

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate the kindergarten through fifth grades of a new public charter school PAVE II (84KTBD, "PAVE II") in building K111 ("K111"), located at 35 Starr Street, Brooklyn, NY 11221 in Community School District 32, beginning in the 2014-2015 school year. PAVE II 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 Tech. (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 in the building.

On October 25, 2012, the New York City Department of Education ("DOE") published a proposal to co-locate the fifth through eighth grades of Achievement First Central Brooklyn Charter School (84KTBD, "AF Central Brooklyn") in K111 beginning in the 2013-2014 school year. The Panel for Educational Policy ("PEP") approved this proposal on December 20, 2012. The Achievement First Charter Management Organization ("CMO") has now informed the DOE that it plans to open AF Central Brooklyn with its elementary grades in 2014-2015 rather than opening with middle schools grades in 2013-2014.¹ Therefore, the fifth through eighth grades of AF Central Brooklyn will not be served in K111. The DOE will identify an alternate site for AF Central Brooklyn's fifth through eighth grades, which are now anticipated to open in 2015-2016. The DOE is proposing to open and co-locate the kindergarten through fourth grades of AF Central Brooklyn in building K377, located at 200 Woodbine Street, Brooklyn, New York, 11221 in Community School District 32, beginning in 2014-2015. Details on that proposal can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/June2013Proposals.htm>. Any future proposal to co-locate grades five through eight of AF Central Brooklyn will be addressed in a separate EIS and subject to a vote by the PEP.

PAVE II has submitted a preliminary application for charter authorization from the State University of New York Trustees ("SUNY") to serve students in kindergarten through eighth grades. As required in the Charter Schools Act, SUNY's official application process will commence on September 3, 2013. This proposal deals only with the kindergarten through fifth grades of PAVE II's preliminary application to SUNY. Any future proposal to co-locate the other grades of PAVE II would be addressed in a separate EIS subject to another vote by the PEP. The proposal to open and co-locate PAVE II in K111 described in this EIS is contingent upon SUNY's approval of PAVE II's application for charter authorization, anticipated in October 2013. Only SUNY has the authority to approve or deny PAVE II's application for charter authorization. If SUNY does not approve PAVE II's charter application, this proposal will not be implemented. Should SUNY deny PAVE II's application, the DOE may propose an alternate use of space in K111 that involves a significant change in school utilization, which would be the subject of a future EIS in accordance with Chancellor's Regulation A-190.

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 PAVE II. It also includes a proposal for the collaborative usage of shared resources and spaces between I.S. 347, I.S. 349, and PAVE II during the 2014-2015 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 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 will be collaboratively finalized by the Building Council if SUNY approves PAVE II's application for charter authorization and the proposed co-location is approved by the Panel for Educational Policy.

METHODOLOGY

¹ Achievement First Central Brooklyn's charter was authorized by the State University of New York Trustees in October 2012 to serve kindergarten through third and fifth through eighth grade students. The original proposal to site AF Central Brooklyn's fifth through eighth grades at K111 can be found here: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Dec2012Proposals.htm>. In addition, the Achievement First Charter Management Organization has informed the DOE that it has applied for a name change from "Achievement First Central Brooklyn" to "Achievement First North Brooklyn Preparatory."

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	Number 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/spaces² (including five full-size science demonstration rooms, one full-size science lab, a music room and a dance room), 25 half-size classrooms/spaces,³ and the equivalent of 4.5 full-size rooms of designed administrative office/space. Building K111 contains one oversized full-size room; for purposes of this Building Utilization Plan ("BUP"), this oversized room is considered two full-size rooms, which are included in the 62 full-size room total. In addition, one half-size room was incorrectly identified as a full-size room in the previous BUP for K111 published on October 25, 2012 and attached to the proposal to site AF Central Brooklyn in K111. This has been corrected and the room counts reflected in this BUP reflect the accurate number of full-size and half-size rooms in building K111. 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 any individual school:

- The school nurse's office occupies one FSE of designed administrative space.
- Beacon, a community-based organization, occupies one half-size space.
- The custodian's office occupies one half-size space.
- The School Based Support Team occupies one half-size designed administrative space and one half-size room.
- A science lab occupies one full-size space.
- A science prep room occupies one half-size space.
- A teacher's lounge occupies one half-size space.
- A music room occupies one full-size space.
- A dance room occupies one full-size space.

Excluding the spaces outlined above, the K111 building has a total of 59 full-size classrooms (including the five science demonstration rooms), 20 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	25	0	4.5
Shared Building Spaces	3	5	0	1.5
Total to be Allocated	59	20	0	3.0

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.

