	0.0	2	1	0	2.5	0	1	0	0.0	12	3	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 167	15	2	0	1.5	10	2	0	1.5	-5	0	0	0.0
17K532	18	2	0	0.0	21	1	0	0.0	+3	-1	0	0.0
SA – Brooklyn 7	10	2	0	0.0	12	3	0	0.0	+2	+1	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

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

2015-2016	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
P.S. 167	70-80	4	1
17K532	366-416	17	2
SA – Brooklyn 7	210-270	9	0

After P.S. 167, 17K532, and SA – Brooklyn 7 have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	1	0	0.0

The excess space will be allocated between P.S. 167, 17K532, and SA – Brooklyn 7 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. In the third year of the proposal's implementation and all subsequent years, SA – Brooklyn 7 will not receive its full baseline allocation of space under the Footprint due to the building's configuration. SA – Brooklyn 7 agrees, however, that it can adequately operate within the space allocated.

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

The table below summarizes the full 2015-2016 room allocation plan for P.S. 167, 17K532, and SA – Brooklyn 7 based on their adjusted baseline allocations, plus the excess space allocation:

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		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
P.S. 167	Baseline Footprint Allocation	5	2	1.5	0	0	0	1.5	0	0	0	0.0	5	2	0	1.5
	Adjusted Baseline Allocation	6	1	1.5	0	0	0	1.5	0	0	0	0.0	6	1	0	1.5
17K532	Baseline Footprint Allocation	20	3	3.0	0	0	0	3.0	0	0	0	0.0	20	3	0	3.0
	Adjusted Baseline Allocation	22	1	0.0	3	0	0	3.0	0	1	0	0.0	25	2	0	0.0
SA – Brooklyn 7	Baseline Footprint Allocation	11	1	2.5	0	0	0	2.5	0	0	0	0.0	11	1	0	2.5
	Adjusted Baseline Allocation	11	1	0.0	1	2	0	2.0	0	0	0	0.0	12	3	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 167	10	2	0	1.5	6	1	0	1.5	-4	-1	0	0.0
17K532	21	1	0	0.0	25	2	0	0.0	+4	+1	0	0.0
SA – Brooklyn 7	12	3	1	0.0	12	3	0	0.0	0	0	0	0.0

2016-2017 (FINAL YEAR OF PROPOSED IMPLEMENTATION):

P.S. 167 will be closed by 2016-2017, and 17K532 and SA-Brooklyn 7 will be the only schools in the building during this year and going forward. The table below summarizes the total projected enrollment and number of sections served at each school in 2015-2016:

2016-2017	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
17K532	431-491	20	3
SA – Brooklyn 7	210-270	9	0

After 17K532 and SA – Brooklyn 7 have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	2	0	0	1.5

The excess space will be allocated between 17K532 and SA – Brooklyn 7 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.

¹⁰ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2016-2017 room allocation plan for 17K532 and SA – Brooklyn 7 based on their adjusted baseline allocations, plus the excess space allocation:

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		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
17K532	Baseline Footprint Allocation	23	5	3.5	0	0	0	3.5	0	0	0	0.0	23	5	0	3.5
	Adjusted Baseline Allocation	26	2	0.0	3	1	0	3.5	2	0	0	1.5	31	3	0	1.5
SA – Brooklyn 7	Baseline Footprint Allocation	11	1	2.5	0	0	0	2.5	0	0	0	0.0	11	1	0	2.5
	Adjusted Baseline Allocation	11	1	0.0	1	2	0	2.0	0	0	0	0.0	12	3	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 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)
P.S. 167	6	1	0	1.5	N/A	N/A	N/A	N/A	-6	-1	0	-1.5
17K532	25	2	0	0.0	31	3	0	1.5	+6	+1	0	+1.5
SA – Brooklyn 7	12	3	0	0.0	12	3	0	0	0	0	0	0.0

Shared Space Plan

A proposed shared space plan for the 2013-2014 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 K167. The final shared space schedule would 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 website¹¹, the total capacity of each shared space, the grades served by each of the co-located schools and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹² Where possible, the proposed schedule maintains 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. Because 17K532 and SA – Brooklyn 7 would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to P.S. 167 this year in the shared spaces that are to be shared in future years so that all students in the building may be accommodated in the following school years.

In planning how P.S. 167, 17K532, and SA – Brooklyn 7 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. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on an as needed basis 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.

Cafeteria and Outdoor Play Yard:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 167's current use of the cafeteria, the schools' projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the proposed plan below, P.S. 167, 17K532, and SA – Brooklyn 7 are allocated separate lunch times in the cafeteria, which has a capacity to hold 258 students. P.S. 167 and SA – Brooklyn 7 each receive 45 minutes daily for lunch and 17K532 receives 1.5 hours daily for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at P.S. 167. The proposed schedule allows for P.S. 167 to continue to serve breakfast based on its current schedule. 17K532 will also serve breakfast during the same time period. The cafeteria has sufficient capacity to accommodate both schools during the same time period given P.S. 167's average daily breakfast participation.

¹¹ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

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

- While these allocations are not strictly proportional to the schools' projected enrollments, they ensure that each individual student receives the same amount of time in the cafeteria for lunch, regardless of which school he or she attends. Each organization will be able to accommodate its students in the cafeteria within its proposed allocation of time. Thus, the DOE believes that this plan treats all schools equitably and comparably.

