

Building Utilization Plan: Building K265

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 Community Roots Charter School (84K536), referred to as CRCS, from buildings K067 (K067) and K287 (K287) to building K265 (K265) and to co-locate it with Dr. Susan S. McKinney Secondary School of the Arts (13K265), referred to as McKinney, an existing district high school serving students in grades 9-12, and an inclusion site of the multi-sited District 75 school P.S. K369 – Coy L. Cox School (75K369), referred to as P369K@K265, in K265 beginning in the 2026-2027 school year.ⁱ K265 is located at 101 Park Avenue, Brooklyn, New York 11205 in Community School District 13, referred to as District 13. K265 also houses the community-based organization (CBO) Beacon.ⁱⁱ

CRCS is a charter school currently serving students in grades K-5 in K067 and in grades 6-8 in K287. K067 is located at 51 Saint Edwards Street, Brooklyn, New York 11205, which is in District 13 and is approximately 0.3 miles from K265. K067 also houses P.S. 067 Charles A. Dorsey (13K067), referred to as P.S. 67, an existing district elementary school serving students in grades K-5 and 3-K and pre-K programs, and one site of P.S. K369, referred to as P369K@K067, serving students in grades K-5. K287 is located at 50 Navy Street, Brooklyn, New York 11201, which is in District 13 and is approximately 0.3 miles from K265 and 0.5 miles from K067. K287 also houses P.S. 287 Bailey K. Ashford (13K287), referred to as P.S. 287, an existing district elementary school serving students in grades K-5 and 3-K and pre-K programs.

A re-siting means that part or all of a school will be moved to a different building than the building in which the school or part of the school was previously 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, cafeterias, gymnasiums, and libraries.

Additional information on this proposal can be found on the NYCDOE's website at: <https://www.schools.nyc.gov/about-us/leadership/panel-for-education-policy> and copies of the EIS and this Building Utilization Plan (BUP) are available in the main offices of McKinney, P.S. K369, and CRCS.

The New York City Education Construction Fund (ECF) is pursuing an opportunity for construction of a mixed-used development, which will include a school facility, on the NYCDOE site where K287 is located, which currently houses grades 6-8 of CRCS.ⁱⁱⁱ If this project proceeds, CRCS will need to vacate K287 at the end of the 2026-2027 school year to facilitate construction. Additionally, for several years, CRCS has been seeking to move to a single location to provide educational continuity for its elementary and middle school students in one building. As such, through community conversations about planning for the potential ECF project and broader District 13 needs and priorities, the NYCDOE identified the opportunity to re-site CRCS from K067 and K287. If this proposal is approved, CRCS will be re-sited over a two-year period beginning in the 2026-2027 school year. If this proposal is approved, all CRCS middle school students, with the exception of those graduating, will attend CRCS in K265 beginning in the 2026-2027 school year, and all CRCS elementary school students, with the exception of those continuing to a different middle school option, will attend CRCS in K265 beginning in the 2027-2028 school year. Additionally, the NYCDOE is beginning an engagement process to determine a future plan for P.S. 287 should the ECF project move forward.

K265 currently has the capacity to serve 1,131 students. McKinney enrolls 102 students and P369K@K265 enrolls 12 students, which totals 114 students and yields a building utilization rate of approximately 10%.^{iv,v} Therefore, K265 is significantly under-utilized, meaning it has the capacity to accommodate additional students.^{vi}

The NYCDOE believes that this proposal, if approved, will achieve multiple objectives: providing District 13 elementary schools with potential future additional space in K067 and K287, providing educational continuity for CRCS students in grades K-8 in one building, and utilizing space in K265 to address community needs.

Pursuant to Article 56 of the New York State Education Law, the following plan outlines the proposed allocation of classrooms and administrative space among all current and proposed schools in K265. It also includes a proposal for the collaborative and equitable usage of shared resources and spaces among the schools in the building during the 2026-2027 school year, including but not limited to, the building's cafeteria, gymnasium, library, and auditorium.

Schools' space allocations are based on the Citywide Instructional Footprint (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.^{vii} 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 Plan will be collaboratively finalized by the Building Council if the proposal to re-site CRCS from K067 and K287 to K265 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 the excess space will be distributed among the schools based on the physical location of the excess space within the building as well as projected school enrollments.

The Footprint can be found on the NYCDOE's website at: https://pwsblobprd.schools.nyc/prd-pws/docs/default-source/default-document-library/citywide-footprint-2015.pdf?sfvrsn=f02c1d8e_4.

Footprint figures in this BUP are based on the standard methodology for calculating such figures as described above.

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. The Footprint allocates the number of baseline full-size equivalent 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 students in grades K-5, pre-K, and 3-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 classroom (FS)^{viii} for each general education (GE) or Integrated Co-Teaching (ICT) section and a FS or half-size classroom (HS)^{ix} 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 their 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; and
- Cafeteria.

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 may be 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.

IV. Allocation of Classrooms and Administrative Space in K265

According to a building walkthrough, conducted on February 13, 2026, by representatives of the NYCDOE’s Office of Space Management, K265 has a total of:

- 52 FS;
- 13 HS;
- 3 quarter-size rooms (QS);^x and
- 3.5 full-size equivalent rooms (FSE) of designed administrative 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 custodian’s office occupies 1 HS;
- The CBO Beacon occupies 1 HS;
- The School Based Support Team (SBST) occupies 1 FS; and
- The nurse’s office occupies 1.0 FSE of design administrative space.

K265 also has an auditorium, cafeteria, gymnasium and library, which are shared spaces and will not be included in the allocation of space for an individual school.

P369K@K265 is an inclusive education program that serves students in grades 9-12 and is affiliated with McKinney, meaning that P369K@K265 students take classes with general education students at McKinney. As such, P369K@K265 does not receive a separate allocation of space per the Footprint but is allocated space for SETSS. P369K@K265 occupies 1 HS and 0.5 FSE of designed administrative space in order to provide SETSS and guidance counseling. P369K@K265 will continue to be allocated 1 HS and 0.5 FSE of designed administrative space in the 2026-2027 school year and beyond.

Additionally, there are 21 FS, 3 HS, and 2 QS rooms that are currently unallocated after being vacated by schools and programs that were previously co-located in the building. These rooms are not available to be allocated in the current 2025-2026 school year.^{xi}

Table 2 below provides an overview of the total number of rooms available in K265:

TABLE 2: OVERVIEW OF TOTAL ROOMS AVAILABLE IN K265

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	52	13	3	3.5
Shared Spaces or Building Services	1	2	0	1.0
Space vacated by previous schools	21	3	2	0
P369K@K265 Specialized Services	0	1	0	0.5
Remaining to Be Allocated	30	7	1	2.0

A. 2025-2026 (CURRENT SCHOOL YEAR):

Table 3 below summarizes the total enrollment, grade spans and programs, and number of sections at McKinney and P369K@K265 in K265 in the current 2025-2026 school year:

TABLE 3: ENROLLMENT, GRADE SPANS, AND SECTION COUNTS IN THE 2025-2026 SCHOOL YEAR

School Name	Grade Span	Total Enrollment	GE/ICT Sections	SC Sections
McKinney	9-12	102	6	0
P369K@K265	9-12	12	0	0

1. Baseline Footprint Allocations in 2025-2026

In the 2025-2026 school year, McKinney’s baseline Footprint allocation is as follows:

- 6 FS;
- 1 HS; and
- 2.5 FSE for administrative use.
 - McKinney’s administrative space allocation of 2.5 FSE is comprised of 1 HS and 2.0 FSE rooms of designed administrative space.

Footprint figures in this BUP are based on the standard methodology for calculating such figures, described above and in Appendix B of the EIS.

2. Excess Space in Building K265 in 2025-2026

In the 2025-2026 school year, there are 24 FS, 5 HS, and 1 QS being utilized by McKinney in addition to its baseline Footprint allocations.

Table 4 below summarizes the excess space available after McKinney receives its baseline Footprint allocations in the current 2025-2026 school year.

TABLE 4: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATIONS IN K265 IN 2025-2026

2025-2026	FS	HS	QS	Designed Admin (FSE)
Space in Excess of baseline footprint allocations	24	5	1	0

In the 2025-2026 school year, excess space in K265 is being used as follows:

- McKinney is using 24 FS, 5 HS, and 1 QS in excess of its baseline Footprint allocation.

3. Grand Total Space Allocations in 2025-2026

Therefore, in the current 2025-2026 school year:

- McKinney is using a total of 30 FS, 7 HS, 1 QS and 2.0 FSE rooms of designed administrative space.

Table 5 below summarizes the total space allocation for McKinney per the Footprint, based on the methodology described in Section II of this document. This allocation includes the baseline Footprint allocation of McKinney as described above, as well as any excess space McKinney is currently using in the current 2025-2026 school year.

TABLE 5: 2025-2026 TOTAL SPACE ALLOCATIONS

2025-2026		Instructional FS	Instructional HS	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE)	Total FS	Total HS	Total QS	Total Designed Admin (FSE)
McKinney	Baseline Footprint	6	1	2.0	0	1	0	2.5	6	2	0	2.0
	Current Space Allocation	30	6	2.0	0	1	1	2.75	30	7	1	2.0

B. 2026-2027 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2026-2027 school year, the middle school grades of CRCS will be re-sited from K287 to K265 for the 2026-2027 school year and beyond. McKinney is projected to serve 95-135 students, P369K@K265 is projected to serve 12-18 students, and CRCS is projected to serve 140-170 students in K265.

As stated above, if this proposal is approved, the space that was vacated by other schools in K265 will be available for allocation to individual schools. Additionally, if this proposal is approved, K265's building capacity will increase as 1 FS room currently being used by SBST will be repurposed as an instructional room, and 1 HS room will be repurposed and allocated to the SBST. As such, beginning in the 2026-2027 school year, there will be an additional 22 FS, 2 HS, and 2 QS in K265 to be allocated.

Table 6 below provides an overview of the total number of rooms available in K265:

Table 6: Overview of total rooms available in K265

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	52	13	3	3.5
Shared Spaces or Building Services	0	3	0	1.0
P369K@K265 Specialized Services	0	1	0	0.5
Remaining to Be Allocated	52	9	3	2.0

Table 7 below summarizes the projected enrollment, grade spans and programs, and number of sections of each school in K265 in the 2026-2027 school year.

TABLE 7: PROJECTED ENROLLMENT, GRADE SPANS, AND SECTION COUNTS IN THE 2026-2027 SCHOOL YEAR

School Name	Grade Span and Programs	Projected Enrollment	GE/ICT Sections	SC Sections
CRCS	6-8	140-170	6	0
McKinney	9-12	95-135	8	0
P369K@K265	9-12	12-18	0	0

1. Baseline Footprint Allocations in 2026-2027

In the 2026-2027 school year, CRCS’s baseline Footprint allocation in K265 will be as follows:

- 7 FS;
- 1 HS; and
- 3.0 FSE for administrative use.
 - CRCS’s administrative space allocation of 3.0 FSE will be comprised of 3 FS.

In the 2026-2027 school year, McKinney’s baseline Footprint allocation in K265 will be as follows:

- 8 FS;
- 1 HS; and
- 2.5 FSE for administrative use.
 - McKinney’s administrative space allocation of 2.5 FSE will be comprised of 1 HS and 2.0 FSE of designed administrative space.

2. Excess Space in Building K265 in 2026-2027

In the 2026-2027 school year, there will be 34 FS, 6 HS, and 3 QS of excess space being utilized by CRCS and McKinney in addition to their baseline Footprint allocations.

Table 8 below summarizes the excess space available after CRCS and McKinney receives their baseline Footprint allocations in the 2026-2027 school year.

TABLE 8: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATIONS IN K265 IN 2026-2027

2026-2027	FS	HS	QS	Designed Admin (FSE)
Space in excess of baseline Footprint allocations	34	6	3	0.0

In the 2026-2027 school year, excess space in K265 will be allocated as follows:

- CRCS will be allocated 23 FS, 3 HS, and 3 QS in excess of its baseline Footprint allocation; and
- McKinney will be allocated 11 FS and 3 HS in excess of its baseline Footprint allocation.

As stated in Section II, the excess space allocations are based on the physical location of the excess space within the building, as well as projected school enrollments.

4. Proposed 2026-2027 Total Space Allocations

Therefore, in the 2026-2027 school year, after the schools receive their baseline Footprint and excess space allocations:

- CRCS will be allocated a total of 33 FS, 4 HS, 3 QS; and
- McKinney will be allocated a total of 19 FS, 5 HS, and 2.0 FSE of designed administrative space.

Table 9 below summarizes the 2026-2027 total room allocation plan for the schools in K265 based on their baseline Footprint in addition to their excess space allocations.

TABLE 9: PROPOSED 2026-2027 TOTAL SPACE ALLOCATIONS

2026-2027	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE) per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
CRCS	7	1	0.0	3	0	0	3.0	23	3	3	0.0	33	4	3	0.0
McKinney	8	1	2.0	0	1	0	2.5	11	3	0	0.0	19	5	0	2.0
Grand Total	15	2	2.0	3	1	0	5.5	34	6	3	0.0	52	9	3	2.0

The change in rooms for each school organization between the 2025-2026 and 2026-2027 school years is reflected in Table 10 below.

TABLE 10: TOTAL SPACE ALLOCATIONS AND YEAR-TO-YEAR CHANGE FOR SCHOOL YEARS 2025-2026 AND 2026-2027

School Name	2025-2026 Total FS	2025-2026 Total HS	2025-2026 Total QS	2025-2026 Total Designed Admin (FSE)	Proposed 2026-2027 Total FS	Proposed 2026-2027 Total HS	Proposed 2025-2026 Total QS	Proposed 2026-2027 Total Designed Admin (FSE)	Year-to-Year Change Total FS	Year-to-Year Change Total HS	Year-to-Year Change Total QS	Year-to-Year Change Total Designed Admin (FSE)
CRCS ^{xii}	-	-	-	-	33	4	3	0.0	+33	+4	+3	0
McKinney ^{xiii}	30	7	1	2.0	19	5	0	2.0	-11	-2	-1	0

C. 2027-2028 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, in the 2027-2028 school year, the elementary school grades of CRCS will be re-sited from K067 to K265 for the 2027-2028 school year and beyond. McKinney is projected to serve 95-135 students, P369K@K265 is projected to serve 12-18 students, and CRCS is projected to serve 405-495 students in K265 in the 2027-2028 school year.

The District 13 Superintendent is continuing to explore ways to support school sustainability at McKinney, given its persistent low enrollment and demand. The NYCDOE may issue another EIS and BUP in advance of the 2027-2028 school year, which would supersede the space allocation in this BUP and result in updated space allocations for McKinney and CRCS.

Table 11 below summarizes the projected enrollment, grade spans and programs, and number of sections of each school in K265 in the 2027-2028 school year.

TABLE 11: PROJECTED ENROLLMENT, GRADE SPANS, AND SECTION COUNTS IN THE 2027-2028 SCHOOL YEAR

School Name	Grade Span and Programs	Projected Enrollment	GE/ICT Sections	SC Sections
CRCS	K-8	405-495	18	0
McKinney	9-12	95-135	8	0
P369K@K265	9-12	12-18	0	0

3. Baseline Footprint Allocations in 2027-2028

In the 2027-2028 school year, CRCS’s baseline Footprint allocation in K265 will be as follows:

- 21 FS;
- 2 HS; and
- 4.5 FSE for administrative use.
 - CRCS’s administrative space allocation of 4.5 FSE will be comprised of 4 FS and 2 QS.

In the 2027-2028 school year, McKinney’s baseline Footprint allocation in K265 will be as follows:

- 8 FS;
- 1 HS; and
- 2.5 FSE for administrative use.
 - McKinney’s administrative space allocation of 2.5 FSE will be comprised of 1 HS and 2.0 FSE of designed administrative space.

4. Excess Space in Building K265 in 2027-2028

In the 2027-2028 school year, there will be 19 FS, 5 HS, and 1 QS of excess space being utilized by CRCS and McKinney in addition to their baseline Footprint allocations.

Table 12 below summarizes the excess space available after McKinney and CRCS receive their baseline Footprint allocations in the 2027-2028 school year.

TABLE 12: EXCESS SPACE AVAILABLE AFTER BASELINE FOOTPRINT ALLOCATIONS IN K265 IN 2027-2028

2027-2028	FS	HS	QS	Designed Admin (FSE)
Space in excess of baseline Footprint allocations	19	5	1	0.0

In the 2027-2028 school year, excess space in K265 will be allocated as follows:

- CRCS will be allocated 12 FS, 3 HS, and 1 QS in excess of its baseline Footprint allocation; and
- McKinney will be allocated 7 FS and 2 HS in excess of its baseline Footprint allocation.

As stated in Section II, the excess space allocations are based on the physical location of the excess space within the building, as well as projected school enrollments.

5. Proposed 2027-2028 Total Space Allocations

Therefore, in the 2027-2028 school year, after the schools receive their baseline Footprint and excess space allocations:

- CRCS will be allocated a total of 37 FS, 5 HS, 3 QS; and
- McKinney will be allocated a total of 15 FS, 4 HS, and 2.0 FSE of designed administrative space.

Table 13 below summarizes the 2027-2028 total room allocation plan for the schools in K265 based on their baseline Footprint in addition to their excess space allocations.

TABLE 13: PROPOSED 2027-2028 TOTAL SPACE ALLOCATIONS

2027-2028	Instructional FS per the Footprint	Instructional HS per the Footprint	Designed Admin (FSE)	FS Designated as Admin	HS Designated as Admin	QS Designated as Admin	Total Admin (FSE) per the Footprint	Excess FS	Excess HS	Excess QS	Excess Designed Admin (FSE)	Grand Total FS	Grand Total HS	Grand Total QS	Grand Total Designed Admin (FSE)
CRCS	21	2	0.0	4	0	2	4.5	12	3	1	0.0	37	5	3	0.0
McKinney	8	1	2.0	0	1	0	2.5	7	2	0	0.0	15	4	0	2.0
Grand Total	29	3	2.0	4	1	2	7.0	19	5	1	0.0	52	9	3	2.0

The change in rooms for each school organization between the 2026-2027 and 2027-2028 school years is reflected in Table 14 below.

TABLE 14: TOTAL SPACE ALLOCATIONS AND YEAR-TO-YEAR CHANGE FOR SCHOOL YEARS 2026-2027 AND 2027-2028

School Name	2026-2027 Total FS	2026-2027 Total HS	2026-2027 Total QS	2026-2027 Total Designed Admin (FSE)	Proposed 2027-2028 Total FS	Proposed 2027-2028 Total HS	Proposed 2027-2028 Total QS	Proposed 2027-2028 Total Designed Admin (FSE)	Year-to-Year Change Total FS	Year-to-Year Change Total HS	Year-to-Year Change Total QS	Year-to-Year Change Total Designed Admin (FSE)
CRCS	33	4	3	0.0	37	5	3	0.0	+4	+1	0	0.0
McKinney	19	5	0	2.0	15	4	0	2.0	-4	-1	0	0.0

V. Shared Space Plan

The proposed Shared Space Plan for the 2026-2027 school year below is based on the estimated duration of time each school will have in each of the shared spaces in K265.

The proposed Shared Space Plan is based on:

- Projected enrollments for each co-located school;
- Total capacity of each shared space;
- The grades and programs served by each of the co-located schools; and
- The established start and end times of the regular school day. The start and end times for the schools in K265 will run as follows:
 - McKinney’s school day will run from 8:00 a.m. to 2:40 p.m.; and
 - CRCS school day for grades 6-8 will run from 8:30 a.m. to 3:45 p.m.

As previously discussed, CRCS grades K-5 will not be phased into K265 until the 2027-2028 school year, and as such does not receive a shared space allocation for 2026-2027. 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 by Campus Governance. For more information on Campus Governance, please visit the NYCDOE's website at: <https://www.schools.nyc.gov/about-us/school-planning/campus-governance>.

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

A. Cafeteria- capacity to serve 450 students:

- The total time allocated to McKinney and CRCS in the cafeteria is based upon each school's projected enrollment. Each school organization will be able to accommodate its students in the cafeteria within the proposed allocation of time.
- In the proposed Shared Space Plan, for lunch, McKinney will be allocated 45 minutes and CRCS will be allocated 45 minutes 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 K265. Accordingly, for breakfast, McKinney and CRCS have each been allocated 30 minutes for breakfast.

B. Auditorium- capacity to serve 502 students:

- The total time allocated to McKinney and CRCS in the auditorium is based upon each school's projected enrollment. Each school organization will be able to accommodate its students in the auditorium within the proposed allocation of time.
- In the proposed Shared Space Plan, McKinney will be allocated 2 hours and CRCS will be allocated 2 hours daily in the auditorium.

C. Gymnasium – capacity to serve 500 students:

- The total time allocated to McKinney and CRCS in the gymnasium is based upon each school's projected enrollment. Each school organization will be able to accommodate its students in the gymnasium within the proposed allocation of time.
- In the proposed Shared Space Plan, McKinney will be allocated 2 hours and 30 minutes and CRCS will be allocated 3 hours daily in the gymnasium.

D. Library:

- The total time allocated to McKinney and CRCS in the library is based upon each school's projected enrollment. Each school organization will be able to accommodate its students in the library within the proposed allocation of time.
- In the proposed Shared Space Plan, McKinney will be allocated 1 hour and 30 minutes and CRCS will be allocated 2 hours daily in the library.

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. As noted above, 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 proposed Shared Space Plan can be found in Table 15 below:

TABLE 15: PROPOSED SHARED SPACE PLAN FOR BUILDING K265

Space	Schools	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria, Breakfast	CRCS	7:45 a.m. – 8:15 a.m.	7:45 a.m. – 8:15 a.m.	7:45 a.m. – 8:15 a.m.	7:45 a.m. – 8:15 a.m.	7:45 a.m. – 8:15 a.m.
Cafeteria, Breakfast	McKinney	8:15 a.m. – 8:45 a.m.	8:15 a.m. – 8:45 a.m.	8:15 a.m. – 8:45 a.m.	8:15 a.m. – 8:45 a.m.	8:15 a.m. – 8:45 a.m.
Cafeteria, Lunch	CRCS	11:00 a.m. – 11:45 a.m.	11:00 a.m. – 11:45 a.m.	11:00 a.m. – 11:45 a.m.	11:00 a.m. – 11:45 a.m.	11:00 a.m. – 11:45 a.m.
Cafeteria, Lunch	McKinney	12:30 p.m. – 1:15 p.m.	12:30 p.m. – 1:15 p.m.	12:30 p.m. – 1:15 p.m.	12:30 p.m. – 1:15 p.m.	12:30 p.m. – 1:15 p.m.
Auditorium	CRCS	9:00 a.m. – 11:00 a.m.	9:00 a.m. – 11:00 a.m.	9:00 a.m. – 11:00 a.m.	9:00 a.m. – 11:00 a.m.	9:00 a.m. – 11:00 a.m.
Auditorium	McKinney	11:00 a.m. – 1:00 p.m.	11:00 a.m. – 1:00 p.m.	11:00 a.m. – 1:00 p.m.	11:00 a.m. – 1:00 p.m.	11:00 a.m. – 1:00 p.m.
Gymnasium	CRCS	8:15 a.m. – 10:00 a.m.; 11:45 a.m. – 1:00 p.m.	8:15 a.m. – 10:00 a.m.; 11:45 a.m. – 1:00 p.m.	8:15 a.m. – 10:00 a.m.; 11:45 a.m. – 1:00 p.m.	8:15 a.m. – 10:00 a.m.; 11:45 a.m. – 1:00 p.m.	8:15 a.m. – 10:00 a.m.; 11:45 a.m. – 1:00 p.m.
Gymnasium	McKinney	10:15 a.m. – 11:30 a.m.; 1:15 p.m. – 2:30 p.m.	10:15 a.m. – 11:30 a.m.; 1:15 p.m. – 2:30 p.m.	10:15 a.m. – 11:30 a.m.; 1:15 p.m. – 2:30 p.m.	10:15 a.m. – 11:30 a.m.; 1:15 p.m. – 2:30 p.m.	10:15 a.m. – 11:30 a.m.; 1:15 p.m. – 2:30 p.m.
Library	CRCS	1:30 p.m. – 3:30 p.m.	1:30 p.m. – 3:30 p.m.	1:30 p.m. – 3:30 p.m.	1:30 p.m. – 3:30 p.m.	1:30 p.m. – 3:30 p.m.
Library	McKinney	8:45 a.m. – 10:15 a.m.	8:45 a.m. – 10:15 a.m.	8:45 a.m. – 10:15 a.m.	8:45 a.m. – 10:15 a.m.	8:45 a.m. – 10:15 a.m.

VI. Proposed Communication Strategy

A. Building Council

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 the administrative leadership of district schools and charter schools serve on the Building Council, or as otherwise decided by 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.^{xiv} 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,^{xv} 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 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 but not limited to:

- The principal(s);
- Designees of any other programs/schools operating within the building;
- United Federations of Teachers Chapter Leader;
- Custodial Engineer/designee;
- In-house School Safety Agent Level III;
- Representative from local precinct and the New York City Fire Department; and
- Parent representative.

One of the ten required School Safety Committee meetings must be a Town Hall meeting. 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 McKinney, P369K@K265, and CRCS will be part of the K265 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 K265 will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders or designees of each school at K265 must enter information in the K265 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 K265 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 K265 will be submitted to the Borough Safety Directors of the Office of Safety 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 P369K@K265 is an inclusion program that is affiliated with McKinney, meaning that P369K@K265 students take some classes with general education students at McKinney and receive special education programs and services as recommended on their Individualized Education Programs (IEPs) from P.S. K369.

