

## SECOND REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to extend and expand the temporary co-location of the middle school grades of Harlem Prep Charter School (84M708, "Harlem Prep") 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 School (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, in building M099 ("M099"), located at 410 East 100<sup>th</sup> Street, New York, NY 10029, in Community School District 4 ("District 4") through the 2014-2015 school year.

On April 26, 2012, the Panel for Educational Policy ("PEP") approved a proposal, described in an 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.<sup>1</sup>

As explained in more detail in the accompanying EIS, due to a construction delay which impacts a related proposal, 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 students in sixth through eighth grade 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.

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

#### **The March 16, 2012 BUP has been revised by:**

- **Adjusting Harlem Prep's proposed enrollment, grade span, and section counts**
- **Including updated enrollment for all schools in M099**
- **Modifying the instructional and administrative footprints and space allocations, as necessary, for all schools**
- **Modifying the proposed shared space schedule**

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space among Manhattan East, Innovation, HSA 3, Harlem Prep, and AES during the school's one remaining year in M099. The following plan also includes a proposal for the collaborative usage of shared resources and spaces among Manhattan East, Innovation, HSA 3, and Harlem Prep, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making among the co-located schools, and a description of the shared space committee are also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

### METHODOLOGY

The DOE has applied the DOE Instructional Footprint ("Footprint") to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.<sup>2</sup>

<sup>1</sup> These EISs and BUPs can be found here at: [http://schools.nyc.gov/NR/ronlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/121796/REVISED\\_EIS\\_HPMS\\_M099\\_vfinal.pdf](http://schools.nyc.gov/NR/ronlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/121796/REVISED_EIS_HPMS_M099_vfinal.pdf)

<sup>2</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE 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. The DOE Footprint can be found at: <http://schools.nyc.gov/community/planning/changes/default.htm> under "Key Documents."

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school's representative. For elementary schools serving students in grades kindergarten through five and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when the class is scheduled for a cluster activity (e.g., art) or lunch, recess, etc. Further, the Footprint assumes that at those other scheduled times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size classroom to accommodate each self-contained special education ("SC") section served by the school. In addition, schools serving students in grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

At the elementary level, cluster classrooms are allocated as follows:

Enrollment	Number of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

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, resource 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.

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. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and other related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough performed on September 30, 2013 by the Manhattan Director of Space Planning, building M099 has a total of 53 full-size ("FS") classrooms/spaces including 2 science labs and 3 science demonstration rooms,<sup>3</sup> 19 half-size ("HS") classrooms/spaces,<sup>4</sup> 4 quarter-size ("QS") spaces<sup>5</sup> that can be used for administrative purposes, and the equivalent of 4.00 full-size equivalent ("FSE") rooms of designed administrative office/space. M099 also contains 2 gymnasiums, an auditorium, a lunchroom, a library, a rooftop

<sup>3</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>4</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>5</sup> Quarter-size classrooms have an area of less than 240 square feet.

garden, an indoor play area, and an outdoor play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The custodian's office occupies one half-size space.
- The school nurse's office occupies 1.0 FSE designed administrative suite.
- The School Based Support Team ("SBST") occupies 1.0 FSE designed administrative space.
- School Safety occupies one half-size space.
- A Community-Based Organization, SCAN-Support Children Advocacy Network, occupies 1.0 FSE designed administrative space.
- A shared counseling space occupies 1.0 FSE designed administrative space.
- A shared conference room occupies one half-size space.

Excluding the spaces outlined above, the M099 building has a total of: 53 full-size classrooms, 16 half-size classrooms/spaces, 4 quarter-size spaces, and no designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	53	19	4	4.00
SHARED SPACES or Building Services	0	3	0	4.00
<b>Remaining Total to be Allocated</b>	<b>53</b>	<b>16</b>	<b>4</b>	<b>0.00</b>

**2013-2014 (CURRENT SCHOOL YEAR)**

The table below summarizes the total enrollment and sections currently served at each school in 2013-2014.

2013-2014	Grade Span	Total Enrolled <sup>6</sup>	GE/ICT Sections	SC Sections
Manhattan East	6-8	187	7	1
Innovation	9-12	427	19	0
HSA 3	K <sup>7</sup>	82	3	0
Harlem Prep	6-7 <sup>8</sup>	219	8	0
AES	12 <sup>9</sup>	17	2	1

The table below summarizes the available space within M099 after each school has received its baseline or adjusted baseline allocation.

