

BUILDING UTILIZATION PLAN: K092

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 Achievement First Voyager Charter School (84K876, "AF Voyager") to building K092 ("K092") with P.S. 92 Adrian Hegeman (17K092, "P.S. 92"), a district elementary school serving students in kindergarten through fifth grade, and serving a pre-kindergarten program ("pre-k") beginning in the 2017-2018 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 Voyager currently serves students in fifth grade in building K884 ("K884") located at 15 Snyder, Brooklyn, NY 11226, where it is currently co-located with Success Academy Charter School – Flatbush (84K886), a charter elementary school currently serving students kindergarten through first grade, and will serve kindergarten through fourth grade in the 2019-2020 school year. K884 is located 0.6 miles from K092 and is also in District 17. Pursuant to recent amendments to the Education Law, which provide certain new and expanding charter schools with access to facilities, AF Voyager made a request to the DOE for co-located space to site a new middle school. In the 2016-2017 school year the DOE provided temporary incubation space to AF Voyager at K884 for its fifth and sixth grade, with a commitment to identify appropriate long term co-located space for the siting of AF Voyager's fifth through eighth grades.

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 P.S. 92 and AF Voyager if the proposal to re-site AF Voyager 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 2017-2018 school year between P.S. 92 and AF Voyager, 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.¹ 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.

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

¹ 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

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
0-250	2

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 September 16, 2016 by a representative of the Office of Space Planning, K092 contains a total of 52 full-size rooms,² 8 half-size rooms,³ 3 quarter-size rooms,⁴ and 3.0 FSE of designed administrative office space. K092 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:

- CAMBA, a community-based organization, occupies one full-size space.
- The nurse's office occupies 1.0 FSE of designed administrative space.
- The custodian's office occupies one half-size space.
- The School Based Support Team occupies one half-size space.
- A Teachers Cafeteria occupies one full-size space.

Excluding the spaces outlined above, K092 has a total of 50 full-size rooms, 6 half-size rooms, 3 quarter-size rooms, and the full-size equivalent of 2.0 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
K092 Total	52	8	3	3.0
Shared Spaces or Building Services	2	2	0	1.0
Remaining to be Allocated	50	6	3	2.0

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size classrooms have an area of 239 square feet or less.

2016-2017 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at each school in K092 in the 2016-2017 school year:

2016-2017	Budget Register Projections	Grade Span & Programs	GE/ICT Sections	SC Sections
P.S. 92	461	Pre-K, K-5	21	2

The DOE has adjusted P.S. 92'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 P.S. 92 2 full-size rooms in lieu of 2 half-size rooms. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocations for P.S. 92 in each year of room allocations presented in this document.

The table below summarizes P.S. 92's adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. P.S. 92 is currently using the space described in their adjusted baseline Footprint allocation.

2016-2017		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)
P.S. 92	Baseline Footprint Allocation	24	4	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	26	2	2.0	0	3	2	4.0	24	1	1	0	50	6	3	2.0

In total:

- P.S. 92 is currently allocated 50 full-size rooms, 6 half-size rooms, 3 quarter-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 24 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of P.S. 92's adjusted baseline allocation.

In the 2015-2016 school year, K092 housed both P.S. 92 and Lefferts Garden Charter School (84K796, "Lefferts Garden"). Prior to the 2016-2017 school year, Lefferts Garden closed and no longer serves students in K092. The space previously occupied by Lefferts Garden is allocated as excess to the P.S. 92's adjusted baseline allocation. If this proposal is approved, the space once occupied by Lefferts Garden is the potential location of AF Voyager. However, if this proposal is approved, the Office of Space Planning will work with the BC to ensure an equitable allocation of space in K092. In determining an equitable allocation, the Office of Space Planning may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

2017-2018 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2017-2018, AF Voyager will serve students in fifth- through sixth grade and P.S. 92 will serve kindergarten- through fifth-grade students and offer pre-kindergarten in K092. 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 ⁵	Grade Span & Programs	GE/ICT Sections	SC Sections
P.S. 92	429-489	Pre-K, K-5	21	2
AF Voyager ⁶	160-180	5-6	6	0

After P.S. 92 and AF Voyager 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	14	0	1	0.0

The excess space will be allocated between P.S. 92 and AF Voyager based upon the at scale 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 P.S. 92 and AF Voyager based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

⁵ Enrollment is based on 2016-2017 Budget Register Projections.

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.

