

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to expand existing charter school Achievement First Apollo Charter School (84K774, "AF Apollo") in building K302 ("K302") and Transportable Classroom Unit K974 ("K974") located at 350 Linwood Street, Brooklyn, NY 11208, in Community School District 19 ("District 19").¹ AF Apollo is co-located with J.H.S. Rafael Cordero (19K302, "J.H.S. 302"). In addition, K302 houses Beacon ("Beacon"), which provides after-school programming, and a School-Based Health Center ("SBHC"). In a separate EIS, the DOE is also proposing to open and co-locate two new district middle schools, 19K661 and 19K662, in K302. If this proposal is approved, 19K661 and 19K662 will be co-located in K302 with existing schools J.H.S. 302 and AF Apollo. This proposal can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

In a separate EIS, the DOE has proposed to gradually phase out and eventually close J.H.S. 302 because of its low performance and inability to improve quickly to better support student needs. If the phase-out proposal is approved, J.H.S. 302 will no longer admit sixth grade students after the conclusion of the 2012-2013 school year. One grade will then be phased out each subsequent year. During the 2013-2014 school year, J.H.S. 302 will serve students in seventh and eighth grade and, in 2014-2015, it will serve students in eighth grade. J.H.S. 302 will close after June 2015. That proposal can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

In the attached EIS, the DOE is proposing to expand AF Apollo beginning in 2014-2015 to serve fifth through eighth grade students. If this proposal is approved, AF Apollo would serve kindergarten through fifth grade students beginning in the 2014-2015 school year and add one grade per year until it reaches full scale in 2017-2018. In a related EIS, as mentioned above, the DOE is proposing to open and co-locate 19K661 and 19K662 in building K302; each would serve students in sixth through eighth grade when completely phased in. If approved, 19K661 and 19K662 will begin enrolling sixth grade students in 2013-2014 and will add one grade per year until each school reaches full scale and serves students in sixth through eighth grade in 2015-2016.

For the purposes of each of the attached and related EISs describing the proposals to open and co-locate 19K661 and 19K662 and to expand AF Apollo, it is assumed that the proposal to phase out J.H.S. 302 will be approved by the PEP. However, if the proposal to phase out J.H.S. 302 is not approved, the DOE still believes there is space for the expansion of AF Apollo, and the EIS for the expansion of AF Apollo and this Building Utilization Plan ("BUP") would be revised as necessary. If the proposal to phase out J.H.S. 302 is not approved, 19K661 and 19K662 will not open and this EIS and BUP would be revised as necessary.

In January 2008, AF Apollo's charter was authorized by the State University of New York Charter Schools Institute ("SUNY CSI") to serve students in kindergarten through fifth grade. AF Apollo will be managed by Achievement First Schools ("Achievement First"), a Charter Management Organization ("CMO"). AF Apollo has informed the DOE that it intends to apply to SUNY CSI to further expand its grade span to serve students in kindergarten through eighth grade, reaching full scale in 2017-2018. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny AF Apollo's request to expand, or if AF Apollo fails to make this request, AF Apollo will only serve its approved grade span of kindergarten through fifth grade in K302. If the expansion proposal is approved, AF Apollo would expand to serve students in the fifth through eighth grades in K302.²

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between J.H.S. 302, AF Apollo, 19K661, and 19K662. It also includes a proposal for the collaborative usage of shared resources and spaces between J.H.S. 302, AF Apollo, 19K661, and 19K662, including but not limited to cafeterias, libraries, and gymnasiums, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee are also included. Please refer to the EISs to which this plan is attached for further information about the proposed co-locations.

¹ In addition to the main K302 building, the students at Achievement First Apollo Charter School, an existing charter school co-located with J.H.S. 302, are also served in Transportable Classroom Unit ("TCU") K974 that is located adjacent to K302. As described further below, the Beacon program also occupies space in the TCU. For the purposes of this BUP, all references to K302 refer to both K302 and TCU K974.

² Pursuant to its charter, AF Apollo is currently authorized to serve students in kindergarten through fifth grade. However, in February 2010, the Panel for Educational Policy approved a proposal to site only the kindergarten through fourth grades of AF Apollo in K302.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed co-locations are approved by the Panel for Educational Policy.

