

## REVISED BUILDING UTILIZATION PLAN

### INTRODUCTION

On March 5, 2012, the New York City Department of Education (“DOE”) issued an Educational Impact Statement (the “March 5 EIS”) and a building utilization plan (the “March 5 BUP”) describing a proposal to close John Ericsson Middle School 126 (14K126, “Ericsson Middle”), an existing district middle school in building K126 (“K126”), located at 424 Leonard Street, Brooklyn, NY 11222, in Community School District 14, and replace it with New School (14K317, “New School”), a new district middle school which will serve students in grades six through eight in K126. Ericsson Middle currently serves students in sixth through eighth grade, and it is co-located with Believe Northside Charter High School (84K693, “Believe Northside”) and Believe Southside Charter High School (84K694, “Believe Southside”), which are existing public charter schools in the process of phasing in one additional grade per year and that currently serve students in ninth through eleventh grades. K126 also houses a community based organization (“CBO”), the Beacon program. As described in the March 5 EIS and BUP, the DOE proposed to co-locate New School with the two charter schools and the Beacon program.

As discussed in the March 5 EIS and BUP, both Believe Northside and Believe Southside were subject to charter revocation. Subsequent to the issuance of the March 5 EIS and BUP, the New York State Education Department (“SED”) withdrew its Notice of Intent to Seek Revocation of Believe Northside’s charter and certificate of incorporation. Therefore, Believe Northside will be able to complete its phase-in and serve students in ninth through twelfth grades in 2012-2013. However, SED has concluded that it will revoke Believe Southside’s charter and certificate of incorporation. Thus, Believe Southside will close at the end of the 2011-2012 school year.

The March 5 BUP has been revised in the following manner:

- the DOE has clarified that SED has withdrawn its Notice of Intent to Seek Revocation at Believe Northside, which means that Believe Northside will complete its phase-in and serve students in grades 9-12;
- the DOE has clarified that SED has revoked Believe Southside’s charter and certificate of incorporation, which means that Believe Southside will close at the end of the 2011-2012 school year;
- the proposed space allocations have been adjusted to reflect Believe Southside’s closure; and
- the proposed shared space schedule has been adjusted to reflect Believe Southside’s closure.

Pursuant to the New York Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between New School and Believe Northside. It also includes a proposal for the collaborative usage of shared resources and spaces between New School and Believe Northside, including the cafeteria, the library, the gymnasium, and the auditorium, 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 co-location has been approved by the Panel for Educational Policy (“PEP”). Any proposal to co-locate another school in K126 would be described in a separate EIS and subject to PEP approval.

### METHODOLOGY

The DOE has applied the Citywide Instructional Footprint (“Footprint”)<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and has 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 ADMINSTRATIVE 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.

---

<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 Footprint is available at <http://schools.nyc.gov/community/planning/default.htm> under “Key Documents.”

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (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 self-contained (“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 occupational therapy/physical therapy 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.

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 February 11, 2012 by the Office of Space Planning, K126 has a total of 59 full-size rooms,<sup>2</sup> 15 half-size rooms,<sup>3</sup> 7 quarter-size rooms, and 4.5 FSE rooms of designed administrative office/space. K126 also contains a gymnasium, an auditorium, a cafeteria, and a library. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for Ericsson Middle, Believe Northside, and Believe Southside in 2011-2012 or for New School, Believe Northside, and Believe Southside in 2012-2013:

- The custodian’s office occupies 1 half-size room.
- The nurse’s office occupies 1.0 FSE room of designed administrative space.
- Beacon occupies 1 half-size space.
- School Safety occupies 1 quarter-size space.
- A dental office occupies 1.0 FSE room of designed administrative space.

<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 less than 500 square feet but greater than 239 square feet.

Therefore, excluding the spaces outlined above, K126 has a total of: 59 full-size rooms, 13 half-size rooms, 6 quarter-size rooms, and 2.5 FSE rooms of designed administrative space remaining that can be allocated to the individual schools:

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	59	15	7	4.5
SHARED SPACES or Building Services	0	2	1	2.0
<b>Remaining Total Currently Allocated</b>	<b>59</b>	<b>13</b>	<b>6</b>	<b>2.5</b>

**2011-2012 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment and sections served at Ericsson Middle, Believe Northside, and Believe Southside in 2011-2012:

2011-2012	Grades Served	Total Enrolled <sup>4</sup>	GE/ICT Sections	SC Sections
Ericsson Middle	6-8	317	11	6
Believe Northside	9-11	267	NA <sup>5</sup>	0
Believe Southside	9-11	249	NA	0

The DOE has adjusted the following schools' baseline allocations for the following reasons:

- Ericsson Middle currently operates 6 self-contained ("SC") special education classes. Typically, as per the Footprint, SC special education classes are accommodated in half-size rooms. In this case, there is an insufficient number of half-size rooms appropriate for instruction in K126. Ericsson Middle's baseline footprint allocation has thus been adjusted to include 3 additional full-size rooms in lieu of 3 half-size rooms.

The table below summarizes Ericsson Middle's, Believe Northside's, and Believe Southside's respective baseline and adjusted baseline footprint allocations, which are based on the methodology described at the beginning of this document. The current space allocation is the amount of space that Ericsson Middle, Believe Northside, and Believe Southside are currently using:

<sup>4</sup> Based on the 2011-2012 audited register.

<sup>5</sup> High school grades are not typically programmed into sections. As stated above, the Footprint assumes that sixth through twelfth grade students move from class to class and that classrooms should be programmed at maximum efficiency.

2011-2012		Non-Admin Spaces		Administrative Spaces <sup>6</sup>			Total Admin (FSE)	Current Grand Total				
		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)
Ericsson Middle	Baseline Footprint Allocation	12	7	2.5	0	0	0	2.5	12	7	0	2.5
	Adjusted Baseline Footprint Allocation	15	4	2.5	0	0	0	2.5	15	4	0	2.5
	Current Space Allocation	28	2	2.5	2	2	2	6.0	30	4	2	2.5
Believe Northside	Baseline Footprint Allocation	10	1	0.0	0	4	2	2.5	10	5	2	0.0
	Current Space Allocation	16	1	0.0	0	4	2	2.5	16	5	2	0.0
Believe Southside	Baseline Footprint Allocation	10	1	0.0	0	3	4	2.5	10	4	4	0.0
	Current Space Allocation	13	1	0.0	0	3	2	2.0	13	4	2	0.0

The table below summarizes the current excess space within K126 after Ericsson Middle, Believe Northside, and Believe Southside have received their respective baseline and adjusted baseline allocations:

2011-2012: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Adjusted Baseline Allocation	0.0	24	0	0

As demonstrated in the table above, Ericsson Middle, Believe Northside, and Believe Southside are currently using several rooms in excess of their respective baseline and adjusted baseline allocations.

As previously stated, Believe Southside will close at the end of the 2011-2012 school year.

<sup>6</sup> Schools may elect to utilize designed administrative spaces, full-size, half-size, and/or quarter-size classrooms/spaces to meet their baseline footprint allocation of FSE spaces for administrative use.

**2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION):**

Believe Northside will expand to its full scale grade span and serve ninth- through twelfth-grade students. Believe Southside will have closed after the 2011-2012 school year and will no longer serve students. If this proposal is approved, Ericsson Middle will be closed and immediately replaced by New School, which would open and serve sixth- through eighth-grade students.

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

2012-2013	Grades Served	Projected Enrollment	GE/ICT Sections	SC Sections
New School	6-8	290-320	11	6
Believe Northside	9-12	340-420	NA <sup>7</sup>	0

The DOE notes that New School, unlike most middle schools, plans to implement a self-contained model for all of its sixth grade students, including its GE and ICT sections. This means that New School’s sixth grade students will not move from class to class for different subjects except for physical education, lunch, and cluster activities (i.e. art, music, etc.). Thus, New School’s sixth grade classes will be programmed similar to elementary school classes and, as such, will use comparable space. The DOE has based New School’s baseline footprint allocation on the standard baseline footprint allocation for a middle school of New School’s size as outlined in the Footprint. New School’s baseline allocation will accommodate the sixth grade self-contained model.

After New School and Believe Northside have received their respective baseline and adjusted baseline footprint allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K126	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Allocations	0.0	30	1	6

The excess space will be allocated between New School and Believe Northside based on the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the full 2012-2013 room allocation plan for New School and Believe Northside based on their respective baseline and adjusted baseline Footprint allocations, plus the excess space allocation:

<sup>7</sup> High school grades are not typically programmed into sections. As stated above, the Footprint assumes that sixth through twelfth grade students move from class to class and that classrooms should be programmed at maximum efficiency. In calculating the baseline Footprint allocations for Believe Northside and Believe Southside in 2012-2013, the DOE has used the number of instructional spaces for a high school that serves four sections per grade as outlined in the Footprint.

2012-2013		Non-Admin Spaces			Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				Grand Total			
		Full-Size Rooms	Half-Size Rooms	Quarter-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)
New School	Baseline Footprint Allocation	12	7	0	2.5	0	0	0	2.5	14	0	2	0.0	26	7	2	2.5
Believe Northside	Baseline Footprint Allocation	16	1	0	0.0	1	4	0	3.0	16	1	4	0.0	33	6	4	0.0

In total, New School will occupy 26 full-size rooms, 7 half-size rooms, 2 quarter-size rooms, and 2.5 FSE of designed administrative spaces. This allocation includes 14 full-size rooms and 2 quarter-size rooms in excess of New School's adjusted baseline footprint. In total, Believe Northside will occupy 33 full-size rooms, 6 half-size rooms, and 4 quarter-size rooms. This allocation includes 16 full-size rooms, 1 half-size room, and 4 quarter-size rooms in excess of Believe Northside's baseline footprint.

The room change from the current school year 2011-2012 to the 2012-2013 school year is reflected below:

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)
Ericsson Middle	30	4	2	2.5	-	-	-	-	-30	-4	-2	-2.5
New School	-	-	-	-	26	7	2	2.5	+26	+7	+2	+2.5
Believe Northside	16	5	2	0.0	33	6	4	0.0	+17	+1	+2	0.0
Believe Southside	13	4	2	0.0	-	-	-	-	-13	-4	-2	0.0

The DOE anticipates that New School's projected enrollment will be similar to Ericsson Middle's current enrollment. The DOE notes that Ericsson Middle is currently allocated 30 full-size rooms and that New School will be allocated 26 full-size rooms. However, the DOE also notes that New School is allocated 14 full-size rooms in excess of its adjusted baseline footprint allocation. Thus, the DOE believes that New School has been allocated sufficient rooms in order to serve its projected enrollment.

The proposed 2012-2013 allocation of space will serve as the long-term space allocation for New School and Believe Northside.

### **Shared Space Plan**

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 K126. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the PEP.

#### 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 shall 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 2011-2012 Campus Audit Template submitted by the Building Council,<sup>8</sup> the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of each school's school day based on the Office of Pupil Transportation's bus schedule for a regular school day.<sup>9</sup> Where possible, the proposed schedule maintains schools' current allocations of time for each shared space and re-distributes remaining time as each organization's grade configuration changes. 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 2011-2012 Campus Audit Template submitted by the Building Council.

In planning how New School and Believe Northside may use shared space, the DOE has applied these factors as described below to develop a proposed plan that allocates time in each space equitably:

#### **Cafeteria:**

##### Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon Ericsson Middle's and Believe Northside's current use of the cafeteria; projected enrollment of each school; the capacity of the cafeteria; and grade levels served by each school.
- The cafeteria has a capacity of 504 students. Ericsson Middle currently is scheduled for lunch from 10:20 a.m. to 12:00 p.m., which means that it is currently allocated 1 hour and 40 minutes daily for lunch or 8 hours and 20 minutes a week. Believe Northside is currently scheduled for lunch from 12:00 to 12:56 p.m., which means that it is currently allocated 56 minutes daily for lunch or 4 hours and 40 minutes a week. Believe Southside is currently scheduled for lunch from 1:00 to 1:56 p.m., which means that it is currently 56 minutes daily or 4 hours and 40 minutes a week. The proposed shared space plan below essentially maintains this schedule.

<sup>8</sup> 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.

<sup>9</sup> See DOE's Office of Pupil Transportation Web site at <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- In the proposed schedule below, New School has been allocated 50 minutes daily for lunch, or 4 hours and 10 minutes a week. Believe Northside will receive 1 hour and 5 minutes daily for lunch, or 5 hours and 25 minutes weekly.

- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Ericsson Middle, Believe Northside, or Believe Southside. Ericsson Middle currently is scheduled for breakfast from 7:30 to 8:00 a.m.;<sup>10</sup> Believe Northside and Believe Southside are also currently scheduled for breakfast from 7:30 to 8:00 a.m. according to the Campus Audit Template. New School does not currently serve students; while the DOE anticipates that New School's breakfast participation rate will be similar to Ericsson Middle's breakfast participation rate, its actual rate may differ. As a result, the DOE has allocated time to New School and Believe Northside for breakfast based on their respective expected start times.

### **Library**

- Currently, Ericsson Middle, Believe Northside, and Believe Southside use the library on an as-needed basis.
- In the proposed schedule below, because Believe Northside is projected to serve more students during the 2012-2013 school year than New School, Believe Northside has been allocated 6 hours a week, in the library. New School has been allocated 60 minutes daily or 5 hours a week because it will serve the smallest number of students.

### **Auditorium**

- Currently, Ericsson Middle is allocated the auditorium from 8:00 to 9:00 a.m. on Tuesday to Thursday, or 4 hours weekly. Believe Northside and Believe Southside currently use the auditorium by request only.
- In the proposed schedule below, because Believe Northside is projected to serve more students during the 2012-2013 school year than New School is projected to serve, Believe Northside has been allocated 1 hour and 15 minutes daily, or 6 hours and 15 minutes a week, in the auditorium. New School has been allocated 60 minutes daily or 5 hours a week because it will serve the smallest number of students.

### **Gymnasium**

#### Gymnasium

- There is one gymnasium in the building that has the capacity to serve 650 students, but it can be divided into two parts through the use of a dividing wall that currently exists in the gymnasium. The DOE proposes that the gymnasium be allocated based on the relative projected enrollment of each school. If two schools share a time period, it is assumed that the gymnasium has been divided into two parts in order to accommodate both schools.
- New School will serve approximately 290-320 students, and it will be allocated 2 hours and 30 minutes daily or 12 hours and 30 minutes a week in the gymnasium.
- Believe Northside will serve approximately 340-420 students, and it will be allocated 3 hours and 5 minutes daily or 15 hours and 50 minutes per week in the gymnasium.

### **After School Programs**

- The DOE notes that currently the shared spaces are not allocated for after school hours. In the schedule below, the DOE does not allocate this space beyond 3:00 p.m. Thus, the Building Council should allocate this space as needed for after school programs and 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.

---

<sup>10</sup> See DOE's Office of School Food and Nutrition's Web site at <http://www.opt-osfns.org/osfns/default.aspx>.

In 2012-2013, the DOE projects that New School will serve 290-320 students and Believe Northside will serve 340-420 students in K126. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, Ericsson Middle's school day runs from approximately 8:00 a.m. to 2:57 p.m. and Believe Northside from 7:57 a.m. to 4:10 p.m. on Monday, Tuesday, Thursday, and Friday and from 7:57 a.m. to 1:32 p.m. on Wednesday.<sup>11</sup> It is anticipated that New School will also serve students between 8:00 am and 2:57 pm in 2012-2013, and that Believe Northside will continue to serve students during the same school hours as it does this year.

Based on the schedule below and the explanations provided above 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: 504)	<b>Breakfast:</b> All schools 7:30-8:00am				
	<b>Lunch:</b> New School 11:30am-12:20pm				
	<b>Believe Northside</b> 12:25-1:30pm				
Library	<b>New School</b> 9:00-10:00am				
	<b>Believe Northside</b> 1:30-3:00pm	<b>Believe Northside</b> 1:30-3:00pm		<b>Believe Northside</b> 1:30-3:00pm	<b>Believe Northside</b> 1:30-3:00pm
Gymnasium (Capacity: 650)	<b>Believe Northside</b> 8:00-9:05am 10:20am-12:25pm				
	<b>New School</b> 12:20-2:50pm				
Auditorium (Capacity: 492)	<b>New School</b> 8:00-9:00am				
	<b>Believe Northside</b> 9:05-10:20am				

### 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, among others. 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.

<sup>11</sup> <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

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, if this proposal is approved and if the charter schools remain open after the 2011-2012 school year, the respective leaders/designees of New School and Believe Northside will be part of the K126 School Safety Committee. As a member of the School Safety Committee, the leader/designee of New School and Believe Northside will participate in the development of the building's Safety Plan and ensure that any security related issues or needs that may arise with respect to the co-location of New School and Believe Northside will be addressed on an ongoing basis. Moreover, the Safety Plan for the K126 school building will be modified as appropriate to meet any changing security needs associated with the ongoing co-location. New School and Believe Northside will enter information in the K126 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 school in the building, 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 K126 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 2011,<sup>12</sup> 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 school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements and extended facility use.

A Shared Space Committee (SSC) shall be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the amended New York Charter Schools 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 New York Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at minimum four times per year.

The SSC will be comprised of the principal, a teacher and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the 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.

---

<sup>12</sup> Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."