

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 co-locate a new public charter school, Achievement First North Brooklyn Preparatory (84KTBD, "AF North Brooklyn Preparatory")¹ in building K377 ("K377"), located at 200 Woodbine Street, Brooklyn, NY 11221, in Community School District 32, beginning in the 2014-2015 school year. AF North Brooklyn Preparatory would be co-located in K377 with existing school P.S. 377 Alejandrina B. De Gautier (32K377, "P.S. 377"), an existing zoned K-8 school that serves kindergarten through eighth grade students and serves two sections of pre-kindergarten. 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, K377 houses a community-based organization ("CBO"), New York Psychological Therapy Counseling. This proposal is not expected to impact the continued siting of the CBO.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 377 and AF North Brooklyn Preparatory. It also includes a proposal for the collaborative usage of shared resources and spaces between P.S. 377 and AF North Brooklyn Preparatory 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 the proposed co-location is approved by the Panel for Educational Policy.

METHODOLOGY

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

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed, and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. For elementary schools serving kindergarten through fifth grades and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("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 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:

¹ Achievement First Schools ("Achievement First"), originally applied to the State University of New York Trustees ("SUNY") under the name "Achievement First Central Brooklyn." The Achievement First charter management organization has informed the DOE that it submitted a request to change the name of the school to "Achievement First North Brooklyn Preparatory." For the purposes of this Building Utilization Plan ("BUP") and the related Educational Impact Statement ("EIS"), the school will be referred to as "AF North Brooklyn Preparatory." AF North Brooklyn Preparatory originally planned to open with fifth grade in the 2013-2014 school year. As such, Achievement First is currently going through the charter revision process with its authorizer, SUNY, to open with kindergarten through first grade in 2014-2015 school year. Only SUNY has the authority to approve or deny that request. Should SUNY deny AF North Brooklyn Preparatory's request, the DOE would revise this proposal as needed.

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.

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 October 15, 2012 by the Office of Space Planning, building K377 has a total of 52 full-size classrooms/spaces (1 full-size science lab is included)², 9 half-size classrooms/spaces,³ 6 quarter-size spaces^{4, 5}, and the full-size equivalent of 5.5 rooms of designed administrative office/space. The K377 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 full-size equivalent of designed administrative space.
- New York Psychological Therapy Counseling, a community-based organization, occupies one full-size equivalent of designed administrative space.
- The custodian's office occupies one quarter-size space.
- The School Based Support Team occupies one full-size equivalent of designed administrative space.

Excluding the spaces outlined above, the K377 building has a total of 52 full-size classrooms, 9 half-size classrooms/spaces, 5 quarter-size spaces and the equivalent of 2.5 full-size designed administrative office/spaces remaining that can be allocated to schools.

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

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

⁴ Quarter-size classrooms have an area of less than 240 square feet.

⁵ For the purposes of this BUP, only quarter-size spaces above 80 square-feet are counted towards the building total.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin. (FSE)
Building Total	52	9	6	5.5
Shared Building Spaces	0	0	1	3.0
Total to be Allocated	52	9	5	2.5

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at P.S. 377 in 2012-2013.

2012-2013	Total Enrolled ⁶	GE/ICT Sections	SC Sections
P.S. 377	592	26	3

The table below summarizes P.S. 377's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

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)
P.S. 377	Baseline Footprint Allocation	29	5	2.5	0	3	0	4.0	29	8	0	2.5
	Current Space Allocation	48	3	2.5	4	6	5	10.75	52	9	5	2.5

⁶ P.S. 377's enrollment is from the 2012-2013 Audited Register (as of October 26, 2012).

As demonstrated in the table above, P.S. 377 is currently using classrooms in excess of its baseline Footprint allocation. The table below summarizes the available space within K377 after P.S. 377 has received its baseline allocation, some of which will be allocated to AF North Brooklyn Preparatory for the 2014-2015 school year.

2012-2013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	23	1	5	0.0

2013-2014

The table below summarizes the total projected enrollment for P.S. 377 in 2013-2014.

2013-2014	Projected Enrollment ⁷	GE/ICT Sections	SC Sections
P.S. 377	531-621	25	3

After P.S. 377 has received its baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	24	1	5	0.0

The table below summarizes P.S. 377's baseline Footprint allocation for 2013-2014, which is based on the methodology described at the beginning of this document, and the amount of excess space that the school is allocated.