METHODOLOGY

The DOE has applied the NYC Department of Education Instructional Footprints (“Footprint”)³ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE 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 from the Office of Space Planning and a representative from the school. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated-Co Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained (“SC”) special education section served by the school. In addition, schools serving 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.

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

³ 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 Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on November 19, 2012 by the Office of Space Planning, building K302 has a total of 70 full-size classrooms/spaces⁴ (including 9 full-size science demonstration rooms), 27 half-size classrooms/spaces,⁵ 1 quarter-size space⁶ that can be used for administrative purposes, and 9.0 full-size FSE rooms of designed administrative office/space. The nine science demo rooms are all allocated to schools and therefore are included in the full-size room allocations and are not included in the Proposed Shared Space schedule. Building K302 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:

- The school nurse currently occupies 1.0 FSE room of designed administrative space
- The custodian's office currently occupies 1 quarter-size space
- School Based Support Services occupies 0.5 FSE room of designed administrative space
- A teachers' cafe occupies 1 full-size space
- Beacon occupies 5 full-size spaces and 2.0 FSE rooms of designed administrative space
- School Safety occupies 1 half-size space

Excluding the spaces outlined above, K302 has a total of 64 full-size classrooms (including 9 full-size science demonstration rooms), 26 half-size classrooms/spaces, and 5.5 FSE designed administrative office/space remaining that can be allocated to schools.

Summary: Building K302	FS	HS	QS	Designed Admin (FSE)
Building	70	27	1	9.0
Shared Spaces or Building Services	6	1	1	3.5
Remaining Total to be Allocated	64	26	0	5.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at J.H.S. 302 and AF Apollo in 2012-2013.

2012-2013	Total Enrolled ^{7, 8}	GE/ICT Sections	SC Sections
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⁴ Full-size classrooms have an area of 500 square feet or more.

⁵ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁶ Quarter-size classrooms have an area of less than 240 square feet.

⁷ J.H.S. 302's enrollment is based on the 2012-2013 Unaudited Register (as of October 26, 2012).

⁸ AF Apollo's enrollment is based on the charter headcount as of October 1, 2012.

J.H.S. 302	902	28	7
AF Apollo	329	14	0

The table below summarizes the current room allocations for J.H.S. 302 and AF Apollo, based on their baseline footprint allocations.

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)
J.H.S. 302	Baseline Allocation	29	11	4.0	0	3	0	5.5	29	14	0	4.0
	Current Space Allocation	46	7	4.0	0	14	0	11.0	46	21	0	4.0
AF Apollo	Baseline Allocation	17	2	1.5	0	3	0	3.0	17	5	0	1.5
	Current Space Allocation	17	2	1.5	1	3	0	4.0	18	5	0	1.5

As demonstrated in the table above, J.H.S. 302 is currently using 17 full-size and 7 half-size spaces in excess of its baseline Footprint allocation. AF Apollo is currently using 1 full-size space in excess of its baseline Footprint allocation. The table below summarizes the available space within K302 after J.H.S. 302 and AF Apollo have received their respective baseline Footprint allocations, some of which will be allocated to 19K661 and 19K662 for 2013-2014.

2012-2013: Building K302	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Footprint Allocations	0.0	18	7	0

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If approved, 19K661 and 19K662 will begin serving sixth grade students in K302 in the 2013-2014 school year, and J.H.S. 302 will serve seventh and eighth grades. AF Apollo will serve kindergarten through fourth grade.

In 2013-2014, building K302 will continue to have 64 full-size classrooms, 26 half-size classrooms/spaces, and 5.5 FSE designed administrative office/space remaining that can be allocated to schools.

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

2013-2014	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
J.H.S. 302	565-585	18	5
AF Apollo	370-470	18	0
19K661	85-95	3	1
19K662	115-125	4	1

After J.H.S. 302, AF Apollo, 19K661, and 19K662 have received their respective baseline footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K302	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Footprint Allocations	0.0	12	6	0

The excess space will be allocated between J.H.S. 302, AF Apollo, 19K661, and 19K662 based on the physical location of the available space in relation to the location of each school within the building and on the relative enrollments of all schools in the building. The table below summarizes the full 2013-2014 room allocation plan for J.H.S. 302, AF Apollo, 19K661, and 19K662 based on their baseline footprint allocations, plus the excess space allocation.

