

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Amended Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to open and site a public charter school, Achievement First Central Brooklyn Charter School (84KTBD, "AF Central Brooklyn") in building K111 ("K111"), located at 35 Starr Street, Brooklyn, NY 11221, in Community School District 32, beginning in the 2013-2014 school year. AF Central Brooklyn would be co-located in K111 with existing schools I.S. 347 School of Humanities (32K347, "I.S. 347"), an existing zoned and academic screened middle school that serves sixth through eighth grade students, and I.S. 349 Math, Science and Technology (32K349, "I.S. 349"), an existing zoned and academic screened middle school that serves sixth through eighth grade students. 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. In addition, K111 houses a community-based organization ("CBO"), Beacon. This proposal is not expected to impact the continued siting of the CBO.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between I.S. 347, I.S. 349, and AF Central Brooklyn. It also includes a proposal for the collaborative usage of shared resources and spaces between I.S. 347, I.S. 349, and AF Central Brooklyn during the 2013-2014 year, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the Amended 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 is approved by the Panel for Educational Policy.

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed, and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. For elementary schools serving kindergarten through fifth grades and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education or Integrated Co-Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving kindergarten through fifth grades receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

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

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

For sixth through twelfth grades, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Therefore, each principal must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on August 15, 2012 by the Office of Space Planning, building K111 has a total of 62 full-size classrooms/spaces¹ (including five full-size science demonstration rooms, one full-size science lab, a music room and a dance room), 24 half-size classrooms/spaces,² and the equivalent of 4.5 rooms of designed administrative office/space. The K111 building also contains a gymnasium, auditorium, cafeteria and library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies one full-size equivalent of designed administrative space
- Beacon, a community-based organization occupies one half-size space
- Custodian's office occupies one half-size space
- School Based Support Team occupies one half-size equivalent of designed administrative space and one half-size space
- Science lab occupies one full-size space
- Music room occupies one full-size space
- Dance room occupies one full-size space

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

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

Excluding the spaces outlined above, the K111 building has a total of 59 full-size classrooms (including the five science demonstration rooms), 21 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative office/spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin. (FSE)
Building Total	62	24	0	4.5
Shared Building Spaces	3	3	0	1.5
Total to be Allocated	59	21	0	3

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at I.S. 347 and I.S. 349 in 2012-2013.

2012-2013	Total Enrolled ³	GE/ICT Sections ^{4,5}	SC Sections ⁶
I.S. 347	505	17	3
I.S. 349	456	16	3

The table below summarizes I.S. 347 and I.S. 349's baseline and adjusted Footprint allocation, which is 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 I.S. 349's baseline allocation by providing I.S. 349 with an additional full-size classroom to accommodate a self-contained special education class for the following reason:

- o Typically, self-contained classes are accommodated in half-size classrooms. However, because the K111 building does not have enough half-size classrooms appropriate for self-contained special education instruction and programming, I.S. 349 has been allocated one full-size classroom in lieu of one half-size classroom for a self-contained special education section.

These adjustments have been made to the baseline Footprint allocation for I.S. 349 in each year of room allocations presented in this document except where otherwise indicated.

³ Based on 2012-2013 Budget Register Projections.

⁴ General Education (GE) classrooms.

⁵ Integrated Co-Teaching (ICT) classrooms include students with and without disabilities and have two teachers, a general education teacher, and a special education teacher.

⁶ Self-contained (SC) special education classrooms are provided for children with disabilities who are grouped together in a classroom on a full-time or part-time basis. They serve children whose needs cannot be met in the general education classroom environment. These classes may have from six to 15 students with one special education teacher and up to four paraprofessionals.

