

Building Utilization Plan: Building K306

## I. Introduction

As described in greater detail in the attached Educational Impact Statement (EIS), the New York City Department of Education (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, and temporarily co-locate grade five of Achievement First Linden Charter School (84K788), referred to as AF Linden, to building K306, beginning in the 2017-2018 school year. K306 is located at 970 Vermont Street, Brooklyn, NY 11207 in Community School District 19.

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.

K306 also houses the community-based organization (CBO) Partnership with Children, Inc, referred to as PWC.<sup>i</sup> If this proposal is approved, PWC will continue to provide services and maintain space in K306.

If this proposal is approved, the AF Aspire Middle School, referred to as AF Aspire MS, will be re-sited and co-located in K306 serving students in grades 5-8 at scale with P.S. 306 Ethan Allen (19K306), referred to as P.S. 306, an existing district elementary school serving students in grades K-5 and pre-Kindergarten (pre-K). Additionally, if this proposal is approved, grade five of the AF Linden Middle School, referred to as AF Linden MS, will be temporarily co-located for a one year period in K306 in the 2018-2019 school year. By the 2019-2020 school year, AF Linden MS will relocate to its private facility, where it will expand to serve grades 5-8 at scale.

AF Aspire currently serves students in grades K-5 in building K202 located at 982 Hegeman Avenue, Brooklyn, NY 11208 where it is co-located with P.S. 202 Ernest S. Jenkyns (19K202), referred to as P.S. 202. K202 is approximately 1.2 miles from K306 and is also in District 19. AF Aspire MS currently serves students in grade five. Pursuant to a proposal approved in 2012<sup>ii</sup>, AF Aspire MS is approved to expand to serve students in grade six beginning in the 2018-2019 school year, grade seven beginning in the 2019-2020 school year, and grade eight beginning in the 2020-2021 school year in K202.

AF Linden currently serves students in grades K-4 in building K166 located at 800 Van Siclen Avenue, Brooklyn, NY 11207 where it is co-located with Van Siclen Community Middle School (19K654) and The UFT Charter School (84K359). K166 is approximately 0.4 miles from K306 and is also in District 19.

Pursuant to amendments to the Education Law that provide certain new and expanding charter schools with access to facilities, AF Linden MS made a request to the NYCDOE for space for their first cohort of students in grade five while they prepare to move into a long-term private facility. The NYCDOE supports the temporary co-location of AF Linden MS as it will allow rising grade five students who are currently attending grade four at AF Linden in K166 to have a continued educational experience with AF Linden MS in K306. Accordingly, the NYCDOE proposes to temporarily co-locate AF Linden MS in K306 during the 2018-2019 school year.

If this proposal is approved, in the 2018-2019 school year, AF Aspire MS will be re-sited and co-located in K306 with P.S. 306. Additionally, AF Linden MS will be temporarily co-located for a one year period in K306. Before the 2019-2020 school year, AF Linden MS will relocate to its private facility where it will expand to serve grades 5-8 at scale. AF Aspire MS and P.S. 306 will remain co-located in K306. AF Aspire MS will expand to serve students in grades five and six in the 2018-2019 school year, grades 5-7 beginning in the 2019-

2020 school year and grades 5-8 beginning in the 2020-2021 school year in K306.

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 K306. 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, gymnasium, library, 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.<sup>iii</sup> 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 Panel for Educational Policy (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>.

## 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 NYCDOE's 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 full-size (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 NYCDOE's Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

#### IV. Allocation of Classrooms and Administrative Space in K306

According to space verification on October 10, 2017 by a representative of the NYCDOE's Office of Space Planning, K306 has a total of:

- 47 FS<sup>iv</sup> rooms;
- 14 HS<sup>v</sup> rooms; and
- 3.0 FSE rooms of designed administrative office space.

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 office occupies 1.0 FSE of designed administrative space; and
- The custodian office occupies 1 HS room.

This means that K306 has 1 HS and 1.0 FSE rooms of designed administrative space that will not be allocated to any specific school. K306 also has a cafeteria, auditorium, gymnasium, and a teacher's café, which are shared spaces and will also not be included in the allocation of space for an individual school.

Table 2 below provides an overview of the total number of rooms available in building K306.

**TABLE 2: OVERVIEW OF TOTAL ROOMS AVAILABLE IN K306**

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	47	14	0	3.0
Shared Spaces or Building Services	0	1	0	1.0
Remaining to Be Allocated	47	13	0	2.0

A. 2017-2018 (CURRENT SCHOOL YEAR):

Table 3 below summarizes the total enrollment, grade spans, and number of sections at P.S. 306 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 <sup>vi</sup>	GE/ICT Sections	SC Sections
P.S. 306	K-5, pre-K	316	15	5

1. Baseline and Footprint Allocations in 2017-2018

In the 2017-2018 school year, the baseline Footprint allocation for P.S. 306 is 18 FS, 7 HS and the equivalent of 3.0 FSE rooms of administrative space.

- The 3.0 FSE rooms of administrative space is comprised of 2 HS rooms and 2.0 FSE rooms of designed administrative space.

Baseline Footprint allocations for each school are determined based on the methodology described earlier in Section II of this document.

2. Excess Space in Building K306 in 2017-2018

In the 2017-2018 school year, there are 29 FS rooms and 4 HS rooms in excess space in K306, after P.S. 306 has received its baseline Footprint allocation. Table 4 below summarizes the excess space in building K306 after P.S. 306 has received its baseline Footprint allocations per the Footprint in 2017-2018.

**TABLE 4: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATION IN K306 IN 2017-2018**

2017-2018	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in excess of baseline Footprint allocation <sup>vii</sup>	29	4	0	0

In the 2017-2018 school year, P.S. 306 is allocated 29 FS rooms and 4 HS rooms 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. 306 is allocated a total of:

- 47 FS rooms;
- 13 HS rooms; and
- 2.0 FSE rooms of designed administrative space.

Table 5 below summarizes the total space allocations for P.S. 306 according to the Footprint, based on the methodology described in Section II of this document. These allocations include P.S. 306’s baseline Footprint allocations described above, as well as the excess space the school is 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. 306	18	7	2.0	0	2	0	3.0	29	4	0	0	47	13	0	2.0
Grand Total	18	7	2.0	0	2	0	3.0	29	4	0	0	47	13	0	2.0

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

If this proposal is approved, AF Aspire MS will be co-located in K306 and will serve 185-205 students in 2018-2019 in grades 5-6. Additionally, AF Linden MS will be co-located in K306 and will serve 85-95 students in grade five in 2018-2019. P.S. 306 will serve a total of 264-324 students in grades K-5 and pre-K. Table 6 below summarizes the projected enrollment, grade spans, and number of sections for each school in K306.

**TABLE 6: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2018-2019 SCHOOL YEAR**

School Name	Grade Span	Projected Enrollment <sup>viii</sup>	GE/ICT Sections	SC Sections
P.S. 306	K-5, pre-K	264-324	15	5
AF Aspire MS	5-6	185-205	6	0
AF Linden MS	5	85-95	3	0

1. Baseline Footprint Allocations in 2018-2019

In the 2018-2019 school year, the baseline Footprint allocation for each school in K306 is as follows:

- P.S. 306: 18 FS, 7 HS and the equivalent of 3.0 FSE rooms of administrative space, comprised of 2 HS rooms and 2.0 FSE rooms of designed administrative space;
- AF Aspire MS: 7 FS, 1 HS and the equivalent of 3.0 FSE rooms of administrative space, comprised of 2 FS rooms and 2 HS rooms; and
- AF Linden MS: 4 FS, 1 HS and the equivalent of 2.0 FSE rooms of administrative space, comprised of 2 FS rooms.

2. Excess Space in Building K306 in 2018-2019

In the 2018-2019 school year, there will be 14 FS rooms in excess space in K306, after all schools receive their baseline Footprint allocation. The table below summarizes the excess space in building K306 after all schools have received their respective baseline Footprint allocations in 2018-2019.

**TABLE 7: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATION IN K306 IN 2018-2019**

2018-2019	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in excess of baseline Footprint allocation	14	0	0	0

The excess rooms will be allocated as follows:

- P.S. 306 will be allocated 9 FS rooms in excess of its baseline allocation.
- AF Aspire MS will be allocated 3 FS rooms in excess of its baseline allocation.
- AF Linden MS will be allocated 2 FS rooms in excess of its baseline allocation.

3. Proposed 2018-2019 Total Space Allocations

Therefore, in 2018-2019, after all schools receive their baseline Footprint allocations as well as their excess allocations:

- P.S. 306 will be allocated a total of 27 FS rooms, 9 HS rooms and 2.0 FSE rooms of designed administrative space.
- AF Aspire MS will be allocated a total of 12 FS rooms and 3 HS rooms.
- AF Linden MS will be allocated a total of 8 FS rooms and 1 HS rooms.

Table 8 below summarizes the 2018-2019 total room allocation plan for all schools in K306 based on their 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 8: 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. 306	18	7	2.0	0	2	0	3.0	9	0	0	0	27	9	0	2.0
AF Aspire MS	7	1	0	2	2	0	3.0	3	0	0	0	12	3	0	0
AF Linden MS	4	1	0	2	0	0	2.0	2	0	0	0	8	1	0	0
Grand Total	29	9	2.0	4	4	0	8.0	14	0	0	0	47	13	0	2.0

The change in rooms for each school organization from the 2017-2018 and the 2018-2019 school years is reflected in Table 9 below.

**TABLE 9: 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 2018-2019 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 Quarter-Size Rooms	Year-to-Year Change Total Designed Admin (FSE)
P.S. 306	47	13	0	2.0	27	9	0	2.0	-20	-4	0	0
AF Aspire MS	0	0	0	0	12	3	0	0	+12	+3	0	0
AF Linden MS	0	0	0	0	8	1	0	0	+8	+1	0	0

**C. 2019-2020 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, AF Aspire MS will be co-located in K306 and will serve 270-300 students in 2019-2020 in grades 5-7. P.S. 306 will serve a total of 244-304 students in grades K-5 and pre-K. As stated previously, AF Linden MS will relocate to another location and will no longer occupy space in the K306 building. Table 10 below summarizes the projected enrollment, grade spans, and number of sections for each school in K306.

**TABLE 10: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2019-2020 SCHOOL YEAR**

School Name	Grade Span	Projected Enrollment <sup>ix</sup>	GE/ICT Sections	SC Sections
P.S. 306	K-5, pre-K	244-304	15	5
AF Aspire MS	5-7	270-300	9	0

1. Baseline Footprint Allocations in 2019-2020

In the 2019-2020 school year, the baseline Footprint allocation for each school in K306 is as follows:

- P.S. 306: 18 FS, 7 HS and the equivalent of 3.0 FSE rooms of administrative space, comprised of 2 HS rooms and 2.0 FSE rooms of designed administrative space; and
- AF Aspire MS: 10 FS, 1 HS and the equivalent of 3.5 FSE rooms of administrative space, comprised of 2 FS rooms and 3 HS rooms.

2. Excess Space in Building K306 in 2019-2020

In the 2019-2020 school year, there will be 17 FS excess rooms in K306 after the schools receive their baseline Footprint allocation. Table 11 below summarizes the excess space in building K306 after all schools have received their respective baseline Footprint allocations in 2019-2020.

**TABLE 11: EXCESS SPACE AVAILABLE AFTER BASELINE IN K306 IN 2019-2020**

2019-2020	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in excess of baseline Footprint allocation	17	0	0	0

The excess rooms will be allocated as follows:

- P.S. 306 will be allocated 9 FS rooms in excess of its baseline allocation.
- AF Aspire MS will be allocated 8 FS rooms in excess of its baseline allocation.

3. Proposed 2019-2020 Total Space Allocations

Therefore, in 2019-2020, after all schools receive their baseline Footprint allocations as well as their excess allocations:

- P.S. 306 will be allocated a total of 27 FS rooms, 9 HS rooms and 2.0 FSE rooms of designed administrative space.
- AF Aspire MS will be allocated a total of 20 FS rooms and 4 HS rooms.

Table 12 below summarizes the 2019-2020 total room allocation plan for all schools in K306 based on their 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 12: PROPOSED 2019-2020 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 Admin (FSE)
P.S. 306	18	7	2.0	0	2	0	3.0	9	0	0	0	27	9	0	2.0
AF Aspire MS	10	1	0	2	3	0	3.5	8	0	0	0	20	4	0	0
<b>Grand Total</b>	<b>28</b>	<b>8</b>	<b>2.0</b>	<b>2</b>	<b>5</b>	<b>0</b>	<b>6.5</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>13</b>	<b>0</b>	<b>2.0</b>

The change in rooms for each school organization from the 2018-2019 and the 2019-2020 school years is reflected in Table 13 below.

**TABLE 13: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2018-2019 AND 2019-2020**

School Name	Proposed 2018-2019 Total FS Rooms	Proposed 2018-2019 Total HS Rooms	Proposed 2018-2019 Total QS Rooms	Proposed 2018-2019 Total Designed Admin (FSE)	Proposed 2019-2020 Total FS Rooms	Proposed 2019-2020 Total HS Rooms	Proposed 2019-2020 Total QS Rooms	Proposed 2019-2020 Total Designed Admin (FSE)	Year-to-Year Change Total FS Rooms	Year-to-Year Change Total HS Rooms	Year-to-Year Change Total Quarter-Size Rooms	Year-to-Year Change Total Designed Admin (FSE)
P.S. 306	27	9	0	2.0	27	9	0	2.0	0	0	0	0
AF Aspire MS	12	3	0	0	20	4	0	0	+8	+1	0	0
AF Linden MS	8	1	0	0	0	0	0	0	-8	-1	0	0

**D. 2020-2021 (THIRD AND FINAL YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, AF Aspire MS will be co-located in K306 and will serve 360-400 students in 2020-2021 in grades 5-8. P.S. 306 will serve a total of 239-299 students in grades K-5 and pre-K. The table below summarizes the projected enrollment, grade spans, and number of sections for each school in K306.

**TABLE 14: PROJECTED ENROLLMENT, GRADE SPANS AND SECTION COUNTS IN 2020-2021 SCHOOL YEAR**

School Name	Grade Span	Projected Enrollment <sup>x</sup>	GE/ICT Sections	SC Sections
P.S. 306	K-5, pre-K	239-299	15	5
AF Aspire MS	5-8	360-400	12	0

4. Baseline Footprint Allocations in 2020-2021

In the 2020-2021 school year, the baseline Footprint allocation for each school in K306 is as follows:

- P.S. 306: 18 FS, 7 HS and the equivalent of 3.0 FSE rooms of administrative space, comprised of 2 HS rooms and 2.0 FSE rooms of designed administrative space.
- AF Aspire MS: 13 FS, 1 HS and the equivalent of 4.0 FSE rooms of administrative space, comprised of 3 FS rooms and 2 HS rooms.

5. Excess Space in Building K306 in 2020-2021

In the 2020-2021 school year, there will be 12 FS rooms and 1 HS room of excess space in K306 after the schools receive their baseline Footprint allocation. The table below summarizes the excess space in building K306 after all schools have received their respective baseline Footprint allocations in 2020-2021.

**TABLE 15: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATION IN K306 IN 2020-2021**

2020-2021	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in excess of baseline Footprint allocation	13	1	0	0

In the 2020-2021 school year, excess space in K306 will be allocated as follows:

- P.S. 306 will be allocated 9 FS rooms in excess of its baseline allocation.
- AF Aspire MS will be allocated 4 FS rooms and 1 HS room in excess of its baseline allocation.

6. Proposed 2020-2021 Total Space Allocations

Therefore, in 2020-2021, after all schools receive their baseline Footprint allocations as well as their excess allocations:

- P.S. 306 will be allocated a total of 27 FS rooms, 9 HS rooms and 2.0 FSE rooms of designed administrative space.
- AF Aspire MS will be allocated a total of 20 FS rooms and 4 HS rooms.

Table 16 below summarizes the 2020-2021 total room allocation plan for all schools in K306 based on their 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 16: PROPOSED 2020-2021 TOTAL SPACE ALLOCATIONS**

2020-2021	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 Admin (FSE)
P.S. 306	18	7	2.0	0	2	0	3.0	9	0	0	0	27	9	0	2.0
AF Aspire MS	13	1	0	3	2	0	4.0	4	1	0	0	20	4	0	0
<b>Grand Total</b>	<b>31</b>	<b>8</b>	<b>2.0</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7.0</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>47</b>	<b>13</b>	<b>0</b>	<b>2.0</b>

The change in rooms for each school organization from the 2019-2020 and the 2020-2021 school years is reflected in Table 17 below.

**TABLE 17: TOTAL SPACE ALLOCATIONS AND YEAR TO YEAR CHANGE FOR SCHOOL YEARS 2019-2020 AND 2020-2021**

School Name	Proposed 2019-2020 Total FS Rooms	Proposed 2019-2020 Total HS Rooms	Proposed 2019-2020 Total QS Rooms	Proposed 2019-2020 Total Designed Admin (FSE)	Proposed 2020-2021 Total FS Rooms	Proposed 2020-2021 Total HS Rooms	Proposed 2020-2021 Total QS Rooms	Proposed 2020-2021 Total Designed Admin (FSE)	Year-to-Year Change Total FS Rooms	Year-to-Year Change Total HS Rooms	Year-to-Year Change Total Quarter-Size Rooms	Year-to-Year Change Total Admin (FSE)
P.S. 306	27	9	0	2.0	27	9	0	2.0	0	0	0	0
AF Aspire MS	20	4	0	0	20	4	0	0	0	0	0	0

## 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 K306. 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?cfoodsched=17221](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=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 online at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>. Based on this information, school days for schools in K306 run as follows:
  - P.S. 306's school day runs from 8 a.m. to 3:35 p.m., except for Monday, when students are dismissed at 3:40 p.m.
  - AF Aspire's school day runs from 7:10 a.m. to 4 p.m., except for Friday, when students are dismissed at 1 p.m.
  - AF Linden's school day runs from 7:10 a.m. to 4 p.m., except for Friday, 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's website at: <http://schools.nyc.gov/NR/ronlyres/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 500 students:

- The total time allocated to P.S. 306, AF Aspire MS and AF Linden MS 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. 306 receive the greatest amount of time for lunch in the cafeteria because the school will serve the greatest number of students in the 2018-2019 school year. In the proposed Shared Space Plan, for lunch, P.S. 306 will be allocated 1 hour and 30 minutes daily in the cafeteria, AF Aspire MS will be allocated one hour daily and AF Linden MS will be allocated 45 minutes daily.
- With regard to breakfast, the NYCDOE notes that traditionally not all students have opted to participate in the breakfast program offered in K306. Accordingly, for breakfast, AF Aspire MS and AF Linden MS have been allocated a 30-minute period from 6:40 - 7:10 a.m. and P.S. 306 has been allocated a 30-minute period from 7:30 - 8 a.m.

B. Gymnasium- capacity to serve 400 students:

- The NYCDOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school. The NYCDOE proposes that P.S. 306 receive the greatest amount of time in the gymnasium because the school will serve the greatest number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 306 will be allocated two hours daily in the gymnasium, AF Aspire MS will be allocated 1 hour and 30 minutes daily and AF Linden MS will be allocated one hour daily.

C. Auditorium- capacity to serve 500 students:

- The NYCDOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school. The NYCDOE proposes that P.S. 306 receive the greatest amount of time in the auditorium because the school will serve the greatest number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 306 will be allocated two hours daily in the auditorium, AF Aspire MS will be allocated 1 hour and 30 minutes daily and AF Linden MS will be allocated one hour daily.

D. Teacher’s Café

- The NYCDOE proposes that time in the teacher’s café be allocated relative to the projected enrollment of each school. The NYCDOE proposes that P.S. 306 receive the greatest amount of time in the teacher’s café because the school will serve the greatest number of students in the 2018-2019 school year.
- In the proposed Shared Space Plan, P.S. 306 will be allocated two hours daily in the teacher’s café, AF Aspire MS will be allocated 1 hour and 30 minutes daily and AF Linden MS will be allocated one hour daily.

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 18 below:

