

## **BUILDING UTILIZATION PLAN**

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and co-locate I.S. 562 (32K562, "I.S. 562"), a new District 32 middle school, in Building K296 ("K296"), located at 125 Covert Street, Brooklyn, NY, 11207, in Community School District 32. I.S. 562 is a new middle school that will open with sixth grade in 2012-2013. If this proposal is approved, I.S. 562 would be co-located in K296, beginning with grade six and growing to serve grades six through eight with existing schools The Anna Gonzalez Community School (32K296, "The Anna Gonzalez Community School"), Achievement First Bushwick Charter School (84K538, "Achievement First Bushwick") and P053K@I296K, (75K053, "P053K@I296K"), a District 75 school serving students with intellectual disabilities and autism.<sup>1</sup> 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.

On December 19, 2011, the DOE proposed to phase-out and eventually close The Anna Gonzalez Community School. If the proposal to phase-out The Anna Gonzalez Community School is approved, the school would no longer admit sixth grade students after the conclusion of the 2011-2012 school year. One grade will then be phased out in each subsequent year. The Anna Gonzalez Community School will close after June 2014. This building utilization plan ("BUP") details space allocation at building K296 in the years in which The Anna Gonzalez Community School phases-out and I.S. 562 phases-in.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between The Anna Gonzalez Community School, Achievement First Bushwick, P053K@I296K, and I.S. 562. It also includes a proposal for the collaborative usage of shared resources and spaces between The Anna Gonzalez Community School, Achievement First Bushwick, P053K@I296K, and I.S. 562 including but not limited to cafeterias, gymnasiums, and recreational areas which assures equitable access to such facilities. 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 would be collaboratively finalized by the Building Council if the proposed co-location has been approved by the Panel for Educational Policy ("PEP").

### METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")<sup>2</sup> 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 sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school's representative.

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<sup>1</sup> 75K053 is located at 7 sites, including the K296 building: P053K@P838K located at 720 Livonia Ave., Brooklyn NY 11207; P053K@1088K located at 544 Seventh Ave., Brooklyn NY 11215; P053K@P104K located at 9115 Fifth Ave., Brooklyn NY 11209; P053K@Abraham Lincoln HS located at Ocean Parkway & West Ave., Brooklyn NY 11235; P053K@Kingsboro High School (Leon M. Goldstein) located at 1830 Shore Blvd., Brooklyn NY 11235; and P053K@P384K located at 242 Cooper St., Brooklyn NY 11207. This proposal will only impact P053K@I296K. All references to enrollment will refer to P053K@I296K only.

<sup>2</sup> 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/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE\\_Instructional\\_Footprint\\_Final9210TNT.pdf](http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf)

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self contained (“SC”), meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size room for each general education or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces 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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline full-size equivalent (“FSE”) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT 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. Each principal, therefore, 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 December 12, 2011 by a Director of Space Planning in the Office of Space Planning, building K296 has a total of 65 full-size classrooms/spaces<sup>3</sup> (including 4 full-size science demonstration labs), 19 half-size classrooms/spaces,<sup>4</sup> 4 quarter-size spaces that can be used for administrative purposes, and the equivalent of 5.5 rooms of designed administrative office/space. K296 building also contains a gymnasium, auditorium, lunchroom, library, and one outdoor play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies one full-size equivalent of designed administrative space
- Ridgewood Bushwick Senior Citizens Council, a community based organization (“CBO”), occupies one full-size space
- Custodian’s office occupies one half-size space

<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.

- School Based Support Team ("SBST") occupies one full-size equivalent of designed administrative space
- Parent Teacher Association ("PTA") occupies one half-size equivalent of designed administrative space

Excluding the spaces outlined above, the K296 building has a total of:

64 full-size classrooms (including four full-size science demonstration labs), 18 half-size classrooms/spaces, 4 quarter-size spaces, and the equivalent of 3 full-size designed administrative office/space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	65	19	4	5.5
SHARED SPACES or Building Services	1	1	-	2.5
<b>Remaining Total to be Allocated</b>	<b>64</b>	<b>18</b>	<b>4</b>	<b>3</b>

This means that there would be 64 full-size classrooms/spaces to allocate between The Anna Gonzalez Community School, I.S. 562, Achievement First Bushwick, and P053K@I296K going forward.