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.

2012-2013	Total Enrolled ⁴	GE ⁵ /ICT ⁶ Sections	SC Sections ⁷
I.S. 347	431	14	3
I.S. 349	436	18	3

The table below summarizes I.S. 347 and I.S. 349's baseline and adjusted Footprint allocations, which are 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 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, and due to the building configuration, I.S. 349 has been allocated three full-size classrooms in lieu of three half-size classroom for its self-contained special education.

These adjustments have been made to the baseline Footprint allocation for I.S. 349 in the current year and all future years of this proposal. .

⁴ 2012-2013 Audited Register (as of October 26, 2012).

⁵ General Education (GE) classrooms

⁶ Integrated Co-Teaching (ICT) classrooms include students with and without disabilities and have two teachers: a general education teacher and a special education teacher.

⁷ 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 fifteen 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	15	5	3.0	0	0	0	3.0	15	5	0	3.0
	Current Space Allocation	26	8	3.0	0	2	0	4.0	26	10	0	3.0
I.S. 349	Baseline Footprint Allocation	19	6	0.0	1	5	0	3.5	20	11	0	0.0
	Adjusted Baseline Allocation	22	3	0.0	1	5	0	3.5	23	8	0	0.0
	Current Space Allocation	32	2	0.0	1	8	0	5.0	33	10	0	0.0

As demonstrated in the table above, I.S. 347 and I.S. 349 are currently using classrooms in excess of their baseline Footprint allocation and adjusted baseline Footprint allocation, respectively. The table below summarizes the available space within K111 after I.S. 347 and I.S. 349 have received their baseline and adjusted baseline Footprint allocations, some of which will be allocated to PAVE II for 2014-2015.

2012-2013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	21	7	0	0.0

2013-2014:

The table below summarizes the total projected enrollment for I.S 347 and I.S. 349 in 2013-2014.

2013-2014	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
I.S. 347	405-435	14	3
I.S. 349 ⁹	385-415	18	3

The room allocations have remained the same from the previous year.

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, beginning in the 2014-2015 school year, PAVE II will serve kindergarten and first grade students in K111. I.S. 347 and I.S. 349 will continue to serve sixth through eighth grade students in K111. There will continue to be 59 full-size classrooms/spaces, 20 half-size classrooms/spaces, and the equivalent of 3.0 full-size designed administrative offices/spaces in K111 to allocate between I.S. 347, I.S. 349, and PAVE II.

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

2014-2015	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
I.S. 347 ¹¹	360-390	14	3
I.S. 349	390-420	19	3
PAVE II	100-120	4	0

After I.S. 349 has received its adjusted baseline allocation and I.S. 347 and PAVE II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

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

⁹ Although I.S. 349's enrollment decreases from 2012-2013 to 2014-2015, the school's section count increases in 2014-2015 due to the standard articulation of the school's current section count. I.S. 349's section count includes one bridge section that the school is expected to continue to serve throughout the proposal. A bridged section is a section that contains students of multiple grade levels.

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

¹¹ Although I.S. 347's enrollment decreases from 2013-2014 to 2014-2015, the school is projected to serve a similar number of sections.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	12	6	0	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 2014-2015 room allocation plan for I.S. 349, I.S. 347, and PAVE II based on their adjusted baseline and baseline Footprint allocations, respectively, 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)
I.S. 347	Baseline Footprint Allocation	15	5	3.0	0	0	0	3.0	6	2	0	0.0	21	7	0	3.0
I.S. 349	Baseline Footprint Allocation	20	6	0.0	1	4	0	3.0	0	0	0	0.0	21	10	0	0.0
	Adjusted Baseline Allocation	23	3	0.0	1	4	0	3.0	5	3	0	0.0	29	10	0	0.0
PAVE II	Baseline Footprint Allocation	6	2	0.0	2	0	0	2.0	1	1	0	0.0	9	3	0	0.0

In total, I.S. 347 will be allocated 21 full-size rooms, 7 half-size rooms and the equivalent of 3.0 rooms of designed administrative offices /spaces. I.S. 349 will be allocated 29 full-size rooms and 10 half-size rooms. PAVE II will be allocated 9 full-size rooms and 3 half-size rooms.

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	10	0	3.0	21	7	0	3.0	-5	-3	0	0.0
I.S. 349	33	10	0	0.0	29	10	0	0.0	-4	0	0	0.0
PAVE II	0	0	0	0.0	9	3	0	0.0	+9	+3	0	0.0

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in the 2015-2016 school year, PAVE II will serve students in kindergarten through second grades in K111. I.S. 347 and I.S. 349 will each continue to serve students in sixth through eighth grades in K111. There will continue to be 59 full-size classrooms/spaces, 20 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 PAVE II.

