

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 co-locate the kindergarten through fourth grades of Success Academy Charter School – New York 1 (84MTBD, "SA – New York 1"), a proposed new public charter elementary school, in building M520 ("M520") with district high school The Urban Assembly School for Emergency Management (02M135, "UA-EM") and district high school Murry Bergtraum High School for Business Careers (02M520, "Bergtraum"), beginning in the 2014-2015 school year. The DOE is concurrently but independently proposing to re-site UA-EM out of its current building, building M625, into M520 prior to the beginning of the 2014-2015 school year and Stephen T. Mather Building Arts & Craftsmanship High School (02M139, "Mather") out of its current building, M520, into another building also prior to the beginning of the 2014-2015 school year.

On March 11, 2013, the Panel for Educational Policy ("PEP") approved a proposal to site Stephen T. Mather Building Arts & Craftsmanship High School (02M139, "Mather") at M520 beginning in the 2013-2014 school year.¹ On March 11, 2013, the PEP also approved a proposal to site UA-EM in building M625 ("M625") beginning in the 2013-2014 school year.² As a result of facilities assessments that occurred after the PEP approved Mather's siting in M520, the United States National Park Service ("NPS"), Mather's industry partner, and the DOE determined that M520 is an inappropriate site for Mather because the building cannot accommodate the lab space that Mather's specialized curriculum requires. Building M625, on the other hand, is able to offer Mather the required lab space. This determination came too late in the year to propose the re-siting of Mather for the 2013-2014 school year. The DOE is therefore proposing to re-site Mather to M625 and UA-EM to M520 beginning with the 2014-2015 school year.³ UA-EM will receive its required standard lab space in M520. Re-siting UA-EM to M520 and re-siting Mather to M625 will ensure that both schools are located in facilities that can support their respective instructional needs.

For the purposes of this proposal, it is assumed that these re-siting proposals will be approved. If they are not approved, the DOE will amend this co-location proposal as appropriate. M520 is located at 411 Pearl Street, Manhattan, New York 10038, within the geographical confines of Community School District 2 ("District 2"). If this proposal is approved, SA – New York 1 will open in the 2014-2015 school year serving 150 - 210 students in kindergarten and first grade and will add one grade each year until it reaches full scale serving students in kindergarten through fourth grade in the 2017-2018 school year. SA – New York 1 is projected to reach stable enrollment in the 2018-2019 school year, when it is expected to serve 450 - 600 students in kindergarten through fourth grade.

Bergtraum is an existing district high school serving students in grades nine through twelve that admits students through the Citywide High School Admissions Process. The DOE is planning to reduce enrollment at Bergtraum by approximately 400 - 450 students over a period of four years beginning in September 2014. By 2017-2018, enrollment at Bergtraum will stabilize at a new, lower level so that the school will serve 1,055 - 1,095 students in ninth through twelfth grades. This enrollment reduction will take place regardless of whether the proposals to re-site Mather to M625, to re-site UA-EM into M520, and to co-locate SA – New York 1 in M520 are approved. The enrollment reduction is intended to provide an opportunity for Bergtraum to improve its performance by narrowing its focus to a smaller number of students and also to allow for new school options to develop in building M520.

If this proposal is approved, SA – New York 1 will be co-located in M520 with UA-EM and Bergtraum. UA-EM is an existing district high school that opened for the 2013-2014 school year in M625, located at 439 West 49th Street, Manhattan, NY 10019. It will offer a rigorous academic program with a career and technical education component that prepares students for post-secondary education and work. UA-EM will move from M625 prior to the beginning of its second year of operation, the 2014-2015 school year, into M520 and will continue to add one grade per year until it reaches full scale and serves students in grades nine through twelve in the 2016-2017 school year.

SA – New York 1 has submitted a preliminary application for charter authorization from the State University of New York Trustees ("SUNY") to serve students in kindergarten through fifth grades. This proposal deals only with the kindergarten through fourth grades of SA – New York 1. Any future proposal to co-locate additional grade levels of SA – New York 1 would be addressed in a separate Education Impact Statement ("EIS") subject to another vote by the PEP. The proposal to open and co-locate SA – New York 1 in M520 described in the attached EIS is contingent upon SUNY's approval of SA – New York 1's application for charter authorization. Only SUNY has the authority to approve or deny SA – New York 1's application for charter authorization. If SUNY does not approve SA – New York 1's charter application, this proposal will be withdrawn. Should SUNY deny SA – New York 1's application, the DOE may propose an alternate use of space in M520 that involves a significant change in school utilization, which would be the subject of a future EIS in accordance with Chancellor's Regulation A-190. For the purposes of this proposal, it is assumed that SUNY will approve SA – New York 1's application.

¹ That proposal is available at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

² That proposal is available at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Mar112013Proposals.htm>.