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
I.S. 347	Baseline Footprint Allocation	19	6	3.0	0	1	0	3.5	19	7	0	3.0
	Adjusted Baseline Allocation	19	6	3.0	0	1	0	3.5	19	7	0	3.0
	Current Space Allocation	26	8	3.0	0	4	0	5.0	26	12	0	3.0
I.S. 349	Baseline Footprint Allocation	17	5	0	1	5	0	3.5	18	10	0	0.0
	Adjusted Baseline Allocation	18	4	0	1	5	0	3.5	19	9	0	0.0
	Current Space Allocation	32	2	0	1	7	0	4.5	33	9	0	0.0

As demonstrated in the table above, I.S. 347 and I.S. 349 are currently using classrooms in excess of their adjusted baseline Footprint allocation. The table below summarizes the available space within K111 after I.S. 347 and I.S. 349 have received their adjusted baseline allocation, some of which will be allocated to AF Central Brooklyn for 2013-2014.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	21	5	0	0

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in 2013-2014 school year, AF Central Brooklyn would serve fifth grade students in K111. I.S. 347 and 349 would continue to serve sixth through eighth grades in K111. There would be 59 full-size classrooms/spaces, 21 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative offices/spaces to allocate between I.S. 347, I.S. 349, and AF Central Brooklyn.

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

2013-2014	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
I.S. 347	510 - 540	18	3
I.S. 349	400 - 430	15	3
AF Central Brooklyn	84 - 107	4	0

After I.S. 347, I.S. 349, and AF Central Brooklyn have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	15	3	0	0

The excess space will be allocated based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools. The table below summarizes the full 2013-2014 room allocation plan for I.S. 347, I.S. 349, and AF Central Brooklyn based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

⁷ Based on 2012-2013 Budget Register Projections. Significant changes in enrollment could result in an amendment to this plan.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 347	Baseline Footprint Allocation	19	6	3.0	0	1	0	3.5	0	0	0	0	19	7	0	3.0
	Adjusted Baseline Allocation	19	6	3.0	0	1	0	3.5	7	2	0	0	26	9	0	3.0
I.S. 349	Baseline Footprint Allocation	16	5	0	1	5	0	3.5	0	0	0	0	17	10	0	0
	Adjusted Baseline Allocation	17	4	0	1	5	0	3.5	6	1	0	0	24	10	0	0
AF Central Brooklyn	Baseline Footprint Allocation	6	1	0	1	1	0	1.5	0	0	0	0	7	2	0	0
	Adjusted Baseline Allocation	6	1	0	1	1	0	1.5	2	0	0	0	9	2	0	0

In total, I.S. 347 would be allocated 26 full-size rooms, nine half-size rooms, and the equivalent of 3.0 rooms of designed administrative offices /spaces. I.S. 349 would be allocated 24 full-size rooms and 10 half-size rooms. AF Central Brooklyn would be allocated nine full-size rooms and two half-size rooms.

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 347	26	12	0	3.0	26	9	0	3.0	0	-3	0	0
I.S. 349	33	9	0	0	24	10	0	0	-9	+1	0	0
AF Central Brooklyn	0	0	0	0	9	2	0	0	+9	+2	0	0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2014-2015 school year, AF Central Brooklyn would serve fifth and sixth grades in K111. I.S. 347 and 349 would continue to serve sixth through eighth grades in K111. There would continue to be 59 full-size classrooms/spaces, 21 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative offices/spaces to allocate between I.S. 347, I.S. 349, and AF Central Brooklyn.

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

2014-2015	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
I.S. 347	510 - 540	18	3
I.S. 349	405 - 435	15	3
AF Central Brooklyn	162 - 207	8	0

After I.S. 347, I.S. 349, and AF Central Brooklyn have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	11	4	0	0

The excess space will be allocated among I.S. 347, I.S. 349, and AF Central Brooklyn 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.⁹ The table below summarizes the full 2014-2015 room allocation plan for I.S. 347, I.S. 349, and AF Central Brooklyn based on their adjusted baseline footprint allocations, plus the excess space allocation.

⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

⁹ The number of excess rooms in the building is subject to change pending final enrollment projections.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 347	Baseline Footprint Allocation	19	6	3.0	0	1	0	3.5	0	0	0	0	19	7	0	3.0
	Adjusted Baseline Allocation	19	6	3.0	0	1	0	3.5	5	2	0	0	24	9	0	3.0
I.S. 349	Baseline Footprint Allocation	16	5	0	1	5	0	3.5	0	0	0	0	17	10	0	0
	Adjusted Baseline Allocation	17	4	0	1	5	0	3.5	4	2	0	0	22	11	0	0
AF Central Brooklyn	Baseline Footprint Allocation	9	1	0	2	0	0	2.0	0	0	0	0	11	1	0	0
	Adjusted Baseline Allocation	9	1	0	2	0	0	2.0	2	0	0	0	13	1	0	0

In total, I.S. 347 would be allocated 24 full-size rooms, nine half-size rooms, and the equivalent of 3.0 rooms designed administrative offices/spaces. I.S. 349 would be allocated 22 full-size rooms and 11 half-size rooms. AF Central Brooklyn would be allocated 13 full-size rooms and one half-size room.

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

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 347	26	9	0	3.0	24	9	0	3.0	-2	0	0	0
I.S. 349	24	10	0	0	22	11	0	0	-2	+1	0	0
AF Central Brooklyn	9	2	0	0	13	1	0	0	+4	-1	0	0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2015-2016 school year, AF Central Brooklyn would serve fifth through seventh grades in K111. I.S. 347 and 349 would continue to serve sixth through eighth grades in K111. There would continue to be 59 full-size classrooms/spaces, 21 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative offices/spaces to allocate between I.S. 347, I.S. 349, and AF Central Brooklyn.

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

2015-2016	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
I.S. 347	510 - 540	18	3
I.S. 349	405 - 435	15	3
AF Central Brooklyn	235 - 300	12	0

After I.S. 347, I.S. 349, and AF Central Brooklyn have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	7	3	0	0

The excess space will be allocated between I.S. 347, I.S. 349, and AF Central Brooklyn 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.¹¹ The table below summarizes the full 2015-2016 room allocation plan for I.S. 347, I.S. 349, and AF Central Brooklyn based on their adjusted baseline footprint allocations, plus the excess space allocation.

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

¹¹ The number of excess rooms in the building is subject to change pending final enrollment projections.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 347	Baseline Footprint Allocation	19	6	3.0	0	1	0	3.5	0	0	0	0	19	7	0	3.0
	Adjusted Baseline Allocation	19	6	3.0	0	1	0	3.5	3	2	0	0	22	9	0	3.0
I.S. 349	Baseline Footprint Allocation	16	5	0	1	5	0	3.5	0	0	0	0	17	10	0	0
	Adjusted Baseline Allocation	17	4	0	1	5	0	3.5	2	1	0	0	20	10	0	0
AF Central Brooklyn	Baseline Footprint Allocation	13	1	0	2	1	0	2.5	0	0	0	0	15	2	0	0
	Adjusted Baseline Allocation	13	1	0	2	1	0	2.5	2	0	0	0	17	2	0	0

In total, I.S. 347 would be allocated 22 full-size rooms, nine half-size rooms, and the equivalent of 3.0 rooms of designed administrative offices/spaces. I.S. 349 would be allocated 20 full-size rooms and 10 half-size rooms. AF Central Brooklyn would be allocated 17 full-size rooms and two half-size rooms.

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 347	24	9	0	3.0	22	9	0	3	-2	0	0	0
I.S. 349	22	11	0	0	20	10	0	0	-2	-1	0	0
AF Central Brooklyn	13	1	0	0	17	2	0	0	+4	+1	0	0

2016-2017 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2016-2017 school year, AF Central Brooklyn would serve fifth through eighth grades in K111. I.S. 347 and 349 would continue to serve sixth through eighth grades in K111. There would continue to be 59 full-size classrooms/spaces, 21 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative offices/spaces to allocate between I.S. 347, I.S. 349, and AF Central Brooklyn.

