



Calendar Meeting - District Planning
Approved on 2/6/18 at a Calendar Meeting

Date: 01/16/2018

Time: 6:30 p.m.

Location: PS 130/MS 839, 713 Caton Avenue, Room 107

Calendar Meeting Agenda (as publicly posted)

1. Call to Order and Roll Call
2. Welcome - CEC 15 President Camille Casaretti
3. Approval of Minutes from January 11
4. Superintendent Report - Anita Skop
5. **District Planning Presentation**
6. WXY Meeting Group Update - Lili Velez & Neal Zephyrin
7. Bylaws Review - Mark Bisard, Charles Star & Neal Zephyrin
8. Public Comments
9. Adjournment

(Calendar Meeting Called to Order 6:37 p.m.)

1. Roll Call - CEC 15 President Camille Casaretti:

Present:

Camille Casaretti, President
Kathy Park Price, Co-Vice President
Charles Star, Treasurer
Lili Velez
Elena Romero
Yanfeng Zhang

Late:

Antonia Ferraro (coming from PTA Meeting at MS88)
Nicole Brier
Mark Bisard
Neal Zephyrin

Absent:

Scott Powell, Co-Vice President - Excused - Sick

Guests:

Anita Skop, D15 Superintendent
Francisca Andino, Administrative Assistant
Jamie Dollinger, Director of District Planning for Brooklyn and Staten Island



Max Familian, Associate Director of Planning
Will Candell, Associate Director of Analytics

2. Welcome - CEC 15 President Camille Casaretti

- Thanked everyone for coming and announced that there are interpreters available.
- Discussed how we have been having ongoing problems with the website for the last 3 months and it has become inaccessible. The host company refuses to assist us. Proposal to change the name to CECD15.org in order to continue to publicize information.

Motion to approve changing name of website to CECD15.org - Kathy Park Price

2nd motion to approve change of website - Charles Star

Unanimous vote by 6 members present.

3. Approval of Jan 11 Minutes

- One minor change: Scott Powell was listed on minutes as “Co-President” - needs to be edited to say “Co-Vice President”

Motion to approve minutes - Elena Romero

2nd motion to approve minutes - Charles Star

Motion to approve minutes passed by unanimous vote

4. District Planning Presentation - Jamie Dollinger, Max Familian & Will Candell

District Planning sits in the [Division of Space Management](#). They partner with superintendents, principals, and communities to identify and address district needs, primarily regarding school structure, learning conditions and campus governance. They work with any building that has multiple schools.

The [Office of District Planning](#) focuses on 4 main priorities:

- School Scale and Sustainability - Many schools across the city suffer with low enrollment. Supports or structural changes at these schools aim to provide students a stronger educational experience.
- Overcrowding and Transportable Classroom Units (TCUs) - ODP addresses schools where enrollment exceeds capacity or TCUs are required to accommodate students. They identify opportunities to increase capacity or shift enrollment from overcrowded schools to those with available seats.
- Programmatic Needs - Specialized programs may be added or expanded at district schools to ensure students in each district have access to programming that supports their needs. Example of these programs are D75 programs, ASD Nest programs, pre-k, Gifted and Talented and programs aimed at serving over-aged students.
- New and Reconfiguration Schools - New district and charter schools in new construction or underutilized space may increase number of available seats in overcrowded areas. Charter schools, if approved by authorizers, may expand to serve new grade levels.

The Division of Space Management, in collaboration with superintendents, partners with the Office of Student Enrollment, the Office of School Design and Charter Partnership, the Division of Family and Community Engagement, and community stakeholders to develop, propose and implement changes to



address some the most pressing district needs: Re-zoning, un-zoning, consolidation, closure, new school, grade reconfiguration, re-siting, new program, enrollment planning and redesign.

ODP looks at enrollment planning and the school's enrolling data. Data they are presenting is for the 2016-17 school year. Two different ways to look at school capacity: how much space a school has for students and what programs the school offers. The DOE will continue to monitor enrollment trends and work with the community to ensure future needs are met. They also explore ways to maximize capacity to accommodate future growth.

- **There are 48 district schools in D15 and 7 charter schools.**
- **There are only 4 schools with enrollment under 250 and 5 schools that are underutilized.**
- **Kindergarten projected enrollment currently exceeds Blue Book capacity in D15.**
- **Middle school enrollment is approaching seat capacity and is projected to increase across D15.**

The [2016-17 Blue Book](#) was just released by the School Construction Authority. It will always be one year behind in terms of enrollment. The SCA Capacity calculation considers a lower number than the contractual maximum.

ODP works closely with the Office of Space Planning. The Office of Space Planning has their own separate system to look at space in schools. Any changes to building utilization goes through their office.

The Office of District Planning is required by state law to find space for charter schools if their space request has been approved. It's their job to compare charter needs and district needs. Charter schools do not site a specific building, they site a district. Charter schools list their preferred district which ODP uses to guide them in finding a new space. They work closely with the Office of Enrollment and the superintendent to address overutilized buildings and make sure there is space for students.