³ That proposal is available at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2013-2014/Oct15SchoolProposals>

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space among Bergtraum, Mather (while it is still located in M520), UA-EM and SA – New York 1. The following plan also includes a proposal for the collaborative usage of shared resources and spaces among Bergtraum, UA-EM and SA – New York 1, including but not limited to cafeterias, libraries, gymnasiums and recreational areas, which assures equitable access to such facilities. If a school’s baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making among the co-located schools, and a description of the shared space committee are also included. Please refer to the EIS to which this plan is attached for further information about the proposed co-location.

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

METHODOLOGY

The DOE has applied the DOE Instructional Footprint (“Footprint”) to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.⁴

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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

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

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

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

⁴ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: <http://schools.nyc.gov/community/planning/changes/default.htm> under “Key Documents.”

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

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

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on April 18, 2013 by the Manhattan Director of Space Planning, building M520 has a total of 89 full-size ("FS") classrooms/spaces including two science labs and six demo rooms,⁵ 19 half-size ("HS") classrooms/spaces,⁶ 9 quarter-size ("QS") spaces,⁷ and 17.0 full-size equivalent ("FSE") rooms of designed administrative office/space ("DA"). M520 also contains one gymnasium that has a divider, one exercise room, an auditorium, a cafeteria and a library.

The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The nurse's office occupies 1.0 FSE of designed administrative space.
- A Community-based Organization ("CBO"), Harlem Educational Center, occupies 1.0 FSE of designed administrative space.
- A second CBO, Young Women's Christian Association ("YWCA"), occupies 1 full-size space and 0.5 FSE of designed administrative space.
- A third CBO, SPARK, occupies 1 half-size space.
- The custodian's office occupies 2 quarter-size spaces.
- The School Based Support Team ("SBST") occupies 1.0 FSE of designed administrative space.
- The teacher's cafeteria occupies 1 full-size space.
- School safety occupies 1 full-size room and 1 quarter-size room.
- The United Federation of Teachers ("UFT") office occupies 1 quarter size room and 1.0 FSE of designed administrative space.
- The two science labs occupy 1 full-size space each.
- The Student Governing Council occupies 0.5 FSE of designed administrative space.
- Additionally, a new school-based health clinic is anticipated to occupy 2 half-size spaces and 1.0 FSE of designed administrative space.

Excluding the spaces outlined above, the M520 building has a total of 84 full-size classrooms, 16 half-size classrooms/spaces, 5 quarter-size spaces and 11.0 FSE of designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	DA (FSE)
Building Grand TOTAL	89	19	9	17.0
SHARED SPACES or Building Services	5	3	4	6.0
Remaining Total to Be Allocated	84	16	5	11.0

2013-2014 (CURRENT YEAR)

⁵ Full-size classrooms have an area of 500 square feet or more.

⁶ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁷ Quarter-size classrooms have an area of less than or equal to 239 square feet.

The 2013-2014 school year is Mather's first year of operation; it will serve students in ninth grade in M520. This will be the school's first and only year in M520.

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

2013-2014	Grade Spans	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
Bergtraum	9-12	1,506	53	9
Mather	9	108	4	0

Bergtraum is projected to serve students in 9 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms adequate for self-contained instruction, Bergtraum's baseline allocation has been adjusted to include 8 additional full-size rooms in lieu of half-size rooms.

After Bergtraum and Mather have received their respective baseline and adjusted baseline allocations of rooms, the following spaces will remain unallocated:

2013-2014	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline Allocation	18	0	5	1.0

The excess space will be allocated among the schools based on the relative enrollments of each of those schools with considerations for contiguous space.

The table below summarizes the full 2013-2014 room allocation plan for Bergtraum and Mather based on their baseline and adjusted baseline Footprint allocations plus excess space allocations.

2013-2014		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Bergtraum	Baseline Footprint Allocation	53	22	11.0	0	0	0	11.0	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	61	14	10.5		1		11.0	-	-	-	-	-	-	-	-

⁸ All figures are from the 2013-2014 Budget Register Projections. Significant changes in enrollment could result in an amendment to this plan.

	Current Space Allocation	61	14	10.5		1		11.0	17		4		78	15	4	10.5
Mather	Baseline Footprint Allocation	4	1	0.5	1	0	0	1.5	-	-	-	-	-	-	-	-
	Current Space Allocation	4	1	0.5	1	0	0	1.50	1	0	1	0.0	6	1	1	0.5

In total, Bergtraum will be allocated 78 full-size rooms, 15 half-size rooms, 4 quarter-size rooms and the full-size equivalent of 10.5 designed administrative spaces. Bergtraum is allocated 17 full-size rooms and 4 quarter-size rooms in excess of its adjusted baseline footprint allocation. Mather will be allocated 6 full-size rooms, 1 half-size room, 1 quarter-size room and 0.5 FSE designed administrative space. Mather is allocated 1 full-size room and 1 quarter-size room in excess of its baseline footprint allocation.

