

## BUILDING UTILIZATION PLAN

The New York City Department of Education ("DOE") is proposing to re-site and co-locate grades kindergarten through five of Beginning with Children Charter School (84K703, "BwCCS") in building K157 ("K157") with P.S./I.S. 157 The Benjamin Franklin Health & Science Academy (14K157, "P.S./I.S. 157"), a district school that serves grades kindergarten through eight and offers a full-day pre-kindergarten program, beginning in the 2015-2016 school year. K157 is located at 850 Kent Avenue, Brooklyn, New York 11205, in Community School District 14 ("District 14"). Currently, BwCCS's kindergarten through fifth grades are housed in private space (building K837, "K837"), located at 11 Bartlett Street, Brooklyn New York 11206. Its sixth through eighth grades are housed in building K148, located at 185 Ellery Street, Brooklyn, New York 11206, where it is co-located with a District 75 program, 75K373@K148, which serves students in grades nine through twelve. All three buildings are within the geographical confines of District 14. If this proposal is approved, beginning in the 2015-2016 school year, BwCCS students in grades kindergarten through five will no longer attend classes at K837 and they will instead attend classes in K157. Building K157 is located approximately 0.9 miles from BwCCS's current private space, where its elementary school grades are housed. BwCCS has advised that it will not be able to operate in its private space after the 2014-2015 school year due to financial and operational challenges. The re-siting of BwCCS's grades kindergarten through five from their private space to K157 is intended to support the educational continuity of students enrolled in BwCCS. If approved, the re-siting will provide the opportunity for current and future BwCCS students to remain enrolled at the school at K157.

Building K157 also houses an adult education program ("79K755@K157") administered by the Office of Adult and Continuing Education ("OACE") for adults age 21 and over. OACE programs offer over 900 classes in Adult Basic Education, High School Equivalency, English for Speakers of Other Languages, and Career and Technical Education. OACE has requested that 79K755@K157 be re-sited from K157 to another location in Brooklyn in order to meet the demand for classes in other areas of the borough. As a result, beginning in the 2015-2016 school year, 79K755@K157 will be re-sited to another location in Brooklyn.

Pursuant to the New York State Charter Schools Act of 1998 (as amended in May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S./I.S.157 and BwCCS. It also includes a proposal for the collaborative usage of shared resources and spaces between the schools in the building including but not limited to the main building's cafeteria, library, and auditorium, which assures equitable access to such facilities. Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the Shared Space Committee is also included in this document. Please refer to the EIS to which this plan is attached for further information about the co-location.

The final shared space schedule will be collaboratively finalized by the Building Council if the proposal is approved by the Panel for Educational Policy ("PEP").

### METHODOLOGY

The DOE has applied the DOE Citywide Instructional Footprint (the "Footprint") to all schools and/or programs outlined in this plan to allocate rooms in an unbiased manner, and, wherever feasible, 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>

### JUSTIFICATION OF FEASIBILITY AND EQUITY OF CLASSROOM AND ADMINISTRATIVE SPACE ALLOCATIONS

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 size a school has programmed and is confirmed by a walk-through of the building by a representative from the Office of Space Planning and the school's representative.

For elementary schools serving grades kindergarten through five (and for all pre-kindergarten programs), the Footprint assumes that classes are self-contained, meaning that each class remains in their homeroom throughout the day except for when they are scheduled for a cluster activity (for example, art) or lunch, recess, etc. Further, the Footprint assumes that at

<sup>1</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 Footprint can be accessed on the DOE's Web site at: [http://schools.nyc.gov/NR/ronlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint\\_91114newlogo.pdf](http://schools.nyc.gov/NR/ronlyres/961D691C-641D-4918-9798-8BA2C0A761FF/0/DOEFootprint_91114newlogo.pdf).

those times the homeroom classroom remains empty. Therefore, the Footprint allocates one full-size classroom for each general education ("GE") or Integrated Co-Teaching ("ICT") section and a full-size or half-size classroom to accommodate each self-contained ("SC") special education section served by the school. In addition, schools serving grades kindergarten through five receive an allocation of cluster or specialty classrooms proportionate to the number of students enrolled. These classes 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	Number of Cluster Rooms
1,251 and up	5
751-1,250	4
251-750	3
151-250	2
0-150	1

For grades six through twelve the Footprint assumes that students move from class to class and that classrooms are programmed at maximum efficiency. The Footprint allocates one full-size classroom for each GE or ICT section and a full-size or half-size classroom to accommodate each SC section served by the school. 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, resource 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. Each principal, therefore, must make decisions about how and where students will be served within the space allocated to the school. The DOE, however, will provide support to the schools to ensure that the schools use the space efficiently in order to maximize capacity to support student needs and maintain appropriate delivery of special education and related services to students. Where appropriate, school leaders will have an opportunity to draw upon the expertise and guidance of the Office of Special Education, which is dedicated to promoting positive educational outcomes for students with disabilities.

