

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 open and co-locate Beginning with Children Charter School II (84KTBD, "BwCCS 2"), a new public charter school, in Building K071 ("K071"), located at 215 Heyward Street, Brooklyn NY 11211, in Community School District 14. If this proposal is approved, BwCCS 2 would be co-located in K071, beginning with kindergarten and first grades in 2012-2013 and growing to serve grades kindergarten through five, with existing schools Juan Morel Campos Secondary School (14K071, "Juan Morel Campos Secondary School") and P141K@I071K (75K141, "P141K@I071K"), a District 75 school serving students with multiple disabilities and mixed disabilities.¹ 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 May 2010), the following plan outlines the allocation of classrooms and administrative space between Juan Morel Campos Secondary School, P141K@I071K and BwCCS 2. It also includes a proposal for the collaborative usage of shared resources and spaces between Juan Morel Campos Secondary School, P141K@I071K and BwCCS 2 including but not limited to cafeterias, 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 EIS, to which this plan is attached, for further information about the proposed co-location.

As described throughout this document, the final shared space schedule would be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy ("PEP").

METHODOLOGY

We have applied the DOE Instructional Footprint ("Footprint")² 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 sections per grade, assuming class size will remain constant. A representative from the Office of Space Planning then confirms both the baseline and current space allocation totals during a walk-through of the building, where he/she is accompanied by a school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self contained ("SC"), 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 room for each general education or Integrated Co-Teaching ("ICT") section and a full-size or half-size room to accommodate each SC special education section served by the school. In addition to these rooms, schools serving grades kindergarten through five receive an allocation of cluster or specialty rooms proportionate to the number of students enrolled. These spaces can be used at the principal's discretion for purposes such as art and/or music instruction, among other things.

¹ 75K141 is located at 4 sites, including the K071 building: P141K@I002K in building K002 located at 655 Parkside Avenue, Brooklyn, NY 11226; P141K@P035K in building K035 located at 272 McDonough Street, Brooklyn, NY 11233; P141K@I071K in building K071 located at 215 Heyward Street, Brooklyn, NY 11206; and P141K@P380K in building K380 located at 370 Marcy Avenue, Brooklyn, NY 11206. This proposal is only expected to impact P141K@I071K.

² 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/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf

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

Enrollment	# of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades six through twelve, the Footprint assumes that students move from class to class and that classrooms should be programmed at maximum efficiency. The Footprint does not require that every teacher have his or her own designated classroom. Principals are asked to program their schools efficiently so that classrooms can be used for multiple purposes throughout the course of the school day. The Footprint allocates the number of baseline full-size equivalent ("FSE") classrooms for student support services, resources rooms, and administrative space based on the grades a school serves and its enrollment at scale.

Space is allocated to 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 January 4th, 2012 by a Director of Space Planning in the Office of Space Planning, building K071 has a total of 71 full-size classrooms/spaces³ (including 1 full-size science lab and 6 full-size science demonstration rooms)⁴, 15 half-size classrooms/spaces,⁵ 9 quarter-size spaces that can be used for administrative purposes, and the equivalent of 7.5 rooms of designed administrative office/space. K071 building also contains a gymnasium, auditorium, lunchroom, library, and outdoor play area. The below spaces will not be included in the spaces to be allocated interchangeably between the three schools because they are either shared spaces, contain building services or have been designated for exclusive use by a particular school because of their function:

- School nurse occupies one full-size equivalent of designed administrative space and one half-size space
- The District 14 Community Superintendent occupies one full-size space and one half-size space
- Community Education Council 14 occupies one half-size space
- Custodian's office occupies one half-size space
- School Based Support Team ("SBST") occupies one full-size equivalent of designed administrative space
- Two computer labs occupy two full-size spaces
- One dance studio, shared between Juan Morel Campos Secondary School and P141K@I071K, occupies one full-size space
- College Bound, a Community Based Organization ("CBO") currently occupies one full-size space

³ Full-size classrooms have an area of 500 square feet or more.

⁴ Science laboratories are allocated for use by high school students, and therefore the science laboratory at K071 will continue to be allocated to Juan Morel Campos Secondary School.

⁵ Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

- Home Economics occupies one full-size space
- Science lab occupies one full size space

The computer lab, Home Economics room and science lab are currently, and will remain, allocated to Juan Morel Campos Secondary School consistent with current space allocations and/or because the appropriateness of their room function.

Excluding the spaces outlined above, the K071 building has a total of:

64 full-size classrooms (including 6 full-size science demonstration labs), 11 half-size classrooms/spaces, 9 quarter-size spaces, and the equivalent of 5.5 full-size designed administrative office/space remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Grand TOTAL	71	15	9	7.5
SHARED SPACES / Rooms for exclusive use by one school	7	4	0	2.0
Remaining Total to be Allocated	64	11	9	5.5

This means that there would be 64 full-size classrooms/spaces to allocate among Juan Morel Campos Secondary School, P141K@I071K and BwCCS 2 going forward.

2011-2012 (CURRENT SCHOOL YEAR)

The table below summarizes the total enrollment and sections served at each school in 2011-2012.

2011-2012	Total Enrolled ⁶	GE/ICT Sections	SC Sections
Juan Morel Campos Secondary School	855	29	12
P141K@I071K	52	0	5

The table below summarizes the adjusted footprint allocation for Juan Morel Campos Secondary School and P141K@I071K, based on the methodology described at the beginning of this document, and the amount of space that each school is currently using.

- The DOE has adjusted the baseline footprint allocation of Juan Morel Campos Secondary School for the following reason: Juan Morel Campos Secondary School has been allocated two full-size rooms in lieu of two half size rooms necessary to serve self-contained students. Additionally, the DOE has allocated an additional full-size room to Juan Morel Campos Secondary School in order to serve a self-contained section of students with current enrollment in excess of 12 students.
- The DOE has adjusted the baseline footprint allocation of P141K@I071K for the following reason: P141K@I071K has been allocated six full-size rooms in lieu of six half-size rooms necessary to serve self-contained students. Additionally, the DOE has allocated one full size room in lieu of one full size equivalent room of designed administrative space.

⁶ 2011-2012 Audited Register

2011-2012		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)
Juan Morel Campos Secondary School	Baseline Footprint Allocation	29	13	5	0	0	0	5	29	13	0	5
	Adjusted Baseline Allocation	32	11	5	0	0	0	5	32	11	0	5
	Current Space Allocation ⁷	61	4	5.5	1	5	9	11.25	62	9	9	5.5
P141K@I071K	Baseline Footprint Allocation	1	6	1.5	0	0	0	1.5	1	6	0	1.5
	Adjusted Baseline Allocation	7	0	0.5	1	0	0	1.5	8	0	0	0.5
	Current Space Allocation	5	2	0	1	0	0	1	6	2	0	0

As demonstrated in the table above Juan Morel Campos Secondary School is currently using many classrooms in excess of its adjusted baseline Footprint allocation. The table below summarizes the available space within K071 after each schools has received its adjusted baseline allocation, some of which will be allocated to BwCCS 2 for 2011-2012.

2011-2012: Building K071	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Adjusted Baseline Allocation	0	24	0	9

⁷ This row includes four full size spaces listed at the beginning of this document as rooms not available for allocation to organizations other than Juan Morel Campos Secondary School because of their design function.

2012-2013 (FIRST YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, BwCCS 2 will begin serving kindergarten and first grade students in K071 in the 2012-2013 school year.

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

2012-13	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
Juan Morel Campos Secondary School	805-875	29	12
P141K@I071K	51-53	0	5
BwCCS 2	90-110	4	0

After Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated:

2012-2013: Building K071	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Adjusted Baseline Allocations	0.0	16	0	9

The excess space has been allocated among Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.⁹ The table below summarizes the full 2012-2013 room allocation plan for Juan Morel Campos Secondary School, P141K@I071K and BwCCS 2 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of Juan Morel Campos Secondary School for the following reason: Juan Morel Campos Secondary School has been allocated two full-size rooms in lieu of two half size rooms necessary to serve self-contained students.
- The DOE has adjusted the baseline footprint allocation of P141K@I071K for the following reason: P141K@I071K has been allocated six full-size rooms in lieu of six half-size rooms necessary to serve self-contained students. Additionally, the DOE has allocated one full size room in lieu of one full size equivalent room of designed administrative space.
- The DOE has adjusted the baseline footprint allocation of BwCCS 2 for the following reason: BwCCS 2 has been allocated two full-size rooms in lieu of two half-size resource rooms. Additionally, the DOE has allocated two full size rooms in lieu of the equivalent of two full-size rooms of designed administrative space.

⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

⁹ This number is subject to change pending final enrollment projections.

2012-2013		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Juan Morel Campos	Baseline Footprint Allocation	29	13	5	0	0	0	5					29	13	0	5
	Adjusted Baseline Allocation	31	11	5	0	0	0	5	12		6		43	11	6	5
P141K@I071K	Baseline Footprint Allocation	1	6	1.5	0	0	0	1.5					1	6	0	1.5
	Adjusted Baseline Allocation	7	0	0.5	1	0	0	1.5	2		1		10	0	1	0.5
BwCCS 2	Baseline Footprint Allocation	5	2	2	0	0	0	2					5	2	0	2
	Adjusted Baseline Allocation	7	0	0	2	0	0	2	2		2		11	0	2	0

In total, Juan Morel Campos Secondary School will be allocated 43 full-size, 11 half-size, 6 quarter-size spaces, and 5.0 designed administrative office spaces.¹⁰ P141K@I071K will be allocated 10 full-size, 1 quarter-size and the full size equivalent of .5 designed administrative office spaces. BwCCS 2 will be allocated 11 full-size and 2 quarter-size spaces.

¹⁰ The totals presented here and throughout this document do not include the shared spaces, building services or rooms to be allocated exclusively to one school organization because of their design function listed at the beginning of this document.

The room change is reflected below for the current school year 2011-2012 to the 2012-2013 school year.

Room Change (+/-)	CURRENT 2011-2012 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
Juan Morel Campos Secondary School	62 ¹¹	9	9	5.5	43	11	6	5	-19	+2	-3	-0.5
P141K@I071K	6	2	0	0	10	0	1	0.5	+4	-2	+1	+0.5
BwCCS 2	-	-	-	-	11	0	2	0	+11	0	+2	0

2013-2014 (SECOND YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, BwCCS 2 will serve kindergarten through second grade students in K071 in the 2013-2014 school year.

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

2013-2014	Projected Enrollment ¹²	GE/ICT Sections	SC Sections
Juan Morel Campos Secondary School	805-875	29	12
P141K@I071K	51-53	0	5
BwCCS 2	135-165	6	0

After Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated. The excess space has been allocated among Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹³

¹¹ As noted, this number includes four full size spaces listed at the beginning of this document as rooms not available for allocation to organizations other than Juan Morel Campos Secondary School because of their design function. These rooms will continue to be allocated to Juan Morel Campos Secondary School in addition to the school's adjusted baseline allocation.

¹² The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹³ This number is subject to change pending final enrollment projections.

2013-2014: Building K071	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Adjusted Baseline Allocations	0.0	12	0	9

The table below summarizes the full 2013-2014 room allocation plan for Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of Juan Morel Campos Secondary School for the following reason: Juan Morel Campos Secondary School has been allocated two full-size rooms in lieu of two half size rooms necessary to serve self-contained students.
- The DOE has adjusted the baseline footprint allocation of P141K@I071K for the following reason: P141K@I071K has been allocated six full-size rooms in lieu of six half-size rooms necessary to serve self-contained students. Additionally, the DOE has allocated one full size room in lieu of one full size equivalent room of designed administrative space.
- The DOE has adjusted the baseline footprint allocation of BwCCS 2 for the following reason: BwCCS 2 has been allocated two full-size rooms in lieu of two half-size resource rooms. Additionally, the DOE has allocated three full size rooms in lieu of the equivalent of two and one half full-size rooms of designed administrative space.

2013-2014		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Juan Morel Campos	Baseline Footprint Allocation	29	13	5	0	0	0	5					29	13	0	5
	Adjusted Baseline Allocation	31	11	5	0	0	0	5	9		6		40	11	6	5
P141K@I071K	Baseline Footprint Allocation	1	6	1.5	0	0	0	1.5					1	6	0	1.5
	Adjusted Baseline Allocation	7	0	0.5	1	0	0	1.5	1		1		9	0	1	0.5
BwCCS 2	Baseline Footprint Allocation	8	2	2.5	0	0	0	2.5					8	2	0	2.5
	Adjusted Baseline Allocation	10	0	0	3	0	0	2	2		2		15	0	2	0

In total, Juan Morel Campos Secondary School will be allocated 40 full-size, 11 half-size, 6 quarter-size spaces, and 5.0 designed administrative office spaces. P141K@I071K will be allocated 9 full-size, 1 quarter-size and the full size equivalent of .5 designed administrative spaces. BwCCS 2 will be allocated 15 full-size and 2 quarter-size spaces.

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

Room Change (+/-)	2012-13 GRAND TOTAL SPACE ALLOCATIONS				2013-14 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
Juan Morel Campos Secondary School	43	11	6	5	40	11	6	5	-3	0	0	0
P141K@I071K	10	0	1	0.5	9	0	1	0.5	-1	0	0	0
BwCCS 2	11	0	2	0	15	0	2	0	+4	0	0	0

2014-2015 (THIRD YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, BwCCS 2 will serve kindergarten through third grade students in K071 in the 2014-2015 school year.

The table below summarizes the total projected enrollment and projected number of sections served at each school in 2014-2015.

2014-2015	Projected Enrollment ¹⁴	GE/ICT Sections	SC Sections
Juan Morel Campos Secondary School	805-875	29	12
P141K@I071K	51-53	0	5
BwCCS 2	180-220	8	0

After Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 have received their respective baseline allocation of rooms, the following number of rooms will remain unallocated. The excess space has been allocated among Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹⁵

2014-2015: Building K071	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
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¹⁴ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁵ This number is subject to change pending final enrollment projections.

Space In Excess of Baseline Allocations	0.0	10	0	9
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The table below summarizes the full 2014-2015 room allocation plan for Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of Juan Morel Campos Secondary School for the following reason: Juan Morel Campos Secondary School has been allocated two full-size rooms in lieu of two half size rooms necessary to serve self-contained students.
- The DOE has adjusted the baseline footprint allocation of P141K@I071K for the following reason: P141K@I071K has been allocated six full-size rooms in lieu of six half-size rooms necessary to serve self-contained students. Additionally, the DOE has allocated one full size room in lieu of one full size equivalent room of designed administrative space.
- The DOE has adjusted the baseline footprint allocation of BwCCS 2 for the following reason: BwCCS 2 has been allocated two full-size rooms in lieu of two half-size resource rooms. Additionally, the DOE has allocated three full size rooms in lieu of the equivalent of two and one half full-size rooms of designed administrative space.

2014-2015		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Juan Morel Campos	Baseline Footprint Allocation	29	13	5	0	0	0	5					29	13	0	5
	Adjusted Baseline Allocation	31	11	5	0	0	0	5	7		6		38	11	6	5
P141K@I071K	Baseline Footprint Allocation	1	6	1.5	0	0	0	1.5					1	6	0	1.5
	Adjusted Baseline Allocation	7	0	0.5	1	0	0	1.5	1		1		9	0	1	0.5
BwCCS 2	Baseline Footprint Allocation	10	2	2.5	0	0	0	2.5					10	2	0	2.5
	Adjusted Baseline Allocation	12	0	0	3	0	0	2	2		2		17	0	2	0

In total, Juan Morel Campos Secondary School will be allocated 38 full-size, 11 half-size, 6 quarter-size spaces, and 5.0 designed administrative office spaces. P141K@I071K will be allocated 9 full-size, 1 quarter-size and the full size equivalent of .5 designed administrative spaces. BwCCS 2 will be allocated 17 full-size and 2 quarter-size spaces.

The room change is reflected below for the 2013-2014 to the 2014-2015 school year.