**2011-2012 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled <sup>5</sup>	GE/ICT Sections	SC Sections
The Anna Gonzalez Community School	414	14	4
Achievement First Bushwick Charter School	402 <sup>6</sup>	17	0
P053K@I296K	32	-	5
I.S. 562	-	-	-

The table below summarizes the baseline and/or adjusted footprint allocation for The Anna Gonzalez Community School, Achievement First Bushwick, and P053K@I296K, based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

- The DOE has adjusted the baseline footprint allocation of The Anna Gonzalez Community School for the following reason: in lieu of the full size equivalent of 3 designed administrative/office spaces, The Anna Gonzalez Community School has been allocated the full size equivalent of 2 designed administrative/office spaces and 2 half-size rooms. Additionally, in order to serve the school's self-contained classes, The Anna Gonzalez Community School has been allocated 4 full-size rooms in lieu of 4 half-size rooms.
- The DOE has adjusted the baseline footprint allocation of Achievement First Bushwick for the following reason: in lieu of the full size equivalent of 3 designed administrative/office spaces, Achievement First Bushwick has been allocated 2 full-size rooms and 2 half-size rooms.

<sup>5</sup> As of October 31, 2011 unaudited register

<sup>6</sup> Based on headcount as of October 1, 2011

- The DOE has adjusted the baseline footprint allocation of P053K@I296K for the following reason: in lieu of the full-size equivalent of 1.5 designed administrative/office spaces, P053K@I296K has been allocated 1 full-size designed administrative office space and 2 quarter-size rooms.

2011-2012		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)
The Anna Gonzalez Community School	Baseline Footprint Allocation	15	5	3.0	0	0	0	3	15	5	0	3
	Adjusted Baseline Allocation	19	1	2.0	0	2	0	3	19	3	0	2
	Current Space Allocation	37	9	2.0	0	2	2	3.5	37	11	2	2
Achievement First Bushwick Charter	Baseline Footprint Allocation	20	3	3.0	0	0	0	3	22	5	0	3
	Adjusted Baseline Allocation	20	3	0.0	2	2	0	3	22	5	0	0
	Current Space Allocation	24	4	0.0	2	0	0	2	26	4	0	0
P053K@I296K	Baseline Footprint Allocation	1	4	1.5	0	0	0	1.5	1	4	0	1.5
	Adjusted Baseline Allocation	1	4	1.0	0	0	2	1.5	1	4	2	1
	Current Space Allocation	1	3	1.0	0	0	0	1	1	3	0	1

As demonstrated in the table above, The Anna Gonzalez Community School, Achievement First Bushwick, and P053K@I296K are currently using many classrooms in excess of their baseline Footprint allocations. The table below summarizes the available space within K296 after each schools has received its baseline allocation, some of which will be allocated to I.S. 562 for 2012-2013.

2011-2012: Building K296	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0	22	2	0

**2012-2013 (FIRST YEAR PROPOSED IMPLEMENTATION)**

If this proposal is approved, I.S. 562 will begin serving sixth grade students in K296 in the 2012-2013 school year. If the proposal to phase-out The Anna Gonzalez Community School is approved, The Anna Gonzalez Community School would stop serving sixth grade students in 2012-2013, and would serve only seventh and eighth grade students.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.

2012-13	Projected Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
The Anna Gonzalez Community School	245-265	9	2
Achievement First Bushwick Charter	375-478	17	0
P053K@I296K	28-36	0	5
I.S. 562	115-125	4	1

After The Anna Gonzalez Community School, Achievement First Bushwick, I.S. 562, and P053K@I296K have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K296	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	20	4	4

The excess space has been allocated among The Anna Gonzalez Community School, I.S. 562, Achievement First Bushwick, and P053K@I296K 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.<sup>8</sup>

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

<sup>8</sup> This number is subject to change pending final enrollment projections.

