

BUILDING UTILIZATION PLAN

INTRODUCTION

As described in greater detail in the attached Educational Impact Statement ("EIS"), the New York City Department of Education ("DOE") is proposing the long-term co-location of Lefferts Gardens Charter School (84K796, "Lefferts Gardens") in the K092 building. Lefferts Gardens is an existing public charter school that currently serves students in grades kindergarten through third in building K092 ("K092") located at 601 Parkside Avenue, Brooklyn, NY 11226 in Community School District 17. Lefferts Gardens is co-located with P.S. 092 Adrian Hegeman (17K092, "P.S. 92"), an existing district zoned elementary school that serves students in grades kindergarten through fifth and offers a full-day pre-kindergarten program.¹ Building K092 also houses a community-based organization, Church Avenue Merchants Block Association (CAMBA), which provide after-school youth development activities for the P.S. 92 community.

On February 24, 2010, the Panel for Educational Policy ("PEP") approved a proposal to co-locate Lefferts Gardens at K092 until the construction of a private facility for Lefferts Gardens is completed. The 2010 proposal stated that K092 had sufficient space for P.S. 92 and Lefferts Gardens to operate at full organizational capacity and for Lefferts Gardens to reach its full grade scale as a school serving grades kindergarten through five.² As Lefferts Gardens has not yet secured a private facility, the DOE is proposing to co-locate Lefferts Garden for the long-term in building K092 and for the school to grow to serve kindergarten through fifth grades at scale in the building.

Pursuant to the New York State Charter Schools Act of 1998 (as amended May 2010), the following plan outlines the proposed allocation of classrooms and administrative space between P.S. 92 and Lefferts Gardens. It also includes a proposal for the collaborative usage of shared resources and spaces during the 2013-2014 year between P.S. 92 and Lefferts Gardens, including, but not limited to, cafeterias, libraries, gymnasiums, and recreational areas, to assure equitable access to such facilities. If a school's baseline allocation under the Citywide Instructional Footprint ("Footprint") declines, those rooms may be re-allocated to another co-located school.³ Information about the impact on building safety and security, proposed strategies for communication and collaborative decision-making between the co-located schools, and a description of the shared space committee is also included. Please refer to the EIS, to which this plan is attached, for further information about the proposed co-location.

As described throughout this document, the final shared space schedule will be collaboratively finalized by the Building Council if the proposed co-location is approved by the Panel for Educational Policy.

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

¹ A "co-location" means that two or more school organizations are located in the same building and may share common spaces like auditoriums, gymnasiums, and cafeteria.

² The Educational Impact Statement for the co-location of Lefferts Gardens at K092 can be found here at: http://schools.nyc.gov/AboutUs/leadership/PEP/publicnotice/Proposals_Feb_Vote.htm

³ 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/NR/rdonlyres/78D715EA-EC50-4AD1-82D1-1CAC544F5D30/0/DOEFOOTPRINTSConsolidatedVersion2011_FINAL.pdf.

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
151-250	2
0-150	1

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, the library, the auditorium, and the cafeteria, and spaces such as occupational/physical therapy rooms, the nurse’s office, *etc.* or 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 a percentage of the 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 performed on July 27, 2012 by a representative of the Office of Space Planning, K092 has a total of 51 full-size ("FS") classrooms/spaces,⁴ 8 half-size ("HS") classrooms/spaces,⁵ 2 quarter-size ("QS") spaces⁶, and 3.5 full-size equivalent rooms ("FSE") of designed administrative office space. K092 also contains an auditorium, cafeteria, library, and gymnasium. The below spaces are shared spaces or contain building services and will not be included in the allocation of space for an individual school:

- CAMBA, a community-based organization, occupies one full-size space.
- The nurse's office occupies 1.0 FSE of designed administrative space.
- The custodian's office occupies one half-size space.
- The School Based Support Team occupies one half-size space.

Excluding the spaces outlined above, K092 has a total of 50 full-size classrooms, 6 half-size classrooms/spaces, 2 quarter-size spaces, and the equivalent of 2.5 full-size designed administrative office spaces remaining that can be allocated to schools.

Summary	FS	HS	QS	Designed Admin (FSE)
Building Total	51	8	2	3.5
Building Spaces	1	2	0	1.0
Total to be Allocated	50	6	2	2.5

⁴ Full-size classrooms have an area of 500 square feet or more.

⁵ Half-size classrooms have an area of less than 500 square feet, but greater than 239 square feet.

⁶ Quarter-size rooms are smaller than 240 square feet.

2012-2013 (CURRENT SCHOOL YEAR):

The table below summarizes the total enrollment and sections served at P.S. 92 and Lefferts Gardens in 2012-2013:

2012-2013	Total Enrolled ⁷	GE/ICT Sections	SC Sections
P.S. 92	526	22	1
Lefferts Gardens	300	12	0

The table below summarizes P.S. 92 and Lefferts Gardens' baseline Footprint allocations, which are based on the methodology described at the beginning of this document, and the amount of space that the school is currently using.

2012-2013		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. 92	Baseline Footprint Allocation	25	3	2.5	1	0	0	3.5	26	3	0	2.5
	Current Space Allocation	33	6	2.5	1	0	2	4.0	34	6	2	2.5
Lefferts Gardens	Baseline Footprint Allocation	15	2	0.0	2	1	0	2.5	17	3	0	0.0
	Adjusted Baseline Allocation	16	0	0.0	2	1	0	2.5	18	1	0	0.0
	Current Space Allocation	15	0	0.0	1	0	0	1.0	16	0	0	0.0

As demonstrated in the table above, P.S. 92 is currently using 8 full-size, 3 half-size, and 2 quarter-size spaces in excess of its baseline footprint allocation. Lefferts Gardens is currently using 2 full-size and 1 half-size space less than its adjusted baseline footprint allocation. The table below summarizes the available space within K092 after P.S. 92 and Lefferts Gardens have received their respective adjusted baseline footprint allocations, some of which will be allocated to Lefferts Gardens for 2013-2014.

⁷ 2012-2013 Audited Register (as of October 26, 2012).

Lefferts' Gardens baseline has been adjusted in the following manner:

- The DOE has allocated Lefferts Gardens one full-size room in lieu of two half-size resource rooms.

This adjustment has been made to the baseline footprint allocation for the school in each year of room allocations presented in this document going forward except where otherwise indicated.

Lefferts Gardens currently receives its baseline allocation of instructional rooms, but does not receive certain administrative space that it would otherwise receive under the Footprint. Lefferts Gardens agrees, however, that it can adequately operate within the space allocated.

2012-2013	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	6	2	2	0.0

2013-2014 (FIRST YEAR OF PROPOSED IMPLEMENTATION):

The table below summarizes the total projected enrollment and number of sections served at each school in 2013-2014:

2013-2014	Projected Enrollment ⁸	GE/ICT Sections	SC Sections
P.S. 92	521-581	22	1
Lefferts Gardens	375-425	15	0

After P.S. 92 and Lefferts Gardens have received their respective baseline Footprint allocations of rooms, the following number of rooms will remain unallocated:

2013-2014	Full Size Rooms	Half Size Rooms	Quarter Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	3	0	1	0.0

The excess space will be allocated between P.S. 92 and Lefferts Gardens based upon the following factors: the physical location of the available space in relation to the location of each school within the building and enrollment of the schools.

Lefferts Gardens will receive its baseline allocation of instructional rooms, but will not receive certain administrative space that it would otherwise receive under the Footprint. Lefferts Gardens agrees, however, that it can adequately operate within the space allocated in the BUP in 2013-2014 and all subsequent years, and believes it has the ability to continue to effectively deliver instruction in the space allocated by this BUP.

⁸ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2013-2014 room allocation plan for P.S. 92 and Lefferts Gardens based on their baseline Footprint allocations, plus the excess space allocation:

2013-2014		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. 92	Baseline Footprint Allocation	25	4	2.5	1	1	0	4.0	3	0	1	0.0	29	5	1	2.5
	Adjusted Baseline Allocation	19	0	0.0	2	1	1	2.75	0	0	0	0.0	21	1	1	0.0
Lefferts Gardens	Baseline Footprint Allocation	18	2	0.0	2	2	0	3.0	0	0	0	0.0	20	4	0	0.0
	Adjusted Baseline Allocation	19	0	0.0	2	1	1	2.75	0	0	0	0.0	21	1	1	0.0

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

ROOM CHANGE (+/-)	CURRENT 2012-2013 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2013-2014 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. 92	34	6	2	2.5	29	5	1	2.5	-5	-1	-1	0.0
Lefferts Gardens	16	0	0	0.0	21	1	1	0.0	+5	+1	+1	0.0

2014-2015 (FINAL YEAR OF PROPOSED IMPLEMENTATION):

The table below summarizes the total projected enrollment and number of sections served at each school in 2014-2015:

2014-2015	Projected Enrollment ⁹	GE/ICT Sections	SC Sections
P.S. 92	511-571	21	1
Lefferts Gardens	450-510	18	0

After P.S. 92 and Lefferts Gardens have received their respective baseline Footprint allocation of rooms, the following number of rooms will remain unallocated:

2014-2015	Full-Size Rooms	Half-Size Rooms	Quarter-Size Rooms	Designed Admin (FSE)
Space In Excess of Baseline Allocation	1	0	1	0.0

The excess space will be allocated between P.S. 92 and Lefferts Gardens based upon the following factors: the physical location of the available space in relation to the location of each school within the building and the enrollment of the schools.