⁹ The DOE's enrollment figures are based on 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)
J.H.S. 302	Baseline Allocation	19	8	4.0	0	0	0	4.0	6	3	0	0.0	25	11	0	4.0
AF Apollo	Baseline Allocation	21	3	1.5	1	2	0	3.5	4	3	0	0.0	26	8	0	1.5
19K661	Baseline Allocation	4	2	0.0	1	1	0	1.5	1	0	0	0.0	6	3	0	0.0
19K662	Baseline Allocation	5	2	0.0	1	2	0	2.0	1	0	0	0.0	7	4	0	0.0

In total, J.H.S. 302 will be allocated 25 full-size, 11 half-size, and 4.0 FSE designed administrative spaces. This allocation is 6 full-size and 3 half-size spaces in excess of J.H.S. 302's baseline footprint. AF Apollo will be allocated 26 full-size, 8 half-size, and 1.5 FSE designed administrative spaces. This allocation is 4 full-size and 3 half-size spaces in excess of AF Apollo's footprint allocation. 19K661 will be allocated 6 full-size and 3 half-size spaces. This allocation is 1 full-size room in excess of 19K661's baseline footprint allocation. 19K662 will be allocated 7 full-size and 4 half-size spaces. This allocation is 1 full-size room in excess of 19K662's baseline footprint allocation.

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

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)
J.H.S 302	46	21	0	4.0	25	11	0	4.0	-21	-10	0	0.0
AF Apollo	18	5	0	1.5	26	8	0	1.5	+8	+3	0	0.0
19K661	-	-	-	-	6	3	0	0.0	+6	+3	0	0.0
19K662	-	-	-	-	7	4	0	0.0	+7	+4	0	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If approved, 19K661 and 19K662 will serve sixth and seventh grade students in K302 in the 2014-2015 school year, J.H.S. 302 will serve eighth grade, and AF Apollo will serve kindergarten through fifth grade.

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

2014-2015	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
J.H.S. 302	270-280	9	2
AF Apollo	455-575	24	0
19K661	170-190	6	2
19K662	230-250	8	2

After J.H.S. 302, AF Apollo, 19K661, and 19K662 have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K302	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Footprint Allocations	1.5	8	5	0

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

The excess space will be allocated between J.H.S. 302, AF Apollo, 19K661, and 19K662 based on the physical location of the available space in relation to the location of each school within the building and on the relative enrollments of all schools in the building. The table below summarizes the full 2014-2015 room allocation plan for J.H.S. 302, AF Apollo, 19K661, and 19K662 based on their baseline footprint allocations, plus the excess space allocation.

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)
J.H.S. 302	Baseline Allocation	10	3	2.5	0	0	0	2.5	2	1	0	1.5	12	4	0	4.0
AF Apollo	Baseline Allocation	27	4	1.5	1	3	0	4.0	4	3	0	0.0	32	10	0	1.5
19K661	Baseline Allocation	7	3	0.0	1	2	0	2.0	1	0	0	0.0	9	5	0	0.0
19K662	Baseline Allocation	9	3	0.0	1	3	0	2.5	1	1	0	0.0	11	7	0	0.0

In total, J.H.S. 302 will be allocated 12 full-size, 4 half-size, and 4.0 FSE designed administrative spaces. This allocation is 2 full-size, 1 half-size, and 1.5 FSE designed administrative spaces in excess of J.H.S. 302's baseline footprint.¹¹ AF Apollo will be allocated 32 full-size, 10 half-size, and 1.5 FSE designed administrative spaces. This allocation is 4 full-size and 3 half-size spaces in excess of AF Apollo's baseline footprint allocation. 19K661 will be allocated 9 full-size and 5 half-size spaces. This allocation is 1 full-size room in excess of 19K661's baseline footprint allocation. 19K662 will be allocated 11 full-size and 7 half-size spaces. This allocation is 1 full-size and 1 half-size space above 19K662's baseline footprint allocation.

¹¹ The DOE notes that the designed administrative space in K302 will be concentrated within the area that J.H.S. 302 is currently located and will continue to be located throughout the course of its phase-out. In the interest of keeping all organizations contiguous in the building, this proposal allocates all excess designed administrative space to J.H.S. 302 throughout the course of its phase-out due to the building configuration. However, all school organizations will be allocated their baseline allocation of administrative space. Furthermore, designed administrative space is not considered to be part of J.H.S. 302's proportional allocation of instructional, non-administrative rooms.