The table below summarizes the full 2012-2013 room allocation plan for The Anna Gonzalez Community School, Achievement First Bushwick, I.S. 562, and P053K@I296K based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of The Anna Gonzalez Community School for the following reason: in lieu of the full size equivalent of 3 designed administrative/office spaces, The Anna Gonzalez Community School has been allocated the full size equivalent of 2 designed administrative/office spaces and 2 half-size rooms. Additionally, in order to serve the school's self-contained classes, The Anna Gonzalez Community School has been allocated 2 full-size rooms in lieu of 2 half-size rooms.
- The DOE has adjusted the baseline footprint allocation of Achievement First Bushwick for the following reason: in lieu of the full size equivalent of 3 designed administrative/office spaces, Achievement First Bushwick has been allocated 2 full-size rooms and 2 half-size rooms.
- The DOE has adjusted the baseline footprint allocation of P053K@I296K for the following reason: in lieu of the full-size equivalent of 1.5 designed administrative/office spaces, P053K@I296K has been allocated 1 full-size designed administrative office space and 1 half-size room.
- The DOE has adjusted the baseline footprint allocation of I.S. 562 for the following reason: in lieu of the full-size equivalent of 3 designed administrative/office spaces, I.S. 562 has been allocated 3 full-size rooms. I.S. 562 has also been allocated 1 full-size room in place of 1 half-size room for self-contained instruction, due to the lack of half-size rooms at K296.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
The Anna Gonzalez Community School	Baseline Footprint Allocation	10	3	3.0	-	-	-	3	-	-	-	-	10	3	-	3
	Adjusted Baseline Allocation	12	1	2.0	-	2	-	3	6	1	1	-	18	4	1	2
Achievement First Bushwick Charter	Baseline Footprint Allocation	20	3	3.0	-	-	-	3	-	-	-	-	20	3	-	3
	Adjusted Baseline Allocation	20	3	0.0	2	2	0	3	9	1	1	-	31	6	1	-
P053K@I296K	Baseline Footprint Allocation	1	4	1.5	-	-	-	1.5	-	-	-	-	1	4	-	1.5
	Adjusted Baseline Allocation	1	4	1.0	-	1	-	1.5	1	1	1	-	2	6	1	1
I.S. 562	Baseline Footprint Allocation	5	2	3.0	-	-	-	3	-	-	-	-	5	2	-	3
	Adjusted Baseline Allocation	6	1	0.0	3	-	-	3	4	1	1	-	13	2	1	-

In total, The Anna Gonzalez Community School will be allocated 18 full-size, 4 half-size, 1 quarter-size spaces, and 2.0 designed administrative office spaces. Achievement First Bushwick will be allocated 31 full-size, 6 half-size, and 1 quarter-size spaces. P053K@I296K will be allocated 2 full-size, 6 half-size, 1 quarter size spaces, and 1.0 FSE in designed administrative office space. I.S. 562 will be allocated 13 full-size, 2 half-size, and 1 quarter-size spaces.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012  GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013  GRAND TOTAL SPACE ALLOCATIONS				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)
The Anna Gonzalez Community School	37	11	2	2	18	4	1	2	-19	-7	-1	-
Achievement First Bushwick Charter	26	4	-	-	31	6	1	-	5	2	1	-
P053K@I296K	1	3	-	1	2	6	1	1	1	3	1	-
I.S. 562	-	-	-	-	13	2	1	-	13	2	1	-

**2013-2014 (SECOND YEAR PROPOSED IMPLEMENTATION)**

If this proposal is approved, I.S. 562 will serve sixth and seventh grade students in K296 in the 2013-2014 school year. If the proposal to phase-out The Anna Gonzalez Community School is approved, The Anna Gonzalez Community School would serve only eighth grade students in 2013-2014.

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

2013-14	Projected Enrollment	GE/ICT Sections	SC Sections
The Anna Gonzalez Community School	100-110	4	1
Achievement First Bushwick Charter	375-478	17	0
P053K@I296K	28-36	0	5
I.S. 562	230-250	8	2

After The Anna Gonzalez Community School, Achievement First Bushwick, I.S. 562, and P053K@I296K have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated. The excess space has been allocated among The Anna Gonzalez Community School, I.S. 562, Achievement First Bushwick, and P053K@I296K 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.<sup>9</sup>

2013-2014: Building K296	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	22	2	4

The table below summarizes the full 2013-2014 room allocation plan for The Anna Gonzalez Community School, I.S. 562, Achievement First Bushwick, and P053K@I296K based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of The Anna Gonzalez Community School for the following reason: in lieu of the full size equivalent of 3 designed administrative/office spaces, The Anna Gonzalez Community School has been allocated the full size equivalent of 1 designed administrative/office spaces, 1 full-size room and 2 half-size rooms. Additionally, in order to serve the school’s self-contained classes, The Anna Gonzalez Community School has been allocated 1 full-size room in lieu of 1 half-size room.
- The DOE has adjusted the baseline footprint allocation of Achievement First Bushwick for the following reason: in lieu of the full size equivalent of 3 designed administrative/office spaces, Achievement First Bushwick has been allocated 2 full-size rooms and 2 half-size rooms.
- The DOE has adjusted the baseline footprint allocation of P053K@I296K for the following reason: in lieu of the full-size equivalent of 1.5 designed administrative/office spaces, P053K@I296K has been allocated 1 full-size designed administrative office space and 1 half-size room.
- The DOE has adjusted the baseline footprint allocation of I.S. 562 for the following reason: in lieu of the full-size equivalent of 3 designed administrative/office spaces, I.S. 562 has been allocated 1 full-size designed administrative space, 1 full-size room and 2 half-size rooms. I.S. 562 has also been allocated 2 full-size rooms in place of 2 half-size rooms for self-contained instruction, due to the lack of half-size rooms at K296.

<sup>9</sup> This number is subject to change pending final enrollment projections.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
The Anna Gonzalez Community School	Baseline Footprint Allocation	5	2	3.0	-	-	-	3	-	-	-	-	5	2	-	3
	Adjusted Baseline Allocation	6	1	1.0	1	2	-	3	4	-	1	-	11	3	1	1
Achievement First Bushwick	Baseline Footprint Allocation	20	3	3.0	-	-	-	3	-	-	-	-	20	3	-	3
	Adjusted Baseline Allocation	20	3	0.0	2	2	-	3	10	1	1	-	32	6	1	-
P053K@I296K	Baseline Footprint Allocation	1	4	1.5	-	-	-	1.5	-	-	-	-	1	4	-	1.5
	Baseline Footprint Allocation	1	4	1.0	-	1	-	1.5	1	-	1	-	2	5	1	1
I.S. 562	Baseline Footprint Allocation	9	3	3.0	-	-	-	3	-	-	-	-	9	3	-	3
	Adjusted Baseline Allocation	11	1	1.0	1	2	-	3	7	1	1	-	19	4	1	1

In total, The Anna Gonzalez Community School will be allocated 11 full-size, 3 half-size, 1 quarter-size spaces, and 1.0 designed admin spaces. Achievement First Bushwick will be allocated 32 full-size, 6 half-size, and 1 quarter-size spaces. P053K@I296K will be allocated 2 full-size, 5 half-size, 1 quarter size spaces, and 1.0 FSE in designed administrative office space. I.S. 562 will be allocated 19 full-size, 4 half-size, and 1 quarter-size spaces, and 1.0 designed administrative office spaces.

The room change is reflected below for the 2012-2013 to the 2013-2014 school year.

