

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 co-locate grades five through eight of Academic Leadership Charter School (84X491, "ALCS") in building X155 ("X155") beginning in the 2016-2017 school year. A "co-location" means that two or more school organizations are located in the same building and may share common spaces, such as auditoriums, gymnasiums, libraries, and cafeterias. Building X155 is located at 470 Jackson Avenue, Bronx, New York 10455, in Community School District 7 ("District 7"). ALCS is an existing public charter school that serves students in grades kindergarten through seven.¹ ALCS's grades kindergarten through four are currently housed in building X065, located at 677 East 141 Street, Bronx, New York 10454, and grades five, six and seven are served in a private space (building XAEI), located at 500 Courtlandt Avenue, Bronx, New York 10451. Buildings X065 and XAEI are both located in District 7. If this proposal is approved, beginning in the 2016-2017 school year, ALCS students in grades five, six, and seven will no longer attend classes in XAEI. Instead, they will attend classes in X155, where ALCS will be co-located with the J.M. Rapport School of Career Development ("P754X@X155"). P754X is an existing District 75 program that serves students in grades nine through twelve across multiple locations. Additionally, if this proposal is approved, ALCS will begin serving grade eight in the 2016-2017 school year in building X155.

Concurrent with this proposal, the DOE is issuing a proposal to close Foreign Language Academy of Global Studies (07X520, "FLAGS"), an existing district high school that currently serves students in grades nine through twelve in building X155, at the end of the 2015-2016 school year.² However, because building X155 has sufficient capacity to accommodate the co-location of ALCS in building X155 regardless of whether the Panel for Educational Policy ("PEP") votes to approve the closure of FLAGS, the proposal to co-locate grades five through eight of ALCS in X155 is not contingent on the closure proposal. As this Building Utilization Plan ("BUP") demonstrates, in the event that FLAGS is not closed, all three schools can be served in building X155 due to the amount of excess space that remains in the building after both ALCS and P754X@X155 receive their baseline allocations of space and the fact that FLAGS' student enrollment³ corresponds to an allocation of space per the Citywide Instructional Footprint ("Footprint") that is less than the total excess space in the building. Nonetheless, if the proposal to close FLAGS is not approved, this BUP will be updated to reflect space allocations for P754X@X155, ALCS, and FLAGS in the X155 building.

This BUP also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 school year between ALCS and P754X@X155 including, but not limited to, cafeterias, libraries, and gymnasiums. If a school's baseline allocation under the Footprint declines, those rooms may be re-allocated to another co-located school.⁴ 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 will be collaboratively finalized by the Building Council if the proposed co-location is approved by the PEP.

METHODOLOGY

The DOE has applied the Footprint 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.

¹ ALCS is currently authorized by the DOE to serve grades kindergarten through eight.

² Please see the DOE website at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2015-2016/April202016SchoolProposals> to access the full text of that Educational Impact Statement.

³ FLAGS' total enrollment is 99 students based on the Audited Register as of October 31, 2015, excluding Long Term Absence ("LTA") students who have been absent continuously for 30 days or more as of October 31, 2015.

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 DOE Footprint can be found at:

http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional_Footprint.

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 sizes a school has programmed and is confirmed by a walk-through of the building by a representative of the Office of Space Planning and a representative of the school.

For elementary schools serving grades K-5 and for pre-kindergarten programs, the Footprint assumes that classes are self-contained (“SC”), meaning that each class remains in its homeroom throughout the day except for when it is scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education (“GE”) or Integrated Co-Teaching section (“ICT”) and a full-size or half-size classroom to accommodate each 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
0-250	2

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, 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, library, auditorium, and cafeteria, and spaces such as occupational/physical therapy rooms and the nurse’s office, or they are 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 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. Therefore, each principal 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 conducted on February 9, 2015 by a representative of the Office of Space Planning, X155 has a total of 60 full-size ("FS") classrooms/spaces,⁵ 39 half-size ("HS") classrooms/spaces,⁶ 3 quarter-size ("QS") spaces,⁷ and 5.5 full-size equivalent rooms ("FSE") of designed administrative office space. X155 also contains a cafeteria, an auditorium, a library, and a gym. The spaces listed below are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- The Nurse's office occupies 1 half-size space and 0.5 FSE room of designed administrative space.
- The custodian's office occupies 1 quarter-size space.
- The school safety room occupies 1 half-size space and 1 quarter-size space.

Excluding the spaces outlined above, X155 has a total of 60 full-size classrooms/spaces, 37 half-size classrooms/spaces, 1 quarter-size space, and the equivalent of 5.0 FSE rooms remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	60	39	3	5.5
Shared Spaces or Building Services	0	2	2	0.5
Remaining to Be Allocated	60	37	1	5.0

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans and number of sections at FLAGS and P754@X155 in the current 2015-2016 school year:

School Name	Grade Span	Total Enrollment ⁸	GE/ICT Sections	SC Sections
FLAGS	9-12	99	5	0
P754X@X155	9-12	344	0	35

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

⁶ Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

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

⁸ Enrollment is based on the 2015-2016 Audited Register as of October 31, 2015, excluding LTA students.

The table below summarizes FLAGS' and P754@X155's baseline Footprint allocations, which are based on the methodology described at the beginning of this document, as well as the excess space the schools in the building are currently using.

2015-2016		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
FLAGS	Baseline Footprint Allocation	5	1	-	-	4	-	2.0	17	6	-	-	22	11	-	-
P754X@X155	Baseline Footprint Allocation	34	15	4.5	-	-	-	4.5	4	11	1	0.5	38	26	1	5.0

In total:

- FLAGS is currently allocated 22 full-size rooms and 11 half-size rooms. This allocation includes 17 full-size rooms and 6 half-size rooms in excess of FLAGS' baseline allocation.
- P754X@X155 is currently allocated 38 full-size rooms, 26 half-size rooms, 1 quarter-size room, and 5.0 FSE rooms of designed administrative space. This allocation includes 4 full-size rooms, 11 half-size rooms, 1 quarter-size room, and 0.5 room of designed administrative space in excess of P754X@X155's baseline allocation.

The table below summarizes the excess space in building X155 after FLAGS and P754X@X155 have received their respective baseline allocations per the Footprint in 2015-2016.

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation ⁹	21	17	1	0.5

⁹ Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in X155 less the current space allocation for each school pursuant to the Footprint.

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

If this proposal is approved, in 2016-2017, ALCS will be co-located in building X155 and will serve students in grades five through eight. If the concurrent proposal for the closure of FLAGS is approved, FLAGS will not exist after the 2015-2016 school year and therefore no space will be allocated to FLAGS. The table below summarizes the projected enrollment, grade spans, and number of sections for P754X@X155 and ALCS in the 2016-2017 school year:

School Name	Grade Span and/or Programs	Projected Enrollment	GE/ICT Sections	SC Sections
FLAGS ¹⁰	-	-	-	-
P754X@X155	9-12	280-420	0	35
ALCS	5-8	250-290	10	0

After P754X@X155 and ALCS have received their respective baseline Footprint allocations, the following number of excess rooms remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	12	20	1	0.5

The excess space will be allocated based upon the enrollment of the schools and the physical location of the available space in relation to the location of each school within the building.

The table below summarizes the 2016-2017 room allocation plan P754X@X155 and ALCS based on their baseline Footprint allocations, plus the excess space allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		Full Size Rooms	Half Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms		Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
P754X@X155	Baseline Footprint Allocation	34	15	4.5	-	-	-	4.5	5	15	1	0.5	39	30	1	5.0
ALCS	Baseline Footprint Allocation	11	1	-	3	1	-	3.5	7	5	-	-	21	7	-	-

In total:

¹⁰ As mentioned, the DOE is concurrently proposing the closure of FLAGS. If approved, FLAGS will no longer exist as a school option, thus it will no longer serve students in X155.

