

## **REVISED BUILDING UTILIZATION PLAN: X052**

### INTRODUCTION

On December 20, 2012, the Panel for Educational Policy ("PEP") voted to approve an Educational Impact Statement ("EIS") and accompanying Building Utilization Plan ("BUP") published by the New York City Department of Education ("DOE") proposing to expand the co-location of Girls Preparatory Charter School of the Bronx (84X487, "Girls Prep Bronx") with M.S. 302 Luisa Dessus Cruz (08X302, "M.S. 302") in building X052 ("X052") beginning in the 2013-2014 school year.<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. The PEP's approval of the proposal expanded the grades that Girls Prep Bronx serves in X052 from kindergarten through fourth grade to kindergarten through fifth grade.

Building X052 is located at 681 Kelly Street, Bronx, NY 10455, in Community School District 8 ("District 8"). M.S. 302 is an existing district middle school that serves students in grades six through eight in X052. Girls Prep Bronx is an existing public charter school operated by the charter management organization Public Prep Network, Inc. ("Public Prep") that serves students in grades kindergarten through eight and offers a full-day pre-kindergarten program.<sup>2</sup> Girls Prep Bronx's kindergarten through fifth grade are currently housed in X052. Girls Prep Bronx's grades six through eight are currently housed in building X120 ("X120"), located at 890 Cauldwell Avenue, Bronx, New York 10456. The pre-kindergarten program affiliated with Girls Prep Bronx, PrePrep: the Joan Ganz Cooney Early Learning Program (84X487, "PrePrep"), is served in private space in building XBAE ("XBAE"), located at 441 East 148th Street, Bronx, New York 10455. Buildings X052 and X120 are both located in District 8, and XBAE is located in Community School District 7. The PrePrep pre-kindergarten ("pre-K") program serves boys and girls while Girls Prep Bronx serves only girls in grades kindergarten through eight.

The DOE is revising the BUP approved on December 20, 2012 to include PrePrep in X052 alongside Girls Prep Bronx. If this revised BUP is approved by the PEP, beginning in the 2016-2017 school year, pre-K students enrolled in PrePrep will attend classes in X052 with Girls Prep Bronx's kindergarten through fifth grade and M.S. 302.

This revised BUP includes current and proposed space allocations and a proposal for the collaborative usage of shared resources and spaces during the 2016-2017 school year between Girls Prep Bronx and M.S. 302, including, but not limited to, cafeterias, libraries, and gymnasiums. 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.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed revised BUP is approved by the PEP.

### METHODOLOGY

The DOE has applied the Citywide Instructional Footprint ("Footprint")<sup>3</sup> 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.

---

<sup>1</sup> Please see the PEP website at: <http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/2012-2013/Dec2012Proposals.htm> to access the EIS and the original BUP.

<sup>2</sup> Girls Prep Bronx is currently authorized by the State University of New York ("SUNY") to serve grades kindergarten through eight.

<sup>3</sup> The Footprint is a tool used 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](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:

<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.

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 January 6, 2016, by a representative of the Office of Space Planning, X052 has a total of 63 full-size classrooms/spaces,<sup>4</sup> 7 half-size classrooms/spaces,<sup>5</sup> 13 quarter-size spaces,<sup>6</sup> and 4.5 full-size equivalent ("FSE") rooms of designed administrative office space. X052 also contains a cafeteria, an auditorium, a gymnasium, and a library. 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 1.0 FSE room of designed administrative space.
- The school-based support team ("SBST") occupies 1.0 FSE room of designed administrative space.
- The teachers' cafeteria occupies 1 full-size space.
- The music room occupies 1 full-size space.
- The community-based organization ("CBO") Sheltering Arms occupies 1 full-size space.
- The CBO City Year occupies 1 half-size space.
- The New York State Department of Environmental Protection occupies 1 quarter-size space.
- The custodian's room occupies 1 quarter-size space.
- The school safety office occupies 1 quarter-size space.

Excluding the spaces outlined above, X052 has a total of 60 full-size classrooms/spaces, 6 half-size classrooms/spaces, 10 quarter-size spaces, and the equivalent of 2.5 FSE rooms of designed administrative space remaining that can be allocated to schools.

Summary	Full-Size	Half-Size	Quarter-Size	Designed Admin (FSE)
Building Total	63	7	13	4.5
Shared Spaces or Building Services	3	1	3	2.0
<b>Remaining to Be Allocated</b>	<b>60</b>	<b>6</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 Girls Prep Bronx and M.S. 302 in X052 during the current 2015-2016 school year:

School Name	Grade Span	Total Enrollment <sup>7</sup>	GE/ICT Sections	SC Sections
Girls Prep Bronx	K-5	454	18	0
M.S. 302	6-8	498	15	4

<sup>4</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>5</sup> Half-size classrooms have an area of 240 square feet or more, but less than 500 square feet.

<sup>6</sup> Quarter-size rooms have an area of less than 240 square feet.

<sup>7</sup> Enrollment is based on the 2015-2016 Audited Register as of October 31, 2015, excluding long term absence ("LTA") students.

The table below summarizes Girls Prep Bronx’s and M.S. 302’s baseline and adjusted 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)
Girls Prep Bronx	Baseline Footprint Allocation	21	2	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	23	0	1.0	1	2	4	4.0	3	0	1	0	27	2	5	1.0
M.S. 302	Baseline Footprint Allocation	16	6	-	-	-	-	4.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	22	0	1.5	0	4	4	4.5	11	0	1	0	33	4	5	1.5

In total:

- Girls Prep Bronx is currently allocated 27 full-size rooms, 2 half-size rooms, 5 quarter-size rooms, and 1.0 FSE room of designed administrative space. This allocation includes 3 full-size rooms and 1 quarter-size room in excess of Girls Prep Bronx’s adjusted baseline allocation.
- M.S. 302 is currently allocated 33 full-size rooms, 4 half-size rooms, 5 quarter-size rooms, and 1.5 FSE rooms of designed administrative space. This allocation includes 11 full-size rooms and 1 quarter-size room in excess of M.S. 302’s adjusted baseline allocation.

The table below summarizes the excess space in building X052 after Girls Prep Bronx and M.S. 302 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>8</sup>	14	0	2	0

<sup>8</sup> Excess space allocation for the 2015-2016 school year is calculated based on the total rooms available in X052 less the current space allocation for each school pursuant to the Footprint.

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

If this revised BUP is approved by the PEP, in the 2016-2017 school year and beyond, Girls Prep Bronx (serving kindergarten through fifth grade) and M.S. 302 (serving sixth through eighth grade) will continue to be co-located in X052. In addition, Public Prep will serve its pre-kindergarten program, PrePrep, in X052 alongside Girls Prep Bronx (described as "Girls Prep Bronx/PrePrep" in the charts and text below). The following table summarizes the projected enrollment, grade spans, and number of sections for Girls Prep Bronx/PrePrep and M.S. 302 in the 2016-2017 school year:

School Name	Grade Span and/or Programs	Projected Enrollment	GE/ICT Sections	SC Sections
Girls Prep Bronx/PrePrep	Pre-K, <sup>9</sup> K-5	474-534	21	-
M.S. 302	6-8	485-515	18	4

After Girls Prep Bronx/PrePrep and M.S. 302 have received their respective adjusted baseline Footprint allocations, the following number of excess rooms will remain:

2016-2017	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space in Excess of Baseline Allocation	7	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.

<sup>9</sup> The PrePrep pre-K program has a projected enrollment of 54 students and is expected to be served in 3 sections.

The table below summarizes the 2016-2017 room allocation plan for Girls Prep Bronx/PrePrep and M.S. 302, based on their baseline and adjusted 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)
Girls Prep Bronx/PrePrep	Baseline Footprint Allocation <sup>10</sup>	24	2	-	-	-	-	4.0	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	26	0	1.0	1	2	4	4.0	3	0	1	0	30	2	5	1.0
M.S. 302	Baseline Footprint Allocation <sup>11</sup>	19	7	-	-	-	-	4.5	-	-	-	-	-	-	-	-
	Adjusted Baseline Allocation	26	0	1.5	-	4	4	4.5	4	0	1	0	30	4	5	1.5

In total:

- Girls Prep Bronx/PrePrep will be allocated 30 full-size rooms, 2 half-size rooms, 5 quarter-size rooms, and 1.0 FSE room of designed administrative space, including 3 full-size rooms and 1 quarter-size room in excess of its adjusted baseline allocation.
- M.S. 302 will be allocated 30 full-size rooms, 4 half-size rooms, 5 quarter-size rooms, and 1.5 FSE rooms of designed administrative space, including 4 full-size rooms and 1 quarter-size room in excess of its adjusted baseline allocation.

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

<sup>10</sup> The PrePrep program specifically will be allocated three full-sized rooms to serve pre-K students.

<sup>11</sup> Based on the enrollment projections for M.S. 302 for 2016-2017, the school should serve six sections of students per grade and would be entitled to an additional resource room, which is the reason M.S. 302 has a larger Footprint allocation in the 2016-2017 school year than in 2015-2016.

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)
Girls Prep Bronx/PrePrep	27	2	5	1.0	30	2	5	1.0	+3	0	0	0
M.S. 302	33	4	5	1.5	30	4	5	1.5	-3	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 X052. 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 breakfast and lunch schedules for the existing schools in the building as described on the DOE School Food website,<sup>12</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>13</sup> Where possible, the proposed schedule maintains a school's current allocation of time in each shared space and re-distributes remaining time

### **Cafeteria**

#### Cafeteria

- The cafeteria in X052 has a capacity to serve 630 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, M.S. 302 is allocated 1 hour and 30 minutes daily, for a total of approximately 7.5 hours per week.
  - Girls Prep Bronx/PrePrep is allocated 1 hour and 30 minutes daily, for a total of approximately 7.5 hours per week.
- With regard to breakfast, Girls Prep Bronx/PrePrep is allocated 30 minutes daily, for a total of 2.5 hours per week. M.S. 302 is allocated 30 minutes daily, for a total of 2.5 hours per week.

### **Gymnasium, Auditorium, and Library**

#### Gymnasium

- There is one gymnasium in the building with the capacity to serve 650 students.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollments of each school.

<sup>12</sup> See the DOE's School Food website at: [http://www.opt-osfns.org/schoolfood/sch\\_search/schfood.aspx?cfoods=17221](http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoods=17221).

<sup>13</sup> See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- In the proposed schedule below, M.S. 302 is allocated 1 hour and 45 minutes daily, for a total of approximately 8.75 hours per week.
- In the proposed schedule below, Girls Prep Bronx/PrePrep is allocated 1 hour and 45 minutes daily, for a total of approximately 8.75 hours per week.

#### Auditorium

- There is one auditorium in the building, which has the capacity to hold 533 students.
- The DOE proposes that time in the auditorium be allocated relative to the projected enrollments of each school.
- In the proposed schedule below, M.S. 302 receives 1 hour and 30 minutes daily, for a total of approximately 7.5 hours per week.
- In the proposed schedule below, Girls Prep Bronx/PrePrep receives 1 hour and 30 minutes daily, for a total of approximately 7.5 hours per 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, M.S. 302 receives 2 hours daily, for a total of approximately 10 hours per week.
- In the proposed schedule below, Girls Prep Bronx/PrePrep receives 2 hours daily, for a total of approximately 10 hours per 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, Girls Prep Bronx is projected to serve 420-480 students and PrePrep is projected to serve 54 students, for a combined projected enrollment of 474-534. M.S. 302 is projected to serve 485-515 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the day and from Public Prep's website, M.S. 302's schedule runs from 8:20 am - 2:40 pm; Girls Prep Bronx's schedule runs from 7:50 am - 4:00 pm, except on Fridays when students are dismissed at 1:40 pm; and PrePrep's schedule runs from 8:00 am – 3:00 pm, except on Fridays when students are dismissed at 1:20 pm.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 630)	<p><u>Breakfast:</u> Girls Prep Bronx/ PrePrep 7:15am-7:45am</p> <p><b>M.S. 302</b> 7:45am-8:15am</p> <p><u>Lunch:</u> Girls Prep Bronx/ PrePrep 12:10pm-1:40pm</p> <p><b>M.S. 302</b> 10:40am-12:10pm</p>	<p><u>Breakfast:</u> Girls Prep Bronx/ PrePrep 7:15am-7:45am</p> <p><b>M.S. 302</b> 7:45am-8:15am</p> <p><u>Lunch:</u> Girls Prep Bronx/ PrePrep 12:10pm-1:40pm</p> <p><b>M.S. 302</b> 10:40am-12:10pm</p>	<p><u>Breakfast:</u> Girls Prep Bronx/ PrePrep 7:15am-7:45am</p> <p><b>M.S. 302</b> 7:45am-8:15am</p> <p><u>Lunch:</u> Girls Prep Bronx/ PrePrep 12:10pm-1:40pm</p> <p><b>M.S. 302</b> 10:40am-12:10pm</p>	<p><u>Breakfast:</u> Girls Prep Bronx/ PrePrep 7:15am-7:45am</p> <p><b>M.S. 302</b> 7:45am-8:15am</p> <p><u>Lunch:</u> Girls Prep Bronx/ PrePrep 12:10pm-1:40pm</p> <p><b>M.S. 302</b> 10:40am-12:10pm</p>	<p><u>Breakfast:</u> Girls Prep Bronx/ PrePrep 7:15am-7:45am</p> <p><b>M.S. 302</b> 7:45am-8:15am</p> <p><u>Lunch:</u> Girls Prep Bronx/ PrePrep 12:10pm-1:40pm</p> <p><b>M.S. 302</b> 10:40am-12:10pm</p>
<b>Gymnasium</b> (Capacity: 650)	<p>Girls Prep Bronx/ PrePrep 8:45am-10:30am</p> <p><b>M.S. 302</b> 12:45pm-2:30pm</p>				
<b>Auditorium</b> (Capacity: 533)	<p>Girls Prep Bronx/ PrePrep 10:35am-12:05pm</p> <p><b>M.S. 302</b> 9:00am-10:30am</p>				
<b>Library</b>	<p>Girls Prep Bronx/ PrePrep 8:00am-10:00am</p> <p><b>M.S. 302</b> 12:15pm-2:15pm</p>				

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414,<sup>14</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 comprises 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, which is 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 School Safety Plan at any other time when it is necessary to address security concerns.

Consistent with the process described above, the leaders/designees of Girls Prep Bronx/PrePrep and M.S. 302 will be part of the X052 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 X052 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 X052 must enter information in the X052 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 X052 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 X052 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 submitted to the New York City Police Department ("NYPD") for final approval and certification.

---

<sup>14</sup> Chancellor's Regulation A-414 is available at <http://schools.nyc.gov/NR/ronlyres/E8107B84-BB3C-4CFF-ABFA-2D939CBAB46E/0/A41432410FINAL.pdf>.

### **Proposed Communications Strategy**

As per the Campus Policy Memo,<sup>15</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 comprises 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>15</sup> The Campus Policy Memo 2015-2016 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."