

Charter Co-location Training Project Plan

Date

Monday, October 22, 2012

Location

131 Livingston Street, Room 610, Brooklyn, NY

Time

4:00 – 6:00 pm (approx 30 minutes for each topic)

Participants

Charter schools in DOE space. Limit 2 participants per school. Principal and Director of Operations recommended.

Topics / Presenters

Charter Matching.....Tom Taratko, Rana Khan, Office of Space Planning
Third Party Agreements.....Stephen Kassan, Division of School Facilities
Co-Location Requirements/Building Council Best Practices.....Terry Byam, Campus Governance
School Safety (safety plans, safety committee meetings).....John Benson, Jay Findling, Office of Safety and Youth Development

Summary

Charter Matching:

The Chancellor or designee must approve any proposed capital improvement or facility upgrade in excess of \$5K, made to accommodate the co-location of a charter school within a public school building. For any capital improvements or facility upgrades in excess of \$5K that have been approved by the Chancellor, made in a charter school that is already co-located within a public school building, matching capital improvements or facility upgrades must be made in an amount equal to the expenditure of the charter school for each non-charter public school within the public school building within three months of such improvements or upgrades. The goal of this training is to ensure compliance with the Chancellor's Regulation A-190 and NY Charter Schools Act as well as ensure that the matching process allows for requests to be processed and implemented quickly. The Office of Space Planning will present and review the process on how to submit a request and the estimated timeline of approval.

Third Party Vendor Agreements:

The Division of School Facilities (DSF) is responsible for maintenance, repair and safe operation of all Department of Education facilities. The Third Party process is to ensure that vendors selected to perform facilities work are properly vetted, all legal requirements are addressed, materials to be used meet our established standards, and that all participants understand their responsibilities with regard to safety and health codes. Work in DOE school buildings requires a Third Party Agreement, signed with DSF, prior to the start of any work on DOE property. Stephen Kassan from DSF will be presenting the various steps that need to take place when submitting third party agreements.

Co-Location Requirements/Building Council Best Practices:

When campuses are managed effectively, student achievement improves and members of the school community are more satisfied. This training will include a presentation from Terry Byam, Executive Director of Campus Governance. Terry will review best practices as they relate to Building Councils and Shared Space Committees.

School Safety:

This training is designed to support your efforts to establish and maintain a safe and supportive learning environment for all students. Topics will include the role of Charter School staff on the Building Response Team, the implementation of the General Response Protocols, and School Safety Plans. Director of Student Safety Program Support and Development, John Benson and Senior Administrator School Services and Security, Jay Findling from the Office of Safety and Youth Development will provide guidance in establishing and maintaining a school community in which all students and staff feel safe and respected.