BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), The New York City Department of Education ("DOE") is proposing to co-locate a charter high school, New Visions Charter High School for Advanced Math and Science IV (84QTBD, "AMS IV"), that will serve students in grades nine through twelve in Q400, with August Martin High School (27Q400, "August Martin"), an existing district high school that currently serves students in ninth through twelfth grade, Voyages Prep – South Queens Transfer School (27Q261, "Voyages South"), a transfer high school serving students in grades nine through twelve, and an Alternate Learning Center (88Q995, "ALC"), which provides an educational setting for students in grades nine through twelve who are on a Superintendent's Suspension for up to one year, beginning in the 2015-2016 school year. Q400 is located at 156-10 Baisley Boulevard, Queens, NY 11434 within the geographical confines of Community School District 27 ("District 27"). 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.

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 among August Martin, Voyages South, AMS IV, and the ALC. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2015-2016 year between August Martin, Voyages South, AMS IV, and the ALC, including, but not limited to, cafeterias, libraries, 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.[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 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

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed, and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school.

For elementary schools serving kindergarten through fifth grades and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except 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 or Integrated Co-Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving kindergarten through fifth grades 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:

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[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/NR/rdonlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf.

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

For sixth through twelfth grades, 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, resource 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 January 24, 2013 by a representative from the Office of Space Planning, building Q400 has a total of 82 full-size spaces[2] (including 11 science labs), 29 half-size spaces,[3] 2 quarter-size spaces,[4] and 10.5 full-sized equivalent ("FSE") of designed administrative offices/spaces. Q400 also contains two gymnasiums, one auditorium, two cafeterias and one library. There are 7 full-size specialty rooms currently used only by August Martin. The Building Council, in conjunction with the DOE's Office of Space Planning, may decide to continue to allocate these rooms to August Martin, or distribute these rooms amongst the co-located schools in the building, or treat these rooms as shared spaces. These 7 specialty rooms are in excess of each school's footprint allocation. The below spaces 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 1.0 FSE of designed administrative office/space
- CMS occupies 1 half-size space
- Life Camp occupies 1 full-size space
- RAPP occupies 1 half-size space
- King of Kings occupies 1 full-size space
- The custodian's room occupies 1 half-size space
- The School Based Support Team occupies 0.5 FSE of designed administrative office/space
- The School Safety office occupies 1 half-size space
- 2 full-size spaces have been deemed unusable as classrooms or administrative space by the Office of Space Planning due to structural configuration of the space.

[2] Full-size spaces have an area of 500 square feet or more.
[3] Half-size spaces have an area of less than 500 square feet but greater than 239 square feet.
[4] Quarter-size spaces have an area of less than 240 square feet.

Excluding the spaces outlined above, the Q400 building has a total of: 78 full-size classrooms, 25 half-size classrooms/spaces, 2 quarter-size space, and 9.0 FSE designed administrative offices/spaces remaining that can be allocated to the co-located schools in Q400 per the Footprint.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	82	29	2	10.5
Shared Spaces or Building Spaces	4	4	0	1.5
Remaining Total to be Allocated	**78**	**25**	**2**	**9.0**

2014-2015 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections in Q400 in 2014-2015.

School	Total Enrolled[5]	GE/ICT Sections	SC Sections
August Martin	648	25	0
Voyages South	205	8	0
ALC	53[6]	4	0

The table below summarizes the baseline and adjusted Footprint allocations of August Martin, Voyages South, and the ALC, which are based on the methodology described at the beginning of this document and the amount of space that the school is currently using.

The DOE has adjusted the ALC's baseline allocation for the following reason:

- 2 half-size rooms in lieu of 1 full-size room have been allocated to the ALC because of the program's location in the building and availability of full-size rooms there.

This adjustment has been made to the adjusted baseline Footprint allocation for the ALC in each year of room allocations presented in this document going forward except where otherwise indicated.

[5] All figures are from the 2014-2015 Audited Register as of October 31, 2014.

[6] While ALC enrollment can vary widely throughout the year, 80 students is the maximum allowable enrollment at any one time. Therefore, the ALC enrollment is anticipated to be 60-80 students, even though enrollment may be lower at given times throughout each school year.

The table below summarizes August Martin, Voyages South, and the ALC's baseline footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

2014-2015		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)
August Martin	Baseline Footprint Allocation	25	3	4.0	0	0	0	4.0	25	3	0	4.0
	Current Space Allocation	67	18	7.5	0	0	2	8.0	67	18	2	7.5
Voyages South	Baseline Footprint Allocation	8	1	1.0	0	2	0	2.0	8	3	0	1.0
	Current Space Allocation	8	1	1.0	0	2	0	2.0	8	3	0	1.0
ALC	Baseline Footprint Allocation	4	0	0.5	0	2	0	1.5	4	2	0	0.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	3	4	0	0.5
	Current Space Allocation	3	2	0.5	0	2	0	1.5	3	4	0	0.5

In total:

- August Martin is currently allocated 67 full-size rooms, 18 half-size rooms, 2 quarter-size rooms, and 7.5 FSE of designed administrative space. This allocation includes 42 full-size rooms, 15 half-size rooms, 2 quarter-size rooms, and 3.5 FSE of designed administrative space in excess of August Martin's baseline allocation.
- Voyages South is currently allocated 8 full-size rooms, 3 half-size rooms, and 1.0 FSE of designed administrative space.
- The ALC is currently allocated 3 full-size rooms, 4 half-size rooms, and 0.5 FSE of designed administrative space.

The table below summarizes the available space within Q400 after August Martin, Voyages South, and the ALC have received their baseline or adjusted baseline footprint allocations, some of which will be allocated to AMS IV for 2015-2016.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Allocation	42	15	2	3.5

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2015-2016 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in the 2015-2016 school year, AMS IV will serve ninth grade students in Q400. August Martin, Voyages South, and the ALC will continue to serve ninth through twelfth grade students in Q400.

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

School	Projected Enrollment[7,8]	GE/ICT Sections	SC Sections
August Martin	630-670	25	0
Voyages South	230-270[9]	10	0
ALC	60-80	4	0
AMS IV	115-140	5	0

After August Martin, Voyages South, the ALC, and AMS IV 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 Adjusted Allocation	35	13	2	1.0

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional

[7] Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.
[8] The DOE's enrollment figures for 2015-2016 and beyond are based on projections. Changes in enrollment could result in an amendment to this plan.
[9] Enrollment projections for the new transfer school are based on a phase-in plan that assumes an enrollment range of 230-270 students at full scale. Actual enrollment in 2015-2016 and beyond, however, will depend on applicant demand.

spaces to the greatest degree possible. The table below summarizes the full 2015-2016 room allocation plan for August Martin, Voyages South, the ALC, and AMS IV based on their baseline and adjusted baseline footprint 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)
August Martin	Baseline Footprint Allocation	25	3	4.5	0	0	0	4.5	32	9	2	1.0	57	12	2	5.5
Voyages South	Baseline Footprint Allocation	10	1	1.0	0	3	0	2.5	2	3	-	-	12	7	0	1.0
ALC	Baseline Footprint Allocation	4	0	0.5	0	2	0	1.5	-	-	-	-	4	2	0	0.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	-	-	-	-	3	4	0	0.5
AMS IV	Baseline Footprint Allocation	5	1	2.0	0	0	0	2.0	1	1	-	-	6	2	0	2.0

As indicated in the preceding chart, in 2015-2016:

- The DOE will allocate August Martin 57 full-size rooms, 12 half-size rooms, 2 quarter-size rooms, and 5.5 FSE of designed administrative space. This includes 32 full-size rooms, 9 half-size rooms, 2 quarter-size rooms, and 1.0 FSE of designed administrative space above August Martin's baseline footprint.
- The DOE will allocate Voyages South 12 full-size rooms, 7 half-size rooms and the equivalent of 1.0 FSE of administrative space. This includes 2 full-size rooms and 3 half-size rooms above Voyages South's baseline footprint.
- The DOE will allocate the ALC 3 full-size rooms, 4 half-size rooms, and the equivalent of 0.5 FSE of administrative space.
- AMS IV will be allocated 6 full-size rooms, 2 half-size rooms, and the equivalent of 2.0 FSE of administrative space. This includes 1 full-size room and 1 half-size room above AMS IV's baseline footprint.

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

ROOM CHANGE (+/-)	CURRENT 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)
August Martin	67	18	2	7.5	57	12	2	5.5	-10	-6	0	-2.0
Voyages South	8	3	0	1.0	12	7	0	1.0	+4	+4	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
AMS IV	0	0	0	0	6	2	0	2.0	+6	+2	0	+2.0

<u>2016-2017</u> (SECOND YEAR OF PROPOSED IMPLEMENTATION):

In 2016-2017, the second year of this proposal's implementation, AMS IV will serve ninth and tenth grade students in Q400. August Martin, Voyages South, and the ALC will continue to serve ninth through twelfth grade students in Q400.

The table below summarizes the total projected enrollment and number of sections served at each school in 2016-2017.

School	Projected Enrollment	GE/ICT Sections	SC Sections
August Martin	630-670	25	0
Voyages South	230-270	10	0
ALC	60-80	4	0
AMS IV	230-280	10	0

After August Martin, Voyages South, the ALC, and AMS IV have received their respective baseline or adjusted 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 Adjusted Allocation	30	13	2	0.5

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible. The table below summarizes the full 2016-2017 room allocation plan for August Martin, Voyages South, the ALC, and AMS IV based on their baseline and adjusted baseline footprint 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)
August Martin	Baseline Footprint Allocation	25	3	4.5	0	0	0	4.5	27	9	2	0.5	52	12	2	5.0
Voyages South	Baseline Footprint Allocation	10	1	1.0	0	3	0	2.5	2	3	-	-	12	7	0	1.0
ALC	Baseline Footprint Allocation	4	0	0.5	0	2	0	1.5	-	-	-	-	4	2	0	0.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	-	-	-	-	3	4	0	0.5
AMS IV	Baseline Footprint Allocation	10	1	2.5	0	0	0	2.5	1	1	-	-	11	2	0	2.5

As indicated in the preceding chart, in 2016-2017:

- The DOE will allocate August Martin 52 full-size rooms, 12 half-size rooms, 2 quarter-size rooms, and 5.0 FSE of designed administrative space. This includes 27 full-size rooms, 9 half-size rooms, 2 quarter-size rooms, and 0.5 FSE of designed administrative space above August Martin's baseline footprint.
- The DOE will allocate Voyages South 12 full-size rooms, 7 half-size rooms and the equivalent of 1.0 FSE of administrative space. This includes 2 full-size rooms and 3 half-size rooms above Voyages South's baseline footprint.
- The DOE will allocate the ALC 3 full-size rooms, 4 half-size rooms, and the equivalent of 0.5 FSE of administrative space.
- AMS IV will be allocated 11 full-size rooms, 2 half-size rooms, and the equivalent of 2.5 FSE of administrative space. This includes 1 full-size room and 1 half-size room above AMS IV's baseline footprint.

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)
August Martin	57	12	2	5.5	52	12	2	5.0	-5	0	0	-0.5
Voyages South	12	7	0	1.0	12	7	0	1.0	0	0	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
AMS IV	6	2	0	2.0	11	2	0	2.5	+5	0	0	+0.5

<u>2017-2018</u> (THIRD YEAR OF PROPOSED IMPLEMENTATION):

In 2017-2018, the third year of this proposal's implementation, AMS IV will serve ninth through eleventh grade students in Q400. August Martin, Voyages South, and the ALC will continue to serve ninth through twelfth grade students in Q400.

