

## BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to re-site and co-locate Explore Charter School (84K704, "Explore"), an existing public charter school located in Building K884 ("K884"), located at 15 Snyder Avenue, Brooklyn, NY 11226, in Community School District 17 into Building K002 ("K002"), located at 655 Parkside Avenue, Brooklyn, NY, 11226, in Community School District 17. Explore is currently at scale and serving students in kindergarten through eighth grade at its current location. If this proposal is approved, Explore would be co-located in K002 with M.S. 002 (17K002, "M.S. 002"), an existing DOE district middle school that serves sixth through eighth grade, and an existing District 75 school<sup>1</sup> (75K141, "P141K@I002K") serving students who are emotionally disturbed or mentally retarded in sixth through eighth grade.<sup>2</sup> A "re-siting" means a school will be located in a different building than the building in which it is currently located. 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.

As discussed in further detail in the EIS for this proposal, P141K@I002K will reorganize the distribution of services provided at P141K@I002K.

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 Explore, M.S. 002, and P141K@I002K. It also includes a proposal for the collaborative usage of shared resources and spaces between Explore, M.S. 002, and P141K@I002K, 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 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.

### METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")<sup>3</sup> 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 the Borough Director of Space Planning and the school's principal. For elementary schools serving grades K-5 and offering a pre-kindergarten section, the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (i.e. art) or lunch, recess, etc. Further, this assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained 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 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:

<sup>1</sup> 75K141 is sited at four locations throughout Brooklyn: P141K@I002K, located at 655 Parkside Avenue, Brooklyn, NY 11206; P141K@P380K, located at 370 Marcy Avenue, Brooklyn, NY 11206; and P141K@P035K, located at 272 MacDonough Street, Brooklyn, NY 11233, and P141K@I071K located at 215 Heyward Street Brooklyn NY 11206. This proposal only refers to changes at P141K@I002K that is sited in Building K002.

<sup>2</sup> All references to 2010-2011 enrollment and beyond are for P141K@I002K and are based on the January 12, 2011 unaudited register.

<sup>3</sup> 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/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE\\_Instructional\\_Footprint\\_Final9210TNT.pdf](http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/87633/NYCDOE_Instructional_Footprint_Final9210TNT.pdf)

<b>Enrollment</b>	<b># of Cluster Rooms</b>
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 allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. 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.

All schools receive a baseline of the approximate equivalent of 3.5 full-size classrooms<sup>4</sup> for student support services, resource rooms and administrative space when serving their entire grade span. Any space not allocated pursuant to the Footprint 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 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 November 18, 2010 by Charles Fisher, Director of Space Planning, building K002 has a total of 50 full-size classrooms/spaces<sup>5</sup> (including three full-size science demonstration labs and one full-size science lab), 15 half-size classrooms/spaces,<sup>6</sup> 18 quarter-size spaces that can be used for administrative purposes, and the equivalent of 2.0 rooms of designed administrative office/space. K002 building also contains a gymnasium, auditorium, lunchroom, library and two outside recreational areas. The below spaces are occupied by shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The Beacon Program occupies one full-size space and one half-size space
- The shared dance studio occupies one full-size space
- The shared media production center occupies one full-size space
- The shared home economics class occupies one full-size space
- The school nurse occupies one half-size space
- The physical fitness office occupies one half-size space
- The Custodian’s office occupies two quarter-size spaces
- The School Based Support Team (“SBST”) occupies one quarter-size space

Excluding the spaces outlined above, the K002 building has a total of 46 full-size classrooms (including three full-size science demonstration labs and one full-size science lab), 12 half-size classrooms/spaces, 15 quarter-size spaces, and the equivalent of 2.0 full-size designed administrative office/space remaining that can be allocated to schools.

<sup>4</sup> Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of three full-size classrooms for student support services and one half-size resource room which could be equal to two full-size and three half-size classrooms or one full-size classroom and five half-size classrooms, etc.

<sup>5</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>6</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

**2010-2011**

In 2010-2011, M.S. 002 currently enrolls 402 students in sixth through eighth grade. These students are served in 17 classes/sections, including three self-contained special education classes.<sup>7</sup>

The table below summarizes M.S. 002's baseline Footprint allocation, which is based on the methodology described at the beginning of this document, and the amount of space that M.S. 002 is currently using.