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

2015-2016	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
I.S. 347 ¹³	360-390	15	3
I.S. 349	390-420	19	3
PAVE II	150-180	6	0

After I.S. 347, I.S. 349, and PAVE II have received their respective baseline and adjusted baseline Footprint allocations 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	9	6	0	0.0

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

¹³ Although enrollment at I.S. 347 remains the same from 2013-2014, the section count increases due to the forward promotion of the school's planned sections.

The excess space will be allocated among I.S. 347, I.S. 349, and PAVE II 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 2015-2016 room allocation plan for I.S. 349, I.S. 347, and PAVE II based on their adjusted baseline and baseline footprint allocations, respectively, 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)
I.S. 347	Baseline Footprint Allocation	16	5	3.0	0	0	0	3.0	3	2	0	0.0	19	7	0	3.0
I.S. 349	Baseline Footprint Allocation	20	6	0	1	4	0	3.0	0	0	0	0.0	21	10	0	0.0
	Adjusted Baseline Allocation	23	3	0	1	4	0	3.0	4	3	0	0.0	28	10	0	0.0
PAVE II	Baseline Footprint Allocation	8	2	0	2	0	0	2.0	2	1	0	0.0	12	3	0	0.0

In total, I.S. 347 will be allocated 19 full-size rooms, 7 half-size rooms and the equivalent of 3.0 rooms designed administrative offices/spaces. I.S. 349 will be allocated 28 full-size rooms and 10 half-size rooms. PAVE II will be allocated 12 full-size rooms and 3 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	21	7	0	3.0	19	7	0	3.0	-2	0	0	0.0
I.S. 349	29	10	0	0.0	28	10	0	0.0	-1	0	0	0.0
PAVE II	9	3	0	0.0	12	3	0	0.0	+3	0	0	0.0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in the 2016-2017 school year, PAVE II will serve students in kindergarten through third grades in K111. I.S. 347 and 349 will continue to serve students in sixth through eighth grades in K111. There will continue to be 59 full-size classrooms/spaces, 20 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 PAVE II.

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

2016-2017	Projected Enrollment ¹⁴	GE/ICT Sections	SC Sections
I.S. 347	360-390	15	3
I.S. 349	390-420	19	3
PAVE II	200-240	8	0

After I.S. 349 has received its adjusted baseline allocation and I.S. 347 and PAVE II have received their respective 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	6	5	0	0.0

The excess space will be allocated between I.S. 347, I.S. 349, and PAVE II 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 2016-2017 room allocation plan for I.S. 349, I.S. 347, and PAVE II based on their adjusted baseline and baseline footprint allocations, respectively, plus the excess space allocation.

¹⁴ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

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	16	5	3.0	0	0	0	3.0	2	2	0	0.0	18	7	0	3.0
I.S. 349	Baseline Footprint Allocation	20	6	0.0	1	4	0	3.0	0	0	0	0.0	21	10	0	0.0
	Adjusted Baseline Allocation	23	3	0.0	1	4	0	3.0	3	3	0	0.0	27	10	0	0.0
PAVE II	Baseline Footprint Allocation	11	2	0.0	2	1	0	2.5	1	0	0	0.0	14	3	0	0.0

In total, I.S. 347 will be allocated 18 full-size rooms, 7 half-size rooms and the equivalent of 3.0 full-size rooms designed administrative offices/spaces. I.S. 349 will be allocated 27 full-size rooms and 10 half-size rooms. PAVE II will be allocated 14 full-size rooms and 3 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	19	7	0	3.0	18	7	0	3.0	-1	0	0	0.0
I.S. 349	28	10	0	0.0	27	10	0	0.0	-1	0	0	0.0
PAVE II	12	3	0	0.0	14	3	0	0.0	+2	0	0	0.0

2017-2018 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2017-2018 school year, PAVE II will serve kindergarten through fourth grades in K111. I.S. 347 and 349 will continue to serve sixth through eighth grades in K111. There will continue to be 59 full-size classrooms/spaces, 20 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 PAVE II.

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

2017-2018	Projected Enrollment ¹⁵	GE/ICT Sections	SC Sections
I.S. 347	360-390	15	3
I.S. 349	390-420	19	3
PAVE II	250-300	10	0

After I.S. 349 has received its adjusted baseline allocation and I.S. 347 and PAVE II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	4	5	0	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 2017-2018 room allocation plan for I.S. 349, I.S. 347 and PAVE II based on their adjusted baseline and baseline Footprint allocations, respectively, plus the excess space allocation.

