

## **BUILDING UTILIZATION PLAN**

As discussed in greater detail in the attached Educational Impact Statement (“EIS”), the Department of Education (“DOE”) has proposed to re-site an existing charter school, Brooklyn East Collegiate Charter School (“84K775” or “Brooklyn East Collegiate”) from its current location to building K009, located at 80 Underhill Avenue, Brooklyn, NY 11238 in Community School District 13, beginning in the 2011-12 school year. Brooklyn East Collegiate would be co-located with P.S. 9 Teunis G. Bergen (13K009, “P.S. 9”) and M.S. 571 The Bergen Upper School (13K571, “M.S. 571”), in building K009 as M.S. 571 phases out. M.S. 571 is an existing middle school that currently enrolls students in grades 6-8. P.S. 9 is an existing zoned elementary school that serves students in Kindergarten through fifth grade, and offers three full-day Pre-Kindergarten programs. Brooklyn East Collegiate is an existing charter school that opened in 2010-2011 with grade 5 in Building 17K434. There is not enough space at 17K434 for Brooklyn East Collegiate to expand to serve additional grades at its current location. As a result, the DOE is proposing to re-site Brooklyn East Collegiate to K009 where it would phase-in gradually and serve grades 5-8 in K009 when fully phased in 2013-2014. In another EIS, the DOE has also proposed to phase-out M.S. 571. If approved, M.S. 571 would no longer accept incoming students, and one grade would then be phased out per year. M.S. 571 would close at the end of the 2012-2013 school year.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between the Brooklyn East Collegiate, P.S. 9 and M.S. 571. It also includes a proposal for the collaborative usage of shared resources and spaces between Brooklyn East Collegiate, P.S. 9 and M.S. 571, 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 Educational Impact Statement, if applicable, to which this plan is attached for further information about the proposed co-location.

### METHODOLOGY

We have applied the New York City Department of Education’s (“DOE”) Instructional Footprint (“Footprint”)<sup>1</sup> to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and have divided the remaining space equitably based on the proportion of the total students in the building enrolled by each school and/or program, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

The Footprint sets forth the baseline number of rooms that should be allocated to a school based on the grade levels served by the school and number of classes per grade. For existing schools, the Footprint is applied to the current number of classes and class size a school has programmed and is confirmed by a walk-through of the building by the Borough Director

---

<sup>1</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at: [http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/65901/NYCDOE\\_Instructional\\_Footprint\\_revisedMay2009\\_noco.pdf](http://schools.nyc.gov/NR/rdonlyres/8CF30F41-DE25-4C30-92DE-731949919FC3/65901/NYCDOE_Instructional_Footprint_revisedMay2009_noco.pdf)

of Space Planning and the school’s principal. For elementary schools serving grades PreK-5 or K-5, the Footprint assumes that classes are self-contained. Therefore, the Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. In addition to these capacity generating instructional rooms, schools serving grades K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes can be used at the principal’s discretion for purposes such as art and/or music instruction, among other things.

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

<b>Enrollment</b>	<b># of Cluster Rooms</b>
1,251 and up	5
750-1,250	4
251-750	3
151-250	2
0-150	1

For grades 6-12 the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint allocates one full-size classroom for each general education or Collaborative Team Teaching section and a full-size or half-size classroom to accommodate each self-contained special education section served by the school. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day.

All schools receive a baseline of the approximate equivalent of 3.5 full size classrooms<sup>2</sup> for administrative services, student support services and resource rooms. Additional resource rooms and administrative rooms are allocated based on grade level and enrollment scale of each school. Any space remaining beyond the baseline shall be allocated equitably among the co-located schools. In determining an equitable allocation, the DOE may consider factors such as the relative enrollments of the co-located schools, the instructional and programmatic needs of the co-located schools, and the physical location of the excess space within the building.