Room Change (+/-)	2012-13 GRAND TOTAL SPACE ALLOCATIONS				2013-14 GRAND TOTAL SPACE ALLOCATIONS				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)
The Anna Gonzalez Community School	18	4	1	2	11	3	1	1	-7	-1	-	-1
Achievement First Bushwick Charter	31	6	1	-	32	6	1	-	1	-	-	-
PO53K@I296K	2	6	1	1	2	5	1	1	-	-1	-	-
I.S. 562	13	2	1	-	19	4	1	1	6	2	-	1

**2014-2015 (THIRD YEAR PROPOSED IMPLEMENTATION)**

If this proposal is approved, I.S. 562 will serve sixth through eighth grade students in K296 in the 2014-2015 school year. If the proposal to phase-out The Anna Gonzalez Community School is approved, The Anna Gonzalez Community School will close in June 2014. At that point, The Anna Gonzalez Community School would no longer serve any students in 2014-2015.

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

2014-15	Projected Enrollment <sup>l</sup>	GE/ICT Sections	SC Sections
The Anna Gonzalez Community School	-	-	-
Achievement First Bushwick Charter	375-478	17	0
P053K@I296K	28-36	0	5
I.S. 562	345-375	12	3

After I.S. 562, Achievement First Bushwick, and P053k@I296K have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated. The excess space has been allocated among I.S. 562, Achievement First Bushwick, and P053k@I296K 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.<sup>10</sup>

2014-2015: Building K296	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	25	5	4

The table below summarizes the full 2014-2015 room allocation plan for I.S. 562, Achievement First Bushwick, and P053K@I296K based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of Achievement First Bushwick for the following reason: in lieu of the full size equivalent of 3 designed administrative/office spaces, Achievement First Bushwick has been allocated 2 full-size rooms and 2 half-size rooms.
- The DOE has adjusted the baseline footprint allocation of P053K@I296K for the following reason: in lieu of the full-size equivalent of 1.5 designed administrative/office spaces, P053K@I296K has been allocated 1 full-size designed administrative office space and 1 half-size room.
- The DOE has adjusted the baseline footprint allocation of I.S. 562 for the following reason: in lieu of the full-size equivalent of 3 designed administrative/office spaces, I.S. 562 has been allocated 2 full-size designed administrative space and 2 half-size rooms. I.S. 562 has also been allocated 3 full-size rooms in place of 3 half-size rooms for self-contained instruction, due to the lack of half-size rooms at K296.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Achievement First Bushwick	Baseline Footprint Allocation	20	3	3.0	-	-	-	3	-	-	-	-	20	3	-	3
	Adjusted Baseline Allocation	20	3	0.0	2	2	-	3	13	2	1	-	35	7	1	-
P053K@I296K	Baseline Footprint Allocation	1	4	1.5	-	-	-	1.5	-	-	-	-	1	4	-	1.5
	Adjusted Baseline Allocation	1	4	1.0	-	1	-	1.5	2	1	2	-	3	6	2	1
I.S. 562	Baseline Footprint Allocation	13	3	3.0	-	-	-	3	-	-	-	-	13	3	-	3
	Adjusted Baseline Allocation	16	1	2.0	-	2	-	3	10	2	1	-	26	5	1	2

<sup>10</sup> This number is subject to change pending final enrollment projections.

Achievement First Bushwick will be allocated 35 full-size, seven half-size, and one quarter-size spaces. P053K@I296K will be allocated three full-size, six half-size, two quarter size spaces, and 1.0 FSE in designed administrative office space. I.S. 562 will be allocated 26 full-size, five half-size, and one quarter-size spaces, and 2.0 in designed administrative office space.

The room change is reflected below for the 2012-2013 to the 2014-2015 school year.

