# SECOND REVISED BUILDING UTILIZATION PLAN

## INTRODUCTION

On September 21, 2012, the New York City Department of Education ("DOE") issued a proposal to site the kindergarten through fifth grades of Success Academy Charter School – Manhattan 2 (84MTBD, "SA - Manhattan 2") in building M625 ("M625"), located at 439 West 49th Street, New York, NY 10019 in Community School District 2 beginning in 2013-2014.

As described in greater detail in the attached revised Educational Impact Statement ("EIS") SA - Manhattan 2 would be co-located in M625 with Business of Sports School (02M393, "BOSS"), an existing high school that serves students in grades nine through twelve; High School of Graphic Communication Arts (02M625, "Graphics"), an existing high school that serves students in grades nine through twelve and is gradually scaling back its enrollment; and Urban Assembly Gateway School for Technology (02M507, "Gateway"), an existing high school that currently serves students in grades nine through ten and is in the process of phasing in, gradually growing to full scale as it adds a new grade of students annually. Gateway will serve students in grades nine through twelve once it reaches full scale in 2014-2015. M625 also houses two Community Based Organizations ("CBOs"), SPARK Drug Prevention and the Association of Progressive Dominicans. This proposal is not expected to impact the continued siting of the CBOs. In addition, M625 houses an Alternate Learning Center (88M992, "ALC"), which provides an educational setting for students in grades nine through twelve who are on a Superintendent's suspension for up to 90 days. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

On September 25, 2012, this Building Utilization Plan ("BUP") was substantially revised to alter the proposed shared space plan's description of the high schools' allocation of time in the building's physical education spaces.

On October 18, 2012, the BUP was amended to clarify SA – Manhattan 2's use of a multi-purpose room and the effect of that use on the revised proposed shared space plan.

The BUP has now been further revised to correct errors in the description of the current allocation of space in M625 and to allocate the space that will be vacated by the ALC when it moves out of the building beginning in the 2013-2014 school year. The ALC will re-locate to building M859 ("M859"), located at 512 W 182nd St, New York, NY 10033 within the geographical confines of Community School District 6.

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 Graphics, BOSS, Gateway, the ALC and SA - Manhattan 2. The following plan also includes a proposal for the collaborative usage of shared resources and spaces among Graphics, BOSS, Gateway, the ALC and SA - Manhattan 2, 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.[1]

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

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

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

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

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

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

**Allocation of Classrooms and Administrative Space**

According to a building walkthrough and survey performed on March 29, 2012 by James Dekeles, Director of Space Planning, building M625 has a total of 101 full-size ("FS") classrooms/spaces,[2] 22 half-size ("HS") classrooms/spaces,[3] and 9.0 FSE rooms of designed administrative office/space ("DA"). M625 also contains one gymnasium, 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 teacher's cafeteria occupies one full-size space.
- The custodian's office occupies a 0.5 FSE designed administrative space.

[2] Full-size classrooms have an area of 500 square feet or more.
[3] Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

- The School Safety team occupies one half-size space.
- The School Based Support Team (“SBST”) occupies one half-size space.
- Two community-based organizations (“CBOs”) occupy one half-size space each.
- A Career and Technical Education (“CTE”) office occupies one full-size space.
- Three science labs occupy three full-size spaces.
- Six science demonstration rooms occupy six full-size spaces.
- The nurse’s office occupies 1.0 FSE designed administrative space.
- An Alternative Learning Center (“ALC”) occupies three full-size spaces.
- A weight room occupies one full-size space.
- A fitness center occupies one full-size space.

Excluding the spaces outlined above, the M625 building has a total of: 85 full-size classrooms, 18 half-size classrooms/spaces, and 7.5 FSE designed administrative offices/spaces remaining that can be allocated to schools.

| Summary | FS | HS | DA (FSE) |
|---|---|---|---|
| Building Grand TOTAL | 101 | 22 | 9.0 |
| SHARED SPACES or Building Services | 16 | 4 | 1.5 |
| **Remaining Total to Be Allocated** | 85 | 18 | 7.5 |

**2012-2013 (CURRENT SCHOOL YEAR)**

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

| 2012-2013 | Total Enrolled[4] | GE/ICT Sections |
|---|---|---|
| Graphics | 1,175 | 44 |
| Gateway | 257 | 10 |
| BOSS | 400 | 15 |

The table below summarizes the available space within M625 after each school has received its adjusted baseline allocation.

| 2012-2013: Building M625 | FS Rooms | HS Rooms | DA Rooms (FSE) |
|---|---|---|---|
| Space in Excess of Baseline Allocation | 11 | 9 | 0.0 |

The table below summarizes the baseline Footprint allocations and total current space allocations, including allocations of excess space, for Graphics, Gateway and BOSS. These allocations are based on the methodology described at the beginning of this document and the amount of space that each school is currently using. As demonstrated in the table below, Graphics has been allocated nine full-size and six half-size spaces of additional excess space. Gateway has been allocated one half-size space of additional excess space. BOSS has been allocated two full-size spaces and two half-size spaces of additional excess space

| **2012-2013** | Non-Admin Spaces | | Administrative Spaces | | | Total Admin (FSE) | Additional (Excess) Allocation | | | Grand Total Current Space Allocation | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | FS Rooms | HS Rooms | DA Rooms (FSE) | FS Rooms | HS Rooms | | Additional FS Rooms | Additional HS Rooms | Additional DA (FSE) Rooms | Total FS Rooms | Total HS Rooms | Total DA Rooms (FSE) |
| Graphics Baseline Footprint Allocation | 44 | 6 | 5.0 | 2 | 0 | 7.0 | 0 | 0 | 0.0 | 46 | 6 | 5.0 |
| Graphics Current Allocation | 44 | 6 | 5.0 | 2 | 0 | 7.0 | 9 | 6 | 0.0 | 55 | 12 | 5.0 |
| Gateway Baseline Footprint Allocation | 10 | 1 | 0.0 | 2 | 1 | 2.5 | 0 | 0 | 0.0 | 12 | 2 | 0.0 |
| Gateway Current Allocation | 10 | 1 | 0.0 | 2 | 1 | 2.5 | 0 | 1 | 0.0 | 12 | 3 | 0.0 |

[4] 2012-2013 Budget Register Projections

| | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BOSS Baseline Footprint Allocation | 15 | 1 | 2.5 | 1 | 0 | 3.5 | 0 | 0 | 0.0 | 16 | 1 | 2.5 |
| BOSS Current Allocation | 15 | 1 | 2.5 | 1 | 0 | 3.5 | 2 | 2 | 0.0 | 18 | 3 | 2.5 |

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**2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)**

If this proposal is approved, SA - Manhattan 2 would serve students in kindergarten and first grade in M625 in the 2013-2014 school year. Graphics and BOSS will serve students in grades nine through twelve, while Gateway will serve students in grades nine through eleven.

Several construction projects are anticipated to alter the space available in M625 for the 2013-2014 school year. The DOE anticipates that the net impact of construction will be the loss of one full-size equivalent designed administrative space and the addition of four full-size rooms and a multi-purpose room in M625 to be used by SA – Manhattan 2.[5] Additionally, the CTE office, which was previously classified as a shared space, will move to another building, reducing the number of shared spaces and increasing the number full-size rooms available for allocation by one. The ALC will also relocate to Building M859, increasing the number of full-size rooms available for allocation by three. As described in the table below, in 2013-2014, there will be 93 full-size rooms, 18 half-size rooms and the full-size equivalent of 6.5 designed administrative spaces to allocate among Graphics, Gateway, BOSS, and SA - Manhattan 2.

| Summary | FS | HS | DA (FSE) |
|---|---|---|---|
| Building Grand TOTAL | 105 | 22 | 8.0 |
| SHARED SPACES or Building Services | 12 | 4 | 1.5 |
| **Remaining Total to Be Allocated** | **93** | **18** | **6.5** |

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

| 2013-2014 | Projected Enrollment[6] | GE/ICT Sections |
|---|---|---|
| Graphics | 1,025 – 1,075 | 40 |
| Gateway | 350 - 380 | 14 |
| BOSS | 420 - 460 | 16 |
| SA - Manhattan 2 | 164 - 210 | 7 |

After Graphics, Gateway, BOSS and SA - Manhattan 2 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

| 2013-2014: Building M625 | FS Rooms | HS Rooms | DA Rooms (FSE) |
|---|---|---|---|
| Space in Excess of Baseline Allocations | 8 | 5 | 0 |

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

The table below summarizes the full 2013-2014 room allocation plan for Graphics, Gateway, BOSS and SA - Manhattan 2, based on their baseline Footprint plus the excess space allocations.