⁷ The DOE's enrollment figures here and throughout this Building Utilization Plan 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)
P.S. 377	Baseline Footprint Allocation	28	5	2.5	0	3	0	4.0	24	1	5	0.0	52	9	5	2.5

There is no change between the 2012-2013 and 2013-2014 school years in total room allocations for P.S. 377.

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, beginning in the 2014-2015 school year, AF North Brooklyn Preparatory will serve kindergarten and first-grade students in K377. P.S. 377 will continue to serve kindergarten through eighth grade students and two sections of pre-kindergarten in K377. There will continue to be 52 full-size classrooms/spaces, 9 half-size classrooms/spaces, 5 quarter-size spaces, and the equivalent of 2.5 full-size designed administrative offices/spaces in K377 to allocate between P.S. 377 and AF North Brooklyn Preparatory.

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

2014-2015	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 377	501-591	24	3
AF North Brooklyn Preparatory	150-180	6	0

After P.S. 377 and AF North Brooklyn Preparatory have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	14	0	3	0.0

The excess space will be allocated based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

Typically, as per the Footprint, resource rooms are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms in K377, AF North Brooklyn Preparatory's baseline allocation has been adjusted to include 2 additional full-size rooms in lieu of 2 half-size rooms. This adjustment is made every year of the proposal unless otherwise stated.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 377 and AF North Brooklyn Preparatory based on their baseline Footprint and adjusted 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)
P.S. 377	Baseline Footprint Allocation	27	5	2.0	0	4	0	4.0	12	0	1	0.0	39	9	1	2.0
	Adjusted Baseline Allocation	10	0	0.5	1	0	2	2.0	2	0	2	0.0	13	0	4	0.5
AF North Brooklyn Preparatory	Baseline Footprint Allocation	8	2	0.5	1	0	2	2.0	0	0	0	0.0	9	2	2	0.5
	Adjusted Baseline Allocation	10	0	0.5	1	0	2	2.0	2	0	2	0.0	13	0	4	0.5

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)
P.S. 377	52	9	5	2.5	39	9	1	2.0	-13	0	-4	-0.5
AF North Brooklyn Preparatory	0	0	0	0.0	13	0	4	0.5	+13	0	+4	+0.5

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2015-2016 school year, AF North Brooklyn Preparatory will serve students in kindergarten through second grades in K377. P.S. 377 will continue to serve students in kindergarten through eighth grades and two sections of pre-kindergarten in K377.

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

2015-2016	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 377	481 - 571	23	3
AF North Brooklyn Preparatory	225 - 270	9	0

After P.S. 377 and AF North Brooklyn Preparatory have received their respective baseline and adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	11	0	1	0.0

The excess space will be allocated among P.S. 377 and AF North Brooklyn Preparatory 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 P.S. 377 and AF North Brooklyn Preparatory based on their baseline and adjusted 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)
P.S. 377	Baseline Footprint Allocation	26	5	2.0	0	4	0	4.0	9	0	1	0.0	35	9	1	2.0
AF North Brooklyn Preparatory	Baseline Footprint Allocation	12	2	0.5	1	0	4	2.5	0	0	0	0.0	13	2	4	0.5
	Adjusted Baseline Allocation	14	0	0.5	1	0	4	2.5	2	0	0	0.0	17	0	4	0.5

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)
P.S. 377	39	9	1	2.0	35	9	1	2.0	-4	0	0	0.0
AF North Brooklyn Preparatory	13	0	4	0.5	17	0	4	0.5	+4	0	0	0.0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2016-2017 school year, AF North Brooklyn Preparatory will serve students in kindergarten through third grades in K377. P.S. 377 will continue to serve students in kindergarten through eighth grades with two sections of pre-kindergarten in K377.