ⁱⁱ More information about Beacon is available at: <https://www.nyc.gov/site/dycd/services/after-school/beacon.page>.

ⁱⁱⁱ ECF is a New York State public benefit corporation that finances and builds schools on behalf of NYCDOE. More information about ECF is available at: <https://infohub.nyced.org/reports/financial/educational-construction-fund>.

^{iv} Throughout this proposal, current enrollment is based on Unaudited Register as of October 31, 2025, for district schools and Charter Headcount as of October 2025 for charter schools. District 75 enrollment is based on enrollment as reported by the District 75 office on February 18, 2026. Projected enrollment is based on current enrollment and recent trends. Projected enrollment for new District 75 programs is based on planned sections and class sizes.

^v All references to building capacity and utilization rates throughout this proposal are based on target capacity data from the 2024-2025 Enrollment, Capacity, and Utilization Report, also known as the Blue Book, and current or projected enrollment. The Blue Book is available at: https://dnnhh5ce1.blob.core.windows.net/portals/0/Capital_Plan/Utilization_Reports/Blue%20Book%202024-2025.pdf?sv=2017-04-17&sr=b&si=DNNFileManagerPolicy&sig=OjldQrtIyj69sAtqecIwwyI1%2Bw8uRDEYO9rxRlaCE0U%3D.

^{vi} The Under-Utilized Space Memorandum is available on the NYCDOE's website at: https://pwsblobprd.schools.nyc/prd-pws/docs/default-source/default-document-library/underutilized-space-memorandum-2024-2025.pdf?sfvrsn=aa75127e_2.

^{vii} 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.

^{viii} Full-size rooms have an area of 500 square feet or more.

^{ix} Half-size rooms have an area of 240 square feet or more, but less than 500 square feet.

^x Quarter-size rooms have an area of less than 240 square feet.

^{xi} A portion of the Brooklyn STEAM Center temporarily occupied space in K265 in the 2025-2026 school year. This program vacated the building in October 2025.

^{xii} CRCS's space allocation will include space vacated by previous co-located schools in K265.

^{xiii} McKinney's space allocation will include 1 FS currently being used by the SBST in K265.

^{xiv} Chancellor's Regulation A-190 is available on the NYCDOE's website at: <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations/volume-a-regulations/1>.

^{xv} Chancellor's Regulation A-414 is available on the NYCDOE's website at: <https://www.schools.nyc.gov/about-us/policies/chancellors-regulations/volume-a-regulations/1>.

Notice of Language Access for Families

Translations of this document will be available on the Panel for Educational Policy webpage:
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Lajmërim për Familjet për Akses Shërbimesh Gjuhësore

[Albanian]

Përkthime të këtij dokumenti do të jenë të disponueshme në faqen e internetit të Panelit për Politika të Edukimit (Panel for Educational Policy):

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পরিবারদের জন্য ভাষাগত সহায়তা বিষয়ক বিজ্ঞপ্তি

[Bangla]

এই নথির অনুবাদ প্যানেল ফর এডুকেশনাল পলিসি-এর ওয়েবপেজে পাওয়া যাবে:

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যদি আপনার পছন্দের ভাষায় কোনও অনুবাদ দেখতে না পান, তবে আপনি এই ইমেইল ঠিকানা ব্যবহার করে বাড়তি অনুবাদ অনুরোধ করতে পারেন:

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语言使用服务家长通知信

[Chinese-Simplified]

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語言使用服務家長通知信

[Chinese-Traditional]

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[French]

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[Haitian Creole]

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가정 대상 언어 지원 공지

[Korean]

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Уведомление о языковой поддержке для семей

[Russian]

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[Spanish]

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Повідомлення про послуги мовного супроводу для сімей

[Ukrainian]

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[Urdu] خاندانوں کے لیے لسانی رسائی کا نوٹس

اس دستاویز کے ترجمے پینل برائے تعلیم کے ویب صفحے پر دستیاب ہونگے:

<https://www.schools.nyc.gov/get-involved/families/panel-for-education-policy/panel-meetings>

اگر آپکو اپنی ترجیحی زبان میں ترجمہ دستیاب نہ نظر آئے تو آپ اضافی ترجموں کے لیے بذریعہ ای میل درخواست کرسکتے ہیں:

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[Uzbek]

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