

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 new public charter school, Achievement First North Brooklyn Preparatory (84KTBD, “AF North Brooklyn Preparatory”) in building K299 (“K299”), located at 88 Woodbine Street, Brooklyn, NY 11221, in Community School District 32, beginning in the 2015-2016 school year. AF North Brooklyn Preparatory would be co-located in K299 with existing school P.S. 299 Thomas Warren Field (32K299, “P.S. 299”), an existing zoned K-5 school that serves kindergarten through fifth grade students and serves two sections of pre-kindergarten. A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, 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 between P.S. 299 and AF North Brooklyn Preparatory. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 299 and AF North Brooklyn Preparatory 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.

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

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class 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 (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained (“SC”) 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.

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 July 26, 2013 by the Office of Space Planning, building K299 has a total of 36 full-size classrooms/spaces¹, 5 half-size classrooms/spaces,² 7 quarter-size spaces³, and the full-size equivalent of 3.5 rooms of designed administrative office/space. The K299 building also contains a gymnasium, auditorium, cafeteria, and two libraries. 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 room of designed administrative space.
- The custodian's office occupies one quarter-size space.
- The School Based Support Team occupies 1.0 FSE room of designed administrative space.
- The Teacher's Café occupies one half-size space
- The School store occupies one half-size space

Excluding the spaces outlined above, the K299 building has a total of 36 full-size classrooms, 3 half-size classrooms/spaces, 6 quarter-size rooms and 1.5 FSE rooms of designed administrative office/space remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Total	36	5	7	3.5
Shared Building Spaces	0	2	1	2.0
Total to be Allocated	36	3	6	1.5

¹ Full-size classrooms have an area of 500 square feet or more.

² Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

³ Quarter-size classrooms have an area of less than 240 square feet.

2013-2014 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 299 in 2013-2014.

2013-2014	Total Enrollment ⁴	Grades Served	GE/ICT Sections	SC Sections
P.S. 299	351	K-5 ⁵	15	4

The table below summarizes P.S. 299'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.

P.S. 299's footprint was adjusted to include four full-size rooms in lieu of four half-size rooms because there are not enough half-size rooms in the building. This adjustment is made in the 2013-2014 and 2014- 2015 school years.

2013-2014		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. 299	Baseline Footprint Allocation	18	6	1.5	1	0	2	3.0	19	6	2	1.5
	Adjusted Baseline Allocation	22	2	1.5	1	0	2	3.0	23	2	2	1.5
	Current Space Allocation	35	2	1.5	1	1	6	4.5	36	3	6	1.5

As demonstrated in the table above, P.S. 299 is currently using classrooms in excess of its baseline Footprint allocation. The table below summarizes the available space within K299 after P.S. 299 has received its baseline allocation, some of which will be allocated to AF North Brooklyn Preparatory for the 2015-2016 school year.

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	13	1	4	0.0

⁴ All figures are from the 2013-2014 Budget Register Projections.

⁵ P.S. 299 also serves 2 sections of Pre-kindergarten. This BUP assumes that P.S. 299 will continue to serve 2 sections of Pre-kindergarten. Total enrollment and sections at P.S. 299 in 2013-2014 and beyond include pre-kindergarten enrollment and sections.

2014-2015 (YEAR PRIOR TO IMPLEMENTATION):

The table below summarizes the total projected enrollment for P.S. 299 in 2014-2015.

2014-2015	Projected Enrollment ⁶	Grades Served	GE/ICT Sections	SC Sections
P.S. 299	316 - 376	K-5	15	4

After P.S. 299 has received its baseline allocation 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	13	1	4	0.0

The table below summarizes P.S. 299's baseline Footprint allocation for 2014-2015 which is based on the methodology described at the beginning of this document, and the amount of excess space that the school is allocated.

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. 299	Baseline Footprint Allocation	18	6	1.5	1	0	2	3.0	0	0	0	0	19	6	2	1.5
	Adjusted Baseline Allocation	22	2	1.5	1	0	2	3.0	13	1	4	0	36	3	6	1.5

There is no change between the 2013-2014 and 2014-2015 school years in total room allocations for P.S. 299.

⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2015-2016 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in the 2015-2016 school year, AF North Brooklyn Preparatory will serve fifth-grade students in K299. P.S. 299 will continue to serve kindergarten through fifth grade students and two sections of pre-kindergarten in K299. There will continue to be 36 full-size classrooms/spaces, 3 half-size classrooms/spaces, 6 quarter-size spaces and 1.5 FSE rooms of designed administrative office/space in K299 to allocate between P.S. 299 and AF North Brooklyn Preparatory.

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

2015-2016	Projected Enrollment ⁷	Grades Served	GE/ICT Sections	SC Sections
P.S. 299	321 - 381	K-5	15	4
AF North Brooklyn Preparatory	85 - 100	5	3	0

After P.S. 299 and AF North Brooklyn Preparatory have received their respective adjusted baseline allocation 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	8	0	0	0.0

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.

P.S. 299’s footprint was adjusted to include five full-size rooms in lieu of five half-size rooms because there are not enough half-size rooms located in the area of the building where P.S. 299 will be located. This adjustment was made every year of the Building Utilization Plan (“BUP”) unless otherwise stated.

The table below summarizes the full 2015-2016 room allocation plan for P.S. 299 and AF North Brooklyn Preparatory based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

⁷ 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)
P.S. 299	Baseline Footprint Allocation	18	6	1.5	1	0	2	3.0	0	0	0	0.0	19	6	2	1.5
	Adjusted Baseline Allocation	23	1	1.5	1	0	2	3.0	7	0	0	0.0	31	1	2	1.5
AF North Brooklyn Preparatory	Baseline Footprint Allocation	4	1	0.0	0	1	4	1.5	1	0	0	0.0	5	2	4	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. 299	36	3	6	1.5	31	1	2	1.5	-5	-2	-4	0.0
AF North Brooklyn Preparatory	0	0	0	0.0	5	2	4	0.0	+5	+2	+4	0.0

2016-2017 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in the 2016-2017 school year, AF North Brooklyn Preparatory will serve students in fifth and sixth grades in K299. P.S. 299 will continue to serve students in kindergarten through fifth grades and two sections of pre-kindergarten in K299.

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

2016-2017	Projected Enrollment ⁸	Grades Served	GE/ICT Sections	SC Sections
P.S. 299	326 - 386	K-5	15	4
AF North Brooklyn Preparatory	165 - 195	5-6	6	0

After P.S. 299 and AF North Brooklyn Preparatory have received their respective baseline and adjusted baseline allocation 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	4	0	0	0.0

The excess space will be allocated among P.S. 299 and AF North Brooklyn Preparatory 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 P.S. 299 and AF North Brooklyn Preparatory based on their baseline and adjusted baseline footprint allocations, plus the excess space allocation.

AF North Brooklyn Preparatory's footprint was adjusted to include 1 additional full-size room in lieu of 1 half-size room for administrative purposes due to an insufficient number of half size rooms in the building.

⁸ 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)
P.S. 299	Baseline Footprint Allocation	18	6	1.5	1	0	2	3.0	0	0	0	0.0	19	6	2	1.5
	Adjusted Baseline Allocation	23	1	1.5	1	0	2	3.0	3	0	0	0.0	27	1	2	1.5
AF North Brooklyn Preparatory	Baseline Footprint Allocation	7	1	0.0	0	2	4	2.0	0	0	0	0.0	7	3	4	0.0
	Adjusted Baseline Footprint Allocation	7	1	0.0	1	1	4	2.5	1	0	0	0.0	9	2	4	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. 299	31	1	2	1.5	27	1	2	1.5	-4	0	0	0.0
AF North Brooklyn Preparatory	5	2	4	0.0	9	2	4	0.0	+4	0	0	0.0

2017-2018 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in the 2017-2018 school year, AF North Brooklyn Preparatory will serve students in fifth through seventh grade in K299. P.S. 299 will continue to serve students in kindergarten through fifth grade with two sections of pre-kindergarten in K299.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018.