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

2016-2017	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 377	476 - 566	22	3
AF North Brooklyn Preparatory	315 - 370	12	0

After P.S. 377 and AF North Brooklyn Preparatory have received their respective baseline and adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	8	0	3	0.0

The excess space will be allocated between P.S. 377 and AF North Brooklyn Preparatory 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 P.S. 377 and AF North Brooklyn Preparatory based on their baseline and adjusted 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)
P.S. 377	Baseline Footprint Allocation	25	5	2.0	0	4	0	4.0	6	0	1	0.0	31	9	1	2.0
	Adjusted Baseline Allocation	17	0	0.5	2	0	2	3.0	2	0	2	0.0	21	0	4	0.5
AF North Brooklyn Preparatory	Baseline Footprint Allocation	15	2	0.5	2	0	2	3.0	0	0	0	0.0	17	2	2	0.5
	Adjusted Baseline Allocation	17	0	0.5	2	0	2	3.0	2	0	2	0.0	21	0	4	0.5

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)
P.S. 377	35	9	1	2.0	31	9	1	2.0	-4	0	0	0.0
AF North Brooklyn Preparatory	17	0	4	0.5	21	0	4	0.5	+4	0	0	0.0

2017-2018 (FOURTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2017-2018 school year, AF North Brooklyn Preparatory will serve students in kindergarten through fourth grades in K377. P.S. 377 will continue to serve students in kindergarten through eighth grades and two sections of pre-kindergarten in K377.

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

2017-2018	Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 377	456 - 546	21	3
AF North Brooklyn Preparatory	385 - 450	15	0

After P.S. 377 and AF North Brooklyn Preparatory have received their respective baseline and adjusted 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	6	0	1	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 P.S. 377 and AF North Brooklyn Preparatory based on their baseline Footprint and adjusted 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)
P.S. 377	Baseline Footprint Allocation	24	5	2.0	0	4	0	4.0	5	0	1	0.0	29	9	1	2.0
	Adjusted Baseline Allocation	20	0	0.5	2	0	4	3.5	1	0	0	0.0	23	0	4	0.5
AF North Brooklyn Preparatory	Baseline Footprint Allocation	18	2	0.5	2	0	4	3.5	0	0	0	0.0	20	2	4	0.5
	Adjusted Baseline Allocation	20	0	0.5	2	0	4	3.5	1	0	0	0.0	23	0	4	0.5

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)
P.S. 377	31	9	1	2.0	29	9	1	2.0	-2	0	0	0.0
AF North Brooklyn Preparatory	21	0	4	0.5	23	0	4	0.5	+2	0	0	0.0

This is the final room allocation for AF North Brooklyn Preparatory and P.S. 377 in K377.

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 K377. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon 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; P.S. 377'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 P.S. 377's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.⁸ Where possible, the proposed schedule maintains P.S. 377's current allocation of time for each shared space and re-distributes any remaining time for AF North Brooklyn Preparatory. To the extent feasible, shared spaces are allocated in a manner that will allow P.S. 377 to continue using the spaces on a similar schedule next year. Because AF North Brooklyn Preparatory will 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 are currently allocated to P.S. 377 so that all students in the building may be accommodated in the 2014-2015 school year.

In planning how AF North Brooklyn Preparatory and P.S. 377 may use the shared spaces, 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 can has the capacity to hold 241 people.
- 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 P.S. 377. P.S. 377 currently uses the cafeteria for breakfast from 7:30 am until 8:30 am (60 minutes daily), and starts its regular and extended school day at 8:10 am. The proposed schedule allows P.S. 377 to continue serving breakfast based on its current schedule. Because AF North Brooklyn Preparatory will start its school day at 7:00 am, an hour and 10 minutes before P.S. 377, it has been allocated a separate period for breakfast, from 6:30 am until 7:00 am (30 minutes daily). This means that AF North Brooklyn Preparatory will begin school before P.S. 377 begins to serve breakfast and thus will not affect P.S. 377's current breakfast schedule.
- With regard to lunch, the proposed schedule allows P.S. 377 to continue serving lunch similar to its current schedule, as outlined in the 2011 Campus Audit.
- The DOE proposes that P.S. 377 use the cafeteria for lunch from 10:30 am until 12:30 pm (2 hours daily) and AF North Brooklyn Preparatory use the cafeteria from 12:30 pm until 1:30 pm (1 hour daily). The Building Council is empowered to make alternative arrangements to the below proposal.

⁸ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Gymnasium, Library, and Auditorium:

P.S. 377 will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve a larger number of students than AF North Brooklyn Preparatory.

