

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to close Brooklyn School for Global Studies (15K429), an existing district secondary school in building K293 ("K293"), located at 284 Baltic Street, Brooklyn, NY 11201, within the geographical confines of Community School District 15. It currently serves students in grades six through twelve. If this proposal is approved, Brooklyn School for Global Studies will close at the conclusion of the 2011-2012 school year. The DOE is proposing to immediately replace Brooklyn School for Global Studies with New School (15KTBD), a new district secondary school that will serve students in grades six through twelve in K293. All current students who have not graduated before the start of the 2012-2013 school year will be guaranteed seats and automatically enrolled in New School.¹

Brooklyn School for Global Studies is co-located with School for International Studies (15K497), an existing district secondary school that currently serves students in sixth through twelfth grade, and one site of a multi-sited District 75 program (75K368, "P368K@H429K") that serves ninth through twelfth grade students who are autistic in a six student to one teacher and one paraprofessional ("6:1:1") setting.² Additionally, on December 14, 2011 the Panel for Educational Policy ("PEP") approved a proposal to co-locate a new public charter school, Brooklyn Success Academy Charter School 3 (84KTBD, "Success Academy – Cobble Hill") in K293 beginning in 2012-2013.³ 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.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed actual allocation of classrooms and administrative space between School for International Studies, Brooklyn School for Global Studies, New School, P368K@H429K, and Success Academy - Cobble Hill. It also includes a proposal for the collaborative usage of shared resources and spaces between School for International Studies, Brooklyn School for Global Studies, New School, P368K@H429K, and Success Academy - Cobble Hill, 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.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed closure of Brooklyn School for Global Studies and opening of New School has been approved by the PEP.

¹ Summer school sites are determined yearly by the DOE. If this proposal is approved, students in Brooklyn School for Global Studies who require summer school to meet promotion or graduation requirements would attend summer school in one of these sites. More information on summer school can be found on the DOE's Web site at: <http://schools.nyc.gov/ChoicesEnrollment/SummerSchool/default.htm>.

² 75K386 is sited at four locations throughout Brooklyn, including K293. The other three locations are: 368K@1033K (70 Tompkins Ave., Brooklyn, NY 11206); 368K@P120K (18 Beaver St., Brooklyn, NY 11206); and 368K@Brooklyn Children Center (1819 Bergen St., Brooklyn, NY 11233). 75K386 serves students who are autistic, intellectually disabled, or have multiple handicaps in kindergarten through twelfth grade across its four sites, but P368K@H429K only serves students who are autistic in ninth through twelfth grade. This proposal only refers to a co-location with 368K@H429K that is sited in K293 and, if approved, is not expected to impact any of the other sites listed here.

³ At that time, the PEP also approved a Building Utilization Plan regarding that co-location. If this proposal is approved, this Building Utilization Plan would supersede the one approved on December 14, 2011.

METHODOLOGY

We have applied the DOE Instructional Footprint (“Footprint”)⁴ 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 sections per grade, assuming class size will remain constant. The Borough Director of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school’s representative.

For elementary schools serving grades kindergarten through five (and for all 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 (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 room for each general education (“GE”) or Integrated Co-Teaching (“ICT”) section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces 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 six through twelve, 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, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to D75 programs according to the DOE’s D75 Instructional Footprint (“D75 Footprint”). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse’s office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where D75 programs are co-located with other organizations will be equitably distributed to all organizations based on a percentage of the student enrollment, except that the excess allocations to D75 programs are based on the number of sections of students, rather than the number of students.

⁴ 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/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf

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 April 19, 2011 by two Directors of Space Planning, K293 has a total of 72 full-size classrooms/spaces⁵ (including one full-size science demonstration lab and two full-size science labs, each of which has been allocated to the two secondary schools per the Footprint), 23 half-size classrooms/spaces,⁶ 7 quarter-size spaces that can be used for administrative purposes, 7.0 FSE rooms of designed administrative office/space⁷. K293 also contains a gymnasium, auditorium, lunchroom, a library, and an outdoor play space. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- School nurse occupies 0.5 FSE rooms of designed administrative space.
- School Safety occupies 1 quarter-size space.
- Custodian's office occupies 1 half-size space.
- School Based Support Team occupies 1.0 FSE rooms of designed administrative space.