The table below summarizes the total projected enrollment and number of sections served at each school in 2016-2017.

School	Projected Enrollment	GE/ICT Sections	SC Sections
August Martin	630-670	25	0
Voyages South	230-270	10	0
ALC	60 - 80	4	0
AMS IV	345-420	15	0

After August Martin, Voyages South, the ALC, and AMS IV have received their respective baseline or adjusted baseline footprint allocations of rooms, the following number of rooms will remain unallocated:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Allocation	25	11	2	0.5

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible. The table below summarizes the full 2017-2018 room allocation plan for August Martin, Voyages South, the ALC, and AMS IV based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation.

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		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)
August Martin	Baseline Footprint Allocation	25	3	4.5	0	0	0	4.5	20	7	2	0.5	45	10	2	5.0
Voyages South	Baseline Footprint Allocation	10	1	1.0	0	3	0	2.5	2	3	-	-	12	7	0	1.0
ALC	Baseline Footprint Allocation	4	0	0.5	0	2	0	1.5	-	-	-	-	4	2	0	0.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	-	-	-	-	3	4	0	0.5
AMS IV	Baseline Footprint Allocation	15	2	2.5	0	1	0	3.0	3	1	-	-	18	4	0	2.5

As indicated in the preceding chart, in 2017-2018:

- The DOE will allocate August Martin 45 full-size rooms, 10 half-size rooms, 2 quarter-size rooms, and 5.0 FSE of designed administrative space. This includes 20 full-size rooms, 7 half-size rooms, 2 quarter-size rooms, and 0.5 FSE of designed administrative space above August Martin's baseline footprint.
- The DOE will allocate Voyages South 12 full-size rooms, 7 half-size rooms, and the equivalent of 1.0 FSE of administrative space. This includes 2 full-size rooms and 3 half-size rooms above Voyages South's baseline footprint.
- The DOE will allocate the ALC 3 full-size rooms, 4 half-size rooms, and the equivalent of 0.5 FSE of administrative space.
- AMS IV will be allocated 18 full-size rooms, 4 half-size rooms, and the equivalent of 2.5 FSE of administrative space. This includes 3 full-size rooms and 1 half-size room above AMS IV's baseline footprint.

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

ROOM CHANGE (+/-)	PROPOSE 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)
August Martin	52	12	2	5.0	45	10	2	5.0	-7	-2	0	0
Voyages South	12	7	0	1.0	12	7	0	1.0	0	0	0	0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0
AMS IV	11	2	0	2.5	18	4	0	2.5	+7	+2	0	0

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

In 2018-2019, the fourth and final year of this proposal's implementation, AMS IV will serve ninth through twelfth grade students in Q400. August Martin, Voyages South, and the ALC will continue to serve ninth through twelfth grade students in Q400.

The table below summarizes the total projected enrollment and number of sections served at each school in 2018-2019.

School	Projected Enrollment	GE/ICT Sections	SC Sections
August Martin	630-670	25	0
Voyages South	230-270	10	0
ALC	60-80	4	0
AMS IV	460-560	20	0

After August Martin, Voyages South, the ALC, and AMS IV have received their respective baseline or adjusted baseline footprint allocations of rooms, the following number of rooms will remain unallocated:

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	19	11	2	0.5

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible. The table below summarizes the full 2018-2019 room allocation plan for August Martin, Voyages South, the ALC, and AMS IV based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation.

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		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)
August Martin	Baseline Footprint Allocation	25	3	4.5	0	0	0	4.5	12	7	2	0.5	37	10	2	5.0
Voyages South	Baseline Footprint Allocation	10	1	1.0	0	3	0	2.5	2	3	-	-	12	7	0	1.0
ALC	Baseline Footprint Allocation	4	0	0.5	0	2	0	0.5	-	-	-	-	4	2	0	0.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	-	-	-	-	3	4	0	0.5
AMS IV	Baseline Footprint Allocation	20	2	2.5	1	1	0	4.0	5	1	-	-	26	4	0	2.5

As indicated in the preceding chart, in 2018-2019:

- The DOE will allocate August Martin 37 full-size rooms, 10 half-size rooms, 2 quarter-size rooms, and 5.0 FSE of designed administrative space. This includes 12 full-size rooms, 7 half-size rooms, 2 quarter-size rooms, and 0.5 FSE of designed administrative space above August Martin's baseline footprint.
- The DOE will allocate Voyages South 12 full-size rooms, 7 half-size rooms and the equivalent of 1.0 FSE of administrative space. This includes 2 full-size rooms and 3 half-size rooms above Voyages South's baseline footprint.
- The DOE will allocate the ALC 3 full-size rooms, 4 half-size rooms, and the equivalent of 0.5 FSE of administrative space.
- AMS IV will be allocated 26 full-size rooms, 4 half-size rooms, and the equivalent of 2.5 FSE of administrative space. This includes 5 full-size rooms and 1 half-size room above AMS IV's baseline footprint.

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

ROOM CHANGE (+/-)	PROPOSE 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)
August Martin	45	10	2	5.0	37	10	2	5.0	-8	0	0	0
Voyages South	12	7	0	1.0	12	7	0	1.0	0	0	0	0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0
AMS IV	18	4	0	2.5	26	4	0	2.5	+8	0	0	0

Shared Space Plan

A proposed Shared Space Plan for the 2015-2016 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 Q400. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is 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 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 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; August Martin, Voyages South, and the ALC's lunch schedules 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 and end times of August

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

Martin, Voyages South, and the ALC's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.[11] Where possible, the proposed schedule maintains August Martin, Voyages South, and the ALC's current allocation of time for each shared space and re-distributes any remaining time to AMS IV. To the extent feasible, shared spaces are allocated in a manner that will allow August Martin, Voyages South, and the ALC to continue using them on a similar schedule next year. Because AMS IV 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 times that have been allocated to August Martin, Voyages South, and the ALC this year so that all students in the building may be accommodated in the 2015-2016 school year.

In planning how August Martin, Voyages South, the ALC, and AMS IV may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria:

Cafeteria

- There are two cafeterias in the building, Cafeteria 1 has the capacity of 360 students and Cafeteria 2 has the capacity of 422 students. The DOE proposes that one cafeteria be allocated relative to the projected enrollments of Voyages South, the ALC, and AMS IV, and the other cafeteria be allocated to August Martin. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time and this plan takes into account the current use of space.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at August Martin, Voyages South, and the ALC. The proposed schedule allows for August Martin, Voyages South, and the ALC to continue to serve breakfast based on their current schedules.

- In the proposed plan below, August Martin is allocated 4 hours and 35 minutes weekly for breakfast. The proposed breakfast schedule adheres to the current schedule that August Martin follows for breakfast. AMS IV is allocated 2 hours and 30 minutes weekly for breakfast. Voyages South is allocated 3 hours and 45 minutes weekly for breakfast. The ALC is allocated 2 hours and 30 minutes weekly for breakfast. The proposed breakfast schedule adheres to the current schedule that the ALC follows for breakfast.

- In the proposed plan below, August Martin is allocated 8 hours and 45 minutes weekly for lunch. The proposed lunch schedule adheres to the current schedule that August Martin follows for lunch. AMS IV is allocated 2 hours and 30 minutes weekly for lunch. Voyages South is allocated 5 hours weekly for lunch. The ALC is allocated 2 hours and 30 minutes weekly for lunch. The proposed lunch schedule adheres to the current schedule that the ALC and Voyages South follows for lunch. In addition, the DOE notes that the schools may program their lunch periods in multiple sections, for example August Martin may serve its students in 5 30-minute periods.

- The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the cafeteria 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.

Gymnasium, Library, and Auditorium

- The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the gymnasium, library, and auditorium 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.

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

Auditorium

- There is one auditorium in the building, which has the capacity to serve 810 students. The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, August Martin is allocated 20 hours and 25 minutes weekly, AMS IV is allocated 5 hours weekly, Voyages South is allocated 10 hours weekly, and the ALC is allocated 2 hours and 30 minutes weekly.

Gymnasium

- There are two gymnasiums in the building, Gymnasium 1 has the capacity to serve 458 students and Gymnasium 2 has the capacity to serve 125 students. The DOE proposes that one gymnasium be allocated relative to the projected enrollments of AMS IV, Voyages South and the ALC and the other gymnasium be allocated to August Martin.
- In the proposed schedule below, August Martin is allocated 37.5 hours weekly in gymnasium 1.
- AMS IV is allocated 5 hours, Voyages South is allocated 10 hours, and the ALC is allocated 2.5 hours weekly in gymnasium 2.

Library

- There is one library in the building. The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, August Martin is allocated 20 hours and 25 minutes weekly, AMS IV is allocated 3 hours and 45 minutes weekly, Voyages South is allocated 5 hours weekly, and the ALC is allocated 2 hours and 30 minutes weekly.

After-School Programs

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 3:00 pm. As noted above, AMS IV is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours.

If this proposal is approved, the DOE projects August Martin will serve between 630-670 students, Voyages South will serve between 230-270 students, the ALC will serve between 60-80 students, and AMS IV will serve between 115-140 students at Q400 during the 2015-2016 school year. Based on August Martin's website, the school day runs from approximately 7:30 a.m. to 3:30 p.m.[12] Based on Voyage South's website, the school day runs from approximately 9:15am to 3:45pm Monday through Friday.[13] Since AMS IV is a new school, it does not have a current school start or end time.

[12] From the August Martin Web site: http://schools.nyc.gov/SchoolPortals/27/Q400/AboutUs/Schedules/default.htm
[13] From the Voyages South Web site: http://www.voyagessouth.org

Based on the schedule below and the explanations provided above, the DOE believes that the proposed Shared Space Plan is feasible and that both schools are being treated equitably and comparably in regards to their ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria 1 (Capacity: 360)	**Breakfast:** **AMS IV** 7:15am-7:45am **Voyages South** 7:45am-8:30am **ALC** 8:00am-8:30am **Lunch:** **ALC** 11:00am – 11:30am **AMS IV** 11:30am – 12:00pm **Voyages South** 12:00pm-1:00pm	**Breakfast:** **AMS IV** 7:15am-7:45am **Voyages South** 7:45am-8:30am **ALC** 8:00am-8:30am **Lunch:** **ALC** 11:00am – 11:30am **AMS IV** 11:30am – 12:00pm **Voyages South** 12:00pm-1:00pm	**Breakfast:** **AMS IV** 7:15am-7:45am **Voyages South** 7:45am-8:30am **ALC** 8:00am-8:30am **Lunch:** **ALC** 11:00am – 11:30am **AMS IV** 11:30am – 12:00pm **Voyages South** 12:00pm-1:00pm	**Breakfast:** **AMS IV** 7:15am-7:45am **Voyages South** 7:45am-8:30am **ALC** 8:00am-8:30am **Lunch:** **ALC** 11:00am – 11:30am **AMS IV** 11:30am – 12:00pm **Voyages South** 12:00pm-1:00pm	**Breakfast:** **AMS IV** 7:15am-7:45am **Voyages South** 7:45am-8:30am **ALC** 8:00am-8:30am **Lunch:** **ALC** 11:00am – 11:30am **AMS IV** 11:30am – 12:00pm **Voyages South** 12:00pm-1:00pm
Cafeteria 2 (Capacity: 422)	**Breakfast:** **August Martin** 7:00am-7:55am **Lunch:** **August Martin** 11:47am-1:30pm	**Breakfast:** **August Martin** 7:00am-7:55am **Lunch:** **August Martin** 11:47am-1:30pm	**Breakfast:** **August Martin** 7:00am-7:55am **Lunch:** **August Martin** 11:47am-1:30pm	**Breakfast:** **August Martin** 7:00am-7:55am **Lunch:** **August Martin** 11:47am-1:30pm	**Breakfast:** **August Martin** 7:00am-7:55am **Lunch:** **August Martin** 11:47am-1:30pm
Auditorium (Capacity: 810)	**AMS IV** 7:55am – 8:55am **August Martin** 8:55am-1:00pm **Voyages South** 1:00pm-3:00pm **ALC** 3:00pm-3:30pm	**AMS IV** 7:55am – 8:55am **August Martin** 8:55am-1:00pm **Voyages South** 1:00pm-3:00pm **ALC** 3:00pm-3:30pm	**AMS IV** 7:55am – 8:55am **August Martin** 8:55am-1:00pm **Voyages South** 1:00pm-3:00pm **ALC** 3:00pm-3:30pm	**AMS IV** 7:55am – 8:55am **August Martin** 8:55am-1:00pm **Voyages South** 1:00pm-3:00pm **ALC** 3:00pm-3:30pm	**AMS IV** 7:55am – 8:55am **August Martin** 8:55am-1:00pm **Voyages South** 1:00pm-3:00pm **ALC** 3:00pm-3:30pm
Gym 1 (Capacity: 458)	**August Martin** 7:30am-3:00pm	**August Martin** 7:30am-3:00pm	**August Martin** 7:30am-3:00pm	**August Martin** 7:30am-3:00pm	**August Martin** 7:30am-3:00pm

Gym 2 (Capacity: 125)	**Voyages South** 8:30am-10:30am **ALC** 10:30am-11:00am **AMS IV** 1:00pm-2:00pm	**Voyages South** 8:30am-10:30am **ALC** 10:30am-11:00am **AMS IV** 1:00pm-2:00pm	**Voyages South** 8:30am-10:30am **ALC** 10:30am-11:00am **AMS IV** 1:00pm-2:00pm	**Voyages South** 8:30am-10:30am **ALC** 10:30am-11:00am **AMS IV** 1:00pm-2:00pm	**Voyages South** 8:30am-10:30am **ALC** 10:30am-11:00am **AMS IV** 1:00pm-2:00pm
Library (Capacity: NA)	**August Martin** 7:55am-12:00pm **ALC** 12:30pm-1:00pm **AMS IV** 1:00pm-1:45pm **Voyages South** 1:45pm-2:45pm	**August Martin** 7:55am-12:00pm **ALC** 12:30pm-1:00pm **AMS IV** 1:00pm-1:45pm **Voyages South** 1:45pm-2:45pm	**August Martin** 7:55am-12:00pm **ALC** 12:30pm-1:00pm **AMS IV** 1:00pm-1:45pm **Voyages South** 1:45pm-2:45pm	**August Martin** 7:55am-12:00pm **ALC** 12:30pm-1:00pm **AMS IV** 1:00pm-1:45pm **Voyages South** 1:45pm-2:45pm	**August Martin** 7:55am-12:00pm **ALC** 12:30pm-1:00pm **AMS IV** 1:00pm-1:45pm **Voyages South** 1:45pm-2:45pm

Building Safety and Security

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including: Principal(s); designee of all other programs operating within the building; United Federation 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/designee of AMS IV will be part of the Q400 School Safety Committee, together with the leaders/designees of August Martin, Voyages South, and the ALC. As a member of the School Safety Committee, the leader/designee of AMS IV will participate in the development of the building's School Safety Plan and ensure that any security related issues or needs that may arise with respect to the co-location of AMS IV will be addressed on an ongoing basis. Moreover, the School Safety Plan for Q400 will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of AMS IV will enter information in the Q400 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, 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 Q400 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 building's School 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 2014,[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 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 minimum 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.

[14] Campus Policy Memo 2014 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents."