



## Charter Leadership Learning Series: Co-locations

Office of Campus Governance  
Division of Space Management  
May 2017

# Campus Governance

## What we do:

- Facilitate Meet and Greets to introduce new schools leaders to campuses and/or to the Building Council.
- Assist Building Councils to establish communication protocols to reach consensus.
- Explore with Building Councils opportunities for campus collaboration.
- Address with Building Councils any issues or concerns surfaced by community and/ or other DOE offices.
- Facilitate Dispute Resolution.

## Today's Presentation will provide:

- A comprehensive understanding of the work of the Office of Campus Governance.
- An understanding of the work of Building Councils on Co-located Campuses:
  - Expectations of Effective Building Councils;
  - Administrative, Distributive and Shared Campus Responsibilities; and
  - Effective Charter and District Co-locations.

Handouts: Campus Policy Memo, Campus District Charter Partnerships one pager/  
newsletter and Co-location Handbooks

# Co-location of Charter and District Schools

- Approximately 130 campuses across New York City host a co-location that includes charter and district schools. Like in other co-locations, the Building Council is the structure for administrative decision-making and is responsible for resolving all issues related to the smooth daily operation of all schools in the building and the safety of the students they serve.
- Co-locations of charter and district schools lend themselves to many opportunities for **collaboration**, **sharing of best practices**, and **building community**. The Building Council works from the premise that all of the students are from the same community and benefit from opportunities to work, play, collaborate and celebrate together.

# Co-Location in NYC

- Campuses form Building Councils that include the principal/charter director of each school within the building.
- School leaders share common space, facilitate administrative decision-making and ensure that all schools in a building operate smoothly and safely.
- DOE's campus management policy defines the collective responsibilities of all principals, including charter school directors who collaborate through Building Councils to share space.
- Building Council Leaders are equal partners in shaping their educational environment, sharing responsibility and accountability for facilitating communication and building school culture.
- Respect each school's unique culture and simultaneously make shared decisions that are good for all students and schools on the campus.

# Campus Policy Memo: Important Points

- Well-executed campus management creates necessary conditions for **increased student achievement**, as well as principal, staff and community satisfaction.
- The school leaders must create and actively participate in a Building Council, a structure for **administrative decision-making** for issues impacting all schools on the campus.
- The Building Council is responsible for **resolving all issues related to the smooth daily operation** of all schools in the building and the safety of the students they serve.

# Building Council Administrative Requirements

- Complete the Principal Annual Space Survey (PASS)
- Meet monthly as a Building Council
- Agree on scheduling Shared Space
- Meet regularly with all constituents doing business with the campus
- Maintain a safe, clean and nurturing environment
- Share responsibilities for the administration of the building
- Meet quarterly if co-located with a charter school \*
- Meet twice a year with SLT
- Meet with campus student leaders
- Share responsibility for supervising and rating campus personnel (SBST/Custodian/Shared Staff)

\* Shared Space Committee

# Building Council Administrative Requirements

- As directed in Chancellor's Regulation A-190, Building Councils will establish a Shared Space Committee ("SSC") for campuses where charter schools are co-located with district schools.
- The SSC will consist of the principal, a teacher, and a parent from each co-located school. The principal will work with the UFT and PTA representatives on the SLT to select the teacher and parent representatives. Charter school leaders will work with their constituencies to select their parent and teacher representatives.

## Building Council Administrative Requirements, (Cont'd)

- SSC leaders should educate their larger constituencies regarding the Building Utilization Plan (BUP) and its campus implementation.  
SSC agendas and minutes must be uploaded to PASS.
- The 2017-2018 quarterly SSC minutes will be due: November, January, April, and July.

# Shared and Distributed Responsibilities

Shared Responsibilities are those that all the members of the Building Council are accountable to ensuring. The two primary responsibilities in this category are facilities and safety.

Distributed Responsibilities are those responsibilities beyond facilities and safety that may be assigned to individual Building Council leaders for more effective management. Examples of Principals' Distributed Responsibilities are:

- Facilities/Custodian
- Campus Liaison
- PSAL Sports
- SBST
- CBO's
- Safety/Security

# Promising Practices

Following are a few promising practices of highly effective campuses:

- Collaborate during, before and/or after school programming;
- Hold campus-wide athletic and club competitions; participate on campus PSAL teams
- Hold campus-wide student concerts and/or performances, talent shows, assemblies and holiday activities;
- Hold campus-wide fundraisers and parent workshops;
- Share campus-wide personnel, resources, and equipment; and
- Hold regular inter-visitation sessions, in which participants observe best practices in teaching and learning.

# Managing Issues on the Campus

- The Department of Education expects Building Councils to autonomously resolve disputes within their campus by working collaboratively to make decisions in the best interest of all students.
- Issues that impact the entire campus include scheduling shared space, maintaining a safe environment, managing relationships with community based organization(s) and supervising shared staff.
- If the Building Council cannot come to an agreement or function effectively they are required to seek collaborative support from the Office of Campus Governance.

# Consensus: Dialogue vs Discussion

- Dialogue – True consensus begins to emerge, where everyone in a group is heard and input is synthesized into an agreement acceptable to all.
- Discussion ( or debate) – People hold on to and defend their positions; this can only result in a vote where members of the group choose one alternative from several.

# Dispute Resolution Process

Campus Dispute



Building Council

Building Council:  
Principals fail to reach consensus in BC meeting; request office of Campus Governance individually or collectively



Campus Governance

Mediation:  
The Office of Campus Governance with the assistance of relevant DOE managers will make a determination

# CAMPUS DISTRICT- CHARTER INITIATIVE

## Program Overview :

- Campus District-Charter Partnership is a strand of the Equity and Excellence agenda established by Mayor Bill de Blasio and Chancellor Carmen Farina to establish parameters for success for students attending New York City public schools. The purpose of this initiative is to promote collaborative District-Charter campus environments focused on transformative communication and purposeful sharing of best practices in: teaching and learning, student engagement, and family involvement.

# CAMPUS DISTRICT- CHARTER PARTNERSHIP

## Program Objectives:

The Campus District-Charter Partnerships Initiative aims to:

- Develop strong models of successful District-Charter partnerships across the city.
- Strengthen schools and school campuses through the design of systems that facilitate the sharing of resources, knowledge, and best practices.
- Create pathways for District and Charter Schools to collaborate in the development of teacher practice.
- Enhance positive school culture among students by creating new opportunities for them to learn and socialize together.
- Strengthen family perceptions and involvement by providing opportunities for shared experiences.