- **In the event that a charter school considers D15 for a new site, ODP will notify CEC 15.**
- **New buildings are projected to open in D15 over the next 5 years.**
- **The new St. Agatha building on 7th Ave. and 48th St. will open in Sept. 2018 but it will not be zoned for the first school year. They will work with the Superintendent and CEC 15 to create a new zone for this building for the 2019-2020 school year.**
- **Pre-K for All has a need for more seats in D15. They are working to locate space to accommodate the demand for additional seats.**

[Chancellor's Regulation A-185](#) refers to the rezoning process:

- **Identify Needs** - The possibility of creating a zoning for a school The need to rezone can be raised by the CEC, schools, or the community.
- **Stakeholder Engagement** - Collecting feedback form the CEC, school principal, community and elected officials to inform potential zone lines.
- **Zoning Scenario Development** - The ability to create a rezoning plan.



- Presentation of Proposed Zone Lines to CEC - ODP and the Superintendent present zone line changes to the CEC at a public meeting.
- The CEC Votes - The CEC has 45 days to vote on zonings scenario.

[Chancellor's Regulation A-190](#) refers to proposals for significant changes in school utilization. An example of significant changes are grade reconfigurations and re-siting. For every proposal for a significant change the DOE is required to:

- Publish an Educational Impact Statement (EIS)
- Schedule and convene a Joint Public Hearing to discuss proposal
- Produce and publish an Analysis of Public Comment
- Arrange for a vote by the [Panel for Educational Policy](#) (PEP)
- Additional information is sent to families in affected schools and public comments are collected throughout the proposal process.

Jamie Dollinger, Director of Planning, at jdollinger@schools.nyc.gov

Max Familian, Associate Director of Planning, at mfamilian2@schools.nyc.gov

Will Candell, Associate Director of Analytics, at wcandell@schools.nyc.gov

Office of District Planning at ODP@schools.nyc.gov

5. Superintendent Report - Superintendent Anita Skop:

- Extremely excited that D15 will be getting a new site in Sunset Park, St. Agatha's building. It does not require a lot of construction. It will be unzoned for the first year and it will take the overflow of kids in that area. For the 1st time in a long time there will be space in Sunset Park.
- MS 442 wants to expand their NEST program.
- MS 447 and Brooklyn High School of the Arts work well together. There's a great partnership. D15 is a district that's still growing. High school students don't always stay in Brooklyn, they go to Manhattan. Starting to see more interest in students to stay in Brooklyn.
- Ms. Skop will officially appoint Daniel Vecchiano as the Principal for Brooklyn High School of the Arts on Jan. 17. He was extremely patient and waited for over a year for this.
- Will be conducting Level 2 hearings on Jan. 24 for the position of principal for MS 497, School for International Studies.
- Level 1 hearings for the position of principal of PS 154 will be held in February.
- PS 676 is very happy with their new appointed principal, Priscilla Figueroa.

6. WXY Meeting Group Update - CEC 15 Members Lili Velez & Neal Zephyrin:

- They attended an orientation last week. It went very well.
- Topic was Racism in the Classroom. It was an exercise to have an idea on how to talk about racism in the schools.
- It was very inclusive group. They enjoyed engaging with new people.
- They are still trying to work on a public workshop. They are deciding what's going to be on the agenda for workshop in February.
- The workshop will be an introduction of what they've been doing in D15, what's their role.
- The group is still a work in progress.



- The tentative date for the public workshop is Feb. 13 at 6:30 p.m. They still need to find a venue.

7. Bylaws Review - CEC 15 Members Mark Bisard, Charles Star and Neal Zephyrin:

- A lot of the changes are wording changes designed to make cec d15's bylaws more closely align with those recommended by FACE which have recently been updated and improved.
- Inclusion of a Sergeant-in-Arms position to help moderate/guide the meeting.
- Considering just having one Vice President going forward instead of 2 Co-Vice Presidents. It causes confusion over the order of succession. Considering maybe renaming the positions Vice President 1 and Vice President 2.
- The rest of the changes is mostly non material wording revision of the bylaws. No need for a lot of time to review at next meeting but Bylaws Review should be on the agenda for the Feb. 26 meeting to be presented in a formal meeting in order to get it on the following meeting in March for a vote.
- There will no longer be a Chairperson Role. President and Chair roles have been consolidated. The word chairperson has been replaced by president in the proposed bylaws.
- The president supervises the Administrative Assistant.

8. Public Comments:

- Two questions by parent in attendance: What ability does D15 have to change configuration of what type of school is in which building? Can a high school building be converted into a middle school building?

9. Adjournment

Motion to adjourn meeting - Charles Star

2nd motion to adjourn meeting - Neal Zephyrin

Meeting adjourned at 9:05 p.m.

-Minutes submitted by Francisca Andino, Administrative Assistant

Next CEC 15 Meetings:

Tues. Feb. 6th at 6:30 p.m. - PS 516, 4222 4th Avenue
SCA Capital Planning Meeting

Mon. Feb. 26th - PS 261, 314 Pacific Street
Joint meeting with Presidents' Council