Room Change (+/-)	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 GRAND TOTAL SPACE ALLOCATIONS				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)
Achievement First Bushwick Charter	32	6	1	0	35	7	1	0	3	1	0	0
PO53K@I296K	2	5	1	1	3	6	2	1	1	1	1	0
I.S. 562	19	4	1	1	26	5	1	2	7	1	0	1

### Shared Space Plan

A proposed shared space plan 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 K296. 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 the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, the unique needs of the District 75 population and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>11</sup> Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011 Campus Audit Template submitted by the Building Council.<sup>12</sup> Because I.S. 562 would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how The Anna Gonzalez Community School, Achievement First Bushwick, P053K@I296K, and I.S. 562 may use shared space, the DOE has applied the factors described below to develop a proposed plan that allocates time in each space equitably:

#### **Cafeteria and Outdoor Play Yard:**

##### Cafeteria

- 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.
- In the proposed plan below, each school receives 1 hour daily, or 5 hours weekly for lunch. In this proposed schedule, The Anna Gonzalez Community School is allocated thirty less minutes per day in the cafeteria than they are currently allocated because of the school's projected decline in enrollment and in order to accommodate students at I.S. 562. Currently, The Anna Gonzalez Community School has access to the cafeteria between the hours of 10:30am and 12:00pm; in the proposed schedule below, The Anna Gonzalez Community School has access to the cafeteria between the hours of 10:30am and 11:30am. Even though P053K@I296K enrolls the least number of students, it has been allocated the same amount of time in the cafeteria for lunch based on the current school schedule. The DOE notes that this is because P053K@I296K is required to serve students in small classes. Currently, P053K@I296K has access to the cafeteria between 12:00pm and 1:00pm; in the proposed schedule below, P053K@I296K has access to the cafeteria between the hours of 12:30pm and 1:30pm. Additionally, Achievement First Bushwick currently has access to the cafeteria between the hours of 12:00pm and 1:00pm; in the proposed schedule below, Achievement First Bushwick has access to the cafeteria between the hours of 11:30am and 12:30pm. Because every student will

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

<sup>12</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

receive the same amount of time in the cafeteria regardless of which school the student is enrolled in, the DOE believes that this plan treats all schools equitably and comparably. The Building Council is empowered to make alternative arrangements to the below proposal.

- The DOE notes that lunch times for the co-located schools overlap during the day because the cafeteria has the space to accommodate 780 students. For example, The Anna Gonzalez Community School could serve all its students together with all the P053K@I296K students because combined both schools will only serve approximately 301 students, far less than the cafeteria's capacity.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K296. Given that the capacity of the cafeteria is 780 students, the DOE has allocated the same duration and time to I.S. 562, The Anna Gonzalez Community School, and P053K@I296K for breakfast. Since Achievement First Bushwick starts its school day before the other schools, it has been allocated a separate period for breakfast and therefore is scheduled to serve breakfast alone. This means that Achievement First Bushwick will begin school as the other schools begin to serve breakfast, and thus will not affect the current schools' current breakfast schedule.

#### Outdoor Playground

- The DOE notes that the outdoor playground is a shared space; however specific time in the outdoor playground is not currently allocated to any of the existing schools according to the 2011 Campus Audit document.
- In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period. While the proposed allocation of time is not directly proportional to enrollment because of the need to align playground time with lunch schedules, Achievement First Bushwick is allocated the most time (70 minutes daily) since it will serve more students than the other schools in the building. The Anna Gonzalez Community School, I.S. 562, and P053K@I296K are each allocated 1 hour daily to loosely align with their proposed lunch schedules.
- Because the proposed allocations give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

#### **Gymnasium and Auditorium**

Achievement First Bushwick will be allocated the largest amount of time in the gymnasium and auditorium because it will serve the largest number of students and grade levels compared to the other schools.

#### Gymnasiums

- There is one gymnasium in the building.
- The DOE further proposes that the gymnasium be allocated based on the relative projected enrollment of each school.
- The DOE notes that the proposed shared space schedule below schedules only one school organization in the gymnasium at a time. However, the gymnasium may be divided in half to accommodate overlapping times in the gymnasium.
- In the proposed schedule below, Achievement First Bushwick is allocated the largest amount of time in the gymnasium (4 hours daily, or 20 hours weekly), while The Anna Gonzalez Community School is allocated the second largest amount of time (2 hours daily, or 10 hours weekly). I.S. 562 is allocated 5.5 hours weekly and P053K@I296K is allocated 2 hours weekly.
- Because the proposed allocations give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible.