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

2016-2017	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
I.S. 347	510 - 540	18	3
I.S. 349	405 - 435	15	3
AF Central Brooklyn	303 - 386	16	0

After I.S. 347, I.S. 349, and AF Central Brooklyn have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	3	2	0	0

The excess space will be allocated based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹³ The table below summarizes the full 2016-2017 room allocation plan for I.S. 347, I.S. 349 and AF Central Brooklyn based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation.

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

¹³ The number of excess rooms in the building is subject to change pending final enrollment projections.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
I.S. 347	Baseline Footprint Allocation	19	6	3.0	0	1	0	3.5	0	0	0	0	19	7	0	3.0
	Adjusted Baseline Allocation	19	6	3.0	0	1	0	3.5	1	1	0	0	20	8	0	3.0
I.S. 349	Baseline Footprint Allocation	16	5	0	1	5	0	3.5	0	0	0	0	17	10	0	0
	Adjusted Baseline Allocation	17	4	0	1	5	0	3.5	1	1	0	0	19	10	0	0
AF Central Brooklyn	Baseline Footprint Allocation	17	2	0	2	1	0	2.5	0	0	0	0	19	3	0	0
	Adjusted Baseline Allocation	17	2	0	2	1	0	2.5	1	0	0	0	20	3	0	0

In total, I.S. 347 would be allocated 20 full-size rooms, eight half-size rooms, and the equivalent of 3.0 rooms of designed administrative offices/spaces. I.S. 349 would be allocated 19 full-size rooms and 10 half-size rooms, and AF Central Brooklyn would be allocated 20 full-size rooms and three half-size rooms.

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
I.S. 347	22	9	0	3	20	8	0	3	-2	-1	0	0
I.S. 349	20	10	0	0	19	10	0	0	-1	0	0	0
AF Central Brooklyn	17	2	0	0	20	3	0	0	+3	+1	0	0

Shared Space Plan

A proposed Shared Space Plan for the 2013-2014 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building K111. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education 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 special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is based on: projected enrollments for each co-located school; current space allocation; I.S. 347 and I.S. 349's lunch schedules as described on the DOE School Food website; the total capacity of each shared space; the grades served by each of the co-located schools; and the start and end times of I.S. 347 and I.S. 349's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁴ Where possible, the proposed schedule maintains I.S. 347 and I.S. 349's current allocation of time for each shared space and re-distributes any remaining time for AF Central Brooklyn. To the extent feasible, shared spaces are allocated in a manner that will allow I.S. 347 and I.S. 349 to continue using it on a similar schedule next year. Because AF Central Brooklyn would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the times that have been allocated to I.S. 347 and I.S. 349 this year so that all students in the building may be accommodated in the 2013-2014 school year.

In planning how AF Central Brooklyn and I.S. 347 and I.S. 349 may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria:

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.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at I.S. 347 and I.S. 349. I.S. 347 and I.S. 349 currently use the cafeteria for breakfast from 7:30 am until 8:00 am (30 minutes daily), and then start their extended school day at 8:02 am and their regular school day at 8:40 am. The proposed schedule allows for I.S. 349 and I.S. 347 to continue serving breakfast based on their current schedules. Because AF Central Brooklyn will start its school day at 7:00 am, an hour before I.S. 347 and I.S. 349, it has been allocated a separate period for breakfast, from 6:30 am until 6:50 am (20 minutes daily). This means that AF Central Brooklyn will begin school before I.S. 347 and I.S. 349 begin to serve breakfast and thus will not affect either I.S. 347 or I.S. 349's current breakfast schedule.
- With regard to lunch, the proposed schedule allows for I.S. 347 and I.S. 349 to continue serving lunch similar to their current schedules as outlined in the 2011 Campus Audit.
- The DOE proposes that I.S. 347 use the cafeteria for lunch from 10:00 am -10:45 am and 11:30 am - 12:15 pm (1 hour and 30 minutes daily) and I.S. 349 use the cafeteria from 10:45 am - 11:30 am and 12:15 pm -1:00 pm (1 hour and 30 minutes daily). This allows I.S. 347 and I.S. 349 to have the same amount of time for lunch as they do currently, and only moves the current time allocations twenty minutes earlier. AF Central Brooklyn has been allocated use of the cafeteria from 1:00 pm – 1:45 pm (45 minutes daily). The Building Council is empowered to make alternative arrangements to the below proposal.