- P754X@X155 has been allocated 39 full-size rooms, 30 half-size rooms, 1 quarter-size room, and 5.0 FSE rooms of designed administrative space, including 5 full-size, 15 half-size, 1 quarter-size room, and 0.5 FSE room of designed administrative space in excess of its baseline allocation.
- ALCS has been allocated 21 full-size rooms and 7 half-size rooms, including 7 full-size rooms and 5 half-size rooms in excess of its baseline allocation.

In light of the amount of excess space in the X155 building (12 full-size rooms, 20 half-size rooms, 1 quarter-size room, and 0.5 FSE room of designed administrative space), and the amount of space FLAGS would require per the Footprint based on its student enrollment, building X155 could accommodate all three schools in the X155 building, including FLAGS, if the PEP does not approve the concurrent proposal to close FLAGS.

The change in rooms for each school organization between the 2015-2016 school year and the 2016-2017 school year is reflected below.

ROOM CHANGE (+/-)	CURRENT 2015-2016 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
FLAGS	22	11	0	0.0	-	-	-	-	-22	-11	0	0.0
P754X@X155	38	26	1	5.0	39	30	1	5.0	+1	+4	0	0.0
ALCS	-	-	-	-	21	7	0	0.0	+21	+7	0	0.0

Shared Space Plan

A proposed Shared Space plan for the 2016-2017 school year is below. The following plan is based on the estimated duration of time each of the co-located schools will have in each of the shared spaces in building X155. The final shared space schedule will be collaboratively drafted by the Building Council if the proposed co-location is approved by the PEP.

JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon each school's projected enrollment 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 <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,¹¹ the total capacity of each shared space, the grades served by each of the co-located schools, and the start of the school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹² Where possible, the proposed schedule maintains a school's current allocation of time in 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.

Cafeteria

Cafeteria

- The cafeteria in X155 has a capacity to serve 415 students.
- The total time allocated to each organization in the cafeteria is based upon projected enrollment, the capacity of the cafeteria, and grade levels served. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
 - In the proposed schedule below, P754X@X155 is allocated 1 hour and 30 minutes daily, for a total of approximately 7.5 hours a week.
 - ALCS is allocated 1 hour daily, for a total of approximately 5 hours a week.
- With regard to breakfast, ALCS is allocated 25 minutes daily, for a total of just over 2 hours a week, which reflects the school's current breakfast schedule which ALCS plans to maintain in building X155. P754X@X155 is allocated 1 hour and 15 minutes daily, for a total of approximately 6.25 hours a week, which is based on the school's current breakfast schedule.

¹¹ See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=17221.

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

Gymnasium, Library, and Auditorium

Gymnasium

- There is one gymnasium in the building with the capacity to serve 535 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P754X@X155 is allocated 1 hour and 45 minutes daily, except for Wednesdays when students are dismissed at 2:00 pm, on which day P754X@X155 is allocated 1 hour and 15 minutes, for a total of approximately 8.25 hours a week.
- ALCS is allocated 1 hour and 10 minutes daily, for a total of just under 6 hours per week.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 624 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P754X@X155 receives 1 hour and 35 minutes daily, for a total of just under 8 hours a week.
- ALCS receives 1 hour and 5 minutes daily, for a total of approximately 5.5 hours a week.

Library

- There is one library in the building.
- The DOE proposes that the library be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, P754X@X155 receives 2 hours daily, except for Wednesdays when students are dismissed at 2:00 pm, on which day P754X@X155 receives 1 hour and 30 minutes, for a total of approximately 9.5 hours a week.
- ALCS receives 1 hour and 30 minutes daily, for a total of approximately 7.5 hours a week.

After-School Programs

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the DOE school day, or roughly 3:00 pm. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared spaces as needed for after-school programs.

In 2016-2017, ALCS is projected to serve 250-290 students and P754X@X155 is projected to serve 280-420 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the day, ALCS's schedule runs from 7:15 am-4:05 pm and P754X@X155's schedule runs from 8:10 am-3:00 pm, except for Wednesdays when students are dismissed at 2:00 pm.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 415)	<p><u>Breakfast:</u> ALCS 7:15am-7:40am</p> <p>P754X@X155 7:45am-9:00am</p> <p><u>Lunch:</u> ALCS 12:35pm-1:35pm</p> <p>P754X@X155 11:00am-12:30pm</p>				
Gymnasium (Capacity: 535)	<p>ALCS 9:40am-10:50am</p> <p>P754X@X155 12:45pm-2:30pm</p>	<p>ALCS 9:40am-10:50am</p> <p>P754X@X155 12:45pm-2:30pm</p>	<p>ALCS 9:40am-10:50am</p> <p>P754X@X155 12:45pm-2:00pm</p>	<p>ALCS 9:40am-10:50am</p> <p>P754X@X155 12:45pm-2:30pm</p>	<p>ALCS 9:40am-10:50am</p> <p>P754X@X155 12:45pm-2:30pm</p>
Auditorium (Capacity: 624)	<p>ALCS 10:55am-12:00pm</p> <p>P754X@X155 9:15am-10:50am</p>				
Library	<p>ALCS 8:00am-9:30am</p> <p>P754X@X155 12:30pm-2:30pm</p>	<p>ALCS 8:00am-9:30am</p> <p>P754X@X155 12:30pm-2:30pm</p>	<p>ALCS 8:00am-9:30am</p> <p>P754X@X155 12:30pm-2:00pm</p>	<p>ALCS 8:00am-9:30am</p> <p>P754X@X155 12:30pm-2:30pm</p>	<p>ALCS 8:00am-9:30am</p> <p>P754X@X155 12:30pm-2:30pm</p>

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,¹³ 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 the principal(s); leaders/designee(s) of all other programs/schools operating within the building; United Federations of Teachers Chapter Leader; Custodial Engineer/designee; and In-house School Safety Agent Level III. The committee is responsible for addressing safety matters on an ongoing basis and making appropriate recommendations to the principal(s) of the schools in the building when it identifies the need for additional security measures, intervention, training, etc.

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

Consistent with the process described above, the leader/designees of ALCS and P754X@X155 will be part of the X155 School Safety Committee. As members of the School Safety Committee, the leaders/designees of all schools participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise are addressed on an ongoing basis. Moreover, the Safety Plan for the X155 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of all schools at X155 must enter information in the X155 schools' overall School Safety Plan to ensure the safe operation of the school building.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools in X155 and that 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.

If any changes or modifications to the existing School Safety Plan are necessary, the School Safety Committee will be advised. If a new School Safety Plan for the X155 building is created, this plan must be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval and then will be submitted to the New York City Police Department ("NYPD") for final approval and certification.

¹³ Chancellor's Regulation A-414 is available at <http://schools.nyc.gov/NR/rdonlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

Proposed Communications Strategy

As per the Campus Policy Memo 2014,¹⁴ co-located schools must actively participate in a Building Council, which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the Building Council. The Building Council meets at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The Building Council principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee ("SSC") must be established by the principals of the schools at campuses where charter schools are co-located in a public school building with one or more non-charter schools or District 75 schools, as set forth in Chancellor's Regulation A-190. With respect to charter school co-locations approved after May 28, 2010, the SSC reviews the implementation of the Building Utilization Plan once it has been approved by the Panel for Educational Policy. With respect to charter schools that were approved to be located or co-located in a public school building prior to May 28, 2010, the SSC reviews implementation of the current building space plans in place at those buildings. The SSC meets at least four times per year.

The SSC is 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 are selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes must be shared with the Building Council. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

¹⁴ The Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."