### Auditorium

- The DOE notes the auditorium is a shared space. However, time in the auditorium is not currently allocated per the 2011 Campus Audit. The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
- 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.
- The DOE proposes that Achievement First Bushwick receive the greatest amount of time in the auditorium (3 hours daily, or 15 hours weekly) based on the fact that it will serve the most number of students as compared to all other schools in the building. The Anna Gonzalez Community School has been allocated the second largest amount of time (1.5 hours daily, or 7.5 hours weekly) and I.S. 562 and P053K@I296K have each been allocated 1 hour daily or five hours weekly. Given that the capacity of the auditorium is 590, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.

### **After School Programs**

- The DOE notes that the schools currently maintain afterschool programming but that shared spaces are not allocated for after school hours in the 2011 Campus Audit. In the schedule below, the DOE does not allocate this space beyond 3:30 pm. Thus, the building council should allocate this space as needed for after school programs.
- As noted above, I.S. 562 is a new school that has not opened yet, and as a result it does not yet have an after-school schedule.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours 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 I.S. 562 is co-located in the building.

In 2012-2013, the DOE projects The Anna Gonzalez Community School will serve 245-265 students, Achievement First Bushwick will serve 375-478 students, P053K@I296K will serve 28-36 students, and I.S. 562 will serve 115-125 students in K296. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, the school days of The Anna Gonzalez Community School and P053K@I296K run from approximately 8:00 a.m. to 3:10 p.m. Since I.S. 562 is a new school, it does not have a current school start or end time. Further, the DOE notes that The Anna Gonzalez Community School offers after school programming until 5:30 PM, Achievement First Bushwick maintains an extended school day until 3:45 PM and offers after school programming until 6:45 PM and P053K@I296K offers after school programming until 6:00 PM.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 780)	<p><b>Breakfast:</b> Achievement First Bushwick Charter School 7:15am-7:45am All Other Schools 7:45am-8:20am</p> <p><b>Lunch:</b> The Anna Gonzalez Community School 10:30am-11:30pm Achievement First Bushwick Charter School 11:30pm-12:30pm I.S. 562 &amp; P053K@I296K 12:30pm-1:30pm</p>	<p><b>Breakfast:</b> Achievement First Bushwick Charter School 7:15am-7:45am All Other Schools 7:45am-8:20am</p> <p><b>Lunch:</b> The Anna Gonzalez Community School 10:30am-11:30pm Achievement First Bushwick Charter School 11:30pm-12:30pm I.S. 562 &amp; P053K@I296K 12:30pm-1:30pm</p>	<p><b>Breakfast:</b> Achievement First Bushwick Charter School 7:15am-7:45am All Other Schools 7:45am-8:20am</p> <p><b>Lunch:</b> The Anna Gonzalez Community School 10:30am-11:30pm Achievement First Bushwick Charter School 11:30pm-12:30pm I.S. 562 &amp; P053K@I296K 12:30pm-1:30pm</p>	<p><b>Breakfast:</b> Achievement First Bushwick Charter School 7:15am-7:45am All Other Schools 7:45am-8:20am</p> <p><b>Lunch:</b> The Anna Gonzalez Community School 10:30am-11:30pm Achievement First Bushwick Charter School 11:30pm-12:30pm I.S. 562 &amp; P053K@I296K 12:30pm-1:30pm</p>	<p><b>Breakfast:</b> Achievement First Bushwick Charter School 7:15am-7:45am All Other Schools 7:45am-8:20am</p> <p><b>Lunch:</b> The Anna Gonzalez Community School 10:30am-11:30pm Achievement First Bushwick Charter School 11:30pm-12:30pm I.S. 562 &amp; P053K@I296K 12:30pm-1:30pm</p>
<b>Gymnasium</b> (Capacity: 650)	<p>Achievement First Bushwick Charter School 8:00am-8:30am The Anna Gonzalez Community School 8:30am-10:30am P053K@I296K 10:30am-11:30am I.S. 562 11:30am-12:00pm Achievement First Bushwick Charter School 12:00pm-3:30pm</p>	<p>Achievement First Bushwick Charter School 8:00am-8:30am The Anna Gonzalez Community School 8:30am-10:30am I.S. 562 10:30am-12:00pm Achievement First Bushwick Charter School 12:00pm-3:30pm</p>	<p>Achievement First Bushwick Charter School 8:00am-8:30am The Anna Gonzalez Community School 8:30am-10:30am P053K@I296K 10:30am-11:30am I.S. 562 11:30am-12:00pm Achievement First Bushwick Charter School 12:00pm-3:30pm</p>	<p>Achievement First Bushwick Charter School 8:00am-8:30am The Anna Gonzalez Community School 8:30am-10:30am I.S. 562 10:30am-12:00pm Achievement First Bushwick Charter School 12:00pm-3:30pm</p>	<p>Achievement First Bushwick Charter School 8:00am-8:30am The Anna Gonzalez Community School 8:30am-10:30am I.S. 562 10:30am-12:00pm Achievement First Bushwick Charter School 12:00pm-3:30pm</p>
<b>Auditorium</b> (Capacity: 590)	<p>P053K@I296K 9:00am-10:00am The Anna Gonzalez Community School 10:00am-11:30am I.S. 562 11:30am-12:30pm Achievement First Bushwick Charter School 12:30pm-3:30pm</p>	<p>P053K@I296K 9:00am-10:00am The Anna Gonzalez Community School 10:00am-11:30am I.S. 562 11:30am-12:30pm Achievement First Bushwick Charter School 12:30pm-3:30pm</p>	<p>P053K@I296K 9:00am-10:00am The Anna Gonzalez Community School 10:00am-11:30am I.S. 562 11:30am-12:30pm Achievement First Bushwick Charter School 12:30pm-3:30pm</p>	<p>P053K@I296K 9:00am-10:00am The Anna Gonzalez Community School 10:00am-11:30am I.S. 562 11:30am-12:30pm Achievement First Bushwick Charter School 12:30pm-3:30pm</p>	<p>P053K@I296K 9:00am-10:00am The Anna Gonzalez Community School 10:00am-11:30am I.S. 562 11:30am-12:30pm Achievement First Bushwick Charter School 12:30pm-3:30pm</p>