### **Allocation of Classrooms and Administrative Space**

According to a building walk-through conducted on June 18, 2012 and updated on September 23, 2013 by a representative from the Office of Space Planning, K157 has a total of 55 full-size rooms,<sup>2</sup> 2 half-size rooms,<sup>3</sup> 1 quarter-size room,<sup>4</sup> and 4.50 full-size equivalent ("FSE") rooms of designed administrative space. Building K157 also contains an auditorium, cafeteria, library, and two multi-purpose rooms.

The below spaces are shared spaces or contain building services and therefore are not included in the allocation of space for an individual school:

- A nurse's office operates out of 1.00 FSE of designed administrative space,
- The school based support team ("SBST") office occupies 1.00 FSE of designed administrative space,
- The custodian's office occupies one half-size space.
- 79K755@K157 occupies 5 full-size rooms and 1.00 FSE of designed administrative space.<sup>5</sup>

<sup>2</sup> Full-size classrooms have an area of 500 square feet or more.

<sup>3</sup> Half-size classrooms have an area of less than 500 square feet but greater than 239 square feet.

<sup>4</sup> Quarter-size rooms have an area of less than 240 square feet.

Excluding the spaces outlined above, K157 has a total of 50 full-size rooms, 1 half-size room, 1 quarter-size room, and 1.50 FSE rooms of designed administrative space available to be allocated to the co-located schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	55	2	1	4.50
Shared Building Spaces	5	1	0	3.00
<b>Total to Be Allocated<sup>6</sup></b>	<b>50</b>	<b>1</b>	<b>1</b>	<b>1.50</b>

**2014-2015 (CURRENT SCHOOL YEAR)**

The table below summarizes total enrollment and sections served at P.S./I.S. 157 during the current 2014-2015 school year:<sup>7</sup>

School Name	Grade Span	Total Enrollment <sup>8</sup>	GE/ICT Sections <sup>9</sup>	SC Sections
P.S./I.S. 157	K-8	542	23 <sup>10</sup>	5

The table below summarizes P.S./I.S. 157's baseline and adjusted footprint allocation of instructional and administrative rooms, which is based on the methodology described at the beginning of this document and the amount of space the school is currently using.

2014-2015		Non-Admin Spaces		Administrative Spaces			Total Admin (FSE)	Grand Total Current Space Allocation				
		Full-Size Rooms	Half-Size Rooms	Designed Admin (FSE)	Full-Size Rooms	Half-Size Rooms		Quarter-Size Rooms	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Designed Admin (FSE)
P.S./I.S. 157	Baseline Footprint Allocation	26	7	1.50	2	1	0	4.00	28	8	0	1.50
	Adjusted Baseline Allocation	33	0	1.50	2	1	0	4.00	35	1	0	1.50
	Current Space Allocation	48	0	1.50	2	1	1	4.25	50	1	1	1.50

<sup>5</sup> As previously noted, 79K755@K157 will be re-sited beginning in the 2015-2016 school year. The space it vacates will subsequently be a part of the total room count to be allocated between P.S./I.S. 157 and BwCCS.

<sup>6</sup> When 79K755@K157 is re-sited in 2015-2016, the total space available to be allocated to schools will be 55 full-size rooms, 1 half-size room, 1 quarter-size room, and 2.50 FSE rooms of designed administrative space.

<sup>7</sup> In the 2014-2015 school year, K157 also houses 79K755@K157, which serves approximately 90 students.

<sup>8</sup> Figures are based on the 2014-2015 Audited Register as of October 31, 2014.

<sup>9</sup> General and Integrated Co-teaching sections.

<sup>10</sup> Total current and projected enrollment and section count at P.S./I.S. 157 include two full-day sections of pre-kindergarten.

P.S./I.S. 157's baseline footprint allocation has been adjusted in the following manner:

- The DOE has allocated P.S./I.S. 157 7 full-size rooms in lieu of 7 half-size classrooms due to an insufficient number of half-size classrooms available in K157.

