

EDUCATIONAL IMPACT STATEMENT:

The Proposed Extension and Expansion of the Temporary Co-location of the Middle School Grades of Harlem Prep Charter School (84M708) with M.S. 224 Manhattan East School for Arts & Academics (04M224), Renaissance Charter High School for Innovation (84M433), and Success Academy Charter School – Harlem 3 (84M385) in Building M099 through the 2014-2015 School Year

I. Summary of Proposal

Harlem Prep Charter School (84M708, “Harlem Prep”) is an existing public charter school that currently serves students in kindergarten through seventh grade.¹ Harlem Prep serves its students in kindergarten through fifth grade in private space, building MADR (“MADR”), located at 240 East 123rd Street, New York, NY 10035 in Community School District 4 (“District 4”). Harlem Prep serves its students in sixth and seventh grade in building M099 (“M099”), located at 410 East 100th Street, New York, NY 10029, also located in District 4. Harlem Prep is co-located in M099 with M.S. 224 Manhattan East School for Arts & Academics (04M224, “Manhattan East”), an existing middle school that serves students in sixth through eighth grade; Academy of Environmental Science Secondary High School² (04M635, “AES”), an existing high school that currently serves students in twelfth grade and is in its last year of phase-out; Renaissance Charter High School for Innovation (84M433, “Innovation”), an existing public charter high school that currently serves students in ninth through twelfth grade; and Success Academy Charter School – Harlem 3 (84M385, “HSA 3”), an existing public charter school that currently serves students in kindergarten in M099 and is phasing into the building to serve students in kindergarten through fourth grade.^{3,4}

As explained in more detail below, due to a construction delay which impacts a related co-location, the building to which Harlem Prep was to be re-sited beginning in the 2014-2015 school year will not have sufficient available space to accommodate Harlem Prep’s middle school students until the 2015-2016 school year. Therefore, the DOE proposes to extend the co-location of Harlem Prep in M099 until the conclusion of the 2014-2015 school year.⁵

If this proposal is approved, Harlem Prep will serve students in sixth through eighth grade in M099 in the 2014-2015 school year.

On April 26, 2012, the Panel for Educational Policy (“PEP”) approved a proposal, described in an

¹ Harlem Prep is currently phasing in to serve students in kindergarten through eighth grade by the 2014-2015 school year. The State University of New York (“SUNY”) Charter Schools Institute authorized Harlem Prep to expand to serve students in sixth through eighth grade in addition to students in kindergarten through fifth grade on January 25, 2012.

² The phase-out of AES was approved by the Panel for Educational Policy (“PEP”) on February 1, 2011. That proposal can be accessed at: http://schools.nyc.gov/NR/rdonlyres/B3DDDD307-AF8A-4A0D-8D5B-EB1D0965149E/0/EIS_AES_vfinal.pdf. AES no longer admits new students and will close in June 2014. As AES phases out, some students may technically be classified in grades “no longer served” at the school. This would occur in situations where current students were “held over” because they had not accumulated sufficient credits to be promoted to the next grade. In those cases, students would still be served in AES and would have access to appropriate courses to support their continued progress toward graduation.

³ A “co-location” means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

⁴ The proposal that originally sited HSA 3 in M099 can be accessed at: http://schools.nyc.gov/NR/rdonlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/121799/REVISED_EISHSA3M099_vfinal.pdf.

⁵ Harlem Prep will continue to serve students in kindergarten through fifth grades in MADR in the 2014-2015 school year.

Educational Impact Statement (“EIS”) and Building Utilization Plan (“BUP”) originally published on March 5, 2012 and revised on March 16, 2012, to temporarily co-locate the middle school grades of Harlem Prep in M099 for the 2012-2013 and 2013-2014 school years.⁶

Subsequently, on November 29, 2012, the DOE published an EIS describing a proposal to re-site and co-locate Harlem Prep with existing school P.S. 38 Roberto Clemente (04M038) in building M121 (“M121”) beginning in the 2014-2015 school year. That proposal was approved by the PEP on January 16, 2013.⁷ Harlem Prep’s move from M099 to M121 was predicated on the re-siting of another school currently located in M121, DREAM Charter School (84M332, “DREAM”), out of M121 and into a non-DOE operated facility prior to the beginning of the 2014-2015 school year. However, because of construction delays, DREAM will not be able to occupy its facility in time for the 2014-2015 school year.

Civic Builders, Inc., which is constructing DREAM’s permanent facility, has advised the Department of Education that the facility will be completed for student occupancy by August, 2015. The School Construction Authority (“SCA”) will continue to visit the construction site periodically to observe and confirm the progress on the facility’s construction.

Therefore, the DOE proposes that DREAM remain in M121 for one additional year, Harlem Prep remain in M099 for one additional year, and that the re-siting of Harlem Prep from M099 to M121 be delayed until the 2015-2016 school year, once DREAM has moved out of M121. The proposal to extend DREAM’s co-location at M121 for the 2014-2015 school year and to re-site Harlem Prep from M099 to M121 in the 2015-2016 school year is available at www.schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2013-2014/SchoolProposalsMay62014PEP.

For the purposes of this EIS describing the proposal to extend the co-location of Harlem Prep in M099 for the 2014-2015 school year, it is assumed that the proposal to extend DREAM’s co-location at M121 for the 2014-2015 school year and to re-site Harlem Prep from M099 to M121 in the 2015-2016 school year will be approved by the PEP. However, if that proposal is not approved, the DOE will revise this proposal as necessary.

If this proposal and the related proposal to extend DREAM’s co-location at M121 for the 2014-2015 school year and to re-site Harlem Prep from M099 to M121 in the 2015-2016 school year are both approved, Harlem Prep will serve its students in sixth through eighth grade in M099 in the 2014-2015 school year and in M121 in the 2015-2016 school year.

M099 also houses a CBO, Support Children Advocacy Network (“SCAN”). This proposal is not expected to impact the siting of the CBO.

M099 has been identified as an under-utilized building.⁸ According to the 2012-2013 Enrollment Capacity Utilization Report (the “Blue Book”),⁹ M099 has the capacity to serve 1,168 students. During the current 2013-2014 school year, the building serves approximately 932 students,¹⁰ yielding a building utilization

⁶ These EISs and BUPs can be found here at: http://schools.nyc.gov/NR/rdonlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/121796/REVISED_EIS_HPMS_M099_vfinal.pdf

⁷ That proposal is available at http://schools.nyc.gov/NR/rdonlyres/C28CFB8A-D002-40C2-880E-BB31AC44BAD8/134883/HarlemPrepM121v_FINAL.pdf

⁸ The 2013-2014 Under-Utilized Space Memorandum and List was published on the DOE’s Web site on December 27, 2013. The revised memo can be accessed at: http://schools.nyc.gov/NR/rdonlyres/6D8EA76A-82FA-4740-9ED1-66BCABEE8BFB/156511/UnderutilizedSpaceMemorandum201314_12272013_FINAL.pdf

⁹ The 2012-2013 Enrollment Capacity Utilization Report can be accessed at: http://www.nycsca.org/Community/CapitalPlanManagementReportsData/Enrollment/2012-2013_Classic.pdf

¹⁰ All figures are from the 2013-2014 Audited Register as of October 31, 2013 or charter headcount as of September 30, 2013.

rate of 80%¹¹ which demonstrates that the building is “under-utilized” and has space to accommodate additional students. If this proposal is approved, the building will serve approximately 980-1,214 students in the 2014-2015 school year, yielding a building utilization rate of 84%-104%.

The DOE does not anticipate that this proposal will affect student enrollment, the admissions process or instructional programming at Manhattan East, HSA 3, or Innovation. As discussed further below, this proposal entails the reduction of Harlem Prep’s projected enrollment for the 2014-2015 school year.

II. Proposed or Potential Use of Building

According to the 2012-2013 Enrollment Capacity Utilization Report (the “Blue Book”),¹² M099 has the capacity to serve 1,168 students. In the 2013-2014 school year, the schools collectively enroll approximately 932 students, yielding a building utilization rate of 80%.

In the 2014-2015 school year, the one year of Harlem Prep’s extended co-location in M099, the schools are collectively projected to have a total building enrollment of 980-1,214 students and a building utilization rate of 84% - 104%.

If this proposal is approved, the grade spans served by each of the current and proposed school organizations in M099 during the extension of the co-location of Harlem Prep will be as follows:¹³

Grade Spans¹⁴

DBN	School Name	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
04M635	AES	12	-	-	-	-
04M224	Manhattan East	6-8	6-8	6-8	6-8	6-8
84M385	SA – Harlem 3 ¹⁵	K	K-1	K-2	K-3	K-4
84M433	Innovation	9-12	9-12	9-12	9-12	9-12
84M708	Harlem Prep	6-7	6-8	-	-	-

¹¹ All references to building utilization rates in this document are based on target capacity data from the 2012-2013 Blue Book and enrollment data from the charter headcount as of September 30, 2013 or the 2013-2014 Audited Register as of October 31, 2013. This methodology is consistent with the manner in which the DOE conducts planning and calculates space allocations and funding for all schools. In determining the space allocation for co-located schools, the Office of Space Planning will conduct a detailed site survey and space analysis of the building to assess the amount of space available in the building.

¹² The Blue Book is available at http://www.nycsca.org/Community/CapitalPlanManagementReportsData/Enrollment/2012-2013_Classic.pdf

¹³ In separate a separate EIS, the DOE has proposed to extend DREAM’s co-location at M121 for the 2014-2015 school year and to re-site Harlem Prep from M099 to M121 in the 2015-2016 school year. That proposal can be accessed at:

www.schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2013-2014/SchoolProposalsMay62014PEP

¹⁴ Grade spans shown for HSA 3 and Harlem Prep are for the M099 building only.

¹⁵ HSA 3 is re-siting one grade each year from its current location in building M101, located at 141 East 111th Street, New York, NY 10029, in District 4, having begun with kindergarten in the 2013-2014 school year, until it serves students in kindergarten through fourth grades in M099 in 2017-2018. Each new cohort of students that enrolls in HSA 3 beginning in 2013-2014 would be served in M099 through fourth grade. The proposal describing the re-siting of HSA 3 is available at http://schools.nyc.gov/NR/rdonlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/121799/REVISED_EISHSA3M099_vfinal.pdf

The table below demonstrates the current and projected enrollment of each school within M099 and the building’s utilization rates for the 2013-2014 through 2017-2018 school year:

DBN	School Name	2013-2014 Audited Enrollment	2014-2015 Projected Enrollment	2015-2016 Projected Enrollment	2016-2017 Projected Enrollment	2017-2018 Projected Enrollment
04M635	AES	17	-	-	-	-
04M224	Manhattan East	187	160 - 190	165 - 195	165 - 195	165 - 195
84M385	HSA 3	82	150 - 174	208 - 238	261 - 305	320 - 360
84M433	Innovation	427	420 - 535	465 - 595	465 - 595	465 - 595
84M708	Harlem Prep	219	250 - 315	-	-	-
Total Building Enrollment¹⁶		932	980 - 1,214	838 - 1,028	891 - 1,095	950 - 1,150
Utilization¹⁷		80%	84% - 104%	72% - 88%	76% - 94%	81% - 98%

According to the Blue Book, a building’s target utilization rate is calculated by dividing the aggregated enrollment of all school organizations in the building by the aggregated “target capacities” of those organizations. Each school organization’s “target capacity” is calculated based upon the scheduled use of individual rooms as reported by principals during an annual facilities survey, the DOE’s standards for classroom capacities (which are lower than the United Federation of Teachers contractual class sizes and differ depending on grade level), and the efficiency with which classrooms are programmed (i.e., the frequency with which classes are scheduled in a given classroom).

As discussed in Section III.B, and in the attached second revised BUP, while the anticipated utilization rate may be in excess of 100% in the 2014-2015 school year only, all schools will receive space that meets their instructional needs.

Although a utilization rate in excess of 100% may suggest that a building will be over-utilized or overcrowded in a given year, this rate does not account for the fact that rooms may be programmed for more

¹⁶ Enrollment shown for HSA 3 and Harlem Prep are for the M099 building only.

¹⁷ All references to building utilization rates in this document are based on target capacity data from the 2012-2013 Blue Book and enrollment data from the charter headcount as of September 30, 2013 or the 2013-2014 Audited Register as of October 31, 2013. This methodology is consistent with the manner in which the DOE conducts planning and calculates space allocations and funding for all schools. In determining the space allocation for co-located schools, the Office of Space Planning will conduct a detailed site survey and space analysis of the building to assess the amount of space available in the building.

efficient or different uses than the standard assumptions in the utilization calculation. In addition, charter school enrollment plans are frequently based on larger class sizes than target capacity, contributing to building utilizations above 100% while not impacting the utilization of the space allocated to the traditional public schools.

The most recent year for which target capacity has been calculated for buildings is 2012-2013. The DOE's projected utilization rates for the 2013-2014 school year and beyond are based on the 2012-2013 target capacity, which assumes that the components underlying that target capacity (scheduled use of classrooms, maximum classroom capacity, etc.) remain constant. Thus, projected utilization rates for 2013-2014 and beyond provide only an approximation of a building's usage because each of the factors underlying target capacity may be adjusted by principals from year to year to better accommodate students' needs. For example, changing the use of a room from an administrative room to a homeroom at the high school level will increase a building's overall target capacity because for high schools administrative rooms are not assigned a capacity. Holding enrollment constant, this change would result in a lower utilization rate. Similarly, if a room previously used as a kindergarten classroom is subsequently used as a fifth grade classroom, the building's target capacity would increase because we expect that a fifth grade class will have more students than a kindergarten class. This is reflected in the fact that the DOE's goal for maximum classroom capacity is higher for fifth grade classrooms than for kindergarten classrooms. In this example, as well, assuming enrollment is constant, the utilization rate would decrease.

III. Impact of the Proposal on Affected Students, Schools, and Community

A. Students

Impact on Students Currently Attending Schools in M099

The proposed extension of the co-location of Harlem Prep for the 2014-2015 school year in M099 is not expected to impact future student enrollment, instructional programming, or the admissions process at Manhattan East, HSA 3, or Innovation. As discussed further below, this proposal entails a reduction in Harlem Prep's projected enrollment for the 2014-2015 school year. AES will close at the conclusion of the 2013-2014 school year and will not be impacted by this proposal.

Manhattan East is a middle school that admits students through the District 4 Middle School Choice process and a school-based application process. Manhattan East has a screened program with a focus on arts and academics. In screened programs, students are ranked by the school based on a range of factors which may include final report card grades from the prior school year, reading and math standardized test scores, and attendance and punctuality. According to the 2013-2014 Middle School Directory, Manhattan East's screen selection criteria are:¹⁸

- Diagnostic test
- Essay/writing sample
- Review of attendance and punctuality
- Review of grades
- Review of test scores: minimum of level 3 on both the Grade 4 NYS English Language Arts (ELA) and Mathematics examinations
- Student interview

¹⁸ The 2013-2014 District 4 Middle School Directory is available at: <http://schools.nyc.gov/NR/rdonlyres/02C48CDF-1EBF-4F00-BFF7-38093B8E58F3/0/20132014D4MSD.pdf>

- Teacher recommendation

Innovation is a public charter high school and admits students in 9th grade through an annual charter lottery with a preference for siblings of current students and District 4 students. Depending on availability of seats, Innovation admits students off of a waitlist in ninth through twelfth grade.

HSA 3 admits students through a lottery, accepting applicants in kindergarten through third grade. HSA 3 gives preference first to siblings of current and accepted students at HSA 3 and then to students residing in District 4.

Harlem Prep serves students in grades kindergarten through five at a private facility, MADR, in District 4. Harlem Prep's charter provides lottery preferences in the following order: (1) returning students, (2) siblings, and (3) applicants who reside in District 4. Harlem Prep will continue to enroll students in all grade levels through a lottery. Harlem Prep also admits students in all grades from a waitlist on a rolling basis throughout the school year depending on availability of seats.

As described in the March 16, 2012 revised EIS regarding Harlem Prep's re-siting and co-location in the M121 building beginning in the 2014-2015, Harlem Prep anticipated offering four sections of sixth grade: two sections comprised of rising current Harlem Prep fifth grade graders, and two new sections of sixth graders enrolled through its lottery process. The school also planned to serve four sections of seventh grade and four sections of eighth grade for a total of 273-348 students in 2014-2015.

However, under this proposal, in order to ensure the effective delivery of instruction in its allocated space, Harlem Prep will serve a total of 250-315 students in the 2014-2015 school year, which is 23-33 students fewer than anticipated. The school will serve its students in a total of ten sections of students, rather than 12 as originally planned. The number of sections per grade will be determined by the school, as is done by all schools yearly, as they assess the best programming options for their students. In the subsequent 2015-2016 school year, when Harlem Prep will move to M121, the school anticipates backfilling at the appropriate grades, and will serve its originally anticipated enrollment of 273-348 students in 12 sections, as described in the related EIS regarding this school's re-siting to the M121 building, also posted on February 28, 2014.¹⁹ Therefore, the proposed extension and expansion of the co-location of Harlem Prep in M099 is not expected to impact the students currently enrolled or long-term student enrollment plans for the school. This proposal is not expected to impact admissions policies or instructional programming at Harlem Prep.

Manhattan East, Innovation, Harlem Prep, and HSA3 serve general education students and students requiring various types of special education services, such as Integrated Co-teaching ("ICT") classes, Self-Contained ("SC") special education classes, and Special Education Teacher Support Services ("SETSS"). Students with disabilities receive services in accordance with the Individualized Education Program ("IEP") developed for each student. Thus, services are tailored to meet the individual needs of the students with disabilities currently enrolled and, as such, may vary from year to year. In addition, students classified as English Language Learner ("ELL") students receive English as a Second Language ("ESL"). According to HSA 3's charter renewal report, HSA 3 offers an English language immersion program. All students enrolled at Manhattan East, HSA 3, Harlem Prep, and Innovation will continue to receive their mandated special education and/or ELL services.

This proposal is not expected to impact the offerings or activities of Manhattan East, HSA 3, Harlem Prep, and Innovation. The DOE does not anticipate that this proposal will impact the existing partnerships of the schools in M099. All school organizations in the building could continue to offer extra-curricular programs based on student interests, available resources, and staff support for those programs. However, this

¹⁹ That proposal is available at: www.schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2013-2014/SchoolProposalsMay62014PEP.

proposal may change the way those programs are configured. For example, some activities may need to share classroom space or the scheduling of these activities may change as a result of greater demands on the available space during or after school hours. Students would continue to have the opportunity to participate in a variety of extra-curricular programs, though the specific programs offered at a given school are always subject to change. That is true for any City student as all schools modify extra-curricular offerings annually based on student demand and available resources.

According to the 2013-2014 District 4 Middle School Directory and school leadership reported data, Manhattan East currently offers the following programs and partnerships:²⁰

Programs and Initiatives:

- Visual & Performing Arts
- Jewelry Making
- Jazz Ensemble
- Sports Conditioning
- Studio Art
- Yearbook Publishing
- Band
- Dance
- Drama
- Family Living
- Magazine & Publishing
- Indoor/Outdoor Games
- Science Quiz Bowl
- Project Boost
- School trips to museums
- Queens College Honor Band -Participants
- Philharmonic
- Tennis instruction at Randall's Island
- Soccer

Clubs and Activities:

- Kaplan–Specialized High School Admissions Test
- Music
- Math
- SCAN Beacon After School Program (Karate, Drama, Dance)
- Stanley Isaacs Neighborhood Center After School Program (Karaoke, Cooking Class, Soccer, Step Dancing, Video Production)

Sports:

- Basketball (Boys)
- Soccer (Boys and Girls)
- Tennis (Co-ed)

Higher Education Partnerships:

- Queens College

Program Partnerships:

- Kaplan
- Randall's Island

²⁰ Compiled from the 2013-2014 Middle School Directory, available at: <http://schools.nyc.gov/NR/rdonlyres/02C48CDF-1EBF-4F00-BFF7-38093B8E58F3/0/20132014D4MSD.pdf>

Arts Programming:

- Metropolitan Museum of ART
- Frick Museum
- ARTS Achieve

According to its school Web site, Innovation currently offers the following special partnerships and after-school activities:²¹

Past and ongoing programming partnerships include:

- Boys and Girls High School
- Charter School Athletic League
- Charter School Kickball League
- CEI-PEA
- El Museo de Barrio
- Harlem RBI
- Manny Vega, East Harlem Artist
- Museum of the City of New York
- NYC Charter Center
- People’s Production House
- SCAN NY
- Speak, etc.
- Art for Change
- Peace on the Streets
- East Harlem Tutorial
- Day One

The Innovation After School Program (“ASP”) is an extension of the school day, from 4:15-6pm.

After school programs include:

- Recording Arts
- Visionaries Collective
- Poetry Club
- Basketball

According to the school’s leadership, Harlem Prep has a weekly hour-long Town Hall meeting as well as an hour-long community meeting. According to the school’s leadership, Harlem Prep currently offers the following extra-curricular activities:

Clubs and Activities:

- Monday through Friday after-school enrichment and extra-curricular activities
- Homework Club and Tutoring
- Tae Kwon Do
- Flag Football
- Soccer
- Basketball

Partnerships:

- Democracy Prep Public Schools

²¹ Compiled from the school’s Website, available at: <http://www.innovationhs.org/>

If this proposal is approved, schools at M099 will continue to offer extra-curricular programs based on student interests, available resources, and staff support for those programs.

If the proposal is approved, students at all schools will continue to share common spaces. The proposed Shared Space Plan in the attached second revised BUP demonstrates that these spaces can accommodate all schools.

Impact on Other Organizations Located in M099

M099 currently houses SCAN. According to SCAN's Web site, SCAN operates a "Beacon" school, La Isla del Barrio Beacon, at M099. The Beacon schools provide SCAN comprehensive programming throughout the year for youth and, during the summer, also for adults and seniors.²² This proposal is not expected to impact the siting of SCAN in M099.

Impact on Future Elementary School Students in District 4

This proposal is not expected to impact the admissions process at HSA 3. In addition, the DOE does not anticipate that this proposal will significantly impact enrollment at HSA 3. HSA 3 will continue to enroll students through the charter lottery process.

Elementary school students with IEPs, with the exception of those recommended for placement in a District 75 school,²³ are admitted to schools in the same manner as general education students. Schools will ensure that students with disabilities continue to receive mandated services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible. All students enrolled at HSA 3 will continue to receive their mandated special education services if this proposal is approved.

In accordance with DOE policy, ELL students will also be admitted to elementary schools in the same manner as their peers who are not ELL students. Any students requiring ELL services will continue to receive appropriate services at HSA 3.

Impact on Future Middle School Students in District 4

Under this proposal, Harlem Prep is projected to enroll two fewer sections of students for the 2014-2015 school year than originally anticipated. Current fifth grade students who meet promotional criteria at the end of this school year may apply to remaining seats in Harlem Prep's sixth grade after priority has been offered to the school's returning students. This one year extension and expansion of Harlem Prep's co-location in M099 is expected to impact middle school students who will apply to Harlem Prep through the charter lottery for the 2014-2015 year, as discussed above; however, it is not expected to impact future middle school students who will apply to Harlem Prep through the charter lottery for the 2015-2016 school year and beyond.

Harlem Prep holds a lottery to admit students at every grade level. In addition, Harlem Prep admits students in all grades from a waitlist on a rolling basis throughout the school year depending on availability of seats. Harlem Prep plans to backfill its middle school grades for the 2015-2016 school year through its existing

²² More information about SCAN at M099 is available at: <http://www.scanny.org/centers.asp>

²³ District 75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 provides services to students in a variety of settings, including elementary, middle, and high schools, students' homes, hospitals, and agencies. These programs are located at more than 410 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE website for additional information about District 75 programs at <http://schools.nyc.gov/Offices/District75/default.htm>.

admissions processes so that it will serve its originally anticipated enrollment of 273-348 students.

All rising sixth graders also had the opportunity to apply to middle schools via the middle school admissions process offered by their district of residence. Through the District 4 Middle School Choice Process, students are offered the opportunity to apply to a range of middle schools within District 4 and/or schools with borough-wide or Citywide eligibility. Students may also choose to apply to a number of schools that manage their own admissions processes. Information about all of these options is printed in each district's Middle School Choice Directory which can be found at <http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm#Manhattan>. Please note that this directory is updated yearly.

This proposal is not expected to impact the middle school admissions process at Manhattan East. In addition, the DOE does not anticipate that this proposal will significantly impact enrollment at Manhattan East. Manhattan East currently admits students through a school-based application process and through the middle school application process using a screened admissions method. The school's screened program has the following criteria:

- Diagnostic test
- Essay/writing sample
- Review of attendance and punctuality
- Review of grades
- Review of test scores: minimum of level 3 on both the Grade 4 NYS English Language Arts (ELA) and Mathematics examinations
- Student interview
- Teacher recommendation

Through the middle school application process, students will be offered the opportunity to apply to a range of middle schools within their district, and/or schools with borough-wide or Citywide eligibility. Students may also choose to apply to a number of schools that manage their own admission process. Information about all of these options is printed in each district's Middle School Directory which can be found at <http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm>. Please note that this directory is updated yearly. General information about the middle school application process can be found on the DOE's Web site at: <http://schools.nyc.gov/ChoicesEnrollment/Middle/default.htm>.

With the middle school application process, students rank their preferences from among their eligible choices which are pre-populated on each student's customized middle school application. These options include:

- Choice middle schools or programs with a limited unscreened or screened admissions method (admission is based on criteria designated by the school);
- K-8 schools with a screened admissions method that have available seats for middle school students;
- K-8 schools with a limited unscreened admissions method that have available seats for middle school students;
- A 3-8 school with a limited unscreened admissions method that has available seats for middle school students;
- 6-12 schools with a screened or limited unscreened admissions method for middle school students; and
- Schools with borough-wide or Citywide eligibility with screened admissions methods or school-based applications.

The Citywide deadline for fifth graders to submit middle school applications for the 2014-2015 school year was in December 2013. Additionally, new middle schools designated to open throughout the City for the 2014-2015 school year will be available for students to consider. Pending PEP votes on the proposals to open new schools, eligible students will have the opportunity to submit a “new schools” application. Information about middle school application deadlines will be available at the following link: <http://schools.nyc.gov/ChoicesEnrollment/Calendar/default.htm>.

Middle school students with IEPs, with the exception of those recommended for placement in a District 75 school, are admitted to schools in the same manner as general education students. Schools will ensure that students with disabilities continue to receive mandated services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible.

In accordance with DOE policy, ELL students are admitted to middle school in the same manner as their peers who are not ELL students. Any students requiring ELL services will continue to receive appropriate services in accordance with DOE policy.

In addition to the Middle School Choice Process, Manhattan East also currently admits students through the over-the-counter (“OTC”) admissions process. OTC placement is a term that refers to the method of enrolling students who need a school assignment because they were not part of any admissions process for entry grades and/or were not enrolled in a New York City school at the time school started. These students fall into one of four categories:

- New to the New York City school system;
- Left the New York City school system and have returned;²⁴
- Are seeking transfers (based on the guidelines outlined in Chancellor’s Regulation A-101); or
- Students who did not participate in the middle school admissions process for some other reason.

When a student eligible for middle school needs an OTC placement, his or her school assignment is determined by his or her interest, home address, which schools have available seats, and, where applicable, transfer guidelines. Students are eligible to attend middle school based on the district of elementary school attendance or the district to which the student’s address is zoned for middle school. In un-zoned districts, the student visits a Borough Enrollment Office where he or she meets with a counselor who reviews options that will meet the student’s needs. However, in many districts, students may simply report to their zoned middle school at the start of the school year.

Middle school students with IEPs, with the exception of those students recommended for a District 75 placement, are admitted in the same manner as general education students. Schools will create programs that meet the needs of all students ensuring access to a general education curriculum to the greatest extent possible. Therefore, placement for students with IEPs is the same as described above.

Similarly, ELL students are admitted to middle schools in the same manner as their non-ELL peers. Any students requiring ELL services will continue to receive appropriate services in accordance with DOE policy.

Detailed information about new middle schools is published annually in the new schools directory, available in print at a Borough Enrollment Center or on the DOE Web site: <http://schools.nyc.gov/ChoicesEnrollment/Middle/Publications/default.htm>.

²⁴ As detailed in Chancellor’s Regulation A-101, students have the “right to return” to their prior school within one calendar year following discharge, subject to available seats. Therefore, it is possible that non-zoned students arriving for an OTC placement may be granted admission to a zoned school. Chancellor’s Regulation A-101 can be accessed at: <http://docs.nycenet.edu/docushare/dsweb/Get/Document-11/A-101%20Final.pdf>.

Impact on Future High School Students in District 4

This proposal will not affect the manner in which students are admitted to Innovation.

Innovation is a public charter high school and admits students in 9th grade through an annual charter lottery with a preference for siblings of current students and District 4 students. Depending on availability of seats, Innovation admits student off of a waitlist in grades 9 through 12.

In New York City, high school admissions is a Citywide choice process, with students ranking up to 12 high school programs in order of preference. In addition to the 12 available programs to which students may apply, they may also apply to up to 8 of the Specialized High Schools requiring the Specialized High School Admissions Test (“SHSAT”), as well as up to 6 studios at LaGuardia High School.

For high school admissions for the 2014-2015 school year, there are two rounds in the High School Admissions Process:

Round One: All eighth-grade and interested first-time ninth-grade students participate in this round. All students, including applicants to the Specialized High Schools, will receive match results in March.

Round Two: All eighth-grade and first-time ninth-grade students are eligible to apply to school programs in Round Two. Any student who does not receive a match in Round One must apply to the available school programs in Round Two to be matched to a choice made on the application. In addition, any student who received a match in Round One may reapply to available programs in Round Two. A student who participates in Round Two and has already received a Round One match will have his or her Round One match nullified if the student receives a match in Round Two. The available programs for Round Two include school programs with remaining seats and new schools that will open the following September. Students will receive Round Two results in May.

For more information about the High School Admissions Process, please visit:

<http://schools.nyc.gov/ChoicesEnrollment/High>.

High school students with IEPs, with the exception of those students recommended for a District 75 placement, are admitted in the same manner as general education students. Schools will ensure that students with disabilities continue to receive mandated services in accordance with their IEPs while also ensuring such students have opportunities to learn alongside their non-disabled peers to the greatest extent possible.

Similarly, ELL students are admitted to high schools in the same manner as their non-ELL peers. Any students requiring ELL services will continue to receive appropriate services in accordance with DOE policy.

The New York City High School Directory, which is available in print at DOE middle schools, Borough Enrollment Offices, or on the DOE’s Web site at:

<http://schools.nyc.gov/ChoicesEnrollment/High/Publications>, offers a full list of high schools Citywide.

Detailed information about new high schools is published annually in the new schools directory, available in print at a Borough Enrollment Office or on the DOE Web site:

<http://schools.nyc.gov/ChoicesEnrollment/High/Publications>.

B. Schools

As discussed above, M099 has adequate capacity to accommodate the extended co-location of Harlem Prep's middle school grades. In the 2014-2015 school year, the schools in the building are collectively projected to enroll a total of 980-1,214 students in M099. This results in a projected building utilization rate of 84% to 104%.

The current and projected enrollments for AES, Manhattan East, HSA 3, Innovation, and Harlem Prep are shown in Section IV below.

As described in more detail in the attached second revised BUP that accompanies this EIS, although the projected utilization rates for the 2014-2015 school year may exceed 100%, there will be sufficient space to accommodate Manhattan East, HSA 3, and Innovation pursuant to the Footprint. Harlem Prep will be allocated one half size administrative space less than its baseline allocation under the Footprint, but will receive sufficient space to meet its instructional needs. Please visit the DOE's Web site to access the Footprint, which guides space allocation and use in City schools:

<http://schools.nyc.gov/community/planning/default.htm>. The Footprint can be found in the "Key Documents" section.

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size for which a school has been programmed and is confirmed by a walk-through of the building by the Borough Director of Space Planning and the school's principal.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size room for each general education or Integrated Co-Teaching section and a full-size or half-size room to accommodate each Self-Contained special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

As in other situations where schools are co-located, the schools would need to share large common and specialty rooms in the building. Specific decisions regarding the allocation of the shared spaces will be made by the Building Council, consisting of principals from all co-located schools, in conjunction with the DOE's Office of Space Planning. A Shared Space Committee will also meet a minimum of four times a year and report back to the Building Council regarding shared space questions.

C. Community

There are sufficient sixth grade seats in District 4 to accommodate the 11-33 students who may have otherwise been served in sixth grade at Harlem Prep during the 2014-2015 school year. In 2013-14, there are 1,352 sixth grade students enrolled in District 4 middle schools and charter middle schools located in District 4. Including the seats currently available at Harlem Prep, there are approximately 1,688 total sixth grade seats in District 4 middle schools and charter schools located in District 4. There is an excess of 336 sixth grade seats in the district.

Accounting for the one year sixth grade enrollment decrease at Harlem Prep, there would still be 1,666 total sixth grade seats in District 4 middle schools and charter schools located in District 4. Therefore, even after excluding the seats that would have been offered at Harlem Prep, there are still 314 excess sixth grade seats in District 4 middle schools.

The proposal to extend the co-location of Harlem Prep in M099 for the 2014-2015 school year is not expected to impact the ability of community members and organizations to obtain school building use permits at M099. This proposal is not expected to impact the site accessibility of M099. M099 is not functionally programmatically accessible.

Detailed information about charter schools is also published annually and is available in print and on the DOE Web site here: <http://schools.nyc.gov/community/planning/charters/Directory.html>.

IV. Enrollment, Admissions and School Performance Information

Harlem Prep

Admissions Data²⁵

Current Admissions	Grades K-7: Charter Lottery, preference to siblings of students currently enrolled and to students who reside in District 4
Admissions During and After the Co-location Extension of Harlem Prep	Grades K-8: Charter Lottery, preference to siblings of students currently enrolled and to students who reside in District 4

Enrollment Data²⁶

	Grade 6	Grade 7	Grade 8	Total Enrollment
2013-2014 (Audited)	111	108	-	219
2014-2015 (projections)	78-100	86-110	86-105	250-315

²⁵ Harlem Prep will only serve students grades 6-8 in M099.

²⁶ All figures represent charter headcount as of September 30, 2013. Enrollment and projections shown are for the M099 building only.

Demographic Data²⁷

Percentage of Students Receiving ICT or SC Services	0%
Percentage of Students with Individualized Education Programs	18%
Percentage of English Language Learner Students	7%
Percentage of Students Eligible for Free or Reduced Lunch	69%

School Performance Data

Harlem Prep	2010-2011	2011-2012	2012-2013
School Performance and Progress			
Overall Progress Report Grade	D	A	A
Quality Review Score ²⁸	N/A	N/A	N/A
Performance Data			
English Language Arts % Proficient (Levels 3 and 4)	26%	59%	22%
Math % Proficient (Levels 3 and 4)	44%	69%	22%
Other Key Performance Indicators			
Attendance Rate	93%	97%	95%
2013-2014 State Accountability Status ²⁹	Good Standing		

Manhattan East

Admissions Data

Current Admissions	Grades 6-8: District 4 Middle School Choice, Screened and School-based application process
Admissions During and After the Co-location Extension of Harlem Prep	Grades 6-8: District 4 Middle School Choice, Screened and School-based application process

²⁷ All figures are as a percentage of total students of the entire school from the 2013-2014 Audited Register.

²⁸ For more information about Quality Reviews, please visit the DOE Web site at: <http://schools.nyc.gov/Accountability/tools/review/default.htm>.

²⁹ This status is determined by SED under the New York State waiver for the No Child Left Behind Act. For more information, please visit the SED Web site at: <http://www.p12.nysed.gov/accountability/ESEADesignations.html>.

Enrollment Data³⁰

	Grade 6	Grade 7	Grade 8	Total Enrollment
2013-2014 (Audited)	58	53	76	187
2014-2015 (projections)	55-65	55-65	50-60	160-190
2015-2016 (projections)	55-65	55-65	55-65	165-195
2016-2017 (projections)	55-65	55-65	55-65	165-195
2017-2018 (projections)	55-65	55-65	55-65	165-195

Demographic Data³¹

Percentage of Students Receiving ICT or SC Services	8%
Percentage of Students with Individualized Education Programs	11%
Percentage of English Language Learner Students	5%
Percentage of Students Eligible for Free or Reduced Lunch	81%

School Performance Data

Manhattan East	2010-2011	2011-2012	2012-2013
School Performance and Progress			
Overall Progress Report Grade	C	C	B
Quality Review Score	N/A	N/A	P
Performance Data			
English Language Arts % Proficient (Levels 3 and 4)	65%	62%	40%
Math % Proficient (Levels 3 and 4)	77%	78%	26%
Other Key Performance Indicators			
Attendance Rate	94%	95%	94%
2013-2014 State Accountability Status	Good Standing		

³⁰ All figures are from the 2013-2014 Audited Register as of October 31, 2013.

³¹ All figures are as a percentage of total students from the 2013-2014 Audited Register.

Innovation

Admissions Data

Current Admissions	Grades 9-12: Charter Lottery in Grade 9 and Waitlist in Grades 9-12, preference to siblings of current students and students who reside in District 4
Admissions During and After the Co-location Extension of Harlem Prep	Grades 9-12: Charter Lottery in Grade 9 and Waitlist in Grades 9-12, preference to siblings of current students and students who reside in District 4

Enrollment Data³²

	Total Enrollment (Grades 9-12)
2013-2014 (Audited)	427
2014-2015 (projections)	420-535
2015-2016 (projections)	465-595
2016-2017 (projections)	465-595
2017-2018 (projections)	465-595

Demographic Data³³

Percentage of Students Receiving ICT or SC Services	0%
Percentage of Students with Individualized Education Programs	36%
Percentage of English Language Learner Students	7%
Percentage of Students Eligible for Free or Reduced Lunch	82%

³² All figures are from the 2013-2014 Audited Register as of October 31, 2013.

³³ All figures are as a percentage of total students from the 2013-2014 Audited Register (as of October 31, 2013).

School Performance Data³⁴

Innovation	2010-2011	2011-2012	2012-2013
School Performance and Progress			
Overall Progress Report Grade	N/A	N/A	N/A
Quality Review Score	N/A	N/A	N/A
Key Components of Performance and Progress			
% Earning 10+ Credits in Year 1	84%	77%	74%
4 Year Graduation Rate	N/A	N/A	N/A
6 Year Graduation Rate	N/A	N/A	N/A
% Graduating with a Regents Diploma	N/A	N/A	N/A
Attendance Rate	100%	92%	88%
2012-2013 State Accountability Status	Good Standing		

HSA 3

Admissions Data

Current Admissions	Grades K-3: Charter Lottery, preference to siblings of current students and students who reside in District 4
Admissions During and After the Co-location Extension of Harlem Prep	Grades K-3: Charter Lottery, preference to siblings of current students and students who reside in District 4

³⁴ Innovation completed its phase-in to serve students in grades nine through twelve in the 2012-2013 school year and therefore has limited performance data.

Enrollment Data³⁵

	Grade KG	Grade 1	Grade 2	Grade 3	Grade 4	Total Enrollment
2013-2014 (Audited)	82	-	-	-	-	82
2014-2015 (projections)	70-90	80-84	-	-	-	150-174
2015-2016 (projections)	62-82	68-74	78-82	-	-	208-238
2016-2017 (projections)	69-79	58-80	62-70	72-76	-	261-305
2017-2018 (projections)	62-68	65-80	65-76	60-64	68-72	320-360

Demographic Data³⁶

Percentage of Students Receiving ICT or SC Services	3%
Percentage of Students with Individualized Education Programs	13%
Percentage of English Language Learner Students	7%
Percentage of Students Eligible for Free or Reduced Lunch	79%

School Performance Data

HSA 3	2010-2011	2011-2012	2012-2013
School Performance and Progress			
Overall Progress Report Grade	A	A	A
Quality Review Score	N/A	N/A	N/A
Performance Data			
English Language Arts % Proficient (Levels 3 and 4)	73%	89%	56%
Math % Proficient (Levels 3 and 4)	93%	94%	81%
Other Key Performance Indicators			
Attendance Rate	96%	95%	100%
2013-2014 State Accountability Status	Good Standing		

³⁵ All figures represent charter headcount as of September 30, 2013. Enrollment shown is for the M099 building only.

³⁶ All figures are as a percentage of total students of the entire school from the 2013-2014 Audited Register.

*AES*³⁷

Admissions Data

Current Admissions	N/A
Admissions During and After the Co-location Extension of Harlem Prep	N/A

Enrollment Data³⁸

	Total Enrollment
2013-2014 (Audited)	17

Demographic Data³⁹

Percentage of Students Receiving ICT or SC Services	0%
Percentage of Students with Individualized Education Programs	18%
Percentage of English Language Learner Students	0%
Percentage of Students Eligible for Free or Reduced Lunch	76%

³⁷ AES will close at the conclusion of the 2013-2014 school year.

³⁸ All figures are from the 2013-2014 Audited Register as of October 31, 2013.

³⁹ All figures are as a percentage of total students from the 2013-2014 Audited Register.

School Performance Data⁴⁰

AES	2010-2011	2011-2012	2012-2013
School Performance and Progress			
Overall Progress Report Grade	N/A	N/A	N/A
Quality Review Score	N/A	N/A	N/A
Key Components of Performance and Progress			
% Earning 10+ Credits in Year 1	59%	N/A	N/A
4 Year Graduation Rate	46%	43%	48%
6 Year Graduation Rate	61%	50%	59%
% Graduating with a Regents Diploma	23%	41%	44%
Attendance Rate	83%	79%	80%
2012-2013 State Accountability Status	Good Standing		

V. Initial Impact on Budget and Costs of Instruction

The General Education Charter School per-pupil rate is determined by the SED and is based on a formula used for all traditional public school districts. The formula divides the district’s Approved Operating Expenditures by Total Allowable Pupil Units. Special Education funding is an allocation that charter schools may qualify for and receive for serving students that receive special education services for more than 20% of the week as mandated by an IEP.

This proposal is not expected to impact the budget or costs of instruction at HSA 3 or Innovation. The reduction in Harlem Prep’s originally anticipated enrollment may result in a reduction in the school’s budget.

In accordance with the New York State Charter Schools Act of 1998 (as amended), the Chancellor or his/her designee must first authorize in writing any proposed capital improvement or facility upgrade in excess of five thousand dollars, regardless of the source of funding, made to accommodate the co-location of a charter school within a public school building. For any such improvements or upgrades that have been approved by the Chancellor, capital improvements or facility upgrades shall be made in an amount equal to the expenditure of the charter school for each non-charter school within the public school building.

This proposal is not expected to impact the budget or costs of instruction at Manhattan East.

Please refer to the FSF Guide⁴¹ and FY14 School Allocation Memoranda⁴² for additional information on cost of instruction and how the changes to FSF funding and other school allocations will be impacted as a result of register changes.

⁴⁰ Source: Progress Report <http://schools.nyc.gov/Accountability/tools/report/default.htm>

⁴¹ The FSF Guide is available at: http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy13_14/FY14_PDF/sam01_1c.pdf

VI. Effect on Personnel Needs, Administration, Transportation and Other Support Services

A. Personnel Needs

The proposed extension of this co-location is not expected to change the number of personnel positions at Manhattan East, HSA 3, or Innovation or significantly alter the duties of current staff.

B. Administration

No change in school supervisory or administrator positions is expected as a result of this proposal.

C. Transportation

There will be no change to existing transportation practices due to this proposal. Transportation will be provided according to Chancellor's Regulation A-801: <http://schools.nyc.gov/NR/ronlyres/21A1B11A-886B-4F74-9546-E875EE82A14C/40303/A801.pdf>.

D. Other Support Services

The provision of certain support services is described above. Other support services would be provided as consistent with Citywide policy.

⁴² The FY14 School Allocation Memoranda is available at:
http://www.nycboe.net/applications/lcgms/BuildDisplay.aspx?ID=7997http://schools.nyc.gov/offices/d_chanc_oper/budget/dbor/allocationmemo/fy13_14/FY14_PDF/sam21.pdf

VII. Building Information

Building		M099
Type of Building		MIDDLE
Year Built		1924
Overall BCAS rating		2.59
2012-2013 Target Building Utilization		55%
2012-2013 Target Building Capacity		1,168
FY 2013 Maintenance Costs	Labor	\$53,527
	Materials	\$33,867
	Maintenance, repair, and service contracts	\$59,411
	Custodial operations costs— Materials	\$8,256
	Custodial operations costs— Custodial Allocation	\$293,614
FY 2013 Energy Costs	Electric	\$124,149
	Gas	\$83,458
	Steam	\$0
	Oil	\$12,000
Projects completed during the current or prior school year		Masonry/Parapets/Roofs, Classroom Connectivity, FY 13 Reso A Technology, CTF Room Conversion
Projects proposed in the capital plan		IP Surveillance Camera Installation
Accessibility of the building		No Accessibility
Building attributes		Art Rooms, Auditorium, Cafeteria, Computer Rooms, Gymnasium, Library, Nurse's Office, Science Lab