

Revised Building Utilization Plan: Building K202

I. Introduction

The New York City Department of Education (NYCDOE) is proposing to revise the Building Utilization Plan (BUP) for building K202ⁱ which is located at 982 Hegeman Avenue, Brooklyn, NY 11208, in Community School District 19.

In the attached Educational Impact Statement (EIS), the NYCDOE is proposing to re-site and co-locate the middle school grades of Achievement First Aspire Charter School (84K680), referred to as AF Aspire, from K202 to building K306, beginning in the 2018-2019 school year. K306 is located at 970 Vermont Street, Brooklyn, NY 11207, also in District 19, approximately 1.2 miles from K202.

If this proposal is approved, the middle school grades of AF Aspire, referred to as AF Aspire MS, will be re-sited from K202 to K306 and will serve grades 5-8 at scale in K306. AF Aspire MS will be re-sited to K306 where it will be co-located with P.S. 306 Ethan Allen, a district elementary school serving students in grades K-5 and pre-Kindergarten (pre-K). Grades K-4 of AF Aspire, referred to as AF Aspire ES, will continue to be served in K202 and be co-located with P.S. 202.

A re-siting means that part or all of a school will be located in a different building than the building in which the school has been located. A “co-location” means that two or more school organizations are located in the same building and may share common spaces, such as:

- Auditoriums;
- Gymnasiums;
- Libraries; and
- Cafeterias.

Currently, AF Aspire serves students in grades K-5 and is co-located in K202 with P.S. 202 Ernest S. Jenkyns (19K202), referred to as P.S. 202, a district elementary school serving students in grades K-5 and pre-K. Adjacent to K202 are four Transportable Classroom Units (K958), referred to as TCUs, which include a total of 8 full-size (FS) classrooms. Pursuant to a proposal approved in 2012ⁱⁱ, AF Aspire is approved to add one grade level each year until it reaches full scale, serving students in grades K-8 in K202 and K958 in the 2020-2021 school year. The ability of AF Aspire to reach full-scale serving grades K-8 is reliant on utilizing the 4 TCUs for their baseline Footprint allocationⁱⁱⁱ, which they were allocated in the original BUP. Re-siting the middle school grades of AF Aspire facilitates the removal of the TCUs.

If this proposal is approved, the 8 FS rooms within the TCUs would no longer be included in the total number of rooms to be allocated for any organization at K202 after the 2017-2018 school year. This change has been reflected in this document for the 2018-2019 school year and beyond. This proposal to re-site and co-locate AF Aspire MS in K306 would allow both schools in K202 to serve all their students in the main building without requiring the use of TCUs. This would allow the process to permanently remove the TCUs to commence.

Pursuant to Article 56 of the Education Law, the following plan outlines the proposed allocation of classrooms and administrative space among all current and proposed schools in K202 if the proposal to re-site AF Aspire MS is approved by the Panel for Educational Policy (PEP). It also includes a proposal for the collaborative and equitable usage of shared resources and spaces during the 2018-2019 school year among the schools in the building, including but not limited to the main building’s cafeteria, gymnasiums, library, playrooms, and auditorium.

Schools' space allocations are based on the Citywide Instructional Footprint, referred to as the Footprint, which prescribes a minimum number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. 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 in this document.

As described throughout this document, the final Shared Space Schedule will be collaboratively finalized by the Building Council if the proposal is approved by the PEP.

II. Methodology

The NYCDOE has applied the Footprint to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the excess space equitably based on the following factors:

- 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.

The Footprint can be found on the NYCDOE's website at: [http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional Footprint](http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional%20Footprint).

III. Justification 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 sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school. The Footprint allocates the number of baseline full-size equivalent (FSE) classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

For elementary schools serving grades K-5 and pre-K, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity such as art, music, lunch, recess, etc. The Footprint assumes that at those times, the homeroom classroom remains empty. Therefore, the Footprint allocates one FS classroom for each general education (GE) or Integrated Co-Teaching section (ICT) and a FS or half-size (HS) classroom to accommodate each Special Class (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. The specific breakdown of cluster rooms allocated to elementary schools, proportionate to enrollment is:

TABLE 1: ELEMENTARY SCHOOL CLUSTER CLASSROOM ALLOCATION

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

For grades 6-12, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

Space is allocated to District 75 programs according to the NYCDOE's District 75 Instructional Footprint. District 75 programs are also provided access to shared spaces such as:

- Gymnasium;
- Library;
- Auditorium;
- Cafeteria;
- Occupational/physical therapy rooms; and
- Nurse's office.

