

## **BUILDING UTILIZATION PLAN: K233**

### INTRODUCTION

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 The New American Academy Charter School (84K736, "New American") in building K233 ("K233") with P.S. 233 Langston Hughes (18K233, "P.S. 233"), a district elementary school serving students in kindergarten through fifth grades and offering a pre-kindergarten program, beginning in the 2016-2017 school year. K233 is located at 9301 Avenue B, Brooklyn, NY 11236 in Community School District 18 ("District 18"). New American currently serves students in kindergarten through third grades in building K415 ("K415") and will be at full scale in the 2017-2018 school year, serving students in kindergarten through fifth grades. K415 is located at 5800 Tilden Avenue, Brooklyn, NY 11203 and is also in District 18, where New American is co-located with It Takes a Village Academy (18K563, "It Takes a Village"), Kurt Hahn Expeditionary Learning School (18K569, "Kurt Hahn"), and Cultural Academy for the Arts and Sciences (18K629, "Cultural Academy"), three district high schools serving students in ninth through twelfth grades. K233 is located 0.6 miles from K415.

As noted above, New American currently serves students in kindergarten through third grades. Pursuant to a proposal previously approved by the Panel for Educational Policy ("PEP") in 2013, New American was approved to serve students in kindergarten through fifth grades in K415 beginning with kindergarten and first grade in the 2013-2014 school year and adding one grade per year. If this proposal is approved, New American will be re-sited and co-located with P.S. 233 beginning in the 2016-2017 school year and will no longer be served in K415.

The proposed re-siting and co-location of New American from K415 to K233 is expected to benefit the New American school community. If this proposal is approved, New American will no longer be co-located with high schools and will instead share a building with an elementary school, which may create new opportunities to collaborate with P.S. 233 on extra-curricular activities, programming and staff development. In addition, if this proposal is approved, the re-siting and co-location of New American will allow It Takes a Village, Kurt Hahn, and Cultural Academy to expand their enrollments. All three high schools are currently serving a higher number of students than projected in the previous EIS and there is growing demand for seats at the schools, evidenced by each school's ratio of applications to seats. If the re-siting and co-location of New American is approved, there would be space in K415 for enrollment at It Takes a Village, Kurt Hahn, and Cultural Academy to continue to increase subject to demand.

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 New American and P.S. 233 if the proposal to re-site New American 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 New American and P.S. 233, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. 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.<sup>1</sup> 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

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<sup>1</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/Offices/OSP/KeyDocuments/Instructional\\_Footprint](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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
751-1,250	4
251-750	3
0-250	2

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 January 21, 2016, by a representative of the Office of Space Planning, K233 contains a total of 51 full-size rooms,<sup>2</sup> 5 half-size rooms<sup>3</sup>, 4 quarter-size rooms<sup>4</sup>, and 2.0 FSE rooms of designed administrative office space. K233 also contains an auditorium, cafeteria, library, multi-purpose room, auditorium, 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 Nurses office occupies 0.5 FSE of designed administrative space.
- The School Based Support Team (SBST) occupies 1 half-size space.

Excluding the spaces outlined above, K233 has a total of 51 full-size rooms, 4 half-size rooms, 4 quarter-size rooms, and the full-size equivalent of 1.5 designed administrative spaces remaining that can be allocated to schools.

Summary	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
K233 Total	51	5	4	2.0
Shared Spaces or Building Services	0	1	0	0.5
<b>Remaining to be Allocated</b>	<b>51</b>	<b>4</b>	<b>4</b>	<b>1.5</b>

<sup>2</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>3</sup> Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

<sup>4</sup> Quarter-size classrooms have an area of less than 240 square feet.

**2015-2016 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment, programs, grade spans, and number of sections at K233 in the 2015-2016 school year:

2015-2016	Total Enrollment <sup>5</sup>	Grade Span and Programs	GE/ICT Sections	SC Sections
P.S. 233	508	PK, K-5	21	3

The DOE has adjusted P.S. 233'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 P.S. 233 3 full-size rooms in lieu of 3 half-size rooms. The adjustment of full-size rooms for half-size rooms has been made to the baseline Footprint allocations for P.S. 233 in each year of room allocations presented in this document.

The table below summarizes P.S. 233's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, as well as the additional excess space above the school's adjusted baseline Footprint allocation that it is currently allocated and using.

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)
P.S. 233	Baseline Footprint Allocation	24	5	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	27	2	1.5	2	0	2	4.0	22	2	2	0	51	4	4	1.5

<sup>5</sup> Based on the 2015-2016 Audited Register as of October 31, 2015 excluding Long Term Absence ("LTA") students who have been absent continuously for 30 days or more as of October 31, 2015.