2013-2014	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline and Adjusted Baseline Allocation	3	2	0	0.00

The DOE has adjusted Manhattan East's baseline allocation. Typically, as per the Footprint, resource rooms and self-contained special education classes are accommodated in half-size rooms. In this case, due to the limited number of half-size rooms in its allocation of space, Manhattan East's baseline allocation has been adjusted to include two additional full-size rooms in lieu of two half-size rooms.

The DOE has also adjusted Innovation's baseline allocation. Typically, as per the Footprint, resource rooms are accommodated in half-size rooms. In this case, due to the limited number of half-size rooms in its location in the building, Innovation has been allocated one additional full-size room in lieu of one half-size room.

The DOE has also adjusted HSA 3's baseline allocation. Typically, a school of HSA 3's size would receive 1.50 FSE administrative space. In this case, due to the limited number of half-size rooms in its location in the building, HSA 3 has been allocated one additional full-size room in lieu of one half-size room of administrative space.

<sup>6</sup> All figures are from the 2013-2014 Audited Register as of October 31, 2013 or represent charter headcount as of September 30, 2013.

<sup>7</sup> Grade span and enrollment shown are for the M099 building only.

<sup>8</sup> Harlem Prep currently serves students in kindergarten through fifth grade at MADR. Grade span and enrollment shown are for the M099 building only.

<sup>9</sup> 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.

The table below summarizes the baseline and adjusted baseline Footprint allocations and total current space allocations, including allocations of excess space, for AES, Manhattan East, Innovation, HSA 3, and Harlem Prep. These allocations are based on the methodology described at the beginning of this document and the amount of space that each school is currently using.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Designed Admin (FSE)
Manhattan East	Baseline Footprint Allocation	8	2	2.00	-	-	-	2.00	-	-	-	-
	Adjusted Baseline Allocation	10	0	-	1	2	-	2.00	-	-	-	-
	Current Space Allocation	13	0	-	1	3	-	2.50	14	3	0	0.00
Innovation	Baseline Footprint Allocation	19	2	3.50	-	-	-	3.50	-	-	-	-
	Adjusted Baseline Allocation	20	1	-	-	5	4	3.50	-	-	-	-
	Current Space Allocation	20	1	-	-	5	4	3.50	20	6	4	0.00
HSA 3	Baseline Footprint Allocation	4	1	-	1	1	-	1.50	-	-	-	-
	Adjusted Baseline Allocation	4	1	-	2	-	-	2.00	-	-	-	-
	Current Space Allocation	4	1	-	2	-	-	2.00	6	1	0	0.00
Harlem Prep	Baseline Footprint Allocation	9	1	-	1	2	-	2.00	-	-	-	-
	Current Space Allocation	9	2	-	1	2	-	2.00	10	4	0	0.00
AES	Baseline Footprint Allocation	2	2	-	1	-	-	1.00	-	-	-	-
	Current Space Allocation	2	2	-	1	-	-	1.00	3	2	0	0.00

**2014-2015**

In the 2014-2015 school year, AES will have completed its phase-out and will have closed.

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

2014-2015	Grade Spans	Projected Enrollment <sup>10</sup>	GE/ICT Sections	SC Sections
Manhattan East	6-8	160-190	7	1
Innovation	9-12	420-535	19	0
HSA 3	K-1	150-174	6	0
Harlem Prep	6-8 <sup>11</sup>	250-315	10	0

The DOE has adjusted Manhattan East's baseline allocation. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to the limited number of instructional half-size rooms in its location in the building, Manhattan East has been allocated one additional full-size room in lieu of one half-size room for its projected self-contained special education section.

Harlem Prep's baseline allocation has also been adjusted. That school will receive 0.5 FSE fewer administrative spaces than its baseline Footprint allocation due to the limited number of half size rooms or administrative space in its location in the building. Harlem Prep will continue to receive its baseline allocation of instructional rooms and has confirmed that it can continue to effectively deliver instruction in the space allocated in this BUP.