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

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

I.S. 347 will be allocated the largest amount of time in the library, gymnasium, auditorium, music and dance rooms because it will serve the largest number of students compared to I.S. 349 and AF Central Brooklyn.

Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 600 students. The DOE proposes that the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, I.S. 347 is allocated the largest amount of time in the gymnasium – 3 hours daily for a total of 15 hours weekly. I.S. 349 is allocated 2 hours and 20 minutes daily, for a total of 11 hours and 40 minutes weekly. AF Central Brooklyn is allocated 1 hour daily, for a total of 5 hours per week.
- The Building Council is empowered to make additional and alternative allocations.

Because the proposed allocations allocate time in the gymnasium to in proportion to each school's projected enrollment, the DOE believes that the proposed allocation is equitable and feasible.

Library

- I.S. 347 is allocated the largest amount of time in the library, 3 hours daily, based on its projected enrollment. I.S. 349 is allocated 2 hours and 30 minutes daily and AF Central Brooklyn is allocated 1 hour daily.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The DOE proposes that P.S. I.S. 347 receive the greatest amount of time in the auditorium, (3 hours and 45 minutes) based on the fact that it will serve the most number of students in the building, while I.S. 349 is allocated 2 hours and 35 minutes daily, and AF Central Brooklyn is allocated 1 hour daily. Given that the capacity of the auditorium is 616, the proposed shared space plan below offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Science Lab

- I.S. 347 is allocated the largest amount of time in the science lab, 3 hours daily, based on its projected enrollment. I.S. 349 is allocated 2 hours and 20 minutes daily, and AF Central Brooklyn is allocated 1 hour daily.

- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the science lab on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Music Room

- I.S. 347 is allocated the largest amount of time in the music room based on its projected enrollment (3 hours and 45 minutes daily). I.S. 349 is allocated 2 hours and 35 minutes hours daily and AF Central Brooklyn is allocated 1 hours and 30 minutes daily.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the music room on an as-needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Dance Room

- I.S. 347 is allocated the largest amount of time in the dance room, 2 hours daily, based on its projected enrollment. I.S. 349 is allocated 1 hour and 30 minutes daily and AF Central Brooklyn is allocated 1 hour daily.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the dance room on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Outdoor Shared Space:

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space; however specific time in the outdoor playground is not currently allocated to I.S. 347 and I.S. 349 according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school.
- I.S. 347 is allocated the most time (3 hours daily) since it will serve the most number of students, while I.S. 349 is allocated 2 hours daily, and AF Central Brooklyn is allocated 1 hour daily.

After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 pm. Thus, the Building Council should allocate this space as needed for after-school programs.
- As noted above, AF Central Brooklyn is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The DOE notes that Achievement First schools often offer extended school days during part of the week. AF Central Brooklyn and any other school in K111 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces using the process outlined below.
- The Building Council will address any requests to use all shared spaces after 3:00 pm and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an

agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once AF Central Brooklyn is co-located in the building.

In 2013-2014, the DOE projects AF Central Brooklyn will serve 84-107 students, I.S. 347 will serve 510-540 students, and I.S. 349 will serve 400-430 students in building K111. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, I.S. 347 and I.S. 349's school days run from approximately 8:40 am to 3:00 pm for their general education classes and from 8:02 am to 3:00 pm for their extended day programming.¹⁵ AF Central Brooklyn's school day will run from approximately 7:00 am to 4:00 pm.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 750)	Breakfast: I.S. 347 7:30-8:00 I.S. 349 7:30-8:00 AF Central Brooklyn 6:30-6:50 Lunch: I.S. 347 10:00-10:45 11:30-12:15 I.S. 349 10:45-11:30 12:15-1:00 AF Central Brooklyn 1:00-1:45	Breakfast: I.S. 347 7:30-8:00 I.S. 349 7:30-8:00 AF Central Brooklyn 6:30-6:50 Lunch: I.S. 347 10:00-10:45 11:30-12:15 I.S. 349 10:45-11:30 12:15-1:00 AF Central Brooklyn 1:00-1:45	Breakfast: I.S. 347 7:30-8:00 I.S. 349 7:30-8:00 AF Central Brooklyn 6:30-6:50 Lunch: I.S. 347 10:00-10:45 11:30-12:15 I.S. 349 10:45-11:30 12:15-1:00 AF Central Brooklyn 1:00-1:45	Breakfast: I.S. 347 7:30-8:00 I.S. 349 7:30-8:00 AF Central Brooklyn 6:30-6:50 Lunch: I.S. 347 10:00-10:45 11:30-12:15 I.S. 349 10:45-11:30 12:15-1:00 AF Central Brooklyn 1:00-1:45	Breakfast: I.S. 347 7:30-8:00 I.S. 349 7:30-8:00 AF Central Brooklyn 6:30-6:50 Lunch: I.S. 347 10:00-10:45 11:30-12:15 I.S. 349 10:45-11:30 12:15-1:00 AF Central Brooklyn 1:00-1:45
Gymnasium (Capacity: 600)	I.S. 347 11:00-2:00 I.S. 349 8:40-10:00 2:00-3:00 AF Central Brooklyn 10:00-11:00				
Library	I.S. 347 9:30 -12:30 I.S. 349 12:30-3:00 AF Central Brooklyn 8:30-9:30	I.S. 347 9:30-12:30 I.S. 349 12:30-3:00 AF Central Brooklyn 8:30-9:30	I.S. 347 9:30-12:30 I.S. 349 12:30-3:00 AF Central Brooklyn 8:30-9:30	I.S. 347 9:30-12:30 I.S. 349 12:30-3:00 AF Central Brooklyn 8:30-9:30	I.S. 347 9:30-12:30 I.S. 349 12:30-3:00 AF Central Brooklyn 8:30-9:30
Auditorium (Capacity: 616)	I.S. 347 11:15-3:00 I.S. 349 8:40-11:15 AF Central Brooklyn 2:00-3:00				

¹⁵ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Science Lab	I.S. 347 8:40-11:40 I.S. 349 12:40-3:00 AF Central Brooklyn 11:40-12:40	I.S. 347 8:40-12:00 I.S. 349 12:00-2:30 AF Central Brooklyn 3:00-4:00			
Music Room	I.S. 347 11:15-3:00 I.S. 349 8:40-11:15 AF Central Brooklyn 7:00-8:30	I.S. 347 11:15-3:00 I.S. 349 8:40-11:15 AF Central Brooklyn 7:00-8:30			
Dance Room	I.S. 347 8:40-10:40 I.S. 349 12:30-2:00 AF Central Brooklyn 2:00-3:00	I.S. 347 8:40-10:40 I.S. 349 12:30-2:00 AF Central Brooklyn 2:00-3:00			
Outdoor Play Yard	I.S. 347 8:40-11:40 I.S. 349 1:00-3:00 AF Central Brooklyn 12:00-1:00	I.S. 347 8:40-11:40 I.S. 349 1:00-3:00 AF Central Brooklyn 12:00-1:00			

Building Safety and Security

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including: Principal(s); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of AF Central Brooklyn will be part of the K111 School Safety Committee. As a member of the School Safety Committee, the leader/designee of AF Central Brooklyn will participate in the development of the building's School Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of AF Central Brooklyn will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K111 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of AF Central Brooklyn will enter information in the K111 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the K111 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the building's School Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹⁶ co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

The SSC will be comprised of the principal, a teacher, and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

¹⁶ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".