Outdoor Playground	The Anna Gonzalez Community School 10:50 am-11:50am Achievement First Bushwick Charter School 11:50am-1:00pm I.S. 562 & P053K@I296K 1:00pm – 2:00pm	The Anna Gonzalez Community School 10:50 am-11:50am Achievement First Bushwick Charter School 11:50am-1:00pm I.S. 562 & P053K@I296K 1:00pm – 2:00pm	The Anna Gonzalez Community School 10:50 am-11:50am Achievement First Bushwick Charter School 11:50am-1:00pm I.S. 562 & P053K@I296K 1:00pm – 2:00pm	The Anna Gonzalez Community School 10:50 am-11:50am Achievement First Bushwick Charter School 11:50am-1:00pm I.S. 562 & P053K@I296K 1:00pm – 2:00pm	The Anna Gonzalez Community School 10:50 am-11:50am Achievement First Bushwick Charter School 11:50am-1:00pm I.S. 562 & P053K@I296K 1:00pm – 2:00pm
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**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; UFT 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 I.S. 562 will be part of the K296 School Safety Committee. As a member of the School Safety Committee, the leader/designee of I.S. 562 will participate in the development of the building’s Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of I.S. 562 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K296 school building will be modified as appropriate to meet any changing security needs associated with the co-location. I.S. 562 will enter information in the K296 schools’ overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each of the campus’ 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 Safety Plan for the K296 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School’s Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

**Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>13</sup> co-located schools on campuses 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 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 for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor’s Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were

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

approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally 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 SLT 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 BUP and its campus implementation.