[5] The multi-purpose room will be used by SA - Manhattan 2 for physical education, breakfast, and lunch.
[6] The DOE's enrollment figures are based on projections.

| 2013-2014 | Non-Admin Spaces | | Administrative Spaces | | | Total Admin (FSE) | Additional (Excess) Allocation | | | Grand Total Space Allocation | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | FS Rooms | HS Rooms | DA Rooms (FSE) | FS Rooms | HS Rooms | | Additional FS Rooms | Additional HS Rooms | Additional DA (FSE) Rooms | Total FS Rooms | Total HS Rooms | Total DA Rooms (FSE) |
| Graphics Baseline Footprint Allocation | 40 | 5 | 4.0 | 2 | 1 | 6.5 | 4 | 3 | 0.0 | 46 | 9 | 4.0 |
| Gateway Baseline Footprint Allocation | 14 | 1 | 0.0 | 2 | 2 | 3.0 | 2 | 0 | 0.0 | 18 | 3 | 0.0 |
| BOSS Baseline Footprint Allocation | 16 | 1 | 2.5 | 1 | 0 | 3.5 | 2 | 0 | 0.0 | 19 | 1 | 2.5 |
| SA - Manhattan 2 Baseline Footprint Allocation | 9 | 1 | 0.0 | 1 | 2 | 2.0 | 0 | 2 | 0.0 | 10 | 5 | 0.0 |

In total, Graphics will be allocated 46 full-size rooms, 9 half-size rooms and the full-size equivalent of 4.0 designed administrative spaces. Gateway will be allocated 18 full-size rooms and 3 half-size rooms. BOSS will be allocated 19 full-size rooms, 1 half-size room and the full-size equivalent of 2.5 designed administrative rooms. SA - Manhattan 2 will be allocated 10 full-size rooms and 5 half-size rooms.

The proposed room change between the 2012-2013 school year and the 2013-2014 school year is reflected below.

| Room Change (+/-) | **CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS** | | | **PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS** | | | **CHANGE (+/-)** | | |
|---|---|---|---|---|---|---|---|---|---|
| | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** |
| Graphics | 55 | 12 | 5.0 | 46 | 9 | 4.0 | -9 | -3 | -1.0 |
| Gateway | 12 | 3 | 0.0 | 18 | 3 | 0.0 | +6 | 0 | 0.0 |
| BOSS | 18 | 3 | 2.5 | 19 | 1 | 2.5 | +1 | -2 | 0.0 |
| SA - Manhattan 2 | 0 | 0 | 0.0 | 10 | 5 | 0.0 | +10 | +5 | 0.0 |

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

If this proposal is approved, SA - Manhattan 2 will serve students in kindergarten through second grade in M625 in the 2014-2015 school year. Graphics, Gateway and BOSS will serve students in grades nine through twelve.

In the second year of implementation, the three science labs and six science demonstration rooms located on the sixth floor of M625 would be allocated to the three high schools in the building. This means there will be nine fewer full-size shared spaces and nine additional full-size rooms for allocation to schools. Therefore, there will be 102 full-size classrooms/spaces, 18 half-size classrooms/spaces, and 6.5 FSE rooms of designed administrative space to allocate among Graphics, Gateway, BOSS, and SA - Manhattan 2.

| Summary | FS | HS | DA (FSE) |
|---|---|---|---|
| Building Grand TOTAL | 105 | 22 | 8.0 |
| SHARED SPACES or Building Services | 3 | 4 | 1.5 |
| **Remaining Total to be Allocated** | **102** | **18** | **6.5** |

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 is approved.

| 2014-2015 | Projected Enrollment[7] | GE/ICT Sections |
|---|---|---|
| Graphics | 900-1000 | 37 |
| Gateway | 455-495 | 18 |
| BOSS | 420-460 | 16 |
| SA - Manhattan 2 | 195-250 | 9 |

After Graphics, Gateway, BOSS and SA - Manhattan 2 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

| 2014-15: Building M625 | FS Rooms | HS Rooms | DA Rooms (FSE) |
|---|---|---|---|
| Space in Excess of Baseline Allocations | 12 | 6 | 1.0 |

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

The table below summarizes the full 2014-2015 room allocation plan for Graphics, Gateway, BOSS and SA - Manhattan 2, based on their baseline Footprint plus the excess space allocations.