After Manhattan East, Innovation, HSA 3, and Harlem Prep have received their respective baseline or adjusted baseline allocations, the following spaces will remain unallocated:

2014-2015	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline and Adjusted Baseline Allocation	4	0	0	0.00

When space above the Instructional Footprint is available in buildings with co-located schools, the remaining rooms, or "excess space," will typically be distributed based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and/or the physical location of the excess space within the building. Here, four full-size excess rooms in the building have been allocated to Manhattan East to allow the school to operate in contiguous space.

<sup>10</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

<sup>11</sup> Harlem Prep is expected to serve students in kindergarten through fifth grade at MADR. Grade span and enrollment shown are for the M099 building only.

The table below summarizes the full 2014-2015 room allocation plan for Manhattan East, Innovation, HSA 3, and Harlem Prep based on their baseline and adjusted baseline Footprint plus excess space allocations.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Manhattan East	Baseline Footprint Allocation	8	2	-	1	2	-	2.00	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	9	1	-	1	2	-	2.00	4	-	-	-	14	3	0	0.00
Innovation	Baseline Footprint Allocation	19	2	-	-	5	4	3.50	-	-	-	-	19	7	4	0.00
HSA 3	Baseline Footprint Allocation	7	1	-	2	-	-	2.00	-	-	-	-	9	1	0	0.00
Harlem Prep	Baseline Footprint Allocation	11	1	-	-	5	-	2.50	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	11	1	-	-	4	-	2.00	-	-	-	-	11	5	0	0.00

The proposed room change between the 2013-2014 school year and the 2014-2015 school year is reflected below.

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Manhattan East	14	3	0	0.00	14	3	0	0.00	0	0	0	0.00
Innovation	20	6	4	0.00	19	7	4	0.00	-1	+1	0	0.00
HSA 3	6	1	0	0.00	9	1	0	0.00	+3	0	0	0.00
Harlem Prep	10	4	0	0.00	11	5	0	0.00	+1	+1	0	0.00
AES	3	2	0	0.00	0	0	0	0.00	-3	-2	0	0.00

**2015-2016**

Assuming the approval of a related proposal to re-site Harlem Prep to the M121 building beginning in the 2015-2016 school year, Harlem Prep will move out of M099 prior to the beginning of the 2015-2016 school year.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2015-2016, if this proposal is approved.

2015-2016	Grade Span	Projected Enrollment <sup>12</sup>	GE/ICT Sections	SC Sections
Manhattan East	6-8	165-195	7	1
Innovation	9-12	465-595	20	0
HSA 3	K-2	208-238	8	0

The DOE has adjusted Manhattan East's baseline allocation. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to the limited number of instructional half-size rooms in its location in the building, Manhattan East has been allocated one additional full-size room in lieu of one half-size room for its projected self-contained special education section.

After Manhattan East, Innovation, and HSA 3 have received their respective baseline or adjusted baseline allocations of rooms, the following spaces will remain unallocated:

2015-2016	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline and Adjusted Baseline Allocation	11	4	0	0.00

When space above the Instructional Footprint is available in buildings with co-located schools, the remaining rooms, or "excess space," will typically be distributed based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and/or the physical location of the excess space within the building. Here, four full-size excess rooms in the building have been allocated to Manhattan East to allow the school to operate in contiguous space.

The remaining excess space will be allocated based on the proportion of the total students in the building enrolled by the other co-located schools, and the instructional and programmatic needs of the co-located schools.

<sup>12</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2015-2016 room allocation plan for Manhattan East, Innovation, and HSA 3 based on their baseline or adjusted Footprints plus the excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Manhattan East	Baseline Footprint Allocation	8	2	-	1	2	-	2.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	9	1	-	1	2	-	2.00	4	-	-	-	14	3	0	0.00
Innovation	Baseline Footprint Allocation	20	2	-	-	5	4	3.50	6	1	-	-	26	8	4	0.00
HSA 3	Baseline Footprint Allocation	10	1	-	2	1	-	2.50	1	3	-	-	13	5	0	0.00

The room change between the 2014-2015 school year and the 2015-2016 school year is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Manhattan East	14	3	0	0.00	14	3	0	0.00	0	0	0	0.00
Innovation	19	7	4	0.00	26	8	4	0.00	+7	+1	0	0.00
HSA 3	9	1	0	0.00	13	5	0	0.00	+4	+4	0	0.00
Harlem Prep	11	5	0	0.00	0	0	0	0.00	-11	-5	0	0.00

**2016-2017**

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2016-2017, if this proposal is approved.

2016-2017	Grade Span	Projected Enrollment <sup>13</sup>	GE/ICT Sections	SC Sections
Manhattan East	6-8	165-195	7	1
Innovation	9-12	465-595	20	0
HSA 3	K-3	261-305	10	0

The DOE has adjusted Manhattan East's baseline allocation. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to the limited number of instructional half-size rooms in its location in the building, Manhattan East has been allocated one additional full-size room in lieu of one half-size room for its projected self-contained special education section.

After Manhattan East, Innovation, and HSA 3 have received their respective baseline or adjusted baseline allocations of rooms, the following spaces will remain unallocated:

2016-2017	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline and Adjusted Baseline Allocation	8	3	0	0.00

When space above the Instructional Footprint is available in buildings with co-located schools, the remaining rooms, or "excess space," will typically be distributed based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and/or the physical location of the excess space within the building. Here, four full-size excess rooms in the building have been allocated to Manhattan East order to allow the school to operate in contiguous space.

The remaining excess space will be allocated based on the proportion of the total students in the building enrolled by the other co-located schools, and the instructional and programmatic needs of the co-located schools.

<sup>13</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2016-2017 room allocation plan for Manhattan East, Innovation, and HSA 3 based on their baseline and adjusted Footprints plus the excess space allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Manhattan East	Baseline Footprint Allocation	8	2	-	1	2	-	2.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	9	1	-	1	2	-	2.00	4	-	-	-	14	3	0	0.00
Innovation	Baseline Footprint Allocation	20	2	-	-	5	4	3.50	3	1	-	-	23	8	4	0.00
HSA 3	Baseline Footprint Allocation	13	2	-	2	1	-	2.50	1	2	-	-	16	5	0	0.00

The room change between the 2015-2016 school year and the 2016-2017 school year is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Manhattan East	14	3	0	0.00	14	3	0	0.00	0	0	0	0.00
Innovation	26	8	4	0.00	23	8	4	0.00	-3	0	0	0.00
HSA 3	13	5	0	0.00	16	5	0	0.00	+3	0	0	0.00

**2017-2018**

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2017-2018, if this proposal is approved.

2017-2018	Grade Span	Projected Enrollment <sup>14</sup>	GE/ICT Sections	SC Sections
Manhattan East	6-8	165-195	7	1
Innovation	9-12	465-595	20	0
HSA 3	K-4	320-360	13	0

The DOE has adjusted Manhattan East's baseline allocation. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to the limited number of instructional half-size rooms in its location in the building, Manhattan East has been allocated one additional full-size room in lieu of one half-size room for its projected self-contained special education section.

After Manhattan East, Innovation, and HSA 3 have received their respective baseline or adjusted allocations of rooms, the following spaces will remain unallocated:

2017-2018	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline and Adjusted Baseline Allocation	5	2	0	0.00

When space above the Instructional Footprint is available in buildings with co-located schools, the remaining rooms, or "excess space," will typically be distributed based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and/or the physical location of the excess space within the building. Here, four full-size excess rooms in the building have been allocated to Manhattan East to allow the school to operate in contiguous space.

The remaining excess space will be allocated based on the preservation of contiguous space for Innovation.

<sup>14</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2017-2018 room allocation plan for Manhattan East, Innovation, and HSA 3 based on their baseline or adjusted baseline allocations plus the excess space allocations. This allocation will serve as the long-term space allocation of the co-located schools in M099.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Manhattan East	Baseline Footprint Allocation	8	2	-	1	2	-	2.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	9	1	-	1	2	-	2.00	4	-	-	-	14	3	0	0.00
Innovation	Baseline Footprint Allocation	20	2	-	1	3	4	3.50	1	2	-	-	22	7	4	0.00
HSA 3	Baseline Footprint Allocation	16	2	-	1	4	-	3.00	-	-	-	-	17	6	0	0.00

The room change between the 2016-2017 school year and the 2017-2018 school year is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Manhattan East	14	3	0	0.00	14	3	0	0.00	0	0	0	0.00
Innovation	23	8	4	0.00	22	7	4	0.00	-1	-1	0	0.00
HSA 3	16	5	0	0.00	17	6	0	0.00	+1	+1	0	0.00

### Shared Space Plans: 2014-2015 School Year

A proposed shared space plan for the 2014-2015 school year is below.

The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M099.

The final shared space schedule will be collaboratively drafted by the Building Council if this proposal is approved by the PEP.

#### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the projected enrollments of all schools in the M099 building and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council agrees on the final Shared Space Plans collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>.)

The below proposed schedules are based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of each school's school day (based in part on the Office of Pupil Transportation's bus schedule for a regular school day).<sup>15</sup> Where possible, the proposed schedules maintain schools' current allocation of time for each shared space and re-distribute remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule in the 2014-2015 school year, based on the 2012-2013 Campus Audit Template submitted by the Building Council.<sup>16</sup>

In planning how Manhattan East, Innovation, HSA 3, and Harlem Prep may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably and in such a way that allows the existing schools in M099 to maintain the current shared space schedule as much as possible.

#### **Cafeteria:**

##### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, and the current shared space schedule, as outlined in the 2012-2013 Campus Audit. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The capacity of the cafeteria is 559.
- In the proposed plan below, Manhattan East receives 25 minutes for breakfast and 45 minutes for lunch daily. Innovation receives 1 hour for breakfast and 1 hour and 15 minutes for lunch daily. HSA 3 receives 20 minutes for breakfast and 45 minutes for lunch daily. Harlem Prep receives 35 minutes for breakfast and 1 hour for lunch daily.
- The Building Council is free to deviate from the proposed shared space plan and develop an alternative plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

<sup>15</sup> See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<sup>16</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

**Gymnasiums, Library, Auditorium, Rooftop Garden, and Play Area:**

Gymnasium

- M099 contains two gymnasiums. The total time allocated to each organization is approximately proportional to each organization's projected enrollment.
- The capacities of the gymnasiums are as follows: gymnasium A has a capacity of 250 and gymnasium B has a capacity of 175.
- In the proposed plan below, between the two gymnasiums, Manhattan East receives 3 hours daily, Innovation receives 6 hours and 30 minutes daily, HSA 3 receives 2 hours and 30 minutes daily, and Harlem Prep receives 5 hours daily.
- The Building Council is free to deviate from the proposed 2014-2015 Shared Space Plan and may develop an alternative plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Library

- The allocations in the proposed schedule below are approximately proportional to each school's enrollment.
- Manhattan East receives 1 hour daily, Innovation receives 2 hours and 30 minutes daily, HSA 3 receives 45 minutes daily, and Harlem Prep receives 1 hour and 30 minutes daily.
- The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- According to the 2012-2013 Campus Audit document, times in the auditorium are currently scheduled on an as needed basis. However, the proposed allocations in the schedule below are approximately proportional to the projected enrollment of each school.
- The capacity of the auditorium is 625.
- Manhattan East is allocated the auditorium for 1 hour and 5 minutes daily, Innovation is allocated 3 hours and 15 minutes daily, HSA 3 is allocated 1 hour daily, and Harlem Prep is allocated 1 hour and 45 minutes daily.
- Some M099 school organizations use the auditorium for after-school activities. There is no allocation beyond 3:00 p.m. so as to reserve the after-school scheduling for each school organization according to their needs.
- The Building Council is free to deviate from the proposed shared space plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Rooftop Garden

- According to the 2012-2013 Campus Audit document and Building Council meetings, the rooftop garden is not scheduled for specific school use. However, the proposed allocations in the schedule below are approximately proportional to the projected enrollment of each school.
- In the proposed shared space schedule below, Manhattan East is allocated 30 minutes daily, Innovation is allocated 1 hour and 30 minutes daily, HSA 3 is allocated 30 minutes daily, and Harlem Prep is allocated 1 hour daily.

- The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

#### Indoor/Outdoor Play Area

- The DOE has based the start and end times and approximate duration of the play area allocations below on the M099 Building Campus Audit for the 2013-2014 school year, with adjustments to reflect allocations based on the projected enrollment of each school. The DOE notes that the indoor and outdoor play areas are shared spaces. The DOE proposes in the schedule below that time in the indoor and outdoor play areas should be allocated simultaneously to each school.
- In the proposed shared space schedule below, Manhattan East is allocated 25 minutes daily, Innovation is allocated 1 hour and 5 minutes daily, HSA 3 is allocated 25 minutes daily, and Harlem Prep is allocated 45 minutes daily.
- The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

#### After-School Programs

- The DOE notes that currently the shared spaces are used during after-school hours by multiple organizations. Thus, the Building Council should allocate this space as needed for after-school programs. The Building Council is empowered to make additional and alternative allocations, as with all shared space plan times.
- The DOE notes that any school in M099 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces. The Building Council will address any requests for the use of shared spaces after school hours and will resolve all conflicts using the dispute resolution procedures mentioned above.

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Manhattan East's regular school day runs from approximately 8:30 a.m. to 2:50 p.m., Innovation's school day runs from 9:00 a.m. to 4:00 p.m., HSA 3's school day runs from approximately 7:45 a.m. to 4:30 p.m., and Harlem Prep's school day is anticipated to run from approximately 7:30 a.m. to 4:00 p.m.<sup>17</sup>

Based on the schedule below and the explanations provided above, the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

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<sup>17</sup> Compiled from the Office of Pupil Transportation's page at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/advSchoolSearch.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria	<u>Breakfast</u> <b>Harlem Prep</b> 7:00 a.m. – 7:35 a.m. <b>HSA 3</b> 7:00 a.m. – 7:20 a.m. <b>Manhattan East</b> 7:35 a.m. – 8:00 a.m. <b>Innovation</b> 8:00 a.m. – 9:00 a.m.	<u>Breakfast</u> <b>Harlem Prep</b> 7:00 a.m. – 7:35 a.m. <b>HSA 3</b> 7:00 a.m. – 7:20 a.m. <b>Manhattan East</b> 7:35 a.m. – 8:00 a.m. <b>Innovation</b> 8:00 a.m. – 9:00 a.m.	<u>Breakfast</u> <b>Harlem Prep</b> 7:00 a.m. – 7:35 a.m. <b>HSA 3</b> 7:00 a.m. – 7:20 a.m. <b>Manhattan East</b> 7:35 a.m. – 8:00 a.m. <b>Innovation</b> 8:00 a.m. – 9:00 a.m.	<u>Breakfast</u> <b>Harlem Prep</b> 7:00 a.m. – 7:35 a.m. <b>HSA 3</b> 7:00 a.m. – 7:20 a.m. <b>Manhattan East</b> 7:35 a.m. – 8:00 a.m. <b>Innovation</b> 8:00 a.m. – 9:00 a.m.	<u>Breakfast</u> <b>Harlem Prep</b> 7:00 a.m. – 7:35 a.m. <b>HSA 3</b> 7:00 a.m. – 7:20 a.m. <b>Manhattan East</b> 7:35 a.m. – 8:00 a.m. <b>Innovation</b> 8:00 a.m. – 9:00 a.m.
	<u>Lunch</u> <b>Harlem Prep</b> 11:00 a.m. – 12:00 p.m. <b>HSA 3</b> 11:15 a.m. – 12:00 p.m. <b>Manhattan East</b> 12:00 p.m. – 12:45 p.m. <b>Innovation</b> 12:45 p.m. – 2:00 p.m.	<u>Lunch</u> <b>Harlem Prep</b> 11:00 a.m. – 12:00 p.m. <b>HSA 3</b> 11:15 a.m. – 12:00 p.m. <b>Manhattan East</b> 12:00 p.m. – 12:45 p.m. <b>Innovation</b> 12:45 p.m. – 2:00 p.m.	<u>Lunch</u> <b>Harlem Prep</b> 11:00 a.m. – 12:00 p.m. <b>HSA 3</b> 11:15 a.m. – 12:00 p.m. <b>Manhattan East</b> 12:00 p.m. – 12:45 p.m. <b>Innovation</b> 12:45 p.m. – 2:00 p.m.	<u>Lunch</u> <b>Harlem Prep</b> 11:00 a.m. – 12:00 p.m. <b>HSA 3</b> 11:15 a.m. – 12:00 p.m. <b>Manhattan East</b> 12:00 p.m. – 12:45 p.m. <b>Innovation</b> 12:45 p.m. – 2:00 p.m.	<u>Lunch</u> <b>Harlem Prep</b> 11:00 a.m. – 12:00 p.m. <b>HSA 3</b> 11:15 a.m. – 12:00 p.m. <b>Manhattan East</b> 12:00 p.m. – 12:45 p.m. <b>Innovation</b> 12:45 p.m. – 2:00 p.m.
Gymnasium A	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Manhattan East</b> 9:30 a.m. – 12:30 p.m. <b>HSA 3</b> 12:30 p.m. – 3:00 p.m. <b>Harlem Prep</b> 3:00 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Manhattan East</b> 9:30 a.m. – 12:30 p.m. <b>HSA 3</b> 12:30 p.m. – 3:00 p.m. <b>Harlem Prep</b> 3:00 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Manhattan East</b> 9:30 a.m. – 12:30 p.m. <b>HSA 3</b> 12:30 p.m. – 3:00 p.m. <b>Harlem Prep</b> 3:00 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Manhattan East</b> 9:30 a.m. – 12:30 p.m. <b>HSA 3</b> 12:30 p.m. – 3:00 p.m. <b>Harlem Prep</b> 3:00 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Manhattan East</b> 9:30 a.m. – 12:30 p.m. <b>HSA 3</b> 12:30 p.m. – 3:00 p.m. <b>Harlem Prep</b> 3:00 p.m. – 4:00 p.m.
Gymnasium B	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Innovation</b> 9:30 a.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Innovation</b> 9:30 a.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Innovation</b> 9:30 a.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Innovation</b> 9:30 a.m. – 4:00 p.m.	<b>Harlem Prep</b> 7:30 a.m. – 9:30 a.m. <b>Innovation</b> 9:30 a.m. – 4:00 p.m.
Auditorium	<b>HSA 3</b> 7:45 a.m. – 8:45 a.m. <b>Harlem Prep</b> 8:45 a.m. – 10:30 a.m. <b>Innovation</b> 10:30 a.m. – 1:45 p.m. <b>Manhattan East</b> 1:45 p.m. – 2:50 p.m.	<b>HSA 3</b> 7:45 a.m. – 8:45 a.m. <b>Harlem Prep</b> 8:45 a.m. – 10:30 a.m. <b>Innovation</b> 10:30 a.m. – 1:45 p.m. <b>Manhattan East</b> 1:45 p.m. – 2:50 p.m.	<b>HSA 3</b> 7:45 a.m. – 8:45 a.m. <b>Harlem Prep</b> 8:45 a.m. – 10:30 a.m. <b>Innovation</b> 10:30 a.m. – 1:45 p.m. <b>Manhattan East</b> 1:45 p.m. – 2:50 p.m.	<b>HSA 3</b> 7:45 a.m. – 8:45 a.m. <b>Harlem Prep</b> 8:45 a.m. – 10:30 a.m. <b>Innovation</b> 10:30 a.m. – 1:45 p.m. <b>Manhattan East</b> 1:45 p.m. – 2:50 p.m.	<b>HSA 3</b> 7:45 a.m. – 8:45 a.m. <b>Harlem Prep</b> 8:45 a.m. – 10:30 a.m. <b>Innovation</b> 10:30 a.m. – 1:45 p.m. <b>Manhattan East</b> 1:45 p.m. – 2:50 p.m.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Library	<b>HSA 3</b> 9:15 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 11:00 a.m. <b>Harlem Prep</b> 11:00 a.m. – 12:30 p.m. <b>Innovation</b> 1:30 p.m. – 4:00 p.m.	<b>HSA 3</b> 9:15 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 11:00 a.m. <b>Harlem Prep</b> 11:00 a.m. – 12:30 p.m. <b>Innovation</b> 1:30 p.m. – 4:00 p.m.	<b>HSA 3</b> 9:15 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 11:00 a.m. <b>Harlem Prep</b> 11:00 a.m. – 12:30 p.m. <b>Innovation</b> 1:30 p.m. – 4:00 p.m.	<b>HSA 3</b> 9:15 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 11:00 a.m. <b>Harlem Prep</b> 11:00 a.m. – 12:30 p.m. <b>Innovation</b> 1:30 p.m. – 4:00 p.m.	<b>HSA 3</b> 9:15 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 11:00 a.m. <b>Harlem Prep</b> 11:00 a.m. – 12:30 p.m. <b>Innovation</b> 1:30 p.m. – 4:00 p.m.
Rooftop Garden	<b>Harlem Prep</b> 8:30 a.m. – 9:30 a.m. <b>HSA 3</b> 9:30 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 10:30 a.m. <b>Innovation</b> 2:30 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 8:30 a.m. – 9:30 a.m. <b>HSA 3</b> 9:30 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 10:30 a.m. <b>Innovation</b> 2:30 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 8:30 a.m. – 9:30 a.m. <b>HSA 3</b> 9:30 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 10:30 a.m. <b>Innovation</b> 2:30 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 8:30 a.m. – 9:30 a.m. <b>HSA 3</b> 9:30 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 10:30 a.m. <b>Innovation</b> 2:30 p.m. – 4:00 p.m.	<b>Harlem Prep</b> 8:30 a.m. – 9:30 a.m. <b>HSA 3</b> 9:30 a.m. – 10:00 a.m. <b>Manhattan East</b> 10:00 a.m. – 10:30 a.m. <b>Innovation</b> 2:30 p.m. – 4:00 p.m.
Indoor/Outdoor Play Areas	<b>Harlem Prep</b> 11:20 a.m. – 12:05 p.m. <b>HSA 3</b> 12:05 p.m. – 12:30 p.m. <b>Manhattan East</b> 12:30 p.m. – 12:55 p.m. <b>Innovation</b> 12:55 p.m. – 2:00 p.m.	<b>Harlem Prep</b> 11:20 a.m. – 12:05 p.m. <b>HSA 3</b> 12:05 p.m. – 12:30 p.m. <b>Manhattan East</b> 12:30 p.m. – 12:55 p.m. <b>Innovation</b> 12:55 p.m. – 2:00 p.m.	<b>Harlem Prep</b> 11:20 a.m. – 12:05 p.m. <b>HSA 3</b> 12:05 p.m. – 12:30 p.m. <b>Manhattan East</b> 12:30 p.m. – 12:55 p.m. <b>Innovation</b> 12:55 p.m. – 2:00 p.m.	<b>Harlem Prep</b> 11:20 a.m. – 12:05 p.m. <b>HSA 3</b> 12:05 p.m. – 12:30 p.m. <b>Manhattan East</b> 12:30 p.m. – 12:55 p.m. <b>Innovation</b> 12:55 p.m. – 2:00 p.m.	<b>Harlem Prep</b> 11:20 a.m. – 12:05 p.m. <b>HSA 3</b> 12:05 p.m. – 12:30 p.m. <b>Manhattan East</b> 12:30 p.m. – 12:55 p.m. <b>Innovation</b> 12:55 p.m. – 2:00 p.m.

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designees of all other programs operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III, among others. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc. The Committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. The School Safety Plan is updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions, and other factors. In addition, the Committee recommends changes in the School Safety Plan at any other time when it is necessary to address security concerns. Consistent with the process described above, the leaders/designees of Manhattan East, Innovation, HSA 3, and Harlem Prep will continue to be part of the M099 School Safety Committee. As members of the School Safety Committee, the leaders/designees of Manhattan East, Innovation, HSA 3, and Harlem Prep will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-locations of Manhattan East, Innovation, HSA 3, and Harlem Prep will be addressed on an ongoing basis. Moreover, the School Safety Plan for the M099 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders/designees of Manhattan East, Innovation, HSA 3, and Harlem Prep will enter information in the M099 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each school in the building, which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan. The completed School Safety Plan for the M099 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011, co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building.<sup>18</sup> Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the effective date of the amended New York Charter Schools Act, the SSC is to review the implementation of the BUP once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended New York Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

The SSC will be comprised of the principal/designee, a teacher/designee and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher/designee representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.

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<sup>18</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."