Room Change (+/-)	2013-14 GRAND TOTAL SPACE ALLOCATIONS				2014-15 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
Juan Morel Campos Secondary School	40	11	6	5	38	11	6	5	-2	0	0	0
P141K@I071K	9	0	1	0.5	9	0	1	0.5	0	0	0	0
BwCCS 2	15	0	2	0	17	0	2	0	+2	0	0	0

2015-2016 (FOURTH YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, BwCCS 2 will serve kindergarten through fourth grade students in K071 in the 2015-2016 school year.

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

2014-2015	Projected Enrollment ¹⁶	GE/ICT Sections	SC Sections
Juan Morel Campos Secondary School	805-875	29	12
P141K@I071K	51-53	0	5
BwCCS 2	225-275	10	0

After Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated. The excess space has been allocated among Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹⁷

¹⁶ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁷ This number is subject to change pending final enrollment projections.

2015-2016: Building K071	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	7	0	9

The table below summarizes the full 2015-2016 room allocation plan for Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of Juan Morel Campos Secondary School for the following reason: Juan Morel Campos Secondary School has been allocated two full-size rooms in lieu of two half size rooms necessary to serve self-contained students.
- The DOE has adjusted the baseline footprint allocation of P141K@I071K for the following reason: P141K@I071K has been allocated six full-size rooms in lieu of six half-size rooms necessary to serve self-contained students. Additionally, the DOE has allocated one full size room in lieu of one full size equivalent room of designed administrative space.
- The DOE has adjusted the baseline footprint allocation of BwCCS 2 for the following reason: BwCCS 2 has been allocated two full-size rooms in lieu of two half-size resource rooms. Additionally, the DOE has allocated three full size rooms in lieu of the equivalent of three full-size rooms of designed administrative space.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Juan Morel Campos	Baseline Footprint Allocation	29	13	5	0	0	0	5					29	13	0	5
	Adjusted Baseline Allocation	31	11	5	0	0	0	5	5		6		36	11	6	5
P141K@I071K	Baseline Footprint Allocation	1	6	1.5	0	0	0	1.5					1	6	0	1.5
	Adjusted Baseline Allocation	7	0	0.5	1	0	0	1.5			1		8	0	1	0.5
BwCCS 2	Baseline Footprint Allocation	13	2	3	0	0	0	3					13	2	0	3
	Adjusted Baseline Allocation	15	0	0	3	0	0	3	2		2		20	0	2	0

In total, Juan Morel Campos Secondary School will be allocated 36 full-size, 11 half-size, 6 quarter-size spaces, and 5.0 designed administrative office spaces. P141K@I071K will be allocated 8 full-size, 1 quarter-size and the full size equivalent of .5 designed administrative spaces. BwCCS 2 will be allocated 20 full-size and 2 quarter-size spaces.

The room change is reflected below for the 2014-2015 to the 2015-2016 school year.

Room Change (+/-)	2014-15 GRAND TOTAL SPACE ALLOCATIONS				2015-16 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
Juan Morel Campos Secondary School	38	11	6	5	36	11	6	5	-2	0	0	0
P141K@I071K	9	0	1	0.5	8	0	1	0.5	-1	0	0	0
BwCCS 2	17	0	2	0	20	0	2	0	+3	0	0	0

2016-2017 (FIFTH AND FINAL YEAR OF PROPOSED IMPLEMENTATION)

If this proposal is approved, BwCCS 2 will serve kindergarten through fifth grade students in K071 in the 2016-2017 school year.

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

2016-2017	Projected Enrollment ¹⁸	GE/ICT Sections	SC Sections
Juan Morel Campos Secondary School	800-870	29	12
P141K@I071K	51-53	0	5
BwCCS 2	270-330	12	0

After Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 have received their respective adjusted baseline allocation of rooms, the following number of rooms will remain unallocated. The excess space has been allocated among Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.¹⁹

¹⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

¹⁹ This number is subject to change pending final enrollment projections.

2016-2017: Building K071	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms
Space In Excess of Baseline Allocations	0.0	5	0	9

The table below summarizes the full 2016-2017 room allocation plan for Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 based on their baseline footprint and adjusted baseline footprint allocation, plus the excess space allocation.

- The DOE has adjusted the baseline footprint allocation of Juan Morel Campos Secondary School for the following reason: Juan Morel Campos Secondary School has been allocated two full-size rooms in lieu of two half size rooms necessary to serve self-contained students.
- The DOE has adjusted the baseline footprint allocation of P141K@I071K for the following reason: P141K@I071K has been allocated six full-size rooms in lieu of six half-size rooms necessary to serve self-contained students. Additionally, the DOE has allocated one full size room in lieu of one full size equivalent room of designed administrative space.
- The DOE has adjusted the baseline footprint allocation of BwCCS 2 for the following reason: BwCCS 2 has been allocated two full-size rooms in lieu of two half-size resource rooms. Additionally, the DOE has allocated three full size rooms in lieu of the equivalent of three full-size rooms of designed administrative space.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	ADDITIONAL (EXCESS) ALLOCATIONS				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)
Juan Morel Campos	Baseline Footprint Allocation	29	13	5	0	0	0	5					29	13	0	5
	Adjusted Baseline Allocation	31	11	5	0	0	0	5	4		6		35	11	6	5
P141K@I071K	Baseline Footprint Allocation	1	6	1.5	0	0	0	1.5					1	6	0	1.5
	Adjusted Baseline Allocation	7	0	0.5	1	0	0	1.5			1		8	0	1	0.5
BwCCS 2	Baseline Footprint Allocation	15	2	3	0	0	0	3					13	2	0	4
	Adjusted Baseline Allocation	17	0	0	3	0	0	3	1		2		21	0	2	0

In total, Juan Morel Campos Secondary School will be allocated 35 full-size, 11 half-size, 6 quarter-size spaces, and 5.0 designed administrative office spaces. P141K@I071K will be allocated 8 full-size, 1 quarter-size and the full size equivalent of .5 designed administrative spaces. BwCCS 2 will be allocated 21 full-size and 2 quarter-size spaces.

The room change is reflected below for the 2015-2016 to the 2016-2017 school year.

Room Change (+/-)	2015-16 GRAND TOTAL SPACE ALLOCATIONS				2016-17 GRAND TOTAL SPACE ALLOCATIONS				CHANGE (+/-)			
	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)	Full size Rooms	Half size Rooms	Quarter size Rooms	Designed Admin (FSE)
Juan Morel Campos Secondary School	36	11	6	5	35	11	6	5	-1	0	0	0
P141K@I071K	8	0	1	0.5	8	0	1	0.5	0	0	0	0
BwCCS 2	20	0	2	0	21	0	2	0	+1	0	0	0

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 K071. 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 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 website, the total capacity of each shared space, the grades served by each of the co-located schools, the unique needs of the District 75 population and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.²⁰ Where possible, the proposed schedule maintains schools' 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.²¹ Because BwCCS 2 would be co-located in the building for the first time if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to each of the co-located schools in the shared spaces this year so that all students in the building can be accommodated in the following school year.

²⁰ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx> and the DOE's Office of School Food website at: <http://www.opt-osfns.org/osfns/>

²¹ 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.

In planning how Juan Morel Campos Secondary School, P141K@I071K, and BwCCS 2 may use shared space, the DOE has applied the factors described below to develop a proposed plan that allocates time in each space equitably:

Cafeteria and Outdoor Play Yard:

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon each organization's projected enrollment, capacity of the cafeteria, grade levels served and the current schedule of Juan Morel Campos Secondary School and P141K@I071K. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- Because the cafeteria has the capacity to serve up to 503 students, the DOE has allocated overlapping times in the cafeteria to multiple school organizations.
 - Juan Morel Campos Secondary School currently uses the cafeteria for lunch between 10:36am-1:59pm Monday-Thursday and between 10:24am-1:33pm on Friday. In the proposed shared space schedule below, Juan Morel Campos Secondary School is allocated time in the cafeteria from 11:30am-2:30pm (three hours daily) Monday through Friday.
 - BwCCS 2 is allocated time in the cafeteria from 10:45am-11:30pm (forty-five minutes daily) Monday through Friday.
 - P141K@I071K is allocated time in the cafeteria from 12:30pm-1:30pm (one hour daily) Monday through Friday.
- Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible. Moreover, the building council is free to deviate from this plan.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at Juan Morel Campos Secondary School. Currently Juan Morel Campos Secondary School serves breakfast from 7:45am-8:20am and the proposed plan below maintains this schedule. Since BwCCS 2 plans to start its school day before Juan Morel Campos Secondary School, it has been allocated a separate period for breakfast and therefore is scheduled to serve breakfast alone. This means that BwCCS 2 will begin school as Juan Morel Campos Secondary School begins to serve breakfast, and thus will not affect Juan Morel Campos Secondary School's current breakfast schedule.

Outdoor Playground

- Overlapping times are scheduled in the gymnasium and the outdoor playground in order to give each organization an opportunity to hold physical education instruction inside or outside. Additionally, the DOE has scheduled Juan Morel Campos Secondary School and P141K@I071K simultaneously because P141K@I071K inclusion students receive physical education with students from Juan Morel Campos Secondary School.
- In the proposed schedule below, BwCCS 2 is allocated time in the outdoor playground from 8:30am-10:00am (one hour and thirty minutes daily), while Juan Morel Campos Secondary School and P141K@I071K is allocated time in the outdoor playground from 10:00am-2:30pm (four hour and thirty minutes daily). Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.
- The DOE notes that requests for time in the outdoor playground are determined on an as-needed basis. Below, the DOE has proposed to schedule time in the outdoor playground in a manner approximately proportionate to each organization's enrollment. The Building Council may revert to scheduling the outdoor playground on an as needed basis.

Gymnasium, Auditorium, Dance Studio and Library

Juan Morel Campos Secondary School will be allocated the largest amount of time in the gymnasium and auditorium because it will serve the largest number of students and grade levels compared to the other schools.

Gymnasiums

- There is one gymnasium in the building.
- Overlapping times are scheduled in the gymnasium and the outdoor playground in order to give each organization an opportunity to hold physical education instruction inside or outside. Additionally, the DOE has scheduled Juan Morel Campos Secondary School and P141K@I071K simultaneously because P141K@I071K inclusion students receive physical education with students from Juan Morel Campos Secondary School.

- In the proposed schedule below, BwCCS 2 is allocated time in the gymnasium from 8:30am-10:00am (one hour and thirty minutes daily), while Juan Morel Campos Secondary School and P141K@I071K is allocated time in the gymnasium from 10:00am-2:30pm (four hour and thirty minutes daily). Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Auditorium

- The DOE notes that there is one auditorium with the capacity to serve 678 students. Currently the auditorium is scheduled Tuesdays from 8:00am-8:48am and on Wednesdays and Thursdays from 8:51am-9:41am for adaptive physical education for Juan Morel Campos Secondary School students. All other requests for time in the auditorium are determined on an as-needed basis. Below, the DOE has maintained Juan Morel Campos Secondary School's use of the auditorium during this time. The Building Council may revert to scheduling the auditorium on an as needed basis.
- In the proposed schedule below, Juan Morel Campos Secondary School is allocated time in the auditorium from 8:00am-12:30pm (four hours and thirty minutes daily), while BwCCS 2 is allocated time in the gymnasium from 1:30pm-2:30pm (one hour daily) and P141K@I071K is allocated time in the gymnasium from 12:30pm-1:30pm (one hour daily). Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Dance Studio

- The DOE notes that there is one dance studio at K071. Time in the dance studio is allocated to P141K@I071K from 8:30am-9:45am (one hour and fifteen minutes daily), to BwCCS 2 from 9:45am-11:00am (one hour and fifteen minutes daily) and to Juan Morel Campos Secondary School from 11:00am-2:30pm (three and one half hours daily). Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Library

- The DOE notes that there is one library at K071. Time in the library is allocated to Juan Morel Campos Secondary School from 9:00am-1:15pm (four hours and fifteen minutes daily), to P141K@I071K from 1:15pm-2:15pm (one hour daily) and to BwCCS 2 from 2:15pm-3:00pm (forty five minutes daily). Because the proposed allocations give the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

After School Programs

As noted in this BUP, the Building Council will address any requests to use all shared spaces after school hours and will resolve all conflicts. The Building Council is free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively. This agreement could result in the current schools in the building changing their use of the shared space once BwCCS 2 is co-located in the building.

In 2012-2013, the DOE projects Juan Morel Campos Secondary School will serve 800-870 students, P141K@I071K will serve 51-53 students and BwCCS 2 will serve 90-110 students. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end of the school day, the school hours of Juan Morel Campos Secondary School run from approximately 8:00am-2:57pm and the school hours of P141K@I071K run from approximately 7:45am-2:45pm. Since BwCCS 2 is a new school, it does not have a current school start or end time. However, the DOE notes that Beginning with Children Charter School currently operates a school day from 8:20am to 3:10pm, and it is anticipated that BwCCS 2 will operate on a similar schedule.

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: 503)	Breakfast: BwCCS 2 7:15am-7:45am All Other Schools 7:45am-8:20am Lunch: BwCCS 2 10:45am-11:30am Juan Morel Campos Secondary School 11:30am-2:30pm P141K@I071K 12:30pm-1:30pm	Breakfast: BwCCS 2 7:15am-7:45am All Other Schools 7:45am-8:20am Lunch: BwCCS 2 10:45am-11:30am Juan Morel Campos Secondary School 11:30am-2:30pm P141K@I071K 12:30pm-1:30pm	Breakfast: BwCCS 2 7:15am-7:45am All Other Schools 7:45am-8:20am Lunch: BwCCS 2 10:45am-11:30am Juan Morel Campos Secondary School 11:30am-2:30pm P141K@I071K 12:30pm-1:30pm	Breakfast: BwCCS 2 7:15am-7:45am All Other Schools 7:45am-8:20am Lunch: BwCCS 2 10:45am-11:30am Juan Morel Campos Secondary School 11:30am-2:30pm P141K@I071K 12:30pm-1:30pm	Breakfast: BwCCS 2 7:15am-7:45am All Other Schools 7:45am-8:20am Lunch: BwCCS 2 10:45am-11:30am Juan Morel Campos Secondary School 11:30am-2:30pm P141K@I071K 12:30pm-1:30pm
Gymnasium (Capacity: 600)	BwCCS 2 8:30pm-10:00am Juan Morel Campos Secondary School & P141K@I071K 10:00am-2:30pm				
Auditorium (Capacity: 678)	Juan Morel Campos Secondary School 8:00am-12:30pm P141K@I071K 12:30pm-1:30pm BwCCS 2 1:30pm-2:30pm				
Outdoor Playground	BwCCS 2 8:30pm-10:00am Juan Morel Campos Secondary School & P141K@I071K 10:00am-2:30pm				
Library	Juan Morel Campos Secondary School 9:00am-1:15pm P141K@I071K 1:15pm-2:15pm BwCCS 2 2:15pm-3:10pm				

Dance Studio	P141K@I071K 8:30am-9:45am BwCCS 2 9:45am-11:00am Juan Morel Campos Secondary School 11:00am-2:30pm				
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Building Safety and Security

Pursuant to Chancellor’s Regulation A-414 every school/campus must have a School Safety Committee. The committee plays an essential role in the establishment of safety procedures, the communication of expectations and responsibilities of students and staff, and the design of prevention and intervention strategies and programs specific to the needs of the school. The committee is comprised of various members of the school community, including Principal(s); designee of all other programs operating within the building; UFT Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. 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 BwCCS 2 will be part of the K071 School Safety Committee. As a member of the School Safety Committee, the leader/designee of BwCCS 2 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 BwCCS 2 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K071 school building will be modified as appropriate to meet any changing security needs associated with the co-location. BwCCS 2 will enter information in the K071 schools’ overall Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team (BRT) that will consist of trained staff members from each 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 the K071 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 2011,²² 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 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.

²² Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under “Key Documents”.

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.