The table below summarizes the available space within K157 after P.S./I.S. 157 has received its adjusted baseline allocations per the Footprint in 2014-2015.

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	15	0	1	0

**2015-2016 (FIRST AND FINAL YEAR OF IMPLEMENTATION):**

If this proposal is approved, in the 2015-2016 school year, K157 will house grades kindergarten through five of BwCCS and grades kindergarten through eight and the pre-kindergarten program of P.S./I.S. 157. Additionally, 79K755@K157 will no longer be located at K157.

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

School Name	Grade Span	Total Projected Enrollment	GE/ICT Sections	SC Sections
P.S./I.S. 157	K-8	481-571	24 <sup>11</sup>	5
BwCCS	K-5 <sup>12</sup>	275-305	12	0

At this time, 79K755@K157 will be re-sited and the total space available to be allocated to schools will be 55 full-size rooms, 1 half-size room, 1 quarter-size room, and 2.50 FSE rooms of designed administrative space. After P.S./I.S. 157 and BwCCS have received their respective baseline or adjusted baseline footprint allocations, the following rooms will remain unallocated in K157:

2015-2016	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Adjusted Baseline Allocation	0	0	1	0.00

The excess space will be allocated to schools based upon one or more of the following factors: each school's relative enrollment and the physical location of the available space in relation to the location of each school within the building. In particular, the excess space will be allocated to schools in a manner that will allow them to maintain contiguous instructional spaces to the greatest degree possible.

<sup>11</sup> Total projected enrollment and section count at P.S./I.S. 157 includes two full-day sections of pre-kindergarten.

<sup>12</sup> BwCCS serves grades kindergarten through eight across buildings K837 and K148. Only grades kindergarten through five will be co-located at K157.

The table below summarizes the full 2015-2016 room allocation plan for P.S./I.S. 157 and BwCCS based on their baseline or adjusted baseline footprint allocations.

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		Additional Full-Size Rooms	Additional Half-Size Rooms	Additional Quarter-Size Rooms	Additional Designed Admin (FSE)	Total Full-Size Rooms	Total Half-Size Rooms	Total Quarter-Size Rooms	Total Designed Admin (FSE)
P.S./I.S. 157	Baseline Footprint Allocation	27	7	1.50	2	1	0	4.00	0	0	1	0.00	29	8	1	1.50
	Adjusted Baseline Allocation	34	0	1.50	2	1	0	4.00	0	0	1	0.00	36	1	1	1.50
BwCCS	Baseline Footprint Allocation	15	2	1.00	1	1	0	2.50	0	0	0	0.00	16	3	0	1.00
	Adjusted Baseline Allocation	17	0	1.00	2	0	0	3.00	0	0	0	0.00	19	0	0	1.00

As indicated in the preceding chart, in 2015-2016:

- The DOE has allocated P.S./I.S. 157 7 full-size rooms in lieu of 7 half-size classrooms due to an insufficient number of half-size classrooms available in K157.
- Similarly, the DOE has allocated BwCCS 2 full-size rooms in lieu of 2 half-size classrooms due to an insufficient number of half-size classrooms available in K157. For the same reason, the DOE has allocated BwCCS 1 full-size room in lieu of 1 half-size room for administrative purposes.

The room change between the 2014-2015 school year and the 2015-2016 school year is reflected in the table below.

ROOM CHANGE (+/-)	CURRENT 2014-2015 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2015-2016 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./I.S. 157	50	1	1	1.50	36	1	1	1.50	-14	0	0	0.00
79K755@K157	5	0	0	1.00	-	-	-	-	-5	0	0	-1.00
BwCCS	-	-	-	-	19	0	0	1.00	+19	0	0	1.00

## Shared Space Plan

A proposed shared space plan for the 2015-2016 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 K157. The final shared space schedule would be collaboratively drafted by the Building Council after the proposed co-location has been approved by the Panel for Educational Policy.

### JUSTIFICATION OF FEASIBILITY AND EQUITY OF PROPOSED SHARED SPACE PLAN

This proposed Shared Space Plan is based upon the population size and other relevant factors further described below for each co-located school. Although the DOE has proposed how the shared spaces in the building may be utilized, Building Councils are free to deviate from the proposed Shared Space Plan to accommodate specific programmatic needs of all special populations or groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement of the final Shared Space Plan collaboratively. (NOTE: The Building Council will revisit the shared space plan and its schedules on an annual basis to account for any changes in enrollment or programmatic needs. If conflicts emerge and progress is impaired, the Building Council will follow the dispute resolution procedures outlined in the Campus Policy Memo available at the following link: <http://schools.nyc.gov/community/campusgov>.)

The below proposed schedule is based on projected enrollments for each co-located school, current space allocation plans, current lunch schedules for the existing schools in the building as described on the DOE School Food website,<sup>13</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>14</sup> Where possible, the proposed schedule maintains P.S./I.S. 157's allocation of time in each shared space and re-distributes remaining time for BwCCS. To the extent feasible, shared spaces are allocated in a manner that allows P.S./I.S. 157 to continue using the space on a similar schedule next year. Because BwCCS will be sharing space in the K157 building if this proposal is approved, it may be necessary to shorten or change some of the current times that have been allocated to P.S./I.S. 157 this year in the shared spaces that are to be shared in future years so that all students in the building may be accommodated in the following school years.

In 2015-2016, the DOE projects P.S./I.S. 157 will serve approximately 481-571 students and BwCCS will serve approximately 275-305 students. In planning how BwCCS and P.S./I.S. 157 may use the shared spaces, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably. The Building Council is free to deviate from the proposed Shared Space Plan and may allocate access to the shared spaces described below on an as needed basis to accommodate specific programmatic needs of all groups within each school as is feasible and equitable, provided that the Building Council comes to an agreement on the final shared space plan collaboratively.

### **Cafeteria:**

- The total time allocated to each organization in the cafeteria is primarily based upon P.S./I.S. 157's current use of the cafeteria, the projected enrollment of P.S./I.S. 157 and BwCCS, 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 plan below, P.S./I.S. 157 and BwCCS are allocated lunch times in the cafeteria, which has a capacity to hold 198 students. P.S./I.S. 157 receives 1 hour and 45 minutes daily for lunch, while BwCCS receives an hour and 20 minutes daily for lunch.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program in K157. P.S./I.S. 157 receives fifty minutes daily for breakfast, while BwCCS receives 40 minutes a day for breakfast.

### **Multi-purpose Room 1:**

- In the proposed schedule below, P.S./I.S. 157 receives 2 hours and 20 minutes daily, while BwCCS receives 1 hour and 40 minutes daily.

<sup>13</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>14</sup> See the DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

**Multi-purpose Room 2:**

- In the proposed schedule below, P.S./I.S. 157 receives 2 hours and 20 minutes daily, while BwCCS receives 1 hour and 30 minutes daily.
- Because the proposed allocations have been devised with regard to the schools' enrollments to the extent possible, the DOE believes that the proposed allocation is equitable and feasible. However, the Building Council is free to deviate from the proposed shared space plan.

**Auditorium:**

- The auditorium has a capacity of 815. The total time allocated to each organization in the auditorium is based upon projected enrollment, capacity of the auditorium, and grade levels served. Each organization will be able to accommodate its students in the auditorium within this proposed allocation of time.
- In the proposed schedule below, P.S./I.S. 157 receives 4 hours daily and BwCCS receives 2 hours and 20 minutes daily in the auditorium.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

**Library:**

- The total time allocated to each organization in the library is based upon projected enrollment. Each organization will be able to accommodate its students in the library within this proposed allocation of time.
- In the proposed schedule below, P.S./I.S. 157 receives 4 hours daily and BwCCS receives 1 hour and 30 minutes daily.
- The Building Council is free to deviate from the proposed shared space plan, provided that the Building Council comes to an agreement on a shared space plan collaboratively.

**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. The Building Council will address all requests for use of the shared spaces after school hours and may allocate the shared space as needed for after-school programs.

In 2015-2016, the DOE projects P.S./I.S. 157 will serve approximately 481-571 students and BwCCS will serve approximately 275-305 students. Based on the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S./I.S. 157's school day runs from approximately 8:00 a.m. to 2:20 p.m. According to BwCCS, its school day runs from approximately 8:10 a.m. to 2:30 p.m.

Based on the explanations provided above, the DOE believes that the proposed Shared Space Plan below is feasible and that each school is being treated equitably and comparably in its ability to use all shared spaces in the building.

