

BUILDING UTILIZATION PLAN: K302

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to re-site and co-locate the middle school grades of Achievement First Apollo Charter School (84K774, "AF Apollo") to building K292 ("K292") with J.H.S. 292 Margaret S. Douglas (19K292, "J.H.S. 292"), a district middle school serving students in sixth through eighth grades in Community School District 19 ("District 19"), beginning in the 2016-2017 school year. A "re-siting" means that students will attend classes in a building different from the building in which they currently attend classes. 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.

AF Apollo currently serves students in kindergarten through sixth grade in building K302 ("K302"), located at 350 Linwood Street, Brooklyn, NY 11208, where it is co-located with Vista Academy (19K661) and Liberty Avenue Middle School (19K662, "Liberty Avenue"), two district middle schools serving students in sixth through eighth grades. K302 is located 0.9 miles from K292 and is also in District 19. Within AF Apollo, AF Apollo Elementary School ("AF Apollo ES") currently serves students in kindergarten through fourth grade and AF Apollo Middle School ("AF Apollo MS") currently serves students in fifth and sixth grades. Pursuant to a proposal approved in 2013, AF Apollo MS is approved to expand to serve students in seventh grade in K302 beginning in the 2016-2017 school year and to further expand to serve eighth grade students in K302 beginning in the 2017-2018 school year.¹ This re-siting and co-location will allow Vista Academy and Liberty Avenue to expand their enrollment to meet demand while also allowing all schools in K302 to receive their baseline allocation of space without the use of TCUs.

K302 currently houses one Community Based Organization ("CBO"), Beacon, as well as a school based health center ("SBHC").

Adjacent to the K302 building are three Transportable Classroom Units ("TCUs", K974) that include a total of 6 full-size classrooms. The 6 full-size classrooms within K974 at K302 are currently allocated as part of AF Apollo's baseline footprint allocation. AF Apollo has elected not to utilize the 6 full-size rooms within K974 and are therefore operating below their baseline allocation of space. If the proposal to re-site AF Apollo is approved, the rooms within K974 would no longer be necessary to support current or future enrollment of any organization at K302 and the process to permanently remove the TCUs could commence. The 6 full-size rooms within the TCUs would no longer be included in the total number of rooms to be allocated for administrative or instructional purposes for any organization at K302 after the 2015-2016 school year. If this proposal is approved, AF Apollo MS will be re-sited to K292 where it will be co-located with J.H.S. 292 and AF Apollo ES will remain in K302, co-located with Vista Academy and Liberty Avenue, which will expand their enrollment by one section on each grade to meet demand.

Pursuant to the New York Charter Schools Act of 1998 (as amended), the following plan outlines the classrooms and administrative space that will be allocated to Vista Academy, Liberty Avenue, and AF Apollo ES if the proposal to re-site AF Apollo MS is approved by the Panel for Educational Policy ("PEP"). It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between Vista Academy, Liberty Avenue, and AF Apollo ES, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. Schools' allocations are based on the Citywide Instructional Footprint ("Footprint"), which prescribes a minimum 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.² On December 2, 2015, the DOE released an updated Footprint that includes increased allocations of administrative space. The baseline and adjusted baseline allocations of space in the current school year and beyond reflect this change. 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 ("SSC") is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed re-siting and co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council ("BC") if the proposed re-siting and co-location is approved by the PEP.

¹ More information about the expansion of Achievement First Apollo Charter School can be found in the previously approved proposal online at http://schools.nyc.gov/NR/rdonlyres/BF115982-FF79-4522-AA19-1F9BE2F133D8/138738/84K774AFApolloExpansionatK302_AmendedEIS_vfinal2.pdf. The building utilization plan for that proposal can be found at http://schools.nyc.gov/NR/rdonlyres/BF115982-FF79-4522-AA19-1F9BE2F133D8/137905/19K302PhaseoutReplacement_BUP_vfinal5.pdf. This BUP supersedes the prior BUP.

