

## **BUILDING UTILIZATION PLAN: K308**

### INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to consolidate the Upper School @ P.S. 25 (16K534, "Upper School") with P.S. 308 Clara Cardwell (16K308, "P.S. 308") in building K308 ("K308"), located at 616 Quincy Street, Brooklyn, NY 11221 in Community School District 16 ("District 16") beginning in the 2016-2017 school year. Upper School is a district middle school serving students in grades six through eight in building K025, ("K025"), located at 787 Lafayette Avenue, Brooklyn, NY 11221. K025 is located 0.5 miles from K308. P.S. 308 is a district school serving students in grades kindergarten through eight and offering a full-day pre-kindergarten ("Pre-K") program in K308, where it is co-located<sup>1</sup> with Teaching Firms of America – Professional Preparatory Charter School (84K406, "TFOA"), a charter school serving students in grades kindergarten through five. K308 also houses the Community-Based Organization ("CBO") Sports and Arts in Schools Foundation ("SASF"). A "consolidation" means that two or more existing school organizations are combined into one school to operate and serve students more effectively. If this proposal is approved, Upper School and P.S. 308 will be combined such that students, staff, and resources of Upper School will become part of P.S. 308 and Upper School will no longer exist as a distinct school option as of the 2016-2017 school year and the consolidated school will be co-located with TFOA and SASF will continue to provide services and maintain its space in K308.

Pursuant to the New York State Charter Schools Act of 1998 (as amended), the following plan outlines the proposed allocation of classrooms and administrative space between TFOA and the consolidated P.S. 308 if this proposal is approved by the PEP. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 year between TFOA and the consolidated P.S. 308, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.<sup>2</sup> 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 consolidation.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed consolidation 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.

### 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

---

<sup>1</sup> 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.

<sup>2</sup> The Footprint is a tool to be used by all stakeholders in the analysis and assessment of space usage in DOE buildings. Its purpose is to ensure that the space allocation plan for all schools is fair and equitable. In co-location agreements, the parameters outlined in the Footprint should serve as a guideline for making decisions about the allocation of space, while empowering building occupants to make decisions that best meet the needs of all students in the building. The DOE Footprint can be found at:

<http://schools.nyc.gov/Offices/OSP/KeyDocuments/Instructional Footprint>.

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:

<b>Enrollment</b>	<b># of Cluster Rooms</b>
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 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 and survey completed on February 24, 2016 by a representative of the Office of Space Planning, K308 has a total of 57 full-size rooms,<sup>3</sup> 5 half-size rooms,<sup>4</sup> 14 quarter-size rooms,<sup>5</sup> and 4.0 FSE rooms of designed administrative space. K308 also contains an auditorium, cafeteria, library, gymnasium, and a teachers' cafeteria. 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:

- An auxiliary cafeteria occupies 1 full-size space.
- An auxiliary exercise room occupies 1 full-size space.
- Two custodian offices occupy 2 quarter-size spaces.
- A Community-Based Organization ("CBO") occupies 2 quarter-size spaces.
- The nurse's office occupies 1.0 FSE room of designed administrative space.
- The School Based Support Team occupies 0.5 FSE room of designed administrative space.

Excluding the spaces outlined above, K308 has a total of 55 full-size classrooms/spaces, 5 half-size classrooms/spaces, 10 quarter-size spaces, and the equivalent of 2.5 FSE rooms remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Total	57	5	14	4.0
Shared Spaces or Building Services	2	0	4	1.5
<b>Remaining to Be Allocated</b>	<b>55</b>	<b>5</b>	<b>10</b>	<b>2.5</b>

**2015-2016 (CURRENT SCHOOL YEAR):**

The table below summarizes the total enrollment, grade spans and number of sections at P.S. 308 and TFOA in 2015-2016:

School Name	Grade Span and/or Programs	Total Enrollment <sup>6</sup>	GE/ICT	Self-Contained ("SC") Sections
P.S. 308	PK, K-8	361	16	5
TFOA	K-5	386	18	0

The DOE has adjusted P.S. 308's and TFOA's baseline Footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated P.S. 308 6 full-size rooms in lieu of 6 half-size rooms. The DOE has allocated TFOA 2 full-size rooms in lieu of 2 half-size rooms.

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

<sup>4</sup> Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

<sup>5</sup> Quarter-size rooms have an area of less than 240 square feet.

