

BUILDING UTILIZATION PLAN

As described in greater detail in the attached Educational Impact Statement ("EIS"), The New York City Department of Education ("DOE") is proposing to co-locate grades five through eight of Academic Leadership Charter School (84X491, "ALCS") in building X027 ("X027") beginning in the 2015-2016 school year. X027 is located at 519 Saint Anns Avenue, Bronx, New York 10455, within Community School District 7 ("District 7"). Currently, ALCS's grades kindergarten through four are housed in building X065, located at 677 East 141 Street, Bronx, New York 10454, and grades five and six are housed in private space (building XAEI), located at 500 Courtland Avenue, Bronx, New York 10451. Both buildings are located within District 7. If this proposal is approved, beginning in the 2015-2016 school year, ALCS students in grades five and six will no longer attend classes in private space. Instead, they will attend classes in X027, where ALCS will be co-located with P.S. 277 (07X277, "P.S. 277"), a district elementary school serving grades kindergarten through five and a pre-kindergarten program. Beginning in the 2015-2016 school year, grades five, six, and seven of ALCS will be co-located in X027 with P.S. 277. ALCS will add eighth grade in X027 in the 2016-2017 school year. Building X027 is located approximately 0.5 miles from ALCS's current private space and in close proximity to public transportation; therefore, the DOE does not anticipate that this move will create any travel hardships for students enrolled in the school. A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between ALCS and P.S. 277. It also includes a proposal for the collaborative usage of shared resources and spaces between the schools in the building including but not limited to the main building's cafeteria, library, and 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 in this document. Please refer to the EIS to which this plan is attached for further information about the co-location.

The final shared space schedule will be collaboratively finalized by the Building Council if the proposal is approved by the Panel for Educational Policy ("PEP").

METHODOLOGY

The DOE has applied the DOE Citywide Instructional Footprint (the "Footprint") to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and, wherever feasible, 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.¹

JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by a representative from the Office of Space Planning and the 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, meaning that each class remains in their homeroom throughout the day except for when they are 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 ("ICT") section and a full-size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

¹ 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 can be accessed on the DOE's Web site at: http://schools.nyc.gov/NR/ronlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf.

At the elementary level, cluster classrooms are allocated as follows:

Enrollment	Number 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 are programmed at maximum efficiency. The Footprint allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

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. 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 walk-through conducted on October 7, 2014 by a representative from the Office of Space Planning, X027 has a total of 49 full-size rooms,² 3 half-size rooms,³ 4 quarter-size rooms,⁴ and 1.5 full-size equivalent ("FSE") rooms of designed administrative space. Building X027 also contains an auditorium, cafeteria, library, and gymnasium.

The below spaces are shared spaces or contain building services and therefore are not included in the allocation of space for an individual school:

- A parents community room occupies one full-size room,
- A nurse's office occupies a quarter-size space,
- Two school based support team (SBST) offices occupy one half-size space each (two half-size spaces in total).
- The custodian's office occupies one half-size space.

Excluding the spaces outlined above, X027 has a total of 48 full-size rooms, 3 quarter-size rooms, and 1.5 FSE rooms of designed administrative space available to be allocated to the co-located schools.

² Full-size classrooms have an area of 500 square feet or more.

³ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

⁴ Quarter-size rooms have an area of less than 240 square feet.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	49	3	4	1.50
Shared Building Spaces	1	3	1	0
Total to Be Allocated	48	0	3	1.50

2014-2015 (CURRENT SCHOOL YEAR)

The table below summarizes total enrollment and sections served at P.S. 277 during the current 2014-2015 school year:

School Name	Grade Span	Total Enrollment ⁵	GE/ICT Sections	SC Sections
P.S. 277	K-5	468	21 ⁶	0

The table below summarizes P.S. 277's baseline and adjusted footprint allocation of instructional and administrative rooms, which is based on the methodology described at the beginning of this document and the amount of space the schools are currently using.

2014-2015		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)
P.S. 277	Baseline Footprint Allocation	24	2	1.50	2	0	0	3.50	26	2	0	1.50
	Adjusted Baseline Allocation	26	0	1.50	2	0	0	3.50	28	0	0	1.50
	Current Space Allocation	46	0	1.50	2	0	3	4.25	48	0	3	1.50

P.S. 277's baseline has been adjusted in the following manner:

- The DOE has allocated P.S. 277 2 full-size rooms in lieu of 2 half-size classrooms due to an insufficient number of half-size classrooms available in X027.

⁵ Figures are based on the 2014-2015 Unaudited Register as of October 31, 2014.

⁶ Total current and projected enrollment at P.S. 277 includes three full-day sections of pre-kindergarten.

The table below summarizes the available space within X027 after P.S. 277 has received its adjusted baseline allocations per the Footprint in 2014-2015.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	20	0	3	0

2015-2016 (FIRST YEAR OF IMPLEMENTATION):

If this proposal is approved, during the first year of implementation, ALCS will begin serving fifth through seventh-grade students in the X027 building.

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

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 277	K-5	444-504	21 ⁷	0
ALCS	5-7	160-175	6	0

After ALCS and P.S. 277 have received their respective baseline or adjusted footprint allocations, the following rooms will remain unallocated in X027:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	10	0	3	0

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

⁷ Total current and projected enrollment at P.S. 277 includes three full-day sections of pre-kindergarten.

The table below summarizes the full 2015-2016 room allocation plan for ALCS and P.S. 277 based on their adjusted and baseline footprint allocations.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
P.S. 277	Baseline Footprint Allocation	24	2	1.50	2	0	0	3.50	-	-	-	-	26	2	0	1.50
	Adjusted Baseline Allocation	26	0	1.50	2	0	0	3.50	8	0	3	0	36	0	3	1.50
ALCS	Baseline Footprint Allocation	7	1	0	2	0	0	2.00	-	-	-	-	9	1	0	0
	Adjusted Baseline Allocation	8	0	0	2	0	0	2.00	2	0	0	0	12	0	0	0

As indicated in the preceding chart, in 2015-2016:

- The DOE has allocated P.S. 277 2 full-size rooms in lieu of 2 half-size classrooms due to an insufficient number of half-size classrooms available in X027.
- Similarly, the DOE has allocated ALCS 1 full-size room in lieu of 1 half-size classroom due to an insufficient number of half-size classrooms available in X027.

The room change between the 2014-2015 school year and the 2015-2016 school year is reflected in the table below.

ROOM CHANGE (+/-)	CURRENT 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 GRAND 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. 277	48	0	3	1.50	36	0	3	1.50	-12	0	0	0
ALCS	-	-	-	-	12	0	0	0	+12	0	0	0

2016-2017 (SECOND AND FINAL YEAR OF IMPLEMENTATION):

If this proposal is approved, during the second and final year of implementation, ALCS will begin serving fifth through eighth-grade students in X027.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2016-2017:

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
P.S. 277	K-5	459-519	21 ⁸	0
ALCS	5-8	210-230	8	0

Although ALCS will reach full grade span in the 2016-2017 school year, its total enrollment will decrease slightly due to a onetime large incoming cohort that will graduate in 2018-2019. ALCS's enrollment will not stabilize until the 2018-2019 school year when they will have consistent cohort sizes in all grades. ALCS is planning to program its students in the same number of classes in the 2016-2017 school year as when it reaches stable enrollment in the 2018-2019 school year. ALCS will have the same baseline allocation of full-size cluster rooms and administrative spaces in both years, and therefore the allocations of the schools in X027 will not change after the 2016-2017 school year.

After ALCS and P.S. 277 have received their respective baseline or adjusted footprint allocations, the following rooms will remain unallocated in X027:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	8	0	3	0

⁸ Total current and projected enrollment at P.S. 277 includes three full-day sections of pre-kindergarten.

The excess space will be allocated to all schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

The table below summarizes the full 2016-2017 room allocation plan for ALCS and P.S. 277 based on their adjusted and baseline footprint allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				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)
P.S. 277	Baseline Footprint Allocation	24	2	1.50	2	0	0	3.50	-	-	-	-	26	2	0	1.50
	Adjusted Baseline Allocation	26	0	1.50	2	0	0	3.50	7	0	2	0	35	0	2	1.50
ALCS	Baseline Footprint Allocation	9	1	0	2	0	0	2.00	-	-	-	-	11	1	0	0
	Adjusted Baseline Allocation	10	0	0	2	0	0	2.00	1	0	1	0	13	0	1	0

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

- The DOE has allocated P.S. 277 2 full-size rooms in lieu of 2 half-size classrooms due to an insufficient number of half-size classrooms available in X027.
- Similarly, the DOE has allocated ALCS 1 full-size room in lieu of 1 half-size classroom due to an insufficient number of half-size classrooms available in X027.

The room change between the 2015-2016 school year and the 2016-2017 school year is reflected in the table below.

ROOM CHANGE (+/-)	PROPOSED 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND 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. 277	36	0	3	1.50	35	0	2	1.50	-1	0	-1	0
ALCS	12	0	0	0	13	0	1	0	+1	0	+1	0

Shared Space Plan

A proposed shared space plan for the 2015-2016 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 X027. The final shared space schedule would 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 website⁹, the total capacity of each shared space, the grades served by each of the co-located schools and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹⁰ Where possible, the proposed schedule maintains P.S. 277's allocation of time in each shared space and re-distributes remaining time for ALCS. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 277 to continue using the space on a similar schedule next year. Because ALCS will be sharing space in the X027 building if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to P.S. 277 this year in the shared spaces that are to be shared in future years so that all students in the building may be accommodated in the following school years.

⁹ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfodsch=17221.

¹⁰ See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

In planning how ALCS and P.S. 277 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on an as needed basis 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.

Cafeteria:

- The total time allocated to each organization in the cafeteria is primarily based upon all schools' current use of the cafeteria, the schools' projected enrollment, capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
 - In the proposed plan below, ALCS and P.S. 277 are allocated lunch times in the cafeteria, which has a capacity to hold 300 students. P.S. 277 receives 1 hour and 40 minutes daily for lunch, while ALCS receives 40 minutes daily for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program in X027. P.S. 277 and ALCS each receive 30 minutes a day for breakfast.

Gymnasium:

- In the proposed schedule below, P.S. 277 receives 5 hours and 30 minutes daily, while ALCS receives 1 hour and 30 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

Auditorium:

- The auditorium has a capacity of 473. The total time allocated to each organization in the auditorium is based upon projected enrollment, capacity of the auditorium, and grade levels served. Each organization will be able to accommodate its students in the auditorium within this proposed allocation of time.
- In the proposed schedule below, P.S. 277 receives 2 hours and 30 minutes daily and ALCS receives 45 minutes daily in the auditorium.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

Library:

- The total time allocated to each organization in the library is based upon projected enrollment. Each organization will be able to accommodate its students in the library within this proposed allocation of time.
- In the proposed schedule below, P.S. 277 receives 3 hours daily and ALCS receives 1 hour daily.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

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 Building Council 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 2015-2016, the DOE projects P.S. 277 will serve approximately 444-504 students and ALCS will serve approximately 160-175 students. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 277's school day runs from approximately 8:20 a.m. to 2:40 p.m., and ALCS' school day runs from approximately 7:45 a.m. to 4:00 p.m.

Based on the explanations provided above, the DOE believes that the proposed Shared Space Plan 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: 300)	<u>Breakfast:</u> P.S. 277 7:45am – 8:15am ALCS 7:15am – 7:45am <u>Lunch:</u> P.S. 277 11:40am – 1:20pm ALCS 11:00am – 11:40am	<u>Breakfast:</u> P.S. 277 7:45am – 8:15am ALCS 7:15am – 7:45am <u>Lunch:</u> P.S. 277 11:40am – 1:20pm ALCS 11:00am – 11:40am	<u>Breakfast:</u> P.S. 277 7:45am – 8:15am ALCS 7:15am – 7:45am <u>Lunch:</u> P.S. 277 11:40am – 1:20pm ALCS 11:00am – 11:40am	<u>Breakfast:</u> P.S. 277 7:45am – 8:15am ALCS 7:15am – 7:45am <u>Lunch:</u> P.S. 277 11:40am – 1:20pm ALCS 11:00am – 11:40am	<u>Breakfast:</u> P.S. 277 7:45am – 8:15am ALCS 7:15am – 7:45am <u>Lunch:</u> P.S. 277 11:40am – 1:20pm ALCS 11:00am – 11:40am
Gymnasium	P.S. 277 8:00am – 1:30pm ALCS 1:30pm – 3:00pm				
Auditorium (Capacity: 473)	P.S. 277 8:30am – 11:00am ALCS 7:45am – 8:30am				
Library	P.S. 277 11:30am – 2:30pm ALCS 9:00am – 10:00am				

Building Safety and Security

Pursuant to Chancellor's Regulation A-414¹¹, 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; 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 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 ALCS and P.S. 277 will be part of the X027 School Safety Committee. As a member of the School Safety Committee, the leader/designee of ALCS 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 ALCS and P.S. 277 will be addressed on an ongoing basis. Moreover, the Safety Plan for the X027 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of ALCS and P.S. 277 will enter information in the X027 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 X027 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 2014,¹² co-located schools 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 the 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 school co-locations approved after May 28, 2010, the effective date of the amended Charter Schools Act, the SSC is to review 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 the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at least 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 School Leadership Team 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 Building Utilization Plan and its campus implementation.

¹¹ Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

¹² Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."