² The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint

METHODOLOGY

The DOE has applied the Footprint to all schools outlined in this plan to allocate rooms in an unbiased manner, and has divided any remaining excess space equitably based on the proportion of the total students in the building enrolled by each school, 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

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

For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching section (“ICT”) and a full-size or half-size classroom to accommodate each SC special education section served by the school. In addition, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

At the elementary level, cluster classrooms are allocated as follows:

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

For grades 6-12, 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 makes decisions about how and where students will be served within the space allocated to the school. The DOE also provides 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 21, 2015 by a representative of the Office of Space Planning, K302 contains a total of 71 full-size rooms,³ 19 half-size rooms⁴ and 8.0 FSE of designed administrative office space. The TCUs have a total of 6 full-size rooms that are included in the tally of total rooms to be allocated in the 2015-2016 school year. K302 also contains an auditorium, cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The SBHC occupies 0.5 FSE of designed administrative space.
- The CBO Beacon occupies 2.5 FSE of designed administrative space.
- The custodian's office occupies 1 half-size space.
- The School Based Support Team (SBST) occupies 1 half-size space.

Excluding the spaces outlined above and including the TCUs, K302 has a total of 71 full-size rooms, 17 half-size rooms, and the full-size equivalent of 5.0 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
K302 Total	71	19	0	8.0
Shared Spaces or Building Services	0	2	0	3.0
Remaining to be Allocated	71	17	0	5.0

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

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

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at K302 in the 2015-2016 school year:

2015-2016	Total Enrollment ⁵	Grade Span	GE/ICT Sections	SC Sections
Vista Academy	344	6-8	12	3
Liberty Avenue	431	6-8	15	2
AF Apollo	673	K-6	21	0

The DOE has adjusted Vista Academy and Liberty Avenue's baseline footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated Vista Academy 4 full-size rooms in lieu of 4 half-size rooms and Liberty Avenue 3 full-size rooms in lieu of 3 half-size rooms. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocations for Vista Academy and Liberty Avenue in each year of room allocations presented in this document.

The table below summarizes Vista Academy, Liberty Avenue, and AF Apollo's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. Vista Academy and Liberty Avenue are currently using the space described in their adjusted baseline Footprint allocation. AF Apollo has elected not to utilize the 6 full-size rooms within the TCUs, which is part of their baseline Footprint allocation.

⁵ Based on the 2015-2016 Unaudited Register as of October 31, 2015.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Current Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Vista Academy	Baseline Footprint Allocation	13	4	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	0	1.5	0	5	0	4.0	1	0	0	0	18	5	0	1.5
Liberty Avenue	Baseline Footprint Allocation	16	4	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	19	1	2.0	0	4	0	4.0	1	1	0	0	20	6	0	2.0
AF Apollo	Baseline Footprint Allocation	24	2	1.5	2	3	0	5.0	7	1	0	0	33	6	0	1.5

In total:

- Vista Academy is currently allocated 18 full-size rooms, 5 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 1 full-size room in excess of Vista Academy's adjusted baseline allocation.
- Liberty Avenue is currently allocated 20 full-size rooms, 6 half-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 1 full-size room and 1 half-size room in excess of Liberty Avenue's adjusted baseline allocation.
- AF Apollo is currently allocated 33 full-size rooms, 6 half-size rooms and 1.5 FSE of designed administrative space. This allocation includes 7 full-size rooms and 1 half-size room in excess of AF Apollo's baseline footprint allocation. Within the 33 full-size rooms allocated to AF Apollo, 6 of those full-size rooms are located in the TCUs. AF Apollo has elected not to utilize the 6 full-size rooms within the TCUs for instructional or administrative purposes in the 2015-2016 school year.