The change in rooms is reflected below for the 2013-2014 school year to the 2014-2015 school year.

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)
J.H.S 302	25	11	0	4.0	12	4	0	4.0	-13	-7	0	0.0
AF Apollo	26	8	0	1.5	32	10	0	1.5	+6	+2	0	0.0
19K661	6	3	0	0.0	9	5	0	0.0	+3	+2	0	0.0
19K662	7	4	0	0.0	11	7	0	0.0	+4	+3	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)¹²

If the proposal to phase out J.H.S. 302 is approved, in 2015-2016, J.H.S. 302 will no longer serve students. If the proposals to expand AF Apollo and open and co-locate 19K661 and 19K662 are approved, in 2015-2016 AF Apollo will serve kindergarten through sixth-grade students, and both 19K661 and 19K662 will be completely phased in, serving sixth through eighth grades. The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016.

2015-2016	Projected Enrollment ¹³	GE/ICT Sections	SC Sections
AF Apollo	540-680	28	0
19K661	255-285	9	3
19K662	345-375	12	3

¹² Pursuant to the terms of its charter, AF Apollo is currently only authorized to serve students in kindergarten through fifth grade. AF Apollo has informed the DOE that it intends to apply to SUNY CSI to revise its charter, expanding its grade span to include students in sixth through eighth grade. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny AF Apollo's request to expand, or if AF Apollo fails to make this request, AF Apollo will only serve its approved grade span of kindergarten through fifth grade, and the space allocation for the 2015-2016 school year contained in this BUP will not be applicable. In that case, the 2014-2015 school year will serve as the long-term space allocation plan for building K302.

¹³ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After AF Apollo, 19K661 and 19K662 have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K302	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Footprint Allocations	0.0	9	7	0

The excess space will be allocated between AF Apollo, 19K661, and 19K662 based on the physical location of the available space in relation to the location of each school within the building and on the relative enrollments of all schools in the building. The table below summarizes the full 2015-2016 room allocation plan for AF Apollo, 19K661, and 19K662 based on their baseline footprint allocations, plus the excess space allocation.

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)
AF Apollo	Baseline Allocation	31	4	1.5	1	4	0	4.5	4	3	0	0.0	36	11	0	1.5
19K661	Baseline Allocation	10	4	2.5	0	0	0	2.5	2	2	0	0.0	12	6	0	2.5
19K662	Baseline Allocation	13	4	1.5	0	3	0	3.0	3	2	0	0.0	16	9	0	1.5

In total, AF Apollo will be allocated 36 full-size, 11 half-size, and 1.5 FSE designed administrative spaces. This allocation is 4 full-size and 3 half-size spaces in excess of AF Apollo's baseline footprint allocation. 19K661 will be allocated 12 full-size, 6 half-size, and 2.5 FSE designed administrative spaces. This allocation is 2 full-size and 2 half-size rooms in excess of 19K661's baseline footprint allocation. 19K662 will be allocated 16 full-size, 9 half-size, and 1.5 FSE designed administrative spaces. This allocation is 3 full-size and 2 half-size rooms in excess of 19K662's baseline footprint allocation.

The room change is reflected below from the 2014-2015 school year to the 2015-2016 school year.

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)
J.H.S 302	12	4	0	4.0	0	0	0	0.0	-12	-4	0	-4.0
AF Apollo	32	10	0	1.5	36	11	0	1.5	+4	+1	0	0.0
19K661	9	5	0	0.0	12	6	0	2.5	+3	+1	0	+2.5
19K662	11	7	0	0.0	16	9	0	1.5	+5	+2	0	+1.5

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)¹⁴

If the proposal to expand AF Apollo is approved, AF Apollo will serve kindergarten through seventh grade in the 2016-2017. If the proposal to open and co-locate 19K661 and 19K662 is approved, these schools will serve sixth through eighth grade in 2016-2017 and will be fully phased in.

