

## SECOND REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to indefinitely co-locate grades five through eight of Success Academy Charter School – Harlem 4 (84M386, "SA – Harlem 4") in tandem buildings M149 and M207 ("M149/M207"), located respectively at 34 West 118<sup>th</sup> Street, New York, NY 10026 and 41 West 117<sup>th</sup> Street, New York, NY 10026 in Community School District 3 ("District 3") beginning in the 2014-2015 school year. If this proposal is approved, SA – Harlem 4 will be co-located with existing schools P.S. 149 Sojourner Truth (03M149, "P.S. 149"), a district school that serves students in grades kindergarten through eight and also offers a pre-kindergarten program; P.S. M811 Mickey Mantle School (75M811, "P811M@M149")<sup>1</sup> one site of a District 75 school ("District 75") that serves students in grades kindergarten through eight and also offers a pre-kindergarten program. P811M@M149 serves students with autism or who are emotionally disturbed;<sup>2</sup> and Success Academy Charter School – Harlem 1 (84M351, "SA – Harlem 1"), a public charter school serving students in grades kindergarten through four in M149/M207.<sup>3</sup> "Tandem Buildings" are two separate buildings with separate entrances which are joined by a central core containing large shared spaces, such as auditoriums, gymnasiums, and/or cafeterias. 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.

P.S. M811 Mickey Mantle School is a District 75 school that operates five programs across five different locations, including M149/M207. P811M@M149 refers to the program in M149/M207. P811M@M149 serves students who are classified as autistic or emotionally disturbed on their Individualized Education Programs ("IEPs"). P811M@M149 currently serves students in self-contained and inclusion classes of six to twelve students and requires a special education certified teacher. Students are placed in District 75 programs based on their individual needs and recommended special education services.

In conjunction with this proposal, future enrollment of P811M@M149 will be reduced by placing fewer new students in P811M@M149 each year. Demand for District 75 schools has remained constant in Manhattan for the last three years, and the DOE believes this trend will continue going forward. The consistent demand, combined with the overall increase in District 75 capacity in the borough through construction of new school buildings with dedicated capacity for District 75 students,<sup>4</sup> leads the DOE to believe that the reduction of future enrollment of P811M@M149 will have a minimal impact on the future enrollment at other District 75 schools and that there will continue to be an excess of District 75 seats in Manhattan. This means that there will be sufficient District 75 capacity in Manhattan to meet the needs of future District 75 students.

SA – Harlem 4 is an existing public charter school authorized by the State University of New York Trustees ("SUNY") to serve students in grades kindergarten through eight. In the 2013-2014 school year, SA – Harlem 4 serves students in grades kindergarten through four in building M113 located at 240 West 113<sup>th</sup> Street, New York, NY 10026 in District 3, where it is co-located with P.S. 241 STEM Institute of Manhattan (03M241) and The Opportunity Charter School (84M279). For the 2013-2014 school year, SA – Harlem 4 serves students in grades five and six in tandem buildings M185 and M208 located respectively at 20 West 112<sup>th</sup> Street, New York, NY 10026 and 21 West 111<sup>th</sup> Street, New York, NY 10026, also in District 3, where it is co-located with P.S. 185 The Early Childhood Discovery and Design Magnet School (03M185), P.S. 208 Alain L. Locke Magnet School for Environmental Stewardship

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<sup>1</sup> P.S. M811 Mickey Mantle School (75M811) also serves students at the following sites in Manhattan: (1) Building M075 located at 735 West End Avenue, New York, NY 10025; (2) Building M163 located at 163 West 97<sup>th</sup> Street, New York, NY 10025; (3) Building M841 located at 466 West End Avenue, New York, NY 10024; and (4) Building M101, located at 141 East 111<sup>th</sup> Street, New York, NY 10029. Buildings M075, M163 and M841 are all located in Community School District 3; building M101 is located in Community School District 4. This proposal will have no impact on the other locations of P.S. M811 Mickey Mantle School (75M811). The P.S. M811 Mickey Mantle School at M149/M207 is known as P811M@M149.

<sup>2</sup> District 75 provides citywide educational, vocational, and behavior support programs for students who are on the autism spectrum, have significant cognitive delays, are severely emotionally challenged, are sensory impaired and/or are multiply disabled. District 75 provides services to students in a variety of settings, including elementary, middle, and high schools, students' homes, hospitals, and agencies. These programs are located at more than 410 sites in the Bronx, Brooklyn, Manhattan, Queens, Staten Island, and Syosset, New York. Please visit the DOE website for additional information about District 75 programs at <http://schools.nyc.gov/Offices/District75/default.htm>.

<sup>3</sup> SA – Harlem 1 is currently authorized by the State University of New York Trustees ("SUNY") to serve students in grades kindergarten through nine, but will only serve students in grades kindergarten through eight in 2013-2014. SA – Harlem 1's charter expires on June 30, 2015, and SA – Harlem 1 intends to apply to SUNY to serve the full span of high school grades nine through twelve. SA – Harlem 1's grades kindergarten through four would remain in the tandem buildings regardless of whether SUNY grants permission for the school to expand to serve high school grades.

<sup>4</sup> In addition to the existing District 75 schools across Manhattan, there are three new school buildings opening in 2013-2014 and 2014-2015 that will be able to accommodate new District 75 students. Based on the School Construction Authority's Program of Requirements for each new building in Manhattan, these three new school buildings have a combined target capacity to serve 180 District 75 students.

(03M208), Harlem Link Charter School (84M329), and P226M@P208M (75M226), one site of a District 75 school.<sup>5</sup> If this proposal is approved, M149/M207 will be the long-term site for grades five through eight of SA – Harlem 4. SA – Harlem 4 previously served students in grade five in M149/M207.<sup>6</sup>

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 SA – Harlem 4, P.S. 149, SA – Harlem 1 and P811M@M149 in M149/M207. It also includes a proposal for the collaborative usage of shared resources and spaces between SA – Harlem 4, P.S. 149, P811M@M149, and SA – Harlem 1 including but not limited to auditoriums, 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 are also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

This is the second revised Building Utilization Plan (“BUP”) pertaining to tandem buildings M149/M207. The original BUP for M149/M207 was issued on December 10, 2010 for the temporary co-location of SA – Harlem 1’s sixth grade in M149/M207 for the 2011-2012 school year only, and the original BUP was approved by the Panel for Educational Policy (“PEP”) on February 1, 2011.<sup>7</sup> On March 5, 2012 the DOE issued a revised BUP for the co-location of SA – Harlem 4’s fifth grade in M149/M207 for the 2012-2013 school year only, which was approved by the PEP on April 26, 2012.<sup>8</sup>

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

#### METHODOLOGY

The DOE has applied the DOE Instructional Footprint (“Footprint”)<sup>9</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner.

#### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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

For elementary schools serving grades kindergarten through five and offering pre-kindergarten, the Footprint assumes that classes are self-contained, meaning that each class remains in its homeroom throughout the day except for when the class is scheduled for a cluster activity (e.g., art) or lunch, recess, etc. Further, this assumes that at those other scheduled times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size classroom to accommodate each self-contained special education (“SC”) section served by the school. In addition, schools serving grades kindergarten through five

<sup>5</sup> The details of the approved proposal concerning the co-location of grades five and six of SA – Harlem 4 in M185/M208 for the 2013-2014 school year can be found on the DOE’s Web site at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/April2013Proposals.htm>

<sup>6</sup> For the 2012-2013 school year, the fifth grade of SA – Harlem 4 was temporarily sited in M149/M207. The details of the approved proposal concerning the temporary co-location of the fifth grade of SA – Harlem 4 in M149/M207 for the 2012-2013 school year can be found on the DOE’s Web site at: <http://schools.nyc.gov/NR/rdonlyres/811AB883-1E56-49E7-A515-C9BD36AA5C2F/121034/EISHSA4M149vFINAL.pdf>

<sup>7</sup> The details of the approved proposal concerning the co-location of the sixth grade of SA – Harlem 1 in M149/M207 for the 2011-2012 school year can be found on the DOE’s Web site at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/April2012Proposals.htm>

<sup>8</sup> The details of the approved proposal concerning the co-location of the fifth grade of SA – Harlem 4 in M149/M207 for the 2012-2013 school year can be found on the DOE’s Web site at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/April2012Proposals.htm>

<sup>9</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: [http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011\\_FINAL.pdf](http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf)

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	Number 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 allocates one full-size classroom for each GE or Integrated ICT section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. 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.

Space is allocated to District 75 programs according to the DOE’s District 75 Instructional Footprint (“D75 Footprint”). District 75 programs are also provided access to shared spaces such as the gymnasium, library, auditorium, cafeteria, and spaces such as Occupational Therapy/Physical Therapy rooms, nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that excess allocations to District 75 programs are based on the number of sections of students, rather than the number of students.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. 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.

In addition, for some years this BUP adjusts the baseline administrative space allocations to SA – Harlem 1 and SA – Harlem 4 to reflect the limited amount of space in the building and the fact that Success Academy Charter Schools (“SACS”) program their space differently than district schools. Because each school will get the amount of instructional space it believes is necessary for its operations, the DOE believes the overall allocation of space is equitable.

### Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on October 28, 2010 by the Manhattan Borough Director of Space Planning, tandem buildings M149/M207 have a total of 74 full-size rooms<sup>10</sup>, 25 half-size rooms<sup>11</sup>, 3 quarter-size rooms<sup>12</sup> and the full-size equivalent of 1.5 rooms of designed administrative space. The M149/M207 buildings also contain a gymnasium, an auditorium, two cafeterias, a library, and two outdoor play areas.

<sup>10</sup> Full-size spaces have an area of 500 square feet or more.

<sup>11</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>12</sup> Quarter-size classrooms have an area of less than 240 square feet.

In addition, there is one community-based organization (“CBO”) housed in M149/M207: the Harlem Children’s Zone – Harlem Gems Program. The Harlem Children’s Zone – Harlem Gems Program is a universal pre-kindergarten program that prepares four year old children for entry into kindergarten.

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 School-Based Support Team occupies one half-size room.
- The nurse’s office occupies one half-size room.
- The custodian’s office occupies one half-size room.
- The Harlem Gems Program occupies two full-size rooms and two half-size rooms.

Excluding the spaces outlined above, the M149/M207 building has a total of 72 full-size (“FS”) rooms, 20 half-size (“HS”) rooms, 3 (“QS”) quarter-size rooms, and the full-size equivalent (“FSE”) of 1.50 rooms of designed administrative space remaining that can be allocated to schools.

<b>Summary</b>	<b>FS</b>	<b>HS</b>	<b>QS</b>	<b>Designed Admin (FSE)</b>
Building Grand TOTAL	74	25	3	1.50
SHARED SPACES or Building Services	2	5	0	0.00
<b>Remaining Total to be Allocated</b>	<b>72</b>	<b>20</b>	<b>3</b>	<b>1.50</b>

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

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

School	Grade Span	Projected Enrollment <sup>13</sup>	GE/ICT Sections	SC Sections
P.S. 149	K-8	387	17	5
P811M@M149	K-8	93	0	12
SA – Harlem 1	K-4	624	21	0

The table below summarizes P.S. 149's, P811M@M149's, and SA – Harlem 1's baseline footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The current revised BUP for M149/M207 outlines the same allocation for P.S. 149, P811M@M149, and SA – Harlem 1 for the 2013-2014 school year.

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)
P.S. 149	Baseline Footprint Allocation	20	7	1.50	1	0	2	3.00	21	7	2	1.50
	Current Space Allocation	23	7	1.50	1	0	2	3.00	24	7	2	1.50
P811M@M149	Baseline Footprint Allocation	12	4	0.00	0	3	0	1.50	12	7	0	0.00
	Current Space Allocation	12	4	0.00	0	3	1	1.75	12	7	1	0.00
SA - Harlem 1	Baseline Footprint Allocation	24	4	0.00	3	2	0	4.00	27	6	0	0.00
	Current Space Allocation	33	4	0.00	3	2	0	4.00	36	6	0	0.00

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

In total:

- P.S. 149 is currently allocated 24 full-size rooms, 7 half-size rooms, 2 quarter-size rooms and 1.50 FSE rooms of designed administrative space. As demonstrated in the table above, P.S. 149 is currently using 3 full-size rooms in excess of its baseline footprint allocation.
- P811M@M149 is currently allocated 12 full-size rooms, 7 half-size rooms, and 1 quarter-size room. As demonstrated in the table above, P811M@M149 is currently using 1 quarter-size room in excess of its baseline footprint allocation.
- SA – Harlem 1 is currently allocated 36 full-size rooms and 6 half-size rooms. As demonstrated in the table above, SA – Harlem 1 is currently using 9 full-size rooms in excess of its baseline footprint allocation.

After the schools in M149/M207 have received their respective baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	12	0	1	0.00

**2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in 2014-2015 SA – Harlem 4 will serve students in grades five through seven in M149/M207.

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

School	Grade Span	Projected Enrollment <sup>14</sup>	GE/ICT Sections	SC Sections
P.S. 149	K-8	361-451	18	5
P811M@M149	K-8	80-100	0	12
SA – Harlem 1	K-4	570-620	20	0
SA – Harlem 4	5-7	180-210	9	0

After the schools in M149/M207 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	2	0	1	0.00

The table below summarizes the full 2014-2015 room allocation plan for P.S. 149, P811M@M149, SA – Harlem 1, and SA – Harlem 4 based on their baseline and/or adjusted baseline Footprint allocations, plus excess space allocations. The DOE has allocated the excess space in M149/M207 so as not to disturb the current configuration and allocation of space for the existing schools in M149/M207.

SA – Harlem 1 and SA – Harlem 4 will not receive certain administrative space that they would otherwise receive under the Footprint. SACS uses different programming assumptions than the Footprint and thus is able to operate within the proposed space allocation. SACS believes that because of these different assumptions, they can adequately operate and have the ability to continue to effectively deliver instruction in the space allocated in this BUP. As a result, the DOE has determined that the proposed space allocation is feasible.

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

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designated 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 Designated Admin (FSE)
P.S. 149	Baseline Footprint Allocation	21	7	1.50	1	0	2	3.00	2	0	0	0.00	24	7	2	1.50
P811M@M149	Baseline Footprint Allocation	12	4	0.00	0	3	0	1.50	0	0	1	0.00	12	7	1	0.00
SA - Harlem 1	Baseline Footprint Allocation	23	4	0.00	4	0	0	4.00	0	0	0	0.00	27	4	0	0.00
	Adjusted Baseline Allocation	23	4	0.00	2	0	0	2.00	0	0	0	0.00	25	4	0	0.00
SA - Harlem 4	Baseline Footprint Allocation	10	1	0.00	2	0	0	2.00	0	0	0	0.00	12	1	0	0.00
	Adjusted Baseline Allocation	10	1	0.00	1	1	0	1.50	0	0	0	0.00	11	2	0	0.00

In total:

- P.S. 149 will be allocated 24 full-size rooms, 7 half-size rooms, 2 quarter-size rooms and 1.50 FSE rooms of designed administrative space. As demonstrated in the table above, P.S. 149 will be allocated 2 full-size rooms in excess of its baseline footprint allocation.
- P811M@M149 will be allocated 12 full-size rooms, 7 half-size rooms, and 1 quarter-size room. As demonstrated in the table above, P811M@M149 will be allocated 1 quarter-size room in excess of its baseline footprint allocation.
- SA – Harlem 1 will be allocated 25 full-size rooms and 4 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 1 will receive the equivalent of 2 fewer full-size rooms for administrative use than its baseline footprint allocation.

- SA – Harlem 4 will be allocated 11 full-size rooms and 2 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 4 will receive the equivalent of 1 fewer half-size room for administrative use than its baseline footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half- Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half- Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half- Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
P.S. 149	24	7	2	1.50	24	7	2	1.50	0	0	0	0.00
P811M@M149	12	7	1	0.00	12	7	1	0.00	0	0	0	0.00
SA - Harlem 1	36	6	0	0.00	25	4	0	0.00	-11	-2	0	0.00
SA - Harlem 4	0	0	0	0.00	11	2	0	0.00	+11	+2	0	0.00

**2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in 2015-2016 SA – Harlem 4 will serve students in grades five through seven in M149/M207. Pursuant to a proposal that was approved by the PEP on June 19, 2013, the eighth grade of SA – Harlem 4 will be served in building M620 (“M620”) for the 2015-2016 school year only.<sup>15</sup> In 2015-2016, P811M@M149 will enroll one fewer section of students than it did in 2014-2015.

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

School	Grade Span	Projected Enrollment <sup>16</sup>	GE/ICT Sections	SC Sections
P.S. 149	K-8	381-471	19	5
P811M@M149	K-8	75-94	0	11
SA – Harlem 1	K-4	575-625	20	0
SA – Harlem 4	5-7	215-245	9	0

After the schools in M149/M207 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	1	0	1	0.00

The table below summarizes the full 2015-2016 room allocation plan for P.S. 149, P811M@M149, SA – Harlem 1, and SA – Harlem 4 based on their baseline and/or adjusted baseline Footprint allocations, plus excess space allocations. The DOE has allocated the excess space in M149/M207 so as not to disturb the current configuration and allocation of space for the existing schools in M149/M207.

SA – Harlem 1 will not receive certain administrative space that it would otherwise receive under the Footprint. SACS uses different programming assumptions than the Footprint and thus is able to operate within the proposed space allocation. SACS believes that because of these different assumptions, they can adequately operate and have the ability to continue to effectively deliver instruction in the space allocated in this BUP. As a result, the DOE has determined that the proposed space allocation is feasible.

<sup>15</sup> SA – Harlem 4 will begin serving eighth grade students in the 2015-2016 school year; however these students will not be served in M149/M207. Pursuant to a proposal that was approved by the PEP on June 19, 2013, the eighth grade of SA – Harlem 4 will be served in building M620 (“M620”) for the 2015-2016 school year only. The details of the proposal concerning the co-location of the eighth grade of SA – Harlem 4 in M620 for the 2015-2016 and school years can be found on the DOE’s Web site at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/June2013Proposals.htm>

<sup>16</sup> The DOE’s enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designated Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designated Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designated Admin (FSE)
P.S. 149	Baseline Footprint Allocation	22	7	1.50	1	0	2	3.00	1	0	0	0.00	24	7	2	1.50
P811M@M149	Baseline Footprint Allocation	11	4	0.00	0	3	0	1.50	0	0	1	0.00	11	7	1	0.00
SA - Harlem 1	Baseline Footprint Allocation	23	4	0.00	4	0	0	4.00	0	0	0	0.00	27	4	0	0.00
	Adjusted Baseline Allocation	23	4	0.00	2	0	0	2.00	0	0	0	0.00	25	4	0	0.00
SA - Harlem 4	Baseline Footprint Allocation	10	1	0.00	2	1	0	2.50	0	0	0	0.00	12	2	0	0.00

In total:

- P.S. 149 will be allocated 24 full-size rooms, 7 half-size rooms, 2 quarter-size rooms and 1.50 FSE rooms of designed administrative space. As demonstrated in the table above, P.S. 149 will be allocated 1 full-size room in excess of its baseline footprint allocation.
- P811M@M149 will be allocated 11 full-size rooms, 7 half-size rooms, and 1 quarter-size room. As demonstrated in the table above, P811M@M149 will be allocated 1 quarter-size room in excess of its adjusted baseline footprint allocation.
- SA – Harlem 1 will be allocated 25 full-size rooms and 4 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 1 will receive the equivalent of 2 fewer full-size rooms for administrative use than its baseline footprint allocation.

- SA – Harlem 4 will be allocated 12 full-size rooms and 2 half-size rooms.

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

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)
P.S. 149	24	7	2	1.50	24	7	2	1.50	0	0	0	0.00
P811M@M149	12	7	1	0.00	11	7	1	0.00	-1	0	0	0.00
SA - Harlem 1	25	4	0	0.00	25	4	0	0.00	0	0	0	0.00
SA - Harlem 4	11	2	0	0.00	12	2	0	0.00	+1	0	0	0.00

**2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in 2016-2017 SA – Harlem 4 will serve its full grade span of students in grades five through eight in M149/M207. In 2016-2017, P811M@M149 will enroll one fewer section of students than it did in 2015-2016.

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

School	Grade Span	Projected Enrollment <sup>17</sup>	GE/ICT Sections	SC Sections
P.S. 149	K-8	396-486	19	5
P811M@M149	K-8	70-88	0	10
SA – Harlem 1	K-4	575-625	20	0
SA – Harlem 4	5-8	300-340	12	0

After the schools in M149/M207 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	1	0	1	0.00

The table below summarizes the full 2016-2017 room allocation plan for P.S. 149, P811M@M149, SA – Harlem 1, and SA – Harlem 4 based on their baseline and/or adjusted baseline Footprint allocations, plus excess space allocations. The DOE has allocated the excess space in M149/M207 so as not to disturb the current configuration and allocation of space for the existing schools in M149/M207.

SA – Harlem 1 and SA – Harlem 4 will not receive certain administrative space that they would otherwise receive under the Footprint. SACS uses different programming assumptions than the Footprint and thus is able to operate within the proposed space allocation. SACS believes that because of these different assumptions, they can adequately operate and have the ability to continue to effectively deliver instruction in the space allocated in this BUP. As a result, the DOE has determined that the proposed space allocation is feasible.

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

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designated Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designated Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designated Admin (FSE)
P.S. 149	Baseline Footprint Allocation	22	7	1.50	1	0	2	3.00	1	0	0	0.00	24	7	2	1.50
P811M@M149	Baseline Footprint Allocation	10	4	0.00	0	3	0	1.50	0	0	1	0.00	10	7	1	0.00
SA - Harlem 1	Baseline Footprint Allocation	23	4	0.00	4	0	0	4.00	0	0	0	0.00	27	4	0	0.00
	Adjusted Baseline Allocation	23	4	0.00	1	0	0	1.00	0	0	0	0.00	24	4	0	0.00
SA - Harlem 4	Baseline Footprint Allocation	13	1	0.00	2	1	0	2.50	0	0	0	0.00	15	2	0	0.00
	Adjusted Baseline Allocation	13	1	0.00	1	1	0	1.50	0	0	0	0.00	14	2	0	0.00

In total:

- P.S. 149 will be allocated 24 full-size rooms, 7 half-size rooms, 2 quarter-size rooms and 1.50 FSE rooms of designed administrative space. As demonstrated in the table above, P.S. 149 will be allocated 1 full-size room in excess of its baseline footprint allocation.
- P811M@M149 will be allocated 10 full-size rooms, 7 half-size rooms, and 1 quarter-size room. As demonstrated in the table above, P811M@M149 will be allocated 1 quarter-size room in excess of its adjusted baseline footprint allocation.

- SA – Harlem 1 will be allocated 24 full-size rooms and 4 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 1 will receive the equivalent of 3 fewer full-size rooms for administrative use less than its baseline footprint allocation.
- SA – Harlem 4 will be allocated 14 full-size rooms and 2 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 4 will receive the equivalent of 1 fewer full-size room for administrative use than its baseline footprint allocation.

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

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)
P.S. 149	24	7	2	1.50	24	7	2	1.50	0	0	0	0.00
P811M@M149	11	7	1	0.00	10	7	1	0.00	-1	0	0	0.00
SA - Harlem 1	25	4	0	0.00	24	4	0	0.00	-1	0	0	0.00
SA - Harlem 4	12	2	0	0.00	14	2	0	0.00	+2	0	0	0.00

**2017-2018 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in 2017-2018 SA – Harlem 4 will serve students in grades five through eight. Although there will be no change in the number of sections served by SA Harlem 4 or P811M@M149 in 2017-2018, there will be a change in the number of sections served by P811M@M149 in the following year.

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

School	Grade Span	Projected Enrollment <sup>18</sup>	GE/ICT Sections	SC Sections
P.S. 149	K-8	416-506	20	5
P811M@M149	K-8	70-88	0	10
SA – Harlem 1	K-4	575-625	20	0
SA – Harlem 4	5-8	320-360	12	0

After the schools in M149/M207 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	1	0.00

The table below summarizes the full 2017-2018 room allocation plan for P.S. 149, P811M@M149, SA – Harlem 1, and SA – Harlem 4 based on their baseline and/or adjusted baseline Footprint allocations, plus excess space allocations. The DOE has allocated the excess space in M149/M207 so as not to disturb the current configuration and allocation of space for the existing schools in M149/M207.

SA – Harlem 1 and SA – Harlem 4 will not receive certain administrative space that they would otherwise receive under the Footprint. SACS uses different programming assumptions than the Footprint and thus is able to operate within the proposed space allocation. SACS believes that because of these different assumptions, they can adequately operate and have the ability to continue to effectively deliver instruction in the space allocated in this BUP. As a result, the DOE has determined that the proposed space allocation is feasible.

<sup>18</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designated Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designated Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designated Admin (FSE)
P.S. 149	Baseline Footprint Allocation	23	7	1.50	1	0	2	3.00	0	0	0	0.00	24	7	2	1.50
P811M@M149	Baseline Footprint Allocation	10	4	0.00	0	3	0	1.50	0	0	1	0.00	10	7	1	0.00
SA - Harlem 1	Baseline Footprint Allocation	23	4	0.00	4	0	0	4.00	0	0	0	0.00	27	4	0	0.00
	Adjusted Baseline Allocation	23	4	0.00	1	0	0	1.00	0	0	0	0.00	24	4	0	0.00
SA - Harlem 4	Baseline Footprint Allocation	13	1	0.00	2	2	0	3.00	0	0	0	0.00	15	3	0	0.00
	Adjusted Baseline Allocation	13	1	0.00	1	1	0	1.50	0	0	0	0.00	14	2	0	0.00

In total:

- P.S. 149 will be allocated 24 full-size rooms, 7 half-size rooms, 2 quarter-size room and 1.50 FSE rooms of designed administrative space.
- P811M@M149 will be allocated 10 full-size rooms, 7 half-size rooms, and 1 quarter-size room. As demonstrated in the table above, P811M@M149 will be allocated 1 quarter-size room in excess of its adjusted baseline footprint allocation.
- SA – Harlem 1 will be allocated 24 full-size rooms and 4 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 1 will receive the equivalent of 3 fewer full-size rooms for administrative use than its baseline footprint allocation.

- SA – Harlem 4 will be allocated 14 full-size rooms and 2 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 4 will receive the equivalent of 1.50 fewer rooms for administrative use than its baseline footprint allocation.

The room change is reflected below for the 2016-2017 school year to the 2017-2018 school year. As shown in the table below, the space allocations for P.S. 149, P811M@M149, SA – Harlem 1 and SA – Harlem 4 are proposed to remain the same in 2017-2018 as in 2016-2017.

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)
P.S. 149	24	7	2	1.50	24	7	2	1.50	0	0	0	0.00
P811M@M149	10	7	1	0.00	10	7	1	0.00	0	0	0	0.00
SA - Harlem 1	24	4	0	0.00	24	4	0	0.00	0	0	0	0.00
SA - Harlem 4	14	2	0	0.00	14	2	0	0.00	0	0	0	0.00

**2018-2019 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, in 2018-2019 SA – Harlem 4 will serve students in grades five through eight in M149/M207. Although there will be no change in the number of sections served by SA – Harlem 4 in 2018-2019, P811M@M149 will enroll one fewer section of students than it did in 2017-2018.

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

School	Grade Span	Projected Enrollment <sup>19</sup>	GE/ICT Sections	SC Sections
P.S. 149	K-8	421-511	20	5
P811M@M149	K-8	65-82	0	9
SA – Harlem 1	K-4	575-625	20	0
SA – Harlem 4	5-8	335-375	12	0

After the schools in M149/M207 have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2018-2019	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	0	0	1	0.00

The table below summarizes the full 2018-2019 room allocation plan for P.S. 149, P811M@M149, SA – Harlem 1, and SA – Harlem 4 based on their baseline and/or adjusted baseline Footprint allocations, plus excess space allocations. The DOE has allocated the excess space in M149/M207 so as not to disturb the current configuration and allocation of space for the existing schools in M149/M207.

SA – Harlem 1 and SA – Harlem 4 will not receive certain administrative space that they would otherwise receive under the Footprint. SACS uses different programming assumptions than the Footprint and thus is able to operate within the proposed space allocation. SACS believes that because of these different assumptions, they can adequately operate and have the ability to continue to effectively deliver instruction in the space allocated in this BUP. As a result, the DOE has determined that the proposed space allocation is feasible.

<sup>19</sup> The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2018-2019		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designated Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designated Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designated Admin (FSE)
P.S. 149	Baseline Footprint Allocation	23	7	1.50	1	0	2	3.00	0	0	0	0.00	24	7	2	1.50
P811M@M149	Baseline Footprint Allocation	9	4	0.00	0	3	0	1.50	0	0	1	0.00	9	7	1	0.00
SA - Harlem 1	Baseline Footprint Allocation	23	4	0.00	4	0	0	4.00	0	0	0	0.00	27	4	0	0.00
	Adjusted Baseline Allocation	23	4	0.00	1	0	0	1.00	0	0	0	0.00	24	4	0	0.00
SA - Harlem 4	Baseline Footprint Allocation	13	1	0.00	2	2	0	3.00	0	0	0	0.00	15	3	0	0.00
	Adjusted Baseline Allocation	13	1	0.00	2	1	0	2.50	0	0	0	0.00	15	2	0	0.00

In total:

- P.S. 149 will be allocated 24 full-size rooms, 7 half-size rooms, 2 quarter-size room and 1.50 FSE rooms of designed administrative space.
- P811M@M149 will be allocated 9 full-size rooms, 7 half-size rooms, and 1 quarter-size room. As demonstrated in the table above, P811M@M149 will be allocated 1 quarter-size room in excess of its adjusted baseline footprint allocation.
- SA – Harlem 1 will be allocated 24 full-size rooms and 4 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 1 will receive the equivalent of 3 fewer full-size rooms for administrative use than its baseline footprint allocation.

- SA – Harlem 4 will be allocated 15 full-size rooms and 2 half-size rooms. As demonstrated in the table above, due to the limited number of rooms in the building, SA – Harlem 4 will receive the equivalent of 1 fewer half-size room for administrative use than its baseline footprint allocation.

The room change is reflected below for the 2017-2018 school year to the 2018-2019 school year.

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)
P.S. 149	24	7	2	1.50	24	7	2	1.50	0	0	0	0.00
P811M@M149	10	7	1	0.00	9	7	1	0.00	-1	0	0	0.00
SA - Harlem 1	24	4	0	0.00	24	4	0	0.00	0	0	0	0.00
SA - Harlem 4	14	2	0	0.00	15	2	0	0.00	+1	0	0	0.00

### 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 M149/M207 during the first year of implementation of this proposal in 2014-2015, when SA – Harlem 4 will serve students in grades five through seven. 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, the Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (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 and end times of each school's school day (based in part on the Office of Pupil Transportation's bus schedule for a regular school day).<sup>20</sup> 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 the 2012 Campus Audit Template submitted by the Building Council.<sup>21</sup> The DOE has assigned times in each of the shared spaces to the co-located organizations in M149/M207 proportional to their enrollments or section count, as appropriate. In planning how the schools in M149/M207 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each shared space equitably. As noted, decisions regarding the use and allocation of shared spaces will be made collaboratively by all organizations through the Building Council.

#### **Cafeterias**

- There are two cafeterias in the M149/M207 buildings, Cafeteria 1 has the capacity to serve 440 students and Cafeteria 2 has the capacity to serve 369 students.
- 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 by the existing schools in M149/M207. Because each organization will be able to accommodate its students in one of the cafeterias within its proposed allocation of time, the DOE believes that the proposed schedule is equitable. In the proposed plan:

##### Cafeteria 1:

- SA – Harlem 1 has been allocated 30 minutes daily for breakfast from 7:15 a.m. – 7:45 a.m. and 120 minutes daily for lunch from 12:00 p.m. – 2:00 p.m. in cafeteria 1.
- P811M@M149 has been allocated 40 minutes daily for breakfast from 7:50 a.m. – 8:30 a.m. and 60 minutes daily for lunch from 11:00 a.m. – 12:00 p.m. in cafeteria 1.

##### Cafeteria 2:

- SA – Harlem 4 has been allocated 30 minutes daily for breakfast from 7:15 a.m. – 7:45 a.m. and 60 minutes daily for lunch from 12:30 p.m. – 1:30 p.m. in cafeteria 2.

<sup>20</sup> See DOE's Office of Pupil Transportation website at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<sup>21</sup> Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendent's Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

- P.S. 149 has been allocated 45 minutes daily for breakfast from 7:45 a.m. – 8:30 a.m. and 110 minutes daily for lunch from 10:40 a.m. – 12:30 p.m. in cafeteria 2.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M149/M207. SA – Harlem 1 and P811M@M149 will not be served during overlapping breakfast and lunch periods in cafeteria 1. P.S. 149 and SA – Harlem 4 students will not be served during overlapping breakfast and lunch periods in cafeteria 2.
- According to the 2012-2013 Campus Audit, the Building Council allocates time differently in the cafeterias and is free to revert to that practice.

## **Gymnasium, Library, Auditorium, and Playground**

### Gymnasium

- There is one gymnasium in M149/M207 that has the capacity to serve 360 students.
- The total time allocated to each organization in the gymnasium is primarily based upon each organization's current use of the gymnasium, projected enrollment, grade levels served by the existing schools in M149/M207, and the need to program the gymnasium in blocks of time sufficient for physical education instruction. In the proposed plan:
  - P811M@M149 has been allocated 60 minutes daily from 8:30 a.m. – 9:30 a.m. in the gymnasium.
  - P.S. 149 has been allocated 120 minutes daily from 9:30 a.m. – 11:30 a.m. in the gymnasium.
  - SA – Harlem 1 has been allocated 150 minutes daily from 11:30 a.m. – 2:00 p.m. in the gymnasium.
  - SA – Harlem 4 has been allocated 60 minutes daily from 2:00 p.m. – 3:00 p.m. in the gymnasium.
- According to the 2012-2013 Campus Audit, the Building Council allocates time differently in the gymnasium and is free to revert to that practice.

### Library

- The DOE proposes that time in the library be allocated to the schools in M149/M207 based on the relative projected enrollment and special needs of each school. Although SA – Harlem 1 and SA – Harlem 4 have overlapping periods in the library, SACS believes that it can program use of the space to meet the needs of each school. In addition, according to the 2012-2013 Campus Audit, SA – Harlem 1 conducts library sessions in its classrooms and does not require access to the shared library, thus they may continue to revert to this practice, freeing up time in the shared library for the other schools in M149/M207. In the proposed plan:
  - P.S. 149 has been allocated 135 minutes daily in the library from 8:45 a.m. – 11:00 a.m.
  - P811M@M149 has been allocated 60 minutes daily in the library from 11:00 a.m. – 12:00 p.m.
  - SA – Harlem 1 has been allocated 180 minutes daily in the library from 12:00 p.m. – 3:00 pm.
  - SA – Harlem 4 has been allocated 60 minutes daily in the library from 1:00 p.m. – 2:00 p.m.
- According to the 2012-2013 Campus Audit, the Building Council allocates time differently in the library and is free to revert to that practice.

Auditorium

- There is one auditorium in M149/M207 that has the capacity to serve 314 students.
- The total time allocated to each organization in the auditorium is primarily based upon each organization's current use of the auditorium, projected enrollment, capacity of the auditorium and grade levels served by the existing schools in M149/M207. Because each organization will be able to accommodate its students in the auditorium within its proposed allocation of time, the DOE believes that the proposed schedule is equitable. In the proposed plan:
  - SA – Harlem 4 has been allocated 60 minutes daily in the auditorium from 8:30 a.m. – 9:30 a.m.
  - SA – Harlem 1 has been allocated 150 minutes daily in the auditorium from 9:30 a.m. – 12:00 p.m.
  - P.S. 149 has been allocated 120 minutes daily in the auditorium from 12:00 p.m. – 2:00 p.m.
  - P811M@M149 has been allocated 60 minutes daily in the auditorium from 2:00 p.m. – 3:00 p.m.
- According to the 2012-2013 Campus Audit, the Building Council allocates time differently in the auditorium and is free to revert to that practice.

Playground

- There are two playgrounds outside of M149/M207, Playground 1 and Playground 2.
- The total time allocated to each organization in the playgrounds is primarily based upon each organization's current use of the playgrounds, projected enrollment, and grade levels served. Because each organization will be able to accommodate its students in the playgrounds within its proposed allocation of time and not be allocated overlapping times in each playground, the DOE believes that the proposed schedule is equitable. In the proposed plan:

Playground 1:

- P.S. 149 has been allocated 180 minutes daily from 9:00 a.m. to 12:00 p.m. on playground 1.
- P811M@M149 has been allocated 180 minutes daily from 12:00 p.m. – 3:00 p.m. on playground 1.

Playground 2:

- SA – Harlem 1 has been allocated 180 minutes daily from 9:00 a.m. – 12:00 p.m. on playground 2.
- 
- SA – Harlem 4 has been allocated 180 minutes daily from 12:00 p.m. – 3:00 p.m. on playground 2.

As noted in this BUP, the Building Council will address all requests to use any 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 SA – Harlem 4 is co-located in the building.

Where possible, the proposed schedule maintains schools' current allocation of time for each shared space. 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, based on the 2012-2013 Campus Audit Template submitted by the Building Council.

In 2014-2015, the DOE projects P.S. 149 will serve 361-451 students, P811M@M149 will serve 80-100 students, SA – Harlem 1 will serve 570-620 students, and SA – Harlem 4 will serve 180-210 students. Based on the Office of Pupil Transportation’s bus schedules for the start and end times of a regular school day, P.S. 149’s school day runs from approximately 8:30 a.m. to 2:50 p.m.; P811M@M149’s school day runs from approximately 8:10 a.m. to 4:30 p.m.; SA – Harlem 1’s school day is expected to run from approximately 7:45 a.m. to 4:30 p.m.; and SA – Harlem 4’s school day is expected to run from approximately 7:45 a.m. to 5:30 p.m.<sup>22</sup>

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

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria 1</b> (Capacity: 440)	<u>Breakfast</u> SA – Harlem 1 7:15 a.m. – 7:45 a.m.  <b>P811M@M149</b> 7:50 a.m. – 8:30 a.m.  <u>Lunch</u> SA – Harlem 1 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.	<u>Breakfast</u> SA – Harlem 1 7:15 a.m. – 7:45 a.m.  <b>P811M@M149</b> 7:50 a.m. – 8:30 a.m.  <u>Lunch</u> SA – Harlem 1 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.	<u>Breakfast</u> SA – Harlem 1 7:15 a.m. – 7:45 a.m.  <b>P811M@M149</b> 7:50 a.m. – 8:30 a.m.  <u>Lunch</u> SA – Harlem 1 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.	<u>Breakfast</u> SA – Harlem 1 7:15 a.m. – 7:45 a.m.  <b>P811M@M149</b> 7:50 a.m. – 8:30 a.m.  <u>Lunch</u> SA – Harlem 1 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.	<u>Breakfast</u> SA – Harlem 1 7:15 a.m. – 7:45 a.m.  <b>P811M@M149</b> 7:50 a.m. – 8:30 a.m.  <u>Lunch</u> SA – Harlem 1 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.
<b>Cafeteria 2</b> (Capacity: 369)	<u>Breakfast</u> SA – Harlem 4 7:15 a.m. – 7:45 a.m.  <b>P.S. 149</b> 7:45 a.m. – 8:30 a.m.  <u>Lunch</u> <b>P.S. 149</b> 10:40 a.m. – 12:30 p.m.  <b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.	<u>Breakfast</u> SA – Harlem 4 7:15 a.m. – 7:45 a.m.  <b>P.S. 149</b> 7:45 a.m. – 8:30 a.m.  <u>Lunch</u> <b>P.S. 149</b> 10:40 a.m. – 12:30 p.m.  <b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.	<u>Breakfast</u> SA – Harlem 4 7:15 a.m. – 7:45 a.m.  <b>P.S. 149</b> 7:45 a.m. – 8:30 a.m.  <u>Lunch</u> <b>P.S. 149</b> 10:40 a.m. – 12:30 p.m.  <b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.	<u>Breakfast</u> SA – Harlem 4 7:15 a.m. – 7:45 a.m.  <b>P.S. 149</b> 7:45 a.m. – 8:30 a.m.  <u>Lunch</u> <b>P.S. 149</b> 10:40 a.m. – 12:30 p.m.  <b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.	<u>Breakfast</u> SA – Harlem 4 7:15 a.m. – 7:45 a.m.  <b>P.S. 149</b> 7:45 a.m. – 8:30 a.m.  <u>Lunch</u> <b>P.S. 149</b> 10:40 a.m. – 12:30 p.m.  <b>SA – Harlem 4</b> 12:30 p.m. – 1:30 p.m.

<sup>22</sup> See DOE’s Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

<p><b>Gymnasium</b> (Capacity: 360)</p>	<p><b>P811M@M149</b> 8:30 a.m. – 9:30 a.m.  <b>P.S. 149</b> 9:30 a.m. – 11:30 a.m.  <b>SA – Harlem 1</b> 11:30 a.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>P811M@M149</b> 8:30 a.m. – 9:30 a.m.  <b>P.S. 149</b> 9:30 a.m. – 11:30 a.m.  <b>SA – Harlem 1</b> 11:30 a.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>P811M@M149</b> 8:30 a.m. – 9:30 a.m.  <b>P.S. 149</b> 9:30 a.m. – 11:30 a.m.  <b>SA – Harlem 1</b> 11:30 a.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>P811M@M149</b> 8:30 a.m. – 9:30 a.m.  <b>P.S. 149</b> 9:30 a.m. – 11:30 a.m.  <b>SA – Harlem 1</b> 11:30 a.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>P811M@M149</b> 8:30 a.m. – 9:30 a.m.  <b>P.S. 149</b> 9:30 a.m. – 11:30 a.m.  <b>SA – Harlem 1</b> 11:30 a.m. – 2:00 p.m.  <b>SA – Harlem 4</b> 2:00 p.m. – 3:00 p.m.</p>
<p><b>Library</b></p>	<p><b>P.S. 149</b> 8:45 a.m. – 11:00 a.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.  <b>SA – Harlem 1</b> 12:00 p.m. – 3:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.</p>	<p><b>P.S. 149</b> 8:45 a.m. – 11:00 a.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.  <b>SA – Harlem 1</b> 12:00 p.m. – 3:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.</p>	<p><b>P.S. 149</b> 8:45 a.m. – 11:00 a.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.  <b>SA – Harlem 1</b> 12:00 p.m. – 3:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.</p>	<p><b>P.S. 149</b> 8:45 a.m. – 11:00 a.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.  <b>SA – Harlem 1</b> 12:00 p.m. – 3:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.</p>	<p><b>P.S. 149</b> 8:45 a.m. – 11:00 a.m.  <b>P811M@M149</b> 11:00 a.m. – 12:00 p.m.  <b>SA – Harlem 1</b> 12:00 p.m. – 3:00 p.m.  <b>SA – Harlem 4</b> 1:00 p.m. – 2:00 p.m.</p>
<p><b>Auditorium</b> (Capacity: 314)</p>	<p><b>SA – Harlem 4</b> 8:30 a.m. – 9:30 a.m.  <b>SA – Harlem 1</b> 9:30 a.m. – 12:00 p.m.  <b>P.S. 149</b> 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 4</b> 8:30 a.m. – 9:30 a.m.  <b>SA – Harlem 1</b> 9:30 a.m. – 12:00 p.m.  <b>P.S. 149</b> 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 4</b> 8:30 a.m. – 9:30 a.m.  <b>SA – Harlem 1</b> 9:30 a.m. – 12:00 p.m.  <b>P.S. 149</b> 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 4</b> 8:30 a.m. – 9:30 a.m.  <b>SA – Harlem 1</b> 9:30 a.m. – 12:00 p.m.  <b>P.S. 149</b> 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 2:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 4</b> 8:30 a.m. – 9:30 a.m.  <b>SA – Harlem 1</b> 9:30 a.m. – 12:00 p.m.  <b>P.S. 149</b> 12:00 p.m. – 2:00 p.m.  <b>P811M@M149</b> 2:00 p.m. – 3:00 p.m.</p>
<p><b>Playground 1</b></p>	<p><b>P.S. 149</b> 9:00 a.m. – 12:00 p.m.  <b>P811M@M149</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>P.S. 149</b> 9:00 a.m. – 12:00 p.m.  <b>P811M@M149</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>P.S. 149</b> 9:00 a.m. – 12:00 p.m.  <b>P811M@M149</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>P.S. 149</b> 9:00 a.m. – 12:00 p.m.  <b>P811M@M149</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>P.S. 149</b> 9:00 a.m. – 12:00 p.m.  <b>P811M@M149</b> 12:00 p.m. – 3:00 p.m.</p>
<p><b>Playground 2</b></p>	<p><b>SA – Harlem 1</b> 9:00 a.m. – 12:00 p.m.  <b>SA – Harlem 4</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 1</b> 9:00 a.m. – 12:00 p.m.  <b>SA – Harlem 4</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 1</b> 9:00 a.m. – 12:00 p.m.  <b>SA – Harlem 4</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 1</b> 9:00 a.m. – 12:00 p.m.  <b>SA – Harlem 4</b> 12:00 p.m. – 3:00 p.m.</p>	<p><b>SA – Harlem 1</b> 9:00 a.m. – 12:00 p.m.  <b>SA – Harlem 4</b> 12:00 p.m. – 3:00 p.m.</p>

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designees of all other programs operating within the building; United Federation of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III, among others. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan that 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 SA – Harlem 4 will be part of the M149/M207 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA – Harlem 4 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 SA – Harlem 4 will be addressed on an ongoing basis. Moreover, the Safety Plan for the M149/M207 school building will be modified as appropriate to meet any changing security needs associated with the co-location. SA – Harlem 4 will enter information in the M149/M207 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 M149/M207 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2011,<sup>23</sup> 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 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 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 School Leadership Team 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.

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<sup>23</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."