

## BUILDING UTILIZATION PLAN

### INTRODUCTION

Achievement First Bushwick (84K538, "AF Bushwick") is a charter school currently serving students in kindergarten through twelfth grade, and Achievement First East New York (84K358, "AF East New York") is a charter school currently serving students in kindergarten through tenth grade. These schools' high school grades are currently being served in building K434 ("K434"), located at 1485 Pacific Street, Brooklyn, NY 11216, within the geographical confines of Community School District 17. AF Bushwick and AF East New York function as a single high school entity in their current location<sup>1</sup> where they are referred to as Achievement First University Prep Charter High School ("AF University Prep").

In order for the high school grades of both schools to be able to grow to their fully authorized enrollment and fully authorized or planned grade spans in one location and continue to function as AF University Prep, the school must be re-located to a building with enough available space to enable that growth. Pursuant to recent amendments to the Education Law which provide certain new and expanding charter schools with access to facilities, AF University Prep requested re-location to a DOE facility with adequate space to accommodate its fully authorized grade spans and enrollment.

As described in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is thus proposing to co-locate the high school grades of AF Bushwick and AF East New York in building K111 ("K111") located at 35 Starr Street, Brooklyn, NY 11221, in Community School District 32 ("District 32"), where they will be co-located<sup>2</sup> with two existing district middle schools, I.S. 347 School of Humanities (32K347, "I.S. 347") and I.S. 349 Math, Science and Tech. (32K349, "I.S. 349") beginning in the 2015-2016 school year. K111 is 0.5 miles from Building K383, where the middle school grades of AF Bushwick are served, and 3.6 miles from Building K065, where the middle school grades of AF East New York are served.

The under-utilized space in K111 was previously the subject of another proposal. On May 25, 2013, the DOE published a proposal to open and co-locate the kindergarten through fifth grades of PAVE II Charter School ("PAVE II") in K111, beginning in the 2014-2015 school year. The Panel for Educational Policy ("PEP") approved this proposal on June 19, 2013. Details on this proposal can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/June2013Proposals.htm>. In September of 2013, PAVE II informed its authorizer, The State University of New York ("SUNY") that they intended to withdraw their application from consideration for the 2014-2015 school year, and thus the DOE withdrew the approved proposal. Therefore, the proposal to open and co-locate PAVE II's kindergarten through fifth grades in K111 was not implemented.

If this proposal is approved, the ninth and tenth grades of AF Bushwick and AF East New York will be co-located with existing schools I.S. 347 and I.S. 349, two existing middle schools that serve sixth through eighth grade students in K111. K111 also provides space to Beacon, a community-based organization. AF Bushwick will no longer serve students in K434 following the conclusion of the 2014-2015 school year. AF East New York will also no longer serve students in K434 following the conclusion of the 2014-2015 school year. However, AF East New York's current eleventh grade students will remain for another year in K434 where they, along with any twelfth grade hold-overs, will be served by Achievement First Brooklyn High School, another high school entity operating at K434.

AF Bushwick was authorized by the State University of New York ("SUNY") to serve grades K-12. AF East New York was authorized by the DOE to serve grades K-12. As part of its recent charter renewal application, AF East New York has informed the DOE that it intends to continue its phase-in to serve grades K-12, if renewal is approved. Should the DOE deny AF East New York's application for renewal, this Building Utilization Plan ("BUP") will be revised accordingly. For the purposes of this BUP, it is assumed that AF East New York's renewal application will be approved by its authorizer, the DOE, to serve K-12.

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 I.S. 347, I.S. 349, and AF University Prep. It also includes a proposal for the collaborative usage of shared resources and spaces between I.S. 347, I.S. 349, and AF University Prep during the 2015-2016 year, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures 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. 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.

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<sup>1</sup> All subsequent references to AF University Prep will be understood to mean the combined high school grades of AF Bushwick and AF East New York.

<sup>2</sup> A "co-location" means that two or more school organizations are located in the same building and may share common spaces such as the auditorium, gymnasium, library and cafeteria.

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 Panel for Educational Policy.

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:

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.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. 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 space survey performed on November 17, 2014 by the Office of Space Planning, K111 has a total of 62 full-size classrooms/spaces,<sup>3</sup> 24 half-size classrooms/spaces,<sup>4</sup> and the full-size equivalent ("FSE") of 4.5 rooms of designed administrative space. K111 contains one oversized full-size room; for purposes of this Building Utilization Plan ("BUP"), this oversized room is considered two full-size rooms and will be allocated as such moving forward, bringing the total number of full-size rooms at K111 to 63. The K111 building also contains a gymnasium, auditorium, cafeteria and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The school nurse's office occupies 1.0 FSE of designed administrative space
- Beacon, a community-based organization, occupies one half-size space.
- The custodian's office occupies one half-size space.
- The School Based Support Team occupies 0.5 FSE of designed administrative space.
- A science lab occupies one full-size space.
- A dance room occupies one full-size space.

Excluding the spaces outlined above, the K111 building has a total of 61 full-size classrooms (including one oversize room which will be counted as two full size rooms), 22 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative office/spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin. (FSE)
Building Total	63	24	0	4.5
Shared Building Spaces	2	2	0	1.5
<b>Total to be Allocated<sup>5</sup></b>	<b>61</b>	<b>22</b>	<b>0</b>	<b>3.0</b>

<sup>3</sup> Full-size classrooms have an area of 500 square feet or more.

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

<sup>5</sup> The science lab will be treated as a shared space in 2015-2016 and will be allocated as 1 full-size classroom for the 2016-2017 school year and beyond, bringing the total number of full-size rooms to be allocated in the 2016-2017 school year and beyond to 62.

**2014-2015 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections served at I.S. 347 and I.S. 349 in 2014-2015.

2014-2015	Total Enrolled <sup>6</sup>	GE <sup>7</sup> /ICT <sup>8</sup> Sections	SC Sections <sup>9</sup>
I.S. 347	325	11	3
I.S. 349	358	15	2

The table below summarizes I.S. 347 and I.S. 349'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)
I.S. 347	Baseline Footprint Allocation	12	4	3.0	0	0	0	3.0	12	4	0	3.0
	Current Space Allocation	26	8	3.0	0	4	0	5.0	26	12	0	3.0
I.S. 349	Baseline Footprint Allocation	16	3	0.0	1	4	0	3.0	17	7	0	0.0
	Current Space Allocation	34	3	0.0	1	7	0	4.5	35	10	0	0.0

As demonstrated in the table above, I.S. 347 and I.S. 349 are currently using classrooms in excess of their baseline footprint allocation. The table below summarizes the available space within K111 after I.S. 347 and I.S. 349 have received their baseline Footprint allocations, some of which will be allocated to AF University Prep for 2015-2016.

<sup>6</sup> 2014-2015 Unaudited Register (as of October 31, 2014).

<sup>7</sup> General Education ("GE") classrooms.

<sup>8</sup> Integrated Co-Teaching ("ICT") classrooms include students with and without disabilities and have two teachers: a general education teacher and a special education teacher.

<sup>9</sup> Self-contained ("SC") special education classrooms are provided for children with disabilities who are grouped together in a classroom on a full-time or part-time basis. They serve children whose needs cannot be met in the general education classroom environment. These classes may have from six to fifteen students with one special education teacher and up to four paraprofessionals.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	32	11	0	0.0

**2015-2016 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, beginning in the 2015-2016 school year, AF University Prep will serve ninth through eleventh grade students in K111. I.S. 347 and I.S. 349 will continue to serve sixth through eighth grade students in K111. There will continue to be 61 full-size classrooms/spaces, 22 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative offices/spaces in K111 to allocate to I.S. 347, I.S. 349, and AF University Prep.

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

2015-2016	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
I.S. 347	280-310	10	3
I.S. 349	315-345	14	2
AF University Prep	280-340	12	0

After I.S. 349, I.S. 347 and AF University Prep 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	20	10	0	0.5

The excess space will be allocated 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. The table below summarizes the full 2015-2016 room allocation plan for I.S. 349, I.S. 347, and AF University Prep based on their baseline footprint allocations, plus the excess space allocation.

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

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)
I.S. 347	Baseline Footprint Allocation	11	4	2.5	0	0	0	2.5	6	5	0	0.5	17	9	0	3.0
I.S. 349	Baseline Footprint Allocation	15	3	0.0	1	3	0	2.5	11	4	0	0.0	27	10	0	0.0
AF University Prep	Baseline Footprint Allocation	12	1	0.0	2	1	0	2.5	3	1	0	0.0	17	3	0	0.0

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

- The DOE will allocate I.S. 347 17 full-size rooms, 9 half-size rooms and 3.0 FSE of designed administrative space. This includes 6 full-size rooms, 5 half-size rooms and 0.5 FSE of designed administrative space above I.S. 347's baseline footprint.
- The DOE will allocate I.S. 349 27 full-size rooms, 10 half-size rooms and the equivalent of 2.5 FSE of administrative space. This includes 11 full-size rooms and 4 half-size rooms above I.S. 349's baseline footprint.
- AF University Prep will be allocated 17 full-size rooms and 3 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 AF University Prep'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)
I.S. 347	26	12	0	3.0	17	9	0	3.0	-9	-3	0	0.0
I.S. 349	35	10	0	0.0	27	10	0	0.0	-8	0	0	0.0
AF University Prep	0	0	0	0.0	17	3	0	0.0	+17	+3	0	0.0

**2016-2017 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):**

In 2016-2017, the second and final year of this proposal's implementation, AF University Prep will serve students in ninth through twelfth grades in K111. I.S. 347 and I.S. 349 will each continue to serve students in sixth through eighth grades in K111. There will be 62 full-size rooms, 22 half-size rooms and 3.0 FSE of designed administrative space to allocate to I.S. 347, I.S. 349, and AF University Prep.<sup>11</sup>

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

2016-2017	Projected Enrollment <sup>12</sup>	GE/ICT Sections	SC Sections
I.S. 347	255-285	9	3
I.S. 349	300-330	13	2
AF University Prep	385-470	16	0

After I.S. 347, I.S. 349, and AF University Prep 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	19	9	0	0.5

The excess space will be allocated among I.S. 347, I.S. 349, and AF University Prep 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. The table below summarizes the full 2016-2017 room allocation plan for I.S. 349, I.S. 347, and AF University Prep based on their baseline footprint allocations, plus the excess space allocation.

<sup>11</sup> As mentioned previously, the science lab is considered shared space in 2015-2016 but in the 2016-2017 school year and beyond is considered a full-size room to be allocated to AF University Prep based on building configuration.

<sup>12</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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)
I.S. 347	Footprint Allocation	10	4	2.5	0	0	0	2.5	7	5	0	0.5	17	9	0	3.0
I.S. 349	Footprint Allocation	14	3	0.0	1	3	0	2.5	12	4	0	0.0	27	10	0	0.0
AF University Prep	Footprint Allocation	16	1	0.0	2	2	0	3.0	0	0	0	0.0	18	3	0	0.0

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

- The DOE will allocate I.S. 347 17 full-size rooms, 9 half-size rooms and 3.0 FSE of designed administrative space. This includes 7 full-size rooms, 5 half-size rooms and 0.5 FSE of designed administrative space above I.S. 347's instructional footprint.
- The DOE will allocate I.S. 349 27 full-size rooms, 10 half-size rooms and the equivalent of 2.5 FSE of administrative space. This includes 12 full size rooms and 4 half-size rooms above I.S. 349's baseline footprint.
- AF University Prep will be allocated 18 full-size rooms and 3 half-size rooms and the equivalent of 3.0 FSE of administrative space.

