

REVISED BUILDING UTILIZATION PLANINTRODUCTION

As described in greater detail in the related Educational Impact Statement (“EIS”), the New York City Department of Education (“DOE”) is proposing to expand Central Park East II (04M964, “CPE II”) to serve students in kindergarten through eighth grade. CPE II is an existing district elementary school serving students in kindergarten through fifth grade in building M171 (“M171”) at 19 East 103rd Street, New York, NY 10029, in Community School District 4. CPE II also offers a pre-kindergarten program in M171.

CPE II currently serves approximately 243 students in kindergarten through fifth grade, as well as 18 students in one section of full-day pre-kindergarten.¹ If this proposal is approved, students enrolled in CPE II will have priority to remain at the school through eighth grade. Beginning in the 2014-2015 school year, CPE II will add one grade each year until 2016-2017, when it will reach full scale and serve students in kindergarten through eighth grade and pre-kindergarten. However, there is insufficient space in building M171 to house the middle school grades of CPE II. Therefore, if this proposal is approved, CPE II will serve its middle school grades in building M013 (“M013”), located at 1573 Madison Avenue, New York, NY 10029. This siting plan results in a “split-siting,” in which the elementary grades of CPE II will remain in M171 and the new middle school grades will open and phase in at a different location, M013. M013 is located 0.2 miles away from M171.

The elementary grades of CPE II will not move from M171 due to this proposal, nor does the DOE anticipate that the proposed grade expansion of CPE II will affect the pre-kindergarten program at the school. CPE II’s elementary grades are currently co-located in building M171 with P.S. 171 Patrick Henry (04M171, “P.S. 171”), a kindergarten through eighth grade school that serves zoned students in kindergarten through fifth grade and middle school students in a screened program. P.S. 171 also serves students in two full-day sections of pre-kindergarten.

If this proposal is approved, the middle school grades of CPE II will be co-located with several other schools in building M013. M013 will house five other schools in the 2013-2014 and 2014-2015 school years: J.H.S. 13 Jackie Robinson (04M013, “J.H.S. 13”), a District 4 middle school that is in the process of phasing out and will close in June 2015; Central Park East I (04M497, “CPE I”), the sister school of CPE II and a DOE choice elementary school serving students in kindergarten through fifth grade with one section of full-day pre-kindergarten; Central Park East High School (04M555, “CPE HS”), a high school serving students in grades nine through twelve; East Harlem Scholars Academy Charter School (84M518, “EHS I”), an existing charter elementary school that is in the process of phasing in; and East Harlem Scholars Academy Charter School II (84M168, “EHS II”), a new charter elementary school that opened for the 2013-2014 school year and is in the process of phasing in. EHS I will move out of M013 and into private space prior to the 2016-2017 school year, the year in which CPE II will reach full scale in M013. M013 also houses two community-based organizations (“CBOs”), the Harlem Family Institute and Girls Inc. This proposal is not expected to impact the siting of either CBO.

A proposal previously approved by the Panel for Educational Policy (“PEP”) on March 23, 2011 described a plan for the two-year temporary co-location of EHS I in M013, ending at the conclusion of the 2012-2013 school year.² Another proposal previously approved by the PEP on March 11, 2013 described a plan to phase out J.H.S. 13.³ Two additional proposals previously approved by the PEP on March 20, 2013 described plans to extend the temporary co-location of EHS I through the 2015-2016 school year and co-locate a new public charter school, EHS II in M013.⁴

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 between CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II. It also includes a proposal for the collaborative usage of shared resources and spaces between CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II, including the gymnasium, auditorium, cafeteria, library, and playground which would allow for equitable access to such facilities. Science labs in M013 are all allocated to CPE HS. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the related EIS for further information about the proposed co-locations.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed co-locations are approved by the PEP.

METHODOLOGY

¹ 2013-2014 Budget Register Projections

² That proposal may be found at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2010-2011/Mar232011Proposals>.

³ That proposal may be found at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

⁴ Those proposals may be found at <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar202013Proposals.htm>.

The DOE has applied the Citywide 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.⁵

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINSTRATIVE 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 grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day, except for when it is scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each self-contained (“SC”) 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.

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

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

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 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.

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. However, the DOE 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 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.

⁵ 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 Footprint is available at <http://schools.nyc.gov/community/planning/default.htm> under “Key Documents.”

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on November 16, 2012 by the Manhattan Director of Space Planning in the Office of Space Planning, M013 has a total of 59 full-size rooms,⁶ 30 half-size rooms,⁷ 6 quarter-size rooms,⁸ and 2.0 full-size equivalent (“FSE”) rooms of designed administrative space. M013 also contains a gymnasium, an auditorium, a cafeteria, a library and a play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for CPE II, CPE I, CPE HS, J.H.S. 13, EHS I, or EHS II.

- The nurse’s office occupies 1 half-size space.
- The CBO Harlem Family Institute occupies 1 half-size space.
- The CBO Girls Inc. occupies 1 full-size space.
- The custodian occupies 1 half-size space.
- The school-based support team (“SBST”) occupies 0.75 FSE rooms of designed administrative space.
- A teacher’s café occupies 1 full-size space.
- The School Safety team occupies 1 half-size space.
- A School Food office occupies 1 half-size space.
- An elementary library occupies 1 half-size space.
- A multi-purpose room occupies 1 full-size space.

Therefore, excluding the spaces outlined above, M013 has a total of: 56 full-size rooms, 24 half-size rooms, 6 quarter-size rooms, and 1.25 FSE rooms of designed administrative space remaining that can be allocated to the individual schools:

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Building Grand TOTAL	59	30	6	2.00
SHARED SPACES or Building Services	3	6	0	0.75
Remaining Total Currently Allocated	56	24	6	1.25

⁶ Full-size classrooms have an area of 500 square feet or more.

⁷ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁸ Quarter-size classrooms have an area less than 240 square feet.

2013-2014 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at CPE I, CPE HS, J.H.S. 13, EHS I and EHS II in 2013-2014:

2013-2014	Grades Served	Total Enrollment ⁹	GE/ICT Sections	SC Sections
CPE I	K-5 ¹⁰	204	9	0
CPE HS	9-12	483	18	0
J.H.S. 13	7-8	107	4	2
EHS I	K-3	222	8	0
EHS II	K-1	110	4	0

The DOE has adjusted J.H.S. 13's baseline allocation due to an insufficient number of half-size rooms in M013 that are appropriate for self-contained instruction. J.H.S. 13 currently serves students in 2 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms in M013, J.H.S. 13's baseline allocation has been adjusted to include 2 additional full-size rooms for its self-contained sections.

After the schools in M013 have received their respective baseline or adjusted footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	2	8	0	0.25

⁹ All figures are from the 2013-2014 Budget Register Projections. Significant changes in enrollment could result in a revision to this plan.

¹⁰ CPE I also serves one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency. CPE I's enrollment and section count includes one section of pre-kindergarten.

The table below summarizes CPE I, CPE HS, J.H.S. 13, EHS I and EHS II's baseline and adjusted baseline Footprint allocations, as well as current space allocations, which are based on the methodology described at the beginning of this document.

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)
CPE I	Baseline Footprint Allocation	11	1	0.00	0	2	4	2.00	11	3	4	0.00
	Current Space Allocation	11	1	0.00	0	3	4	2.50	11	4	4	0.00
CPE HS	Baseline Footprint Allocation	18	1	1.00	0	4	2	3.50	18	5	2	1.00
	Current Space Allocation	19	5	1.25	0	4	2	3.75	19	9	2	1.25
J.H.S. 13	Baseline Footprint Allocation	5	3	0.00	1	1	0	1.50	6	4	0	0.00
	Adjusted Baseline Allocation	7	1	0.00	1	1	0	1.50	8	2	0	0.00
	Current Space Allocation	7	1	0.00	1	2	0	2.00	8	3	0	0.00
EHS I	Baseline Footprint Allocation	10	2	0.00	1	2	0	2.00	11	4	0	0.00
	Current Space Allocation	11	4	0.00	1	2	0	2.00	12	6	0	0.00
EHS II	Baseline Footprint Allocation	5	1	0.00	1	1	0	1.50	6	2	0	0.00
	Current Space Allocation	5	1	0.00	1	1	0	1.50	6	2	0	0.00

As demonstrated in the table above, CPE I is currently using 1 half-size room in excess of its baseline footprint allocation. CPE HS is currently using 1 full-size room, 4 half-size rooms and 0.25 FSE designed administrative spaces in excess of its baseline footprint allocation. J.H.S. 13 is currently using 1 half-size room in excess of its adjusted baseline footprint allocation. EHS I is currently using 1 full-size and 2 half-size rooms in excess of its baseline footprint allocation.

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, CPE II will serve students in sixth grade beginning in the 2014-2015 school year. J.H.S. 13 will be in its final year of phase-out and will serve only eighth grade students. EHS I will serve students in kindergarten through fourth grade. EHS II will serve students in kindergarten through second grade. CPE I will continue to serve students in kindergarten through fifth grade and CPE HS will continue to serve students in ninth through twelfth grade.

Prior to the start of the 2014-2015 school year, construction will result in the gain of 1 full-size classroom and the loss of 0.25 FSE rooms of designed administrative space. There will be 57 full-size rooms, 24 half-size rooms, 6 quarter-size rooms and 1.0 FSE room of designed administrative space to be allocated among the schools. The Office of Space Planning may pursue additional capacity-generating projects in M013 in future years. Any decisions around additional capacity-generating construction in M013 will be made in consultation with the building council.

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

2014-2015	Grades Served	Total Enrollment¹¹	GE/ICT Sections	SC Sections
CPE I	K-5 ¹²	173 – 233	9	0
CPE HS	9-12	465 – 505	18	0
J.H.S. 13	8	45 – 55	2	1
EHS I	K-4	225 – 275	10	0
EHS II	K-2	150 – 180	6	0
CPE II	6	50 – 60	2	0

The DOE has adjusted J.H.S. 13's baseline allocation due to an insufficient number of half-size rooms in M013. J.H.S. 13 is anticipated to serve students in 1 self-contained special education class. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms in M013, J.H.S. 13's baseline allocation has been adjusted to include 1 additional full-size room for its self-contained section.

After CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II have received their respective baseline or adjusted baseline allocation of rooms, there will be no excess space in the building.

During the 2014-2015 school year, EHS I and EHS II will operate below their baseline Footprint allocations by one half-size room each. The schools believes their space allocations during the 2015-2016 school year are sufficient to meet the instructional needs of their students. During this year, EHS I and EHS II may coordinate the shared use of administrative space.

The table below summarizes CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document.

¹¹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹² CPE I is also projected to serve one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency. CPE I's enrollment and section count includes one section of pre-kindergarten.

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)
CPE I	Baseline Footprint Allocation	11	1	0.0	0	2	4	2.0	-	-	-	-	11	3	4	0.0
CPE HS	Baseline Footprint Allocation	18	1	1.0	0	4	2	3.5	-	-	-	-	18	5	2	1.0
J.H.S. 13	Baseline Footprint Allocation	3	2	-	-	-	-	1.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	4	1	0.0	1	1	0	1.5	-	-	-	-	5	2	0	0.0
EHS I	Baseline Footprint Allocation	13	2	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	2	0.0	0	4	0	2.0	-	-	-	-	13	6	0	0.0
EHS II	Baseline Footprint Allocation	8	1	-	-	-	-	2.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	1	0.0	0	3	0	1.5	-	-	-	-	8	4	0	0.0
CPE II	Baseline Footprint Allocation	2	1	0.0	0	3	0	1.5	-	-	-	-	2	4	0	0.0

The room change from the current school 2013-2014 school year to 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 (+/-)
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	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)
CPE I	11	4	4	0.00	11	3	4	0.00	0	-1	0	0.00
CPE HS	19	9	2	1.25	18	5	2	1.00	-1	-4	0	-0.25
J.H.S. 13	8	3	0	0.00	5	2	0	0.00	-3	-1	0	0.00
EHS I	12	6	0	0.00	13	6	0	0.00	+1	0	0	0.00
EHS II	6	2	0	0.00	8	4	0	0.00	+2	+2	0	0.00
CPE II	0	0	0	0.00	2	4	0	0.00	+2	+4	0	0.00

As noted above, construction prior to the start of the 2014-2015 school year is anticipated to result in the gain of one full-size classroom and the loss of 0.25 FSE rooms of designed administrative space. Therefore, the year-over-year changes from 2013-2014 to 2014-2015 yield an additional full-size room and the loss of 0.25 FSE of designed administrative space.

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, CPE II will serve students in sixth and seventh grade in the 2015-2016 school year. J.H.S. 13 will be fully phased-out and will no longer serve students in the 2015-2016 school year. EHS I will serve students in kindergarten through fifth grade and EHS II will serve students in kindergarten through third grade in M013 in the 2015-2016 school year. CPE I will continue to serve students in kindergarten through fifth grade and CPE HS will continue to serve students in ninth through twelfth grade.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2015-2016.

2015-2016	Grades Served	Total Enrolled¹³	GE/ICT Sections	SC Sections
CPE I	K-5 ¹⁴	178 – 238	9	0
CPE HS	9-12	465 – 505	18	0
EHS I	K-5	270 - 330	12	0
EHS II	K-3	200 - 240	8	0
CPE II	6-7	100 – 120	4	0

After CPE I, CPE HS, EHS I, EHS II and CPE II have received their respective baseline allocations of rooms, there will be no excess space in the building.

During the 2015-2016 school year, EHS I and EHS II will operate below their baseline Footprint allocations by two full-size rooms and one full-size room, respectively. The schools believe their space allocations during the 2015-2016 school year are sufficient to meet the instructional needs of their students. During this year, EHS I and EHS II may coordinate the shared use of cluster rooms and administrative space.

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

¹⁴ CPE I is also projected to serve one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency.

The table below summarizes the full 2015-2016 room allocation plan for CPE I, CPEHS, EHS I and EHS II based on their respective baseline Footprint 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)
CPE I	Baseline Footprint Allocation	11	1	0.0	0	2	4	2.0	-	-	-	-	11	3	4	0.0
CPE HS	Baseline Footprint Allocation	18	1	1.0	0	4	2	3.5	-	-	-	-	18	5	2	1.0
EHS I	Baseline Footprint Allocation	15	2	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	13	2	0.0	1	3	0	2.5	-	-	-	-	14	5	0	0.0
EHS II	Baseline Footprint Allocation	10	2	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	9	2	0.0	0	5	0	2.5	-	-	-	-	9	7	0	0.0
CPE II	Baseline Footprint Allocation	5	1	0.0	0	3	0	1.5	-	-	-	-	5	4	0	0.0

The room change from the 2014-2015 school year to 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)
CPE I	11	3	4	0.0	11	3	4	0.0	0	0	0	0
CPE HS	18	5	2	1.0	18	5	2	1.0	0	0	0	0
J.H.S. 13	5	2	0	0.0	0	0	0	0.0	-5	-2	0	0
EHS I	13	6	0	0.0	14	5	0	0.0	+1	-1	0	0
EHS II	8	4	0	0.0	9	7	0	0.0	+1	+3	0	0
CPE II	2	4	0	0.0	5	4	0	0.0	+3	0	0	0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, CPE II will reach full scale in the 2016-2017 school year, serving students in sixth through eighth grade. EHS I will have moved into private space and will no longer serve students in M013. EHS II will serve students in kindergarten through fourth grade in M013. CPE I will continue to serve students in kindergarten through fifth grade and CPE HS will continue to serve students in ninth through twelfth grade.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017.

2016-2017	Grades Served	Total Enrolled ¹⁵	GE/ICT Sections	SC Sections
CPE I	K-5 ¹⁶	178 – 238	9	0
CPE HS	9-12	465 – 505	18	0
EHS II	K-4	250 – 300	10	0
CPE II	6-8	150 – 180	6	0

After CPE I, CPE HS, EHS II and CPE II have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2016-2017: Building M013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	8	4	0	0.0

¹⁵ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁶ CPE I is also projected to serve one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency. CPE I's enrollment and section count includes one section of pre-kindergarten.

The table below summarizes the full 2016-2017 room allocation plan for CPE I, CPE HS and EHS II based on their respective baseline Footprint 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)
CPE I	Baseline Footprint Allocation	11	1	0.0	0	2	4	2.0	1	1	-	-	12	4	4	0.0
CPE HS	Baseline Footprint Allocation	18	1	1.0	0	4	2	3.5	5	-	-	-	23	5	2	1.0
EHS II	Baseline Footprint Allocation	13	2	0.0	0	5	0	2.5	1	2	-	-	14	9	0	0.0
CPE II	Baseline Footprint Allocation	7	1	0.0	0	4	0	2.0	1	1	-	-	8	6	0	0.0

The room change from the 2015-2016 school year to 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)
CPE I	11	3	4	0.0	12	4	4	0.0	+1	+1	0	0.0
CPE HS	18	5	2	1.0	23	5	2	1.0	+5	0	0	0.0
EHS I	14	5	0	0.0	0	0	0	0.0	-14	-5	0	0.0
EHS II	9	7	0	0.0	14	9	0	0.0	+5	+2	0	0.0
CPE II	5	4	0	0.0	8	6	0	0.0	+3	+2	0	0.0

2017-2018 (FOURTH YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, CPE II will continue to serve students in sixth through eighth grade in the 2017-2018 school year. EHS II will serve students in kindergarten through fifth grade while CPE I will continue to serve students in kindergarten through fifth grade and CPE HS will continue to serve students in ninth through twelfth grade.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2017-2018.

2017-2018	Grades Served	Total Enrolled ¹⁷	GE/ICT Sections	SC Sections
CPE I	K-5 ¹⁸	178 – 238	9	0
CPE HS	9-12	465 – 505	18	0
EHS II	K-5	300 - 360	12	0
CPE II	6-8	150 - 180	6	0

After CPE I, CPE HS, EHS II and CPE II have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2017-2018: Building M013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	6	4	0	0.0

¹⁷ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁸ CPE I is also projected to serve one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency. CPE I's enrollment and section count includes one section of pre-kindergarten.

The table below summarizes the full 2017-2018 room allocation plan for CPE I, CPE HS, EHS II and CPE II based on their respective baseline Footprint allocations:

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)
CPE I	Baseline Footprint Allocation	11	1	0.0	0	2	4	2.0	1	1	-	-	12	4	4	0.0
CPE HS	Baseline Footprint Allocation	18	1	1.0	0	4	2	3.5	3	1	-	-	21	6	2	1.0
EHS II	Baseline Footprint Allocation	15	2	0.0	0	5	0	2.5	1	2	-	-	16	9	0	0.0
CPE II	Baseline Footprint Allocation	7	1	0.0	0	4	0	2.0	1	-	-	-	8	5	0	0.0

The room change from the 2016-2017 school year to 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)
CPE I	12	4	4	0.0	12	4	4	0.0	0	0	0	0.0
CPE HS	23	5	2	1.0	21	6	2	1.0	-2	+1	0	0.0
EHS II	14	9	0	0.0	16	9	0	0.0	+2	0	0	0.0
CPE II	8	6	0	0.0	8	5	0	0.0	0	-1	0	0.0

2018-2019 (FIFTH YEAR OF PROPOSED IMPLEMENTATION):¹⁹

If this proposal is approved, CPE II will continue to serve students in sixth through eighth grade in M013 in the 2018-2019 school year. EHS II will serve students in kindergarten through sixth grade while CPE I will continue to serve students in kindergarten through fifth grade and CPE HS will continue to serve students in ninth through twelfth grade and.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2018-2019.

2018-2019	Grades Served	Total Enrolled ²⁰	GE/ICT Sections	SC Sections
CPE I	K-5 ²¹	178 – 238	9	0
CPE HS	9-12	465 – 505	18	0
EHS II	K-6	350 – 420	14	0
CPE II	6-8	150 – 180	6	0

After CPE I, CPE HS, EHS II and CPE II have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2018-2019: Building M013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	4	3	0	0.0

¹⁹ Pursuant to the terms of its charter, EHS II is currently only authorized to serve students in kindergarten through fifth grade. EHS II has informed the DOE that it intends to apply to the State University of New York (“SUNY”) to revise its charter, expanding its grade span to include students in sixth through eighth grade. Only SUNY has the authority to approve or deny that request. Should SUNY deny EHS II’s request to expand, or if EHS II fails to make this request, EHS II will only serve its approved grade span of kindergarten through fifth grade, and the space allocations for the 2018-2019, 2019-2020 and 2020-2021 school years contained in this BUP will not be applicable. In that case, the 2017-2018 school year will serve as the long term space allocation plan for building M013.

²⁰ The DOE’s enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

²¹ CPE I is also projected to serve one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency.

The table below summarizes the full 2018-2019 room allocation plan for CPE I, CPE HS, EHS II and CPE II based on their respective baseline and adjusted baseline Footprint allocations:

2018-2019		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)
CPE I	Baseline Footprint Allocation	11	1	0.0	0	2	4	2.0	1	-	-	-	12	3	4	0.0
CPE HS	Baseline Footprint Allocation	18	1	1.0	0	4	2	3.5	2	1	-	-	20	6	2	1.0
EHS II	Baseline Footprint Allocation	17	2	0.0	0	6	0	3.0	1	1	-	-	18	9	0	0.0
CPE II	Baseline Footprint Allocation	7	1	0.0	0	4	0	2.0	-	1	-	-	7	6	0	0.0

The room change from the 2017-2018 school year to the 2018-2019 school year is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 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)
CPE I	12	4	4	0.0	12	3	4	0.0	0	-1	0	0.0
CPE HS	21	6	2	1.0	20	6	2	1.0	-1	0	0	0.0
EHS II	16	9	0	0.0	18	9	0	0.0	+2	0	0	0.0
CPE II	8	5	0	0.0	7	6	0	0.0	-1	+1	0	0.0

2019-2020 (SIXTH YEAR OF PROPOSED IMPLEMENTATION):²²

If this proposal is approved, CPE II will continue to serve students in sixth through eighth grade in M013 in the 2019-2020 school year. EHS II will serve students in kindergarten through seventh grade while CPE I will continue to serve students in kindergarten through fifth grade and CPE HS will continue to serve students in ninth through twelfth grade.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2019-2020.

2018-2019	Grades Served	Total Enrolled ²³	GE/ICT Sections	SC Sections
CPE I	K-5 ²⁴	168 – 228	9	0
CPE HS	9-12	465 – 505	18	0
EHS II	K-7	400 – 480	16	0
CPE II	6-8	150 – 180	6	0

After CPE I, CPE HS, EHS II and CPE II have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2019-2020: Building M013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	1	4	0	0.0

²² Pursuant to the terms of its charter, EHS II is currently only authorized to serve students in kindergarten through fifth grade. EHS II has informed the DOE that it intends to apply to SUNY to revise its charter, expanding its grade span to include students in sixth through eighth grade. Only SUNY has the authority to approve or deny that request. Should SUNY deny EHS II's request to expand, or if EHS II fails to make this request, EHS II will only serve its approved grade span of kindergarten through fifth grade, and the space allocations for the 2018-2019, 2019-2020 and 2020-2021 school years contained in this BUP will not be applicable. In that case, the 2017-2018 school year will serve as the long term space allocation plan for buildings M013.

²³ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

²⁴ CPE I is also projected to serve one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency. CPE I's enrollment and section count includes one section of pre-kindergarten.

The table below summarizes the full 2019-2020 room allocation plan for CPE I, CPE HS, EHS II and CPE II based on their respective baseline Footprint allocations:

2019-2020		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)
CPE I	Baseline Footprint Allocation	11	1	0.0	0	2	4	2.0	-	1	-	-	11	4	4	0.0
CPE HS	Baseline Footprint Allocation	18	1	1.0	0	4	2	3.5	1	-	-	-	19	5	2	1.0
EHS II	Baseline Footprint Allocation	19	2	0.0	1	5	0	3.5	-	2	-	-	20	9	0	0.0
CPE II	Baseline Footprint Allocation	7	1	0.0	0	4	0	2.0	-	1	-	-	7	6	0	0.0

The room change from the 2018-2019 school year to the 2019-2020 school year is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2019-2020 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)
CPE I	12	3	4	0.0	11	4	4	0.0	-1	+1	0	0.0
CPE HS	20	6	2	1.0	19	5	2	1.0	-1	-1	0	0.0
EHS II	18	9	0	0.0	20	9	0	0.0	+2	0	0	0.0
CPE II	7	6	0	0.0	7	6	0	0.0	0	0	0	0.0

2020-2021 (SEVENTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION):²⁵

If this proposal is approved, CPE II will continue to serve students in sixth through eighth grade in M013 in the 2020-2021 school year. EHS II will have fully phased in and will serve students in kindergarten through eighth grade while CPE I will continue to serve students in kindergarten through fifth grade and CPE HS will continue to serve students in ninth through twelfth grade.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2020-2021.

2018-2019	Grades Served	Total Enrolled ²⁶	GE/ICT Sections	SC Sections
CPE I	K-5 ²⁷	168 – 228	9	0
CPE HS	9-12	465 – 505	18	0
EHS II	K-8	450 – 540	18	0
CPE II	6-8	150 – 180	6	0

After CPE I, CPE HS, EHS II and CPE II have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2020-2021: Building M013	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocations	0	2	0	0.0

²⁵ Pursuant to the terms of its charter, EHS II is currently only authorized to serve students in kindergarten through fifth grade. EHS II has informed the DOE that it intends to apply to SUNY to revise its charter, expanding its grade span to include students in sixth through eighth grade. Only SUNY has the authority to approve or deny that request. Should SUNY deny EHS II's request to expand, or if EHS II fails to make this request, EHS II will only serve its approved grade span of kindergarten through fifth grade, and the space allocations for the 2018-2019, 2019-2020 and 2020-2021 school years contained in this BUP will not be applicable. In that case, the 2017-2018 school year will serve as the long term space allocation plan for buildings M013.

²⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

²⁷ CPE I is also projected to serve one section of full-day pre-kindergarten. Pre-kindergarten is a program that can be offered both half-day and full-day; the enrollment figures represent the full day equivalency. CPE I's enrollment and section count includes one section of pre-kindergarten.

The table below summarizes the full 2020-2021 room allocation plan for CPE I, CPE HS, EHS II and CPE II based on their respective baseline Footprint allocations:

2020-2021		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)
CPE I	Baseline Footprint Allocation	11	1	0.0	0	2	4	2.0	-	-	-	-	11	3	4	0.0
CPE HS	Baseline Footprint Allocation	18	1	1.0	0	4	2	3.5	-	1	-	-	18	6	2	1.0
EHS II	Baseline Footprint Allocation	21	2	0.0	0	7	0	3.5	-	1	-	-	21	10	0	0.0
CPE II	Baseline Footprint Allocation	7	1	0.0	0	4	0	2.0	-	-	-	-	7	5	0	0.0

The room change from the 2019-2020 school year to the 2020-2021 school year is reflected below:

ROOM CHANGE (+/-)	PROPOSED 2019-2020 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2020-2021 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)
CPE I	11	4	4	0.0	11	3	4	0.0	0	-1	0	0.0
CPE HS	19	5	2	1.0	18	6	2	1.0	-1	+1	0	0.0
EHS II	20	9	0	0.0	21	10	0	0.0	+1	+1	0	0.0
CPE II	7	6	0	0.0	7	5	0	0.0	0	-1	0	0.0

The proposed 2020-2021 allocation of space will serve as the long-term space allocation for CPE I, CPE HS, EHS II and CPE II in M013.

Shared Space Plan

A proposed shared space plan 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 M013. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size 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 comes to an agreement of the final Shared Space Plan 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 shall 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 schedule is based on projected enrollments for each co-located school, 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 on the Office of Pupil Transportation's bus schedule for a regular school day.²⁸

In planning how CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II may use shared space, the DOE has applied these factors as described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

- The cafeteria has the capacity to serve 375 students. The total time allocated to each organization in the cafeteria is primarily based upon CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II's projected enrollment and the capacity of the cafeteria, subject to the need to program spaces in functional blocks of time.
- With regard to lunch, in the proposed schedule below, EHS I uses the cafeteria for 60 minutes daily, EHS II for 35 minutes daily, CPE I for 75 minutes daily, J.H.S. 13 for 40 minutes daily, CPE HS for 105 minutes daily, and CPE II for 40 minutes daily.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M013. End times are aligned with the beginning of each school's instructional time, as based on the Office of Pupil Transportation's bus schedule for a regular school day. EHS I and EHS II are each allotted 35 minutes daily, CPE I is allotted 40 minutes daily, J.H.S. 13 is allotted 30 minutes daily, CPE HS is allotted 40 minutes daily, and CPE II is allotted 30 minutes daily.

Library

- In the proposed schedule below, time in the library has been allocated based on the relative projected enrollment of each school, subject to the need to program spaces in functional blocks of time.
- EHS I will be allocated 85 minutes daily, EHS II 85 minutes daily, CPE I 90 minutes daily, J.H.S. 13 30 minutes daily, CPE HS 200 minutes daily, and CPE II 30 minutes daily.

²⁸ See DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Auditorium

- The auditorium has the capacity to serve 506 students. In the proposed schedule below, time in the auditorium has been allocated based on the relative projected enrollment of each school subject to the need to program spaces in functional blocks of time.
- EHS I will be allocated the auditorium one day of the week and CPE I will be allocated another day of the week. CPE HS will be allocated the auditorium two days of the week. EHS II will be allocated 300 minutes on one day of the week and J.H.S. 13 will be allocated 210 minutes on one day of the week. CPE II will be allocated 150 minutes on one day of the week.

Gymnasium, Play Area and Multi-Purpose Room

Gymnasium

- There is one gymnasium in the building that has the capacity to serve 510 students. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school, subject to the need to program spaces in functional blocks of time.
- EHS I will be allocated 10 hours per week, EHS II will be allocated 5 hours per week, CPE I will be allocated 10 hours per week, J.H.S. 13 will be allocated 5 hours per week, CPE HS will be allocated 20 hours per week, and CPE II will be allocated 5 hours per week.

Play Area

- There is one play area. In the schedule below, the playground time is loosely aligned to the cafeteria schedule to provide schools with the option of offering students a recess before, during or after the proposed lunch period.
- EHS I uses the playground for 90 minutes daily, EHS II for 90 minutes daily, CPE I for 75 minutes daily, J.H.S. 13 for 30 minutes daily, CPE HS for 180 minutes daily, and CPE II for 30 minutes daily.

Multi-Purpose Room

- There is one multi-purpose room in the building. The DOE proposes that the multi-purpose room be allocated based on the relative projected enrollment of each school, subject to the need to program spaces in functional blocks of time.
- EHS I will be allocated 10 hours per week, EHS II will be allocated 5 hours per week, CPE I will be allocated 10 hours per week, J.H.S. 13 will be allocated 5 hours per week, CPE HS will be allocated 20 hours per week, and CPE II will be allocated 5 hours per week.

After School Programs

- The DOE notes that currently CPE I, CPE HS and J.H.S. 13 are not allocated time in shared spaces beyond 3:20 p.m.

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.

In 2014-2015, the DOE projects that J.H.S. 13 will serve approximately 45 -55 students, CPE I 173-233 students, CPE HS 465-505 students, EHS I 225-275 students, EHS II 150-180 students, and CPE II 50-60 students. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, J.H.S. 13's school day runs from

approximately 8:10 a.m. to 3:07 p.m. (non-extended day school days end at 2:30 p.m.), CPE I's school day runs from approximately 8:30 a.m. to 3:10 p.m., CPE HS's school day runs from approximately 8:30 a.m. to 3:20 p.m. (non-extended day school days begin at 9:05 a.m., EHS I's school days runs from approximately 7:25 a.m. to 4:00 p.m.,²⁹ EHS II's school day runs approximately from 7:25 a.m. to 4:00 p.m., and CPE II's school day is anticipated to run approximately from 8:20 a.m. to 3:00 p.m.

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 the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 375)	Breakfast EHS I: 7:00 a.m. – 7:25 a.m. EHS II: 7:00 a.m. – 7:25 a.m. CPE I: 7:50 a.m. – 8:30 a.m. J.H.S. 13: 7:40 a.m. – 8:10 a.m. CPE HS: 7:50 a.m. – 8:30 a.m. CPE II: 8:00 a.m. – 8:30 a.m. Lunch CPE I: 11:00 a.m. – 12:15 p.m. CPE HS: 12:15 p.m. – 2:00 p.m. J.H.S. 13: 11:35 a.m. – 12:15 p.m. EHS I: 10:00 a.m. – 11:00 a.m. EHS II: 10:25 a.m. – 11:00 a.m. CPE II: 11:35 a.m. – 12:15 p.m.	Breakfast EHS I: 7:00 a.m. – 7:25 a.m. EHS II: 7:00 a.m. – 7:25 a.m. CPE I: 7:50 a.m. – 8:30 a.m. J.H.S. 13: 7:40 a.m. – 8:10 a.m. CPE HS: 7:50 a.m. – 8:30 a.m. CPE II: 8:00 a.m. – 8:30 a.m. Lunch CPE I: 11:00 a.m. – 12:15 p.m. CPE HS: 12:15 p.m. – 2:00 p.m. J.H.S. 13: 11:35 a.m. – 12:15 p.m. EHS I: 10:00 a.m. – 11:00 a.m. EHS II: 10:25 a.m. – 11:00 a.m. CPE II: 11:35 a.m. – 12:15 p.m.	Breakfast EHS I: 7:00 a.m. – 7:25 a.m. EHS II: 7:00 a.m. – 7:25 a.m. CPE I: 7:50 a.m. – 8:30 a.m. J.H.S. 13: 7:40 a.m. – 8:10 a.m. CPE HS: 7:50 a.m. – 8:30 a.m. CPE II: 8:00 a.m. – 8:30 a.m. Lunch CPE I: 11:00 a.m. – 12:15 p.m. CPE HS: 12:15 p.m. – 2:00 p.m. J.H.S. 13: 11:35 a.m. – 12:15 p.m. EHS I: 10:00 a.m. – 11:00 a.m. EHS II: 10:25 a.m. – 11:00 a.m. CPE II: 11:35 a.m. – 12:15 p.m.	Breakfast EHS I: 7:00 a.m. – 7:25 a.m. EHS II: 7:00 a.m. – 7:25 a.m. CPE I: 7:50 a.m. – 8:30 a.m. J.H.S. 13: 7:40 a.m. – 8:10 a.m. CPE HS: 7:50 a.m. – 8:30 a.m. CPE II: 8:00 a.m. – 8:30 a.m. Lunch CPE I: 11:00 a.m. – 12:15 p.m. CPE HS: 12:15 p.m. – 2:00 p.m. J.H.S. 13: 11:35 a.m. – 12:15 p.m. EHS I: 10:00 a.m. – 11:00 a.m. EHS II: 10:25 a.m. – 11:00 a.m. CPE II: 11:35 a.m. – 12:15 p.m.	Breakfast EHS I: 7:00 a.m. – 7:25 a.m. EHS II: 7:00 a.m. – 7:25 a.m. CPE I: 7:50 a.m. – 8:30 a.m. J.H.S. 13: 7:40 a.m. – 8:10 a.m. CPE HS: 7:50 a.m. – 8:30 a.m. CPE II: 8:00 a.m. – 8:30 a.m. Lunch CPE I: 11:00 a.m. – 12:15 p.m. CPE HS: 12:15 p.m. – 2:00 p.m. J.H.S. 13: 11:35 a.m. – 12:15 p.m. EHS I: 10:00 a.m. – 11:00 a.m. EHS II: 10:25 a.m. – 11:00 a.m. CPE II: 11:35 a.m. – 12:15 p.m.
Library	CPE I: 10:00 a.m. – 11:30 a.m. CPE HS: 12:00 p.m. – 3:20 p.m. J.H.S. 13: 9:30 a.m. – 10:00 a.m. EHS I: 7:35 a.m. – 9:00 a.m. EHS II: 7:35 a.m. – 9:00 a.m. CPE II: 9:00 a.m. – 9:30 a.m.	CPE I: 10:00 a.m. – 11:30 a.m. CPE HS: 12:00 – 3:20 p.m. J.H.S. 13: 9:30 a.m. – 10:00 a.m. EHS I: 7:35 a.m. – 9:00 a.m. EHS II: 7:35 a.m. – 9:00 a.m. CPE II: 9:00 a.m. – 9:30 a.m.	CPE I: 10:00 a.m. – 11:30 a.m. CPE HS: 12:00 – 3:20 p.m. J.H.S. 13: 9:30 a.m. – 10:00 a.m. EHS I: 7:35 a.m. – 9:00 a.m. EHS II: 7:35 a.m. – 9:00 a.m. CPE II: 9:00 a.m. – 9:30 a.m.	CPE I: 10:00 a.m. – 11:30 a.m. CPE HS: 12:00 – 3:20 p.m. J.H.S. 13: 9:30 a.m. – 10:00 a.m. EHS I: 7:35 a.m. – 9:00 a.m. EHS II: 7:35 a.m. – 9:00 a.m. CPE II: 9:00 a.m. – 9:30 a.m.	CPE I: 10:00 a.m. – 11:30 a.m. CPE HS: 12:00 – 3:20 p.m. J.H.S. 13: 9:30 a.m. – 10:00 a.m. EHS I: 7:35 a.m. – 9:00 a.m. EHS II: 7:35 a.m. – 9:00 a.m. CPE II: 9:00 a.m. – 9:30 a.m.
Auditorium (Capacity: 506)	CPE II: 8:30 a.m. – 11:00 a.m. J.H.S. 13: 11:00 a.m. – 2:30 p.m.	CPE I: 8:30 a.m. – 3:10 p.m.	CPE HS: 8:30 a.m. – 3:20 p.m.	CPE HS: 8:30 a.m. – 3:20 p.m.	EHS I: 8:00 a.m. – 4:00 p.m. EHS II: 8:00 a.m. – 1:00 p.m.

²⁹ The school day for EHS I's third grade students ends at 5:15 Monday through Thursday.

Gymnasium (Capacity: 510)	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.
Play Area	EHS I: 9:00 a.m. – 10:30 a.m. EHS II: 9:00 a.m. – 10:30 a.m. CPE I: 10:30 a.m. – 11:45 a.m. J.H.S. 13: 12:00 p.m. – 12:30 p.m. CPE HS: 12:15 p.m. – 3:15 p.m. CPE II: 11:45 a.m. – 12:15 p.m.	EHS I: 9:00 a.m. – 10:30 a.m. EHS II: 9:00 a.m. – 10:30 a.m. CPE I: 10:30 a.m. – 11:45 a.m. J.H.S. 13: 12:00 p.m. – 12:30 p.m. CPE HS: 12:15 p.m. – 3:15 p.m. CPE II: 11:45 a.m. – 12:15 p.m.	EHS I: 9:00 a.m. – 10:30 a.m. EHS II: 9:00 a.m. – 10:30 a.m. CPE I: 10:30 a.m. – 11:45 a.m. J.H.S. 13: 12:00 p.m. – 12:30 p.m. CPE HS: 12:15 p.m. – 3:15 p.m. CPE II: 11:45 a.m. – 12:15 p.m.	EHS I: 9:00 a.m. – 10:30 a.m. EHS II: 9:00 a.m. – 10:30 a.m. CPE I: 10:30 a.m. – 11:45 a.m. J.H.S. 13: 12:00 p.m. – 12:30 p.m. CPE HS: 12:15 p.m. – 3:15 p.m. CPE II: 11:45 a.m. – 12:15 p.m.	EHS I: 9:00 a.m. – 10:30 a.m. EHS II: 9:00 a.m. – 10:30 a.m. CPE I: 10:30 a.m. – 11:45 a.m. J.H.S. 13: 12:00 p.m. – 12:30 p.m. CPE HS: 12:15 p.m. – 3:15 p.m. CPE II: 11:45 a.m. – 12:15 p.m.
Multi-Purpose Room	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.m.	CPE I: 8:30 a.m. –10:30 a.m. CPE HS: 11:30 a.m. – 3:30 p.m. J.H.S. 13: 10:30 a.m. – 11:30 a.m. EHS I: 7:30 a.m. – 8:30 a.m. EHS I and EHS II: 3:30 p.m. – 4:30 p.m. CPE II: 8:30 a.m. – 9:30 a.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, among others, Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. 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. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions, and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, if this proposal is approved, the leader/designee of CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II will be part of the M013 School Safety Committee. As a member of the School Safety Committee, the leader/designees of CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II will participate in the development of the building’s Safety Plan and ensure that any security related issues or needs that may arise with respect to the co-location of CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II will be addressed on an

ongoing basis. Moreover, the Safety Plan for the M013 school building will be modified as appropriate to meet any changing security needs associated with the ongoing co-location. CPE I, CPE HS, J.H.S. 13, EHS I, EHS II and CPE II will enter information in the M013 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) 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 M013 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's 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 on campuses 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.³⁰ 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 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 Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to 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, a teacher 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 SLT of the school. Charter school leaders will work with their constituencies to select the parent and teacher 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.

³⁰ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents.”