

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to re-site the sixth through eighth grades of the UFT Charter School (84K359, "UFT Charter"), an existing public charter school, to building K292 ("K292"), which is located at 300 Wyona Street and 301 Vermont Street, Brooklyn, NY, 11207¹, in Community School District 19 ("District 19") beginning in the 2013-2014 school year.² UFT Charter currently serves students in kindergarten through twelfth grade across two separate sites. In one location, building K166 ("K166"), located at 800 Van Siclen Avenue, Brooklyn, NY 11207, also in District 19, UFT Charter serves students in grades six through twelve. In another location, K292, UFT Charter serves students in kindergarten through fifth grade. If this proposal is approved, sixth through eighth grade students would no longer be served in K166 at the conclusion of the 2012-2013 school year. Beginning in 2013-2014, UFT Charter would serve students in kindergarten through eighth grade at K292, while continuing to serve ninth through twelfth grade students at K166. UFT Charter's kindergarten through fifth grades are currently co-located with J.H.S. 292 Margaret S. Douglas (19K292, "J.H.S. 292"), an existing district middle school that currently serves students in sixth through eighth grades.³ In addition, K292 also houses the District 19 Food Office.

UFT Charter is in the process of applying for renewal of its charter from its charter authorizer, the State University of New York's Charter School Institute ("SUNY CSI"). For the purposes of this Building Utilization Plan ("BUP"), it is assumed that SUNY CSI will grant UFT Charter's application. However, if SUNY CSI denies UFT Charter's application for renewal, this BUP will be revised as necessary to accurately reflect the proposed allocation of space in K292.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the allocation of classrooms and administrative space between J.H.S. 292 and UFT Charter in K292. It also includes a proposal for the collaborative usage of shared resources and spaces between J.H.S. 292 and UFT Charter's kindergarten through eighth grades, including but not limited to cafeterias, libraries, and gymnasiums, 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 are 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 will be collaboratively finalized by the Building Council if the proposed co-locations are approved by the Panel for Educational Policy.

METHODOLOGY

The DOE has applied the NYC Department of Education Instructional Footprint ("Footprint")⁴ 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 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 a representative from the Office of Space Planning and a representative from the school. For elementary schools serving grades K-5 and offering a pre-kindergarten section, 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 (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 classroom for each general education ("GE") or Integrated-Co

¹ Although UFT Charter School's kindergarten through fifth grade and J.H.S. 292 are both located in building K292, they use separate entrances and therefore have separate addresses.

² A re-siting means students will attend classes in a different building than in previous years.

³ A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, libraries, and cafeterias.

⁴ The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The Footprint can be found at:
http://schools.nyc.gov/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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 K-5 receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classrooms 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 6-12, 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, resource rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to District 75 programs according to the DOE's District 75 Instructional Footprint ("D75 Footprint"). D75 programs are also provided access to shared spaces such as the gymnasium, the library, the auditorium, and the cafeteria, and spaces such as OT/PT rooms, the nurse's office, etc. or provided with space for comparable purposes. Furthermore, excess space in buildings where District 75 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 District 75 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 June 6, 2012 by the Office of Space Planning, K292 has a total of 72 full-size classrooms/spaces⁵ (including 9 full-size science demonstration rooms), 23 half-size classrooms/spaces⁶, 1 quarter-size space⁷ that can be used for administrative purposes, and 6.5 FSE rooms of designed administrative office/space. Building K292 also contains a gymnasium, auditorium, 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 an individual school:

- The school nurse currently occupies 1.0 FSE room of designed administrative space
- The custodian's office currently occupies 1 half-size space
- School Based Support Services occupies 1 half-size space
- Computer Repair occupies 1 full-size space.

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

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

⁷ Quarter-size classrooms have an area of less than 240 square feet.

- The District 19 Food Office occupies 1 full-size space
- UFT YWCA occupies 2 half-size spaces and 0.5 FSE room of designed administrative space
- A dance room occupies 1 full-size space.

Excluding the spaces outlined above, K292 has a total of 69 full-size classrooms (including 9 full-size science demonstration rooms), 19 half-size classrooms/spaces, 1 quarter-size classroom/space, and 5.0 FSE rooms of designed administrative office/space remaining that can be allocated to schools.

Summary: Building K292	FS	HS	QS	Designed Admin (FSE)
Building K292 Total Spaces	72	23	1	6.5
Shared Spaces or Building Services	3	4	0	1.5
Remaining Total to be Allocated	69	19	1	5.0

2012-2013 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at J.H.S. 292 and UFT Charter in K292 in 2012-2013.

2012-2013	Total Enrolled ^{8,9}	GE/ICT Sections	SC Sections
J.H.S. 292	761	24	6
UFT Charter	455	19	0

The table below summarizes the current room allocations for J.H.S. 292 and UFT Charter, based on their baseline footprint allocations.

2012-2013		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)
J.H.S. 292	Baseline Allocation	25	9	3.0	0	4	0	5.0	25	13	0	3.0
	Current Space Allocation	50	4	3.0	0	9	1	7.75	50	13	1	3.0

⁸ J.H.S. 292's enrollment is from the 2012-2013 Unaudited Register (as of October 26, 2012).

⁹ UFT Charter's enrollment represents total headcounts as of October 1, 2012.

UFT Charter	Baseline Allocation	22	2	2.0	0	3	0	3.5	22	5	0	2.0
	Current Space Allocation	19	2	2.0	0	4	0	4.0	19	6	0	2.0

As demonstrated in the table above, J.H.S. 292 is currently using 25 full-size and 1 quarter-size space in excess of its baseline Footprint allocation. UFT Charter is currently using 1 half-size spaces in excess of, and 3 full-size spaces less than, its baseline Footprint allocation. The table below summarizes the available space within K292 after J.H.S. 292 and the elementary school grades of UFT Charter have received their respective baseline Footprint allocations, some of which will be allocated to UFT Charter's sixth through eighth grades for 2013-2014.

2012-2013: Building K292	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Footprint Allocations	0.0	22	1	1

2013-2014 (FIRST YEAR AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If the proposal to re-site UFT Charter's sixth through eighth grade in K292 is approved, UFT Charter will serve kindergarten through eighth grade students in K292 in the 2013-2014 school year and J.H.S. 292 will continue to serve sixth through eighth grades.

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

2013-2014	Projected Enrollment ¹⁰	GE/ICT Sections	SC Sections
J.H.S. 292	735-765	24	6
UFT Charter	710-800	31	0

After J.H.S. 292 and UFT Charter have received their respective baseline footprint allocations of rooms in K292, the following number of rooms will remain unallocated:

2013-2014: Building K292	Designed Admin (FSE)	Full-size Rooms	Half-size Rooms	Quarter-size Rooms
Space In Excess of Baseline Footprint Allocations	0.0	8	1	1

The excess space will be allocated between J.H.S. 292 and UFT Charter's kindergarten through eighth grade based on the physical location of the available space in relation to the location of each school within the building and on enrollment of the schools. The table below summarizes the full 2013-2014 room allocation plan for J.H.S. 292 and UFT Charter in K292 based on their baseline footprint allocations, plus the excess space allocation.

¹⁰ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

2013-2014		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)
J.H.S. 292	Baseline Allocation	25	9	3.0	0	4	0	5.0	4	0	1	0.0	29	13	1	3.0
UFT Charter	Baseline Allocation	34	3	2.0	2	2	0	5.0	4	1	0	0.0	40	6	0	2.0

In total, J.H.S. 292 will be allocated 29 full-size, 13 half-size, 1 quarter-size and 3.0 FSE rooms of designed administrative space. This allocation is 4 full-size and 1 quarter-size spaces in excess of J.H.S. 292's baseline footprint. UFT Charter will be allocated 40 full-size, 6 half-size and 2.0 FSE rooms of designed administrative space. This allocation is 4 full-size and 1 half-size spaces in excess of UFT Charter's footprint allocation.

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 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)
J.H.S 302	50	13	1	3.0	29	13	1	3.0	-21	0	0	0.0
UFT Charter	19	6	0	2.0	40	6	0	2.0	+21	0	0	0.0

Shared Space Plan

A proposed shared space plan for the 2013-2014 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 K292. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the Panel for Education 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 website¹¹, the total capacity of each shared space, the grades served by each of the co-located schools and the start and end times of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹² Where possible, the proposed schedule maintains each existing school's current allocation of time for each shared space and re-distributes remaining time for additional organizations. To the extent feasible, shared spaces are allocated in a manner that allows schools that have already been using the space this year to continue using it on a similar schedule next year, based on the 2011 Campus Audit Template submitted by the Building Council.¹³ UFT Charter's sixth through eighth grades will be co-located with J.H.S. 292 in the building for the first time if this proposal is approved, so it may be necessary to shorten or change some of the current times that have been allocated to each of the existing co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school years.

In planning how J.H.S. 292 and UFT Charter's kindergarten through eighth grade may use shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably:

Cafeteria:

Cafeteria

- There is one cafeteria in the building, which has the capacity to hold 600 students.
- The total time allocated to each organization in the cafeteria is based upon each organization's current use of the cafeteria, 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.
- UFT Charter currently uses the cafeteria from 10:55 am until 11:40 am and J.H.S. 292 currently uses the cafeteria from 11:49 am until 12:32 pm. daily. In the proposed plan below, to accommodate its enrollment, J.H.S. 292 will be allocated 1 hour and 20 minutes of lunch daily (6 hours and 40 minutes weekly). In the proposed plan below, UFT Charter will be allocated 1 hour and 20 minutes of lunch daily (6 hours and 40 minutes weekly).

¹¹ <http://www.opt-osfns.org/schoolfood/public1/default.aspx>

¹² See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

¹³ 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.

- The Building Council is empowered to make alternative arrangements to the below proposal, proportional to the enrollments of each school.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K292. J.H.S. 292 currently uses the cafeteria for breakfast from 8:15 am until 8:45am, and starts the school day at 8:30 am. In the proposed schedule below, J.H.S. 292 maintains the same schedule and allocation (2 hours and 30 minutes weekly).
- UFT Charter currently uses the cafeteria for breakfast from 7:30 am until 8:15 am, and starts the school day at 7:30 am. In the proposed schedule below, UFT Charter maintains the same schedule and allocation (3 hours and 45 minutes weekly).

Gymnasium, Library, Auditorium, and Dance Room

Gymnasium

- In the proposed schedule below, J.H.S. 292 is allocated 17 hours and 30 minutes weekly and UFT Charter is allocated 17 hours and 30 minutes weekly.
- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.
- The DOE believes that the proposed allocation is equitable and feasible.

Library

- In the proposed schedule below, J.H.S. 292 is allocated 17 hours and 30 minutes weekly and UFT Charter is allocated 17 hours and 30 minutes weekly.
- Additional times remain unallocated. The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the library 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.

Auditorium

- The DOE proposes that J.H.S. 292 is allocated 17 hours and 30 minutes weekly and UFT Charter is allocated 17 hours and 30 minutes weekly.
- Given that the capacity of the auditorium is 600, the below proposed shared space plan offers flexibility to schedule the auditorium into multiple periods and ensure that all students have access to the auditorium.
- The Building Council is free to deviate from the proposed Shared Space Plan and may revert to the current practice of allocating access to the auditorium 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.

Dance Room

- In the proposed schedule below, J.H.S. 292 is allocated 14 hours and 10 minutes weekly and UFT Charter is allocated 15 hours weekly.

- Additional times remain unallocated. The Building Council is empowered to make additional and alternative allocations.
- The DOE believes that the proposed allocation is equitable and feasible.

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 space beyond 3:30 pm. Thus, the building council should allocate shared spaces as needed for after school programs.
- The Building Council will address any requests to use any 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.

In 2013-2014, the DOE projects J.H.S. 292 will serve 735-765 students and UFT Charter will serve 710-800 students in K292. Based on the Office of Pupil Transportation’s bus schedules for the earliest start and latest end of the school day, J.H.S. 292’s school day runs from approximately 8:30 a.m. to 2:50 p.m.¹⁴ UFT Charter’s school day runs from approximately 7:30 am to 4:30 pm.

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: 600)	Breakfast: UFT Charter 7:30am-8:15am J.H.S. 292 8:15am-8:45am				
	Lunch: UFT Charter 10:40am-12:00pm J.H.S. 292 12:00pm-1:20pm				

¹⁴ <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>

Library	J.H.S. 292 8:30am-12:00pm UFT Charter 12:00pm-3:30pm				
Gymnasium (Capacity: 660)	UFT Charter 7:30am-11:00am J.H.S. 292 11:00am-2:30pm				
Auditorium (Capacity: 600)	J.H.S. 292 8:30am-12:00pm UFT Charter 12:00pm-3:30pm				
Dance Room	UFT Charter 8:00am-11:00am J.H.S. 292 12:00pm-2:50pm				

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); designees of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the Principal(s) when it identifies the need for additional security measures, intervention, training, etc.

The committee is also responsible for developing a comprehensive School Safety Plan which defines the normal operations of the site and what procedures are in place in the event of an emergency. The plan must be consistent with the Citywide prescribed safety plan shell. Each program operating within a school must enter program specific information in the School Safety Plan. Safety plans are updated annually by the School Safety Committee in order to meet changing security needs, changes in organization and building conditions and other factors. In addition, the committee recommends changes in the safety plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders/designees of J.H.S. 292 and UFT Charter will be part of the K292 School Safety Committee. As members of the School Safety Committee, the leaders/designees of these schools 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 J.H.S. 292 and UFT Charter's kindergarten through eighth grade will be addressed on an ongoing basis. Moreover, the Safety Plan for the K292 school building will be modified as appropriate to meet any changing security needs associated with the co-location. J.H.S. 292 and UFT Charter will enter information in the K292 schools' comprehensive 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's 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 K292 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 2011,¹⁵ co-located schools on campuses must actively participate in a Building Council (BC), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially for issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee (SSC) shall be established at campuses where charters are co-located in a public school building with one or more non-charter schools or District 75 schools by the principals of the schools, as set forth in Chancellor's Regulation A-190. With respect to charter co-locations approved after May 28, 2010, the effective date of the Amended Charter Schools Act, the SSC is to review the implementation of the Building Utilization Plan ("BUP") 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 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 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 BUP and its campus implementation.

¹⁵ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".