<sup>6</sup> Figures are based on the 2015-2016 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, or the charter headcount as of October 1, 2015.

The table below summarizes P.S. 308's and TFOA's baseline and adjusted baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space the schools 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)
P.S. 308	Baseline Footprint Allocation	19	7	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	25	1	2.0	1	1	2	4.0	6	0	2	0	32	2	4	2.0
TFOA	Baseline Footprint Allocation	21	2	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	23	0	0.5	0	3	6	3.5	0	0	0	0	23	3	6	0.5

In total:

- P.S. 308 is currently allocated 32 full-size rooms, 2 half-size rooms, 4 quarter-size rooms, and 2.0 FSE rooms of designed administrative space. This includes 6 full-size rooms in excess of P.S. 308's current adjusted baseline allocation.
- TFOA is currently allocated 23 full-size rooms, 3 half-size rooms, 6 quarter-size rooms, and 0.5 FSE of designed administrative space.

The table below summarizes the available space within K308 after the consolidated P.S. 308 and TFOA have received their respective adjusted 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 <sup>7</sup>	6	0	2	0

<sup>7</sup> Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in K308 less the current space allocation for each school.

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

If this proposal is approved, in 2016-2017, P.S. 308 will absorb the enrollment of the Upper School, which is currently located in K025. The consolidated P.S. 308 will continue to be co-located in K308 with TFOA. The table below summarizes the projected enrollment, grade spans and number of sections at the consolidated P.S. 308 and TFOA in 2016-2017:

School Name	Grade Span and/or Programs	Total Enrollment	GE/ICT Sections	SC Sections
P.S. 308	PK, K-8	371-461	19	7
TFOA	K-5	360-420	18	0

The DOE has adjusted P.S. 308's and TFOA's baseline Footprint allocations due to the lack of half-size spaces available in the building that are appropriate for instructional purposes or that may serve as resource rooms. The DOE has allocated P.S. 308 8 full-size rooms in lieu of 8 half-size rooms. The DOE has allocated TFOA 2 full-size rooms in lieu of 2 half-size rooms.

After the consolidated P.S. 308 and TFOA have received their respective adjusted 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	1	0	2	0

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 for the consolidated P.S. 308 and TFOA based on their baseline or adjusted 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)
P.S. 308	Baseline Footprint Allocation	22	9	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	30	1	2.0	1	1	2	4.0	1	0	2	0	32	2	4	2.0
TFOA	Baseline Footprint Allocation	21	2	-	-	-	-	3.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	23	0	0.5	0	3	6	3.5	0	0	0	0	23	3	6	0.5

In total:

- P.S. 308 will be allocated 32 full-size rooms, 2 half-size rooms, 4 quarter-size rooms, and 2.0 FSE rooms of designed administrative space. This includes 1 full-size room and 2 quarter-size rooms in excess of P.S. 308's adjusted baseline allocation.
- TFOA will be allocated 23 full-size rooms, 3 half-size rooms, 6 quarter-size rooms, and 0.5 FSE rooms of designed administrative space.

The change in rooms for each school organization 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)
P.S. 308	32	2	4	2.0	32	2	4	2.0	-	-	-	-
TFOA	23	3	6	0.5	23	3	6	0.5	-	-	-	-

## 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 K308. 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,<sup>8</sup> 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.<sup>9</sup> Where possible, the proposed schedule maintains current allocations of time in each shared space. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 308 and TFOA to continue using space on a similar schedule next year.

## Cafeteria

### Cafeteria

- The cafeteria in K308 has a capacity to hold 222 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, both P.S. 308 and TFOA are allocated 2 hours and 30 minutes daily.
- With regards to breakfast, the DOE notes that traditionally not all students have opted to participate in breakfast at K308. TFOA and P.S. 308 each receive 30 minutes daily for breakfast.

## Gymnasium, Library, Auditorium, Auxiliary Cafeteria, and Auxiliary Exercise Room

### Gymnasium

- There is one gymnasium in the building with the capacity to hold 175 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, both P.S. 308 and TFOA are allocated 3 hours daily.

<sup>8</sup> See the DOE's School Food website at: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoodsched=17221](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221).

<sup>9</sup> See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

Library

- There is one library in the building.
- The DOE proposes that time in the library be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, both P.S. 308 and TFOA are allocated 3 hours daily.

Auditorium

- There is one auditorium in the building, which has the capacity to hold 275 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, both P.S. 308 and TFOA are allocated 3 hours daily.

Auxiliary Cafeteria

- There is one auxiliary cafeteria in the building.
- The DOE proposes that time in the auxiliary cafeteria be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, both P.S. 308 and TFOA are allocated 2 hours and 30 minutes daily.

Auxiliary Exercise Room

- There is one auxiliary exercise room in the building.
- The DOE proposes that time in the auxiliary exercise room be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, both P.S. 308 and TFOA are allocated 3 hours daily.

**After-School Programs**

- In the schedule below, the DOE does not allocate any time in the shared spaces after the end of the school day, or roughly 3:00 p.m. 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, P.S. 308 is projected to serve 371-461 students and TFOA is projected to serve 360-420 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the day, P.S. 308's schedule runs from 8:00 am-2:20 pm and Teaching Firm's schedule runs from 7:45 am-4:00 pm.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b>	<p><b><u>Breakfast</u></b> <b>TFOA</b> 7:15am - 7:45am</p> <p><b>P.S. 308</b> 7:30am - 8:00am</p> <p><b><u>Lunch</u></b> <b>P.S. 308</b> 10:00am - 12:30pm</p> <p><b>TFOA</b> 12:30am - 3:00pm</p>	<p><b><u>Breakfast</u></b> <b>TFOA</b> 7:15am - 7:45am</p> <p><b>P.S. 308</b> 7:30am - 8:00am</p> <p><b><u>Lunch</u></b> <b>P.S. 308</b> 10:00am - 12:30pm</p> <p><b>TFOA</b> 12:30am - 3:00pm</p>	<p><b><u>Breakfast</u></b> <b>TFOA</b> 7:15am - 7:45am</p> <p><b>P.S. 308</b> 7:30am - 8:00am</p> <p><b><u>Lunch</u></b> <b>P.S. 308</b> 10:00am - 12:30pm</p> <p><b>TFOA</b> 12:30am - 3:00pm</p>	<p><b><u>Breakfast</u></b> <b>TFOA</b> 7:15am - 7:45am</p> <p><b>P.S. 308</b> 7:30am - 8:00am</p> <p><b><u>Lunch</u></b> <b>P.S. 308</b> 10:00am - 12:30pm</p> <p><b>TFOA</b> 12:30am - 3:00pm</p>	<p><b><u>Breakfast</u></b> <b>TFOA</b> 7:15am - 7:45am</p> <p><b>P.S. 308</b> 7:30am - 8:00am</p> <p><b><u>Lunch</u></b> <b>P.S. 308</b> 10:00am - 12:30pm</p> <p><b>TFOA</b> 12:30am - 3:00pm</p>
<b>Gymnasium</b>	<p><b>P.S. 308</b> 11:00am – 2:00pm</p> <p><b>TFOA</b> 8:00am - 11:00am</p>				
<b>Library</b>	<p><b>P.S. 308</b> 8:00am - 11:00am</p> <p><b>TFOA</b> 11:00am - 2:00pm</p>				
<b>Auditorium</b>	<p><b>P.S. 308</b> 8:00am - 11:00am</p> <p><b>TFOA</b> 11:00am - 2:00pm</p>				
<b>Auxiliary Cafeteria</b>	<p><b>P.S. 308</b> 10:00am - 12:30pm</p> <p><b>TFOA</b> 12:30am - 3:00pm</p>				
<b>Auxiliary Exercise Room</b>	<b>P.S. 308</b>				

	11:00am – 2:00pm  <b>TFOA</b> 8:00am - 11:00am				
--	---	---	---	---	---

**Building Safety and Security**

Pursuant to Chancellor’s Regulation A-414,<sup>10</sup> 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); leader(s)/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 principal(s) and leader(s)/designee(s) of P.S. 308 and TFOA are part of the K308 School Safety Committee. As members of the School Safety Committee, they 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 K308 school building will be modified as appropriate to meet any changing security needs associated with the co-location.

Each school building must also establish a Building Response Team that will consist of trained staff members from each of the schools in K308, 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 K308 building is created, the 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 for final approval and certification.

<sup>10</sup> 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,<sup>11</sup> 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.

---

<sup>11</sup> The Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."