**TABLE 18: PROPOSED SHARED SPACE PLAN FOR BUILDING K306**

Space	Schools	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria, Breakfast	P.S. 306	7:30– 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.	7:30 – 8 a.m.
Cafeteria, Breakfast	AF Aspire MS	6:40 – 7:10 a.m.	6:40 – 7:10 a.m.	6:40 – 7:10 a.m.	6:40 – 7:10 a.m.	6:40– 7:10 a.m.
Cafeteria, Breakfast	AF Linden MS	6:40 – 7:10 a.m.	6:40 – 7:10 a.m.	6:40 – 7:10 a.m.	6:40 – 7:10 a.m.	6:40 – 7:10 a.m.
Cafeteria, Lunch	P.S. 306	12 – 1:30 p.m.	12 – 1:30 p.m.	12 – 1:30 p.m.	12 – 1:30 p.m.	12 – 1:30 p.m.
Cafeteria, Lunch	AF Aspire MS	11 a.m. – 12 p.m.	11 a.m. – 12 p.m.	11 a.m. – 12 p.m.	11 a.m. – 12 p.m.	11 a.m. – 12 p.m.
Cafeteria, Lunch	AF Linden MS	10:15 – 11 a.m.	10:15 – 11 a.m.	10:15 – 11 a.m.	10:15 – 11 a.m.	10:15 – 11 a.m.
Gymnasium	P.S. 306	1:30 – 3:30 p.m.	1:30 – 3:30 p.m.	1:30 – 3:30 p.m.	1:30 – 3:30 p.m.	1:30 – 3:30 p.m.
Gymnasium	AF Aspire MS	9 – 10:30 a.m.	9 – 10:30 a.m.	9 – 10:30 a.m.	9 – 10:30 a.m.	9 – 10:30 a.m.
Gymnasium	AF Linden MS	8 – 9 a.m.	8 – 9 a.m.	8 – 9 a.m.	8 – 9 a.m.	8 – 9 a.m.
Auditorium	P.S. 306	10 a.m. – 12 p.m.	10 a.m. – 12 p.m.	10 a.m. – 12 p.m.	10 a.m. – 12 p.m.	10 a.m. – 12 p.m.
Auditorium	AF Aspire MS	7:30 – 9 a.m.	7:30 – 9 a.m.	7:30 – 9 a.m.	7:30 – 9 a.m.	7:30 – 9 a.m.
Auditorium	AF Linden MS	9 – 10 a.m.	9 – 10 a.m.	9 – 10 a.m.	9 – 10 a.m.	9 – 10 a.m.
Teacher’s Café	P.S. 306	1 – 3 p.m.	1 – 3 p.m.	1 – 3 p.m.	1 – 3 p.m.	1 – 3 p.m.
Teacher’s Café	AF Aspire MS	11:30 a.m. – 1 p.m.	11:30 a.m. – 1 p.m.	11:30 a.m. – 1 p.m.	11:30 a.m. – 1 p.m.	11:30 a.m. – 1 p.m.
Teacher’s Café	AF Linden MS	10:30 – 11:30 a.m.	10:30 – 11:30 a.m.	10:30 – 11:30 a.m.	10:30 – 11:30 a.m.	10:30 – 11:30 a.m.

## VI. Proposed Communication Strategy

### A. Building Council

As per the Campus Policy Memo,<sup>xi</sup> 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,<sup>xii</sup> 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. 306, AF Aspire MS and AF Linden MS will be part of the K306 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 K306 will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders or designees of each school at K306 must enter information in the K306 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 K306 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 K306 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:

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<sup>i</sup> Partnership with Children, Inc. provides trauma-informed counseling, school-wide services, and family and community outreach in New York City public schools.

<sup>ii</sup> 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-4579-8DD8-4FAA4A16D0D3/130727/84KTBDFAAspireColocationK8atK202andK958EIS\\_FINAL2.pdf](http://schools.nyc.gov/NR/rdonlyres/9AD78E9B-AA8A-4579-8DD8-4FAA4A16D0D3/130727/84KTBDFAAspireColocationK8atK202andK958EIS_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-4579-8DD8-4FAA4A16D0D3/130728/84KTBDFAAspireColocationK8atK202andK958BUP\\_FINAL2.pdf](http://schools.nyc.gov/NR/rdonlyres/9AD78E9B-AA8A-4579-8DD8-4FAA4A16D0D3/130728/84KTBDFAAspireColocationK8atK202andK958BUP_FINAL2.pdf). The Revised BUP will supersede the previously approved BUP, if approved.

<sup>iii</sup> 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.

<sup>iv</sup> FS classrooms have an area of 500 square feet or more.

<sup>v</sup> HS classrooms have an area of 240 square feet or more, but less than 500 square feet.

<sup>vi</sup> Enrollment is based on 2017-2018 budget projections.

<sup>vii</sup> Excess space allocation for the 2017-2018 school year is calculated based on the total rooms available in K306 less the current space allocation for each school pursuant to the Footprint.

<sup>viii</sup> Projected enrollment is based on 2017-2018 budget projections.

<sup>ix</sup> Projected enrollment is based on 2017-2018 budget projections.

<sup>x</sup> Projected enrollment is based on 2017-2018 budget projections.

<sup>xi</sup> 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>.

<sup>xii</sup> 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>.