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)
I.S. 347	17	9	0	3.0	17	9	0	3.0	0	0	0	0
I.S. 349	27	10	0	0.0	27	10	0	0.0	0	0	0	0
AF University Prep <sup>13</sup>	17	3	0	0.0	18	3	0	0.0	+1	0	0	0

<sup>13</sup> As mentioned previously, the science lab is considered shared space in 2015-2016 but in the 2016-2017 school year and beyond is considered a full-size room to be allocated to AF University Prep based on building configuration.

## 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 K111. 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; I.S. 347 and I.S. 349's lunch schedules as described on the DOE School Food website; the total capacity of each shared space; the grades served by each of the co-located schools; and the start and end times of I.S. 347 and I.S. 349's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>14</sup> Where possible, the proposed schedule maintains I.S. 347 and I.S. 349's current allocation of time for each shared space and re-distributes any remaining time to AF University Prep. To the extent feasible, shared spaces are allocated in a manner that will allow I.S. 347 and I.S. 349 to continue using them on a similar schedule next year. Because AF University Prep 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 I.S. 347 and I.S. 349 this year so that all students in the building may be accommodated in the 2015-2016 school year.

In planning how AF University Prep, I.S. 347 and I.S. 349 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:**

- The cafeteria has the capacity to hold 750 students.
- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, 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.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at I.S. 347 and I.S. 349. I.S. 347 and I.S. 349 currently use the cafeteria for breakfast from 7:10 am until 7:55 am (45 minutes daily), and then start their extended school day at 8:02 am and their regular school day at 8:40 am. The proposed schedule allows for I.S. 347 and I.S. 349 to continue serving breakfast based on their approximate current schedules. As AF University Prep will start its school day at 7:15 am, before I.S. 347 and I.S. 349, it has been allocated a separate period for breakfast, from 7:00 am until 7:15 am (15 minutes daily). This means that AF University Prep will begin school before I.S. 347 and I.S. 349 begin to serve breakfast and thus will not affect either I.S. 347's or I.S. 349's approximate current breakfast schedule.
- With regard to lunch, the proposed schedule allows for I.S. 347 and I.S. 349 to continue serving lunch on a schedule similar to their current schedules as outlined on the Office of School Food and Nutrition Services website.<sup>15,16</sup>

<sup>14</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<sup>15</sup> I.S. 347's current lunch schedule can be found on the Office of School Food and Nutrition Services' website: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoods=32347](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=32347)

- The DOE proposes that I.S. 349 use the cafeteria for lunch from 10:45 am – 11:35 am (50 minutes daily), that I.S. 347 use the cafeteria for lunch from 11:40 am - 12:30 pm (50 minutes daily) and that AF University Prep uses the cafeteria from 12:35 pm – 1:25 pm (50 minutes daily) . This allows I.S. 347 and I.S. 349 to have a similar amount of time for lunch as they do currently. AF University Prep currently eats lunch from 11:00am-11:30 am (30 minutes daily) in their current building, K434, so this proposed schedule allows for a longer lunch period than AF University Prep currently has. The Building Council is empowered to make alternative arrangements.

**Gymnasium, Library, Auditorium, Science Lab, and Dance Room:**

I.S. 349, I.S. 347 and AF University Prep will be allocated equal amounts of time in the library, gymnasium, auditorium, Science Lab and dance room based on the number of students being served by each school.

Gymnasium

- There is one gymnasium in the building, that has a capacity to hold 600 students. The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, I.S. 349 is allocated 2 hours daily, for a total of 10 hours weekly. I.S. 347 is allocated 2 hours daily, for a total of 10 hours weekly. AF University Prep is allocated 2 hours daily, for a total of 10 hours weekly.
- The Building Council is empowered to make additional and alternative allocations.
- Because the proposed Shared Space schedule allocate time in the gymnasium in proportion to each school's projected enrollment, the DOE believes that the proposed allocation is equitable and feasible.

Library

- Based on projected enrollment, I.S. 349 is allocated 2 hours daily, I.S. 347 is allocated 2 hours daily, and AF University Prep is allocated 2 hours daily.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- Based on projected enrollment, all three schools, I.S. 349, I.S. 347 and AF University Prep, will be allocated 2 hours daily in the auditorium.
- Given that the capacity of the auditorium is 616, the proposed shared space plan below offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the 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.