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

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)
I.S. 347	Baseline Footprint Allocation	16	5	3.0	0	0	0	3.0	2	2	0	0.0	18	7	0	3.0
I.S. 349	Baseline Footprint Allocation	20	6	0.0	1	4	0	3.0	0	0	0	0.0	21	10	0	0.0
	Adjusted Baseline Allocation	23	3	0.0	1	4	0	3.0	0	3	0	0.0	24	10	0	0.0
PAVE II	Baseline Footprint Allocation	13	2	0.0	2	1	0	2.5	2	0	0	0.0	17	3	0	0.0

In total, I.S. 347 will be allocated 18 full-size rooms, 7 half-size rooms and 3.0 FSE rooms of designed administrative offices/spaces. I.S. 349 will be allocated 24 full-size rooms and 10 half-size rooms, and PAVE II will be allocated 17 full-size rooms and 3 half-size rooms.

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

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)
I.S. 347	18	7	0	3.0	18	7	0	3.0	0	0	0	0.0
I.S. 349	27	10	0	0.0	24	10	0	0.0	-3	0	0	0.0
PAVE II	14	3	0	0.0	17	3	0	0.0	+3	0	0	0.0

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

If this proposal is approved, in the 2018-2019 school year, PAVE II will serve students in kindergarten through fifth grades in K111. I.S. 347 and 349 will continue to serve sixth through eighth grade students in K111. There will continue to be 59 full-size classrooms/spaces, 20 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 PAVE II.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2018-2019.

2018-2019	Projected Enrollment ¹⁶	GE/ICT Sections	SC Sections
I.S. 347	360-390	15	3
I.S. 349	390-420	19	3
PAVE II	300-360	12	0

In the fifth and final year of the proposal's implementation, PAVE II will receive its baseline allocation of instructional rooms, but will not receive 0.5 FSE of administrative space that it would otherwise receive under the Footprint due to building configuration. PAVE II agrees, however, that it can adequately operate within the space allocated in the BUP in 2018-2019, and believes it has the ability to effectively deliver instruction in the space allocated by this BUP. As a result, the DOE has concluded that the proposed space allocation is feasible.

After I.S. 349 has received its adjusted baseline Footprint allocation, I.S. 347 has received their baseline Footprint allocation, and PAVE II has received its baseline Footprint allocation of instructional space, the following number of rooms will remain unallocated:

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	2	5	0	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 2018-2019 room allocation plan for I.S. 349, I.S. 347 and PAVE II based on their adjusted baseline and baseline Footprint allocations, respectively, plus the excess space allocation.

¹⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2018-2019		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	16	5	3.0	0	0	0	3.0	2	2	0	0.0	18	7	0	3.0
I.S. 349	Baseline Footprint Allocation	20	6	0.0	1	4	0	3.0	0	0	0	0.0	21	10	0	0.0
	Adjusted Baseline Allocation	23	3	0.0	1	4	0	3.0	0	3	0	0.0	24	10	0	0.0
PAVE II	Baseline Footprint Allocation	15	2	0.0	2	2	0	3.0	0	0	0	0.0	17	4	0	0.0
	Adjusted Baseline Allocation	15	2	0.0	2	1	0	2.5	0	0	0	0.0	17	3	0	0.0

In total, I.S. 347 will be allocated 18 full-size rooms, 7 half-size rooms and 3.0 FSE rooms of designed administrative offices/spaces. I.S. 349 will be allocated 24 full-size rooms and 10 half-size rooms, and PAVE II will be allocated 17 full-size rooms and 3 half-size rooms.

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

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 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	18	7	0	3.0	18	7	0	3.0	0	0	0	0.0
I.S. 349	24	10	0	0.0	24	10	0	0.0	0	0	0	0.0
PAVE II	17	3	0	0.0	17	3	0	0.0	0	0	0	0.0

Shared Space Plan

A proposed Shared Space Plan for the 2014-2015 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 if the proposed co-location is 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 enrollment 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.¹⁷ 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 PAVE II. To the extent feasible, shared spaces are allocated in a manner that will allow I.S. 347 and I.S. 349 to continue using them on a similar schedule next year. Because PAVE II 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 2014-2015 school year.