2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If the proposal to re-site and co-locate AF Apollo MS is approved, the rooms within the TCUs would no longer be necessary to support current or future enrollment of any organization at K302 and the process to permanently remove the TCUs could commence. The 6 full-size rooms within the TCUs would no longer be included in the total number of rooms to be allocated for administrative or instructional purposes for any organization at K302 after the 2015-2016 school year. However, capital upgrades currently under way on the first floor will convert space into classrooms suitable for instructional purposes, resulting in the addition of 6 full-size rooms to be allocated to the schools in the building. These spaces are currently under construction and are not included in the spaces allocated in the current school year, but the construction is projected to be completed in advance of the 2016-2017 school year. Thus the 6 full-size rooms that would no longer be included in the total number of rooms to be allocated in the building will be replaced by the 6 full-size rooms currently under construction on the first floor of the building. Consequently, excluding the same shared spaces outlined above, K302 will continue to have a total of 71 full-size rooms, 19 half-size rooms, and the full-size equivalent of 5.0 designed administrative office spaces remaining that can be allocated to schools in the 2016-2017 school year and moving forward.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
K302	71	19	0	8.0
Shared Spaces or Building Services	0	2	0	3.0
Remaining to be Allocated	71	17	0	5.0

If the proposal to re-site and co-locate AF Apollo MS to K292 is approved, in 2016-2017, Vista Academy and Liberty Avenue will both continue to serve students in sixth through eighth grades in K302, and AF Apollo ES will continue to serve students in kindergarten through fourth grade in K302. Beginning in the 2016-2017 school year, Vista Academy and Liberty Avenue will increase their enrollment to accommodate increasing demand for the schools within the district. Each school is expected to serve an additional sixth grade section in the 2016-2017 school year. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2016-2017 school year:

2016-2017	Projected Enrollment ⁶	Grade Span	GE/ICT Sections	SC Sections
Vista Academy	355-385	6-8	13	3
Liberty Avenue	430-460	6-8	16	2
AF Apollo ES	450-500	K-4	15	0

⁶ Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

After Vista Academy, Liberty Avenue, and AF Apollo ES have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	14	1	0	0

The excess space will be allocated between Vista Academy, Liberty Avenue, and AF Apollo ES based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2016-2017 room allocation plan for Vista Academy, Liberty Avenue, and AF Apollo ES based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Vista Academy	Baseline Footprint Allocation	14	5	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	17	2	1.5	0	5	0	4.0	4	0	0	0	21	7	0	1.5
Liberty Avenue	Baseline Footprint Allocation	17	5	-	-	-	-	4.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	19	3	2.0	2	1	0	4.5	5	1	0	0	26	5	0	2.0
AF Apollo ES	Baseline Footprint Allocation	18	2	1.5	1	3	0	4.0	5	0	0	0	24	5	0	1.5

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

- The DOE will allocate Vista Academy 21 full-size rooms, 7 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 4 full-size rooms in excess of Vista Academy's adjusted baseline Footprint allocation.
- The DOE will allocate Liberty Avenue 26 full-size rooms, 5 half-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 5 full-size rooms and 1 half-size room in excess of Liberty Avenue's adjusted baseline Footprint allocation.
- The DOE will allocate AF Apollo ES 24 full-size rooms, 5 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 5 full-size rooms in excess of AF Apollo ES' baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2015-2016 TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 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)
Vista Academy	18	5	0	1.5	21	7	0	1.5	+3	+2	0	0
Liberty Avenue	20	6	0	2.0	26	5	0	2.0	+6	-1	0	0
AF Apollo ⁷	33	6	0	1.5	24	5	0	1.5	-9	-1	0	0

⁷ If the proposal to re-site and co-locate AF Apollo MS in K292 is approved, AF Apollo ES will remain in K302 in the 2016-2017 school year while AF Apollo MS will be re-sited to K292 prior to the start of the 2016-2017 school year. Thus, the 2016-2017 space allocations in K302 reflect space only for AF Apollo ES. The change in rooms at AF Apollo from the current school year to the 2016-2017 school represents AF Apollo MS's departure from the building.