2014-2015 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

In the 2014-2015 school year, Bergtraum will begin its enrollment reduction. Mather will move out of M520 and UA-EM will move into M520, serving students in ninth through tenth grade. UA-EM's baseline allocation in this and all future years includes dedicated CTE lab space for use in its CTE programs.

If this proposal is approved, SA – New York 1 will open to serve students in kindergarten through first grade.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2014-2015, if this proposal and the related re-siting proposals are approved.

2014-2015	Grade Span	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
Bergtraum	9-12	1,380-1,420	50	8
UA-EM	9-10	210-230	8	0
SA – New York 1	K-1	150-210	7	0

Bergtraum is projected to serve students in 8 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for self-contained instruction, Bergtraum's baseline allocation has been adjusted to include 7 additional full-size rooms in lieu of half-size rooms.

After Bergtraum, UA-EM and SA – New York 1 have received their respective baseline and adjusted baseline allocations of rooms, the following spaces will remain unallocated:

2014-2015	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline Allocation	7	0	5	0.00

The excess space will be allocated among the schools based on the relative enrollment of each school with considerations for contiguous space.

The table below summarizes the full 2014-2015 room allocation plan for Bergtraum, UA-EM and SA – New York 1 based on their baseline and adjusted baseline Footprint allocations plus the excess space allocations.

2014-2015	Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
	Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designated Admin (FSE)	
Bergtraum	Baseline Footprint Allocation	50	20	10.5	0	0	0	10.5	-	-	-	-	-	-	-	-

⁹ The DOE's enrollment figures are based on projections. Charter projections are based on enrollment in the charter application. Significant changes in enrollment could result in an amendment to this plan.

Adjusted Footprint Allocation	57	13	10.0		1		10.5	6	0	4	0	63	14	4	10.0
UA-EM Baseline Footprint Allocation	8	1	1.0	1	0	0	2.0	1	-	-	-	10	1	0	1.0
SA – New York 1 Baseline Footprint Allocation	9	1	0.0	2	0	0	2.0	-	-	1	-	11	1	1	0.0

In total, Bergtraum will be allocated 63 full-size spaces, 14 half-size spaces, 4 quarter-size spaces and 10.0 FSE designed administrative spaces. Bergtraum is allocated 6 full-size rooms and 4 quarter-size rooms in excess of its adjusted baseline footprint allocation. UA-EM will be allocated 10 full-size spaces, 1 half-size space and 1.0 FSE designed administrative space. UA-EM is allocated 1 full-size room in excess of its baseline footprint allocation. SA – New York 1 will be allocated 11 full-size spaces, 1 half-size space and 1 quarter-size space. SA – New York 1 is allocated 1 quarter-size room in excess of its baseline footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Bergtraum	78	15	4	10.5	63	14	4	10	-15	-1	0	-0.5
Mather	6	1	1	0.5	0	0	0	0.0	-6	-1	-1	-0.5
UA-EM	0	0	0	0.0	10	1	0	1.0	+10	+1	0	+1.0
SA – New York 1	0	0	0	0.0	11	1	1	0.0	+11	+1	+1	0.0

2015-2016 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

In the 2015-2016 school year, Bergtraum will continue its enrollment reduction. UA-EM will serve students in ninth through eleventh grade.

If this proposal is approved, SA – New York 1 will serve students in kindergarten through second grade.

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

2015-2016	Grade Span	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
Bergtraum	9-12	1,270-1,310	46	8
UA-EM	9-11	315-345	12	0
SA – New York 1	K-2	190-250	10	0

Bergtraum is projected to serve students in 8 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for self-contained instruction, Bergtraum's baseline allocation has been adjusted to include 6 additional full-size rooms in lieu of half-size rooms.

Typically, as per the Footprint, resource rooms are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms, SA – New York 1's baseline allocation has been adjusted to include 1 additional full-size room in lieu of a half-size room for resource space.

After Bergtraum, UA-EM, and SA – New York 1 have received their respective baseline and adjusted baseline allocations of rooms, the following spaces will remain unallocated:

2015-2016	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline Allocation	2	0	5	0.5

The excess space will be allocated among the schools based on the relative enrollment of each school with considerations for contiguous space.