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<sup>16</sup> I.S. 349's current lunch schedule can be found on the Office of School Food and Nutrition Services' website: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoods=32349](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=32349)

#### Science Lab

- Based on projected enrollment, all three schools, I.S. 349, I.S. 347 and AF University Prep, will be allocated 2 hours daily in the science lab.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the science lab 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.

#### Dance Room

- Based on projected enrollment, all three schools, I.S. 349, I.S. 347 and AF University Prep, will be allocated 2 hours daily in the dance room
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the dance room 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.

#### **Outdoor Shared Space:**

##### Outdoor Playground

- The DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school.
- Based on projected enrollment, all three schools, I.S. 349, I.S. 347 and AF University Prep, will be allocated 2 hours daily in the outdoor playground

##### After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate shared spaces beyond 3:00 pm. Thus, the Building Council should allocate spaces as needed for after-school programs.
- The Building Council will address any requests to use all shared spaces after 3:00 pm and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once AF University Prep is co-located in the building.

In 2015-2016, the DOE projects AF University Prep will serve 280-340 students, I.S. 347 will serve 280-310 students, and I.S. 349 will serve 315-345 students in K111. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, I.S. 347 and I.S. 349's school days run from approximately 8:40 am to 3:00 pm for their general education classes and from 8:02 am to 3:00 pm for their extended day programming.<sup>17</sup> AF University Prep's anticipated school day will run from approximately 7:15 am to 4:00 pm.<sup>18</sup>

<sup>17</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

<sup>18</sup> AF University Prep's anticipated schedule is based on the schedule for the existing high school grades being served at building K434.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 750)	<b>Breakfast:</b> AF University Prep 7:00am -7:15am				
	<b>I.S. 347</b> 7:15am -8:00am				
	<b>I.S. 349</b> 7:15am -8:00am				
	<b>Lunch:</b> <b>I.S. 349</b> 10:45am-11:35am				
	<b>I.S. 347</b> 11:40am-12:30pm				
	<b>AF University Prep</b> 12:35pm-1:25pm				
<b>Gymnasium</b> (Capacity: 600)	<b>I.S. 347</b> 8:40am-9:40am 2:00pm-3:00pm				
	<b>AF University Prep</b> 9:40am-11:40am				
	<b>I.S. 349</b> 12:00 pm-2:00pm				
<b>Library</b>	<b>AF University Prep</b> 8:30am-10:30am				
	<b>I.S. 347</b> 10:30am-12:30pm				
	<b>I.S. 349</b> 12:30pm -2:30pm				
<b>Auditorium</b> (Capacity: 616)	<b>I.S. 349</b> 8:30am-9:30am 2:00pm-3:00 pm				
	<b>AF University Prep</b> 9:00am-11:00 am				
	<b>I.S. 347</b> 11:00am-1:00pm				

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Science Lab</b>	<b>I.S. 349</b> 8:40am-10:40am  <b>AF University Prep</b> 10:30am-12:30pm  <b>I.S. 347</b> 12:40pm-2:40pm				
<b>Dance Room</b>	<b>I.S. 347</b> 8:00am-9:00am 2:00pm-3:00 pm  <b>AF University Prep</b> 9:00am-11:00am  <b>I.S. 349</b> 12:00pm-2:00pm				
<b>Outdoor Yard</b>	<b>AF University Prep</b> 8:30am-10:30am  <b>I.S. 349</b> 10:30am-12:30pm  <b>I.S. 347</b> 12:45pm-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 AF University Prep will be part of the K111 School Safety Committee, together with the leaders/designees of I.S. 347 and I.S. 349. As a member of the School Safety Committee, the leader/designee of AF University Prep 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 AF University Prep will be addressed on an ongoing basis. Moreover, the School Safety Plan for K111 will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of AF University Prep will enter information in the K111 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 K111 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 2011,<sup>19</sup> 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.

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<sup>19</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".