Department of Education

SECOND AMENDED 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 1 (84MTBD, "SA - Manhattan 1") in building M460 ("M460"), located at 40 Irving Place, New York, NY 10003 in Community School District 2 beginning in 2013-2014.

As described in greater detail in the attached amended Educational Impact Statement ("EIS"), SA - Manhattan 1 would be co-located in M460 with Gramercy Arts High School (02M374, "Gramercy Arts"), an existing high school that serves students in grades nine through twelve; Washington Irving High School (02M460, "Washington Irving"), an existing high school that currently serves students in grades ten through twelve and is in the process of phasing out;[1] the High School for Language and Diplomacy (02M399, "Language and Diplomacy"), an existing high school that currently serves students in grades nine through twelve; International High School at Union Square (02M438, "International"), an existing high school that currently serves students in grades nine through eleven; Academy for Software Engineering (02M546, "AFSE"), an existing high school that currently serves students in grade nine; and Union Square Academy for Health Sciences (02M533, "USA"), an existing high school that currently serves students in grade nine. International, AFSE and USA are each currently phasing in and will gradually grow to full scale as they add a new grade of students annually. Each of the schools phasing in will serve students in grades nine through twelve at full scale. 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. In addition, M460 houses a Young Adult Borough Center ("YABC"),[2] and three community-based organizations ("CBOs"), Sleepy Hollow Preschool, FEGS Health and Human Services, and Success Mentor.[3] This proposal is not expected to impact the continued siting of the CBOs or the YABC.

On October 18, 2012, the BUP was amended to clarify SA – Manhattan 1's use of a multi-purpose room and the effect of that use on the proposed shared space plan, and to address minor calculation errors that do not impact the allocation of space. The amendment did not significantly revise the proposal itself.

This second amended BUP corrects the capacity of the gymnasiums, but does not significantly revise the proposal itself.

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 Washington Irving, Gramercy Arts, Language and Diplomacy, International, AFSE, USA, and SA - Manhattan 1. It also includes a proposal for the collaborative usage of shared resources and spaces among Washington Irving, Gramercy Arts, Language and Diplomacy, International, AFSE, USA, and SA - Manhattan 1, including but not limited to cafeterias, libraries, gymnasiums, and recreational areas, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making among the co-located schools, and a description of the Shared Space Committee are also included. Please refer to the amended 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]

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[1] Washington Irving is no longer admitting new students. However, as a result of ninth grade hold-over students, Washington Irving is projected to serve 51 ninth grade students in 2012-2013 according to 2012-2013 Budget Register Projections.

[2] YABCs are evening academic programs designed to meet the needs of high school students who might be considering dropping out because they are behind or because they have adult responsibilities that make attending school in the daytime difficult. Students graduate with a diploma from their home school after they have earned all of their credits and passed all of the required exams while attending the YABC.

[3] Success Mentor is not affiliated with Success Academy Charter Schools.

[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

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 for pre-kindergarten sections, 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 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

empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf

According to a building walkthrough and survey performed on August 10, 2012 by James Dekeles and Richard Bocchicchio, Directors of Space Planning, building M460 has a total of 132 full-size ("FS") classrooms/spaces,[5] 34 half-size ("HS") classrooms/spaces,[6] 32 quarter-size ("QS") spaces that can be used for administrative purposes, and the full-size equivalent ("FSE") of 9.0 rooms of designed administrative office/space. M460 also contains five gymnasiums, an auditorium, two cafeterias, 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:

- Four half-size rooms and one quarter-size room are being used for custodian and gym offices
- One full-size room is being used as a weight/exercise room
- One full-size room is being used as a dance studio
- One full-size room is being used for a records room,
- One half-size room, one quarter-size room, and one half-size designed administrative space are being used for School Safety
- One FSE room of designed administrative space is being used for a YMCA Partnership
- One FSE room of designed administrative space is being used for an M460 building office
- One quarter-size space is used for a community-based organization, Success Mentor
- One full-size room is being used for an art gallery
- Two full-size rooms are being used for the Sleepy Hollow Preschool
- One full-size room is being used as a campus conference room
- One full size room is being used as the United Federation of Teachers Center
- Three quarter-size rooms and one FSE room of designed administrative space are being used for the School Based Support Team
- One full-size room, one half-size room, and one half-size designed administrative space is being used as a shared campus health clinic
- Two full-size rooms are being used as shared science labs
- One full-size room is being used as the Manhattan Office of School Foods
- One full-size room is being used as a shared black box theater room
- One full-size room is being used as an art room
- One half-size and five quarter-size spaces are being used by the YABC
- Two quarter-size rooms are being used by FEGS
- One full-size room is being used as a weight room

Excluding the spaces outlined above, the M460 building has a total of: 117 full-size classrooms, 27 half-size classrooms/spaces, 19 quarter-size spaces, and 5.0 designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	132	34	32	9.0
SHARED SPACES or Building Services	15	7	13	4.0
Remaining Total to Be Allocated	**117**	**27**	**19**	**5.0**

[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.

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[7]	GE/ICT Sections
Washington Irving	631	23
Gramercy Arts	493	18
Language and Diplomacy	320	12
International	246	9
AFSE	108	4
USA	108	4

The table below summarizes the available space within M460 after each school has received its adjusted baseline allocation.

2012-2013	FS	HS	QS	Designed Admin (FSE)
Space in Excess of Baseline Allocation	35	18	19	0.0

The table below summarizes the baseline and adjusted Footprint allocations for Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA and AFSE. 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. The DOE has adjusted the baseline allocations for AFSE and USA to maintain contiguous school spaces and reflect the types of rooms available in those schools' spaces. The Office of Space Planning has allocated excess space to each school for the 2012-2013 school year as follows: Washington Irving receives 23 full-size rooms, 17 half-size rooms and 8 quarter-size rooms; Gramercy Arts receives 1 half-size room and 2 quarter-size rooms; Language and Diplomacy receives 3 full-size rooms and 5 quarter-size rooms; International receives 7 full-size rooms and 4 quarter-size rooms; AFSE receives 1 full-size room; and USA receives 1 full-size room.

[7] Based on 2012-2013 Budget Register Projections.

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		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)
Washington Irving	Baseline Footprint Allocation	24	2	2.0	2	0	0	4.0	0	0	0	0	26	2	0	2.0
	Current Allocation	24	2	2.0	2	0	0	4.0	23	17	8	0.0	49	19	8	2.0
Gramercy Arts	Baseline Footprint Allocation	18	1	1.0	2	1	0	3.5	0	0	0	0.0	20	2	0	1.0
	Current Allocation	18	1	1.0	2	1	0	3.5	0	1	2	0.0	20	3	2	1.0
Language & Diplomacy	Baseline Footprint Allocation	12	1	2.0	0	1	0	2.5	0	0	0	0.0	12	2	0	2.0
	Current Allocation	12	1	2.0	0	1	0	2.5	3	0	5	0.0	15	2	5	2.0
International	Baseline Footprint Allocation	9	1	0.0	2	1	0	2.5	0	0	0	0.0	11	2	0	0.0
	Current Allocation	9	1	0.0	2	1	0	2.5	7	0	4	0.0	18	2	4	0.0
AFSE	Baseline Footprint Allocation	4	1	0.0	1	1	0	1.5	0	0	0	0	5	2	0	0.0
	Current Allocation	5	0	0.0	2	0	0	2.0	1	0	0	0.0	8	0	0	0.0
USA	Baseline Footprint Allocation	4	1	0.0	1	1	0	1.5	0	0	0	0	6	2	0	0.0
	Current Allocation	5	0	0.0	1	1	0	1.5	1	0	0	0.0	7	1	0	0.0

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

In the 2013-2014 school year, Washington Irving will serve students in grades eleven and twelve, Gramercy Arts will serve students in grades nine through twelve, Language and Diplomacy will serve students in grades nine through twelve, International will serve students in grades nine through twelve, AFSE will serve students in grades nine and ten, and USA will serve students in grades nine and ten.

If this proposal is approved, SA - Manhattan 1 would serve students in kindergarten and first grade in M460 in the 2013-2014 school year.

One construction project is anticipated to alter the space available in M460 by the start of the 2013-2014 school year. The DOE anticipates that the net impact of construction will be the loss of two full-size rooms and the addition of a multi-purpose room on the second floor of M460 to be used by SA – Manhattan 1.[8] As described in the table below, in 2013-2014, there will be 115 full-size rooms, 27 half-size rooms, 19 quarter-size spaces, and the full-size equivalent of 5.0 designed administrative spaces to allocate among Washington Irving, Gramercy Arts, Language and Diplomacy, International, AFSE, USA, and SA - Manhattan 1.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	130	34	32	9.0
SHARED SPACES or Building Services	15	7	13	4.0
Remaining Total to Be Allocated	**115**	**27**	**19**	**5.0**

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	GE/ICT Sections
Washington Irving	295-335	12
Gramercy	470-510	18
Language and Diplomacy	420 - 460	15
International	335-375	13
AFSE	210-230	8
USA	210-230	8
SA – Manhattan 1	164-210	8

After Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE and SA - Manhattan 1 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

[8] SA Manhattan – 1 will use the multipurpose room for breakfast, lunch, and physical education.

2013-2014: Building M460	FS	HS	QS	Designed Admin (FSE)
Space in Excess of Baseline Allocations	20	14	15	0

The excess space will be allocated among the schools in consideration of feasibility, the building's configuration, and the relative enrollments of each of the schools. Washington Irving will receive 4 full-size rooms, 9 half-size rooms and 3 quarter-size rooms. Gramercy Arts will receive 1 half-size room and 2 quarter-size rooms. Language and Diplomacy will receive 3 full-size rooms, 2 half-size rooms and 4 quarter-size rooms. International will receive 2 full-size rooms, 1 half-size room and 4 quarter-size rooms. AFSE will receive 4 full-size rooms and 1 quarter-size room. USA will receive 4 full-size rooms. SA - Manhattan 1 will receive 3 full-size rooms,1 half-size room and 1 quarter-size room.

The table below summarizes the full 2013-2014 room allocation plan for Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 based on their baseline Footprint allocations plus the excess space allocations.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		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)
Washington Irving	Baseline Footprint Allocation	12	1	2.0	1	0	0	3.0	4	9	3	0.0	17	10	3	2.0
Gramercy Arts	Baseline Footprint Allocation	18	1	1.0	2	1	0	3.5	0	1	2	0.0	20	3	2	1.0
Language & Diplomacy	Baseline Footprint Allocation	16	1	2.0	0	1	2	3.0	3	2	4	0.0	19	4	6	2.0
International	Baseline Footprint Allocation	13	1	0.0	3	0	0	3.0	2	1	4	0.0	18	2	4	0.0
AFSE	Baseline Footprint Allocation	8	1	0.0	2	0	0	2.0	4	0	1	0.0	14	1	1	0.0
USA	Baseline Footprint Allocation	8	1	0.0	2	0	0	2.0	4	0	0	0.0	14	1	0	0.0
SA – Manhattan 1	Baseline Footprint Allocation	10	1	0.0	0	4	2	2.5	3	1	1	0.0	13	6	3	0.0

If this proposal is approved, in total, Washington Irving would be allocated 17 full-size rooms, 10 half-size rooms, 3 quarter-size rooms, and the full-size equivalent of 2.0 designed administrative rooms. Gramercy Arts will be allocated 20 full-size rooms, 3 half-size rooms, 2 quarter-size rooms, and 1.0 designed administrative rooms. Language and Diplomacy will be allocated 19 full-size rooms, 4 half-size rooms, 6 quarter-size rooms, and 2.0 designed administrative rooms. International will be allocated 18 full-size rooms, 2 half-size rooms, and 4 quarter-size rooms. AFSE will be allocated 14 full-size rooms, 1 half-size room and 1 quarter-size room. USA will be allocated 14 full-size rooms and 1 half-size room. SA - Manhattan 1 will be allocated 13 full-size rooms, 6 half-size rooms and 3 quarter-size rooms.

The 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				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)
Washington Irving	49	19	8	2.0	17	10	3	2.0	-32	-9	-5	0.0
Gramercy Arts	20	3	2	1.0	20	3	2	1.0	0	0	0	0.0
Language & Diplomacy	15	2	5	2.0	19	4	6	2.0	+4	+2	+1	0.0
International	18	2	4	0.0	18	2	4	0.0	0	0	0	0.0
AFSE	8	0	0	0.0	14	1	1	0.0	+6	+1	+1	0.0
USA	7	1	0	0.0	14	1	0	0.0	+7	0	0	0.0
SA – Manhattan 1	0	0	0	0.0	13	6	3	0.0	+13	+6	+3	0.0

2014-2015 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, SA - Manhattan 1 will serve students in kindergarten through second grade in M460 in the 2014-2015 school year. Washington Irving will serve students in grade twelve, Gramercy Arts will serve students in grades nine through twelve, Language and Diplomacy will serve students in grades nine through twelve, International will serve students in grades nine through twelve, AFSE will serve students in grades nine through eleven, and USA will serve students in grades nine through eleven.

One construction project is anticipated to impact the space available in M460 by the start of the 2014-2015 school year. The DOE anticipates that the net impact of construction will be the addition of one full-size room in M460. As described in the table below, in 2014-2015, there will be 116 full-size rooms, 27 half-size rooms, 19 quarter-size spaces, and the full-size equivalent of 5.0 designed administrative spaces to allocate among Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE and SA - Manhattan 1..

The baseline Footprint allocation for AFSE has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	131	34	32	9.0
SHARED SPACES or Building Services	15	7	13	4.0
Remaining Total to Be Allocated	**116**	**27**	**19**	**5.0**

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	GE/ICT Sections
Irving	135-175	6
Gramercy	470-510	18
Language and Diplomacy	420-460	16
International	370-410	14
AFSE	315-345	12
USA	315-345	12
SA – Manhattan 1	196-250	12

After Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 have received their respective baseline allocations of rooms, and AFSE has received its adjusted baseline footprint allocation, the following spaces will remain unallocated:

2014-2015: Building M460	FS	HS	QS	Designed Admin (FSE)
Space in Excess of Baseline Allocations	14	11	17	0

The excess space will be allocated among the schools in consideration of feasibility, the building's configuration, and the relative enrollments of each of the schools. The table below summarizes the full 2014-2015 room allocation plan for Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1, based on their

baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations. The DOE has adjusted the baseline allocation for AFSE to maintain contiguous school spaces and reflect the types of rooms available in those schools' spaces. Washington Irving will receive an excess allocation of 3 full-size rooms, 7 half-size rooms and 1 quarter-size room. Gramercy Arts will receive an excess allocation of 1 half-size room and 2 quarter-size rooms. Language and Diplomacy will receive an excess allocation of 2 full-size rooms, 1 half-size room and 4 quarter-size rooms. International will receive an excess allocation of 1 full-size room, 1 half-size room and 4 quarter-size rooms. AFSE will receive an excess allocation of 4 full-size rooms and 3 quarter-size rooms. USA will receive an excess allocation of 2 full-size rooms. SA - Manhattan 1 will receive an excess allocation of 2 full-size rooms, 1 half-size room and 1 quarter-size room.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
Washington Irving	Baseline Footprint Allocation	6	1	2.0	0	0	0	2.0	3	7	1	0.0	9	8	1	2.0
Gramercy Arts	Baseline Footprint Allocation	18	1	1.0	2	1	0	3.5	0	1	2	0.0	20	3	2	1.0
Language & Diplomacy	Baseline Footprint Allocation	16	1	2.0	0	1	2	3.0	2	1	4	0.0	18	3	6	2.0
International	Baseline Footprint Allocation	14	1	0.0	3	0	0	3.0	1	1	4	0.0	18	2	4	0.0
AFSE	Baseline Footprint Allocation	12	1													
	Adjusted Baseline Allocation	13	0	0.0	2	1	0	2.5	4	0	3	0.0	19	1	3	0.0
USA	Baseline Footprint Allocation	12	1	0.0	2	1	0	2.5	2	0	0	0.0	16	2	0	0.0
SA – Manhattan 1	Baseline Footprint Allocation	14	1	0.0	0	6	0	3.0	2	1	3	0.0	16	8	3	0.0

If this proposal is approved, in total, Washington Irving will be allocated 9 full-size rooms, 8 half-size rooms, 1 quarter-size room and the full-size equivalent of 2.0 designed administrative room. Gramercy Arts will be allocated 20 full-size rooms, 3 half-size rooms, 2 quarter-size rooms, and the full-size equivalent of 1.0 designed administrative rooms. Language and Diplomacy will be allocated 18 full-size rooms, 3 half-size rooms, 6 quarter-size rooms, and the full-size equivalent of 2.0 designed administrative rooms. International will be allocated 18 full-size rooms, 2 half-size rooms and 4 quarter-size rooms. AFSE will be allocated 19 full-size rooms, 1 half-size room and 3 quarter-size rooms. USA will be allocated 16 full-size rooms and 2 half-size rooms. SA - Manhattan 1 will be allocated 16 full-size rooms, 8 half-size rooms and 3 quarter-size rooms.

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				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)
Irving	17	10	3	2.0	9	8	1	2.0	-8	-2	-2	0
Gramercy Arts	20	3	2	1.0	20	3	2	1.0	0	0	0	0.0
Language & Diplomacy	19	4	6	2.0	18	3	6	2.0	-1	-1	0	0.0
International	18	2	4	0.0	18	2	4	0.0	0	0	0	0.0
AFSE	14	1	1	0.0	19	1	3	0.0	+5	0	+2	0.0
USA	14	1	0	0.0	16	2	0	0.0	+2	+1	0	0.0
SA – Manhattan 1	13	6	3	0.0	16	8	3	0.0	+3	+2	0	0.0

2015-2016 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, SA - Manhattan 1 would serve students in kindergarten through third grades in M460 in the 2014-2015 school year. Washington Irving will be fully phased out. Gramercy Arts, Language and Diplomacy, International, AFSE, and USA will serve students in grades nine through twelve.

In the 2015-2016 school year, one shared space will move from a shared full-size room to a 1.0 shared FSE designed administrative space, resulting in the net gain of one full-size space to be allocated and the loss of 1.0 FSE designed administrative space. Additionally, two full-size rooms, seven half-size rooms and 1.0 FSE designed administrative space will become shared campus spaces. This change will result in one less full-size room, seven fewer half-size rooms, and 2.0 fewer FSE designed administrative spaces to be allocated among the schools in the building. As described in the table below, in 2015-2016, there will be 115 full-size rooms, 20 half-size rooms, 19 quarter-size spaces, and the full-size equivalent of 3.0 designed administrative spaces to allocate among Gramercy Arts, Language and Diplomacy, International, USA, AFSE and SA - Manhattan 1.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	131	34	32	9.0
SHARED SPACES or Building Services	16	14	13	6.0
Remaining Total to Be Allocated	**115**	**20**	**19**	**3.0**

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.

2015-2016	Projected Enrollment	GE/ICT Sections
Gramercy	470-510	18
Language and Diplomacy	420-460	16
International	375-415	15
AFSE	420-460	16
USA	420-460	16
SA – Manhattan 1	317-406	17

After Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2015-2016	FS	HS	QS	Designed Admin (FSE)
Space in Excess of Baseline Allocations	4	4	17	0.0

The excess space will be allocated among the schools in consideration of feasibility, the building's configuration, and the relative enrollments of each of the schools. Gramercy Arts will receive an excess allocation of 1 half-size room and 2 quarter-size rooms. Language and Diplomacy will receive an excess allocation of 4 quarter-size rooms. International will receive an excess allocation of 1 half-size room and 4 quarter-size rooms. AFSE will receive an excess allocation of 3 quarter-size rooms. USA will receive no excess allocation. SA - Manhattan 1 will receive an excess allocation of 4 full-size rooms, 2 half-size rooms and 4 quarter-size rooms.

The table below summarizes the full 2015-2016 room allocation plan for Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 based on their baseline Footprint, plus the excess space allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
Gramercy Arts	Baseline Footprint Allocation	18	1	1.0	2	1	0	3.5	0	1	2	0.0	20	3	2	1.0
Language & Diplomacy	Baseline Footprint Allocation	16	1	2.0	0	1	2	3.0	0	0	4	0.0	16	2	6	2.0
International	Baseline Footprint Allocation	15	1	0.0	3	0	0	3.0	0	1	4	0.0	18	2	4	0.0
AFSE	Baseline Footprint Allocation	16	1	0.0	3	0	0	3.0	0	0	3	0.0	19	1	3	0.0
USA	Baseline Footprint Allocation	16	1	0.0	2	2	0	3.0	0	0	0	0.0	18	3	0	0.0
SA – Manhattan 1	Baseline Footprint Allocation	19	2	0.0	1	5	0	3.5	4	2	4	0.0	24	9	4	0.0

In total, Gramercy Arts will be allocated 20 full-size rooms, 3 half-size rooms, 2 quarter-size rooms and the full-size equivalent of 1.0 designed administrative room. Language and Diplomacy will be allocated 16 full-size rooms, 2 half-size rooms, 6 quarter-size rooms and the full-size equivalent of 2.0 designed administrative rooms. International will be allocated 18 full-size rooms, 2 half-size rooms, and 4 quarter-size rooms. AFSE will be allocated 19 full-size rooms, 1 half-size room and 3 quarter-size rooms. USA will be allocated 18 full-size rooms and 3 half-size rooms. SA - Manhattan 1 will be allocated 24 full-size rooms, 9 half-size rooms and 4 quarter-size rooms.

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)
Washington Irving	9	8	1	2.0	0	0	0	0.0	-9	-8	-1	-2.0
Gramercy Arts	20	3	2	1.0	20	3	2	1.0	0	0	0	0.0
Language & Diplomacy	18	3	6	2.0	16	2	6	2.0	-2	-1	0	0.0
International	18	2	4	0.0	18	2	4	0.0	0	0	0	0.0
AFSE	19	1	3	0.0	19	1	3	0.0	0	0	0	0.0
USA	16	2	0	0.0	18	3	0	0.0	+2	+1	0	0.0
SA – Manhattan 1	16	8	3	0.0	24	9	4	0.0	+8	+1	+1	0.0

2016-2017 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, SA - Manhattan 1 would serve students in kindergarten through fourth grades in M460 in the 2016-2017 school year. Gramercy Arts, Language and Diplomacy, International, AFSE, and USA will serve students in grades nine through twelve.

In the 2016-2017 school year, one full-size space that had been used as a shared space will become an allocated space, increasing the total number of full-size rooms to be allocated from 115 to 116. In addition, there will continue to be 20 half-size classrooms/spaces, 19 quarter-size spaces, and 3.0 FSE rooms of designed administrative space to allocate among Gramercy Arts, Language and Diplomacy, International, AFSE, USA, and SA - Manhattan 1.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	131	34	32	9.0
SHARED SPACES or Building Services	15	14	13	6.0
Remaining Total to Be Allocated	**116**	**20**	**19**	**3.0**

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	GE/ICT Sections
Gramercy	470-510	18
Language and Diplomacy	420-460	16
International	420-460	16
AFSE	420-460	16
USA	420-460	16
SA – Manhattan 1	408-522	20

After Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2016-2017	FS	HS	QS	Designed Admin (FSE)
Space in Excess of Baseline Allocations	0	3	14	0

The excess space will be allocated among the schools in consideration of feasibility, the building's configuration, and the relative enrollments of each of the schools. Gramercy Arts will receive an excess allocation of 1 half-size room and 2 quarter-size rooms. Language and Diplomacy will receive an excess allocation of 4 quarter-size rooms. International will receive an excess allocation of 1 half-size room and 4 quarter-size rooms. AFSE will receive an excess allocation of 3 quarter-size rooms. USA will receive no excess allocation. SA - Manhattan 1 will receive an excess allocation of 1 half-size rooms and 4 quarter-size rooms.

The table below summarizes the full 2016-2017 room allocation plan for Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 based on their baseline Footprint allocations plus the excess space allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
Gramercy Arts	Baseline Footprint Allocation	18	1	1.0	2	1	0	3.5	0	1	2	0.0	20	3	2	1.0
Language & Diplomacy	Baseline Footprint Allocation	16	1	2.0	0	1	2	3.0	0	0	4	0.0	16	2	6	2.0
International	Baseline Footprint Allocation	16	1	0.0	3	0	0	3.0	0	1	4	0.0	19	2	4	0.0
AFSE	Baseline Footprint Allocation	16	1	0.0	3	0	0	3.0	0	0	3	0.0	19	1	3	0.0
USA	Baseline Footprint Allocation	16	1	0.0	2	2	0	3.0	0	0	0	0.0	18	3	0	0.0
SA – Manhattan 1	Baseline Footprint Allocation	23	2	0.0	1	6	0	4.0	0	1	4	0.0	24	9	4	0.0

In total, if this proposal is approved, Gramercy Arts will be allocated 20 full-size rooms, 3 half-size rooms, 2 quarter-size rooms and the full-size equivalent of 1.0 designed administrative room. Language and Diplomacy will be allocated 16 full-size rooms, 2 half-size rooms, 6 quarter-size rooms and the full-size equivalent of 2.0 designed administrative rooms. International will be allocated 19 full-size rooms, 2 half-size rooms and 4 quarter-size rooms. AFSE will be allocated 19 full-size rooms, 1 half-size room and 3 quarter-size rooms. USA will be allocated 18 full-size rooms and 3 half-size rooms. SA - Manhattan 1 will be allocated 24 full-size rooms, 9 half-size rooms and 4 quarter-size rooms.

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)
Gramercy Arts	20	3	2	1.0	20	3	2	1.0	0	0	0	0.0
Language & Diplomacy	16	2	6	2.0	16	2	6	2.0	0	0	0	0.0
International	18	2	4	0.0	19	2	4	0.0	+1	0	0	0.0
AFSE	19	1	3	0.0	19	1	3	0.0	0	0	0	0.0
USA	18	3	0	0.0	18	3	0	0.0	0	0	0	0.0
SA – Manhattan 1	24	9	4	0.0	24	9	4	0.0	0	0	0	0.0

2017-2018 (FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, SA - Manhattan 1 would serve students in kindergarten through fifth grades in M460 in the 2017-2018 school year. Gramercy Arts, Language and Diplomacy, International, AFSE and USA will serve grades nine through twelve.

In the 2017-2018 school year, two full-size rooms and seven half-size rooms that were previously shared campus space will become allocated spaces. Additionally, construction is anticipated to result in the net gain of two full-size rooms and the net loss of four half-size rooms. After these adjustments are made, there will be 120 full-size classrooms/spaces, 23 half-size classrooms/spaces, 19 quarter-size spaces, and 3.0 FSE rooms of designed administrative space to allocate among Gramercy Arts, Language and Diplomacy, International, AFSE, USA, and SA - Manhattan 1.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	133	30	32	9.0
SHARED SPACES or Building Services	13	7	13	6.0
Remaining Total to Be Allocated	**120**	**23**	**19**	**3.0**

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.

2017-2018	Projected Enrollment	GE/ICT Sections
Gramercy	470-510	18
Language and Diplomacy	420-460	16
International	420-460	16
AFSE	420-460	16
USA	420-460	16
Success	470-602	24

After Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 have received their respective baseline allocations of rooms, the following spaces will remain unallocated:

2017-2018	FS	HS	QS	Designed Admin (FSE)
Space in Excess of Baseline Allocations	0	5	17	0.0

The excess space will be allocated among the schools in consideration of feasibility, the building's configuration, and the relative enrollments of each of the schools. Gramercy Arts will receive an excess allocation of 1 half-size room and 2 quarter-size room. Language and Diplomacy will receive an excess allocation of 4 quarter-size rooms. International will receive an excess allocation of 1 half-size room and 4 quarter-size rooms. AFSE will receive an excess allocation of 3 quarter-size rooms. USA will receive no excess allocation. SA - Manhattan 1 will receive an excess allocation of 3 half-size rooms and 4 quarter-size rooms.

The table below summarizes the full 2017-2018 room allocation plan for Gramercy Arts, Language and Diplomacy, International, USA, AFSE and SA - Manhattan 1 based on their baseline Footprint allocations plus the excess space allocations.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
Gramercy Arts	Baseline Footprint Allocation	18	1	1.0	2	1	0	3.5	0	1	2	0.0	20	3	2	1.0
Language & Diplomacy	Baseline Footprint Allocation	16	1	2.0	0	1	2	3.0	0	0	4	0.0	16	2	6	2.0
International	Baseline Footprint Allocation	16	1	0.0	3	0	0	3.0	0	1	4	0.0	19	2	4	0.0
AFSE	Baseline Footprint Allocation	16	1	0.0	3	0	0	3.0	0	0	3	0.0	19	1	3	0.0
USA	Baseline Footprint Allocation	16	1	0.0	2	2	0	3.0	0	0	0	0.0	18	3	0	0.0
SA – Manhattan 1	Baseline Footprint Allocation	27	2	0.0	1	7	0	4.5	0	3	4	0.0	28	12	4	0.0

If this proposal is approved, in total, Gramercy Arts will be allocated 20 full-size rooms, 3 half-size rooms, 2 quarter-size rooms and the full-size equivalent of 1.0 designed administrative rooms. Language and Diplomacy will be allocated 16 full-size rooms, 2 half-size rooms, 6 quarter-size rooms and the full-size equivalent of 2.0 designed administrative rooms. International will be allocated 19 full-size rooms, 2 half-size rooms, and 4 quarter-size rooms. AFSE will be allocated 19 full-size rooms, 1 half-size room and 3 quarter-size rooms. USA will be allocated 18 full-size rooms and 3 half-size rooms. SA - Manhattan 1 will be allocated 28 full-size rooms, 12 half-size rooms and 4 quarter-size rooms.

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)
Gramercy Arts	20	3	2	1.0	20	3	2	1.0	0	0	0	0.0
Language & Diplomacy	16	2	6	2.0	16	2	6	2.0	0	0	0	0.0
International	19	2	4	0.0	19	2	4	0.0	0	0	0	0.0
AFSE	19	1	3	0.0	19	1	3	0.0	0	0	0	0.0
USA	18	3	0	0.0	18	3	0	0.0	0	0	0	0.0
SA – Manhattan 1	24	9	4	0.0	28	12	4	0.0	+4	+3	0	0.0

Shared Space Plans

A proposed shared space plan for the 2013-2014 school year is below. The following plan reflects the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M460. The final shared space schedule will be collaboratively drafted by the Building Council if this proposal is approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed shared space plan is based upon the 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, the Building Council is free to deviate from a proposed shared space plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final shared space plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo, available at the following link: http://schools.nyc.gov/community/campusgov.)

The below proposed 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).[9] 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. Time not currently scheduled will be distributed as determined by the Building Council.[10]

In planning how Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 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 and in such a way that allows the existing schools in M460 to maintain the current timing of their use of shared spaces as much as possible.

Cafeteria:

Cafeteria

- The total time allocated to each organization in the two cafeterias[11] are 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, Washington Irving receives 57 minutes daily for breakfast and 45 minutes daily for lunch. Gramercy Arts receives 60 minutes daily for breakfast and 75 minutes daily for lunch. Language and Diplomacy receives 52 minutes daily for breakfast and 45 minutes daily for lunch. International receives 45 minutes daily for breakfast and 60 minutes daily for lunch. AFSE receives 45 minutes daily for breakfast and 45 minutes daily for lunch. USA receives 45 minutes daily for breakfast and 60 minutes daily for lunch. While this proposed use of the space is not directly proportional to the total enrollments of each school, it is adapted from the shared space plan put forth by the M460 Building Council for 2012-2013. As a result, the DOE believes that the proposed schedule is equitable.

- There will be a multi-purpose room that will become available in year 2013-2014, which SA – Manhattan 1 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 1, the DOE believes that the overall proposed allocation of meal time

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

[10] 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.

[11] The cafeterias are contiguous space and, as such, may be used as one space or two separate spaces.

between SA – Manhattan 1 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.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M460. Given the capacity of the M460 cafeteria, this proposed shared space schedule includes some overlap among Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, and AFSE in order to allow all schools an equitable duration of time for breakfast immediately prior to the start of each school's school day.

- According to the 2012-2013 Campus Audit, during that school year, time in the cafeteria was allotted to schools outside traditional lunch or breakfast hours for physical education programming.

- Though this proposed use of shared space does not allocate 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, Science Labs and Auditorium

Gymnasiums

- There are five gymnasiums in the building. The DOE proposes that time in the gymnasiums be allocated among all schools based on the relative projected enrollment of each school and loosely aligned with the current shared space schedule.

- SA – Manhattan 1 is not allotted any time in the existing gymnasiums, 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 alternative plans 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 DOE notes that the library is a shared space; however, time in the library is not currently allocated to all existing schools according to the 2012-2013 Campus Audit document. There is no set schedule for use. Schools request it through a point person who manages a shared space calendar for special events.

- 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

- Science labs are allocated approximately proportional to school enrollment and based upon the current schedule, taking into account the need to program the rooms in blocks of time corresponding to academic periods. Washington Irving will have use of both science labs Mondays, Gramercy Arts on Tuesdays, Language and Diplomacy on Wednesdays, International on Thursdays, and AFSE and USA shared use on 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.

Auditorium

- The DOE notes the auditorium is a shared space. 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 aligning the amount of time allocated to each school relative to the projected enrollment of each school.

- 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.

- The allocations in the proposed schedule below are approximately proportional to school enrollment.

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 this space beyond 4:00 pm. 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 1 will offer extended school days during the week and Washington Irving offers after-school academic intervention programs. Any school in M460 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 to use shared spaces after school hours and resolve any conflicts. .

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Washington Irving's regular schedule school day runs from approximately 8:12 a.m. to 2:39p.m., Language and Diplomacy's regular school day runs from 8:07 a.m. to 3:43 p.m., International's school day runs from approximately 8:45 a.m. to 3:05 p.m., Gramercy Arts's school day runs from 8:12 a.m. – 3:30 p.m, USA's school day runs from 8:00 a.m. to 3:30 p.m, and AFSE's school day runs from 8:15 a.m. to 2:45 p.m. on Mondays, Tuesdays, Thursdays and Fridays, and on Wednesdays from 8:15 a.m. to 2:00 p.m. If this proposal is approved, SA - Manhattan 1's school day will run from approximately 7:15 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.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 350/310)	**Breakfast** Washington Irving 7:15 – 8:12 am Gramercy Arts 7:15 – 8:15 am Language and Diplomacy 7:00 – 8:07 am International 8:00 – 8:45 am AFSE 7:00 – 7:45 am USA 7:00 – 7:45 am **Lunch** Washington Irving 12:15 – 1:00 pm Gramercy Arts 11:00 – 12:15 pm Language and Diplomacy 12:15 – 1:00 pm International 10:00 – 11:00 am AFSE 1:00 – 1:45 pm USA 10:00 – 11:00 am	**Breakfast** Washington Irving 7:15 – 8:12 am Gramercy Arts 7:15 – 8:15 am Language and Diplomacy 7:00 – 8:07 am International 8:00 – 8:45 am AFSE 7:00 – 7:45 am USA 7:00 – 7:45 am **Lunch** Washington Irving 12:15 – 1:00 pm Gramercy Arts 11:00 – 12:15 pm Language and Diplomacy 12:15 – 1:00 pm International 10:00 – 11:00 am AFSE 1:00 – 1:45 pm USA 10:00 – 11:00 am	**Breakfast** Washington Irving 7:15 – 8:12 am Gramercy Arts 7:15 – 8:15 am Language and Diplomacy 7:00 – 8:07 am International 8:00 – 8:45 am AFSE 7:00 – 7:45 am USA 7:00 – 7:45 am **Lunch** Washington Irving 12:15 – 1:00 pm Gramercy Arts 11:00 – 12:15 pm Language and Diplomacy 12:15 – 1:00 pm International 10:00 – 11:00 am AFSE 1:00 – 1:45 pm USA 10:00 – 11:00 am	**Breakfast** Washington Irving 7:15 – 8:12 am Gramercy Arts 7:15 – 8:15 am Language and Diplomacy 7:00 – 8:07 am International 8:00 – 8:45 am AFSE 7:00 – 7:45 am USA 7:00 – 7:45 am **Lunch** Washington Irving 12:15 – 1:00 pm Gramercy Arts 11:00 – 12:15 pm Language and Diplomacy 12:15 – 1:00 pm International 10:00 – 11:00 am AFSE 1:00 – 1:45 pm USA 10:00 – 11:00 am	**Breakfast** Washington Irving 7:15 – 8:12 am Gramercy Arts 7:15 – 8:15 am Language and Diplomacy 7:00 – 8:07 am International 8:00 – 8:45 am AFSE 7:00 – 7:45 am USA 7:00 – 7:45 am **Lunch** Washington Irving 12:15 – 1:00 pm Gramercy Arts 11:00 – 12:15 pm Language and Diplomacy 12:15 – 1:00 pm International 10:00 – 11:00 am AFSE 1:00 – 1:45 pm USA 10:00 – 11:00 am
Gymnasium A (Capacity: 400) (Basement)	International 9:00 – 3:00pm	International 9:00 – 3:00pm	International 9:00 – 3:00pm	AFSE 9:00 – 2:30 pm	AFSE 9:00 – 2:30 pm

Gymnasium B (Capacity: 350) (8th floor)	Gramercy Arts 8:30 – 3:00 pm	Gramercy Arts 8:30 – 3:00 pm	Gramercy Arts 8:30 – 3:00 pm	Gramercy Arts 8:30 – 3:00 pm	Gramercy Arts 8:30 – 3:00 pm
Gymnasium C (Capacity: 79) (804B)	Washington Irving 8:30 – 2:30 pm	Washington Irving 8:30 – 2:30 pm	Washington Irving 8:30 – 10:30 am USA 10:30 – 3:00 pm	USA 8:30 – 3:00 pm	USA 8:30 – 3:00 pm
Gymnasium D (Capacity: 58) (804A)	Language and Diplomacy 8:00 – 3:00 pm	Language and Diplomacy 8:00 – 3:00 pm	Language and Diplomacy 8:00 – 9:30 am	Washington Irving 8:30 – 2:30 pm	Washington Irving 8:30 – 2:30 pm
Gymnasium E Capacity (269) (10th floor)	Washington Irving 8:00 – 12:30 pm International 12:30 – 4:00 pm	Gramercy Arts 8:15 – 2:00 pm	Gramercy Arts 8:15 – 2:00 pm	Language and Diplomacy 9:00 – 3:00 pm	AFSE 8:15 – 12:00 pm USA 12:00 – 3:30 pm
Auditorium (Capacity: 1489)	Washington Irving 8:00 – 12:30 pm International 12:30 – 4:00 pm	Gramercy Arts 8:15 – 2:00 pm SA - Manhattan 1 2:00 – 4:00 pm	Gramercy Arts 8:15 – 2:00 pm SA - Manhattan 1 2:00 – 4:00 pm	Language and Diplomacy 9:00 – 3:00 pm	AFSE 8:15 – 12:00 pm USA 12:00 – 3:30 pm
Science Lab 1	Washington Irving 8:00 – 1:30 pm	Gramercy Arts 8:15 – 3:00 pm	Language and Diplomacy 9:00 – 2:00 pm	International 8:00 – 1:30 pm	AFSE 8:00 – 11:00 am USA 11:00 – 2:00 pm

Science Lab 2	Washington Irving 8:00 – 1:30 pm	Gramercy Arts 8:15 – 3:00 pm	Language and Diplomacy 9:00 – 2:00 pm	International 8:00 – 1:30 pm	AFSE 8:00 – 11:00 am USA 11:00 – 2:00 pm

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 Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 will continue to be part of the M460 School Safety Committee. As members of the School Safety Committee, the leaders/designees of Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 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 Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 will be addressed on an ongoing basis. Moreover, the School Safety Plan for the M460 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leaders/designees of Washington Irving, Gramercy Arts, Language and Diplomacy, International, USA, AFSE, and SA - Manhattan 1 will enter information in the M460 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 M460 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.[12] 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.

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