[7] The DOE's enrollment figures are based on projections.

| 2014-2015 | Non-Admin Spaces | | Administrative Spaces | | | Total Admin (FSE) | Additional (Excess) Allocation | | | Grand Total Space Allocation | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | FS Rooms | HS Rooms | DA Rooms (FSE) | FS Rooms | HS Rooms | | Additional FS Rooms | Additional HS Rooms | Additional DA (FSE) Rooms | Total FS Rooms | Total HS Rooms | Total DA Rooms (FSE) |
| Graphics Baseline Footprint Allocation | 37 | 5 | 3.0 | 3 | 0 | 6.0 | 4 | 4 | 1.0 | 44 | 9 | 4.0 |
| Gateway Baseline Footprint Allocation | 18 | 1 | 0.0 | 2 | 3 | 3.5 | 3 | 1 | 0.0 | 23 | 5 | 0.0 |
| BOSS Baseline Footprint Allocation | 16 | 1 | 2.5 | 1 | 0 | 3.5 | 3 | 1 | 0.0 | 20 | 2 | 2.5 |
| SA - Manhattan 2 Baseline Footprint Allocation | 11 | 1 | 0.0 | 2 | 1 | 2.5 | 2 | 0 | 0.0 | 15 | 2 | 0.0 |

In total, Graphics will be allocated 44 full-size spaces, 9 half-size spaces and 4.0 FSE designed administrative spaces. Gateway will be allocated 23 full-size spaces and 5 half-size spaces. BOSS will be allocated 20 full-size spaces, 2 half-size spaces and 2.5 FSE designed administrative spaces. SA - Manhattan 2 will be allocated 15 full-size spaces and 2 half-size spaces.

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

| Room Change (+/-) | **PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS** | | | **PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS** | | | **CHANGE (+/-)** | | |
|---|---|---|---|---|---|---|---|---|---|
| | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** |
| Graphics | 46 | 9 | 4.0 | 44 | 9 | 4.0 | -2 | 0 | 0.0 |
| Gateway | 18 | 3 | 0.0 | 23 | 5 | 0.0 | +5 | +2 | 0.0 |
| BOSS | 19 | 1 | 2.5 | 20 | 2 | 2.5 | +1 | +1 | 0.0 |
| SA - Manhattan 2 | 10 | 5 | 0.0 | 15 | 2 | 0.0 | +5 | -3 | 0.0 |

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

If this proposal is approved, SA - Manhattan 2 will serve students in kindergarten through third grade in M625 in the 2015-2016 school year. Graphics, Gateway and BOSS would serve students in grades nine through twelve.

Construction projects converting 1.0 designed administrative space into 4 full-size rooms are anticipated to be completed by school year 2015-2016, such that there will be 106 full-size classrooms/spaces, 18 half-size classrooms/spaces and 5.5 FSE designed administrative spaces to allocate among Graphics, Gateway, BOSS and SA - Manhattan 2.

| Summary | FS | HS | DA (FSE) |
|---|---|---|---|
| Building Grand TOTAL | 109 | 22 | 8.0 |
| SHARED SPACES or Building Services | 3 | 4 | 2.5 |
| **Remaining Total to be Allocated** | **106** | **18** | **5.5** |

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 | Projected Enrollment[8] | GE/ICT Sections |
|---|---|---|
| Graphics | 900-1,000 | 37 |
| Gateway | 440-480 | 17 |
| BOSS | 420-460 | 16 |
| SA - Manhattan 2 | 280-360 | 12 |

After Graphics, Gateway, BOSS and SA - Manhattan 2 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

| 2015-2016: Building M625 | FS Rooms | HS Rooms | DA Rooms (FSE) |
|---|---|---|---|
| Space in Excess of Baseline Allocations | 12 | 6 | 0 |

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

The table below summarizes the full 2015-2016 room allocation plan for Graphics, Gateway, BOSS and SA - Manhattan 2 based on their baseline Footprint plus the excess space allocations.

[8] The DOE's enrollment figures are based on projections.

| 2015-2016 | Non-Admin Spaces | | Administrative Spaces | | | Total Admin (FSE) | Additional (Excess) Allocation | | | Grand Total Space Allocation | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | FS Rooms | HS Rooms | DA Rooms (FSE) | FS Rooms | HS Rooms | | Additional FS Rooms | Additional HS Rooms | Additional DA (FSE) Rooms | Total FS Rooms | Total HS Rooms | Total DA Rooms (FSE) |
| Graphics Baseline Footprint Allocation | 37 | 5 | 3.0 | 3 | 0 | 6.0 | 4 | 5 | 0.0 | 44 | 10 | 3.0 |
| Gateway Baseline Footprint Allocation | 17 | 1 | 0.0 | 2 | 3 | 3.5 | 3 | 0 | 0.0 | 22 | 4 | 0.0 |
| BOSS Baseline Footprint Allocation | 16 | 1 | 2.5 | 1 | 0 | 3.5 | 3 | 0 | 0.0 | 20 | 1 | 2.5 |
| SA - Manhattan 2 Baseline Footprint Allocation | 15 | 2 | 0.0 | 3 | 0 | 3.0 | 2 | 1 | 0.0 | 20 | 3 | 0.0 |

In total, Graphics will be allocated 44 full-size spaces, 10 half-size spaces and 3.0 FSE designed administrative spaces. Gateway will be allocated 22 full-size spaces and 4 half-size spaces. BOSS will be allocated 20 full-size spaces, 1 half-size space and 2.5 FSE designed administrative spaces. SA - Manhattan 2 will be allocated 20 full-size spaces and 3 half-size spaces.