2017-2018 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If the proposal to re-site and co-locate AF Apollo MS to K292 is approved, in 2017-2018, Vista Academy and Liberty Avenue will both continue to serve students in sixth through eighth grades in K302, and AF Apollo ES will continue to serve students in kindergarten through fourth grade in K302. Vista Academy and Liberty Avenue are expected to continue to see increasing enrollment as they continue to admit additional students in sixth grade and the additional students admitted for the 2016-2017 school year move on to seventh grade in the 2017-2018 school year. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2017-2018 school year:

2017-2018	Projected Enrollment ⁸	Grade Span	GE/ICT Sections	SC Sections
Vista Academy	375-405	6-8	14	3
Liberty Avenue	440-470	6-8	17	2
AF Apollo ES	440-490	K-4	15	0

After Vista Academy, Liberty Avenue, and AF Apollo ES have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	12	1	0	0

The excess space will be allocated between Vista Academy, Liberty Avenue, and AF Apollo ES based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2017-2018 room allocation plan for Vista Academy, Liberty Avenue, and AF Apollo ES based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

⁸ Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Vista Academy	Baseline Footprint Allocation	15	5	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	18	2	1.5	0	5	0	4.0	4	0	0	0	22	7	0	1.5
Liberty Avenue	Baseline Footprint Allocation	18	5	-	-	-	-	4.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	20	3	2.0	2	1	0	4.5	4	1	0	0	26	5	0	2.0
AF Apollo ES	Baseline Footprint Allocation	18	2	1.5	1	3	0	4.0	4	0	0	0	23	5	0	1.5

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

- The DOE will allocate Vista Academy 22 full-size rooms, 7 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 4 full-size rooms in excess of Vista Academy's adjusted baseline Footprint allocation.
- The DOE will allocate Liberty Avenue 26 full-size rooms, 5 half-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 4 full-size rooms and 1 half-size room in excess of Liberty Avenue's adjusted baseline Footprint allocation.
- The DOE will allocate AF Apollo ES 23 full-size rooms, 5 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 4 full-size rooms in excess of AF Apollo ES' baseline Footprint allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
Vista Academy	21	7	0	1.5	22	7	0	1.5	+1	0	0	0
Liberty Avenue	26	5	0	2.0	26	5	0	2.0	0	0	0	0
AF Apollo ES	24	5	0	1.5	23	5	0	1.5	-1	0	0	0

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

If the proposal to re-site and co-locate AF Apollo MS to K292 is approved, in 2018-2019, Vista Academy and Liberty Avenue will both continue to serve students in sixth through eighth grades in K302, and AF Apollo ES will continue to serve students in kindergarten through fourth grade in K302. Enrollment at Vista Academy and Liberty Avenue is expected to reach full scale as the additional students admitted for the 2017-2018 school year move on to eighth grade in the 2018-2019 school year. At this point, the enrollment increase will be reflected at every grade level in each of the schools. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2018-2019 school year:

2018-2019	Projected Enrollment ⁹	Grade Span	GE/ICT Sections	SC Sections
Vista Academy	390-420	6-8	15	3
Liberty Avenue	465-495	6-8	18	2
AF Apollo ES	440-490	K-4	15	0

After Vista Academy, Liberty Avenue, and AF Apollo ES have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	10	1	0	0

The excess space will be allocated between Vista Academy, Liberty Avenue, and AF Apollo ES based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2018-2019 room allocation plan for Vista Academy, Liberty Avenue, and AF Apollo ES based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

⁹ Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

2018-2019		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Vista Academy	Baseline Footprint Allocation	16	5	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	19	2	1.5	0	5	0	4.0	3	0	0	0	22	7	0	1.5
Liberty Avenue	Baseline Footprint Allocation	19	5	-	-	-	-	4.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	21	3	2.0	2	1	0	4.5	4	1	0	0	27	5	0	2.0
AF Apollo ES	Baseline Footprint Allocation	18	2	1.5	1	3	0	4.0	3	0	0	0	22	5	0	1.5