2017-2018	Projected Enrollment ⁹	Grades Served	GE/ICT Sections	SC Sections
P.S. 299	331 - 391	K-5	15	4
AF North Brooklyn Preparatory	240-285	5-7	9	0

After P.S. 299 and AF North Brooklyn Preparatory have received their respective baseline and adjusted baseline allocation 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 Baseline Allocation	1	0	0	0.0

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 2017-2018 room allocation plan for P.S. 299 and AF North Brooklyn Preparatory 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)
P.S. 299	Baseline Footprint Allocation	18	6	1.5	1	0	2	3.0	0	0	0	0.0	19	6	2	1.5
	Adjusted Baseline Allocation	23	1	1.5	1	0	2	3.0	1	0	0	0.0	25	1	2	1.5
AF North Brooklyn Preparatory	Baseline Footprint Allocation	10	1	0.0	1	1	4	2.5	0	0	0	0.0	11	2	4	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 299	27	1	2	1.5	25	1	2	1.5	-2	0	0	0.0
AF North Brooklyn Preparatory	9	2	4	0.0	11	2	4	0.0	+2	0	0	0.0

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

If this proposal is approved, in the 2018-2019 school year, AF North Brooklyn Preparatory will serve students fifth through eighth grade in K299. P.S. 299 will continue to serve students in kindergarten through fifth grade and two sections of pre-kindergarten in K299.

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

2018-2019	Projected Enrollment ¹⁰	Grades Served	GE/ICT Sections	SC Sections
P.S. 299	336 - 396	K-5	15	4
AF North Brooklyn Preparatory	310 - 370	5-8	12	0

After P.S. 299 and AF North Brooklyn Preparatory have received their respective baseline and adjusted baseline allocation 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	0	0	0	0.0

The table below summarizes the full 2018-2019 room allocation plan for P.S. 299 and AF North Brooklyn Preparatory based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

In the fourth and final year of the proposal's implementation, AF North Brooklyn Preparatory will receive its baseline allocation of instructional rooms, but will not receive certain administrative space and cluster space that it would otherwise receive under the Footprint. Achievement First Charter Schools uses different space programming assumptions than the Footprint and, thus, AF North Brooklyn Preparatory will be able to operate within the proposed space allocation. As a result, the DOE has determined that the proposed space allocation is feasible.

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

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)
P.S. 299	Baseline Footprint Allocation	18	6	1.5	1	0	2	3.0	0	0	0	0.0	19	6	2	1.5
	Adjusted Baseline Allocation	23	1	1.5	1	0	2	3.0	0	0	0	0.0	24	1	2	1.5
AF North Brooklyn Preparatory	Baseline Footprint Allocation	13	1	0.0	2	0	4	3.0	0	0	0	0.0	15	1	4	0.0
	Adjusted Footprint Allocation	12	1	0.0	0	1	4	1.5	0	0	0	0.0	12	2	4	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P.S. 299	25	1	2	1.5	24	1	2	1.5	-1	0	0	0.0
AF North Brooklyn Preparatory	11	2	4	0.0	12	2	4	0.0	+1	0	0	0.0

This is the final room allocation for AF North Brooklyn Preparatory and P.S. 299 in K299.

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 K299. The final shared space schedule will 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 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; P.S. 299'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 each school'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 P.S. 299's current allocation of time for each shared space and re-distributes any remaining time for AF North Brooklyn Preparatory. To the extent feasible, shared spaces are allocated in a manner that will allow P.S. 299 to continue using the spaces on a similar schedule next year. Because AF North Brooklyn Preparatory will 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 are currently allocated to P.S. 299 so that all students in the building may be accommodated in the 2014-2015 school year.

In planning how AF North Brooklyn Preparatory and P.S. 299 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.

Cafeteria:

Cafeteria

- The cafeteria can has the capacity to hold 350 people.
- 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 P.S. 299. P.S. 299 currently uses the cafeteria for breakfast from 7:30 am until 8:20 am (50 minutes daily), and starts its regular and extended school day at 8:10 am. The proposed schedule allows P.S. 299 to continue serving breakfast based on its current schedule. Because AF North Brooklyn Preparatory will start its school day at 7:00 am, an hour and 10 minutes before P.S. 299, it has been allocated a separate period for breakfast, from 6:30 am until 7:00 am (30 minutes daily). This means that AF North Brooklyn Preparatory will begin school before P.S. 299 begins to serve breakfast and thus will not affect P.S. 299's current breakfast schedule.
- With regard to lunch, the proposed schedule allows P.S. 299 to continue serving lunch similar to its current schedule, as outlined on the Office of School Food and Nutrition Services Web site.
- The DOE proposes that P.S. 299 use the cafeteria for lunch from 11:00 am until 1:00 pm (2 hours daily) and AF North Brooklyn Preparatory use the cafeteria from 1:00 pm until 2:00 pm (1 hour daily). The Building Council is empowered to make alternative arrangements to the below proposal.

¹¹ See DOE's Office of SchoolFood and Nutrition Services: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsch=32299

Gymnasium, Library, and Auditorium:

P.S. 299 will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve a larger number of students than AF North Brooklyn Preparatory.

Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 375 students. The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P.S. 299 is allocated the largest amount of time in the gymnasium – 5 hours daily for a total of 25 hours weekly. AF North Brooklyn Preparatory is allocated 1 hour and 30 minutes daily, for a total of 7.5 hours per week.
- The Building Council is empowered to make additional and alternative allocations.
- Because the proposed allocations allocate time in the gymnasium to in proportion to each school's projected enrollment, the DOE believes that the proposed allocation is equitable and feasible.

Library

- There are two libraries in the building.
- P.S. 299 is allocated the largest amount of time in each library, 5 hours daily for a total of 25 hours weekly in each library based on its projected enrollment. AF North Brooklyn Preparatory is allocated 1 hour and 30 minutes daily or 7.5 hours weekly in each library.
- 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

- The DOE proposes that P.S. 299 receive the greatest amount of time in the auditorium, 5 hours daily for a total of 25 hours weekly, based on the fact that it will serve the most students in the building. AF North Brooklyn Preparatory is allocated 1 hour and 30 minutes daily, for a total of 7.5 hours weekly. Given that the capacity of the auditorium is 375, 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.

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 this space beyond 3:00 pm. Thus, the Building Council should allocate this space as needed for after-school programs.

- As noted above, AF North Brooklyn Preparatory is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The DOE notes that Achievement First schools often offer extended school days during part of the week. AF North Brooklyn Preparatory and any other school in K299 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces using the process outlined below.
- 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 P.S. 299 changing its use of the shared space once AF North Brooklyn Preparatory is co-located in the building.

In 2015-2016, the DOE projects AF North Brooklyn Preparatory will serve 85-100 students and P.S. 299 will serve 321-381 students in building K299. Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end of the school day, P.S. 299’s regular school day will run from approximately 8:10 am to 2:30 pm and the school’s extended day will run from approximately 8:10 am to 3:20 pm.¹² AF North Brooklyn Preparatory’s school day will run from approximately 7:00 am to 4:00 pm.

The Building Council will address any requests to use all shared spaces after 3:00 pm and will resolve all scheduling conflicts.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 350)	Breakfast: P.S. 299 7:30 am – 8:20 am				
	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am
	Lunch: P.S. 299 11:00 am -1:00 pm				
	AF North Brooklyn Preparatory 1:00 pm– 2:00 pm				
Gymnasium (Capacity: 375)	P.S. 299 9:00 am – 2:00 pm				
	AF North Brooklyn Preparatory 7:30 am– 9:00 am				

¹² Information on P.S. 299’s school time can be found at the Office of Pupil Transportation website: <http://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/schTrans.aspx?coptsch=32377>

Library	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm
Library	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm	P.S. 299 08:30 am – 1:30 pm AF North Brooklyn Preparatory 1:30 pm- 3:00 pm
Auditorium (Capacity: 442)	P.S. 299 09:30 am – 2:30 pm AF North Brooklyn Preparatory 8:00 am – 9:30 am	P.S. 299 09:30 am – 2:30 pm AF North Brooklyn Preparatory 8:00 am – 9:30 am	P.S. 299 09:30 am – 2:30 pm AF North Brooklyn Preparatory 8:00 am – 9:30 am	P.S. 299 09:30 am – 2:30 pm AF North Brooklyn Preparatory 8:00 am – 9:30 am	P.S. 299 09:30 am – 2:30 pm AF North Brooklyn Preparatory 8:00 am – 9:30 am

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 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/designee of AF North Brooklyn Preparatory will be part of the K299 School Safety Committee. As a member of the School Safety Committee, the leader/designee of AF North Brooklyn Preparatory will participate in the development of the building's School Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of AF North Brooklyn Preparatory will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K299 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of AF North Brooklyn Preparatory will enter information in the K299 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools, 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 K299 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 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 2011,¹³ 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.

¹³ The Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".