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** | | | **CHANGE (+/-)** | | |
|---|---|---|---|---|---|---|---|---|---|
| | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** |
| Graphics | 44 | 9 | 4.0 | 44 | 10 | 3.0 | 0 | +1 | -1.0 |
| Gateway | 23 | 5 | 0.0 | 22 | 4 | 0.0 | -1 | -1 | 0.0 |
| BOSS | 20 | 2 | 2.5 | 20 | 1 | 2.5 | 0 | -1 | 0.0 |
| SA - Manhattan 2 | 15 | 2 | 0.0 | 20 | 3 | 0.0 | +5 | +1 | 0.0 |

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

If this proposal is approved, SA - Manhattan 2 will serve students in kindergarten through fourth grade in M625 in the 2016-2017 school year. Graphics, Gateway and BOSS will serve students in grades nine through twelve.

There will continue to be 106 full-size spaces, 18 half-size spaces and 5.5 FSE designed administrative spaces to allocate among Graphics, Gateway, BOSS and SA - Manhattan 2.

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 | Projected Enrollment[9] | GE/ICT Sections |
|---|---|---|
| Graphics | 900-1,000 | 37 |
| Gateway | 420-460 | 16 |
| BOSS | 420-460 | 16 |
| SA - Manhattan 2 | 348-446 | 15 |

After Graphics, Gateway, BOSS, the ALC and SA - Manhattan 2 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

| 2016-2017: Building M625 | FS Rooms | HS Rooms | DA Rooms (FSE) |
|---|---|---|---|
| Space in Excess of Baseline Allocations | 10 | 5 | 0.0 |

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

[9] The DOE's enrollment figures are based on projections.

The table below summarizes the full 2016-2017 room allocation plan for Graphics, Gateway, BOSS and SA - Manhattan 2 based on their baseline Footprint plus the excess space allocations.

| 2016-2017 | Non-Admin Spaces | | Administrative Spaces | | | Total Admin (FSE) | Additional (Excess) Allocation | | | Grand Total Space Allocation | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | FS Rooms | HS Rooms | DA Rooms (FSE) | FS Rooms | HS Rooms | | Additional FS Rooms | Additional HS Rooms | Additional DA (FSE) Rooms | Total FS Rooms | Total HS Rooms | Total DA Rooms (FSE) |
| Graphics Baseline Footprint Allocation | 37 | 5 | 3.0 | 3 | 0 | 6.0 | 4 | 2 | 0.0 | 44 | 7 | 3.0 |
| Gateway Baseline Footprint Allocation | 16 | 1 | 0.0 | 2 | 3 | 3.5 | 2 | 1 | 0.0 | 20 | 5 | 0.0 |
| BOSS Baseline Footprint Allocation | 16 | 1 | 2.5 | 1 | 0 | 3.5 | 2 | 1 | 0.0 | 19 | 2 | 2.5 |
| SA - Manhattan 2 Baseline Footprint Allocation | 18 | 2 | 0.0 | 3 | 1 | 3.5 | 2 | 1 | 0.0 | 23 | 4 | 0.0 |

In total, Graphics will be allocated 44 full-size spaces, 7 half-size spaces and 3.0 FSE designed administrative spaces. Gateway will be allocated 20 full-size spaces and 5 half-size spaces. BOSS will be allocated 19 full-size spaces, 2 half-size spaces and 2.5 FSE designed administrative spaces. SA - Manhattan 2 will be allocated 23 full-size spaces and 4 half-size spaces.

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** | | | **CHANGE (+/-)** | | |
|---|---|---|---|---|---|---|---|---|---|
| | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** |
| Graphics | 44 | 10 | 3.0 | 44 | 7 | 3.0 | 0 | -3 | 0.0 |
| Gateway | 22 | 4 | 0.0 | 20 | 5 | 0.0 | -2 | +1 | 0.0 |
| BOSS | 20 | 1 | 2.5 | 19 | 2 | 2.5 | -1 | +1 | 0.0 |
| SA - Manhattan 2 | 20 | 3 | 0.0 | 23 | 4 | 0.0 | +3 | +1 | 0.0 |

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

If this proposal is approved, SA - Manhattan 2 will serve students in kindergarten through fifth grade in M625 in the 2017-2018 school year. Graphics, Gateway and BOSS will serve students in grades nine through twelve.