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

2016-2017	Projected Enrollment ¹⁵	GE/ICT Sections	SC Sections
AF Apollo	625-785	32	0
19K661	255-285	9	3
19K662	345-375	12	3

¹⁴ Pursuant to the terms of its charter, AF Apollo is currently only authorized to serve students in kindergarten through fifth grade. AF Apollo has informed the DOE that it intends to apply to SUNY CSI to revise its charter, expanding its grade span to include students in sixth through eighth grade. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny AF Apollo's request to expand, or if AF Apollo fails to make this request, AF Apollo will only serve its approved grade span of kindergarten through fifth grade, and the space allocation for the 2016-2017 school year contained in this BUP will not be applicable. In that case, the 2014-2015 school year will serve as the long-term space allocation plan for building K302.

¹⁵ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After AF Apollo, 19K661, and 19K662 have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2016-2017: Building K302	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Footprint Allocations	0.0	5	6	0

The excess space will be allocated between AF Apollo, 19K661, and 19K662 based on the physical location of the available space in relation to the location of each school within the building and on the relative enrollments of all schools in the building. The table below summarizes the full 2016-2017 room allocation plan for AF Apollo, 19K661, and 19K662 based on their baseline footprint allocations, plus the excess space allocation.

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)
AF Apollo	Baseline Allocation	35	4	1.5	1	5	0	5.0	3	3	0	0.0	39	12	0	1.5
19K661	Baseline Allocation	10	4	2.5	0	0	0	2.5	1	1	0	0.0	11	5	0	2.5
19K662	Baseline Allocation	13	4	1.5	0	3	0	3.0	1	2	0	0.0	14	9	0	1.5

In total, AF Apollo will be allocated 39 full-size, 12 half-size, and 1.5 FSE designed administrative spaces. This allocation is 3 full-size and 3 half-size spaces in excess of AF Apollo's baseline footprint allocation. 19K661 will be allocated 11 full-size, 5 half-size, and 2.5 FSE designed administrative spaces. This allocation is 1 full-size and 1 half-size space in excess of 19K661's baseline footprint allocation. 19K662 will be allocated 14 full-size, 9 half-size, and 1.5 FSE designed administrative spaces. This allocation is 1 full-size and 2 half-size spaces in excess of 19K662's baseline footprint allocation.

The room change is reflected below for the 2015-2016 school year to 2016-2017 school year.

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)
AF Apollo	36	11	0	1.5	39	12	0	1.5	+3	+1	0	0.0
19K661	12	6	0	2.5	11	5	0	2.5	-1	-1	0	0.0
19K662	16	9	0	1.5	14	9	0	1.5	-2	0	0	0.0

2017-2018 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)¹⁶

If the proposal to expand AF Apollo is approved, in 2017-2018, AF Apollo will serve kindergarten through eighth grades and be fully phased in. If the proposal to open and co-locate 19K661 and 19K662 is approved, these schools will serve sixth through eighth grade in 2017-2018.

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

2017-2018	Projected Enrollment ¹⁷	GE/ICT Sections	SC Sections
AF Apollo	710-890	36	0
19K661	255-285	9	3
19K662	345-375	12	3

¹⁶ Pursuant to the terms of its charter, AF Apollo is currently only authorized to serve students in kindergarten through fifth grade. AF Apollo has informed the DOE that it intends to apply to SUNY CSI to revise its charter, expanding its grade span to include students in sixth through eighth grade. Only SUNY CSI has the authority to approve or deny that request. Should SUNY CSI deny AF Apollo's request to expand, or if AF Apollo fails to make this request, AF Apollo will only serve its approved grade span of kindergarten through fifth grade, and the space allocation for the 2017-2018 school year contained in this BUP will not be applicable. In that case, the 2014-2015 school year will serve as the long-term space allocation plan for building K302.

¹⁷ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After AF Apollo, 19K661, and 19K662 have received their respective allocation of rooms, the following number of rooms will remain unallocated:

2017-2018: Building K302	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Footprint Allocations	0.0	1	5	0

The excess space will be allocated between AF Apollo, 19K661, and 19K662 based on the physical location of the available space in relation to the location of each school within the building and on the relative enrollments of all schools in the building. The table below summarizes the full 2017-2018 room allocation plan for AF Apollo, 19K661, and 19K662 based on their baseline footprint allocations, plus the excess space allocation.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
AF Apollo	Baseline Allocation	39	4	1.5	1	6	0	5.5	1	3	0	0.0	41	13	0	1.5
19K661	Baseline Allocation	10	4	2.5	0	0	0	2.5	0	1	0	0.0	10	5	0	2.5
19K662	Baseline Allocation	13	4	1.5	0	3	0	3.0	0	1	0	0.0	13	8	0	1.5

In total, AF Apollo will be allocated 41 full-size, 13 half-size, and 1.5 FSE designed administrative spaces. This allocation is 1 full-size and 3 half-size spaces in excess of AF Apollo's baseline footprint. 19K661 will be allocated 10 full-size, 5 half-size, and 2.5 FSE designed administrative spaces. This allocation is 1 half-size space in excess of 19K661's baseline footprint. 19K662 will be allocated 13 full-size, 8 half-size, and 1.5 FSE designed administrative spaces. This allocation is 1 half-size space in excess of 19K662's baseline footprint.

The room change is reflected below for the 2016-2017 school year to the 2017-2018 school year.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
AF Apollo	39	12	0	1.5	41	13	0	1.5	+2	+1	0	0.0
19K661	11	5	0	2.5	10	5	0	2.5	-1	0	0	0.0
19K662	14	9	0	1.5	13	8	0	1.5	-1	-1	0	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 K302. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

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

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website,¹⁸ the total capacity of each shared space, the grades served by each of the co-located schools and the start and end times of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁹ Where possible, the proposed schedule maintains each existing school's current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011 Campus Audit Template submitted by the Building Council.²⁰ 19K661 and 19K662 will be co-located in building K302 for the first time if this proposal is approved, so it may be necessary to shorten or change some of the current times that have been allocated to each of the existing co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school years.

In planning how J.H.S. 302, AF Apollo, 19K661, and 19K662 may use 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.
- J.H.S. 302 currently uses the cafeteria for three lunch periods from 10:21 am until 11:03 am, 11:06 am until 11:48 am, and 11:51 am until 12:33 pm daily. In the proposed plan below, J.H.S. 302 will be allocated one hour and 40 minutes of lunch daily (8 hours and 20 minutes weekly). AF Apollo will be allocated one hour of lunch daily (5 hours weekly). Finally, 19K661 and 19K662 will be allocated 30 minutes daily for lunch (2 hours and 30 minutes weekly each).
- The DOE notes that the lunch times for 19K661 and 19K662 overlap during the day because the cafeteria has the capacity to accommodate 540 students. For example, in the schedule below, assuming that 19K661 has an enrollment of 85-95 students and 19K662 has an enrollment of 115-125 students, resulting in approximately 200-220 students total, the cafeteria would be able to simultaneously accommodate all 200-220 students with 320-340 excess seats.

¹⁸ <http://www.opt-osfns.org/schoolfood/public1/default.aspx>

¹⁹ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

²⁰ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K302. J.H.S. 302 currently uses the cafeteria for breakfast from 7:30 am until 8:00 am, and then starts the school day at 8:15 am. In the proposed schedule below, J.H.S. 302 maintains the same schedule and allocation (2 hours and 30 minutes weekly). 19K661 and 19K662 have the same schedule and allocation as J.H.S. 302, and are anticipated to begin their respective school days at 8:15 am. AF Apollo has been allocated from 7:15 am until 7:45 am daily. Because the cafeteria has the capacity to serve 540 students, and traditionally not all students at J.H.S. 302 have opted to participate in the breakfast program, the DOE believes the overlapping time in the cafeteria is appropriate and feasible.

Gymnasium, Library, and Auditorium

J.H.S. 302 will be allocated the largest amount of time in the gymnasium, library, and auditorium because it will serve the largest number of students compared to 19K661, 19K662, and AF Apollo.

Gymnasiums

- K302 has one gymnasium in the building, which has the capacity to hold 210 students.
- In the proposed schedule below, J.H.S. 302 is allocated the largest amount of time in the gymnasiums (11 hours and 15 minutes weekly), AF Apollo is allocated 10 hours weekly, and 19K661 and 19K662 are each allocated 5 hours weekly.
- The DOE believes that the proposed allocation is equitable and feasible based on the relative projected enrollments of the schools.

Library

- J.H.S. 302 is allocated 16 hours and 15 minutes weekly, AF Apollo is allocated 10 hours weekly, 19K661 is allocated 3 hours and 45 minutes weekly, and 19K662 is also allocated 3 hours and 45 minutes hours weekly.
- The DOE believes that the proposed allocation is equitable and feasible based on the projected enrollments of the schools.
- Additional times remain unallocated. 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 J.H.S. 302 receive the greatest amount of time in the auditorium (15 hours weekly) based on the fact that it will serve the largest number of students in the building, while AF Apollo is allocated 9 hours and 10 minutes weekly, and 19K661 and 19K662 are each allocated 5 hours weekly.
- Given that the capacity of the auditorium is 610, the below proposed Shared Space Plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

After School Programs

- The DOE notes the shared spaces are not currently allocated for after school hours. In the schedule below, the DOE does not allocate space beyond 3:00 pm, the end of J.H.S. 302's school day.
- As noted above, 19K661 and 19K662 are new schools that have not yet opened; as a result, they do not yet have an after-school schedule.
- The Building Council will address any requests to use any shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final Shared Space Plan collaboratively.

In 2013-2014, the DOE projects J.H.S. 302 will serve 565-585 students, AF Apollo will serve 370-470 students, 19K661 will serve 85-95 students, and 19K662 will serve 115-125 students in K302. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, J.H.S. 302's school day runs from approximately 8:15 am to 2:57 pm.²¹ AF Apollo's school day runs from approximately 7:40 am to 4:00 pm. It is anticipated that 19K661's and 19K662's school days will run from approximately 8:15 am until 3:00 pm.

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

²¹ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 540)	<p><u>Breakfast:</u> J.H.S. 302, 19K661, and 19K662 7:30am-8:00am AF Apollo 7:15am-7:45am</p> <p><u>Lunch:</u> J.H.S. 302 10:20am-12:00pm 19K661 and 19K662 12:00pm-12:30pm AF Apollo 12:30pm-1:30pm</p>	<p><u>Breakfast:</u> J.H.S. 302, 19K661, and 19K662 7:30am-8:00am AF Apollo 7:15am-7:45am</p> <p><u>Lunch:</u> J.H.S. 302 10:20am-12:00pm 19K661 and 19K662 12:00pm-12:30pm AF Apollo 12:30pm-1:30pm</p>	<p><u>Breakfast:</u> J.H.S. 302, 19K661, and 19K662 7:30am-8:00am AF Apollo 7:15am-7:45am</p> <p><u>Lunch:</u> J.H.S. 302 10:20am-12:00pm 19K661 and 19K662 12:00pm-12:30pm AF Apollo 12:30pm-1:30pm</p>	<p><u>Breakfast:</u> J.H.S. 302, 19K661, and 19K662 7:30am-8:00am AF Apollo 7:15am-7:45am</p> <p><u>Lunch:</u> J.H.S. 302 10:20am-12:00pm 19K661 and 19K662 12:00pm-12:30pm AF Apollo 12:30pm-1:30pm</p>	<p><u>Breakfast:</u> J.H.S. 302, 19K661, and 19K662 7:30am-8:00am AF Apollo 7:15am-7:45am</p> <p><u>Lunch:</u> J.H.S. 302 10:20am-12:00pm 19K661 and 19K662 12:00pm-12:30pm AF Apollo 12:30pm-1:30pm</p>
Library	<p>19K661 8:15am-9:00am 19K662 9:00am-9:45am J.H.S. 302 9:45am-1:00pm AF Apollo 1:00pm-3:00pm</p>				
Gymnasium (Capacity: 210)	<p>J.H.S. 302 8:15am-10:30am AF Apollo 10:30am-12:30pm 19K661 1:00pm-2:00pm 19K662 2:00pm-3:00pm</p>				

Auditorium (Capacity: 610)	AF Apollo 7:40am-9:30am 19K661 9:30am-10:30am 19K662 10:30am-11:30am J.H.S. 302 12:00pm-3:00pm				
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Building Safety and Security

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

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

Consistent with the process described above, the leaders/designees of 19K661 and 19K662 will be part of the K302 School Safety Committee. As members of the School Safety Committee, the leaders/designees of these schools 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 19K661, 19K662, AF Apollo, and J.H.S. 302 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K302 school buildings will be modified as appropriate to meet any changing security needs associated with the co-location. 19K661 and 19K662 will enter information in the K302 schools' comprehensive Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each of the campus's 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 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 School's Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.