REVISED BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached revised Educational Impact Statements ("EIS"), the New York City Department of Education ("DOE") is proposing to co-locate two charter schools" in Building M099 ("M099"), located at 410 East 100th Street, New York, NY 10029, in Community School District 4 beginning in 2013-2014.

First, in an EIS initially posted on March 5, 2012 and revised on March 16, 2012, the DOE proposed to indefinitely co-locate the kindergarten through fourth grades of Harlem Success Academy Charter School 3 (84M385, "HSA 3") in M099. HSA 3 is an existing public charter school serving students in kindergarten through fourth grades in building M101 ("M101"), located at 141 East 111th Street, New York, NY 10029, in Community School District 4. If the proposal is approved, HSA 3 would begin serving its kindergarten students in M099 in the 2013-2014 school year, and would phase in one grade at a time until it serves students in kindergarten through fourth grades in M099 in 2017-2018. HSA 3 would be co-located with M.S. 224 Manhattan East School for Arts & Academics (04M224, "Manhattan East"), an existing middle school that serves students in grades six through eight; Academy of Environmental Science Secondary High School (04M635, "AES"), an existing high school which is in the process of phasing out and currently serves students in grades ten through twelve; and Renaissance Charter High School for Innovation (84M433, "Innovation"), an existing public charter high school that currently serves students in grades nine and ten and will grow to 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, libraries, and cafeterias.

In a separate EIS initially issued on March 5, 2012, the DOE proposed to re-site Harlem Prep Charter School's (84M708, "Harlem Prep") kindergarten through second grades to M099 in 2012-2013 and its kindergarten through third grades in 2013-2014. The DOE issued a revised EIS on March 16, 2012, to change the proposed grade spans to be served by Harlem Prep in M099. Under this revised EIS, Harlem Prep would serve its fifth and sixth grade students in M099 in the 2012-2013 school year and its sixth and seventh grade students in M099 in the 2013-2014 school year. Harlem Prep is an existing public charter school currently serving students in kindergarten through fifth grades in private space, building M174 ("M174"), located at 240 East 123rd Street, New York, NY 10035, in Community School District 4. If this proposal is approved, Harlem Prep would be sited for two years beginning in 2012-2013 in M099, where it would be co-located with Manhattan East, AES as it phases out, and Innovation as it phases in. In the second year (2013-2014), Harlem Prep would also be co-located with HSA 3 if that proposal is approved.

This revised Building Utilization Plan ("BUP") adjusts Harlem Prep's proposed enrollment, grade span, and section counts to reflect the proposal described in the revised EIS. However, it does not alter the room allocations or shared space schedules contained in the original BUP published on March 5, 2012.

M099 also currently houses Renaissance School of the Arts (04M377, "Renaissance"), an existing district middle school that serves students in grades six through eight, which the DOE has proposed to re-site to building M155 ("M155"), which is located at 319 East 117 Street, New York, NY 10035, in Manhattan's Community School District 4, beginning in the 2012-2013 school year. The space vacated by Renaissance's re-siting would be occupied by HSA 3 if that proposal is approved, and by Harlem Prep for two years if that proposal is approved.

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 Manhattan East, AES, Innovation, HSA 3, and Harlem Prep. It also includes a proposal for the collaborative usage of shared resources and spaces among Manhattan East, AES, Innovation, HSA 3, and Harlem Prep, 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 revised 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")[1] 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.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

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

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

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

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

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

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 October 21, 2010 by Richard Bocchicchio, Director of Space Planning, building M099 has a total of 55 full-size ("FS") classrooms/spaces including 2 science labs and 3 science demonstration rooms,[2] 17 half-size ("HS") classrooms/spaces,[3] 4 quarter-size ("QS") spaces that can be used for administrative purposes, and the equivalent of 1.5 rooms of designed administrative office/space. M099 also contains 2 gymnasiums, an auditorium, a lunchroom, a library, an indoor play area, and an outdoor play area. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for any individual school:

- The school nurse occupies one full-size space.
- The custodian's office occupies one half-size space.
- The School Based Support Team ("SBST") occupies one full-size space.
- School Safety occupies one half-size space.
- A Community-Based Organization, SCAN-Support Children Advocacy Network, occupies 1 full-size space.
- A shared counseling space occupies one full-size designed administrative space.
- A shared conference room occupies one half-size designed administrative space.

Excluding the spaces outlined above, the M099 building has a total of: 52 full-size classrooms, 15 half-size classrooms/spaces, 4 quarter-size spaces, and no designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	55	17	4	1.5
SHARED SPACES or Building Services	3	2	0	1.5
Remaining Total to be Allocated	**52**	**15**	**4**	**0**

2011-2012 (CURRENT SCHOOL YEAR)

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

2011-2012	Total Enrolled[4]	GE/ICT Sections	SC Sections
Manhattan East	246	9	2
AES	186	7	1
Innovation	240	10	0

[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.
[4] 2011-2012 Audited Register.

Renaissance	193	9	2

The table below summarizes the baseline and/or adjusted Footprint allocations for Manhattan East, AES, Innovation, and Renaissance. 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 Manhattan East's baseline allocation to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

2011-2012		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Current 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	Designed Admin (FSE)
Manhattan East	Baseline Footprint Allocation	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Manhattan East	Adjusted Footprint Allocation	13	0	0	1	3	0	2.5	0	0	0	0	14	3	0	0
AES	Baseline Footprint Allocation	7	2	0	1	2	0	2	4	0	1	0	12	4	1	0
Innovation	Baseline Footprint Allocation	10	1	0	0	2	3	1.75	0	0	0	0	10	3	3	0
Renaissance	Baseline Footprint Allocation	10	3	0	1	2	0	2	5	0	0	0	16	5	0	0

As demonstrated in the table above, Renaissance and AES are currently using classrooms in excess of their baseline Footprint allocations. The table below summarizes the available space within M099 after each school has received its baseline allocation.

2011-2012: Building M099	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	9	0	1	0

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If approved, Harlem Prep would serve fifth- and sixth-grade students in M099 in the 2012-2013 school year. Renaissance would also relocate to M155 if that proposal is approved. Harlem Prep would occupy the space vacated by Renaissance.

In 2012-2013, the SBST, which is currently located in a full-size space, would be re-located to a half-size space currently allocated to AES. This means there would be one additional full-size space to be allocated among the schools and one less half-size room to be allocated. Concurrently, a half-size space currently used as a storage room will be repurposed as a half-size classroom, mitigating the impact of the SBST room's change in location.

There will be 53 full-size classrooms/spaces, 15 half-size classrooms/spaces, and 4 quarter-size spaces to allocate among Manhattan East, AES, Innovation, and Harlem Prep. The baseline Footprint allocation for Manhattan East has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2012-2013, if this proposal is approved.

2012-2013	Projected Enrollment[5]	GE/ICT Sections	SC Sections
Manhattan East	215-245	9	2
AES	75-115	4	1
Innovation	338-432	15	0
Harlem Prep	146-170	5	0

After Manhattan East, AES, Innovation, and Harlem Prep have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2012-2013: Building M099	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	12	0	0	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

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

The table below summarizes the full 2012-2013 room allocation plan for Manhattan East, AES, Innovation, and Harlem Prep based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

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)
Manhattan East	Baseline Footprint Allocation	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	0	0	1	3	0	2.5	3	0	0	0	17	3	0	0
AES	Baseline Footprint Allocation	4	2	0	1	1	0	1.5	1	0	0	0	6	3	0	0
Innovation	Baseline Footprint Allocation	15	1	0	0	5	4	3.5	6	0	0	0	21	6	4	0
Harlem Prep	Baseline Footprint Allocation	6	1	0	1	2	0	2	2	0	0	0	9	3	0	0

In total, Manhattan East will be allocated 17 full-size and 3 half-size spaces. AES will be allocated 6 full-size and 3 half-size spaces. Innovation will be allocated 21 full-size, 6 half-size, and 4 quarter-size spaces. Harlem Prep will be allocated 9 full-size and 3 half-size spaces.

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

Room Change (+/-)	**CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS**				**PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS**				**CHANGE (+/-)**			
	Full-size Rooms	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**
Renaissance	16	5	0	0	-	-	-	-	-16	-5	0	0

Manhattan East	14	3	0	0	17	3	0	0	+3	0	0	0
AES	12	4	1	0	6	3	0	0	-6	-1	-1	0
Innovation	10	3	3	0	21	6	4	0	+11	+3	+1	0
Harlem Prep	-	-	-	-	9	3	0	0	+9	+3	0	0

2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If approved, Harlem Prep would serve sixth- and seventh-grade students and HSA 3 would serve kindergarten students in M099 in the 2013-2014 school year. In 2013-2014, Innovation will be at full-scale, serving grades nine through twelve. AES will be in the final year of its phase-out.

There will continue to be 53 full-size classrooms/spaces, 15 half-size classrooms/spaces, and 4 quarter-size spaces to allocate among Manhattan East, AES, Innovation, HSA 3, and Harlem Prep. The baseline Footprint allocation for Manhattan East has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2012-2013, if this proposal is approved.

2013-2014	Projected Enrollment[6]	GE/ICT Sections	SC Sections
Manhattan East	210-240	9	2
AES	30-70	2	1
Innovation	450-577	20	0
Harlem Prep	194-236	8	0
HSA 3	84-90	3	0

After Manhattan East, AES, Innovation, HSA 3, and Harlem Prep have received their respective baseline allocations of rooms, no rooms will remain unallocated:

2013-2014: Building M099	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	0	0	0	0

The table below summarizes the full 2013-2014 room allocation plan for Manhattan East, AES, Innovation, Harlem Prep, and HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

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

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)
Manhattan East	Baseline Footprint Allocation	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	0	0	1	3	0	2.5	0	0	0	0	14	3	0	0
AES	Baseline Footprint Allocation	2	2	0	1	0	0	1.0	0	0	0	0	3	2	0	0
Innovation	Baseline Footprint Allocation	20	1	0	0	5	4	3.5	0	0	0	0	20	6	4	0
Harlem Prep	Baseline Footprint Allocation	9	1	0	1	2	0	2	0	0	0	0	10	3	0	0
HSA 3	Baseline Footprint Allocation	4	1	0	2	0	0	2	0	0	0	0	6	1	0	0

In total, Manhattan East will be allocated 14 full-size and 3 half-size spaces. AES will be allocated 3 full-size and 2 half-size spaces. Innovation will be allocated 20 full-size, 6 half-size, and 4 quarter-size spaces. Harlem Prep will be allocated 10 full-size and 3 half-size spaces. HSA 3 will be allocated 6 full-size spaces and 1 half-size space.

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

Room Change (+/-)	PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**
Manhattan East	17	3	0	0	14	3	0	0	-3	0	0	0
AES	6	3	0	0	3	2	0	0	-3	-1	0	0
Innovation	21	6	4	0	20	6	4	0	-1	0	0	0
Harlem Prep	9	3	0	0	10	3	0	0	+1	0	0	0
HSA 3	-	-	-	-	6	1	0	0	+6	+1	0	0

2014-2015 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve kindergarten through first-grade students in M099 in the 2014-2015 school year, Harlem Prep would re-locate to a long-term site, which would be proposed in a future EIS subject to a vote by the Panel for Educational Policy. In 2014-2015, AES will be fully phased out and will no longer serve students in M099.

There will continue to be 53 full-size classrooms/spaces, 15 half-size classrooms/spaces, and 4 quarter-size spaces to allocate among Manhattan East, Innovation, and HSA 3. The baseline Footprint allocation for Manhattan East has been adjusted as follows: the baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2012-2013, if this proposal is approved.

2014-2015	Projected Enrollment[7]	GE/ICT Sections	SC Sections
Manhattan East	210-240	9	2
Innovation	452-576	20	0
HSA 3	150-174	6	0

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

After Manhattan East, Innovation, and HSA 3 have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2014-2015: Building M099	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	10	4	0	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

The table below summarizes the full 2014-2015 room allocation plan for Manhattan East, Innovation, and HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocations.

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)
Manhattan East	Baseline Footprint Allocation	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	0	0	1	3	0	2.5	3	1	0	0	17	4	0	0
Innovation	Baseline Footprint Allocation	20	2	0	0	5	4	3.5	6	2	0	0	26	9	4	0
HSA 3	Baseline Footprint Allocation	7	1	0	2	0	0	2	1	1	0	0	10	2	0	0

In total, Manhattan East will be allocated 17 full-size and 4 half-size spaces. Innovation will be allocated 26 full-size, 9 half-size, and 4 quarter-size spaces. HSA 3 will be allocated 10 full-size and 2 half-size spaces.

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

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full-size Rooms	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**
Manhattan East	14	3	0	0	17	4	0	0	+3	+1	0	0
AES	3	2	0	0	0	0	0	0	-3	-2	0	0
Innovation	20	6	4	0	26	9	4	0	+6	+3	0	0
Harlem Prep	10	3	0	0	0	0	0	0	-10	-3	0	0
HSA 3	6	1	0	0	10	2	0	0	+4	+1	0	0

2015-2016 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve kindergarten through second-grade students in M099 in the 2015-2016 school year.

There will continue to be 53 full-size classrooms/spaces, 15 half-size classrooms/spaces, and 4 quarter-size spaces to allocate among Manhattan East, Innovation, and HSA 3. The baseline Footprint allocation for Manhattan East has been adjusted as follows: the baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

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	SC Sections
Manhattan East	210-240	9	2
Innovation	452-576	20	0
HSA 3	210-236	8	0

After Manhattan East, Innovation, and HSA 3 have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2015-2016: Building M099	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)

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

Space In Excess of Baseline Allocations	7	3	0	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.

The table below summarizes the full 2015-2016 room allocation plan for Manhattan East, Innovation, and HSA 3 based on their baseline Footprint and adjusted baseline Footprint allocations, 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)
Manhattan East	Baseline Footprint Allocation	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	0	0	1	3	0	2.5	2	1	0	0	16	4	0	0
Innovation	Baseline Footprint Allocation	20	2	0	0	5	4	3.5	4	2	0	0	24	9	4	0
HSA 3	Baseline Footprint Allocation	10	1	0	2	1	0	2.5	1	0	0	0	13	2	0	0

In total, Manhattan East will be allocated 16 full-size and 4 half-size spaces. Innovation will be allocated 24 full-size, 9 half-size, and 4 quarter-size spaces. HSA 3 will be allocated 13 full-size and 2 half-size spaces.

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

Room Change (+/-)	**PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS**				**PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS**				**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)**
Manhattan East	17	4	0	0	16	4	0	0	-1	0	0	0
Innovation	26	9	4	0	24	9	4	0	-2	0	0	0
HSA 3	10	2	0	0	13	2	0	0	+3	0	0	0

2016-2017 (FIFTH YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve kindergarten through third-grade students in M099 in the 2016-2017 school year.

There will continue to be 53 full-size classrooms/spaces, 15 half-size classrooms/spaces, and 4 quarter-size spaces to allocate among Manhattan East, Innovation, and HSA 3. The baseline Footprint allocation for Manhattan East has been adjusted as follows: the baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

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	SC Sections
Manhattan East	210-240	9	2
Innovation	452-576	20	0
HSA 3	266-300	10	0

After Manhattan East, Innovation, and HSA 3 have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building M099	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	3	3	0	0

The excess space will be allocated among the schools in consideration of the physical location of the available space in relation to the location of each school within the building and the relative enrollments of each of those schools.
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[9] The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2016-2017 room allocation plan for Manhattan East, Innovation, and HSA 3 based on their baseline Footprint and adjusted 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)
Manhattan East	Baseline Footprint Allocation	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Manhattan East	Adjusted Baseline Allocation	13	0	0	1	3	0	2.5	0	0	0	0	14	3	0	0
Innovation	Baseline Footprint Allocation	20	2	0	1	3	4	3.5	1	1	0	0	22	6	4	0
HSA 3	Baseline Footprint Allocation	13	2	0	2	2	0	3	2	2	0	0	17	6	0	0

In total, Manhattan East will be allocated 14 full-size and 3 half-size spaces. Innovation will be allocated 22 full-size, 6 half-size, and 4 quarter-size spaces. HSA 3 will be allocated 17 full-size and 6 half-size spaces.

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

Room Change (+/-)	**PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS**				**PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS**				**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)**
Manhattan East	16	4	0	0	14	3	0	0	-2	-1	0	0
Innovation	24	9	4	0	22	6	4	0	-2	-3	0	0

HSA 3	13	2	0	0	17	6	0	0	+4	+4	0	0

2017-2018 (FINAL YEAR OF PROPOSED IMPLEMENTATION)

If approved, HSA 3 would serve kindergarten through fourth-grade students in M099 in the 2017-2018 school year.

There will continue to be 53 full-size classrooms/spaces, 15 half-size classrooms/spaces, and 4 quarter-size spaces to allocate among Manhattan East, Innovation, and HSA 3. The baseline Footprint allocation for Manhattan East has been adjusted as follows: the baseline Footprint has been adjusted to include full-size classrooms in lieu of half-size classrooms due to a lack of sufficient half-size spaces.

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

2017-2018	Projected Enrollment[10]	GE/ICT Sections	SC Sections
Manhattan East	210-240	9	2
Innovation	452-576	20	0
HSA 3	320-360	13	0

After Manhattan East, Innovation, and HSA 3 have received their respective baseline allocations of rooms, the following number of rooms will remain unallocated:

2017-2018: Building M099	Full-size Rooms	Half-size Rooms	Quarter-size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocations	1	3	0	0

The excess space will be allocated among the schools based upon the physical location of the available space in relation to the location of each school within the building, such that students from different grade levels (elementary, middle, and high school), will be served on separate floors.
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[10] The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2017-2018 room allocation plan for Manhattan East, Innovation, and HSA 3 based on their baseline Footprint and adjusted 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)
Manhattan East	Baseline Footprint Allocation	10	3	-	-	-	-	-	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	13	0	0	1	3	0	2.5	0	0	0	0	14	3	0	0
Innovation	Baseline Footprint Allocation	20	2	0	1	3	4	3.5	1	1	0	0	22	6	4	0
HSA 3	Baseline Footprint Allocation	15	2	0	2	2	0	3	0	2	0	0	17	6	0	0

In total, Manhattan East will be allocated 14 full-size and 3 half-size. Innovation will be allocated 22 full-size, 6 half-size, and 4 quarter-size spaces. HSA 3 will be allocated 17 full-size and 6 half-size spaces.

The room change is reflected below for the 2016-2017 school year to the 2017-2018 school year.

Room Change (+/-)	**PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS**				**PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS**				**CHANGE (+/-)**			
	Full-size Rooms	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**	**Full-size Rooms**	**Half-size Rooms**	**Quarter-size Rooms**	**Designed Admin (FSE)**
Manhattan East	14	3	0	0	14	3	0	0	0	0	0	0
Innovation	22	6	4	0	22	6	4	0	0	0	0	0
HSA 3	17	6	0	0	17	6	0	0	0	0	0	0

This will be the long-term space allocation in M099.

Shared Space Plans

Proposed shared space plans for the first year of Harlem Prep's co-location and the first year of HSA 3's co-location are below. BUPs typically contain shared space plans only for the first year of a co-location. However, since these proposals would be implemented in consecutive years, the DOE has included a shared space plan for the first year of each proposal's implementation. The following plans are based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M099. The final shared space schedules will be collaboratively drafted by the Building Council after the proposed co-locations have been approved by the Panel for Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN
These proposed Shared Space Plans are based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plans 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 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 2011 Campus Audit Template submitted by the Building Council.[12] Because HSA 3 and Harlem Prep would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated the following school year.

In planning how Manhattan East, AES, Innovation, HSA 3, and Harlem Prep may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plans that allocate time in each space equitably. Additionally, where possible, Harlem Prep and HSA 3 have been allocated time in shared spaces that was previously allocated to Renaissance, in order to allow the existing schools in M099 to maintain the current timing of their use of shared spaces as much as possible.

2012-2013

In 2012-2013, the fifth through sixth grades of Harlem Prep will be co-located with AES, Innovation, and Manhattan East in M099.

Cafeteria and Indoor/Outdoor Play Areas:

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 2011-2012 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 2012-2013 shared space plan and develop an alternative plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

[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.

- In the proposed plan below, each school receives 30 minutes daily in the cafeteria. The schedule would ensure that elementary students use the cafeteria well before the high school students. While this proposed use of the space is not proportional to the total enrollments of each school, it would ensure that each individual student receives a lunch period of equal length, regardless of what school he or she attends. As a result, the DOE believes that the proposed schedule is equitable.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M099. Given the capacity of the M099 cafeteria, this proposed shared space schedule includes some overlap among AES, Manhattan East, and Innovation in order to allow all schools the same duration of time for breakfast immediately prior to the start of each school's school day.

- According to the 2011-2012 Campus Audit, time in the cafeteria has been allotted to schools outside traditional lunch or breakfast hours for physical education programming. Additionally, the Campus Audit indicates that 20 additional minutes have been allocated to AES for lunch in a room designated as the "lounge."

- Though this proposed use of shared space does not allocate time outside of traditional lunch or breakfast hours and does not specify time spent in the "lounge," 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.

Indoor/Outdoor Play Areas

- The DOE notes that the indoor and outdoor play areas are shared spaces. The DOE proposes in the schedule below that time in the indoor and outdoor play areas should be allocated simultaneously to each school.

- In the schedule below, the playground time is aligned to the cafeteria schedule to provide schools with the option of offering students a recess after the proposed lunch period. While this proposed use of the space is not proportional to the total enrollments of each school, it would ensure that each individual student receives a recess period of equal length, regardless of what school he or she attends. As a result, the DOE believes that the proposed schedule is equitable.

- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, Auditorium, and Rooftop Garden

Gymnasiums

- There are two gymnasiums in the building. The current 2011 Campus Audit document allocates gym time to the two high schools, AES and Innovation in "Gymnasium A" on the third floor of M099 and to the non-high schools, Manhattan East and Renaissance in "Gymnasium B" on the fifth floor. 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.

- The proposed 2012-2013 maintains the practice of allocating each gymnasium by each school's level—high school and non-high school, except that a small amount of time in Gymnasium B has also been allocated on Friday afternoons to Innovation in order to maintain proportionality to the relative enrollments of each school.

- The Building Council is free to deviate from the proposed 2012-2013 Shared Space Plan and may develop an 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 2011 Campus Audit document. The DOE proposes in the 2012-2013 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.
- 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.

Rooftop Garden

- The DOE notes that the rooftop garden is a shared space; however specific times in the auditorium are not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.
- The allocations in the proposed schedule below are approximately proportional to school enrollment.
- 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 2011 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 amount of 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 3:00 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 Innovation and Harlem Prep offer extended school days during the week. Innovation and Harlem Prep, and any of the other schools in M099 that choose to offer extended day programming, would have to manage scheduling of shared spaces using the process outlined below.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space in 2012-2013 when Harlem Prep is co-located in the building.

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Manhattan East's regular schedule school day runs from approximately 8:30 a.m. to 2:50 p.m., AES's school day runs from approximately 8:45 a.m. to 3:05 p.m., and Innovation's school day runs from approximately 9:00 a.m. to 4:00 p.m. In its current location, Harlem Prep's school day runs from approximately 7:30 a.m. to 4:00 p.m.[13]

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: 559)	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.
Indoor/Outdoor Play Areas	**Harlem Prep** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.

[13] https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Gymnasium A (Capacity: 250)	**AES** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 3:00 p.m.	**AES** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 3:00 p.m.	**AES** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 3:00 p.m.	**AES** 8:30 – 10:00 a.m. **Innovation**10:00 a.m. – 3:00 p.m.	**AES** 8:30 – 9:30 a.m. **Innovation** 9:30 a.m. – 3:00 p.m.
Gymnasium B (Capacity: 175)	**Harlem Prep** 8:30 – 10:30 a.m. **Manhattan East** 10:30 a.m. – 3:00 p.m.	**Manhattan East** 8:30– 11:30 a.m. **Harlem Prep** 11:30 a.m. – 3:00 p.m.	**Manhattan East** 8:30 a.m. – 1:00 p.m. **Harlem Prep** 1:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:30 a.m.; 12:30 – 3:00 p.m. **Manhattan East** 10:30 a.m. – 12:30 p.m.	**Manhattan East** 8:30 a.m. – 12:00 p.m. **Innovation** 12:00 – 3:00 p.m.
Auditorium (Capacity: 625)	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation** 10:00 – 11:00 a.m. **Manhattan East** 11:00 a.m. – 3:00 p.m.	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation** 10:00– 11:00 a.m.; 12:00 – 3:00 p.m. **AES** 11:00 a.m. – 12:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 – 10:30 a.m.; 12:00 – 3:00 p.m. **AES** 10:30 a.m. – 12:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 – 11:00 a.m.; 12:00 – 3:00 p.m. **AES** 11:00 a.m. – 12:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 – 10:30 a.m. **Manhattan East** 10:30 a.m. – 3:00 p.m.
Library	**Innovation** 8:30 a.m. – 1:00 p.m. **Manhattan East** 1:00 – 3:00 p.m.	**Innovation** 8:30 a.m. – 12:30 p.m. **Manhattan East** 12:30 – 2:00 p.m. **AES** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:30 p.m. **Innovation** 10:30 a.m. – 12:00 p.m. **Manhattan East** 12:00 – 1:30 p.m. **AES** 1:30 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:30 p.m. **Innovation** 10:30 a.m. – 12:30 p.m. **Manhattan East** 12:30 – 2:00 p.m. **AES** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:30 a.m. **Innovation** 10:30 a.m. – 1:00 p.m. **Manhattan East** 1:00 – 3:00 p.m.
Rooftop Garden	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation**10:00 a.m. – 12:30 p.m.; 2:00 – 3:00 p.m. **Manhattan East** 12:30 – 2:00 p.m.	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 12:30 p.m. **Manhattan East** 12:30 – 2:00 p.m. **AES** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation** 10:00 – 11:30 a.m. **Manhattan East** 11:30 a.m. – 1:30 p.m. **AES** 1:30 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 12:30 p.m. **Manhattan East** 12:30 – 2:00 p.m. **AES** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:30 a.m. **Innovation** 10:30 a.m. – 12:30 p.m.; 2:00 – 3:00 p.m. **Manhattan East** 12:30 – 2:00 p.m.

2013-2014

In 2013-2014, the sixth through seveth grades of Harlem Prep and the kindergarten of HSA 3 will be co-located with AES, Innovation, and Manhattan East in M099.

Cafeteria and Indoor/Outdoor Play Areas:

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 2011-2012 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, each school receives 30 minutes daily in the cafeteria. The schedule would ensure that elementary students use the cafeteria well before the high school students. While this proposed use of the space is not proportional to the total enrollments of each school, it would ensure that each individual student receives a lunch period of equal length, regardless of what school he or she attends. As a result, the DOE believes that the proposed schedule is equitable.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at M099. Given the capacity of the M099 cafeteria, this proposed shared space schedule includes some overlap between Harlem Prep and HSA 3, which both will serve elementary age students, and AES, Manhattan East, and Innovation in order to allow all schools the same duration of time for breakfast immediately prior to the start of each school's school day.

- According to the 2011-2012 Campus Audit, time in the cafeteria has been allotted to schools outside traditional lunch or breakfast hours for physical education programming. Additionally, the Campus Audit indicates that 20 additional minutes have been allocated to AES for lunch in a room designated as the "lounge."

- Though this proposed use of shared space does not allocate time outside of traditional lunch or breakfast hours and does not specify time spent in the "lounge," 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.

Indoor/Outdoor Play Areas

- The DOE notes that the indoor and outdoor play areas are shared spaces. The DOE proposes in the schedule below that time in the indoor and outdoor play areas should be allocated simultaneously to each school.

- In the schedule below, the playground time is aligned to the cafeteria schedule to provide schools with the option of offering students a recess after the proposed lunch period. While this proposed use of the space is not proportional to the total enrollments of each school, it would ensure that each individual student receives a recess period of equal length, regardless of what school he or she attends. As a result, the DOE believes that the proposed schedule is equitable.

- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.

Gymnasium, Library, Auditorium, and Rooftop Garden

Gymnasiums

- There are two gymnasiums in the building. The current 2011 Campus Audit document allocates gym time to the two high schools, AES and Innovation, in "Gymnasium A" on the third floor of M099 and to the non-high schools, Manhattan East and Renaissance, in "Gymnasium B" on the fifth floor. The DOE proposes that 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.

- The proposed 2013-2014 Shared Space Plan maintains the practice of allocating each gymnasium by each school's level—high school and non-high school.

- The Building Council is free to deviate from the proposed Shared Space Plan and may develop an 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 2011 Campus Audit document. The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.

- The allocations in the proposed 2013-2014 schedule below are approximately proportional to school enrollment.

- 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.

Rooftop Garden

- The DOE notes that the rooftop garden is a shared space; however specific times in the auditorium are not currently allocated to any of the existing schools according to the 2011 Campus Audit document. The DOE proposes in the schedule below that time in the library should be allocated to all schools based on the relative projected enrollment for each school.

- The allocations in the proposed 2013-2014 schedule below are approximately proportional to school enrollment.

- 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 2011 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 amount of 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 3:00 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 Innovation, Harlem Prep, and HSA 3 offer extended school days during the week. Innovation, HSA 3, Harlem Prep, and any of the other schools in M099 that choose to offer extended day programming, would have to manage scheduling of shared spaces using the process outlined below.

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed 2013-2014 Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once HSA 3 and Harlem Prep are co-located in the building in 2013-2014.

Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Manhattan East's regular schedule school day runs from approximately 8:30 a.m. to 2:50 p.m., AES's school day runs from approximately 8:45 a.m. to 3:05 p.m., and Innovation's school day runs from approximately 9:00 a.m. to 4:00 p.m. In their current locations, HSA 3's school day runs from approximately 7:45 a.m. to 4:30 p.m. and Harlem Prep's school day runs from approximately 7:30 a.m. to 4:00 p.m.[14]

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.

[14] https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 559)	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **HSA 3** 7:00 – 7:45 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:00 – 11:30 a.m. **HSA 3** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **HSA 3** 7:00 – 7:45 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:00 – 11:30 a.m. **HSA 3** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **HSA 3** 7:00 – 7:45 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:00 – 11:30 a.m. **HSA 3** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **HSA 3** 7:00 – 7:45 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:00 – 11:30 a.m. **HSA 3** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.	**Breakfast:** **Harlem Prep** 6:45 – 7:30 a.m. **HSA 3** 7:00 – 7:45 a.m. **Manhattan East** 7:45 – 8:30 a.m. **AES** 8:00 – 8:45 a.m. **Innovation** 8:15 – 9:00 a.m. **Lunch:** **Harlem Prep** 11:00 – 11:30 a.m. **HSA 3** 11:30 a.m. – 12:00 p.m. **AES** 12:00 – 12:30 p.m. **Manhattan East** 12:30 – 1:00 p.m. **Innovation** 1:00 – 1:30 p.m.
Indoor/Outdoor Play Areas	**Harlem Prep** 11:30 a.m. – 12:00 p.m. **HSA 3** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 11:30 a.m. – 12:00 p.m. **HSA 3** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 11:30 a.m. – 12:00 p.m. **HSA 3** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 11:30 a.m. – 12:00 p.m. **HSA 3** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.	**Harlem Prep** 11:30 a.m. – 12:00 p.m. **HSA 3** 12:00 – 12:30 p.m. **AES** 12:30 – 1:00 p.m. **Manhattan East** 1:00 – 1:30 p.m. **Innovation** 1:30 – 2:00 p.m.
Gymnasium A (Capacity: 250)	**AES** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 3:00 p.m.	**AES** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 3:00 p.m.	**AES** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 3:00 p.m.	**AES** 8:30 – 9:30 a.m. **Innovation** 9:30 a.m. – 3:00 p.m.	**AES** 8:30 – 9:30 a.m. **Innovation** 9:30 a.m. – 3:00 p.m.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Gymnasium B (Capacity: 175)	**Harlem Prep** 8:30 – 10:30 a.m. **HSA 3** 10:30 a.m. – 12:00 p.m. **Manhattan East** 12:00 – 3:00 p.m.	**Manhattan East** 8:30– 11:30 a.m. **Harlem Prep** 11:30 a.m. – 3:00 p.m.	**Manhattan East** 8:30 a.m. – 1:00 p.m. **HSA 3** 1:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 11:00 a.m.; 12:30 – 3:00 p.m. **Manhattan East** 11:00 a.m. – 12:30 p.m.	**Manhattan East** 8:30 a.m. – 12:30 p.m. **HSA 3** 12:30 – 3:00 p.m.
Auditorium (Capacity: 625)	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 – 11:00 a.m. **Manhattan East** 11:00 a.m. – 3:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 a.m. – 1:00 p.m. **AES** 1:00 – 2:00 p.m. **HSA 3** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 a.m. – 12:30 p.m. **AES** 12:30 – 2:00 p.m. **HSA 3** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 a.m. – 1:00 p.m. **AES** 1:00 – 2:00 p.m. **HSA 3** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Innovation** 9:30 – 11:00 a.m. **Manhattan East** 11:00 a.m. – 3:00 p.m.
Library	**HSA 3** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 12:30 p.m.; 2:00 – 3:00 p.m. **Manhattan East** 12:30 – 2:00 p.m.	**HSA 3** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 12:30 p.m. **Manhattan East** 12:30 – 2:00 p.m. **AES** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation** 10:00 – 11:30 a.m. **Manhattan East** 11:30 a.m. – 1:30 p.m. **AES** 1:30 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:00 a.m. **Innovation** 10:00 a.m. – 12:30 p.m. **Manhattan East** 12:30 – 2:00 p.m. **AES** 2:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 10:30 a.m. **Innovation** 10:30 a.m. – 12:30 p.m.; 2:00 – 3:00 p.m. **Manhattan East** 12:30 – 2:00 p.m.
Rooftop Garden	**Harlem Prep** 8:30 – 9:30 a.m. **Manhattan East** 9:30 a.m. – 1:00 p.m. **Innovation** 1:00 – 3:00 p.m.	**Harlem Prep** 8:30 – 9:30 a.m. **Manhattan East** 9:30 a.m. – 1:00 p.m. **Innovation** 1:00 – 3:00 p.m.	**HSA 3** 8:30 – 9:30 a.m. **Harlem Prep** 9:30 – 10:30 a.m. **AES** 10:30 – 11:30 a.m. **Manhattan East** 11:30 a.m. – 12:30 p.m. **Innovation** 12:30 – 3:00 p.m.	**HSA 3** 8:30 – 9:30 a.m. **Harlem Prep** 9:30 – 10:30 a.m. **AES** 10:30 – 11:30 a.m. **Innovation** 11:30 a.m. – 3:00 p.m.	**HSA 3** 8:30 – 9:30 a.m. **Harlem Prep** 9:30 – 10:30 a.m. **AES** 10:30 a.m. – 12:00 p.m. **Innovation** 12:00 – 3:00 p.m.

Building Safety and Security

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designees of all other programs operating within the building; UFT 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. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions, and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders/designees of HSA 3 and Harlem Prep, during their respective co-locations, will be part of the M099 School Safety Committee. As a member of the School Safety Committee, the leaders/designees of HSA 3 and Harlem Prep will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs that may arise with respect to the co-locations of HSA 3 and Harlem Prep will be addressed on an ongoing basis. Moreover, the Safety Plan for the M099 school building will be modified as appropriate to meet any changing security needs associated with the co-location. HSA 3 and Harlem Prep will enter information in the M099 schools' overall Safety Plan to ensure the safe operation of the school building.

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

The completed School Safety Plan for the M099 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,[15] co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the amended New York Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the amended 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 SLT 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.

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