There will continue to be 106 full-size spaces, 18 half-size spaces and 5.5 FSE of designed administrative space to allocate among Graphics, Gateway, BOSS and SA - Manhattan 2.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2017-18, if this proposal is approved.

| 2017-2018 | Projected Enrollment[10] | GE/ICT Sections |
|---|---|---|
| Graphics | 900-1000 | 37 |
| Gateway | 420-460 | 16 |
| BOSS | 420-460 | 16 |
| SA - Manhattan 2 | 412-528 | 18 |

After Graphics, Gateway, BOSS and SA - Manhattan 2 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

| 2017-2018: Building M625 | FS Rooms | HS Rooms | DA Rooms (FSE) |
|---|---|---|---|
| Space in Excess of Baseline Allocations | 9 | 1 | 0.0 |

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

[10] The DOE's enrollment figures are based on projections.

The table below summarizes the full 2017-2018 room allocation plan for Graphics, Gateway, BOSS and SA - Manhattan 2 based on their baseline Footprint plus the excess space allocations.

| 2017-2018 | Non-Admin Spaces | | Administrative Spaces | | | Total Admin (FSE) | Additional (Excess) Allocation | | | Grand Total Space Allocation | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | FS Rooms | HS Rooms | DA Rooms (FSE) | FS Rooms | HS Rooms | | Additional FS Rooms | Additional HS Rooms | Additional DA (FSE) Rooms | Total FS Rooms | Total HS Rooms | Total DA Rooms (FSE) |
| Graphics Baseline Footprint Allocation | 37 | 5 | 3.0 | 2 | 2 | 6.0 | 3 | 1 | 0.0 | 42 | 8 | 3.0 |
| Gateway Baseline Footprint Allocation | 16 | 1 | 0.0 | 2 | 3 | 3.5 | 2 | 0 | 0.0 | 20 | 4 | 0.0 |
| BOSS Baseline Footprint Allocation | 16 | 1 | 2.5 | 1 | 0 | 3.5 | 2 | 0 | 0.0 | 19 | 1 | 2.5 |
| SA - Manhattan 2 Baseline Footprint Allocation | 21 | 2 | 0.0 | 2 | 3 | 3.5 | 2 | 0 | 0.0 | 25 | 5 | 0.0 |

In total, Graphics will be allocated 42 full-size spaces, 8 half-size spaces and 3.0 FSE designed administrative spaces. Gateway will be allocated 20 full-size spaces and 4 half-size spaces. BOSS will be allocated 19 full-size spaces, 1 half-size space and 2.5 FSE designed administrative spaces. SA - Manhattan 2 will be allocated 25 full-size spaces and 5 half-size spaces.

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** | | | **CHANGE (+/-)** | | |
|---|---|---|---|---|---|---|---|---|---|
| | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** | **FS Rooms** | **HS Rooms** | **DA Rooms (FSE)** |
| Graphics | 44 | 7 | 3.0 | 42 | 8 | 3.0 | -2 | +1 | 0.0 |
| Gateway | 20 | 5 | 0.0 | 20 | 4 | 0.0 | 0 | -1 | 0.0 |
| BOSS | 19 | 2 | 2.5 | 19 | 1 | 2.5 | 0 | -1 | 0.0 |
| SA - Manhattan 2 | 23 | 4 | 0.0 | 25 | 5 | 0.0 | +2 | +1 | 0.0 |

## Shared Space Plans

A proposed shared space plan for the 2013-2014 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M625. 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 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).[11] Where possible, the proposed schedules maintain schools' current allocation of time for each shared space and re-distribute remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2012-2013 Campus Audit Template submitted by the Building Council.[12]

In planning how Graphics, Gateway, BOSS and SA - Manhattan 2 may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably and in such a way that allows the existing schools in M625 to maintain the current timing of their use of shared spaces as much as possible. SA - Manhattan 2 will not be allocated time in the cafeteria, gymnasium, exercise room, orweight room, as they will utilize their own multi-purpose room.

**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, grade levels served, and the current shared space schedule, as outlined in the 2012-2013 Campus Audit. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.

- The Building Council is free to deviate from the proposed 2013-2014 shared space plan and develop an alternative plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

- In the proposed plan below, Graphics receives 56 minutes daily in the cafeteria for breakfast, and 135 minutes daily in the cafeteria for lunch. BOSS receives 20 minutes daily in the cafeteria for breakfast, and 45 minutes daily in the cafeteria for lunch. Gateway receives 20 minutes daily in the cafeteria for breakfast, and 45 minutes daily in the cafeteria for lunch. With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M625.

- There will be a multi-purpose room that will become available in year 2013-2014, which SA – Manhattan 2 will use as a cafeteria for its students. While the schedule does not propose use of the multi-purpose room by the high schools, nor of the larger cafeteria by SA – Manhattan 2, the DOE believes that the overall proposed allocation of meal time between SACS and the high schools is equitable because it provides for each student in each school a lunch period of approximately equal length and preserves the use of the cafeteria for the high schools currently sharing it.

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[11] See DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

[12] 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.

- According to the 2012-2013 Campus Audit, time in the cafeteria has been allotted to schools outside traditional lunch or breakfast hours for physical education programming.
- Though this proposed use of shared space allocates time outside of traditional lunch or breakfast hours, 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.

**Gymnasium, Library, Auditorium, and Science Labs**

Gymnasium

- There is one gymnasium in the building, a weight room, and an exercise room. The DOE proposes that time in the gymnasium, weight room, and exercise room be allocated among all schools based on the relative projected enrollment of each school and be loosely aligned with the current shared space schedule. Graphics receives 270 minutes in the gymnasium daily, 270 minutes in the weight room daily, and 270 minutes in the exercise room daily. BOSS receives 75 minutes in the gymnasium daily, 75 minutes in the weight room daily, and 75 minutes in the exercise room daily. Gateway receives 105 minutes in the gymnasium daily, 105 minutes in the weight room daily, and 105 minutes in the exercise room daily.
- SA – Manhattan 2 is not allotted any time in the existing gymnasiums or the fitness rooms, as it will use the multi-purpose room for physical education.
- The Building Council is free to deviate from the proposed 2013-2014 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

- Time in the library is not currently allocated to all existing schools, according to the 2012-2013 Campus Audit document. The DOE proposes in the 2013-2014 schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
- The allocations in the proposed schedule below are approximately proportional to school enrollment. Graphics receives 180 minutes each day, BOSS 60 minutes each day, Gateway 60 minutes each day and SA - Manhattan 2 60 minutes each day for library use.
- The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

Auditorium

- According to the 2012-2013 Campus Audit document, times in the auditorium are currently allocated to schools to meet specific programmatic needs of each school. The DOE proposes in the schedule below that time in the auditorium be allocated loosely based on the current shared space schedule, but also allocated to each school relative to the projected enrollment of each school. Graphics receives 1,191 minutes per week, split between Mondays, Tuesdays and Fridays. BOSS receives 395 minutes per week, on Wednesdays. Gateway receives 315 minutes per week, on Thursdays. SA - Manhattan 2 receives 300 minutes per week, split over Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays.
- 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.

Science Labs

- The DOE proposes in the schedule below that time in the science labs be allocated loosely based on the projected enrollment of each high school organization.

**After-School Programs**

- The DOE notes that currently the shared spaces are allocated for after-school hours. In the schedule below, the DOE does not allocate these spaces beyond 4:30 p.m. Thus, the Building Council should allocate this space as needed for after-school programs. The Building Council is empowered to make additional and alternative allocations.

- The DOE notes that SA - Manhattan 2 intends to offer extended school days during the week and Graphics offers after-school academic intervention programs two days per week. Any school in M625 that chooses to offer extended day or after-school programming would 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, Graphics' regular school day runs from approximately 7:59 a.m. to 3:37 p.m., Gateway's school day runs from 8:00 a.m. to 2:15 p.m., SA - Manhattan 2's school day is anticipated to run from approximately 7:45 a.m. to 4:30 p.m., and BOSS' school day runs from approximately 8:00 a.m. to 3:35 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.