District 75 programs may also be 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 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 NYCDOE will provide support to the schools to ensure that the space is used 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.

IV. Allocation of Classrooms and Administrative Space in K202

According to a building space verification conducted on October 10, 2017 by a representative of the NYCDOE's Office of Space Planning, K202 has a total of:

- 59 FS^{iv} rooms;
- 10 HS^v rooms;
- 4 quarter-size (QS)^{vi} rooms; and
- 2.5 FSE rooms of designed administrative office space.

In addition, the TCUs have a total 8 FS rooms and are included in the total number of rooms currently allocated in the 2017-2018 school year.

The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The nurse's office occupies 0.5 FSE of designed administrative space;
- The School Safety office occupies 0.5 FSE of designed administrative space;
- The School Based Support Team office occupies 1 HS room; and
- The custodian's office occupies 1 HS room.

This means that K202 has 2 HS and 1.0 FSE rooms of designed administrative space that will not be allocated to any specific school. K202 also has a cafeteria, auditorium, two gymnasiums, a library, and two playrooms, which are shared spaces and will also not be included in the allocation of space for any individual school.

Table 2 below provides an overview of the total number of rooms available in building K202.

TABLE 2: OVERVIEW OF TOTAL ROOMS AVAILABLE IN K202

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total (Inclusive of TCUs)	67	10	4	2.5
Shared Spaces or Building Services	0	2	0	1.0
Remaining to Be Allocated	67	8	4	1.5

A. 2017-2018 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at P.S. 202 and AF Aspire in the current 2017-2018 school year:

TABLE 3: ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2017-2018 SCHOOL YEAR

School Name	Grade Span	Total Enrollment ^{vii}	GE/ICT Sections	SC Sections
P.S. 202	K-5, pre-K	473	19	5
AF Aspire	K-5	566	18	0

1. Baseline and Adjusted Baseline Footprint Allocations in 2017-2018

In the 2017-2018 school year, the baseline Footprint allocations for schools in K202 are as follows:

- P.S. 202: 22 FS, 7 HS and the equivalent of 4.0 FSE rooms of administrative space.
- AF Aspire: 21 FS, 2 HS and the equivalent of 4.5 FSE rooms of administrative space.

In the 2017-2018 school year, the NYCDOE has made the following adjustments to P.S. 202’s baseline Footprint allocation in K202:

- P.S. 202 has been allocated 6 FS rooms in lieu of 6 HS rooms due to the lack of HS spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms.
- Therefore, the adjusted baseline Footprint allocation for P.S. 202 is 28 FS, 1 HS and the equivalent of 4.0 FSE rooms of administrative space.

In the 2017-2018 school year, each school’s allocation of administrative space is as follows:

- P.S. 202 is allocated 1.5 FSE rooms of designed administrative space, 1 FS room, 2 HS rooms, and 2 QS rooms to meet its adjusted baseline Footprint allocation of 4.0 FSE rooms of administrative space.
- AF Aspire is allocated 4 FS rooms and 1 HS room of administrative space to meet its baseline Footprint allocation of 4.5 FSE rooms of administrative space.

2. Excess Space in Building K202 in 2017-2018

In the 2017-2018 school year, there are 13 FS rooms, 2 HS rooms and 2 QS rooms in excess space in K202, after all schools receive their baseline or adjusted baseline Footprint allocation. The table below summarizes the excess space in building K202 after P.S. 202 and AF Aspire have received their respective baseline or adjusted baseline Footprint allocations per the Footprint in 2017-2018.

TABLE 4: EXCESS SPACE AVAILABLE AFTER BASELINE AND ADJUSTED BASELINE FOOTPRINT ALLOCATION IN K202 IN 2017-2018

2017-2018	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in Excess of baseline or adjusted baseline Footprint allocation ^{viii}	13	2	2	0

In the 2017-2018 school year, excess space in K202 has been allocated as follows:

- P.S. 202 is allocated 5 FS rooms, 1 HS room and 1 QS room in excess of its adjusted baseline Footprint allocation.
- AF Aspire is allocated 8 FS rooms, 1 HS room and 1 QS room in excess of its baseline Footprint allocation.