While the Footprint sets forth a baseline space allocation, school leaders are empowered to make decisions about how to utilize the space allocated to the school. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

**Allocation of Classrooms and Administrative Space**

---

<sup>2</sup> Due to the configuration of the various DOE buildings across New York City, schools may be given the equivalent of 3 full size classrooms for student support services and 1 half-size resource rooms, which could be equal to 1 full size classroom, and 5 half size classrooms or 2 full size classrooms and 3 half size classrooms, etc.

According to a building walkthrough and survey performed on December 9, 2010 by Charles Fisher, Director of Space Planning, building K009 has a total of 56 full size classrooms<sup>3</sup>, 1 science demonstration lab, 10 half size spaces<sup>4</sup>, 15 quarter size spaces<sup>5</sup>, and 4 designed administrative offices. The K009 building also contains a gymnasium, auditorium, lunchroom, library, and play ground.

### **2010-2011**

The DOE is proposing to phase-out M.S. 571 based on its poor performance and the DOE's assessment that the school lacks capacity to turn around quickly to better support student needs. If this proposal is approved, M.S. 571 would no longer admit sixth grade students after the conclusion of the 2010-2011 school year. One grade would then be phased out per year. During the 2011-2012 school year, M.S. 571 would serve students in grades seven and eight. In 2012-2013, M.S. 571 would serve students in eighth grade. The school would close after June 2013.

M.S. 571 currently enrolls 169 students in 9 sections (including students with disabilities) in grades 6-8.<sup>6</sup> Per the Footprint, M.S. 571 should be allocated 7 full size classrooms, 5 half size classrooms, and the equivalent of 3 full size rooms for administrative use.<sup>7</sup> M.S. 571 is currently operating out of 13 full size classrooms, 1 half size classroom/space and the equivalent of 1.75 full size rooms of administrative offices/spaces (1 full size classroom, 1 half size classrom and 1 quarter size space office). Because the half size spaces in the K009 building are not conducive to accommodating self contained special education classes/sections, M.S. 571 is currently allocated 3 additional full size classrooms to accommodate their self contained special education classes. Thus, M.S. 571's space allocation is above its baseline footprint by 2 full-size classrooms and 1 half size classrooms.

P.S. 9 currently enrolls<sup>8</sup> 598 students in 29 sections (including pre-kindergarten students and students with disabilities). Per the Footprint, P.S. 9 should be allocated 28 full size classrooms, 6 half size classrooms and the equivalent of 4 full size spaces for administrative use. Because the half size spaces in the K009 building are not conducive to accommodating self contained special education classes/sections, P.S. 9 is currently using 4 full size classrooms to accommodate their 4 sections of self-contained special education classes. Thus, P.S. 9's space allocation should be 32 full size classrooms, 2 half size classrooms, and the equivalent of 4.0 full size administrative spaces. P.S. 9 is currently operating out of 37 full size classrooms, 2 half size classrooms, and the equivalent of 4 full size administrative offices/spaces. This means that P.S. 9 is above its baseline footprint by 5 full-size classrooms.

The proposed phase-out and eventual closure of M.S. 571 and the phase in of Brooklyn East Collegiate in K009 is not expected to impact current or future student enrollment or instructional programming at P.S. 9. Additionally, barring changes in available funding or student enrollment, the pre-kindergarten<sup>9</sup> program at P.S. 9 would continue to exist and should not be affected by this proposal.

### **2011-2012**

In 2011-2012, M.S. 571 would serve 6 sections of students in grades seven and eight, and would no longer admit sixth grade students. The projected enrollment for M.S. 571 in 2011-2012 is 85-105 students in seventh and eighth grade (including

<sup>3</sup> Full size classrooms have an area of 500 square feet or more.

<sup>4</sup> Half size classrooms have an area of less than 500 square feet.

<sup>5</sup> Quartersize spaces have an area of less than 250 square feet and can be used for administrative purposes.

<sup>6</sup> Un-audited register data November 1, 2010, excludes pre-kindergarten

<sup>7</sup> Enrollment projections will not be finalized before April. Significant changes in enrollment could result in an amendment to this plan.

<sup>8</sup> Un-audited register data November 1, 2010, includes pre-kindergarten

<sup>9</sup> The DOE's Pre-Kindergarten programs are maintained based on available funding and student enrollment.

students with disabilities). Per the footprint, M.S. 571 should be allocated a baseline space allocation of 5 full size classrooms, 3 half size classrooms, and the equivalent of 2 full size administrative spaces. Because the half size spaces in the K009 building are not conducive to accommodating self contained special education classes, M.S. 571 will be allocated 2 full size classrooms instead of 2 half size classrooms to accommodate its two self contained special education classes.

Moreover, the part of the K009 building where M.S. 571 is located has several rooms that the DOE has categorized as “quarter size” because they are smaller than 250 square feet. These spaces function as administrative spaces. In 2011-2012, given M.S. 571’s location in the K009 building, instead of getting one half size classroom/space as part of their administrative office allocation, they will instead receive 2 quarter sized administrative spaces. The allocation of quarter sized spaces will minimize the disruptions that would be caused by re-locating M.S. 571 to another part of the building.

In 2011-2012, the DOE is projecting the enrollment at P.S. 9 to be between 600-650<sup>10</sup> (including pre-kindergarten students and students with disabilities). Therefore, per the Footprint, P.S. 9 should be allocated a baseline of 30 full size spaces, 3 half size spaces and the equivalent of 4 full size spaces for administrative use. However, because the half size spaces in the K009 building are not conducive to accommodating self contained special education classes, P.S. 9 will be allocated 4 full size classrooms instead of 4 half size classrooms to accommodate their four sections of self contained special education classes. This means that the baseline space allocation for P.S. 9 should then be 34 full size classrooms, 2 half size classrooms, and the equivalent of 4 full size administrative offices.

According to its charter, Brooklyn East Collegiate will serve a total of 160 students in grades 5-6 in 6 classes/sections (including students with disabilities) in the 2011-2012 school year. Per the Footprint, Brooklyn East Collegiate should receive 7 full size classrooms, 2 half size classrooms, and the equivalent of 2 full size administrative offices for their baseline space allocation.

After M.S. 571, P.S. 9 and Brooklyn East Collegiate have received the baseline allocation of rooms according to the Footprint, 5 full size rooms, 6 half size rooms, and 13 quarter size rooms of administrative offices will remain in the K009 building. M.S. 571 will receive 1 additional full size classrooms, no additional half size classrooms, and 3 additional administrative offices/spaces above its baseline space allocation<sup>11</sup>. P.S. 9 will receive 3 additional full size classrooms, 5 additional half size classrooms and 10 additional quarter size administrative offices/spaces. Brooklyn East Collegiate will receive 1 additional full size classroom. This allocation was made based on the physical location of the excess space within the building.

---

<sup>10</sup> Projected enrollment based on current enrollment (November 1, 2010 unaudited register), with the current kindergarten enrollment used to project future incoming kindergarten classes. At the beginning of the 2010-2011 school year, P.S. 9 admitted a significant number of students from outside of the P.S. 9 geographic zone. To ensure that there continues to be sufficient space in K009 for P.S. 9 and Brooklyn East Collegiate at their respective fully expanded scales, beginning in 2012-2013, P.S. 9 will need to more closely monitor its kindergarten enrollment to ensure that it only enrolls students residing in the school’s designated geographic zone.

<sup>11</sup> Any additional administrative offices that are currently being allocated on top of the baseline space allocation for the school are slightly smaller than a standard half size classroom/space and therefore, are not included in the overall half size classroom count for the K009 building. The K009 building has 15 such spaces that may be used to meet administrative baseline allocations due to schools.

The 2011-2012 room allocation plan is summarized in the chart below:

	PROJECTED 2011-2012 CLASS <sup>12</sup> COUNT	FULL SIZE ROOMS PER FOOTPRINT	HALF SIZE ROOMS PER FOOTPRINT	ADMIN ROOMS PER FOOTPRINT	ADDITIONAL FULL SIZE ROOMS ALLOCATED	ADDITIONAL HALF SIZE ROOMS ALLOCATED	ADDITIONAL ADMIN OFFICES <sup>10</sup> ALLOCATED
M.S. 571	6	8	0	2	1	0	5
P.S. 9	30	34	2	4	3	4	10
Brooklyn East Collegiate	6	7	2	2	1	0	0

### **2012-2013**

In 2012-2013, M.S. 571 would serve approximately 45-50 students in 2 classes/sections of eighth grade and one self contained special education section. Per the footprint, the baseline allocation for M.S. 571 in 2012-2013 should be 4 full size classrooms, and the equivalent of 2 full size administrative office/spaces.

In 2012-2013, the DOE is projecting the enrollment at P.S. 9 to be between 650-700 (including pre-kindergarten students and students with disabilities).<sup>13</sup> Therefore, per the Footprint, P.S. 9 should be allocated a baseline of 32 full size spaces, 6 half size spaces and the equivalent of 4 full size spaces for administrative use. However, because the half size spaces in the K009 building are not conducive to accommodating self contained special education classes/sections, P.S. 9 will be allocated 4 full size classrooms/spaces instead of 4 half size classrooms. This means that the baseline space allocation for P.S. 9 would then be 36 full size classrooms/spaces, 2 half size classroom/space, and the equivalent of 4 full size administrative offices/spaces.

In 2012-2013, Brooklyn East Collegiate would continue to expand their middle school to include three sections of seventh grade. Brooklyn East Collegiate's projected enrollment across grades 5-7 is approximately 240 students. Per the Footprint, Brooklyn East should be allocated 10 full size classrooms, 2 half size classrooms and the equivalent of 2.5 full size administrative offices/spaces.

In 2012-2013 after each school has received the baseline allocation of rooms according to the Footprint, 3 full size, 6 half size, and 15 quarter size administrative offices will remain in the K009 building. In 2012-2013, M.S. 571 will receive 2 additional full size classrooms, and 5 additional quarter size administrative offices above its baseline space allocation.<sup>14</sup> P.S. 9 will receive 1 full size classroom, 6 additional half size classrooms and 10 additional quarter size administrative

<sup>12</sup> For elementary, middle and K-8 schools, the class count is the total number of classes or sections in which the school is programming its students. For non-charter elementary, middle and K-8 schools, the class count information is pulled from ATS and includes all pre-kindergarten, Collaborative Team Teaching, self-contained, and general education classes. For high schools the class count is the total number of classes or sections in which the school is programming its students. For non charter high schools, the class count information is pulled from HSST and includes Collaborative Team Teaching, self-contained, and general education classes. For charter schools the class count information is pulled from the school's charter application.

<sup>13</sup> Projected enrollment based on current enrollment (November 1, 2010 unaudited register), with the current kindergarten enrollment used to project future incoming kindergarten classes. At the beginning of the 2010-2011 school year, P.S. 9 admitted a significant number of students from outside of the P.S. 9 geographic zone. To ensure that there continues to be sufficient space in K009 for P.S. 9 and Brooklyn East Collegiate at their respective fully expanded scales, beginning in 2012-2013, P.S. 9 will need to more closely monitor its kindergarten enrollment to ensure that it only enrolls students residing in the school's designated geographic zone.

<sup>14</sup> This number is subject to change pending final enrollment projections.

offices/spaces. Brooklyn East Collegiate will receive no additional classroom space above its baseline space allocation. This allocation is based on the physical location of the excess space within the building as described above.

As mentioned for the previous year's additional space allocation rationale, this additional allocation is based on the relative location of each of the schools co-locating in the K009 building and the physical location of the excess space in relation to the three schools.

	PROJECTED 2012-2013 CLASS COUNT	FULL SIZE ROOMS PER FOOTPRINT	HALF SIZE ROOMS PER FOOTPRINT	ADMIN ROOMS PER FOOTPRINT	ADDITIONAL FULL SIZE ROOMS ALLOCATED	ADDITIONAL HALF SIZE ROOMS ALLOCATED	ADDITIONAL ADMIN OFFICES ALLOCATED
M.S. 571	3	4	0	2	2	0	5
P.S. 9	33	36	2	4	1	6	10
Brooklyn East Collegiate	9	9	2	2.5	0	0	0

M.S. 571 would close after June 2013.

### **2013-2014**

In 2013-2014, the DOE expects the enrollment at P.S. 9 to remain between 650-700 students (including pre-kindergarten students and students with disabilities). Therefore, per the Footprint, P.S. 9 should continue to be allocated a baseline of 36 full size spaces, 6 half size spaces and the equivalent of 4 full size spaces for administrative use per the Footprint.

In 2013-14, Brooklyn East Collegiate would expand to serve approximately 80 students in eighth grade. In 2013-14, when Brooklyn East Collegiate completes its expansion and achieves "full scale," it will serve approximately 300-350 fifth through eighth grade students. Therefore, per the Footprint, Brooklyn East Collegiate should be allocated a baseline of 13 full size classrooms, 2 half size classrooms/spaces and 3.0 full size equivalent of administrative offices/space.

In order to maintain each school's autonomy, the DOE would allocate the entire ground and first floor to P.S. 9. Brooklyn East Collegiate would be allocated the entire 2<sup>nd</sup> floor.

	PROJECTED 2013-2014 CLASS COUNT	FULL SIZE ROOMS PER FOOTPRINT	HALF SIZE ROOMS PER FOOTPRINT	ADMIN ROOMS PER FOOTPRINT	ADDITIONAL FULL SIZE ROOMS	ADDITIONAL HALF SIZE ROOMS	ADDITIONAL ADMIN OFFICES
P.S. 9	32	36	2	4	1	6	10
Bk East Collegiate	12	13	2	3	4	0	5

## 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 K009. The final shared space schedule will be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Education Policy.

### JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF PROPOSED SHARED SPACE PLAN

This proposed plan illustrates how the population size of each co-located school will be used to determine a proportional allotment of time in each shared space. Building Councils are free to deviate from the proportional allotment of time to accommodate the specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. If such accommodation results in an alteration to the proportional distribution of space, the Building Council shall explain the basis for such alteration. The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council shall follow the dispute resolution procedures outlined in the Campus Policy Memo which follows.

Based on current enrollment M.S. 571 serves a total of 169 students in grades 6-8. In 2011-2012, M.S. 571 will serve 85-105 students. Based on current enrollment P.S. 9 serves a total of 593 students and in 2011-2012 will serve 600-650 students. According to its charter, Brooklyn East Collegiate will serve a total of 160 students in 2011-2012.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria (capacity of space: 400)</b>	<b><u>BREAKFAST:</u></b> BK East Collegiate 7:00 – 7:30 am <b>M.S. 571 &amp; P.S. 9</b> 7:45 – 8:15 am  <b><u>LUNCH:</u></b> <b>P.S. 9</b> 10:30-11:15am 11:15-12:00pm <b>BK East Collegiate</b> 12:00-12:45pm <b>M.S. 571</b> 12:45-1:30pm	<b><u>BREAKFAST:</u></b> BK East Collegiate 7:00 – 7:30 am <b>M.S. 571 &amp; P.S. 9</b> 7:45 – 8:15 am  <b><u>LUNCH:</u></b> <b>P.S. 9</b> 10:30-11:15am 11:15-12:00pm <b>BK East Collegiate</b> 12:00-12:45pm <b>M.S. 571</b> 12:45-1:30pm	<b><u>BREAKFAST:</u></b> BK East Collegiate 7:00 – 7:30 am <b>M.S. 571 &amp; P.S. 9</b> 7:45 – 8:15 am  <b><u>LUNCH:</u></b> <b>P.S. 9</b> 10:30-11:15am 11:15-12:00pm <b>BK East Collegiate</b> 12:00-12:45pm <b>M.S. 571</b> 12:45-1:30pm	<b><u>BREAKFAST:</u></b> BK East Collegiate 7:00 – 7:30 am <b>M.S. 571 &amp; P.S. 9</b> 7:45 – 8:15 am  <b><u>LUNCH:</u></b> <b>P.S. 9</b> 10:30-11:15am 11:15-12:00pm <b>BK East Collegiate</b> 12:00-12:45pm <b>M.S. 571</b> 12:45-1:30pm	<b><u>BREAKFAST:</u></b> BK East Collegiate 7:00 – 7:30 am <b>M.S. 571 &amp; P.S. 9</b> 7:45 – 8:15 am  <b><u>LUNCH:</u></b> <b>P.S. 9</b> 10:30-11:15am 11:15-12:00pm <b>BK East Collegiate</b> 12:00-12:45pm <b>M.S. 571</b> 12:45-1:30pm
<b>Library</b>	<b>BK East Collegiate</b> 9:00 – 11:15am <b>P.S. 9</b> 12:45 -2:15pm	<b>M.S. 571</b> All Day	<b>BK East Collegiate</b> 9:00 – 11:15am <b>P.S. 9</b> 12:45 -2:15pm	<b>M.S. 571</b> All Day	<b>BK East Collegiate</b> 9:00 – 11:15am <b>P.S. 9</b> 12:45 -2:15pm
<b>Gymnasium (capacity of space: 370)</b>	<b>M.S. 571</b> 9:00 – 12:00pm <b>P.S. 9</b> 12:00 – 12:45pm <b>BK East Collegiate</b> 12:45 – 3:00 pm	<b>BK East Collegiate</b> 9:00 – 12:00pm <b>M.S. 571</b> 12:00 – 12:45pm <b>P.S. 9</b> 12:45 – 3:00 pm	<b>M.S. 571</b> 9:00 – 12:00pm <b>BK East Collegiate</b> 12:00 – 12:45pm <b>P.S. 9</b> 12:45 – 3:00 pm	<b>BK East Collegiate</b> 9:00 – 12:00pm <b>M.S. 571</b> 12:00 – 12:45pm <b>P.S. 9</b> 12:45 – 3:00 pm	<b>M.S. 571</b> 9:00 – 12:00pm <b>BK East Collegiate</b> 12:00 – 12:45pm <b>P.S. 9</b> 12:45 – 3:00 pm
<b>Auditorium</b>	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.	Building Council will coordinate scheduling based on programmatic needs.
<b>Playground (elementary/ middle schools)</b>	<b>P.S. 9</b> 10:30-11:15am 11:15am-12:00pm <b>BK East Collegiate</b> 12:00-12:45pm <b>M.S. 571</b> 12:45-1:30pm				
<b>Other – Science Demo. Room</b>	<b>BK East Collegiate</b> 12:45-1:30pm <b>M.S. 571</b> 12:00-12:45pm				

### **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; U.F.T. 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 Brooklyn East Collegiate will be part of the K009 Building School Safety Committee. As a member of the School Safety Committee, the leader/designee of Brooklyn East Collegiate 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 Brooklyn East Collegiate will be addressed on an ongoing basis. Moreover, the Safety Plan for the K009 School building will be modified as appropriate to meet any changing security needs associated with the co-location. Brooklyn East Collegiate will enter information in the school’s 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 K009 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School’s Safety Plan is approved, it will be submitted to the NYPD for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2010<sup>15</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 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.

---

<sup>15</sup> Current version available at <http://schools.nyc.gov/community/campusgov>

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 eligible District 75 programs by the principals of the schools and/or eligible programs, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter School Act, the 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.

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

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