⁹ The DOE's enrollment figures are based on projections. Significant changes in enrollment could result in an amendment to this plan.

The table below summarizes the full 2014-2015 room allocation plan for P.S. 92 and Lefferts Gardens based on their adjusted baseline footprint allocations, plus the excess space allocation:

2014-2015		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. 92	Baseline Footprint Allocation	24	4	2.5	1	1	0	4.0	1	0	1	0.0	26	5	1	2.5
Lefferts Gardens	Baseline Footprint Allocation	21	2	0.0	2	3	0	3.5	0	0	0	0.0	23	5	0	0.0
	Adjusted Baseline Allocation	22	0	0.0	2	1	1	2.75	0	0	0	0.0	24	1	1	0.0

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

ROOM CHANGE (+/-)	PROPOSED 2013-2014 GRAND TOTAL SPACE ALLOCATIONS				PROPOSED 2014-2015 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. 92	29	5	1	2.5	26	5	1	2.5	-3	0	0	0.0
Lefferts Gardens	21	1	1	0.0	24	1	1	0.0	+3	0	0	0.0

Shared Space Plan

A proposed shared space plan for 2013-2014 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 K092 and the current space plan in use by PS. 92 and Lefferts Gardens, as created by the Building Council for the 2012-2013 school year. If the co-located schools feel that amendments to the shared space plan need to occur, those changes will be collaboratively drafted and agreed upon by the Building Council after the proposed co-location has been approved by the PEP.

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, P.S. 92 and Lefferts Gardens' current space allocation and lunch schedule as described on the DOE's SchoolFood Web site¹⁰, the total capacity of each shared space, the grades served by each of the co-located schools, and the start and end times of P.S. 92 and Lefferts Gardens' school day based on the Office of Pupil Transportation's bus schedule for a regular school day.¹¹ Where possible, the proposed schedule maintains P.S. 92 and Lefferts Gardens' current allocation of time for each shared space. To the extent feasible, shared spaces are allocated in a manner that allows P.S. 92 and Lefferts Gardens to continue using them on a similar schedule next year.

In planning how P.S. 92 and Lefferts Gardens may use the shared space, the DOE has applied some or all of the factors described above to develop a proposed plan that allocates time in each space equitably.

Cafeteria

Cafeteria

- The total time allocated to each organization in the cafeteria is primarily based upon P.S. 92 and Lefferts Gardens' current use of the cafeteria, and the capacity of the cafeteria. Each organization will be able to accommodate its students in the cafeteria within this proposed allocation of time.
- The cafeteria has the capacity to hold 358 students. This current school year, both schools serve lunch in four 50 minute lunch periods in building. The proposed schedule below maintains four 50 minute lunch periods as well.
- In the proposed schedule, P.S. 92 will be allocated 100 minutes daily, or 8 hours and 24 minutes weekly, in the cafeteria from 10:15 a.m. to 11:05 a.m and 11:55 a.m. to 12:45 p.m. Lefferts Gardens will also be allocated 100 minutes daily, or 8 hours and 24 minutes weekly, in the cafeteria from 11:05 a.m. to 11:55 a.m and 12:45 p.m. to 1:35 p.m.
- With regard to breakfast, the DOE notes that traditionally not all students have opted to participate in the breakfast program at K092. P.S. 92 and Lefferts Gardens currently share the cafeteria from 7:30 a.m. to 8:30 a.m. for breakfast. Considering the capacity of the cafeteria is 358, the proposed schedule will continue to allow both schools to serve breakfast from 7:30 a.m. to 8:30 a.m.

¹⁰ See the DOE's SchoolFood Web site at: http://www.opt-osfns.org/schoolfood/sch_search/schfood.aspx?cfoodsched=17221.

¹¹ See DOE's Office of Pupil Transportation website at: <https://www.opt-osfns.org/opt/Resources/SchoolRouteStSearch/SearchResult.aspx>.

- While these allocations differ from the school's current cafeteria schedule, they ensure that each individual student receives the same amount of time in the cafeteria for lunch, regardless of which school he or she attends. Each organization will be able to accommodate its students in the cafeteria within its proposed allocation of time. Thus, the DOE believes that this plan treats all schools equitably and comparably.

Gymnasium, Library, and Auditorium

Gymnasium

- The gymnasium has a capacity of 150. Lefferts Gardens currently uses the gymnasium for two dedicated instructional periods and P.S. 92 uses the gymnasium for all other instructional periods.
- The DOE proposes that time in the gymnasium be allocated relative to the projected enrollment of each school.
- In the proposed schedule below, P.S. 92 is allocated the largest amount of time in the gymnasiums (19 hours weekly), while Lefferts Gardens will receive 13.5 hours weekly.
- Because the proposed allocation gives the most time to the largest school in the building, the DOE believes that the proposed allocation is equitable and feasible.

Library

- Lefferts Gardens currently has access to the library for two instructional periods and P.S. 92 uses the library for all other instructional periods.
- The DOE proposes that time in the library be allocated relative to the projected enrollment of each school.
- In the proposed schedule below, P.S. 92 is allocated the largest amount of time in the library (20 hours per week), and Lefferts Gardens is allocated 15 hours per week.
- The Building Council is empowered to make alternative arrangements.

Auditorium

- The auditorium has a capacity of 412. The auditorium is used by both schools on an as needed basis. Each school reserves use of auditorium space for specific dates/time. The auditorium is used for morning entry by Lefferts Gardens (7:30am - 8:00 am) and by both schools for dismissal activities (2:40 - 3:20 pm).
- The DOE proposes that time in the auditorium be allocated relative to the projected enrolment of each school.
- In the proposed schedule below, P.S. 92 is allocated the largest amount of time in the library (20 hours per week) and Lefferts Gardens is allocated 15 hours per week. The Building Council is empowered to make alternative arrangements.

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 2013-2014, P.S. 92 is projected to serve 521-581 students and Lefferts Gardens is projected to serve 375-425 students. Based on information from the Office of Pupil Transportation's bus schedules for the earliest start and latest end times of the school day, P.S. 92's school day runs from approximately 8:20 a.m. to 2:40 p.m. Lefferts Gardens' school day runs from approximately 8:00 a.m. to 3:00 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
Cafeteria (Capacity: 358)	<p><u>Breakfast:</u> P.S. 92 7:30am-8:30am Lefferts Gardens 7:30am-8:30am</p> <p><u>Lunch:</u> P.S. 92 10:15am-11:05am 11:05am-11:55am Lefferts Gardens 11:55am-12:45pm 12:45pm-1:35pm</p>				
Gymnasium (Capacity: 150)	<p>P.S. 92 9:00am-11:00am 12:00pm-1:30pm</p> <p>Lefferts Gardens 8:30am-9:00am 11:00am-12:00pm 1:30pm-3:00pm</p>	<p>P.S. 92 9:00am-11:00am 12:00pm-1:30pm</p> <p>Lefferts Gardens 8:30am-9:00am 11:00am-12:00pm 1:30pm-3:00pm</p>	<p>P.S. 92 9:00am-11:00am 12:00pm-2:00pm</p> <p>Lefferts Gardens 8:30am-9:00am 11:00am-12:00pm 2:00pm-3:00pm</p>	<p>P.S. 92 9:00am-11:00am 12:00pm-2:00pm</p> <p>Lefferts Gardens 8:30am-9:00am 11:00am-12:00pm 2:00pm-3:00pm</p>	<p>P.S. 92 9:00am-11:00am 12:00pm-2:00pm</p> <p>Lefferts Gardens 8:30am-9:00am 11:00am-12:00pm 2:00pm-3:00pm</p>
Library	<p>P.S. 92 8:00am-12:00pm</p> <p>Lefferts Gardens 12:00pm-3:00pm</p>				

<p>Auditorium (Capacity: 412)</p>	<p>P.S. 92 9:00am-1:00pm</p> <p>Lefferts Gardens 8:00am-9:00am 1:00pm-3:00pm</p>				
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Building Safety and Security

Pursuant to Chancellor's Regulation A-414¹², 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. There is already a Safety Plan in place for the co-location of P.S. 92 and Lefferts Gardens.

Consistent with the process described above, the leader/designee of Lefferts Gardens will be part of the K092 School Safety Committee. As a member of the School Safety Committee, the leader/designee of Lefferts Gardens 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 Lefferts will be addressed on an ongoing basis. Moreover, the Safety Plan for the K092 school building will be modified as appropriate to meet any changing security needs associated with the co-location. The leader/designee of Lefferts Gardens will enter information in the K092 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 K092 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 2011,¹³ 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.

¹² Chancellor's Regulation A-414 is located here: <http://schools.nyc.gov/NR/rdonlyres/381F4607-7841-4D28-B7D5-0F30DDB77DFA/80066/A414FINAL.pdf>

¹³ Campus Policy Memo 2011 is available at <http://schools.nyc.gov/community/campusgov>, under "Key Documents".