Space	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Cafeteria</b> (Capacity: 198)	<u>Breakfast:</u> <b>P.S./I.S. 157</b> 7:00am – 7:50am <b>BwCCS</b> 7:30am – 8:10am  <u>Lunch:</u> <b>P.S./I.S. 157</b> 10:45am–12:30pm <b>BwCCS</b> 12:30pm – 1:50pm	<u>Breakfast:</u> <b>P.S./I.S. 157</b> 7:00am – 7:50am <b>BwCCS</b> 7:30am – 8:10am  <u>Lunch:</u> <b>P.S./I.S. 157</b> 10:45am–12:30pm <b>BwCCS</b> 12:30pm – 1:50pm	<u>Breakfast:</u> <b>P.S./I.S. 157</b> 7:00am – 7:50am <b>BwCCS</b> 7:30am – 8:10am  <u>Lunch:</u> <b>P.S./I.S. 157</b> 10:45am–12:30pm <b>BwCCS</b> 12:30pm – 1:50pm	<u>Breakfast:</u> <b>P.S./I.S. 157</b> 7:00am – 7:50am <b>BwCCS</b> 7:30am – 8:10am  <u>Lunch:</u> <b>P.S./I.S. 157</b> 10:45am–12:30pm <b>BwCCS</b> 12:30pm – 1:50pm	<u>Breakfast:</u> <b>P.S./I.S. 157</b> 7:00am – 7:50am <b>BwCCS</b> 7:30am – 8:10am  <u>Lunch:</u> <b>P.S./I.S. 157</b> 10:45am–12:30pm <b>BwCCS</b> 12:30pm – 1:50pm
<b>Multi-purpose Room 1</b> (Capacity: 189)	<b>BwCCS</b> 10:20am – 12:00pm  <b>P.S./I.S. 157</b> 12:00pm – 2:20pm				
<b>Multi-purpose Room 2</b> (Capacity: 173)	<b>P.S./I.S. 157</b> 8:00am – 10:20am  <b>BwCCS</b> 12:00pm – 1:30pm				
<b>Auditorium</b> (Capacity: 815)	<b>P.S./I.S. 157</b> 8:00am – 12:00pm  <b>BwCCS</b> 12:00pm – 2:20pm				
<b>Library</b>	<b>BwCCS</b> 8:30am – 10:20am  <b>P.S./I.S. 157</b> 10:20am – 2:20pm				

### **Building Safety and Security**

Pursuant to Chancellor's Regulation A-414,<sup>15</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 principal(s); designee of all other programs 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) 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 BwCCS and P.S./I.S. 157 will be part of the K157 School Safety Committee. As a member of the School Safety Committee, the leader/designee of BwCCS will participate in the development of the building's Safety Plan and ensure that any security-related issues or needs which may arise with respect to the co-location of BwCCS and P.S./I.S. 157 will be addressed on an ongoing basis. Moreover, the Safety Plan for the K157 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designees of BwCCS and P.S./I.S. 157 will enter information in the K157 schools' overall 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, and which is activated when emergencies or large building-wide events occur. The members of this team must be identified and listed in the School Safety Plan.

The completed School Safety Plan for the K157 school building will be submitted to the Borough Safety Directors of the Office of School and Youth Development for approval. If changes or modifications are necessary, the School Safety Committee will be advised. Once the School's Safety Plan is approved, it will be submitted to the New York City Police Department (NYPD) for final approval and certification by the NYPD.

### **Proposed Communications Strategy**

As per the Campus Policy Memo 2014,<sup>16</sup> co-located schools must actively participate in a Building Council ("BC"), which is a campus structure for administrative decision-making for issues impacting all schools in the building. Only principals and charter school leaders serve on the BC. The BC shall meet at least once a month to discuss and resolve issues related to the smooth daily operation of all the schools in the building and the safety of the students they serve. The BC principals and charter school leaders, where applicable, communicate their decisions campus-wide to staff, students, and parents, especially as related to issues of safety, shared space, campus schedules, split-staff agreements, and extended facility use.

A Shared Space Committee ("SSC") shall 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 effective date of the amended Charter Schools Act, the SSC is to review 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 the effective date of the amended Charter Schools Act, the SSC shall review implementation of the current building space plans in place at those buildings. The SSC will meet at least four times per year.

The SSC will be comprised of the principal, a teacher, and a parent of each co-located school. With respect to a non-charter school's teacher and parent members, such SSC members shall be selected by the corresponding constituent member of the School Leadership Team of the school. Charter school leaders will work with their constituencies to select the parent and teacher representing that school. SSC agendas and minutes shall be shared with the BC. SSC members may be asked to communicate with their constituencies about the Building Utilization Plan and its campus implementation.

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<sup>15</sup> Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

<sup>16</sup> Campus Policy Memo 2014 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents."