

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 open and co-locate Manhattan Charter School II (84MTBD, "MCS II"), a new public charter school, in Building M056 ("M056"), located at 220 Henry Street, New York, NY 10002, in Community School District 1. MCS II is a new charter school that will open with kindergarten and first grade in 2012-2013. If this proposal is approved, MCS II would initially serve students in kindergarten and first grade and grow to serve kindergarten through fifth grades. MCS II would be co-located with Henry Street School for International Studies (01M292, "Henry Street"), an existing secondary school that serves students in grades six through twelve; University Neighborhood Middle School (01M332, "UNMS"), an existing district middle school that serves students in grades six through eight; and Collaborative Academy of Science, Technology, & Language-Arts Education (01M345, "CASTLE"), an existing district middle school that serves students in grades six through eight. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between Henry Street, UNMS, CASTLE, and MCS II. It also includes a proposal for the collaborative usage of shared resources and spaces between Henry Street, UNMS, CASTLE, and MCS II, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas which assures equitable access to such facilities. 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 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 Education Policy.

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")¹ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have 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.

¹ 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/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf

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 kindergarten through fifth grades (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are 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 classroom for each general education or ICT section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition, schools serving kindergarten through fifth grades receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes 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	# of Cluster Rooms
1,251 and up	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 rooms for student support services, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Any space not allocated pursuant to the Footprint 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 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 and survey performed on December 12, 2011 by Richard Bocchicchio, Director of Space Planning, building M056 has a total of 72 full-size classrooms/spaces² (including five full-size science demonstration rooms and one full-size science lab), 18 half-size classrooms/spaces,³ 10 quarter-size spaces that can be used for administrative purposes, and the equivalent of 1.5 rooms of designed administrative office/space. M056 building also contains a gymnasium, auditorium, lunchroom, library, 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 an individual school:

- A Community-based Organization ("CBO") (Turning Point) occupies one quarter-size space
- Two CBOs (Henry Street Settlement and Vision Urbana) share a half-size space
- School nurse occupies one quarter-size space
- School Safety occupies one half-size space
- Custodian's office occupies one full-size space
- School Based Support Team ("SBST") occupies one half-size space
- A campus conference room occupies a full-size space
- The New York City Center for Space Science Education ("NYCCSSE"), which is run by the DOE's Mathematics and Science Department in Teaching and Learning, occupies four full-size spaces
- A library that is currently treated as a full-size room but, as the shared space plan proposes, will become a shared space in 2012-2013
- Five science demonstration rooms and one science lab that are currently treated as full-size rooms but, as the shared space plan proposes, will become shared spaces in 2012-2013

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

Excluding the spaces outlined above, the M056 building has a total of:

59 full-size classrooms, 15 half-size classrooms/spaces, 8 quarter-size spaces, and the equivalent of 1.5 full-size designed administrative office/space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	72	18	10	1.5
SHARED SPACES or Building Services	13	3	2	0
Remaining Total to be Allocated	59	15	8	1.5

2011-2012 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled ⁴	GE/ICT Sections	SC Sections
Henry Street	415	18	3
UNMS	115	4	2
CASTLE	245	9	2

⁴ 2011-2012 Audited.

The table below summarizes Henry Street's, UNMS's, and CASTLE's baseline and/or adjusted footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted Henry Street's and UNMS's baseline allocations for the following reason: the baseline Footprints have been adjusted to include full-size classrooms in lieu of half-size classrooms, as there are not a sufficient number of half-size rooms in the M056 building that are suitable for instructional use.

2011-2012		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Current Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Add'l Full-size Rooms	Add'l Half-size Rooms	Add'l Quarter-size Rooms	Add'l Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Designed Admin (FSE)
Henry Street	Baseline Footprint Allocation	18	4	0	2	3	0	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	21	1	0	2	3	0	3.5	9	3	1	0	32	7	1	0
UNMS	Baseline Footprint Allocation	5	3	0	1	2	0	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	6	2	0	1	2	0	2	6	0	1	0	13	4	1	0
CASTLE	Baseline Footprint Allocation	10	3	1.5	0	0	4	2.5	4	1	2	1.5	14	4	6	1.5

As demonstrated in the table above, Henry Street, UNMS, and CASTLE are currently using many classrooms in excess of their baseline Footprint allocations. The table below summarizes the available space within M056 after each schools has received its baseline allocation, some of which will be allocated to MCS II for 2012-2013.

2011-2012: Building M056	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocation	0	19	4	4

2012-2013 (FIRST YEAR PROPOSED IMPLEMENTATION)

If approved, MCS II's kindergarten and first grade students would be sited in M056 in the 2012-2013 school year.

This means that there would be 59 full-size classrooms/spaces to allocate between Henry Street, UNMS, CASTLE, and MCS II going forward. As discussed previously, the baseline Footprints for Henry Street and UNMS have been adjusted to include full-size classrooms in lieu of half-size classrooms, because there are not a sufficient number of half-size rooms in the M056 building that are suitable for instructional use.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.

2012-13	Projected Enrollment ⁵	GE/ICT Sections	SC Sections
Henry Street	355 - 425	19	3
UNMS	95 - 125	5	2
CASTLE	240 - 270	9	2
MCS II	80 - 100	4	0

After Henry Street, UNMS, CASTLE, and MCS II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M056	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0	11	2	4

The excess space will be allocated among Henry Street, UNMS, CASTLE, and MCS II based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.⁶

⁵ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in a revision to this plan which would have to be separately approved by the Panel.

⁶ This number is subject to change pending final enrollment projections.

The table below summarizes the full 2012-2013 room allocation plan for Henry Street, UNMS, CASTLE, and MCS II based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Add'l Full-size Rooms	Add'l Half-size Rooms	Add'l Quarter-size Rooms	Add'l Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Henry Street	Baseline Footprint Allocation	19	4	-	2	3	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	22	1	-	2	3	-	3.5	5	1	1	-	29	5	1	-
UNMS	Baseline Footprint Allocation	6	3	-	1	2	-	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	7	2	-	1	2	-	2	2	-	1	-	10	4	1	-
CASTLE	Baseline Footprint Allocation	10	3	1.5	-	-	4	2.5	3	1	2	-	13	4	6	1.5
MCS II	Baseline Footprint Allocation	5	1	-	1	1	-	1.5	1	-	-	-	7	2	-	-

In total, Henry Street will be allocated 29 full-size, 5 half-size, and 1 quarter-size spaces. UNMS will be allocated 10 full-size, 4 half-size, and 1 quarter-size spaces. CASTLE will be allocated 13 full-size, 4 half-size, 6 quarter-size spaces, and 1.5 FSE in designed administrative office space. MCS II will be allocated 7 full-size and 2 half-size spaces.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.⁷

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				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)
Henry Street	32	7	1	-	29	5	1	-	-3	-2	-	-
UNMS	13	4	1	-	10	4	1	-	-3	-	-	-
CASTLE	14	4	6	1.5	13	4	6	1.5	-1	-	-	-
MCS II	-	-	-	-	7	2	-	-	7	2	-	-

2013-2014 (SECOND YEAR PROPOSED IMPLEMENTATION)

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

2013-14	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
Henry Street	355 - 425	19	3
UNMS	105 - 135	6	2
CASTLE	240 - 270	9	2
MCS II	120 - 150	6	0

⁷ The reduction in allocated space is partially offset by the shared space plan's proposal that the science demonstration rooms and science lab become shared spaces. Though these rooms are not counted in the total allocations, Henry Street, UNMS, and CASTLE will have access to these full-size spaces for purposes of instructional programming in addition to their footprint allocations.

⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After Henry Street, UNMS, CASTLE, and MCS II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M056	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0	7	3	4

The excess space will be allocated among Henry Street, UNMS, CASTLE, and MCS II based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.⁹

The table below summarizes the full 2013-2014 room allocation plan for Henry Street, UNMS, CASTLE, and MCS II based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation				
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Add'l Full-size Rooms	Add'l Half-size Rooms	Add'l Quarter-size Rooms	Add'l Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Henry Street	Baseline Footprint Allocation	19	4	-	2	3	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	22	1	-	2	3	-	3.5	3	1	1	-	27	5	1	-
UNMS	Baseline Footprint Allocation	7	3	-	1	2	-	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	2	-	1	2	-	2	1	-	1	-	10	4	1	-
CASTLE	Baseline Footprint Allocation	10	3	1.5	-	-	4	2.5	2	1	2	-	12	4	6	1.5
MCS II	Baseline Footprint Allocation	7	1	-	2	-	-	2	1	1	-	-	10	2	-	-

⁹ This number is subject to change pending final enrollment projections.

In total, Henry Street will be allocated 27 full-size, 5 half-size, and 1 quarter-size spaces. UNMS will be allocated 10 full-size, 4 half-size, and 1 quarter-size spaces. CASTLE will be allocated 12 full-size, 4 half-size, and 6 quarter-size spaces, and 1.5 FSE in designed administrative office space. MCS II will be allocated 10 full-size and 2 half-size spaces.

The room change is reflected below for the 2012-2013 to the 2013-2014 school year.

Room Change (+/-)	2012-13 GRAND TOTAL SPACE ALLOCATIONS				2013-14 GRAND TOTAL SPACE ALLOCATIONS				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)
Henry Street	29	5	1	-	27	5	1	-	-2	-	-	-
UNMS	10	4	1	-	10	4	1	-	-	-	-	-
CASTLE	13	4	6	1.5	12	4	6	1.5	-1	-	-	-
MCS II	7	2	-	-	10	2	-	-	3	-	-	-

2014-2015 (THIRD YEAR PROPOSED IMPLEMENTATION)

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

2014-15	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
Henry Street	355 - 425	19	3
UNMS	105 - 135	6	2
CASTLE	240 - 270	9	2
MCS II	160 - 200	8	0

After Henry Street, UNMS, CASTLE, and MCS II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building M056	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0	4	3	4

The excess space will be allocated among Henry Street, UNMS, CASTLE, and MCS II based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹¹

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

¹¹ This number is subject to change pending final enrollment projections.

The table below summarizes the full 2014-2015 room allocation plan for Henry Street, UNMS, CASTLE, and MCS II based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Henry Street	Baseline Footprint Allocation	19	4	-	2	3	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	22	1	-	2	3	-	3.5	2	1	1	-	26	5	1	-
UNMS	Baseline Footprint Allocation	7	3	-	1	2	-	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	2	-	1	2	-	2	-	-	1	-	9	4	1	-
CASTLE	Baseline Footprint Allocation	10	3	1.5	-	-	4	2.5	1	1	2	-	11	4	6	1.5
MCS II	Baseline Footprint Allocation	10	1	-	2	-	-	2	1	1	-	-	13	2	-	-

In total, Henry Street will be allocated 26 full-size, 5 half-size, and 1 quarter-size spaces. UNMS will be allocated 9 full-size, 4 half-size, and 1 quarter-size spaces. CASTLE will be allocated 11 full-size, 4 half-size, and 6 quarter-size spaces, and 1.5 FSE in designed administrative office space. MCS II will be allocated 13 full-size and 2 half-size spaces.

The room change is reflected below for the 2013-2014 to the 2014-2015 school year.

Room Change (+/-)	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 GRAND TOTAL SPACE ALLOCATIONS				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)
Henry Street	27	5	1	-	26	5	1	-	-1	-	-	-
UNMS	10	4	1	-	9	4	1	-	-1	-	-	-
CASTLE	12	4	6	1.5	11	4	6	1.5	-1	-	-	-
MCS II	10	2	-	-	13	2	-	-	3	-	-	-

2015-2016 (FOURTH YEAR PROPOSED IMPLEMENTATION)

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

2015-16	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
Henry Street	355 - 425	18	3
UNMS	105 - 135	6	2
CASTLE	240 - 270	9	2
MCS II	200 - 250	10	0

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

After Henry Street, UNMS, CASTLE, and MCS II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building M056	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0	3	3	4

The excess space will be allocated among Henry Street, UNMS, CASTLE and MCS II based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹³

The table below summarizes the full 2015-2016 room allocation plan for Henry Street, UNMS, CASTLE and MCS II based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Henry Street	Baseline Footprint Allocation	18	4	0	2	3	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	21	1	-	2	3	-	3.5	1	1	1	-	24	5	1	-
UNMS	Baseline Footprint Allocation	7	3	-	1	2	-	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	2	-	1	2	-	2	-	-	1	-	9	4	1	-
CASTLE	Baseline Footprint Allocation	10	3	1.5	-	-	4	2.5	1	1	2	-	11	4	6	1.5
MCS II	Baseline Footprint Allocation	12	1	-	2	-	-	2	1	1	-	-	15	2	-	-

¹³ This number is subject to change pending final enrollment projections.

In total, Henry Street will be allocated 24 full-size, 5 half-size, and 1 quarter-size spaces. UNMS will be allocated 9 full-size, 4 half-size, and 1 quarter-size spaces. CASTLE will be allocated 11 full-size, 4 half-size, and 6 quarter-size spaces, and 1.5 FSE in designed administrative office space. MCS II will be allocated 15 full-size and 2 half-size spaces.

The room change is reflected below for the 2014-2015 to the 2015-2016 school year.

Room Change (+/-)	2014-15 GRAND TOTAL SPACE ALLOCATIONS				2015-16 GRAND TOTAL SPACE ALLOCATIONS				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)
Henry Street	26	5	1	-	24	5	1	-	-2	-	-	-
UNMS	9	4	1	-	9	4	1	-	-	-	-	-
CASTLE	11	4	6	1.5	11	4	6	1.5	-	-	-	-
MCS II	13	2	-	-	15	2	-	-	2	-	-	-

2016-2017 (FIFTH AND FINAL YEAR PROPOSED IMPLEMENTATION)

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

2016-2017	Projected Enrollment ¹⁴	GE/ICT Sections	SC Sections
Henry Street	355 - 425	18	3
UNMS	105 - 135	6	2
CASTLE	240 - 270	9	2
MCS II	240 - 300	12	0

After Henry Street, UNMS, CASTLE, and MCS II have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017: Building M056	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0	1	1	4

The excess space will be allocated among Henry Street, UNMS, CASTLE, and MCS II based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹⁵

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

¹⁵ This number is subject to change pending final enrollment projections.

The table below summarizes the full 2015-2016 room allocation plan for Henry Street, UNMS, CASTLE and MCS II based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation. As all schools would be at full scale, this would represent a long-term space allocation in the building.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Henry Street	Baseline Footprint Allocation	18	4	-	2	3	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	20	1	-	2	3	-	3.5	1	-	1	-	23	4	1	-
UNMS	Baseline Footprint Allocation	7	3	-	1	2	-	2	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	8	2	-	1	2	-	2	-	-	1	-	9	4	1	-
CASTLE	Baseline Footprint Allocation	10	3	1.5	-	-	4	2.5	-	-	2	-	10	3	6	1.5
MCS II	Baseline Footprint Allocation	15	2	-	2	1	-	2.5	-	1	-	-	17	4	-	-

In total, Henry Street will be allocated 23 full-size, 4 half-size, and 1 quarter-size spaces. UNMS will be allocated 9 full-size, 4 half-size, and 1 quarter-size spaces. CASTLE will be allocated 10 full-size, 3 half-size, and 6 quarter-size spaces, and 1.5 FSE in designed administrative office space. MCS II will be allocated 17 full-size and 4 half-size spaces.

The room change is reflected below for the 2015-2016 to the 2016-2017 school year.

Room Change (+/-)	2015-2016 GRAND TOTAL SPACE ALLOCATIONS				2016-2017 GRAND TOTAL SPACE ALLOCATIONS				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)
Henry Street	24	5	1	-	23	4	1	-	-1	-1	-	-
UNMS	9	4	1	-	9	4	1	-	-	-	-	-
CASTLE	11	4	6	1.5	10	3	6	1.5	-1	-1	-	-
MCS II	15	2	-	-	17	4	-	-	2	2	-	-

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 M056. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

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 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 schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁶ Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes 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 next year, based on shared space schedules as reported by the existing schools' principals. Because MCS II would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how Henry Street, UNMS, CASTLE, and MCS II 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:

¹⁶ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Cafeteria and Outdoor Playground:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's current use of the cafeteria, projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- In the proposed plan below, UNMS, CASTLE, and MCS II each receive 30 minutes daily for lunch, and Henry Street receives two periods of 30 minutes. Henry Street receives two lunch periods so that it would have the option to serve its high school and middle school students separately. No school's enrollment exceeds the cafeteria's capacity, so each school is capable of serving its entire enrollment at one time. None of the schools are gaining or losing time in these shared spaces next year, as this schedule roughly maintains the current lunch schedule. In addition, the DOE notes that the schedule calls for each individual student to receive the same amount of time in the cafeteria during customary lunch hours, regardless of which school he or she attends. Thus, the DOE believes that this plan treats all schools equitably and comparably.
- The Building Council is empowered to make alternative arrangements to the below proposal.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M056. Given that the capacity of the cafeteria is 620 students, the DOE has allocated the overlapping times to Henry Street, UNMS, CASTLE, and MCS II for breakfast, each serving breakfast for the 30 minutes before their respective school day begins.

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space, and currently, specific time in the outdoor playground is allocated to the existing schools according to each school's lunch schedule, in order to provide the students with recess. The DOE proposes in the schedule below that time in the outdoor playground should be allocated to all schools based on the relative projected enrollment for each school and their proposed lunch schedule. Combined, according to the proposed shared space schedule, the times allocated to each school in the lunchroom and the playground allow for 45 minute combined lunch and recess periods.
- In the schedule below, the playground time is aligned to the cafeteria schedule to provide schools with the option for each to offer students a recess during and after the proposed lunch period. While the proposed allocation of time is not directly proportional to enrollment because of the need to align playground time with lunch schedules, Henry Street is allocated the most time so it will have the option to serve its high school and middle school students separately and since it will serve more students than UNMS, CASTLE, or MCS II.

- Additional time outside of lunch and recess hours has been allocated between the four schools, with extra time allocated to MCS II to support physical education alternatives since it has not been allocated time in the gymnasium. The additional time on the playground allocated between Henry Street, UNMS, and CASTLE is otherwise proportional to the relative enrollment of each school, taking into account the need to program in blocks of time roughly corresponding to academic periods.
- Because the proposed allocations provide MCS II with an alternative space for physical education and otherwise give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible.
- The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, and Auditorium

Henry Street will be allocated the largest amount of time in the library, gymnasium, and auditorium because it will serve the largest number of students and grade levels compared to the other schools. Time in these three rooms is allocated proportional to the relative enrollments of each school

Gymnasium

- There is one gymnasium in the building, which can be split into two separate spaces by dividing the gym. The existing schools in M056 currently divide the gymnasium into a Side A and a Side B and serve students in separate classes on each side.
- The DOE further proposes that the gymnasium be allocated based on the current schedule for the gymnasium and the relative projected enrollment of each school.
- In the current shared space plan, Henry Street, UNMS, and CASTLE are allocated overlapping times in the gymnasium, using separate sides of the gymnasium. Henry Street is currently allocated use of one side of the gymnasium for the entire day, and the other side is split between the other two schools.
- Because MCS II will be serving a relatively small number of young students in its first year, MCS II has agreed to utilize one of the full-size rooms from its allocation as a physical education space, in lieu of time in the gymnasium during the 2012-2013 school year. Thus, this proposed schedule maintains the current schools' current use of the gymnasium space.
- Although this proposed schedule does not address future school years, the DOE notes that in future years, a possible option for additional physical education space for all schools in M056 will be a nearby recreation facility, Basketball City, located at 299 South Street, New York, NY 10002, which is 0.2 miles away from building M056. The recreation facility is expected to offer its facilities free of charge to neighborhood schools during the school day. Moreover, in future years, MCS II will have the option to continue

using a full-size room or the auditorium as a physical education space for its lower grades in combination with use of the outdoor playground, and in 2013-2014 and beyond, the gymnasium will continue to be able to accommodate some class sections in addition to those served by Henry Street, UNMS, and CASTLE.

- Because the proposed schedule maintains the current schools' current use of the space, and because the proposed allocations give the most time to the largest schools in the building, the DOE believes that the proposed allocation is equitable and feasible.

Library

- The DOE notes that the library is a shared space; however specific time in the library is not currently allocated to any of the existing schools because it is currently allocated as a full-size classroom to CASTLE. However, this shared space schedule proposes the library will revert to being a shared space beginning in 2012-2013. The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating the library as a regular full-size room 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

- The DOE notes the auditorium is a shared space. Time in the auditorium is currently allocated to schools in single-day blocks, with an additional, separate shared day in which schools collaboratively schedule use of the auditorium in advance. The DOE proposes that the auditorium be allocated based on the relative projected enrollment of each school.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium on an as needed basis 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.
- The DOE proposes that Henry Street receive the greatest amount of time in the auditorium based on the fact that it will serve the most number of students as compared to all other schools in the building. Given that the capacity of the auditorium is 602, each school could accommodate its entire respective enrollment in the auditorium at any point in time. Additionally, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods. For example, Henry Street may wish to utilize the auditorium in two periods of approximately 98 minutes, three periods of 65 minutes, or four periods of approximately 49 minutes, and so forth.

Science Demonstration Rooms and Science Lab

- Building M056 contains five Science Demonstration Rooms and one Science Lab. Currently, these rooms are allocated to each school as part of the schools' footprints. However, this shared space schedule proposes that next year these rooms are allocated as shared spaces. The DOE proposes in the schedule below that time in the Science Demonstration Rooms and Science Lab should be allocated to schools based on the required science programming and relative projected enrollment for each school.
- In order to schedule the Science Demonstration rooms most efficiently, time in individual Science Demonstration rooms has not been split between schools; rather, time in each room is allocated solely to one school. The proposed schedule allocates all time in the Science Demonstration rooms to Henry Street, UNMS, and CASTLE because these schools serve students in middle and high school grades, in which instructional programming requires time in these specialized rooms, unlike programming for elementary grades. Additionally, the amount of time allocated in these rooms is based on relative projected enrollment for each school.
- Since Henry Street serves students in high school grades, in which instructional programming requires time in a science lab, unlike programming for middle or elementary grades, the proposed shared space schedule allocates time in the science lab solely to Henry Street.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating the Science Demonstration rooms and Science Lab as regular full-size rooms 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 allocated during after school hours for sports programs and extra-curricular activities. If this proposal is approved, the DOE does not anticipate that these programs would be impacted by this proposed co-location.
- In the schedule below, the DOE does not allocate this space beyond 3:30 pm. Thus, the building council should allocate this space as needed for after school programs.
- As noted above, MCS II is a new school that has not opened yet, and as a result it does not yet have an after-school schedule.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. 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. This agreement could result in the current schools in the building changing their use of the shared space once MCS II is co-located in the building.

In 2012-2013, the DOE projects Henry Street will serve 385-455 students, UNMS will serve 95-125 students, and CASTLE will serve 240-270 students in M056. According to its charter, MCS II will serve a total of 80-100 students in 2012-2013 at M056. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, Henry Street's school day runs from approximately 8:40 a.m. to 3:30 p.m. (except on Thursdays, when the school day ends at 1:50 p.m.), CASTLE's school day runs from approximately 8:00 a.m. to 3:00 p.m. (except on Fridays when the school day ends at 2:20 p.m.), and UNMS's school day runs from approximately 8:09 a.m. to 2:59 p.m.¹⁷ Since MCS II is a new school, it does not have a current school start or end time. However the DOE notes that Manhattan Charter School (84M320), after which MCS II will be modeled, runs from approximately 8:15 a.m. to 3:30 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 all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 620)	Breakfast: MCS II 7:45 a.m. - 8:15 a.m. CASTLE 7:30 a.m. – 8:00 a.m. UNMS 7:39 a.m. – 8:09 a.m. Henry Street 8:10 a.m. – 8:40 a.m.	Breakfast: MCS II 7:45 a.m. - 8:15 a.m. CASTLE 7:30 a.m. – 8:00 a.m. UNMS 7:39 a.m. – 8:09 a.m. Henry Street 8:10 a.m. – 8:40 a.m.	Breakfast: MCS II 7:45 a.m. - 8:15 a.m. CASTLE 7:30 a.m. – 8:00 a.m. UNMS 7:39 a.m. – 8:09 a.m. Henry Street 8:10 a.m. – 8:40 a.m.	Breakfast: MCS II 7:45 a.m. - 8:15 a.m. CASTLE 7:30 a.m. – 8:00 a.m. UNMS 7:39 a.m. – 8:09 a.m. Henry Street 8:10 a.m. – 8:40 a.m.	Breakfast: MCS II 7:45 a.m. - 8:15 a.m. CASTLE 7:30 a.m. – 8:00 a.m. UNMS 7:39 a.m. – 8:09 a.m. Henry Street 8:10 a.m. – 8:40 a.m.
	Lunch: Henry Street 11:00 a.m. - 11:30 a.m.; 1:00-1:30 p.m. UNMS 11:30 a.m. - 12:00 p.m. CASTLE 12:00 - 12:30 p.m. MCS II 12:30 p.m. - 1:00 p.m.	Lunch: Henry Street 11:00 a.m. - 11:30 a.m.; 1:00-1:30 p.m. UNMS 11:30 a.m. - 12:00 p.m. CASTLE 12:00 - 12:30 p.m. MCS II 12:30 p.m. - 1:00 p.m.	Lunch: Henry Street 11:00 a.m. - 11:30 a.m.; 1:00-1:30 p.m. UNMS 11:30 a.m. - 12:00 p.m. CASTLE 12:00 - 12:30 p.m. MCS II 12:30 p.m. - 1:00 p.m.	Lunch: Henry Street 11:00 a.m. - 11:30 a.m.; 1:00-1:30 p.m. UNMS 11:30 a.m. - 12:00 p.m. CASTLE 12:00 - 12:30 p.m. MCS II 12:30 p.m. - 1:00 p.m.	Lunch: Henry Street 11:00 a.m. - 11:30 a.m.; 1:00-1:30 p.m. UNMS 11:30 a.m. - 12:00 p.m. CASTLE 12:00 - 12:30 p.m. MCS II 12:30 p.m. - 1:00 p.m.

¹⁷ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Outdoor Playground	Henry Street 8:45 - 9:45 a.m.; 11:00 - 11:45 a.m.; 1:15 - 1:45 p.m. UNMS 11:45 a.m. - 12:15 p.m.; 1:45 - 2:15 p.m. CASTLE 8:00 - 8:45 a.m.; 12:15 - 12:45 p.m. MCS II 9:45 - 11:00 a.m.; 12:45 p.m. - 1:15 p.m.; 2:15 - 3:30 p.m.	Henry Street 8:45 - 9:45 a.m.; 11:00 - 11:45 a.m.; 1:15 - 1:45 p.m. UNMS 11:45 a.m. - 12:15 p.m.; 1:45 - 2:15 p.m. CASTLE 8:00 - 8:45 a.m.; 12:15 - 12:45 p.m. MCS II 9:45 - 11:00 a.m.; 12:45 p.m. - 1:15 p.m.; 2:15 - 3:30 p.m.	Henry Street 8:45 - 9:45 a.m.; 11:00 - 11:45 a.m.; 1:15 - 1:45 p.m. UNMS 11:45 a.m. - 12:15 p.m.; 1:45 - 2:15 p.m. CASTLE 8:00 - 8:45 a.m.; 12:15 - 12:45 p.m. MCS II 9:45 - 11:00 a.m.; 12:45 p.m. - 1:15 p.m.; 2:15 - 3:30 p.m.	Henry Street 8:45 - 9:45 a.m.; 11:00 - 11:45 a.m.; 1:15 - 1:45 p.m. UNMS 11:45 a.m. - 12:15 p.m.; 1:45 - 2:15 p.m. CASTLE 8:00 - 8:45 a.m.; 12:15 - 12:45 p.m. MCS II 9:45 - 11:00 a.m.; 12:45 p.m. - 1:15 p.m.; 2:15 - 3:30 p.m.	Henry Street 8:45 - 9:45 a.m.; 11:00 - 11:45 a.m.; 1:15 - 1:45 p.m. UNMS 11:45 a.m. - 12:15 p.m.; 1:45 - 2:15 p.m. CASTLE 8:00 - 8:45 a.m.; 12:15 - 12:45 p.m. MCS II 9:45 - 11:00 a.m.; 12:45 p.m. - 1:15 p.m.; 2:15 - 3:30 p.m.
Library	UNMS 8:15 a.m. - 9:10 a.m. CASTLE 9:10 a.m. - 11:40 a.m. Henry Street 11:40 a.m. - 3:00 p.m. MCS II 3:00 p.m. - 3:30 p.m.	UNMS 8:15 a.m. - 9:10 a.m. CASTLE 9:10 a.m. - 11:10 a.m. Henry Street 11:40 a.m. - 3:00 p.m. MCS II 11:10 a.m. - 11:40 a.m.; 3:00 p.m. - 3:30 p.m.	UNMS 8:15 a.m. - 9:10 a.m. CASTLE 9:10 a.m. - 11:40 a.m. Henry Street 11:40 a.m. - 3:00 p.m. MCS II 3:00 p.m. - 3:30 p.m.	UNMS 8:15 a.m. - 9:10 a.m. CASTLE 9:10 a.m. - 11:10 a.m. Henry Street 11:40 a.m. - 3:00 p.m. MCS II 11:10 a.m. - 11:40 a.m.; 3:00 p.m. - 3:30 p.m.	UNMS 8:15 a.m. - 9:10 a.m. CASTLE 9:10 a.m. - 11:40 a.m. Henry Street 11:40 a.m. - 3:00 p.m. MCS II 3:00 p.m. - 3:30 p.m.
Gymnasium – Side A (Gymnasium Total Capacity: 600)	CASTLE 8:00 a.m. - 12:00 p.m. UNMS 12:00 - 3:00 p.m.	CASTLE 8:00 a.m. - 12:00 p.m. UNMS 12:00 - 3:00 p.m.	CASTLE 8:00 a.m. - 12:00 p.m. UNMS 12:00 - 3:00 p.m.	CASTLE 8:00 a.m. - 12:00 p.m. UNMS 12:00 - 3:00 p.m.	CASTLE 8:00 a.m. - 12:00 p.m. UNMS 12:00 - 3:00 p.m.
Gymnasium – Side B (Gymnasium Total Capacity: 600)	Henry Street 08:40 a.m. - 3:30 p.m.				
Auditorium (Capacity: 602)	CASTLE 8:00 a.m. - 10:00 a.m. UNMS 10:00 a.m. - 11:00 a.m. MCS II 11:00 a.m. - 11:45 a.m. Henry Street 11:45 a.m. - 3:00 p.m.	CASTLE 8:00 a.m. - 10:00 a.m. UNMS 10:00 a.m. - 11:00 a.m. MCS II 11:00 a.m. - 11:45 a.m. Henry Street 11:45 a.m. - 3:00 p.m.	CASTLE 8:00 a.m. - 10:00 a.m. UNMS 10:00 a.m. - 11:00 a.m. MCS II 11:00 a.m. - 11:45 a.m. Henry Street 11:45 a.m. - 3:00 p.m.	CASTLE 8:00 a.m. - 10:00 a.m.; 1:50 p.m. - 3:30 p.m. UNMS 10:00 a.m. - 11:00 a.m. MCS II 11:00 a.m. - 11:45 a.m. Henry Street 11:45 a.m. - 1:50 p.m.	CASTLE 8:00 a.m. - 10:00 a.m. UNMS 10:00 a.m. - 11:00 a.m. MCS II 11:00 a.m. - 11:45 a.m. Henry Street 11:45 a.m. - 3:00 p.m.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Science Demonstration Room – Room #200	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 1:50 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.
Science Demonstration Room – Room #205	UNMS 8:09 a.m. - 2:59 p.m.				
Science Demonstration Room – Room #206	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 1:50 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.
Science Demonstration Room – Room #216	CASTLE 8:00 a.m. - 3:00 p.m.				
Science Demonstration Room – Room #224	CASTLE 8:00 a.m. - 3:00 p.m.				
Science Laboratory – Room #200	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 3:30 p.m.	Henry Street 8:40 a.m. – 1:50 p.m.	Henry Street 8:40 a.m. – 3:30 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); 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, the leader/designee of MCS II will be part of the M056 School Safety Committee. As a member of the School Safety Committee, the leader/designee of MCS II will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of MCS II will be addressed on an ongoing basis. Moreover, the Safety Plan for the M056 school building will be modified as appropriate to meet any changing security needs associated with the co-location. MCS II will enter information in the M056 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 of the campus' schools, and 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 Safety Plan for the M056 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 NYPD for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹⁸ 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. Only principals and charter 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 for issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the 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 Charter School 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 Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally 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.

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