3. Grand Total Space Allocations in 2017-2018

Therefore, in the current 2017-2018 school year:

- P.S. 202 is allocated a total of 34 FS rooms, 4 HS rooms, 3 QS rooms and 1.5 FSE rooms of designed administrative space.
- AF Aspire is allocated a total of 33 FS rooms, 4 HS rooms and 1 QS room.
 - Within the 33 FS rooms allocated to AF Aspire, 8 of those FS rooms are located in the TCUs, K958.

Table 5 below summarizes the total space allocations for P.S. 202 and AF Aspire per the Footprint, based on the methodology described in Section II of this document. These allocations include P.S. 202's adjusted baseline and AF Aspire's baseline Footprint allocations described above, as well as the excess space the schools are currently using.

TABLE 5: 2017-2018 TOTAL SPACE ALLOCATIONS

2017-2018	Instructional FS Rooms, per the Footprint	Instructional HS Rooms, per the Footprint	Designed Admin (FSE)	FS Rooms Designated as Admin	HS Rooms Designated as Admin	QS Rooms Designated as Admin	Total Admin (FSE), per the Footprint	Excess FS Rooms	Excess HS Rooms	Excess QS Rooms	Excess Designed Admin (FSE)	Grand Total FS Rooms	Grand Total HS Rooms	Grand Total QS Rooms	Grand Total Designed Admin (FSE)
P.S. 202	28	1	1.5	1	2	2	4.0	5	1	1	0	34	4	3	1.5
AF Aspire	21	2	0	4	1	0	4.5	8	1	1	0	33	4	1	0
Grand Total	49	3	1.5	5	3	2	8.5	13	2	2	0	67	8	4	1.5

B. 2018-2019 (FIRST AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If the proposal to re-site AF Aspire MS to K306 is approved, the rooms within the TCUs would no longer be necessary to support current or future enrollment of any school organization in K202 and the process to permanently remove the TCUs could begin. The 8 FS rooms within the TCUs are no longer included in the total number of rooms to be allocated for administrative or instructional purposes for any organization at K202 after the 2017-2018 school year in this revised BUP. Consequently, K202 will have the following number of rooms to be allocated in the 2018-2019 school year and beyond:

- 59 FS rooms;
- 10 HS rooms;
- 4 QS rooms; and
- 2.5 FSE rooms of designed administrative office space.

Table 6 below provides an overview of the total number of rooms available in building K202 if the proposal to re-site AF Aspire MS to K306 is approved.

TABLE 6: OVERVIEW OF TOTAL ROOMS AVAILABLE IN K202 IF AF- ASPIRE RE-SITING PROPOSAL IS APPROVED

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	59	10	4	2.5
Shared Spaces or Building Services	0	2	0	1.0
Remaining to Be Allocated	59	8	4	1.5

If this proposal is approved, P.S. 202 will serve a total of 436-496 students in grades K-5 and pre-K in K202 and AF Aspire will serve a total of 445-495 students in grades K-4 in K202 in the 2018-2019 school year. Table 7 below summarizes the projected enrollment, grade spans, and number of sections for each school in K202.

TABLE 7: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2018-2019 SCHOOL YEAR

School Name	Grade Span	Projected Enrollment ^{ix}	GE/ICT Sections	SC Sections
P.S. 202	K-5, pre-K	436-496	20	5
AF Aspire ES	K-4	445-495	15	0

1. Baseline and Adjusted Baseline Footprint Allocations in 2018-2019

In the 2018-2019 school year, the baseline Footprint allocation for each school in K202 is as follows:

- P.S. 202: 23 FS, 7 HS and the equivalent of 4.0 FSE rooms of administrative space.
- AF Aspire ES: 18 FS, 2 HS and the equivalent of 4.0 FSE rooms of administrative space.

In the 2018-2019 school year, the NYCDOE will make the following adjustments to P.S. 202's baseline Footprint allocation in K202:

- P.S. 202 will be allocated 6 FS rooms in lieu of 6 HS rooms due to the lack of HS spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms.
- Therefore, the adjusted baseline Footprint allocation for P.S. 202 is 29 FS, 1 HS and the equivalent of 4.0 FSE rooms of administrative space.

In the 2018-2019 school year, each school’s allocation of administrative space will be comprised as follows:

- P.S. 202 is allocated 1.5 FSE rooms of designed administrative space, 1 FS room, 2 HS rooms, and 2 QS rooms to meet its adjusted baseline Footprint allocation of 4.0 FSE rooms of administrative space.
- AF Aspire ES will be allocated 3 FS rooms and 2 HS rooms to meet its baseline Footprint allocation of 4.0 FSE rooms of administrative space.

2. Excess Space in Building K202 in 2018-2019

In the 2018-2019 school year, there will be 8 FS rooms, 1 HS room, and 2 QS rooms of excess space in K202, after all schools receive their baseline or adjusted baseline Footprint allocation. The table below summarizes the excess space in building K202 after all schools have received their respective baseline or adjusted baseline Footprint allocations in 2018-2019.

TABLE 8: EXCESS SPACE AVAILABLE AFTER BASELINE OR ADJUSTED BASELINE FOOTPRINT ALLOCATION IN K202 IN 2018-2019

2018-2019	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in Excess of baseline or adjusted baseline Footprint allocation	8	1	2	0

In the 2018-2019 school year, excess space in K202 will be allocated as follows:

- P.S. 202 will be allocated 5 FS rooms, 1 HS room and 1 QS room in excess of its adjusted baseline Footprint allocation.
- AF Aspire ES will be allocated 3 FS rooms and 1 QS room in excess of its baseline Footprint allocation.

3. Proposed 2018-2019 Total Space Allocations

Therefore, in 2018-2019, after all schools receive their baseline or adjusted baseline Footprint allocations as well as their excess allocations, the total allocation for each school will be:

- P.S. 202 will have a total of 35 FS rooms, 4 HS rooms, 3 QS rooms and 1.5 FSE rooms of designed administrative space.
- AF Aspire ES will have a total of 24 FS, 4 HS rooms and 1 QS room.

Table 9 below summarizes the 2018-2019 total room allocation plan for all schools in K202 based on their baseline or adjusted baseline Footprint allocations, plus the excess space allocations.

As stated in Section II, the excess space allocations are based on the following factors:

- 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.

TABLE 9: PROPOSED 2018-2019 TOTAL SPACE ALLOCATIONS

2018-2019	Instructional FS Rooms, per the Footprint	Instructional HS Rooms, per the Footprint	Designed Admin (FSE),	FS Rooms Designated as Admin	HS Rooms Designated as Admin	QS Rooms Designated as Admin	Total Admin (FSE), per the Footprint	Excess FS Rooms	Excess HS Rooms	Excess QS Rooms	Excess Designed Admin (FSE)	Grand Total FS Rooms	Grand Total HS Rooms	Grand Total QS Rooms	Grand Total Designed Admin (FSE)
P.S. 202	29	1	1.5	1	2	2	4.0	5	1	1	0	35	4	3	1.5
AF Aspire ES	18	2	0	3	2	0	4.0	3	0	1	0	24	4	1	0
Grand Total	47	3	1.5	4	4	2	8.0	8	1	2	0	59	8	4	1.5

The change in rooms for each school organization from the 2017-2018 and the 2018-2019 school years is reflected in Table 10 below.

TABLE 10: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2017-2018 AND 2018-2019

School Name	2017-2018 Total FS Rooms	2017-2018 Total HS Rooms	2017-2018 Total QS Rooms	2017-2018 Total Designed Admin (FSE)	Proposed 2017-2018 Total FS Rooms	Proposed 2018-2019 Total HS Rooms	Proposed 2018-2019 Total QS Rooms	Proposed 2018-2019 Total Designed Admin (FSE)	Year-to-Year Change Total FS Rooms	Year-to-Year Change Total HS Rooms	Year-to-Year Change Total QS Rooms	Year-to-Year Change Total Designed Admin (FSE)
P.S. 202	34	4	3	1.5	35	4	3	1.5	+1	0	0	0
AF Aspire ES	33	4	1	0	24	4	1	0	-9	0	0	0

As mentioned above, this proposal allows the schools in K202 to receive their baseline or adjusted baseline Footprint allocation of space within the main building without the use of the TCUs. The 8 FS rooms of the 9 FS rooms listed in the FS room allocation change for AF Aspire ES are a result of TCU capacity being removed between the 2017-2018 and 2018-2019 school year.

V. Shared Space Plan

The proposed Shared Space Plan for the 2018-2019 school year below is based on the estimated duration of time each school will have in each of the shared spaces in K202. Where possible, the proposed Shared Space Plan maintains a school's current allocation of time in each shared space and re-distributes remaining time for additional organizations.

The proposed Shared Space Plan 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 NYCDOE's Office of School Food website, found online at http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=17221;
- 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 NYCDOE's Office of Pupil Transportation's bus schedule for a regular school day. The bus schedule can be found on the NYCDOE's website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>. Based on this information, school days for schools in K202 run as follows:
 - P.S. 202's school day runs from 8 a.m. to 2:20 p.m., except for Monday, when students are dismissed at 4 p.m. and Tuesday, when students are dismissed at 3:15 p.m.; and
 - AF Aspire ES's school day runs from 7:10 a.m. to 4 p.m., except for Fridays, when students are dismissed at 1 p.m.

Although the NYCDOE has proposed how the shared spaces in the building may be utilized, the final Shared Space Plan will be collaboratively drafted by the Building Council if this proposal is approved by the PEP. 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.

The Building Council is 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. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo. The Campus Policy Memo can be found on the NYCDOE website at: <http://schools.nyc.gov/NR/rdonlyres/57BB53C8-C65F-4CCB-85CA-9F449D0A5A1A/0/CampusPolicyMemo.pdf>.

The specific allocation of time in each shared space is as follows:

A. Cafeteria - capacity to serve 448 students:

- The total time allocated to P.S. 202 and AF Aspire ES in the cafeteria is based upon each school's projected enrollment and the capacity of the cafeteria. Each school organization will be able to accommodate its students in the cafeteria within the proposed allocation of time.
- The NYCDOE proposes that P.S. 202 and AF Aspire receive the same amount of time for lunch in the cafeteria because the schools will serve a similar number of students in the 2018-2019 school year. In the proposed Shared Space Plan, for lunch, P.S. 202 and AF Aspire ES will each be allocated one hour daily in the cafeteria.
- With regard to breakfast, the NYCDOE notes that traditionally not all students have opted to participate in the breakfast program offered in K202. Accordingly, for breakfast, AF Aspire ES has been allocated a 30-minute period, 6:40 – 7:10 a.m. and P.S. 202 has been allocated a 30-minute period from 7:30– 8 a.m. for breakfast.

B. Gymnasium 1- capacity to serve 510 students:

- The NYCDOE proposes that P.S. 202 and AF Aspire ES receive the same amount of time in Gymnasium 1 because the schools will serve a similar number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 202 and AF Aspire ES will each be allocated two hours daily in Gymnasium 1.

C. Gymnasium 2- capacity to serve 380 students:

- The NYCDOE proposes that P.S. 202 and AF Aspire ES receive the same amount of time in Gymnasium 2 because the schools will serve a similar number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 202 and AF Aspire ES will each be allocated two hours daily in Gymnasium 2.

D. Auditorium- capacity to serve 637 students:

- The NYCDOE proposes that P.S. 202 and AF Aspire ES receive the same amount of time in the Auditorium because the schools will serve a similar number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 202 and AF Aspire ES will each be allocated two hours daily in the Auditorium.

E. Library

- The NYCDOE proposes that P.S. 202 and AF Aspire ES receive the same amount of time in the Library because the schools will serve a similar number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 202 and AF Aspire ES will each be allocated two hours daily in the Library.

F. Two Playrooms (capacity to serve 190 students each):

- The NYCDOE proposes that P.S. 202 and AF Aspire ES each receive use of one of two Playrooms for the full day because the schools will serve a similar number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 202 will be allocated Playroom 1 and AF Aspire ES will be allocated Playroom 2.

Based on the explanations provided above, the NYCDOE believes that the proposed Shared Space Plan below is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building. The proposed Shared Space Plan can be found in Table 11 below:

TABLE 11: PROPOSED SHARED SPACE PLAN FOR BUILDING K202

Space	Schools	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria, Breakfast	P.S. 202	7:30 – 8 a.m.				
Cafeteria, Breakfast	AF Aspire ES	6:40 – 7:10 a.m.				
Cafeteria, Lunch	P.S. 202	1 – 2 p.m.				
Cafeteria, Lunch	AF Aspire ES	12 – 1 p.m.				
Gymnasium 1	P.S. 202	8 – 10 a.m.				
Gymnasium 1	AF Aspire ES	10 a.m. – 12 p.m.				
Gymnasium 2	P.S. 202	10 a.m. – 12 p.m.				
Gymnasium 2	AF Aspire ES	8 – 10 a.m.				
Play Room 1	P.S. 202	8 a.m. – 4 p.m.	8 a.m. – 3:15 p.m.	8 a.m. – 2:20 p.m.	8 a.m. – 2:20 p.m.	8 a.m. – 2:20 p.m.
Play Room 2	AF Aspire ES	7:10 a.m. – 4 p.m.	7:10 a.m. – 1 p.m.			
Library	P.S. 202	8 – 10 a.m.				
Library	AF Aspire ES	10 a.m. – 12 p.m.				
Auditorium	P.S. 202	10 a.m. – 12 p.m.				
Auditorium	AF Aspire ES	8 – 10 a.m.				