2010-2011: M.S. 002	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE) <sup>8</sup>	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	15	5	2.0	0	0	4	3.0
Current Space Allocation	35	11	2.0	0	0	11	5.0

In 2010-2011, P141K@I002K currently enrolls 93 students in sixth through eighth grade. These students are served in eight classes/sections.<sup>9</sup> The table below summarizes P141K@I002K's baseline and adjusted Footprint allocation, and the amount of space that P141K@I002K is currently using.

2010-2011: P141K@I002K	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	Total Admin (FSE)
Baseline Footprint Allocation	1	10	0.0	1	0	4	2.0
Adjusted Baseline	10	1	0.0	1	0	4	2.0
Current Space Allocation	10	1	0.0	1	0	4	2.0

The DOE has adjusted P141K@I002K's baseline allocation for the following reason:

- There is only one half-size classroom in the area of the building where P141K@I002K is located. Therefore, the baseline Footprint has been adjusted to include full-size classrooms for each class section in lieu of half-size classrooms.

As demonstrated in the tables above, M.S. 002 is currently using many classrooms in excess of its baseline Footprint allocation.

The table below summarizes the available space within K002 after M.S. 002 has received its baseline allocation, that will be allocated to Explore for 2011-2012.

2010-2011: Building K002	Full-size Class-rooms	Half-size Class-rooms	Quarter-size spaces
Space In Excess of Baseline Allocation	20	6	7

**2011-2012**

If approved, Explore would serve K-8 in K002 beginning in the 2011-2012 school year. In addition, the full-size science laboratory in K002 will become a shared space. This means that there would be 45 full-size classrooms/spaces to allocate between M.S. 002, P141K@I002K and Explore going forward. In 2011-2012, the DOE projects that M.S. 002 will serve between 370-400 students in grades six through eight in 17 sections, including three self-contained special education sections.<sup>10</sup>

<sup>7</sup> All current enrollment figures reference 2010 Audited Register

<sup>8</sup> FSE refers to full-size equivalent rooms that may be used for administrative purposes.

<sup>9</sup> 2010 Audited Register

<sup>10</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes M.S.002's baseline Footprint allocation:

2011-2012: M.S. 002	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	
Baseline Footprint Allocation	15	5	2.0	0	0	4	3.0

As described in the EIS, in September 2011, P141K@I002K would serve six classes for a total projected enrollment of 67-72 students.<sup>11</sup> The table below summarizes P141K@I002K's baseline and adjusted baseline Footprint allocation:

2011-2012: P141K@I002K	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	
Baseline Footprint Allocation	1	6	0	1	0	4	2.0
Adjusted Baseline Footprint Allocation	7	1	0	1	0	4	2.0

As discussed previously, there is only one half-size classroom in the area of the building where P141K@I002K is located. Therefore, the baseline Footprint has been adjusted to include additional full-size classrooms for each class section in lieu of half-size classrooms that would normally be allocated for self-contained special education classes/sections.

In 2011-2012, Explore will serve approximately 478 students in grades kindergarten through eight in 18 sections.<sup>12</sup>

The table below summarizes Explore's baseline Footprint allocation:

2011-2012: Explore	Full-size Class-rooms	Half-size Class-rooms	Administrative Spaces				Total Admin (FSE)
			Designed Admin (FSE)	Full-size Space	Half-size Space	Quarter-Size Space	
Baseline Footprint Allocation	21	2	0.0	1	2	4	3.0

After M.S. 002, P141K@I002K, and Explore have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2011-2012: Building K002	Full-size Class-rooms	Half-size Class-rooms	Quarter-size Spaces
Space In Excess of Baseline Allocations	0	2	3

The excess space will be allocated between M.S. 002 and Explore based upon the following factors: the physical location of the available space in relation to the location of each school within the building.<sup>13</sup>

The full 2011-2012 room allocation plan is summarized below:

2011-2012	Full-size Rooms	Half-size Rooms	Administrative Spaces					Additional Full-size Rooms	Additional Half-size Rooms	Additional Quarter-size Spaces	Additional Designed Admin (FSE)
			Designed Admin (FSE)	Full-size Spaces	Half-size Spaces	Quarter-Size Spaces	Total Admin (FSE)				
M.S. 002	15	5	2.0	0	0	4	3.0	0	0	3	0.0
P141K@I002K	7	1	0	1	0	4	2.0	0	2	0	0.0
Explore	21	2	0.0	1	2	4	3.0	0	0	0	0.0

This will be the long-term space allocation for M.S. 002, P141K@I002K, and Explore.