In total:

- P.S. 233 is currently allocated 51 full-size rooms, 4 half-size rooms, 4 quarter-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 22 full-size rooms, 2 half-size rooms, and 2 quarter-size rooms in excess of P.S. 233's adjusted baseline allocation.

As demonstrated in the table above, P.S. 233 is currently using rooms in excess of its baseline or adjusted baseline Footprint allocations. The table below summarizes the available space within K233 after P.S. 233 has received its adjusted baseline allocations.

2015-2016	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	22	2	2	0.0

**2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, beginning in 2016-2017, New American will serve kindergarten- through fourth-grade students and P.S. 233 will serve kindergarten- through fifth-grade students and offer pre-kindergarten in K233. 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 <sup>6</sup>	Grade Span and Programs	GE/ICT Sections	SC Sections
P.S. 233	494-554	PK, K-5	21	3
New American	325-375	K-4	15	0

The DOE has adjusted P.S. 233's and New American's baseline Footprint allocation due to the lack of half-size spaces available in the building. The DOE has allocated P.S. 233 3 full-size rooms in lieu of 3 half-size rooms and New American 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 allocation for New American and P.S. 233 in each year of room allocations presented in this document moving forward.

<sup>6</sup> Charter school projections are based on authorized enrollment pursuant to the charter application and are presented in this document going forward except where otherwise indicated.

After P.S. 233 and New American have received their respective adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	0	0	2	0

The excess space will be allocated between New American and P.S. 233 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 P.S. 233 and New American based on their baseline and adjusted 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)
P.S. 233	Baseline Footprint Allocation	24	5	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	27	2	1.5	2	0	2	4.0	0	0	1	0	29	2	3	1.5
New American	Baseline Footprint Allocation	18	2	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	19	1	0	3	1	0	3.5	0	0	1	0	22	2	1	0

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

- The DOE will allocate P.S. 233 29 full-size rooms, 2 half-size rooms, 3 quarter-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 1 quarter-size room in excess of P.S. 233's adjusted baseline Footprint allocation.
- The DOE will allocate New American 22 full-size rooms, 2 half-size rooms and 1 quarter-size room. This allocation includes 1 quarter-size room in excess of New American's adjusted 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	Half-Size Rooms	Quarter- Size Rooms	Designed Admin (FSE)
P.S. 233	51	4	4	1.5	29	2	3	1.5	-22	-2	-1	0
New American	0	0	0	0	22	2	1	0	+22	+2	+1	0

**2017-2018 (SECOND and FINAL YEAR OF PROPOSED IMPLEMENTATION):**

If this proposal is approved, beginning in 2017-2018 New American will be at scale and serve students in kindergarten through fifth grades in K233 and P.S. 233 will serve students in grades kindergarten through fifth grades and a pre-kindergarten program. The table below summarizes the projected enrollment, grade spans, and number of sections at each school in the 2017-2018 school year:

2017-2018	Projected Enrollment	Grade Span and Programs	GE/ICT Sections	SC Sections
P.S. 233	499-559	PK, K-5	21	3
New American	390-450	K-5	18	0

After P.S. 233 and New American received their adjusted baseline Footprint allocation of rooms, the following number of excess rooms remain.

2017-2018	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	0	0	1	0.0

The table below summarizes the full 2017-2018 room allocation plan New American and P.S. 233 based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocations:

2017-2018		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)
P.S. 233	Baseline Footprint Allocation	24	5	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	27	2	1.5	2	0	2	4.0	0	0	1	0	29	2	3	1.5
New American	Baseline Footprint Allocation	21	2	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	21	2	0	1	0	1	1.25	0	0	0	0	22	2	1	0

As indicated in the preceding chart, in 2017-2018:

- The DOE will allocate P.S. 233 29 full-size rooms, 2 half-size rooms, 3 quarter-size rooms, and 1.5 FSE of designed administrative space. This allocation includes 1 quarter-size room in excess of P.S. 233's adjusted baseline Footprint allocation.
- The DOE will allocate New American 22 full-size rooms, 2 half-size rooms, and 1 quarter-size room.

In 2017-2018, New American will receive its baseline allocation of instructional rooms; however due to lack of available rooms, New American will not receive certain administrative spaces that it would otherwise receive under the Footprint. The schools operated by The New American Academy use different space programming assumptions than the Footprint and, thus, New American will be able to operate within the proposed space allocated by this BUP.

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

ROOM CHANGE (+/-)	PROPOSED 2016-2017 TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 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)
P.S. 233	29	2	3	1.5	29	2	3	1.5	0	0	0	0
New American	22	2	1	0	22	2	1	0	0	0	0	0

### 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 K233. The final shared space schedule will be collaboratively drafted by the Building Council ("BC") if the proposed re-siting and co-location is approved by the PEP. 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 population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, 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 New American and P.S. 233. The current lunch schedules are described on the DOE School Food website, as well as the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end time of P.S. 233's school day based on the Office of Pupil Transportation's bus schedule for a regular school day. Where possible, the proposed schedule maintains P.S. 233's and New American's current allocation of time for breakfast and lunch. If this proposal is approved, in 2016-2017, New American will be re-sited and co-located in K233. Therefore, it may be necessary to shorten or change some of the times that have been used by P.S. 233 so that all students in the building may be accommodated in 2016-2017 and subsequent school years.

In planning how P.S. 233 and New American may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

#### **Cafeteria**

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 233 current use of the cafeteria, New American's current lunch time, the projected enrollment of each school, the capacity of the cafeteria, and the grade levels served by each school.
- In the proposed plan below, P.S. 233 and New American are allocated separate lunch times in the cafeteria, which has the capacity to hold 368 students.
- The DOE proposes that P.S. 233 be allocated 90 minutes daily in the cafeteria for lunch and that New American be allocated 60 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 P.S. 233, which currently uses the cafeteria from 7:30 a.m. to 8:00 a.m. for breakfast. Additionally, not all students have opted to participate in the breakfast program at New American, which currently serves students breakfast from 8:00 a.m. to 8:30a.m.

#### **Gymnasium, Library, Multi-Purpose Room, and Auditorium**

##### Gymnasium

- There is one gymnasium in the building, which has the capacity to serve 300 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S. 233 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. P.S. 233 has been allocated 4 hours daily and New American has been allocated 3 hours 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 P.S. 233 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. P.S. 233 has been allocated 4 hours daily and New American has been allocated 3 hours daily.

Multi-Purpose Room

- There is one multi-purpose Room in the building, which has the capacity to hold 142 students.
- The DOE proposes that time in the multi-purpose room be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S. 233 receive the greatest amount of time in the multi-purpose room because this school will serve the greatest number of students in the 2016-2017 school year. P.S. 233 has been allocated 4 hours daily and New American has been allocated 3 hours daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 569 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollment of each school.
- The DOE proposes that P.S. 233 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. P.S. 233 has been allocated 3 hours daily and New American has been allocated 2 hours 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 BC 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, P.S. 233 is projected to serve 494-554 students and New American is projected to serve 325-375 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, P.S. 233's school day runs from 8:00 a.m.-2:20 p.m. Monday through Friday and New American's school day runs from 8:30a.m.-3:15 p.m. Monday through Friday.

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:368 )	<b>Breakfast:</b> <b>New American</b> 8:00a.m.-8:30a.m. <b>P.S. 233</b> 7:30a.m.-8:00a.m.				
	<b>Lunch:</b> <b>New American</b> 10:45a.m.-11:45a.m. <b>P.S. 233</b> 11:50a.m.-12:35p.m. 12:35p.m.-1:20p.m.				
Gymnasium (Capacity: 300)	<b>New American</b> 12:00p.m.-3:00p.m. <b>P.S. 233</b> 8:00a.m.-12:00p.m.				
Library	<b>New American</b> 12:00p.m.-3:00p.m. <b>P.S. 233</b> 8:00a.m.-12:00p.m.				
Multi-Purpose Room (Capacity: 142)	<b>New American</b> 12:00p.m.-3:00p.m. <b>P.S. 233</b> 8:00a.m.-12:00p.m.				
Auditorium (Capacity: 569)	<b>New American</b> 8:30a.m.-9:30a.m. 2:00p.m.-3:00p.m. <b>P.S. 233</b> 9:30a.m.-11:30a.m. 1:00p.m.-2:00p.m.				

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414, every school/campus must have a School Safety Committee<sup>7</sup>. 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 School Safety Committee 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 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/designees of New American will be part of the K233 School Safety Committee. As a member of the School Safety Committee, the leader/designee of New American 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 P.S. 233 and New American be addressed on an ongoing basis. Moreover, the Safety Plan for K233 will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of P.S. 233 and New American will enter information in the schools' 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 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 School Safety Plan for the 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 City Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2014,<sup>8</sup> co-located schools 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 school leaders serve on the Building Council. The Building Council meets 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 Building Council 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") must 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 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 May 28, 2010, the SSC reviews implementation of the current building space plans in place at those buildings. The SSC meets at least four times per year.

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<sup>7</sup> Chancellor's Regulation A-414 is available at: <http://schools.nyc.gov/NR/ronlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

<sup>8</sup> The Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."

The SSC is 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 are selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes must be shared with the Building Council. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.