The table below summarizes the full 2015-2016 room allocation plan for Bergtraum, UA-EM and SA – New York 1 based on their baseline and adjusted Footprint allocations plus the excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)
Bergtr aum	Baseline Footprint Allocation	46	19	10.0	0	0	0	10.0	-	-	-	-	-	-	-	-

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

	Adjusted Footprint Allocation	52	13	7.5	2	1		10.0	2	0	4	0	56	14	4	7.5
UA-EM Baseline Footprint Allocation		12	1	1.0	2	0	0	3.0	-	-	-	0.5	14	1	0	1.5
SA - New York 1	Baseline Footprint Allocation	13	1	2.5	0	0	0	2.5	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	14	0	2.0	0	1	0	2.5	-	-	1	-	14	1	1	2.0

In total, Bergtraum will be allocated 56 full-size spaces, 14 half-size spaces, 4 quarter-size spaces and 7.5 FSE designed administrative spaces. Bergtraum will be allocated 2 full-size and 4 quarter-size spaces in excess of its adjusted baseline. UA-EM will be allocated 14 full-size spaces, 1 half-size space and 1.5 FSE designed administrative spaces. UA-EM will be allocated 0.5 full-size equivalent administrative spaces in excess of its baseline. SA - New York 1 will be allocated 14 full-size spaces, 1 half-size space, 1 quarter-size space and 2.0 FSE designed administrative spaces. SA - New York 1 will be allocated 1 quarter size space in excess of its adjusted baseline.

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Bergtraum	63	14	4	10.00	56	14	4	7.50	-7	0	0	-2.5
UA-EM	10	1	0	1.0	14	1	0	1.5	+4	0	0	+0.5
SA - New York 1	11	1	1	0.0	14	1	1	2.0	+3	0	0	+2.0

2016-2017 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

In the 2016-2017 school year, Bergtraum will continue its enrollment reduction. UA-EM will complete its phase-in to serve students in ninth through twelfth grade.

If this proposal is approved, SA – New York 1 will serve students in kindergarten through third grade.

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

2016-2017	Grade Span	Projected Enrollment ¹¹	GE/ICT Sections	SC Sections
Bergtraum	9-12	1,160-1,200	42	7
UA-EM	9-12	420-460	16	0
SA – New York 1	K-3	330-450	15	0

Bergtraum is projected to serve students in 7 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for self-contained instruction, Bergtraum's baseline allocation has been adjusted to include 5 additional full-size rooms in lieu of half-size rooms.

Typically, as per the Footprint, resource rooms are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for SA – New York 1's resource allocation, SA – New York 1's baseline allocation has been adjusted to include 1 additional full-size room in lieu of a half-size room.

After Bergtraum, UA-EM and SA – New York 1 have received their respective baseline or adjusted baseline allocations of rooms, the following spaces will remain unallocated:

2016-2017	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline Allocation	0	0	1	0.0

The excess space will be allocated among the schools based on the relative enrollment of each school with considerations for contiguous space.

The table below summarizes the full 2016-2017 room allocation plan for Bergtraum, UA-EM and SA – New York 1 based on their baseline and adjusted Footprint allocations plus the excess space allocations.

2016-2017	Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
	Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)

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

Bergtraum	Baseline Footprint Allocation	42	17	8.0	0	0	0	8.0	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	47	12	6.5	0	1	4	8.00	0	0	0	0	47	13	4	6.50
UA-EM Baseline Footprint Allocation		16	1	1.5	2	0	0	3.5	0	0	0	0	18	1	0	1.5
SA – New York 1	Baseline Footprint Allocation	18	3	3.0	-	-	-	3.0	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	19	2	3.0	0	0	0	3.00	0	0	1	0	19	2	1	3.0

In total, Bergtraum will be allocated 47 full-size spaces, 13 half-size spaces, 4 quarter-size spaces and 6.5 FSE designed administrative spaces. UA-EM will be allocated 18 full-size spaces, 1 half-size space and 1.5 FSE designed administrative spaces. SA – New York 1 will be allocated 19 full-size spaces, 2 half-size spaces, 1 quarter-size space and 3.0 FSE designed administrative spaces. SA – New York 1 will receive 1 quarter-size space in excess of its baseline allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Bergtraum	56	14	4	7.5	47	13	4	6.5	-9	-1	0	-1.0
UA-EM	14	1	0	1.5	18	1	0	1.5	+4	0	0	0.0
SA – New York 1	14	1	1	2.0	19	2	1	3.0	+5	1	0	+1.0

2017-2018 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

In the 2017-2018 school year, Bergtraum will complete its enrollment reduction. UA-EM will continue to serve students in ninth through twelfth grade.

If this proposal is approved, SA – New York 1 will complete its phase-in to serve students in kindergarten through fourth grade.

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

2017-2018	Grade Span	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
Bergtraum	9-12	1,055-1,095	39	6
UA-EM	9-12	420-460	16	0
SA – New York 1	K-4	420-570	18	0

Bergtraum is projected to serve students in 6 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for self-contained instruction, Bergtraum's baseline allocation has been adjusted to include 3 additional full-size rooms in lieu of half-size rooms.

Typically, as per the Footprint, resource rooms are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for SA – New York 1's resource allocation, SA – New York 1's baseline allocation has been adjusted to include 1 additional full-size room in lieu of a half-size room.

After Bergtraum, UA-EM and SA – New York 1 have received their respective adjusted and baseline allocations of rooms, the following spaces will remain unallocated:

2017-2018	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline Allocation	0	0	5	0.0

The excess space will be allocated among the schools based on the relative enrollment of each school with considerations for contiguous space.

The table below summarizes the full 2017-2018 room allocation plan for Bergtraum, UA-EM and SA – New York 1 based on their baseline and adjusted baseline Footprint allocations plus the excess space allocations.

2017-2018		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms		Quarter-size Rooms	Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designated Admin (FSE)
Bergtraum	Baseline Footprint Allocation	39	15	8.0	0	0	0	8.0	-	-	-	-	-	-	-	-

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

	Adjusted Footprint Allocation	42	12	6.50	1	1		8.00			4		43	13	4	6.50
UA-EM Baseline Footprint Allocation		16	1	1.5	2	0	0	3.5	0	0	0	0	18	1	0	1.5
SA – New York 1	Baseline Footprint Allocation	21	3	4.0	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	22	2	3.00	1	0	0	4.0	0	0	1	0	23	2	1	3.00

In total, Bergtraum will be allocated 43 full-size spaces, 13 half-size spaces, 4 quarter-size spaces and 6.5 FSE designed administrative spaces. Bergtraum will be allocated 4 quarter-size rooms in excess of its adjusted baseline allocation. UA-EM will be allocated 18 full-size spaces, 1 half-size space and 1.5 FSE designed administrative spaces. SA – New York 1 will be allocated 23 full-size spaces, 2 half-size spaces, 1 quarter-size space and 3.0 FSE designed administrative spaces. SA – New York 1 will be allocated 1 quarter-size room in excess of its baseline allocation.

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Bergtraum	47	13	4	6.50	43	13	4	6.50	-4	0	0	0.0
UA-EM	18	1	0	1.5	18	1	0	1.5	0	0	0	0.0
SA – New York 1	19	2	1	3.00	23	2	1	3.00	+4	0	0	0.0

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

Both Bergtraum and UA-EM will serve students in ninth through twelfth grades.

If this proposal is approved, SA – New York 1 will serve students in kindergarten through fourth grade and will reach its planned, stable enrollment level.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2018-19, if this proposal is approved.

2018-2019	Grade Span	Projected Enrollment ¹³	GE/ICT Sections	SC Sections
Bergtraum	9-12	1,055-1,095	39	6
UA-EM	9-12	420-460	16	0
SA – New York 1	K-4	450-600	20	0

Bergtraum is projected to serve students in 6 self-contained special education classes. Typically, as per the Footprint, self-contained special education classes are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for self-contained instruction, Bergtraum's baseline allocation has been adjusted to include 3 additional full-size rooms in lieu of half-size rooms.

Typically, as per the Footprint, resource rooms are accommodated in half-size rooms. In this case, due to an insufficient number of half-size rooms for SA – New York 1's resource allocation, SA – New York 1's baseline allocation has been adjusted to include 1 additional full-size room in lieu of a half-size room.

SA – New York 1 is anticipated to operate under footprint by 0.75 FSE designed administrative space. The school will receive its baseline allocation of instructional rooms. SA – New York 1 believes that it can adequately operate within the space allocated in this Building Utilization Plan ("BUP") because it uses different space programming assumptions than the Footprint. SA – New York 1 believes it has the ability to effectively deliver instruction in the space allocated by this BUP. As a result, the DOE has concluded that the proposed space allocation is feasible.

After Bergtraum, UA-EM and SA – New York 1 have received their respective baseline and adjusted baseline allocations of rooms, there will be no excess space anticipated in M520.

2018-2019	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	DA (FSE)
Space In Excess of Baseline Allocation	0	0	0	0.00

The table below summarizes the full 2018-2019 room allocation plan for Bergtraum, UA-EM and SA – New York 1 based on their baseline and adjusted baseline Footprint allocations plus the excess space allocations.

2018-2019	Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation					
	Full-size Rooms	Half-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms		Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Rooms	Additional Designed Admin (FSE)	Total Full-size Rooms	Total Half-size Rooms	Total Quarter-size Rooms	Total Designed Admin (FSE)		

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

Bergtraum	Baseline Footprint Allocation	39	15	8.00	0	0	0	8.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	42	12	6.50	0	1	4	8.00	0	0	0	0	42	13	4	6.5
UA-EM Baseline Footprint Allocation		16	1	1.50	2	0	0	3.50	0	0	0	0	18	1	0	1.5
SA – New York 1	Baseline Footprint Allocation	23	3	4.00	-	-	-	4.00	-	-	-	-	-	-	-	-
	Adjusted Footprint Allocation	24	2	3.00	0	0	1	3.25	0	0	0	0	24	2	1	3.0

In total, Bergtraum will be allocated 42 full-size spaces, 13 half-size spaces, 4 quarter-size spaces and 6.5 FSE designed administrative spaces. UA-EM will be allocated 18 full-size spaces, 1 half-size space and 1.5 FSE designed administrative spaces. SA – New York 1 will be allocated 24 full-size spaces, 2 half-size spaces, 1 quarter-size space and 3.0 FSE designed administrative spaces.

The room change between the 2017-2018 school year and the 2018-2019 school year is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2018-2019 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Bergtraum	43	13	4	6.50	42	13	4	6.50	-1	0	0	0.0
UA-EM	18	1	0	1.5	18	1	0	1.5	0	0	0	0.0
SA – New York 1	23	2	1	3.00	24	2	1	3.00	+1	0	0	0.0

Shared Space Plan: The 2014-2015 School Year

A proposed shared space plan for the first year of implementation, the 2014-2015 school year, is below. The final shared space plan that will govern the 2014-2015 school year will be determined by the Building Council of M520 prior to the start of the 2014-2015 school year.

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 M520.

The final shared space schedule will be collaboratively drafted by the Building Council if this proposal is approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the projected enrollments of all schools in the M520 building and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council agrees on the final Shared Space Plans collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>.)

The below proposed schedules are based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of each school's school day (based in part on the Office of Pupil Transportation's bus schedule for a regular school day).¹⁴

In planning how Bergtraum, UA-EM and SA – New York 1 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.

Cafeteria:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, and the 2012-2013 M520 bell schedule for lunch. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The capacity of the cafeteria is 598.
- In the proposed plan below, Bergtraum receives 40 minutes for breakfast and 2 hours and 29 minutes for lunch daily. UA-EM receives 30 minutes for breakfast and 33 minutes for lunch daily. SA – New York 1 receives 20 minutes for breakfast daily and 33 minutes for lunch. The DOE notes that traditionally, not all students at M520 have participated in the breakfast program. The DOE believes that this allocation is equitable, since all students in schools current and proposed for M520 will be able to receive an equivalent lunch period.
- The Building Council is free to deviate from the proposed shared space plan and develop an alternative plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

¹⁴ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Gymnasium, Library, Auditorium, and Science Labs

Gymnasium and Exercise Room

- M520 contains one gymnasium that can be split by a divider.¹⁵ M520 also contains an exercise room.
- The gymnasium has a total capacity of 800.
- The allocations in the proposed schedule below are approximately proportional to school enrollment. In the proposed plan, Bergtraum is allocated 6 hours in the gymnasium and 6 hours in the exercise room on Monday, Tuesday, Thursday and Friday. On Wednesdays, when Bergtraum has a shortened school day, Bergtraum receives 4 hours and 35 minutes in the gymnasium and 4 hours and 35 minutes in the exercise room. UA-EM receives 30 minutes in the gymnasium and 30 minutes in the exercise room on Monday, Tuesday, Thursday and Friday. On Wednesdays, UA-EM receives 1 hour and 55 minutes in the gymnasium and 1 hours and 55 minutes in the exercise room. SA – New York 1 receives 1 hour and 15 minutes in the gymnasium daily. Since the exercise room is a weight room designed for use by high school students, SA – New York 1 is not allocated any time in the exercise room in the proposed shared space plan below. The school has been allocated additional time in the gymnasium instead. Thus, all schools have proportional allocations based on projected enrollment in aggregate.
- The Building Council is free to deviate from the proposed 2014-2015 Shared Space Plan and may develop an alternative plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Library

- The allocations in the proposed schedule below are approximately proportional to school enrollment. Bergtraum is allocated 6 hours and 20 minutes in the library on Monday, Tuesday, Thursday and Friday. On Wednesdays Bergtraum is allocated 4 hours and 55 minutes. UA-EM is allocated 40 minutes in the library on Monday, Tuesday, Thursday and Friday. On Wednesdays UA-EM is allocated 2 hours and 5 minutes. SA – New York 1 is allocated 50 minutes in the library daily.
- The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- The DOE proposes in the schedule below that time in the auditorium be allocated loosely based on the projected enrollment of each school to better facilitate future as-needed scheduling.
- The capacity of the auditorium is 858.
- Bergtraum is allocated 6 hours and 35 minutes in the auditorium on Monday, Tuesday, Thursday and Friday. On Wednesdays Bergtraum is allocated 5 hours and 43 minutes. UA-EM is allocated 1 hour in the auditorium on Monday, Tuesday, Thursday and Friday. On Wednesdays UA-EM is allocated 50 minutes. SA – New York 1 is allocated 55 minutes in the library daily.
- The Building Council is free to deviate from the proposed shared space plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

¹⁵ The Office of Space Planning anticipates that the divider will be upgraded in the coming years.

Science Labs

- The DOE proposes in the 2014-2015 schedule below that time in the two science labs be allocated to UA-EM and Bergtraum based on the relative projected enrollment for each school, but that the Building Council continue to decide the final shared plan. Elementary schools use other instructional spaces for science instruction. Therefore, SA – New York 1 is not allocated any time in the science labs.
- The allocations in the proposed schedule below are approximately proportional to school enrollment. Bergtraum receives 5 hours and 44 minutes in each science lab on Monday, Tuesday, Thursday and Friday for a total of 11 hours and 28 minutes daily. On Wednesdays Bergtraum receives 4 hours and 20 minutes in each science lab for a total of 8 hours and 40 minutes. UA-EM receives 1 hour in each science lab daily, for a total of 2 hours.
- The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

After-School Programs

- The DOE notes that currently the shared spaces are used during after-school hours by community-based organizations and school athletic teams. The Building Council should allocate this space as needed for after-school programs. The Building Council is empowered to make additional and alternative allocations, as with all shared space plan times.
- The proposed schedule below does not allocate time past 4:30 p.m. in order to facilitate future as-need scheduling by schools.
- The DOE notes that Bergtraum, UA-EM and SA - New York 1 intend to offer after-school activities during the week and that any school in M520 that chooses to offer extended day or after-school programming will have to manage scheduling of shared spaces. The Building Council will address any requests for the use of shared spaces after school hours and will resolve all conflicts using the dispute resolution procedures mentioned above.

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Bergtraum's Monday, Tuesday, Thursday and Friday school day is expected to run from approximately 7:55 a.m. to 3:00 p.m. and on Wednesdays Bergtraum's school day is expected to run from 7:55 a.m. to 1:35 p.m. Based on the 2013-2014 High School Directory, UA-EM's school day is expected to run from 9:00 a.m. to 4:00 p.m.¹⁶ SA - New York 1's school day is anticipated to run from approximately 7:45 a.m. to 4:30 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 shared spaces in the building.

¹⁶ The 2013-2014 High School Directory is available at: http://schools.nyc.gov/NR/rdonlyres/71EE8502-DBDF-4D62-94EE-DB9421EB07CE/0/ManhattanSchools_2013.pdf

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 598)	<p>Breakfast SA – New York 1 7:00 a.m. – 7:20 a.m. Bergtraum 7:20 a.m. – 8:00 a.m. UA-EM 8:30 a.m. – 9:00 a.m.</p> <p>Lunch SA – New York 1 10:43 a.m. - 11:16 a.m. Bergtraum 11:16 a.m. – 1:45 p.m. UA-EM 1:45 p.m. – 2:18 p.m.</p>	<p>Breakfast SA – New York 1 7:00 a.m. – 7:20 a.m. Bergtraum 7:20 a.m. – 8:00 a.m. UA-EM 8:30 a.m. – 9:00 a.m.</p> <p>Lunch SA – New York 1 10:43 a.m. - 11:16 a.m. Bergtraum 11:16 a.m. – 1:45 p.m. UA-EM 1:45 p.m. – 2:18 p.m.</p>	<p>Breakfast SA – New York 1 7:00 a.m. – 7:20 a.m. Bergtraum 7:20 a.m. – 8:00 a.m. UA-EM 8:30 a.m. – 9:00 a.m.</p> <p>Lunch SA – New York 1 10:43 a.m. - 11:16 a.m. Bergtraum 11:16 a.m. – 1:45 p.m. UA-EM 1:45 p.m. – 2:18 p.m.</p>	<p>Breakfast SA – New York 1 7:00 a.m. – 7:20 a.m. Bergtraum 7:20 a.m. – 8:00 a.m. UA-EM 8:30 a.m. – 9:00 a.m.</p> <p>Lunch SA – New York 1 10:43 a.m. - 11:16 a.m. Bergtraum 11:16 a.m. – 1:45 p.m. UA-EM 1:45 p.m. – 2:18 p.m.</p>	<p>Breakfast SA – New York 1 7:00 a.m. – 7:20 a.m. Bergtraum 7:20 a.m. – 8:00 a.m. UA-EM 8:30 a.m. – 9:00 a.m.</p> <p>Lunch SA – New York 1 10:43 a.m. - 11:16 a.m. Bergtraum 11:16 a.m. – 1:45 p.m. UA-EM 1:45 p.m. – 2:18 p.m.</p>
Gymnasium (Capacity: 800)	<p>Bergtraum 8:00 a.m. – 2:00 p.m. UA-EM 2:00 p.m. – 2:30 p.m. SA – New York 1 2:30 p.m. – 3:45 p.m.</p>	<p>Bergtraum 8:00 a.m. – 2:00 p.m. UA-EM 2:00 p.m. – 2:30 p.m. SA – New York 1 2:30 p.m. – 3:45 p.m.</p>	<p>Bergtraum 8:00 a.m. – 12:35 p.m. UA-EM 12:35 p.m. – 2:30 p.m. SA – New York 1 2:30 p.m. – 3:45 p.m.</p>	<p>Bergtraum 8:00 a.m. – 2:00 p.m. UA-EM 2:00 p.m. – 2:30 p.m. SA – New York 1 2:30 p.m. – 3:45 p.m.</p>	<p>Bergtraum 8:00 a.m. – 2:00 p.m. UA-EM 2:00 p.m. – 2:30 p.m. SA – New York 1 2:30 p.m. – 3:45 p.m.</p>
Exercise Room	<p>Bergtraum 9:00 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:30 p.m.</p>	<p>Bergtraum 9:00 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:30 p.m.</p>	<p>Bergtraum 9:00 a.m. – 1:35 p.m. UA-EM 1:35 p.m. – 3:30 p.m.</p>	<p>Bergtraum 9:00 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:30 p.m.</p>	<p>Bergtraum 9:00 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:30 p.m.</p>
Library	<p>SA – New York 1 7:45 a.m. – 8:35 a.m. Bergtraum 8:40 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:40 p.m.</p>	<p>SA – New York 1 7:45 a.m. – 8:35 a.m. Bergtraum 8:40 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:40 p.m.</p>	<p>SA – New York 1 7:45 a.m. – 8:35 a.m. Bergtraum 8:40 a.m. – 1:35 p.m. UA-EM 1:35 p.m. – 3:40 p.m.</p>	<p>SA – New York 1 7:45 a.m. – 8:35 a.m. Bergtraum 8:40 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:40 p.m.</p>	<p>SA – New York 1 7:45 a.m. – 8:35 a.m. Bergtraum 8:40 a.m. – 3:00 p.m. UA-EM 3:00 p.m. – 3:40 p.m.</p>
Auditorium (Capacity: 858)	<p>Bergtraum 8:00 a.m. – 2:35 p.m. UA-EM 2:35 p.m. – 3:35 p.m. SA – New York 1 3:35 p.m. – 4:30 p.m.</p>	<p>Bergtraum 8:00 a.m. – 2:35 p.m. UA-EM 2:35 p.m. – 3:35 p.m. SA – New York 1 3:35 p.m. – 4:30 p.m.</p>	<p>Bergtraum 8:00 a.m. – 1:43 p.m. UA-EM 1:45 p.m. – 2:35 p.m. SA – New York 1 2:35 p.m. – 3:30 p.m.</p>	<p>Bergtraum 8:00 a.m. – 2:35 p.m. UA-EM 2:35 p.m. – 3:35 p.m. SA – New York 1 3:35 p.m. – 4:30 p.m.</p>	<p>Bergtraum 8:00 a.m. – 2:35 p.m. UA-EM 2:35 p.m. – 3:35 p.m. SA – New York 1 3:35 p.m. – 4:30 p.m.</p>