Outdoor Playground

- In the proposed schedule below, 17K532 is allocated the largest amount of time in the outdoor playground (7.5 hours weekly), while P.S. 167 will receive 6.25 hours weekly and SA – Brooklyn 7 will receive 3.5 hours weekly.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.
- The Building Council is free to deviate from the proposed shared space plan and revert to current practice, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

Gymnasium, Library, and Auditorium

Gymnasium

- The gymnasium has a capacity of 310.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- In the proposed schedule below, 17K532 is allocated the largest amount of time in the gymnasiums (12.5 hours weekly), while P.S. 167 will receive 10 hours weekly and SA – Brooklyn 7 will receive 7.5 hours weekly.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.
- Because the proposed allocation gives the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Library

- The total time allocated to each organization in the library is based upon projected enrollment, and grade levels served. Each organization will be able to accommodate its students in the library within this proposed allocation of time.
- In the proposed schedule below, 17K532 is allocated the largest amount of time in the library (12.5 hours per week), while P.S. 167 will receive 10 hours weekly and SA – Brooklyn 7 will receive 7.5 hours weekly.

Auditorium

- The total time allocated to each organization in the auditorium is based upon projected enrollment, capacity of the auditorium, and grade levels served. Each organization will be able to accommodate its students in the auditorium within this proposed allocation of time.
- In the proposed schedule below, 17K532 is allocated the largest amount of time in the library (12.5 hours per week), while P.S. 167 will receive 10 hours weekly and SA – Brooklyn 7 will receive 7.5 hours weekly.

After-School Programs

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

In 2013-2014, the DOE projects P.S. 167 will serve up to 195-225 students, 17K532 will serve 236-266 students, and SA – Brooklyn 7 will serve 125-160 students at K167 Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, the school day runs from approximately 8:00 a.m. to 2:20 p.m. As 17K532 is a new district school that is replacing P.S. 167, the school day will also run from approximately 8:00 a.m. to 2:20 p.m. Since SA – Brooklyn 7 is a new school; it does not yet have a current school start or end time. However, the DOE notes that all of the existing Success Academy Charter elementary schools run from approximately 7:45 a.m. to 4:30 p.m. on Monday, Tuesday, Thursday and Friday, and on Wednesdays the school day runs from approximately 7:45 a.m. to 2:00pm.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 258)	<p>Breakfast: SA – Brooklyn 7 7:15am-7:45am P.S. 167 7:45am-8:30am 17K532 7:45am-8:30am</p> <p>Lunch: SA – Brooklyn 7 1:15pm-2:00pm P.S. 167 12:30pm-1:15pm 17K532 11:00am-11:45am 11:45am-12:30pm</p>	<p>Breakfast: SA – Brooklyn 7 7:15am-7:45am P.S. 167 7:45am-8:30am 17K532 7:45am-8:30am</p> <p>Lunch: SA – Brooklyn 7 1:15pm-2:00pm P.S. 167 12:30pm-1:15pm 17K532 11:00am-11:45am 11:45am-12:30pm</p>	<p>Breakfast: SA – Brooklyn 7 7:15am-7:45am P.S. 167 7:45am-8:30am 17K532 7:45am-8:30am</p> <p>Lunch: SA – Brooklyn 7 1:15pm-2:00pm P.S. 167 12:30pm-1:15pm 17K532 11:00am-11:45am 11:45am-12:30pm</p>	<p>Breakfast: SA – Brooklyn 7 7:15am-7:45am P.S. 167 7:45am-8:30am 17K532 7:45am-8:30am</p> <p>Lunch: SA – Brooklyn 7 1:15pm-2:00pm P.S. 167 12:30pm-1:15pm 17K532 11:00am-11:45am 11:45am-12:30pm</p>	<p>Breakfast: SA – Brooklyn 7 7:15am-7:45am P.S. 167 7:45am-8:30am 17K532 7:45am-8:30am</p> <p>Lunch: SA – Brooklyn 7 1:15pm-2:00pm P.S. 167 12:30pm-1:15pm 17K532 11:00am-11:45am 11:45am-12:30pm</p>
Gymnasium (Capacity: 310)	<p>SA – Brooklyn 7 8:00am-8:30am 1:00-2:00pm P.S. 167 8:30am-10:30am 17K532 10:30am-1:00pm</p>				

<p>Library</p>	<p>SA – Brooklyn 7 12:30pm-2:00pm P.S. 167 08:00am-10:00pm 17K532 10:00am-12:30pm</p>				
<p>Auditorium (Capacity: 500)</p>	<p>SA – Brooklyn 7 8:00am-9:30am P.S. 167 10:30am-12:30pm 17K532 9:30am-10:30am 12:30pm-2:00pm</p>				
<p>Outdoor Playground</p>	<p>SA – Brooklyn 7 9:30am-10:15am P.S. 167 11:15am-12:30pm 17K532 10:15am-11:00am 12:30pm-1:15pm</p>				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414¹³, 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; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The 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 P.S. 167, 17K532, and SA-Brooklyn 7 will be part of the K167 School Safety Committee. As a member of the School Safety Committee, the leader/designee of 17K532 and SA – Brooklyn 7 will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of 17K532 and SA – Brooklyn 7 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K167 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of 17K532 and SA – Brooklyn 7 will enter information in the K167 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools, 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 School Safety Plan for the K167 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹⁴ co-located schools 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 school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

The SSC will 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 School Leadership Team 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 Building Utilization Plan and its campus implementation.

¹³ Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

¹⁴ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".