Excluding the spaces outlined above, K293 has a total of 72 full-size classrooms/spaces (including one full-size science demonstration labs and two full-size science labs), 22 half-size classrooms/spaces, 6 quarter-size spaces that can be used for administrative purposes, and 5.5 FSE rooms of designed administrative office/space remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Grand TOTAL	72	23	7	7.0
SHARED SPACES or Building Services	0	1	1	1.5
Remaining Total to be Allocated	72	22	6	5.5

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 and the relative projected enrollments of the schools.

⁵ Full-size classrooms have an area of 500 square feet or more.

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

⁷ Walkthrough and survey data from April 19, 2011 was confirmed by a cursory walkthrough of K293 performed on October 25, 2011 by a Director of Space Planning.

2011-2012 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at each school in 2011-2012:

2011-2012	Total Enrolled ⁸	GE/ICT Sections	SC Sections
School for International Studies	484	21	3
Brooklyn School for Global Studies	348	15	4
P368K@H429K ⁹	24 ¹⁰	5	5

The table below summarizes Brooklyn School for Global Studies, School for International Studies, and P368K@H429K's baseline and/or adjusted Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that each school is currently using. The DOE has adjusted the baseline allocation of Brooklyn School for Global Studies for the following reason: 1 half-size space has been allocated in lieu of 0.5 FSE of designed administrative space. Additionally, the DOE has adjusted the baseline allocation of P368K@H429K for the following reason: P368K@H429K has been allocated 1 full-size and 1 half-size room in lieu of 1.5 FSE of designed administrative space.

2011-2012		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)
School for International Studies	Baseline Footprint Allocation	21	4	3.0	-	-	-	3.0	21	4	-	3.0
	Current Space Allocation	35	4	4.5	1	5	3	8.75	36	9	3	4.5
Brooklyn School for Global Studies	Baseline Footprint Allocation	15	5	3.0	-	-	-	3.0	15	5	-	3.0

⁸ 2011-2012 audited register. Note that these enrollment figures slightly different than the enrollment projections included in the approved proposal to co-locate Success Academy – Cobble Hill because these enrollment figures are from the 2011-2012 audited register, figures that were unavailable at the time the DOE published the proposal to co-locate Success Academy – Cobble Hill

⁹ P368K@H429K currently serves 4 sections of students. Depending on the student-teacher ratio dictated by students' Individualized Education Programs ("IEPs"), projected enrollment and section count are subject to change. Therefore, P368K@H429K will be allocated space to accommodate up to 5 sections (which it has served in previous years).

¹⁰ 2011-2012 audited register.

	Adjusted Baseline Allocation	15	5	2.5	-	1	-	3.0	15	6	-	2.5
	Current Space Allocation	31	4	1.0	1	7	2	6.0	32	11	2	1.0
P368@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	4	3	-	1.5
	Adjusted Baseline Allocation	4	3	-	1	1	-	1.5	5	4	-	-
	Current Space Allocation	3	2	-	1	-	1	1.25	4	2	1	-

As demonstrated in the table above, School for International Studies and Brooklyn School for Global Studies are currently using many classrooms in excess of their baseline or adjusted baseline Footprint allocations. The table below summarizes the available space within K293 after each school has received its baseline/adjusted baseline Footprint allocation:

2011-2012: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocation	0.0	31	8	6

2012-2013 (FIRST YEAR PROPOSED IMPLEMENTATION)

As noted, the PEP has approved the opening and co-location of Success Academy – Cobble Hill in K293 beginning in the 2012-2013 school year. Similarly, as noted in the EIS accompanying this BUP, enrollment projections presented here (and in future years) for School for International Studies are slightly different than the enrollment projections included in the approved proposal to co-locate Success Academy – Cobble Hill because these enrollment figures are from the 2011-2012 audited register, figures that were unavailable at the time the DOE published the proposal to co-locate Success Academy – Cobble Hill. The same is true when comparing New School’s projected enrollment with the projected enrollment of Brooklyn School for Global Studies.

The baseline Footprint allocations of P368K@H429K, School for International Studies, and Success Academy – Cobble Hill have been adjusted in the following ways:

- As discussed previously, P368K@H429K has been allocated 1 full-size room and 1 half-size room in lieu of 1.5 FSE of designed administrative space.
- School for International Studies has been allocated 1 half-size room in lieu of 0.5 FSE of designed administrative space.
- Success Academy - Cobble Hill has been allocated 2 full-size rooms and 1 half-size room in lieu of 2.5 FSE of designed administrative space. Additionally, Success Academy – Cobble Hill has been allocated an additional cluster room to accommodate the school’s proposed grade expansion in the following years and to maintain consistency throughout the years.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2012-2013.

2012-2013	Projected Enrollment ¹¹	GE/ICT Sections	Self-Contained Sections
School for International Studies	445 – 520	20	4
New School	360 – 435	15	4
P368K@H429K	25 - 30	-	5
Success Academy - Cobble Hill	170 - 206	7	-

After School for International Studies, New School, P368K@H429K, and Success Academy - Cobble Hill have received their respective baseline and adjusted baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	19	4	6

Space in excess of each organization's baseline or adjusted baseline Footprint has been allocated approximately evenly to School for International Studies and New School in an effort to ensure that the reallocation of space from School for International Studies and the former Brooklyn School for Global Studies to Success Academy – Cobble Hill occurs gradually.¹²

The table below summarizes the full 2012-2013 room allocation plan for School for International Studies, New School, P368K@H429K and Success Academy - Cobble Hill based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation:

2012-2013		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designe d Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Total Full Size Rooms	Total Half Size Rooms	Total Quarter Size Rooms	Total Designed Admin (FSE)
School for International Studies	Baseline Footprint Allocation	20	5	3.0	-	-	-	3.0	-	-	-	-	20	5	-	3.0
	Adjusted Baseline Allocation	20	5	2.5	-	1	-	3.0	10	2	3	-	30	8	3	2.5

¹¹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹² These numbers are subject to change pending final enrollment projections.

New School	Baseline Footprint Allocation	15	5	3.0	-	-	-	3.0	9	2	3	-	24	7	3	3.0
P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	-	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	-	-
Success Academy - Cobble Hill	Baseline Footprint Allocation	9	2	2.5	-	-	-	2.5	-	-	-	-	10	2	-	2.5
	Adjusted Baseline Allocation	10	2	-	2	1	-	2.5	-	-	-	-	12	3	-	-

In total, School for International Studies will be allocated 30 full-size, 8 half-size, and 3 quarter size spaces and 2.5 FSE rooms of designed administrative space. New School will be allocated 24 full-size, 7 half-size, and 3 quarter size spaces and 3.0 FSE rooms of designed administrative space. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 12 full size and 3 half-size spaces.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				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)
School for International Studies	36	9	3	4.5	30	8	3	2.5	-6	-1	0	-2.0
Brooklyn School for Global Studies	32	11	2	1.0	-	-	-	-	-32	-11	-2	-1.0

New School	-	-	-	-	24	7	3	3.0	+24	+7	+3	+3.0
P368K@H429K	4	2	1	0.0	6	4	-	0.0	+2	+2	-1	0.0
Success Academy - Cobble Hill	-	-	-	-	12	3	-	0.0	+12	+3	-	0.0

2013-2014 (SECOND YEAR PROPOSED IMPLEMENTATION)

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2013-2014

2013-2014	Projected Enrollment ¹³	GE/ICT Sections	SC Sections
School for International Studies	435 – 515	20	4
New School	395 – 475	16	4
P368K@H429K	25 – 30	-	5
Success Academy - Cobble Hill	230– 260	10	-

After School for International Studies, New School, P368K@H429K, and Success Academy - Cobble Hill have received their respective baseline or adjusted baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	15	4	6

Space in excess of each organization's adjusted baseline footprint has been allocated approximately evenly to School for International Studies and New School in an effort to ensure that the reallocation of space from School for International Studies and the former Brooklyn School for Global Studies to Success Academy – Cobble Hill occurs gradually.¹⁴

The baseline Footprint allocations of P368K@H429K, School for International Studies, and Success Academy – Cobble Hill have been adjusted in the following ways:

- As discussed previously, P368K@H429K has been allocated 1 full-size room and 1 half-size room in lieu of 1.5 FSE of designed administrative space.
- School for International Studies has been allocated 1 half-size room in lieu of 0.5 FSE of designed administrative space.
- Success Academy - Cobble Hill has been allocated 2 full-size rooms and 1 half-size room in lieu of 2.5 FSE of designed administrative space.

The table below summarizes the full 2013-2014 room allocation plan for School for International Studies, New School, P368K@H429K, and Success Academy - Cobble Hill based on their baseline Footprint and adjusted baseline Footprint allocations, plus the excess space allocation:

¹³ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁴ These numbers are subject to change pending final enrollment projections.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Superior International Studies	Baseline Footprint Allocation	20	5	3.0	-	-	-	3.0	-	-	-	-	20	5	-	3.0
	Adjusted Baseline Allocation	20	5	2.5	-	1	-	3.0	8	2	3	-	28	8	3	2.5
New School	Baseline Footprint Allocation	16	5	3.0	-	-	-	3.0	7	2	3	-	23	7	3	3.0
P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	0	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	0	-
Success Academy Cobble Hill	Baseline Footprint Allocation	13	2	2.5	-	-	-	2.5	-	-	-	-	13	2	0	2.5
	Adjusted Baseline Allocation	13	2	-	2	1	-	2.5	-	-	-	-	15	3	-	-

In total, School for International Studies will be allocated 28 full size rooms, 8 half size rooms, and 3 quarter size rooms and 2.5 FSE rooms of designed administrative space. New School will be allocated 23 full size rooms, 7 half size rooms, and 3 quarter size rooms and 3.0 FSE rooms of designed administrative space. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 15 full-size and 3 half-size rooms.

The room change is reflected below for the 2012-2013 to the 2013-2014 school year.

Room Change (+/-)	PROPOSED 2012-2013				PROPOSED 2013-2014				CHANGE (+/-)			
	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)
School for International Studies	30	8	3	2.5	28	8	3	2.5	-2	-	-	-
New School	24	7	3	3	23	7	3	3	-1	-	-	-
P368K@H429K	6	4	-	-	6	4	-	-	-	-	-	-
Success Academy - Cobble Hill	12	3	-	-	15	3	-	-	+3	-	-	-

2014-2015 (THIRD YEAR PROPOSED IMPLEMENTATION)

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

2014-2015	Projected Enrollment ¹⁵	GE/ICT Sections	SC Sections
School for International Studies	460 – 545	19	4
New School	395 – 475	17	4
P368K@H429K	25 - 30	-	5
Success Academy - Cobble Hill	360 - 450	15	-

¹⁵ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

After the schools have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2014-2015: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	10	4	6

Space in excess of each organization's adjusted baseline footprint has been allocated approximately evenly to School for International Studies and New School in an effort to ensure that the reallocation of space from School for International Studies and the former Brooklyn School for Global Studies to Success Academy – Cobble Hill occurs gradually.¹⁶

The baseline Footprint allocations of P368K@H429K, School for International Studies, and Success Academy – Cobble Hill have been adjusted in the following ways:

- As discussed previously, P368K@H429K has been allocated 1 full-size room and 1 half-size room in lieu of 1.5 FSE of designed administrative space.
- School for International Studies has been allocated 1 half-size room in lieu of 0.5 FSE of designed administrative space.
- Success Academy - Cobble Hill has been allocated 2 full-size rooms and 1 half-size room in lieu of 2.5 FSE of designed administrative space.

The table below summarizes the full 2014-2015 room allocation plan based on each school's baseline and adjusted baseline Footprint allocations, plus t excess space allocations

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
School for International Studies	Baseline Footprint Allocation	19	5	3.0	-	-	-	3.0	-	-	-	-	19	5	-	3.0
	Adjusted Baseline Allocation	19	5	2.5	-	1	-	3.0	5	2	3	-	24	8	3	2.5
New School	Baseline Footprint Allocation	17	5	3.0	-	-	-	3.0	5	2	3	-	22	7	3	3.0

¹⁶ These numbers are subject to change pending final enrollment projections.

P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	-	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	-	-
Success Academy - Cobble Hill	Baseline Footprint Allocation	18	2	2.5	-	-	-	2.5	-	-	-	-	18	2	-	2.5
	Adjusted Baseline Allocation	18	2	-	2	1	-	2.5	-	-	-	-	20	3	-	-

In total, School for International Studies will be allocated 24 full-size rooms, 8 half-size rooms, and 3 quarter-size rooms and 2.5 FSE rooms of designed administrative space. New School will be allocated 22 full-size rooms, 7 half-size rooms, and 3 quarter size rooms and 3.0 FSE rooms of designed administrative space. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 20 full-size and 3 half-size rooms.

The room change is reflected below for the 2013-2014 to the 2014-2015 school year:

Room Change (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				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)
School for International Studies	28	8	3	2.5	24	8	3	2.5	-4	-	-	-
New School	23	7	3	3.0	22	7	3	3.0	-1	-	-	-
P368K@H429K	6	4	-	-	6	4	-	-	-	-	-	-
Success Academy - Cobble Hill	15	3	-	-	20	3	-	-	+5	-	-	-

2015-2016 (FOURTH AND FINAL YEAR PROPOSED IMPLEMENTATION)¹⁷

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

2015-2016	Projected Enrollment ¹⁸	GE/ICT Sections	SC Sections
School for International Studies	450 – 540	18	4
New School	450 – 540	18	4
P368K@H429K	25 – 30	-	5
Success Academy - Cobble Hill	510 - 620	20	-

After School for International Studies, New School, P368K@H429K, and Success Academy - Cobble Hill have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated:

2015-2016: Building K293	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	5	3	6

Space in excess of each organization’s adjusted baseline footprint has been allocated approximately evenly to School for International Studies and New School in an effort to ensure that the reallocation of space from School for International Studies and the former Brooklyn School for Global Studies occurs gradually.¹⁹

The baseline Footprint allocations of P368K@H429K, School for International Studies, and Success Academy – Cobble Hill have been adjusted in the following ways:

- As discussed previously, P368K@H429K has been allocated 1 full-size room and 1 half-size room in lieu of 1.5 FSE of designed administrative space.
- School for International Studies has been allocated 1 half-size room in lieu of 0.5 FSE of designed administrative space.
- Success Academy - Cobble Hill has been allocated 2 full-size rooms and 1 half-size room in lieu of 2.5 FSE of designed administrative space.

¹⁷ While enrollment at Success Academy – Cobble Hill is expected to increase marginally in 2016-2017, no room allocations are expected to change from the 2015-2016 room allocation.

¹⁸ The DOE’s enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁹ These numbers are subject to change pending final enrollment projections.

The table below summarizes the full 2015-2016 room allocations for all schools based on their baseline and adjusted baseline Footprint allocations, plus the excess space allocation:

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
School for International Studies	Baseline Footprint Allocation	18	5	3.0	-	-	-	3.0	-	-	-	-	18	5	-	3.0
	Adjusted Baseline Allocation	18	5	2.5	-	1	-	3.0	2	2	3	-	20	8	3	2.5
New School	Baseline Footprint Allocation	18	5	3.0	-	-	-	3.0	3	1	3	-	21	6	3	3.0
P368K@H429K	Baseline Footprint Allocation	4	3	1.5	-	-	-	1.5	-	-	-	-	4	3	-	1.5
	Adjusted Baseline Allocation	5	3	-	1	1	-	1.5	-	-	-	-	6	4	-	-
Success Academy - Cobble Hill	Baseline Footprint Allocation	23	3	2.5	-	-	-	2.5	-	-	-	-	23	3	-	2.5
	Adjusted Baseline Allocation	23	3	-	2	1	-	2.5	-	-	-	-	25	4	-	-

In total, School for International Studies will be allocated 20 full-size rooms, 8 half-size rooms, and 3 quarter-size rooms and 2.5 FSE of designed administrative space. New School will be allocated 21 full-size rooms, 6 half-size rooms, and 3 quarter size rooms and 3.0 FSE rooms of designed administrative space. P368K@H429K will be allocated 6 full-size and 4 half-size spaces. Success Academy - Cobble Hill will be allocated 25 full-size and 4 half-size rooms.

The room change is reflected below for the 2014-2015 to the 2015-2016 school year.

Room Change (+/-)	PROPOSED 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				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)
School for International Studies	24	8	3	2.5	20	8	3	2.5	-4	-	-	-
New School	22	7	3	3	21	6	3	3	-1	-1	-	-
P368K@H429K	6	4	-	-	6	4	-	-	-	-	-	-
Success Academy - Cobble Hill	20	3	-	-	25	4	-	-	+5	+1	-	-

Shared Space Plan

A proposed shared space plan for the 2012-2013 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 K293. 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 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, 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 School Food website, the total capacity of each shared space, the grades served by each of the co-located schools, the unique needs of the District 75 population and the start of the school day based on the Office of Pupil Transportation's bus schedule for a

regular school day.²⁰ Where possible, the proposed schedule maintains schools' current allocation of time for each shared space and re-distributes remaining time for additional organizations. 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, based on the 2011 Campus Audit Template submitted by the Building Council.²¹ Because Success Academy - Cobble Hill would be co-located in the building for the first time if this proposal is approved, it may be necessary to change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

In planning how Success Academy - Cobble Hill, New School, School for International Studies, and P368K@H429K may use the shared spaces, the DOE has applied these factors in the manner described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria and Outdoor Play Yard:

Cafeteria

- In the 2011-2012 school year, Brooklyn School for Global Studies is allocated 90 minutes daily for lunch, P368@H429K is allocated 45 minutes for lunch and School for International Studies is allocated 92 minutes daily for lunch. The proposed schedule below allocates the most amount of time to the schools with the largest enrollments, with the exception of P368K@H429K, and is approximately equivalent to how time is currently allocated in the cafeteria based on the 2011 Campus Audit provided by the building.
- In the proposed plan below, Success Academy - Cobble Hill receives thirty five minutes of time in the cafeteria daily for lunch. On Mondays, Wednesdays, and Thursdays, New School and P368@H429K are both allocated 90 minutes for lunch and School for International Studies is allocated 85 minutes for lunch. On Tuesdays and Fridays, New school and P368@H429K are allocated 85 minutes for lunch and School for International Studies is allocated 90 minutes for lunch. All schools will be able to serve their entire student body in the designated lunch periods because the cafeteria has the capacity to accommodate 600 students.
- The lunch times for New School and P368K@H429K overlap during the day because the cafeteria has the space to accommodate 600 students and this would, therefore, allow both schools to serve all their students at the same time. The combined enrollment of both schools is only approximately 515 students, less than the cafeteria's capacity.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K293. Therefore, there should be sufficient capacity in the cafeteria to serve all the students in School for International Studies, New School, and P368K@H429K who choose to participate in the breakfast program at one time. Since Success Academy – Cobble Hill will likely start its school day before the other schools, it has been allocated a separate period for breakfast that begins and ends before the start of the school day of the other schools. Therefore, Success Academy – Cobble Hill will begin school as the other schools begin to serve breakfast.

Outdoor Playground

- The DOE notes that the outdoor playground is a shared space, but according to the 2011 Campus Audit for the building, specific times on the outdoor playground are not currently allocated to any of the existing schools.

²⁰ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

²¹ Campus Audits are submitted by each Building Council on an annual basis to the Senior Supervising Superintendents Office. The Campus Audit documents the collective planning and implementation of Building Council decisions such as shared space scheduling.

- In the schedule below, the DOE has assigned time to each school on the outdoor playground based on each school's cafeteria schedule in order to provide schools with the option of offering students a recess before or after the proposed lunch period.

Gymnasiums

- There is one gymnasium in the building.
- In the proposed schedule below, Success Academy - Cobble Hill is allocated the greatest amount of time in the gymnasium (11.25 hours weekly), while the School for International Studies is allocated 10 hours weekly, New School is allocated 8.75 hours weekly and P368K@H429K is allocated 7.5 hours weekly. Success Academy – Cobble Hill is allocated the most time primarily because it will serve elementary school students while the other schools will all serve students who are in middle school or high school. The DOE's allocations are based on the assumption that more middle and high school students can be served in the gymnasium at one time than elementary school students.

Library

- The DOE notes that the library is a shared space; however specific time in the library is not currently allocated to any of the existing schools according to the 2011 Campus Audit.
- The DOE proposes that School for International Studies receive the most amount of time in the library because it has the largest projected enrollment for 2012-2013. Additionally, despite its relatively small projected enrollment, P368K@H429K is allocated two hours of library time. The DOE notes that this is because P368K@H429K may require extra time in the library. Success Academy – Cobble Hill has informed the DOE that it will not require use of the library, and therefore no time has been allocated to it in the proposed shared space schedule below.

Auditorium

- The DOE notes that the auditorium is a shared space; however specific time in the auditorium is not currently allocated to any of the existing schools according to the 2011 Campus Audit.
- The DOE proposes that School for International Studies and New School each receive the greatest amount of time in the auditorium (10 hours weekly) based on the fact that each school will serve the most number of students as compared to all other schools in the building. Success Academy - Cobble Hill and P368K@H429K have been allocated five hours weekly. Given that the capacity of the auditorium is 602, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.

After School Programs

- The gymnasium is currently scheduled for early bird basketball from 7:00 to 7:55 am each morning and for after-school basketball games from 3:00 to 4:00 pm each day. Given that the gymnasium is not proposed to be scheduled after 3:00 pm each day, the DOE does not anticipate that the schedule below will affect after-school basketball games.
- Citizen Schools, a not-for profit organization, currently utilizes space after school on the third floor (not a shared space) and the DOE does not anticipate that this proposal would prohibit Citizen Schools for utilizing space after hours as they currently do. In addition, Relay Graduate School of Education utilizes space (not shared space) after-school on an as-needed basis from 4:30 to 8:30 pm and the DOE does not anticipate that this proposal would prohibit Relay Graduate School of Education from utilizing space after hours as they currently do.

- The DOE does not anticipate that this plan will impact existing after school programming at any of the schools on the K293 campus. All students will maintain access to their current after school programming, given continued student interest and available resources. Because no school is anticipated to lose after school programming as a result of this proposal, the DOE believes that this plan treats all schools equitably and comparably.
- New School and Success Academy – Cobble Hill are new schools that have not opened yet, and as a result they do not yet have after-school schedules.
- The Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts.

The Building Council is free to deviate from the proposed Shared Space Plan 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. This agreement could result in the current schools in the building changing their use of the shared space once New School and Success Academy – Cobble Hill are co-located in the building.

In 2012-2013, the DOE projects School for International Studies will serve 445-520 students, New School will serve 360-435 students, and P368K@H429K will serve 25-30 students. According to its charter, Success Academy - Cobble Hill will serve a total of 170-206 students in 2012-2013. Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end of the school day, School for International Studies’ school day runs from approximately 8:30 to 3:00 pm, and P368K@H429K’s school day runs from approximately 8:20 to 3:10 pm.²² The DOE anticipates that New School’s day will run from approximately 8:28 to 3:09 pm. Since Success Academy - Cobble Hill is a new school, it does not have a current school start or end time. However the DOE notes that all of the other Success Charter Network elementary schools which are part of the same charter network organization, begin between 7:00 and 7:45 a.m. and end between 4:00 and 5:00 p.m.

Based on the schedule below and the explanations provided above regarding proportionality of enrollment and the maintenance of current scheduling practices, the DOE believes that the proposed Shared Space Plan is feasible and that each school is being treated equitably and comparably in its ability to use all the shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 600)	Breakfast: Success Academy - Cobble Hill 7:15am-7:45am All Other Schools 7:45am-9:40am	Breakfast: Success Academy - Cobble Hill 7:15am-7:45am All Other Schools 7:45am-9:40am	Breakfast: Success Academy - Cobble Hill 7:15am-7:45am All Other Schools 7:45am-9:40am	Breakfast: Success Academy - Cobble Hill 7:15am-7:45am All Other Schools 7:45am-9:40am	Breakfast: Success Academy - Cobble Hill 7:15am-7:45am All Other Schools 7:45am-9:40am
	Lunch: Success Academy - Cobble Hill 10:50am-11:25am New School & P368@H429K 11:25am-12:55pm School for International Studies	Lunch: Success Academy - Cobble Hill 10:50am-11:25am School for International Studies 11:25am-12:55pm New School & P368@H429K	Lunch: Success Academy - Cobble Hill 10:50am-11:25am New School & P368@H429K 11:25am-12:55pm School for International Studies 12:55pm-2:20pm	Lunch: Success Academy - Cobble Hill 10:50am-11:25am New School & P368@H429K 11:25am-12:55pm School for International Studies 12:55pm-2:20pm	Lunch: Success Academy - Cobble Hill 10:50am-11:25am New School & P368@H429K 11:25am-12:55pm School for International Studies 12:55pm-2:20pm

²² <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

	12:55pm-2:20pm	12:55pm-2:20pm			12:55pm-2:20pm
Outdoor Playground	Success Academy - Cobble Hill 11:25 am-12:30pm School for International Studies 12:30pm-1:20pm New School 1:20pm-2:10pm P368@H429K 1:30pm-2:30pm	Success Academy - Cobble Hill 11:25 am-12:30pm School for International Studies 12:30pm-1:20pm New School 1:20pm-2:10pm P368@H429K 1:30pm-2:30pm	Success Academy - Cobble Hill 11:25 am-12:30pm School for International Studies 12:30pm-1:20pm New School 1:20pm-2:10pm P368@H429K 1:30pm-2:30pm	Success Academy - Cobble Hill 11:25 am-12:30pm School for International Studies 12:30pm-1:20pm New School 1:20pm-2:10pm P368@H429K 1:30pm-2:30pm	Success Academy - Cobble Hill 11:25 am-12:30pm School for International Studies 12:30pm-1:20pm New School 1:20pm-2:10pm P368@H429K 1:30pm-2:30pm
Library	School for International Studies 9:00-12:00 New School & P368@H429K 12:00-3:00	New School & P368@H429K 9:00-12:00 School for International Studies 12:00-3:00	New School & P368@H429K 9:00-12:00 School for International Studies 12:00-3:00	School for International Studies 9:00-12:00 New School & P368@H429K 12:00-3:00	New School & P368@H429K 9:00-12:00 School for International Studies 12:00-3:00

<p>Gymnasium (Capacity: 651)</p>	<p>P368@H429K 8:30am-10:00am New School 8:30am-10:45am School for International Studies 10:45am-12:45pm Success Academy - Cobble Hill 12:45pm-3:00 pm</p>	<p>P368@H429K 8:30am-10:00am New School 8:30am-10:45am School for International Studies 10:45am-12:45pm Success Academy - Cobble Hill 12:45pm-3:00 pm</p>	<p>P368@H429K 8:30am-10:00am New School 8:30am-10:45am School for International Studies 10:45am-12:45pm Success Academy - Cobble Hill 12:45pm-3:00 pm</p>	<p>P368@H429K 8:30am-10:00am New School 8:30am-10:45am School for International Studies 10:45am-12:45pm Success Academy - Cobble Hill 12:45pm-3:00 pm</p>	<p>P368@H429K 8:30am-10:00am New School 8:30am-10:45am School for International Studies 10:45am-12:45pm Success Academy - Cobble Hill 12:45pm-3:00 pm</p>
<p>Auditorium (Capacity: 602)</p>	<p>Success Academy - Cobble Hill 8:30am-9:30am School for International Studies 9:30am-11:30am New School 11:30am-1:30pm P368@H429K 1:30pm-2:30pm</p>	<p>Success Academy - Cobble Hill 8:30am-9:30am School for International Studies 9:30am-11:30am New School 11:30am-1:30pm P368@H429K 1:30pm-2:30pm</p>	<p>Success Academy - Cobble Hill 8:30am-9:30am School for International Studies 9:30am-11:30am New School 11:30am-1:30pm P368@H429K 1:30pm-2:30pm</p>	<p>Success Academy - Cobble Hill 8:30am-9:30am School for International Studies 9:30am-11:30am New School 11:30am-1:30pm P368@H429K 1:30pm-2:30pm</p>	<p>Success Academy - Cobble Hill 8:30am-9:30am School for International Studies 9:30am-11:30am New School 11:30am-1:30pm P368@H429K 1:30pm-2:30pm</p>

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 New School will be part of the K293 School Safety Committee. As a member of the School Safety Committee, the leader/designee of New School 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 New School will be addressed on an ongoing basis. Moreover, the Safety Plan for the K293 school

building will be modified as appropriate to meet any changing security needs associated with the co-location. New School will enter information in the K293 schools' overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) 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 K293 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.

There are no unusual building safety and security concerns anticipated from this proposed co-location.

Proposed Communications Strategy

Representatives from the co-located schools will utilize a variety of collaborative decision-making strategies to address issues that may arise and will communicate and cooperate on an as-needed basis. Additionally, as per the Campus Policy Memo 2011,²³ co-located schools on campuses 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 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 for issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, 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 SSC is to review the implementation of the Building Utilization Plan (BUP) once it has been approved by the PEP. With respect to charter schools that were approved to be located or co-located in a public school building prior to the effective date of the Amended Charter School Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet minimally 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 SLT of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the BUP and its campus implementation.

²³ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".