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)
P.S. 92	Baseline Footprint Allocation	24	4	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	26	2	2.0	0	3	2	4.0	3	0	0	0.0	29	5	2	2.0
AF Voyager	Baseline Footprint Allocation	7	1	0.0	3	0	0	3.0	11	0	1	0.0	21	1	1	0.0

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

- The DOE will allocate P.S. 92 29 full-size rooms, 5 half-size rooms, 2 quarter-size rooms, and 2.0 FSE of designed administrative space. This allocation includes 3 full-size rooms in excess of P.S. 92's adjusted baseline Footprint allocation.
- The DOE will allocate AF Voyager 21 full-size rooms, 1 half-size room, and 1 quarter-size room. This allocation includes 11 full-size rooms and 1 quarter-size room in excess of AF Voyager's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 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)
P.S. 92	50	6	3	2.0	29	5	2	2.0	-21	-1	-1	0
AF Voyager	-	-	-	-	21	1	1	0.0	+21	+1	+1	0

2018-2019 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2018-2019 AF Voyager will serve students in fifth- through seventh grades in K092 and P.S. 92 will serve students in grades kindergarten through five and offer a pre-kindergarten program. The table below summarizes the projected enrollment, grade spans, and number of sections at each school in the 2018-2019 school year:

2018-2019	Projected Enrollment	Grade Span & Programs	GE/ICT Sections	SC Sections
P.S. 92	419-479	Pre-K, K-5	21	2
AF Voyager	240-270	5-7	9	0

After P.S. 92 and AF Voyager 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	11	0	1	0.0

The excess space will be allocated between P.S. 92 and AF Voyager 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 P.S. 92 and AF Voyager based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

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)
P.S. 92	Baseline Footprint Allocation	24	4	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	26	2	2.0	0	3	2	4.0	3	0	0	0.0	29	5	2	2.0
AF Voyager	Baseline Footprint Allocation	10	1	0.0	3	0	0	3.0	8	0	1	0.0	21	1	1	0.0

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

- The DOE will allocate P.S. 92 29 full-size rooms, 5 half-size rooms, 2 quarter-size rooms and 2.0 FSE of designed administrative space. This allocation includes 3 full-size rooms in excess of P.S. 92's adjusted baseline Footprint allocation.
- The DOE will allocate AF Voyager 21 full-size rooms, 1 half-size room, and 1 quarter-size room. This allocation includes 8 full-size rooms and 1 quarter-size room in excess of AF Voyager's baseline Footprint allocation.

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

ROOM CHANGE (+/-)	PROPOSED 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)
P.S. 92	29	5	2	2.0	29	5	2	2.0	0	0	0	0
AF Voyager	21	1	1	0.0	21	1	1	0.0	0	0	0	0

2019-2020 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in 2019-2020 AF Voyager will be at scale and serve students in fifth- through eighth grades in K092 and P.S. 92 will serve students in grades kindergarten through five and offer a pre-kindergarten program. The table below summarizes the projected enrollment, grade spans, and number of sections at each school in the 2019-2020 school year:

2019-2020	Projected Enrollment	Grade Span & Programs	GE/ICT Sections	SC Sections
P.S. 92	404-464	Pre-K, K-5	21	2
AF Voyager	320-360	5-8	12	0

The DOE has adjusted AF Voyager's baseline Footprint allocation due to the lack of half-size spaces available in the building. The DOE has allocated AF Voyager 1 full-size room in lieu of 1 half-size room. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocation for AF Voyager in the 2019-2020 school year.

After P.S. 92 and AF Voyager have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2019-2020	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	7	0	1	0.0

The excess space will be allocated between P.S. 92 and AF Voyager 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 2019-2020 room allocation plan for P.S. 92 and AF Voyager based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

2019-2020		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)
P.S. 92	Baseline Footprint Allocation	24	4	-	-	-	-	4.0								
	Adjusted Baseline Allocation	26	2	2.0	0	3	2	4.0	3	0	0	0.0	29	5	2	2.0
AF Voyager	Baseline Footprint Allocation	13	1	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	14	0	0.0	3	1	0	3.5	4	0	1	0.0	21	1	1	0.0

As indicated in the preceding chart, in 2019-2020:

- The DOE will allocate P.S. 92 29 full-size rooms, 5 half-size rooms, 2 quarter-size rooms and 2.0 FSE of designed administrative space. This allocation includes 3 full-size rooms in excess of P.S. 92's adjusted baseline Footprint allocation.
- The DOE will allocate AF Voyager 21 full-size rooms, 1 half-size room, and 1 quarter-size room. This allocation includes 4 full-size rooms and 1 quarter-size room in excess of AF Voyager's adjusted baseline Footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2018-2019 TOTAL SPACE ALLOCATIONS				PROPOSED 2019-2020 TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
P.S. 92	29	5	2	2.0	29	5	2	2.0	0	0	0	0
AF Voyager	21	1	1	0.0	21	1	1	0.0	0	0	0	0

Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2017-2018 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 K092. 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 P.S. 92 and AF Voyager, the current lunch schedule for P.S. 92 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 time of P.S. 92 and AF Voyager's school day based on the Office of Pupil Transportation's bus schedule for a regular school day. Where possible, the proposed schedule maintains P.S. 92's current allocation of time for breakfast and lunch. If this proposal is approved, 2017-2018 will be the first year that AF Voyager is co-located with P.S. 92, and therefore, it may be necessary to shorten or change some of the times that have been used by P.S. 92 so that all students in the building may be accommodated in 2017-2018 and subsequent school years.

