

BUILDING UTILIZATION PLAN: M056

INTRODUCTION

The New York City Department of Education ("DOE") is proposing to consolidate Collaborative Academy of Science, Technology, & Language-Arts Education (01M345, "CASTLE"), an existing middle school that currently serves students in sixth through eighth grades, and the middle school grades of Henry Street Secondary School for International Studies (01M292, "Henry Street"), an existing secondary school currently serving students in seventh through twelfth grades,¹ with University Neighborhood Middle School (01M332, "UNMS"), an existing middle school serving students in sixth through eighth grades, in building M056 ("M056"), located at 220 Henry Street, New York, NY 10002, in the 2016-2017 school year. A "consolidation" means that two or more existing school organizations are combined into one school to operate and serve students more effectively. CASTLE, Henry Street, and UNMS are currently co-located in M056 with Manhattan Charter School II (84M080, "MCS II"), an existing public charter school that currently serves students in kindergarten through fourth grade and will serve students in kindergarten through fifth grade by the 2016-2017 school year. A co-location means that two or more school organizations are located in the same building and may share common spaces such as the auditorium, gymnasium, library and cafeteria.

On March 21, 2012, the Panel for Educational Policy ("PEP") approved the opening and co-location of MCS II's kindergarten through fifth grade in M056. More information about this previous proposal can be found at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2011-2012/Mar212012Proposals.htm>. A BUP was initially issued for the M056 building to accompany the Educational Impact Statement ("EIS") for that proposal.

M056 currently houses two Community Based Organizations ("CBO"), Henry Street Settlement and Turning Point. M056 also houses an educational facility, The New York City Center for Space and Science Education and a school-based health center ("SBHC").

Pursuant to the New York Charter Schools Act of 1998 (as amended), the following plan outlines the classrooms and administrative space that will be allocated to UNMS, the high school grades of Henry Street, and MCS II if the proposal to consolidate CASTLE and Henry Street's middle schools grades with UNMS is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between UNMS, Henry Street, and MCS II, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas. Schools' allocations are based on the Citywide Instructional Footprint ("Footprint"), which prescribes a minimum 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.² On December 2, 2015, the DOE released an updated Footprint that includes increased allocations of administrative space. The baseline and adjusted baseline allocations of space in the current school year and beyond reflect this change. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee ("SSC") is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed re-siting and co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council ("BC") if the proposed re-siting and co-location is approved by the PEP.

METHODOLOGY

The DOE has applied the Footprint to all schools outlined in this plan to allocate rooms in an unbiased manner, and has divided any remaining excess space equitably based on the proportion of the total students in the building enrolled by each school, 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

¹ Until the current school year, Henry Street served students in grades six through twelve. For the 2015-2016 school year, fewer than 10 students enrolled in the sixth grade at Henry Street. As such, each of these students was offered the opportunity to enroll at another school and worked with the District 1 Superintendent to identify an option that met his or her needs. Consequently, Henry Street does not currently serve any sixth-grade students.

² 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/Offices/OSP/KeyDocuments/Instructional_Footprint.

As noted above, the Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school.

For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching section (“ICT”) and a full-size or half-size classroom to accommodate each SC special education section served by the school. In addition, schools serving grades K-5 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

For grades 6-12, 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 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.

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. Therefore, each principal makes decisions about how and where students will be served within the space allocated to the school. The DOE also provides support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

Allocation of Classrooms and Administrative Space

According to a building walkthrough and survey performed on December 10, 2015, by a representative of the Office of Space Planning, M056 contains a total of 69 full-size rooms,³ 16 half-size rooms,⁴ 8 quarter-size rooms,⁵ and 6.0 FSE rooms of designed administrative office space. M056 also contains an auditorium, cafeteria, library, and gymnasium. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The SBHC occupies 1 half-size room.
- The CBO Henry Street occupies 1 half-size room.
- The custodian's office occupies 1 half-size room.
- The multi-purpose room occupies 1 full-size room and 1 half-size room.
- The School-Based Support Team (SBST) occupies 1 FSE room of designed administrative space.
- A science demo room occupies 1 full-size room.
- The nurses' suite (where Turning Point is located) occupies 1 FSE room of designed administrative space.
- The school safety office occupies 1 quarter-size room.
- The New York City Center for Space and Science Education occupies 4 full-sized rooms.

Excluding the spaces outlined above, M056 has a total of 63 full-size rooms, 12 half-size rooms, 7 quarter-size rooms, and the full-size equivalent of 4.0 rooms of designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M056 Total	69	16	8	6.0
Shared Spaces or Building Services	6	4	1	2.0
Remaining to Be Allocated	63	12	7	4.0

³ Full-size classrooms have an area of 500 square feet or more.

⁴ Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

⁵ Quarter-size rooms are smaller than 240 square feet.

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, number of GE/ICT sections, and number of SC sections for the schools located in building M056 in the 2015-2016 school year:

2015-2016	Total Enrollment ⁶	Grade Span	GE/ICT Sections	SC Sections
UNMS	110	6-8	4	1
CASTLE	104	6-8	5	1
Henry Street	169	7-12	10	0
MCS II	211	K-4	10	0

The DOE has adjusted UNMS's and CASTLE's baseline Footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated UNMS 2 full-size rooms in lieu of 2 half-size rooms and CASTLE 1 full-size room in lieu of 1 half-size room. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocations for UNMS and CASTLE in each year of room allocations presented in this document. MCS II's baseline footprint is currently 2 full-size rooms and 1 half-size room below Footprint, which is reflected in their adjusted baseline footprint. This BUP corrects this deficit for the 2016-2017 school year and beyond. Henry Street is not receiving an adjustment to their baseline Footprint.

The table below summarizes UNMS's, CASTLE's, Henry Street's, and MCS II's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document. UNMS, CASTLE, Henry Street, and MCS II are currently using the space described in their baseline and adjusted baseline Footprint allocations.

⁶ Based on the 2015-2016 Audited Register as of October 31, 2015.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Current Total Space Allocation			
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms		Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
UNMS	Baseline Footprint Allocation	5	2	-	-	-	-	3.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	7	0	0	2	2	0	3.0	4	0	1	0	13	2	1	0
CASTLE	Baseline Footprint Allocation	6	2	-	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	7	1	2.5	0	0	0	2.5	5	3	5	0	12	4	5	2.5
Henry Street	Baseline Footprint Allocation	10	1	-	2	2	-	3.0	14	2	1	0	26	5	1	0
MCS II	Baseline Footprint Allocation	13	2	1.5	-	-	-	2.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Footprint	12	1	1.5	-	-	-	1.5	-	-	-	-	12 ⁷	1	-	1.5

In total:

- UNMS is currently allocated 13 full-size rooms, 2 half-size rooms, and 1 quarter-size room. This allocation includes 4 full-size rooms and 1 quarter-size room in excess of UNMS's adjusted baseline allocation.
- CASTLE is currently allocated 12 full-size rooms, 4 half-size rooms, 5 quarter-size rooms, and 2.5 FSE rooms of designed administrative space. This allocation includes 5 full-size rooms, 3 half-size rooms, and 5 quarter-size rooms in excess of CASTLE's adjusted baseline allocation.
- Henry Street is currently allocated 26 full-size rooms, 5 half-size rooms, and 1 quarter-size room. This allocation includes 14 full-size rooms, 2 half-size rooms, and 1 quarter-size room in excess of Henry Street's baseline Footprint allocation.
- MCS II is currently allocated 12 full-size rooms, 1 half-size room, and 1.5 FSE room of designed administrative space. This amounts to a deficit of 2 full-size rooms and 1 half-size room below the school's baseline Footprint allocation.

⁷ MCS II is currently below Footprint by 2 full-size rooms (including 1 full size equivalent room) and 1 half-size room. However this BUP corrects this deficit for the 2016-2017 school year and beyond.

2016-2017 (FIRST AND LAST YEAR OF PROPOSED IMPLEMENTATION):

As mentioned above, M056 contains a total of 69 full-size rooms, 16 half-size rooms, 8 quarter-size rooms and 6.0 FSE rooms of designed administrative office space. If this proposal is approved, additional spaces in M056 will be designated as shared spaces for the 2016-2017 school year and beyond. In addition to the shared spaces outlined above, the following spaces will be shared spaces in 2016-2017 and beyond:

- A science demo room will occupy 1 additional full-size room.
- A shared science classroom will occupy 1 full-size room.
- The New York City Center for Space and Science Education will occupy 1 additional full-size room.

Excluding the additional shared spaces outlined above, M056 has a total of 60 full-size rooms, 12 half-size rooms, 7 quarter-size rooms, and the full-size equivalent of 4.0 designed administrative office spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
M056 Total	69	16	8	6.0
Shared Spaces or Building Services	9	4	1	2
Remaining to Be Allocated	60	12	7	4.0

If the proposal to consolidate CASTLE and Henry Street's middle school grades with UNMS is approved, in 2016-2017, the consolidated UNMS will continue to serve students in sixth through eighth grades in M056, Henry Street will serve students in ninth through twelfth grades in M056, and MCS II will serve students in kindergarten through fifth grades. The table below summarizes the total projected enrollment, grade spans, and number of sections at each school in the 2016-2017 school year:

2016-2017	Projected Enrollment ⁸	Grade Span	GE/ICT Sections	SC Sections
UNMS	230-260	6-8	10	2
Henry Street	125-165	9-12	8	0
MCS II	235-295	K-5	12	0

After UNMS, Henry Street, and MCS II have received their respective baseline or adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

⁸ District school projections are based on the Audited Register as of October 31, 2014 or the charter headcount as of October 1, 2015.

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Adjusted Baseline Allocation	21	5	7	0.5

The excess space will be allocated among UNMS, Henry Street, and MCS II based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2016-2017 room allocation plan for UNMS, Henry Street, and MCS II based on their baseline Footprint allocations, plus the excess space allocations:

2016-2017		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Total Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
UNMS	Baseline Footprint Allocation	11	3	0.5	3	-	-	3.5	9	1	1	0	23	4	1	0.5
Henry Street	Baseline Footprint Allocation	8	1	-	2	1	-	2.5	4	3	1	0	14	5	1	0
MCS II	Baseline Footprint Allocation	15	2	3.0	-	-	-	3.0	8	1	5	0.5	23	3	5	3.5

As indicated in the preceding chart, in 2016-2017:

- The DOE will allocate UNMS 23 full-size rooms, 4 half-size rooms, 1 quarter-size room, and 0.5 FSE room of designed administrative space. This allocation includes 9 full-size rooms, 1 half-size room, and 1 quarter-size room in excess of UNMS's baseline Footprint allocation.
- The DOE will allocate Henry Street 14 full-size rooms, 5 half-size rooms, and 1 quarter-size room of space. This allocation includes 4 full-size rooms, 3 half-size rooms, and 1 quarter-size room in excess of Henry Street's baseline Footprint allocation.
- The DOE will allocate MCS II 23 full-size rooms, 3 half-size rooms, 5 quarter-size rooms and 3.5 FSE rooms of designed administrative space. This allocation includes 8 full-size rooms, 1 half-sized room, 5 quarter-sized rooms, and 0.5 in FSE of designed administrative space in excess of MCS II's baseline Footprint allocation.

The change in rooms for each school organization is reflected below:

ROOM CHANGE (+/-)	CURRENT 2015-2016 TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 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 ⁹	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
UNMS	13	2	1	0	23	4	1	0.5	+10	+2	0	+0.5
Henry Street	26	5	1	0	14	5	1	0	-12	0	0	0
MCS II	12	1	0	1.5	23	3	5	3.5	+11	+2	+5	+2.0
CASTLE	12	4	5	2.5	0	0	0	0	-12	-4	-5	-2.5

⁹ One full-size room used by CASTLE during the 2015-2016 school year will be allocated to the New York City Center for Space and Science Education for the 2016-2017 school year and beyond

Shared Space Plan

A proposed Shared Space Plan ("SSP") for the 2016-2017 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building M056. The final shared space schedule will be collaboratively drafted by the Building Council ("BC") if the proposed consolidation is approved by the Panel for Educational Policy. The allocated time for each of the co-located schools in subsequent years will be adjusted based on further changes in total enrollment.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SSP

This proposed SSP is based upon the projected enrollment 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, BCs are free to deviate from the proposed SSP to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the BC comes to an agreement of the final SSP collaboratively. (NOTE: The BC will revisit the SSP 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 BC will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>.)

The below proposed schedule is based on projected enrollments for the consolidated UNMS, Henry Street's high school grades, and MCS II. The schools' current lunch schedules are described on the DOE School Food website. The start and end times of UNMS's, Henry Street's, and MCS II's school days are based on the Office of Pupil Transportation's bus schedule for a regular school day. Where possible, the proposed schedule maintains UNMS's, Henry Street's, and MCS II's current allocation of time for breakfast and lunch. The total capacity of each shared space is also taken into consideration when making the SSP.

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon UNMS's, Henry Street's, and MCS II's current use of the cafeteria, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school.
- In the proposed plan below, UNMS, Henry Street, and MCS II are allocated separate lunch times in the cafeteria, which has the capacity to hold 620 students.
- The DOE proposes that UNMS will be allocated 60 minutes daily in the cafeteria for lunch, Henry Street will be allocated 45 minutes daily in the cafeteria for lunch, and MCS II will be allocated 1 hour and 10 minutes daily in the cafeteria for lunch.
- With regard to breakfast, the DOE notes that, traditionally, not all students have opted to participate in the breakfast program at UNMS, which currently uses the cafeteria from 7:45 a.m. to 8:20 a.m. for breakfast. Additionally, not all students have opted to participate in the breakfast program at Henry Street, which currently uses the cafeteria from 7:45 a.m. to 8:20 a.m. for breakfast. Finally, not all students have opted to participate in the breakfast program at MCS II, which currently uses the cafeteria from 7:30 a.m. to 8:00 a.m. for breakfast. UNMS will continue to be allocated the cafeteria for breakfast from 7:45 a.m. to 8:20 a.m., Henry Street will be allocated the cafeteria for breakfast from 7:45 a.m. to 8:20 a.m., and MCS II will be allocated the cafeteria from 7:30 a.m. to 8:00 a.m. The cafeteria has sufficient capacity to accommodate these overlapping breakfast times, in light of the fact that not all students participate in the breakfast program.

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 600 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that MCS II receive the greatest amount of time in the gymnasium because this school will serve the greatest number of students in the 2016-2017 school year. MCS II has been allocated 2 hours and 20 minutes daily. UNMS has been allocated 2 hours daily. Henry Street has been allocated 1 hour and 30 minutes daily.

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollment of each school.
- The DOE proposes that MCS II receive the greatest amount of time in the library because this school will serve the greatest number of students in the 2016-2017 school year. MCS II has been allocated 2 hours and 20 minutes daily. UNMS has been allocated 2 hours daily. Henry Street has been allocated 1 hour and 30 minutes daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 610 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that MCS II receive the greatest amount of time in the auditorium because this school will serve the greatest number of students in the 2016-2017 school year. MCS II has been allocated 2 hours and 20 minutes daily. UNMS has been allocated 1 hour and 55 minutes daily. Henry Street has been allocated 1 hour and 40 minutes daily.

Science Lab

- There is one science lab in the building.
- Only UNMS and Henry Street require use of the science lab. The DOE proposes that time in the science lab be allocated relative to the projected enrollment of each school that requires a science lab.
- The DOE proposes that UNMS receive the greatest amount of time in the science lab because this school will serve the greatest number of students in the 2016-2017 school year. UNMS has been allocated 3 hours and 30 minutes daily. Henry Street has been allocated 2 hours and 35 minutes daily.

Science Demo Rooms

- There are two shared science demo rooms in the building.
- Only UNMS and Henry Street require use of the science demo rooms. The DOE proposes that UNMS and Henry Street each get their own science demo lab for the full school day.

Shared Classroom

- There is one shared classroom in the building. This classroom is located in a science wing of the building, between science labs and demo rooms. Therefore, this room will be used for science instruction.
- Because of building configuration the DOE proposes that this space be shared between UNMS and Henry Street. This classroom is located on the second floor science wing that is composed of shared spaces between UNMS and Henry Street. As an elementary school, MCS II will not require the use of this space. Furthermore, due to the building's configuration, it not feasible for MCS II to use this room. UNMS will receive more time in the shared classroom because this school will serve more students in the 2016-2017 school year. UNMS has been allocated 3 hours and 30 minutes daily. Henry Street has been allocated 2 hours and 35 minutes daily.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

In 2016-2017, Henry Street is projected to serve 125-165 students, UNMS is projected to serve 230-260 students, and MCS II is projected to serve 235-295 students. Based on information from the Office of Pupil Transportation’s bus schedules for the earliest start and latest end times of the school day, UNMS’s school day runs from 8:20 a.m. - 2:40 p.m. Monday through Friday, Henry Street’s school day runs from 8:20 a.m. – 2:40 p.m. on Monday and 8:20 a.m. – 3:55 p.m. Tuesday through Friday, and MCS II’s school day runs from 8:15 a.m. – 3:30 p.m. Monday through Fridays.

Based on the explanations provided above, the DOE believes that the proposed SSP below 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: 620)	<u>Breakfast:</u> UNMS 7:45a.m.-8:20a.m. Henry Street 7:45a.m.-8:20a.m. MCS II 7:30a.m.-8:00a.m.				
	<u>Lunch:</u> UNMS 11:55a.m.-12:55p.m. Henry Street 12:55p.m.-1:40p.m. MCS II 10:45a.m.-11:55a.m.				
Gymnasium (Capacity: 600)	UNMS 8:20a.m.-10:20a.m. Henry Street 10:20a.m.-11:50a.m. MCS II 11:50a.m.-2:10p.m.				
Library	UNMS 9:50a.m.-11:50a.m. Henry Street 8:20a.m.-9:50a.m. MCS II 11:55a.m.-2:10p.m.				
Auditorium (Capacity: 602)	UNMS 10:00a.m.-11:55a.m. Henry Street 8:20a.m.-10:00a.m. MCS II 11:55a.m.-2:15p.m.				

Science Lab (Rm 202)	UNMS 8:20a.m.-10:20a.m. 12:55p.m-2:25p.m Henry Street 10:20a.m.-12:55p.m				
Science Demo Room (Rm 200)	UNMS 8:20a.m -2:40 p.m.	UNMS 8:20a.m -2:40p.m.	UNMS 8:20a.m -2:40p.m.	UNMS 8:20a.m -2:40p.m.	UNMS 8:20a.m -2:40p.m.
Science Demo Room (Rm 205)	Henry Street 8:20a.m. – 2:40p.m.				
Classroom (Room 203)	UNMS 8:20a.m.-10:20a.m. 12:55p.m-2:25p.m Henry Street 10:20a.m.-12:55p.m				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹⁰ every school/campus must have a School Safety Committee ("SSC"). 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); designee 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. 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 SSC must meet once each month. During each school year, one annual Town Hall meeting must also be held, which is open to all parents in the schools/campus. The meeting is conducted for the purpose of allowing parents to discuss concerns regarding the school, including matters relating to school safety agents. For this reason, the School Safety Division and local police precinct must be invited to participate in this meeting.

The committee is also responsible for developing a comprehensive SSP 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 SSP model. Each program operating within a school must enter program-specific information in the SSP. Safety plans are updated annually by the SSC in order to meet changing security needs, changes in organization, and building conditions and other factors. In addition, the SSC recommends changes in the safety plan at any other time when it is necessary to address security concerns.

As members of the SSC, the leaders/designees of the consolidated UNMS, Henry Street, and MCS II will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise will be addressed on an ongoing basis. Moreover, the SSP for the M056 school building will be modified as appropriate to meet any changing security needs.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools in M056, and that is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the SSP.

The completed SSP for the M056 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 SSP 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 2014,¹¹ co-located schools must actively participate in a 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 the 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.

An 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 SSC reviews the implementation of the BUP once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to May 28, 2010, the SSC reviews implementation of the current building space plans in place at those buildings. The SSC must meet at least four times per year.

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

¹⁰ Chancellor's Regulation A-414 is available at: <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

¹¹ Campus Policy Memo 2014 is available at <http://schools.nyc.gov/NR/rdonlyres/D75FC07C-3548-4787-B262-107EB7C57BB4/0/2014CampusPolicyMemo9114.pdf>.