Gymnasium

- There is one gymnasium in the building, which has a capacity to hold 202 students. The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P.S. 377 is allocated the largest amount of time in the gymnasium – 4 hours and 30 minutes daily for a total of 22.5 hours weekly. AF North Brooklyn Preparatory is allocated 2 hours daily, for a total of 10 hours per week.
- The Building Council is empowered to make additional and alternative allocations.
- Because the proposed allocations allocate time in the gymnasium to in proportion to each school's projected enrollment, the DOE believes that the proposed allocation is equitable and feasible.

Library

- P.S. 377 is allocated the largest amount of time in the library, 4 hours and 30 minutes for a total of 22.5 hours weekly based on its projected enrollment. AF North Brooklyn Preparatory is allocated 2 hours daily or 10 hours weekly.
- 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. 377 receive the greatest amount of time in the auditorium, 4 hours and 30 minutes for a total of 22.5 hours weekly, based on the fact that it will serve the most students in the building. AF North Brooklyn Preparatory is allocated 2 hours daily, for a total of 10 hours weekly. Given that the capacity of the auditorium is 242, 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.

After-School Programs

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 2:30 pm. Thus, the Building Council should allocate this space as needed for after-school programs.
- As noted above, AF North Brooklyn Preparatory is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The DOE notes that Achievement First schools often offer extended school days during part of the week. AF North Brooklyn Preparatory and any other school in K377 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces using the process outlined below.

- The Building Council 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 P.S. 377 changing its use of the shared space once AF North Brooklyn Preparatory is co-located in the building.

In 2014-2015, the DOE projects AF North Brooklyn Preparatory will serve 150-180 students and P.S. 377 will serve 501- 591 students in building K377. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, P.S. 377's regular school day will run from approximately 8:10 am to 2:30 pm and the school's extended day will run from approximately 8:10 am to 3:20 pm.⁹ AF North Brooklyn Preparatory's school day will run from approximately 7:00 am to 4:00 pm.

The Building Council will address any requests to use all shared spaces after 3:00 pm and will resolve all scheduling conflicts.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 241)	Breakfast: P.S. 377 7:30 am – 8:30 am				
	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am	AF North Brooklyn Preparatory 6:30 am – 7:00 am
	Lunch: P.S. 377 10:30 am -12:30 pm				
	AF North Brooklyn Preparatory 12:30 pm– 1:30 pm				
Gymnasium (Capacity: 202)	P.S. 377 08:10 am – 12:40pm				
	AF North Brooklyn Preparatory 12:40pm – 2:30 pm				
Library	P.S. 377 10:00 am – 2:30pm				
	AF North Brooklyn Preparatory 8:00 am – 10:00 am	AF North Brooklyn Preparatory 8:00 am – 10:00 am	AF North Brooklyn Preparatory 8:00 am – 10:00 am	AF North Brooklyn Preparatory 8:00 am – 10:00 am	AF North Brooklyn Preparatory 8:00 am – 10:00 am

⁹Information on P.S. 377's school time can be found at the Office of Pupil Transportation website: [http://www.opt-
osfns.org/opt/Resources/SchoolRouteStSearch/schTrans.aspx?coptsch=32377](http://www.opt-
osfns.org/opt/Resources/SchoolRouteStSearch/schTrans.aspx?coptsch=32377)

Auditorium (Capacity: 242)	P.S. 377 08:10 am – 12:40pm AF North Brooklyn Preparatory 12:40pm – 2:30 pm	P.S. 377 08:10 am – 12:40pm AF North Brooklyn Preparatory 12:40pm – 2:30 pm	P.S. 377 08:10 am – 12:40pm AF North Brooklyn Preparatory 12:40pm – 2:30 pm	P.S. 377 08:10 am – 12:40pm AF North Brooklyn Preparatory 12:40pm – 2:30 pm	P.S. 377 08:10 am – 12:40pm AF North Brooklyn Preparatory 12:40pm – 2:30 pm
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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); designee of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the leader/designee of AF North Brooklyn Preparatory will be part of the K377 School Safety Committee. As a member of the School Safety Committee, the leader/designee of AF North Brooklyn Preparatory will participate in the development of the building’s School Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of AF North Brooklyn Preparatory will be addressed on an ongoing basis. Moreover, the School Safety Plan for the K377 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of AF North Brooklyn Preparatory will enter information in the K377 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 K377 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 2011,¹⁰ 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

¹⁰ The Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents”.

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.