In planning how P.S. 92 and AF Voyager 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 P.S. 92'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, P.S. 92 and AF Voyager are allocated separate lunch times in the cafeteria, which has the capacity to hold 358 students.
- The DOE proposes that P.S. 92 will be allocated 2 hours daily in the cafeteria for lunch and AF Voyager will be allocated 1 hour 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 P.S. 92, which currently uses the cafeteria from 7:30 a.m. to 8:00 a.m. for breakfast. P.S. 92 will continue to be allocated the cafeteria for breakfast from 7:30 a.m. to 8:00 a.m., and AF Voyager 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 150 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S. 92 receive the greatest amount of time in the gymnasium because this school will serve the greatest number of students in the 2017-2018 school year. P.S. 92 has been allocated 4 hours and 30 minutes daily. AF Voyager has been allocated 1 hour and 30 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 P.S. 92 receives the greatest amount of time in the library because this school will serve the greatest number of students in the 2017-2018 school year. P.S. 92 has been allocated 4 hours daily. AF Voyager has been allocated 1 hour and 30 minutes daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 412 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S. 92 receives the greatest amount of time in the auditorium because this school will serve the greatest number of students in the 2017-2018 school year. P.S. 92 has been allocated 3 hours and 30 minutes daily. AF Voyager has been allocated 1 hour and 30 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 BC 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 2017-2018, P.S. 92 is projected to serve 404-464 students and AF Voyager is projected to serve 130-150 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, P.S. 92's school day runs from 8:20 a.m. - 2:40 p.m. Monday through Friday and AF Voyager's school day runs from 7:45 a.m. - 4:30 p.m. Monday through Thursday and 7:45 a.m. - 2:05 p.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:358)	Breakfast: P.S. 92 7:30a.m.-8:00a.m. AF Voyager 7:00a.m.-7:30a.m.				
	Lunch: P.S. 92 10:45a.m.-12:45p.m. AF Voyager 1:00p.m.-2:00p.m.				
Gymnasium (Capacity: 150)	P.S. 92 8:30a.m.-12:00p.m. 1:00p.m.-2:00p.m. AF Voyager 12:00p.m.-12:45p.m. 2:00p.m.-2:45p.m.	P.S. 92 8:30a.m.-12:00p.m. 1:00p.m.-2:00p.m. AF Voyager 12:00p.m.-12:45p.m. 2:00p.m.-2:45p.m.	P.S. 92 8:30a.m.-12:00p.m. 1:00p.m.-2:00p.m. AF Voyager 12:00p.m.-12:45p.m. 2:00p.m.-2:45p.m.	P.S. 92 8:30a.m.-12:00p.m. 1:00p.m.-2:00p.m. AF Voyager 12:00p.m.-12:45p.m. 2:00p.m.-2:45p.m.	P.S. 92 8:30a.m.-12:00p.m. 1:00p.m.-2:00p.m. AF Voyager 7:45a.m.-8:30a.m. 12:00p.m.-12:45p.m.
Library	P.S. 92 10:30a.m.-2:30p.m. AF Voyager 3:00p.m.-4:30p.m.	P.S. 92 10:30a.m.-2:30p.m. AF Voyager 3:00p.m.-4:30p.m.	P.S. 92 10:30a.m.-2:30p.m. AF Voyager 3:00p.m.-4:30p.m.	P.S. 92 10:30a.m.-2:30p.m. AF Voyager 3:00p.m.-4:30p.m.	P.S. 92 10:30a.m.-2:30p.m. AF Voyager 8:00a.m.-9:30a.m.
Auditorium (Capacity: 412)	P.S. 92 11:00a.m.-2:30p.m. AF Voyager 8:00a.m.-9:30a.m.				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,⁷ 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/designees of AF Voyager and P.S. 92 will form a SSC. As a member of the SSC, the leaders/designees of P.S. 92 and AF Voyager 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 Voyager will be addressed on an ongoing basis. Moreover, the SSP for the K092 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of AF Voyager will enter information in the K092 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 K092, 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 K092 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 Memo⁸, co-located schools must actively participate in a Building Council, 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 Building Council. The Building Council meets 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 Building Council 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.

⁷ Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

⁸ The Campus Policy Memo is available at <http://schools.nyc.gov/community/campusgov/KeyDocuments/>