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

- The DOE will allocate Vista Academy 22 full-size rooms, 7 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 3 full-size rooms in excess of Vista Academy's adjusted baseline Footprint allocation.
- The DOE will allocate Liberty Avenue 27 full-size rooms, 5 half-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 4 full-size rooms and 1 half-size room in excess of Liberty Avenue's adjusted baseline Footprint allocation.
- The DOE will allocate AF Apollo ES 22 full-size rooms, 5 half-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 3 full-size rooms in excess of AF Apollo ES' baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2017-2018 TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 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)
Vista Academy	22	7	0	1.5	22	7	0	1.5	0	0	0	0
Liberty Avenue	26	5	0	2.0	27	5	0	2.0	+1	0	0	0
AF Apollo ES and MS	23	5	0	1.5	22	5	0	1.5	-1	0	0	0

Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2016-2017 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 K302. The final shared space schedule will be collaboratively drafted by the Building Council ("BC") if the proposed re-siting and co-location is approved by the Panel for Educational Policy. The allocated time for each of the co-located schools in subsequent years will be adjusted based on further changes in total enrollment.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SSP

This proposed SSP 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, BCs are free to deviate from the proposed SSP to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the BC comes to an agreement of the final SSP collaboratively. (NOTE: The BC will revisit the SSP 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 BC 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 Vista Academy, Liberty Avenue, and AF Apollo ES. The current lunch schedules are described on the DOE School Food website, as well as the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of Vista Academy, Liberty Avenue, and AF Apollo ES's school day based on the Office of Pupil Transportation's bus schedule for a regular school day. Where possible, the proposed schedule maintains Vista Academy, Liberty Avenue, and AF Apollo ES's current allocation of time for breakfast and lunch. If this proposal is approved, in 2016-2017, AF Apollo ES will continue to be co-located in the building and AF Apollo MS will be re-sited to K292. Therefore, it may be necessary to shorten or change some of the times that have been used by Vista Academy, Liberty Avenue, and AF Apollo so that all students in the building may be accommodated in 2016-2017 and subsequent school years.

In planning how Vista Academy, Liberty Avenue, and AF Apollo ES 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 total time allocated to each organization in the cafeteria is primarily based upon Vista Academy, Liberty Avenue, and AF Apollo ES's current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school.
- In the proposed plan below, Vista Academy, Liberty Avenue, and AF Apollo ES are allocated separate lunch times in the cafeteria, which has the capacity to hold 540 students.
- The DOE proposes that Vista Academy will be allocated 50 minutes daily in the cafeteria for lunch, Liberty Avenue will be allocated 60 minutes daily in the cafeteria for lunch, and AF Apollo ES will be allocated 1 hour and 5 minutes daily in the cafeteria for lunch.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at Vista Academy, which currently uses the cafeteria from 7:30 a.m. to 8:00 a.m. for breakfast. Additionally, not all students have opted to participate in the breakfast program at Liberty Avenue, which currently uses the cafeteria from 8:15 a.m. to 8:30a.m. for breakfast. Finally, not all students have opted to participate in the breakfast program at AF Apollo, which currently uses the cafeteria from 7:15 to 7:30 for breakfast. Vista Academy will continue to be allocated the cafeteria for breakfast from 7:30 a.m. to 8:00 a.m., Liberty Avenue will be allocated the cafeteria for breakfast from 8:00 a.m. to 8:30 a.m., and AF Apollo ES will be allocated the cafeteria from 7:00 a.m. to 7:30 a.m.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 210 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.

- The DOE proposes that AF Apollo ES receive the greatest amount of time in the gymnasium because this school will serve the greatest number of students in the 2016-2017 school year. AF Apollo ES has been allocated 2 hours and 5 minutes daily. Liberty Avenue has been allocated 2 hours daily. Vista Academy has been allocated 1 hour and 40 minutes daily.

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollment of each school.
- The DOE proposes that AF Apollo ES receive the greatest amount of time in the library because this school will serve the greatest number of students in the 2016-2017 school year. AF Apollo ES has been allocated 2 hours and 5 minutes daily. Liberty Avenue has been allocated 2 hours daily. Vista Academy has been allocated 1 hour and 40 minutes daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 610 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that AF Apollo ES receive the greatest amount of time in the auditorium because this school will serve the greatest number of students in the 2016-2017 school year. AF Apollo ES has been allocated 2 hours and 5 minutes daily. Liberty Avenue has been allocated 2 hours daily. Vista Academy has been allocated 1 hour and 40 minutes daily.

After-School Programs

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

In 2016-2017, Vista Academy is projected to serve 335-385 students, Liberty Avenue is projected to serve 430-460 students, and AF Apollo ES is projected to serve 450-500 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Vista Academy's school day runs from 8:00 a.m. - 2:20 p.m. Monday through Friday, Liberty Avenue's school day runs from 8:30a.m. - 3:15 p.m. Monday through Friday, and AF Apollo ES's school day runs from 7:15a.m. - 4:20p.m. Monday through Thursday and 7:15a.m. – 1:10p.m. on Fridays.

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 540)	<u>Breakfast:</u> Vista Academy 7:30a.m.-8:00a.m. Liberty Avenue 8:00a.m.-8:30a.m. AF Apollo ES 7:00a.m.-7:30a.m.				
	<u>Lunch:</u> Vista Academy 10:45a.m.-11:35a.m. Liberty Avenue 11:35a.m.-12:35p.m. AF Apollo ES 12:35p.m.-1:40p.m.	<u>Lunch:</u> Vista Academy 10:45a.m.-11:35a.m. Liberty Avenue 12:40p.m.-1:40p.m. AF Apollo ES 11:35p.m.-12:40p.m.			
Gymnasium (Capacity: 210)	Vista Academy 8:00a.m.-9:40a.m. Liberty Avenue 12:40p.m.-2:40p.m. AF Apollo ES 9:40a.m.-11:45a.m.				
Library	Vista Academy 12:40p.m.-2:20p.m. Liberty Avenue 8:30a.m.-10:30a.m. AF Apollo ES 10:30a.m.-12:35p.m.				
Auditorium (Capacity: 610)	Vista Academy 12:40p.m.-2:20p.m. Liberty Avenue 8:30a.m.-10:30a.m. AF Apollo ES 10:30a.m.-12:35p.m.				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹⁰ every school/campus must have a School Safety Committee ("SSC"). 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 SSC must meet once each month. During each school year, one annual Town Hall meeting must also be held, which is open to all parents in the schools/campus. The meeting is conducted for the purpose of allowing parents to discuss concerns regarding the school, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

The committee is also responsible for developing a comprehensive SSP 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 SSP model. Each program operating within a school must enter program-specific information in the SSP. Safety plans are updated annually by the SSC in order to meet changing security needs, changes in organization, and building conditions and other factors. In addition, the SSC 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 Apollo ES will continue to be part of the K302 SSC. As a member of the SSC, the leaders/designees of Vista Academy, Liberty Avenue, and AF Apollo ES 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 AF Apollo ES will be addressed on an ongoing basis. Moreover, the SSP for the K302 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of AF Apollo ES will enter information in the K302 schools' overall SSP 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 in K302, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the SSP.

The completed SSP for the K302 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 SSP is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2014,¹¹ co-located schools must actively participate in a BC, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A 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 BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at least four times per year.

The SSC will comprise 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

¹⁰ Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

¹¹ Campus Policy Memo 2014 is available at <http://schools.nyc.gov/NR/rdonlyres/D75FC07C-3548-4787-B262-107EB7C57BB4/0/2014CampusPolicyMemo9114.pdf>.

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.