BUILDING UTILIZATION PLAN: K907

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing to temporarily co-locate the ninth and tenth grades of Unity Preparatory Charter School of Brooklyn (84K757, "Unity Prep") in building K907, located at 1150 East New York Avenue, Brooklyn, NY 11212 in Community School District 17 ("District 17"), where they will be co-located with Brownsville Academy High School (17K568, "Brownsville Academy"), an existing transfer high school that serves students in tenth through twelfth grades. K907 also houses the community-based organization ("CBO") CAMBA and the office of the Executive Superintendent of Equity and Access. If this proposal is approved, Unity Prep's grades nine and ten ("Unity Prep HS") will be temporarily co-located in K907. In the 2016-2017 school year Unity Prep will serve approximately 110-120 students in the ninth grade. In the 2017-2018 school year Unity Prep HS will serve 205-225 students in the ninth and tenth grade in K907. 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.

Unity Prep recently acquired a new private site to serve students in ninth through twelfth grades at 32 Lexington Street, Brooklyn, NY 11221 ("32 Lexington Street"), and made a request to the DOE for space during the period needed to make the space suitable for instruction. Accordingly, the DOE is proposing to temporarily co-locate Unity Prep HS in K907 during the 2016-2017 and 2017-2018 school years during completion of Unity Prep's private space. By allowing Unity Prep to serve students in grades nine and ten before the completion of its private space, this proposal will enable the school to provide a continuous education for students currently enrolled in the seventh and eighth grades as they continue on to ninth grade in the 2016-2017 school year and the ninth and tenth grades in the 2017-2018 school year.

As stated above, if this proposal is approved, Unity Prep will serve students in grade nine in K907 in the 2016-2017 school year, and will serve students in grades nine and ten in K907 in the 2017-2018 school year. Beginning in the 2018-2019 school year, when Unity Prep's private space is completed, students in Unity Prep's ninth and tenth grade at K907 will continue to be served in Unity Prep, albeit at a new location at 32 Lexington Street. Building K907 is approximately 3.3 miles from Unity Prep's new location at 32 Lexington Street. Any significant change in school utilization in K907 for the 2018-2019 school year and beyond would be subject to an additional EIS and would require the approval of the Panel for Educational Policy ("PEP").

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 Unity Prep HS and Brownsville Academy, 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 Brownsville Academy and Unity Prep HS, 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.[1] 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 temporary 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.

JUSTIFICATION OF FEASIBILITY AND EQUITABILITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATION

[1] 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.

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 and survey completed on February 24, 2016 by a representative of the Office of Space Planning, K907 has a total of 33 full-size ("FS") classrooms/spaces,[2] 4 half-size ("HS") classrooms/spaces,[3] 10 quarter-size ("QS") spaces,[4] and 3.5 full-size equivalent rooms ("FSE") of designed administrative office space. K907 also contains a cafeteria and multi-purpose room. 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 art gallery occupies1 FS space.
- The teachers' lounge occupies 1 FS space.
- The dance room occupies 1 FS space.
- The school safety room occupies 2 QS spaces.
- The custodian's office occupies 1 QS space.
- The nurse's office occupies 1 QS space.
- The fitness room occupies 1 FS space.
- The community-based organization ("CBO") CAMBA occupies 3 FS spaces.
- The Superintendent of Equity and Access occupies 2 FS spaces, 1 QS space, and 0.5 FSE room of designed administrative space.

Excluding the spaces outlined above, K907 has a total of 24 FS classrooms/spaces, 4 HS classrooms/spaces, 5 QS spaces, and the equivalent of 3.0 FSE rooms remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	33	4	10	3.5
Shared Spaces or Building Services	9	0	5	0.5
Remaining to Be Allocated	**24**	**4**	**5**	**3.0**

[2] Full-size classrooms have an area of 500 square feet or more.
[3] Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.
[4] Quarter-size rooms have an area of less than 240 square feet.

2015-2016 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment, grade spans, and number of sections at Brownsville Academy in 2015-2016:

School Name	Grade Span	Total Enrollment[5]	GE/ICT Sections	SC Sections
Brownsville Academy	10-12	159	7	0

The table below summarizes Brownsville Academy's baseline Footprint allocation, which is 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			
		FS Rooms	HS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms		FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Brownsville Academy	Baseline Footprint Allocation	7	1	2.5	0	0	0	2.5	17	3	5	0.5	24	4	5	3.0

In total:

- Brownsville Academy is currently allocated 24 FS rooms, 4 HS rooms, 5 QS rooms, and 3.0 of FSE rooms of designed administrative space. This allocation includes 17 FS rooms, 3 HS rooms, 5 QS rooms, and 0.5 FSE rooms of designed administrative space in excess of Brownsville Academy's baseline allocation.

The table below summarizes the available space within K907 after Brownsville Academy has received its respective baseline allocations per the Footprint in 2015-2016.

2015-2016	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation[6]	17	3	5	0.5

[5] 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.

[6] Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in K907 less the current space allocation for Brownsville Academy.

2016-2017 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2016-2017 school year, Unity Prep HS will begin to serve grade nine in K907 and Brownsville Academy will continue to serve students in grades ten through twelve. The table below summarizes the grade spans, projected enrollment, and number of sections at Brownville Academy and Unity Prep HS in 2016-2017:

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
Brownsville Academy	10-12	145-175	7	0
Unity Prep HS	9	110-120	4	0

K907 contains one science demo room that is currently allocated to Brownsville Academy. Beginning in the 2016-2017 school year, both Brownsville Academy and Unity Prep HS will need access to science facilities to support instruction in the sciences, therefore, the two schools will share this space. Beginning in the 2016-2017 school year, the science demo room will be considered a shared space for use by Brownsville Academy and Unity Prep HS. This will decrease the total number of FS rooms to be allocated in the 2016-2017 school year and beyond to 23.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	33	4	10	3.5
Shared Spaces or Building Services	10	0	5	0.5
Remaining to Be Allocated	**23**	**4**	**5**	**3.0**

After Brownsville Academy and Unity Prep HS have received their respective baseline Footprint allocations, the following number of excess rooms remain:

2016-2017	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	9	2	5	1.0

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 Brownsville Academy and Unity Prep HS based on their baseline Footprint allocations, plus the excess room allocations.

2016-2017		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		FS Rooms	HS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms		FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Brownsville Academy	Baseline Footprint Allocation	7	1	1.5	1	0	0	2.5	5	1	4	1.0	13	2	4	2.5
Unity Prep HS	Baseline Footprint Allocation	4	1	0.5	2	0	0	2.5	4	1	1	0.0	10	2	1	0.5

In total:

- Brownsville Academy will be allocated 13 FS rooms, 2 HS rooms, 4 QS rooms, and 2.5 FSE rooms of designed administrative space. This allocation includes 5 FS rooms, 1 HS room, 4 QS rooms, and 1.0 FSE room of designed administrative space in excess of Brownsville Academy's baseline allocation.
- Unity Prep HS will be allocated 10 FS rooms, 2 HS rooms, 1 QS room, and 0.5 FSE room of designed administrative space. This allocation includes 4 FS rooms, 1 HS room, and 1 QS room, in excess of Unity Prep HS's baseline allocation.

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 (+/-)			
	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Brownsville Academy	24	4	5	3.0	13	2	4	2.5	-11	-2	-1	-0.5
Unity Prep HS	-	-	-	-	10	2	1	0.5	+10	+2	+1	+0.5

2017-2018 (SECOND AND FINAL YEAR OF PROPOSED IMPLEMENTATION):

If this proposal is approved, in 2017-2018, Unity Prep HS will serve students in grades nine and ten in K907 and Brownsville Academy will continue to serve students in grades ten through twelve. The table below summarizes the grade spans, projected enrollment, and number of sections at Brownville Academy and Unity Prep HS in 2017-2018:

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
Brownsville Academy	10-12	145-175	7	0
Unity Prep HS	9-10	205-225	8	0

After Brownsville Academy and Unity Prep HS have received their respective baseline or adjusted baseline Footprint allocations, the following number of excess rooms remain

2017-2018	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	5	2	5	1.0

The excess space will be allocated based on 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 2017-2018 room allocation plan for Brownsville Academy and Unity Prep HS based on their baseline Footprint allocations.

2017-2018		Non-Admin Spaces		Administrative Spaces				Total Admin (FSE)	Additional (Excess) Allocation				Grand Total Space Allocation			
		FS Rooms	HS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms		FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Brownsville Academy	Baseline Footprint Allocation	7	1	1.5	1	0	0	2.5	3	0	4	1.0	11	1	4	2.5
Unity Prep HS	Baseline Footprint Allocation	8	1	0.5	2	0	0	2.5	2	2	1	0	12	3	1	0.5

In total:

- Brownsville Academy will be allocated 11 FS rooms, 1 HS room, 4 QS rooms, and 2.5 FSE rooms of designed administrative space. This allocation includes 3 FS rooms, 4 QS rooms, and 1.0 FSE room of designed administrative space in excess of Brownsville Academy's baseline allocation.
- Unity Prep HS will be allocated 12 FS rooms, 3 HS rooms, 1 QS room, and 0.5 FSE rooms of designed administrative space. This allocation includes 2 FS rooms, 2 HS room, and 1 QS room in excess of Unity Prep HS's baseline allocation.

The change in rooms for each school organization is reflected below.

ROOM CHANGE (+/-)	PROPOSED 2016-2017 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2017-2018 GRAND TOTAL SPACE ALLOCATIONS				YEAR-OVER-YEAR CHANGE (+/-)			
	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)	FS Rooms	HS Rooms	QS Rooms	Designed Admin (FSE)
Brownsville Academy	13	2	4	2.5	11	1	4	2.5	-2	-1	0	0
Unity Prep HS	10	2	1	0.5	12	3	1	0.5	+2	+1	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 K907. 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,[7] 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.[8] Where possible, the proposed schedule maintains the current school's 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 K907 has a capacity of 208.
- 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, Brownsville Academy and Unity Prep HS are each allocated 1 hour daily for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K907. Brownsville Academy and Unity Prep HS are each allocated 30 minutes daily for breakfast.

Science Demo Room and Multi-Purpose Room

Science Demo Room

- There is one science demo room in the building.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Brownsville Academy is allocated 2 hours and 20 minutes daily and Unity Prep HS is allocated 2 hours daily.

[7] See the DOE's School Food website at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsch=17221.
[8] See the DOE's Office of Pupil Transportation website at: https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx.

Multi-Purpose Room

- The multi-purpose room in the building has a capacity of 200.
- The DOE proposes that the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, Brownsville Academy is allocated 2 hours and 30 minutes daily and Unity Prep HS is allocated 2 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, Brownsville Academy is projected to serve 145-175 students and Unity Prep HS is projected to serve 110-120 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the day. Brownsville Academy's schedule runs from 8:00 am-2:20 pm, and Unity Prep HS's schedule is anticipated to run from 8:30am-2:45pm.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
Cafeteria (Capacity: 208)	Breakfast **Brownsville Academy** 7:30am-8:00am **Unity Prep HS** 8:00am-8:30am Lunch **Brownsville Academy** 12:00pm-1:00pm **Unity Prep HS** 11:00am-12:00pm	Breakfast **Brownsville Academy** 7:30am-8:00am **Unity Prep HS** 8:00am-8:30am Lunch **Brownsville Academy** 12:00pm-1:00pm **Unity Prep HS** 11:00am-12:00pm	Breakfast **Brownsville Academy** 7:30am-8:00am **Unity Prep HS** 8:00am-8:30am Lunch **Brownsville Academy** 12:00pm-1:00pm **Unity Prep HS** 11:00am-12:00pm	Breakfast **Brownsville Academy** 7:30am-8:00am **Unity Prep HS** 8:00am-8:30am Lunch **Brownsville Academy** 12:00pm-1:00pm **Unity Prep HS** 11:00am-12:00pm	Breakfast **Brownsville Academy** 7:30am-8:00am **Unity Prep HS** 8:00am-8:30am Lunch **Brownsville Academy** 12:00pm-1:00pm **Unity Prep HS** 11:00am-12:00pm
Multi-Purpose Room (Capacity: 200)	**Brownsville Academy** 8:30am-11:00am **Unity Prep HS** 12:00pm-2:00pm	**Brownsville Academy** 8:30am-11:00am **Unity Prep HS** 12:00pm-2:00pm	**Brownsville Academy** 8:30am-11:00am **Unity Prep HS** 12:00pm-2:00pm	**Brownsville Academy** 8:30am-11:00am **Unity Prep HS** 12:00pm-2:00pm	**Brownsville Academy** 8:30am-11:00am **Unity Prep HS** 12:00pm-2:00pm
Science Demo Room	**Brownsville Academy** 11:00am-12:00pm 1:00pm-2:20pm **Unity Prep HS** 9:00am-11:00am	**Brownsville Academy** 11:00am-12:00pm 1:00pm-2:20pm **Unity Prep HS** 9:00am-11:00am	**Brownsville Academy** 11:00am-12:00pm 1:00pm-2:20pm **Unity Prep HS** 9:00am-11:00am	**Brownsville Academy** 11:00am-12:00pm 1:00pm-2:20pm **Unity Prep HS** 9:00am-11:00am	**Brownsville Academy** 11:00am-12:00pm 1:00pm-2:20pm **Unity Prep HS** 9:00am-11:00am

Building Safety and Security

Pursuant to Chancellor's Regulation A-414,[9] 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 Brownsville Academy and Unity Prep HS are part of the K907 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 K907 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 K907 must enter information in the K907 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 K907 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 K907 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.

[9] Chancellor's Regulation A-414 is available at http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf

Proposed Communications Strategy

As per the Campus Policy Memo 2014,[10] 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.

[10] The Campus Policy Memo 2014 is available at http://schools.nyc.gov/community/campusgov, under "Key Documents."