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Science Lab 1	<p>Bergtraum 8:10 a.m. – 11:30 a.m. 12:30 p.m. – 2:54 p.m. UA-EM 11:30 a.m. – 12:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 11:30 a.m. 12:30 p.m. – 2:54 p.m. UA-EM 11:30 a.m. – 12:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 11:30 a.m. 12:30 p.m. – 1:30 p.m. UA-EM 11:30 a.m. – 12:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 11:30 a.m. 12:30 p.m. – 2:54 p.m. UA-EM 11:30 a.m. – 12:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 11:30 a.m. 12:30 p.m. – 2:54 p.m. UA-EM 11:30 a.m. – 12:30 p.m.</p>
Science Lab 2	<p>Bergtraum 8:10 a.m. – 12:30 p.m. 1:30 p.m. – 2:54 p.m. UA-EM 12:30 p.m. – 1:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 12:30 p.m. 1:30 p.m. – 2:54 p.m. UA-EM 12:30 p.m. – 1:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 12:30 p.m. UA-EM 12:30 p.m. – 1:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 12:30 p.m. 1:30 p.m. – 2:54 p.m. UA-EM 12:30 p.m. – 1:30 p.m.</p>	<p>Bergtraum 8:10 a.m. – 12:30 p.m. 1:30 p.m. – 2:54 p.m. UA-EM 12:30 p.m. – 1:30 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 Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III, among others. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc. The Committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program-specific information in the School Safety Plan. The School Safety Plan is updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions, and other factors. In addition, the Committee recommends changes in the School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders/designees of Bergtraum, UA-EM and SA – New York 1 will be part of the M520 School Safety Committee. As members of the School Safety Committee, the leaders/designees of Bergtraum, UA-EM and SA – New York 1 will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-locations of Bergtraum, UA-EM and SA – New York 1 will be addressed on an ongoing basis. Moreover, the School Safety Plan for the M520 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders/designees of Bergtraum, UA-EM and SA – New York 1 will enter information in the M520 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each school in the building, which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the M520 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School Safety Plan is approved, it will be submitted to the New York City Police Department ("NYPD") for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011, co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building.¹⁷ Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

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

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

¹⁷ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."