VI. Proposed Communication Strategy

A. Building Council

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

B. Shared Space Committee

A Shared Space Committee must 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 Shared Space Committee reviews the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to May 28, 2010, the Shared Space Committee reviews implementation of the current building space plans in place at those buildings. The Shared Space Committee meets at least four times per year.

The Shared Space Committee is 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 Shared Space Committee members are selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders work with their constituencies to select the parent and teacher representing that school. The Shared Space Committee agendas and minutes must be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the BUP and its campus implementation.

VII. Building Safety and Security

A. School Safety Committee

Pursuant to Chancellor's Regulation A-414,^{xi} every school or campus must have a School Safety Committee that meets at least once per month. The School Safety Committee is responsible for addressing safety matters on an ongoing basis. The School Safety Committee is responsible for making appropriate recommendations to the principal(s) when it identifies the need for additional security measures, interventions or trainings. Additionally, the School Safety Committee also 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 School Safety Committee is comprised of various members of the school community, including:

- The principal(s);
- Designees of any other programs/schools operating within the building;
- United Federations of Teachers Chapter Leader;
- Custodial Engineer/designee; and

- In-house School Safety Agent Level III.

During each school year, one annual Town Hall meeting must also be held. The meeting, which is open to all parents in the school community, is conducted for the purpose of allowing parents to discuss safety concerns regarding the building, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

B. School Safety Plan:

The School Safety Committee is 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. School 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 School Safety 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 or designees of P.S. 202 and AF Aspire ES will be part of the K202 School Safety Committee. As members of the School Safety Committee, the leaders or designees will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs which may arise are addressed on an ongoing basis. The School Safety Plan for K202 will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders or designees of each school at K202 must enter information in the K202 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 in K202 and that 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 K202 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 Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

VIII. Endnotes:

ⁱ More information about the siting of Achievement First Aspire Charter School can be found in the previously approved proposal on the NYCDOE's website at: http://schools.nyc.gov/NR/rdonlyres/9AD78E9B-AA8A-4579-8DD8-4FAA4A16D0D3/130727/84KTBDFAFAspireColocationK8atK202andK958EIS_FINAL2.pdf. The BUP for that proposal can also be found on the NYCDOE's website at: http://schools.nyc.gov/NR/rdonlyres/9AD78E9B-AA8A-4579-8DD8-4FAA4A16D0D3/130728/84KTBDFAFAspireColocationK8atK202andK958BUP_FINAL2.pdf. This Revised BUP supersedes the prior BUP.

ⁱⁱ More information about the siting of Achievement First Aspire Charter School can be found in the [previously approved proposal](#) online at http://schools.nyc.gov/NR/rdonlyres/9AD78E9B-AA8A-4579-8DD8-4FAA4A16D0D3/130727/84KTBDFAFAspireColocationK8atK202andK958EIS_FINAL2.pdf. The previously approved BUP for that proposal can be found on the NYCDOE's website at: http://schools.nyc.gov/NR/rdonlyres/9AD78E9B-AA8A-4579-8DD8-4FAA4A16D0D3/130728/84KTBDFAFAspireColocationK8atK202andK958BUP_FINAL2.pdf. This Revised BUP will supersede the previously approved BUP, if approved.

ⁱⁱⁱ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in NYCDOE 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.

^{iv} FS classrooms have an area of 500 square feet or more.

^v Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

^{vi} Quarter-size rooms have an area of less than 240 square feet.

^{vii} Enrollment is based on the 2017-2018 budget projections.

^{viii} Excess space allocation for the 2017-2018 school year is calculated based on the total rooms available in K202 less the current space allocation for each school pursuant to the Footprint.

^{ix} Projected enrollment is based on 2017-2018 budget projections

^x The Campus Policy Memo is available on the NYCDOE's website at: <http://schools.nyc.gov/NR/rdonlyres/57BB53C8-C65F-4CCB-85CA-9F449D0A5A1A/0/CampusPolicyMemo.pdf>.

^{xi} [Chancellor's Regulation A-414](#) is available on the NYCDOE's website at: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.