

Good Afternoon Co-located Principals—

Please take the time to review the following as it contains critical information regarding requirements for your co-location per Chancellor's Regulation A-190:

Campus Audit Template:

Requirement:

All co-locations are required to submit a Campus Audit Template. Please work with your Building Council to complete the attached audit template and submit it in a timely manner. This is due to your campus folder no later than **September 1, 2012** (see instructions below). **Please keep in mind that your campus will be considered non-compliant until the Shared Space Allocation and Shared Space Schedule portions of the template are received.**

Building Council Meetings:

Consists only of Principals from each school (and Assistant Principals if agreed to)

Requirement:

Campuses are required to host at least 1 meeting per month and submit minutes to campus folder.

Shared Space Committee (SSC) Meetings:

Only required of co-locations with a charter school. Note that this is required *in addition to* and is to be held *separate from* Building Council.

Consists of Principals, Teachers, and Parent Reps from *each school*

Requirement:

SSC's are now only required to host 2 shared space meetings per school year (one in early fall and in late spring), as opposed to the 4 in previous years. **However**, you are required to email your campus folder in lieu of those two additional meetings stating in a message that there have not been any changes made to the arrangement of shared space(s). Minutes must be submitted to campus folder using the Shared Space Committee Meeting Minutes Template (to be distributed in a separate email).

Instructions for Submitting & Reviewing Audit Template & Minutes:

Submitting to your campus folder:

You can send items to your campus folder by emailing X###campus@schools.nyc.gov where X### represents your **campus** (not school) building locator (e.g. K999campus@schools.nyc.gov). Feel free to send a test email. Any email address/person can send items to the folder; permissions are only needed to *view* items in the folder.

Reviewing your campus folder through Outlook:

(All principals with a DOE address should currently have permissions to access their campus folder – email ledouard@schools.nyc.gov if you incur any problems.):

1. From your outlook, locate **FOLDER LIST** on the left side of the screen
2. Scroll all the way to the bottom, and open “Public Folders”
3. Open “All Public Folders”
4. Open “Central”
5. Open “Campus”
6. Locate your campus

If you are no longer the principal in a co-location or have any questions or concerns, please email Linda Edouard at ledouard@schools.nyc.gov .