### Shared Space Plan

<sup>11</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

<sup>12</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

<sup>13</sup> This number is subject to change pending final enrollment projections.

A proposed shared space plan 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 K002. 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 Education Policy.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the 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. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. (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 shall follow the dispute resolution procedures outlined in the Campus Policy Memo which follows).

The DOE projects M.S. 002 to serve approximately 370-400 students, P141K@I002K will serve approximately 67-72 students, and Explore will serve approximately 478 students in 2011-2012.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 460)	<b>BREAKFAST:</b> <b>Explore</b> 7:20 – 7:50am <b>M.S. 002 &amp; P141K@I002K</b> 7:45 – 8:10am  <b>LUNCH:</b> <b>Explore &amp; P141K@I002K</b> 11:20 – 11:50pm <b>M.S. 002</b> 12:00 – 12:30pm <b>Explore</b> 12:40 – 1:10pm	<b>BREAKFAST:</b> <b>Explore</b> 7:20 – 7:50am <b>M.S. 002 &amp; P141K@I002K</b> 7:45 – 8:10am  <b>LUNCH:</b> <b>Explore &amp; P141K@I002K</b> 11:20 – 11:50pm <b>M.S. 002</b> 12:00 – 12:30pm <b>Explore</b> 12:40 – 1:10pm	<b>BREAKFAST:</b> <b>Explore</b> 7:20 – 7:50am <b>M.S. 002 &amp; P141K@I002K</b> 7:45 – 8:10am  <b>LUNCH:</b> <b>Explore &amp; P141K@I002K</b> 11:20 – 11:50pm <b>M.S. 002</b> 12:00 – 12:30pm <b>Explore</b> 12:40 – 1:10pm	<b>BREAKFAST:</b> <b>Explore</b> 7:20 – 7:50am <b>M.S. 002 &amp; P141K@I002K</b> 7:45 – 8:10am  <b>LUNCH:</b> <b>Explore &amp; P141K@I002K</b> 11:20 – 11:50pm <b>M.S. 002</b> 12:00 – 12:30pm <b>Explore</b> 12:40 – 1:10pm	<b>BREAKFAST:</b> <b>Explore</b> 7:20 – 7:50am <b>M.S. 002 &amp; P141K@I002K</b> 7:45 – 8:10am  <b>LUNCH:</b> <b>Explore &amp; P141K@I002K</b> 11:20 – 11:50pm <b>M.S. 002</b> 12:00 – 12:30pm <b>Explore</b> 12:40 – 1:10pm
Library	<b>P141K@I002K</b> ALL DAY	<b>Explore</b> ALL DAY	<b>M.S. 002</b> ALL DAY	<b>Explore</b> ALL DAY	<b>M.S. 002</b> ALL DAY
Gymnasium (Capacity: 353)	<b>Explore</b> ALL DAY  Use of the gymnasium after school will be scheduled by the building council.	<b>M.S. 002</b> ALL DAY  Use of the gymnasium after school will be scheduled by the building council.	<b>P141K@I002K</b> ALL DAY  Use of the gymnasium after school will be scheduled by the building council.	<b>M.S. 002</b> ALL DAY  Use of the gymnasium after school will be scheduled by the building council.	<b>Explore</b> ALL DAY  Use of the gymnasium after school will be scheduled by the building council.
Auditorium (Capacity: 460)	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.
Other: Playground	<b>Explore &amp; P141K@I002K</b> 9:00 – 12:00pm <b>M.S. 002</b> 12:00 – 1:00pm <b>M.S. 002 &amp; Explore</b> 1:00 – 3:00pm	<b>Explore &amp; P141K@I002K</b> 9:00 – 12:00pm <b>M.S. 002</b> 12:00 – 1:00pm <b>M.S. 002 &amp; Explore</b> 1:00 – 3:00pm	<b>Explore &amp; P141K@I002K</b> 9:00 – 12:00pm <b>M.S. 002</b> 12:00 – 1:00pm <b>M.S. 002 &amp; Explore</b> 1:00 – 3:00pm	<b>Explore &amp; P141K@I002K</b> 9:00 – 12:00pm <b>M.S. 002</b> 12:00 – 1:00pm <b>M.S. 002 &amp; Explore</b> 1:00 – 3:00pm	<b>Explore &amp; P141K@I002K</b> 9:00 – 12:00pm <b>M.S. 002</b> 12:00 – 1:00pm <b>M.S. 002 &amp; Explore</b> 1:00 – 3:00pm
Other: Dance Room	<b>Explore</b> ALL DAY	<b>M.S. 002</b> ALL DAY	<b>P141K@I002K</b> ALL DAY	<b>M.S. 002</b> ALL DAY	<b>Explore</b> ALL DAY
Other: Science Lab	<b>Explore</b> 8:00 – 10:00am <b>M.S. 002</b> 10:00 – 12:00pm <b>P141K@I002K</b> 12:00 pm -2:00 pm	<b>Explore</b> 8:00 – 10:00am <b>M.S. 002</b> 10:00 – 12:00pm <b>P141K@I002K</b> 12:00 pm -2:00 pm	<b>Explore</b> 8:00 – 10:00am <b>M.S. 002</b> 10:00 – 12:00pm <b>P141K@I002K</b> 12:00 pm -2:00 pm	<b>Explore</b> 8:00 – 10:00am <b>M.S. 002</b> 10:00 – 12:00pm <b>P141K@I002K</b> 12:00 pm -2:00 pm	<b>Explore</b> 8:00 – 10:00am <b>M.S. 002</b> 10:00 – 12:00pm <b>P141K@I002K</b> 12:00 pm -2:00 pm
Other: Media Center	<b>Explore</b> ALL DAY	<b>M.S. 002</b> ALL DAY	<b>P141K@I002K</b> ALL DAY	<b>M.S. 002</b> ALL DAY	<b>Explore</b> ALL DAY
Other: Home Economics	<b>Explore</b> ALL DAY	<b>M.S. 002</b> ALL DAY	<b>P141K@I002K</b> ALL DAY	<b>M.S. 002</b> ALL DAY	<b>Explore</b> ALL DAY

### **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; UFT 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. 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 leader/designee of Explore will be part of the K002 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Explore will participate in the development of the building's Safety Plan and ensure that any security related issues or needs which may arise with respect to the co-location of Explore will be addressed on an ongoing basis. Moreover, the Safety Plan for the K002 school building will be modified as appropriate to meet any changing security needs associated with the co-location. Explore will enter information in the K002 school's overall 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 campus' schools, 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 Safety Plan for the K002 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 NYPD for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2010,<sup>14</sup> co-located schools on campuses must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the Building Council. The Building Council 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 Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially for issues of safety, shared space, campus schedules, split staff agreements and extended facility use.

A Shared Space Committee shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or eligible District 75 programs by the principals of the schools and/or eligible programs, 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 Charter School Act, the Shared Space Committee is to review the implementation of the Building Utilization Plan 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 Charter School Act, the Shared Space Committee shall review implementation of the current building space plans in place at those buildings. The Shared Space Committee will meet minimally four times per year.

The Shared Space Committee 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 Shared Space Committee members shall be selected by the corresponding constituent member of the SLT of the school. Charter school leaders will work with their constituencies

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<sup>14</sup> Campus Policy Memo 2010 is available at <http://schools.nyc.gov/community/campusgov>.

to select the parent and teacher representing that school. Shared Space Committee agendas and minutes shall be shared with the Building Council. Shared Space Committee members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

### **Proposed Collaborative Decision Making Strategy**

Building Council members are equal partners in shaping the educational environment; they share responsibility and accountability for building administration, communication and culture. They must respect each other's unique culture and simultaneously make and communicate shared decisions that are good for all students and schools on the campus. They make decisions by consensus and they work to ensure collaboration on all campus implementation issues. To the extent that the Building Council cannot reach a resolution on an issue, they shall avail themselves of the dispute resolution procedures set forth in the Campus Policy Memo 2010.