In planning how PAVE II, 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 cafeteria has the capacity to hold 750 students.
- 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. 347 and I.S. 349 to continue serving breakfast based on their current schedules. As PAVE II will start its school day at 7:25 am, before I.S. 347 and I.S. 349, it has been allocated a separate period for breakfast, from 7:00 am until 7:25 am (25 minutes daily). This means that PAVE II will begin school before I.S. 347 and I.S. 349 begin to serve breakfast and thus will not affect either I.S. 347's 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 on the Office of School Food and Nutrition Services website^{18,19}

¹⁷ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

¹⁸ I.S. 347's current lunch schedule can be found on the Office of School Food and Nutrition Services' website: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=32347

- 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 a similar amount of time for lunch as they do currently. PAVE II 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.

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

I.S. 349 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. 347 and PAVE II.

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. 349 is allocated the largest amount of time in the gymnasium – 3 hours daily for a total of 15 hours weekly. I.S. 347 is allocated 2 hours and 20 minutes daily, for a total of 11 hours and 40 minutes weekly. PAVE II 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 in proportion to each school's projected enrollment, the DOE believes that the proposed allocation is equitable and feasible.

Library

- I.S. 349 is allocated the largest amount of time in the library, 3 hours daily, based on its projected enrollment. I.S. 347 is allocated 2 hours and 30 minutes daily and PAVE II 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. 349 receive the greatest amount of time in the auditorium, 3 hours and 45 minutes daily, because it will serve the largest number of students in the building. I.S. 347 is allocated 2 hours and 35 minutes daily and PAVE II 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.

¹⁹ I.S. 349's current lunch schedule can be found on the Office of School Food and Nutrition Services' website: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=32349

Science Lab

- I.S. 349 is allocated the largest amount of time in the science lab, 3 hours daily, based on its projected enrollment. I.S. 347 is allocated 2 hours and 20 minutes daily, and PAVE II 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. 349 is allocated the largest amount of time in the music room based on its projected enrollment (3 hours and 45 minutes daily). I.S. 347 is allocated 2 hours and 35 minutes daily and PAVE II 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 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. 349 is allocated the largest amount of time in the dance room, 2 hours daily, based on its projected enrollment. I.S. 347 is allocated 1 hour and 30 minutes daily and PAVE II 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 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. 349 is allocated the most time (3 hours daily) since it will serve the most number of students, while I.S. 347 is allocated 2 hours daily, and PAVE II 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 shared spaces beyond 3:00 pm. Thus, the Building Council should allocate spaces as needed for after-school programs.
- As noted above, PAVE II is a new school that has not opened yet, and as a result it does not yet have an after-school schedule.
- 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 PAVE II is co-located in the building.

In 2014-2015, the DOE projects PAVE II will serve 100-120 students, I.S. 347 will serve 360-390 students, and I.S. 349 will serve 390-420 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.²⁰ PAVE II's anticipated school day will run from approximately 7:25 am to 3:45 pm.²¹

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 750)	Breakfast: I.S. 347 7:30am -8:00am I.S. 349 7:30am -8:00am PAVE II 7:00am -7:25am				
	Lunch: I.S. 347 10:00am-10:45am 11:30am-12:15am I.S. 349 10:45am-11:30am 12:15pm-1:00pm PAVE II 1:00pm-1:45pm				
Gymnasium (Capacity: 600)	I.S. 349 11:00am-2:00pm I.S. 347 8:40am-10:00am 2:00pm-3:00pm PAVE II 10:00am-11:00am				
	I.S. 349 9:30am -12:30pm I.S. 347 12:30pm-3:00pm PAVE II 8:30am-9:30am				

²⁰ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

²¹ PAVE II's anticipated schedule is based on the schedule for the existing PAVE Academy Charter School: <http://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/schTrans.aspx?coptsch=15675>

Auditorium (Capacity: 616)	I.S. 349 11:15am-3:00pm I.S. 347 8:40am-11:15am PAVE II 2:00pm-3:00pm				
Science Lab	I.S. 349 8:40am-11:40am I.S. 347 12:40pm-3:00pm PAVE II 11:40am-12:40pm				
Music Room	I.S. 349 11:15am-3:00pm I.S. 347 8:40am-11:15am PAVE II 7:25am-8:25am				
Dance Room	I.S. 349 8:40am-10:40am I.S. 349 12:30pm-2:00pm PAVE II 2:00pm-3:00pm				
Outdoor Play Yard	I.S. 349 8:40am-11:40am I.S. 347 1:00pm-3:00pm PAVE II 12:00pm-1:00pm				

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 Federation 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 PAVE II will be part of the K111 School Safety Committee, together with the leaders/designees of I.S. 347 and I.S. 349. As a member of the School Safety Committee, the leader/designee of PAVE II 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 PAVE II 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 PAVE II 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 2011,²² 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.

²² Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".