| Space | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| **Cafeteria**<br>(Capacity: 387) | **Breakfast**<br>Graphics<br>7:00 – 7:56 am<br>BOSS<br>7:40 – 8:00 am<br>Gateway<br>7:40 – 8:00 am<br><br>**Lunch**<br>Graphics<br>10:00 – 12:15 pm<br>BOSS<br>12:15 – 1:00 pm<br>Gateway<br>1:00 – 1:45 pm | **Breakfast**<br>Graphics<br>7:00 – 7:56 am<br>BOSS<br>7:40 – 8:00 am<br>Gateway<br>7:40 – 8:00 am<br><br>**Lunch**<br>Graphics<br>10:00 – 12:15 pm<br>BOSS<br>12:15 – 1:00 pm<br>Gateway<br>1:00 – 1:45 pm | **Breakfast**<br>Graphics<br>7:00 – 7:56 am<br>BOSS<br>7:40 – 8:00 am<br>Gateway<br>7:40 – 8:00 am<br><br>**Lunch**<br>Graphics<br>10:00 – 12:15 pm<br>BOSS<br>12:15 – 1:00 pm<br>Gateway<br>1:00 – 1:45 pm | **Breakfast**<br>Graphics<br>7:00 – 7:56 am<br>BOSS<br>7:40 – 8:00 am<br>Gateway<br>7:40 – 8:00 am<br><br>**Lunch**<br>Graphics<br>10:00 – 12:15 pm<br>BOSS<br>12:15 – 1:00 pm<br>Gateway<br>1:00 – 1:45 pm | **Breakfast**<br>Graphics<br>7:00 – 7:56 am<br>BOSS<br>7:40 – 8:00 am<br>Gateway<br>7:40 – 8:00 am<br><br>**Lunch**<br>Graphics<br>10:00 – 12:15 pm<br>BOSS<br>12:15 – 1:00 pm<br>Gateway<br>1:00 – 1:45 pm |
| **Gymnasium**<br>(Capacity: 615) | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm |

| Space | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| **Weight Room** | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm |
| **Exercise Room** | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm | **Graphics**<br>8:00 – 12:30 pm<br>**Gateway**<br>12:30 – 2:15 pm<br>**BOSS**<br>2:15 – 3:30 pm |
| **Auditorium**<br>(Capacity: 396) | **SA - Manhattan 2**<br>8:00 – 9:00 am<br>**Graphics**<br>9:00 – 3:37 pm | **SA - Manhattan 2**<br>8:00 – 9:00 am<br>**Graphics**<br>9:00 – 3:37 pm | **SA - Manhattan 2**<br>8:00 – 9:00 am<br>**BOSS**<br>9:00 – 3:35 pm | **SA - Manhattan 2**<br>8:00 – 9:00 am<br>**Gateway**<br>9:00-2:15 pm | **SA - Manhattan 2**<br>8:00 – 9:00 am<br>**Graphics**<br>9:00 – 3:37 pm |
| **Library** | **Gateway**<br>9:00- 10:00 am<br>**Graphics**<br>10:00 – 1:00 pm<br>**BOSS**<br>1:00 – 2:00 pm<br>**SA - Manhattan 2**<br>2:00 – 3:00 pm | **Gateway**<br>9:00- 10:00 am<br>**Graphics**<br>10:00 – 1:00 pm<br>**BOSS**<br>1:00 – 2:00 pm<br>**SA - Manhattan 2**<br>2:00 – 3:00 pm | **Gateway**<br>9:00- 10:00 am<br>**Graphics**<br>10:00 – 1:00 pm<br>**BOSS**<br>1:00 – 2:00 pm<br>**SA - Manhattan 2**<br>2:00 – 3:00 pm | **Gateway**<br>9:00- 10:00 am<br>**Graphics**<br>10:00 – 1:00 pm<br>**BOSS**<br>1:00 – 2:00 pm<br>**SA - Manhattan 2**<br>2:00 – 3:00 pm | **Gateway**<br>9:00- 10:00 am<br>**Graphics**<br>10:00 – 1:00 pm<br>**BOSS**<br>1:00 – 2:00 pm<br>**SA - Manhattan 2**<br>2:00 – 3:00 pm |
| **Science Lab 1** | **Graphics**<br>8:00 -3:37pm | **Graphics**<br>8:00 -3:37pm | **Graphics**<br>8:00 -3:37pm | **Graphics**<br>8:00 -3:37pm | **Graphics**<br>8:00 -3:37pm |
| **Science Lab 2** | **BOSS**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **BOSS**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **BOSS**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **BOSS**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **BOSS**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm |

| Space | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| **Science Lab 3** | **Gateway**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **Gateway**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **Gateway**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **Gateway**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm | **Gateway**<br>8:00-12:00pm<br>**Graphics**<br>12:05-3:00pm |

**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 Graphics, Gateway, BOSS and SA - Manhattan 2 will continue to be part of the M625 School Safety Committee. As members of the School Safety Committee, the leaders/designees of Graphics, Gateway, BOSS and SA - Manhattan 2 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 Graphics, Gateway, BOSS and SA - Manhattan 2 will be addressed on an ongoing basis. Moreover, the School Safety Plan for the M625 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders/designees of Graphics, Gateway, BOSS and SA - Manhattan 2 will enter information in the M625 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 M625 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.[13] 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.

[13] Campus Policy Memo 2011 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents."