

REVISED BUILDING UTILIZATION PLAN

INTRODUCTION

On August 29, 2013, the New York City Department of Education ("DOE") issued an Educational Impact Statement (the "August 29 EIS") and a Building Utilization Plan (the "August 29 BUP") describing a proposal to co-locate Success Academy Charter School – New York 5 (84QTBD, "SA – New York 5"), in building Q400 ("Q400"), located at 156-10 Baisley Boulevard, Queens, NY 11434 in Community School District 27 ("District 27") beginning in the 2014-2015 school year.¹ SA – New York 5 will be an elementary charter school that will serve students in kindergarten through fourth grade. While SA – New York 5 phases in, it will be co-located with August Martin High School (27Q400, "August Martin"), an existing district high school that currently serves students in ninth through twelfth grade; Voyages Prep – South Queens Transfer School (27Q261, "Voyages South"), a new transfer high school opening in the 2013-2014 school year; and an Alternate Learning Center (88Q995, "ALC"), which provides an educational setting for students in grades nine through twelve who are on a Superintendent's Suspension for up to one year.² In addition, building Q400 houses the following Community Based Organizations ("CBOs"): Urban Arts, School Reform Initiative, Facing History and Ourselves, Organizing Youth, Impacting Neighborhoods ("OYIN"), TGB Elite, Public Color, Child Center, King of Kings, Young Men's Leadership, Life Camp, Relationship Abuse Prevention Program ("RAPP"), and Counseling for Mediation Services ("CMS").

On October 28, 2013, the State University of New York Trustees ("SUNY") voted to approve SA – New York 5 to serve students in kindergarten through fifth grades. This co-location proposal deals only with the kindergarten through fourth grades of SA – New York 5. Any future proposal to co-locate any other grade levels of SA – New York 5 would be addressed in a separate Educational Impact Statement ("EIS") and Building Utilization Plan ("BUP") subject to another vote by the PEP.

On October 30, 2013, the Panel for Educational Policy ("PEP") approved the co-location proposal as described in the August 29 EIS and the August 29 BUP.

The DOE proposes to revise the August 29 BUP to clarify how full-size spaces in building Q400 that were considered specialty rooms or were designated as unusable as classrooms or administrative space will be allocated to schools and to provide additional details regarding the DOE's rationale regarding the allocation of these rooms:

- The 5 full-size spaces that were designated as unusable as classrooms or administrative space by the Office of Space Planning due to structural configuration of the space in the August 29 BUP include 2 aeronautic shop rooms and a full-size classroom. These 3 spaces are usable and will be returned to the total number of rooms available to be allocated to schools in Q400 in this revision. However, the 2 aeronautic shop rooms will be allocated to August Martin to serve its aerospace and technology program. They will be reflected in August Martin's allocation of full-size spaces in excess of its baseline Footprint allocation.
- The 7 full-size spaces that were considered specialty rooms that are currently used only by August Martin are returned to the total number of rooms available to be allocated to schools in Q400 in this revision. However, they will be allocated to August Martin to serve its aerospace and technology, communication arts, culinary arts, business and law, and medical technology programs. They will be reflected in August Martin's allocation of full-size spaces in excess of its baseline Footprint allocation.
- Therefore, the total number of classrooms/spaces available to be allocated in Q400 has increased by 10 full-size classrooms/spaces.
- The August 29 BUP was based on the 2013-2014 Budget Register Projections. This revised BUP updates August Martin's, Voyages South's, and the ALC's enrollment data to reflect the schools' 2013-2014 unaudited registers as of October 31, 2013. As a result, August Martin's baseline Footprint allocation in the 2013-2014 school year is also updated in this revised BUP to reflect its enrollment in the 2013-2014 unaudited register. August Martin's total number of rooms allocated for 2013-2014 is not impacted by this updated enrollment data. There are no changes to the school's footprint in future years.

There are no proposed revisions to the Shared Space Plan.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between August Martin, Voyages South, the ALC, and SA – New York 5. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2014-2015 year between August Martin, Voyages South, the ALC, and SA – New York 5, including but not limited to the cafeteria, library, and gymnasium, which assures equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school. Information

¹ A "co- location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeterias.

² Information about ALCs can be found on the DOE Web site: <http://schools.nyc.gov/Offices/ALC/default.htm>.

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 is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

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

METHODOLOGY

We have applied the DOE’s Instructional Footprint (“Footprint”)³ to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have 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 classes and class size a school has programmed and is confirmed by a walk-through of the building by a representative from the Office of Space Planning and a representative of the school.

For elementary schools serving grades kindergarten through five and for pre-kindergarten programs, the Footprint assumes that classes are self-contained, 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 (“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 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.

³ 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 Footprint is available at: <http://schools.nyc.gov/community/planning/default.htm> under “Key Documents.” A more comprehensive version of the Footprint is not yet available online, but it can be provided upon request.

The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resources 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 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 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 January 24, 2013 by a Representative from the Office Space Planning, building Q400 has a total of 82 full-size classrooms/spaces⁴ (including 11 science labs), 29 half-size spaces,⁵ 2 quarter-size spaces,⁶ and 10.5 full-sized equivalent ("FSE") designed administrative offices/spaces. Q400 building also contains 2 gymnasiums, 1 auditorium, 2 cafeterias and 1 library. As noted above, the 7 full-size spaces that are considered specialty rooms and are currently used only by August Martin and 3 of the 5 full-size spaces that were deemed unusable as classrooms in the August 29 BUP are now considered to be spaces that will be included in the allocation of space for schools. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The Nurse's office occupies 1 FSE designed administrative office/space
- CMS, a community-based organization, occupies 1 half-size space
- Life Camp, a community-based organization, occupies 1 full-size space
- RAPP, a community-based organization, occupies 1 half-size space
- King of Kings, a community-based organization, occupies 1 full-size space
- The Custodian's room occupies 1 half-size space
- The SBST's office occupies 0.5 FSE designed administrative office/space
- The School Safety office occupies 1 half-size space
- 2 full-size spaces have been deemed unusable as classrooms or administrative space by the Office of Space Planning due to structural configuration of the space.

Excluding the spaces outlined above, the Q400 building has a total of: 78 full-size classrooms, 25 half-size classrooms/spaces, 2 quarter-size space, and 9.0 FSE designed administrative offices/spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	82	29	2	10.5
Shared Spaces or Building Spaces	4	4	0	1.5
Remaining Total to be Allocated	78	25	2	9.0

⁴ Full-size classrooms have an area of 500 square feet or more.

⁵ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁶ Quarter-size classrooms have an area of less than 240 square feet.

Excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building, the relative projected enrollments of the schools, and the room's limited functional usage and alignment with specific school programming.

2013-2014 (CURRENT SCHOOL YEAR)⁷

The table below summarizes the total enrollment and sections in Q400 in 2013-2014.

School	Total Enrolled	GE/ICT Sections	SC Sections
August Martin	876	33	0
Voyages South	150	6	0
ALC	45 ⁸	4	0

The table below summarizes the baseline and adjusted Footprint allocations of August Martin, Voyages South, and the ALC, which are based on the methodology described at the beginning of this document and the amount of space that the school is currently using.

The DOE has adjusted the ALC's baseline allocation for the following reason:

- 2 half-size rooms in lieu of 1 full-size room have been allocated to the ALC because of the program's location in the building and availability of full-size rooms there.

This adjustment has been made to the adjusted baseline Footprint allocation for the ALC in each year of room allocations presented in this document going forward except where otherwise indicated.

⁷ The August 29 BUP reflected the 2013-2014 Budget Register Projections. This revised BUP updates August Martin's, Voyages South's, and the ALC's enrollment data to reflect the school's 2013-2014 unaudited register as of October 31, 2013.

⁸ ALC enrollment fluctuates throughout the year because students serve different suspension lengths throughout the year. It is estimated that over the course of the school year, the ALC will serve between 60-80 students, and thus is assumed to require 4 sections and is given space each year for these 60 – 80 students.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Grand Total Current Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Designed Admin (FSE)
August Martin	Baseline Footprint Allocation	33	3	4.5	0	0	2	5.0	33	3	2	4.5
	Current Space Allocation	68	19	8.0	0	0	2	8.5	68	19	2	8.0
Voyages South	Baseline Footprint Allocation	6	1	0.5	1	1	0	2.0	7	2	0	0.5
	Current Space Allocation	6	1	0.5	1	1	0	2.0	7	2	0	0.5
ALC	Baseline Footprint Allocation	4	0	1.5	0	0	0	1.5	4	0	0	1.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	3	4	0	0.5
	Current Space Allocation	3	2	0.5	0	2	0	1.5	3	4	0	0.5

In total:

- August Martin is currently allocated 68 full-size rooms, 19 half-size rooms, 2 quarter-size rooms, and 8.0 FSE of designed administrative space. This allocation includes 35 full-size rooms, 16 half-size rooms, and 3.5 FSE of designed administrative space in excess of August Martin's baseline allocation.
- Voyages South is currently allocated 7 full-size rooms, 2 half-size rooms, and 0.5 FSE of designed administrative space.
- The ALC is currently allocated 3 full-size rooms, 4 half-size rooms, and 0.5 FSE of designed administrative space.

After August Martin, Voyages South, and the ALC have received their respective baseline or adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	35	16	0	3.5

2014-2015 (FIRST YEAR OF IMPLEMENTATION)

Beginning in 2014-2015, SA – New York 5 will serve kindergarten and first grade students in Q400. August Martin, the ALC, and Voyages South will continue to serve ninth through twelfth grade students.

The table below summarizes the total projected enrollment and projected number of sections that will be served at each school in 2014-2015.

School	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
August Martin	840 - 880	32	0
Voyages South	180 - 220	8	0
ALC	60 - 80	4	0
SA – New York 5	150 - 210	8	0

Excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building, the relative projected enrollments of the schools, and the room's limited functional usage and alignment with specific school programming.

After August Martin, Voyages South, the ALC, and SA – New York 5 have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	25	10	0	2.0

⁹ Charter school projections are based on authorized enrollment pursuant to the charter application.

The table below summarizes the full revised 2014-2015 room allocation plan for August Martin, Voyages South, the ALC, and SA – New York 5 based on their baseline or adjusted baseline footprint, plus the excess space allocation.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
August Martin	Baseline Footprint Allocation	32	3	5.0	0	0	2	5.5	18	4	0	2.0	50	7	2	7.0
Voyages South	Baseline Footprint Allocation	8	1	1.0	0	2	0	2.0	4	3	0	0.0	12	6	0	1.0
ALC	Baseline Footprint Allocation	4	0	1.5	0	0	0	1.5	0	0	0	0.0	4	0	0	1.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	0	0	0	0	3	4	0	0.5
SA - New York 5	Baseline Footprint Allocation	10	2	0.5	0	3	0	2.0	3	3	0	0.0	13	8	0	0.5

In total:

- August Martin will be allocated 50 full-size rooms, 7 half-size rooms, 2 quarter-size rooms, and 7.0 FSE of designed administrative space. This allocation includes 18 full-size rooms, 4 half-size rooms, and 2.0 FSE of designed administrative space in excess of August Martin’s baseline allocation.
- Voyages South will be allocated 12 full-size rooms, 6 half-size rooms, and 1.0 FSE of designed administrative space. This allocation includes 4 full-size spaces and 3 half-size rooms in excess of Voyages South’s baseline allocation.
- The ALC will be allocated 3 full-size rooms, 4 half-size rooms, and 0.5 FSE of designed administrative space.
- SA – New York 5 will be allocated 13 full-size rooms, 8 half-size rooms, and 0.5 FSE of designed administrative space. This allocation includes 3 full-size rooms and 3 half-size rooms in excess of SA – New York 5’s baseline allocation.

The changes between the space allocation in the August 29 BUP and the revised space allocation for the 2014-2015 school year are reflected below:

2014-2015 Comparison (+/-)	August 29 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
August Martin	41	7	2	7.0	50	7	2	7.0	+9	0	0	0.0
Voyages South	11	6	0	1.0	12	6	0	1.0	+1	0	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	13	8	0	0.5	13	8	0	0.5	0	0	0	0.0

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

ROOM CHANGE (+/-)	CURRENT 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
August Martin	68	19	2	8.0	50	7	2	7.0	-18	-12	0	-1.0
Voyages South	7	2	0	0.5	12	6	0	1.0	+5	+4	0	+0.5
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	0	0	0	0.0	13	8	0	0.5	+13	+8	0	+0.5

2015-2016 (SECOND YEAR OF IMPLEMENTATION)

Beginning in 2015-2016, SA – New York 5 will serve kindergarten through second grade students in Q400. August Martin, the ALC, and Voyages South will continue to serve ninth through twelfth grade students.

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

School	Projected Enrollment	GE/ICT Sections	SC Sections
August Martin	840 - 880	32	0
Voyages South	230 - 270	10	0
ALC	60 - 80	4	0
SA – New York 5	180 - 250	12	0

After August Martin, Voyages South, the ALC, and SA – New York 5 have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	19	8	0	2.0

As noted above, the excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building, the relative projected enrollments of the schools, and the room's limited functional usage and alignment with specific school programming.

The table below summarizes the full revised 2015-2016 room allocation plan for August Martin, Voyages South, the ALC, and SA – New York 5 based on their baseline or adjusted baseline footprint, plus the excess space allocation.

2015-2016		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
August Martin	Baseline Footprint Allocation	32	3	5.0	0	0	2	5.5	14	5	0	2.0	46	8	2	7.0
Voyages South	Baseline Footprint Allocation	10	1	1.0	0	3	0	2.5	3	1	0	0.0	13	5	0	1.0
ALC	Baseline Footprint Allocation	4	0	1.5	0	0	0	1.5	0	0	0	0.0	4	0	0	1.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	1.5	0	0	0	0.0	3	4	0	0.5
SA - New York 5	Baseline Footprint Allocation	14	2	0.5	0	4	0	2.5	2	2	0	0.0	16	8	0	0.5

In total:

- August Martin will be allocated 46 full-size rooms, 8 half-size rooms, 2 quarter-size rooms, and 7.0 FSE of designed administrative space. This allocation includes 14 full-size rooms, 5 half-size rooms, and 2.0 FSE of designed administrative space in excess of August Martin’s baseline allocation.
- Voyages South will be allocated 13 full-size rooms, 5 half-size rooms, and 1.0 FSE of designed administrative space. This allocation includes 3 full-size rooms and 1 half-size room in excess of Voyages South’s baseline allocation.
- The ALC will be allocated 3 full-size rooms, 4 half-size rooms, and 0.5 FSE of designed administrative space.
- SA – New York 5 will be allocated 16 full-size rooms, 8 half-size rooms, and 0.5 FSE of designed administrative space. This allocation includes 2 full-size rooms and 2 half-size rooms in excess of SA – New York 5’s baseline allocation.

The changes between the space allocation in the August 29 BUP and the revised space allocation for the 2015-2016 school year are reflected below:

2015-2016 Comparison (+/-)	August 29 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
August Martin	37	8	2	7.0	46	8	2	7.0	+9	0	0	0.0
Voyages South	12	5	0	1.0	13	5	0	1.0	+1	0	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	16	8	0	0.5	16	8	0	0.5	0	0	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
August Martin	50	7	2	7.0	46	8	2	7.0	-4	+1	0	0.0
Voyages South	12	6	0	1.0	13	5	0	1.0	+1	-1	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	13	8	0	0.5	16	8	0	0.5	+3	0	0	0.0

2016-2017 (THIRD YEAR OF IMPLEMENTATION)

Beginning in 2016-2017, SA – New York 5 will serve kindergarten through third grade students in Q400. August Martin, the ALC, and Voyages South will continue to serve ninth through twelfth grade students.

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

School	Projected Enrollment	GE/ICT Sections	SC Sections
August Martin	840 - 880	32	0
Voyages South	230 - 270	10	0
ALC	60 - 80	4	0
SA – New York 5	370 - 450	16	0

After August Martin, Voyages South, the ALC, and SA – New York 5 have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2016-2017	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	13	8	0	2.0

As noted above, the excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building, the relative projected enrollments of the schools, and the room's limited functional usage and alignment with specific school programming.

The table below summarizes the full revised 2016-2017 room allocation plan for August Martin, Voyages South, the ALC, and SA – New York 5 based on their baseline or adjusted baseline footprint, plus the excess space allocation.

2016-2017		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
August Martin	Baseline Footprint Allocation	32	3	5.0	0	0	2	5.5	10	5	0	2.0	42	8	2	7.0
Voyages South	Baseline Footprint Allocation	10	1	1.0	0	3	0	2.5	1	1	0	0.0	11	5	0	1.0
ALC	Baseline Footprint Allocation	4	0	1.5	0	0	0	1.5	0	0	0	0.0	4	0	0	1.5
	Adjusted Baseline Allocation	3	2	0.5	0	2	0	0.5	0	0	0	0.0	3	4	0	0.5
SA - New York 5	Baseline Footprint Allocation	19	2	0.5	1	4	0	3.5	2	2	0	0.0	22	8	0	0.5

In total:

- August Martin will be allocated 42 full-size rooms, 8 half-size rooms, 2 quarter-size rooms, and 7.0 FSE of designed administrative space. This allocation includes 10 full-size rooms, 5 half-size rooms, and 2.0 FSE of designed administrative space in excess of August Martin's baseline allocation.
- Voyages South will be allocated 11 full-size rooms, 5 half-size rooms, and 1.0 FSE of designed administrative space. This allocation includes 1 full-size space and 1 half-size room in excess of Voyages South's baseline allocation.
- The ALC will be allocated 3 full-size rooms, 4 half-size rooms, and 0.5 FSE of designed administrative space.
- SA – New York 5 will be allocated 22 full-size rooms, 8 half-size rooms, and 0.5 FSE of designed administrative space. This allocation includes 2 full-size rooms and 2 half-size rooms in excess of SA – New York 5's baseline allocation.

The changes between the space allocation in the August 29 BUP and the revised space allocation for the 2016-2017 school year are reflected below:

2016-2017 Comparison (+/-)	August 29 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
August Martin	33	8	2	7.0	42	8	2	7.0	+9	0	0	0.0
Voyages South	11	5	0	1.0	11	5	0	1.0	0	0	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	21	8	0	0.5	22	8	0	0.5	+1	0	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
August Martin	46	8	2	7.0	42	8	2	7.0	-4	0	0	0.0
Voyages South	13	5	0	1.0	11	5	0	1.0	-2	0	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	16	8	0	0.5	22	8	0	0.5	+6	0	0	0.0

2017-2018 (FOURTH AND FINAL YEAR OF IMPLEMENTATION)

Beginning in 2017-2018, SA - New York 5 will serve kindergarten through fourth grade students in Q400. August Martin, the ALC, and Voyages South will continue to serve ninth through twelfth grade students.

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

School	Projected Enrollment	GE/ICT Sections	SC Sections
August Martin	840 - 880	32	0
Voyages South	230 - 270	10	0
ALC	60 - 80	4	0
SA – New York 5	420 - 570	20	0

Although SA – New York 5 will reach full grade span in the 2017-2018 school year, its enrollment will stabilize in the 2018-2019 school year. SA – New York 5 is planning to program its students in the same number of classes in the 2017-2018 school year as when it reaches stable enrollment in the 2018-2019 school year. SA – New York 5’s enrollment in both years has the same baseline allocation of full-size cluster rooms and administrative spaces, and therefore the allocations to the schools in Q400 will not change after the 2017-2018 school year.

After August Martin, Voyages South, the ALC, and SA – New York 5 have received their respective baseline or adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2017-2018	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	10	3	0	2.0

As noted above, the excess space will be allocated between the schools in the building based upon the following factors: the physical location of the available space in relation to the location of each school within the building, the relative projected enrollments of the schools, and the room’s limited functional usage and alignment with specific school programming.

The table below summarizes the full revised 2017-2018 room allocation plan for August Martin, Voyages South, the ALC, and SA – New York 5 based on their baseline or adjusted baseline footprint, plus the excess space allocation.

2017-2018		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation				
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms		Quarter Size Rooms	Additional Full Size Rooms	Additional Half Size Rooms	Additional Quarter Size Rooms	Additional Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
August Martin	Baseline Footprint Allocation	32	3	5.0	0	0	2	5.5	9	3	0	2.0	41	6	2	7.0
Voyages South	Baseline Footprint Allocation	10	1	1.0	0	3	0	2.5	0	0	0	0.0	10	4	0	1.0
ALC	Baseline Footprint Allocation	4	0	1.5	0	0	0	1.5	0	0	0	0.0	4	0	1.5	0
	Adjusted Baseline Footprint Allocation	3	2	0.5	0	2	0	1.5	0	0	0	0.0	3	4	0	0.5
SA - New York 5	Baseline Footprint Allocation	23	3	0.5	0	8	0	4.5	1	0	0	0.0	24	11	0	0.5

In total:

- August Martin will be allocated 41 full-size rooms, 6 half-size rooms, 2 quarter-size rooms, and 7.0 FSE of designed administrative space. This allocation includes 9 full-size rooms, 3 half-size rooms and 2.0 FSE of designed administrative space in excess of August Martin's baseline allocation.
- Voyages South will be allocated 10 full-size rooms, 4 half-size rooms, and 1.0 FSE of designed administrative space.
- The ALC will be allocated 3 full-size rooms, 4 half-size rooms, and 0.5 FSE of designed administrative space.
- SA – New York 5 will be allocated 24 full-size rooms, 11 half-size rooms, and 0.5 FSE of designed administrative space. This allocation includes 1 full-size room in excess of August Martin's baseline allocation.

The changes between the space allocation in the August 29 BUP and the revised space allocation for the 2017-2018 school year are reflected below:

2017-2018 Comparison (+/-)	August 29 BUP				Revised BUP				DIFFERENCE (+/-)			
	GRAND TOTAL SPACE ALLOCATIONS				GRAND TOTAL SPACE ALLOCATIONS							
	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)
August Martin	32	6	2	7.0	41	6	2	7.0	+9	0	0	0.0
Voyages South	10	4	0	1.0	10	4	0	1.0	0	0	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	23	11	0	0.5	24	11	0	0.5	+1	0	0	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
August Martin	42	8	2	7.0	41	6	2	7.0	-1	-2	0	0.0
Voyages South	11	5	0	1.0	10	4	0	1.0	-1	-1	0	0.0
ALC	3	4	0	0.5	3	4	0	0.5	0	0	0	0.0
SA - New York 5	22	8	0	0.5	24	11	0	0.5	+2	+3	0	0.0

Shared Space Plan

A proposed shared space plan for the 2014-2015 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 Q400. The final Shared Space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the projected enrollment of and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan

collaboratively. (NOTE: The Building Council will revisit the Shared Space Plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>).

The below proposed schedule is 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's 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 the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁰ Where possible, the proposed schedule maintains existing schools' current allocation of time for each shared space and re-distributes remaining time for SA – New York 5. 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. Because SA – New York 5 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 August Martin, Voyages South, and the ALC in the shared spaces this year so that all students in the building may be accommodated in 2014-2015 and subsequent years. .

In planning how August Martin, Voyages South, the ALC, and SA – New York 5 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on as-needed basis 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.

Cafeteria:

Cafeteria

- There are two cafeterias in the building, Cafeteria 1 has the capacity of 360 students and Cafeteria 2 has the capacity of 422 students. The DOE proposes that one cafeteria be allocated relative to the projected enrollments of Voyages South, the ALC, and SA - New York 5, and the other cafeteria be allocated to August Martin. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at August Martin and the ALC. The proposed schedule allows for August Martin and the ALC to continue to serve breakfast based on its current schedule.
- In the proposed plan below, August Martin is allocated 4 hours and 35 minutes weekly for breakfast. The proposed breakfast schedule adheres to the current schedule that August Martin follows for breakfast. SA – New York 5 is allocated 2 hours and 30 minutes weekly for breakfast. Voyages South is allocated 3 hours and 45 minutes weekly for breakfast. The ALC is allocated 2 hours and 30 minutes weekly for breakfast. The proposed breakfast schedule adheres to the current schedule that the ALC follows for breakfast.
- In the proposed plan below, August Martin is allocated 8 hours and 45 minutes weekly for lunch. The proposed lunch schedule adheres to the current schedule that August Martin follows for lunch. SA – New York 5 is allocated 2 hours and 30 minutes weekly for lunch. Voyages South is allocated 3 hours and 30 minutes weekly for lunch. The ALC is allocated 2 hours and 30 minutes weekly for lunch. The proposed lunch schedule adheres to the current schedule that the ALC follows for lunch. In addition, the DOE notes that the schools may program their lunch periods in multiple sections, for example August Martin may serve its students in 5 30-minute periods.
- The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the cafeteria on an as-needed basis 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.

Gymnasium, Library, and Auditorium

¹⁰ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the gymnasium on an as-needed basis 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

- There is one auditorium in the building, which has the capacity to serve 810 students. The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, August Martin is allocated 20 hours and 25 minutes weekly, SA – New York 5 is allocated 5 hours weekly, Voyages South is allocated 5 hours weekly, and the ALC is allocated 2 hours and 30 minutes weekly.

Gymnasium

- There are two gymnasiums in the building, Gymnasium 1 has the capacity to serve 458 students and Gymnasium 2 has the capacity to serve 125 students. The DOE proposes that one gymnasium be allocated relative to the projected enrollments of each school and the other gymnasium be allocated to August Martin.
- In the proposed schedule below, August Martin is allocated 40 hours weekly in gymnasium 1.
- SA – New York 5 is allocated 7 hours and 30 minutes, Voyages South is allocated 7 hours and 30 minutes, and the ALC is allocated 5 hours weekly in gymnasium 2.

Library

- There is one library in the building. The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, August Martin is allocated 20 hours and 25 minutes weekly, SA – New York 5 is allocated 5 hours weekly, Voyages South is allocated 5 hours weekly, and the ALC is allocated 2 hours and 30 minutes weekly.

After-School Programs

- The DOE notes that the shared spaces are not currently allocated for after-school programs. Therefore, in the schedule below, the DOE does not allocate any time in the shared spaces beyond 3:00 pm. As noted above, SA – New York 5 is a new school that has not opened yet, and as a result it does not yet have an after-school schedule. The Building Council will address all requests for use of the shared spaces after school hours.

If this proposal is approved, the DOE projects August Martin will serve between 840-880 students, Voyages South will serve between 180-220 students, the ALC will serve between 60-80 students, and SA – New York 5 will serve between 150-210 students at Q400 during the 2014-2015 school year. Based on August Martin's website, the school day runs from approximately 7:30 a.m. to 3:30 p.m.¹¹ Since Voyages South is a new school, it does not have a current school start or end time. However, the DOE notes that all of the existing Voyages Prep transfer high schools run from approximately 8:30am to 3:33pm on Monday, Tuesday, Wednesday and Thursday, and on Friday the school day runs from approximately 8:30am to 3:30pm.¹² Since SA – New York 5 is a new school, it does not have a current school start or end time. However, the DOE notes that all of the existing Success Academy Charter elementary schools run from approximately 7:45 a.m. to 4:30 p.m.

¹¹ From the August Martin Web site: <http://schools.nyc.gov/SchoolPortals/27/Q400/AboutUs/Schedules/default.htm>

¹² From the Voyages Prep Web site: <http://www.voyagesprep.org/academics>

Based on the schedule below and the explanations provided above, the DOE believes that the proposed Shared Space Plan is feasible and that both schools are being treated equitably and comparably in regards to their ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria 1 (Capacity: 360)	<p>Breakfast: SA – New York 5 7:15am-7:45am Voyages South 7:45am-8:30am ALC 8:00am-8:30am</p> <p>Lunch: Voyages South 11:18am-12:00pm ALC 12:00pm-12:30pm SA - New York 5 12:30pm-1:00pm</p>	<p>Breakfast: SA – New York 5 7:15am-7:45am Voyages South 7:45am-8:30am ALC 8:00am-8:30am</p> <p>Lunch: Voyages South 11:18am-12:00pm ALC 12:00pm-12:30pm SA - New York 5 12:30pm-1:00pm</p>	<p>Breakfast: SA – New York 5 7:15am-7:45am Voyages South 7:45am-8:30am ALC 8:00am-8:30am</p> <p>Lunch: Voyages South 11:18am-12:00pm ALC 12:00pm-12:30pm SA - New York 5 12:30pm-1:00pm</p>	<p>Breakfast: SA – New York 5 7:15am-7:45am Voyages South 7:45am-8:30am ALC 8:00am-8:30am</p> <p>Lunch: Voyages South 11:18am-12:00pm ALC 12:00pm-12:30pm SA - New York 5 12:30pm-1:00pm</p>	<p>Breakfast: SA – New York 5 7:15am-7:45am Voyages South 7:45am-8:30am ALC 8:00am-8:30am</p> <p>Lunch: Voyages South 11:18am-12:00pm ALC 12:00pm-12:30pm SA - New York 5 12:30pm-1:00pm</p>
Cafeteria 2 (Capacity: 422)	<p>Breakfast: August Martin 7:00am-7:55am</p> <p>Lunch: August Martin 11:47am-1:30pm</p>				
Auditorium (Capacity: 810)	<p>SA - New York 5 7:55am – 8:55am August Martin 8:55am-1:00pm Voyages South 1:00pm-2:00pm ALC 2:00pm-2:30pm</p>	<p>SA - New York 5 7:55am – 8:55am August Martin 8:55am-1:00pm Voyages South 1:00pm-2:00pm ALC 2:00pm-2:30pm</p>	<p>SA - New York 5 7:55am – 8:55am August Martin 8:55am-1:00pm Voyages South 1:00pm-2:00pm ALC 2:00pm-2:30pm</p>	<p>SA - New York 5 7:55am – 8:55am August Martin 8:55am-1:00pm Voyages South 1:00pm-2:00pm ALC 2:00pm-2:30pm</p>	<p>SA - New York 5 7:55am – 8:55am August Martin 8:55am-1:00pm Voyages South 1:00pm-2:00pm ALC 2:00pm-2:30pm</p>
Gym 1 (Capacity: 458)	<p>August Martin 7:30am-3:00pm</p>				

Gym 2 (Capacity: 125)	Voyages South 8:30am-10:00am ALC 10:00am-11:00am SA - New York 5 12:30pm-2:00pm				
Library (Capacity: NA)	August Martin 7:55am-12:00pm SA - New York 5 12:00pm-1:00pm ALC 1:00pm-1:30pm Voyages South 1:45pm-2:45pm				

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); designee of all other programs operating within the building; United Federation 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 committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. The School Safety Plan is updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leader/designee of SA - New York 5 will be part of the Q400 School Safety Committee. As a member of the School Safety Committee, the leader/designee of SA - New York 5 will participate in the development of the building's School Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of SA - New York 5, August Martin, Voyages South, and the ALC will be addressed on an ongoing basis. Moreover, the School Safety Plan for the Q400 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of SA - New York 5 will enter information in the Q400 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools in the building, and 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 Q400 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's Safety Plan is approved, it will be submitted to the New York Police Department (NYPD) for final approval and certification by the NYPD.

Proposed Communications Strategy

As per the Campus Policy Memo 2011,¹³ co-located schools must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

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

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