



**Testimony of the New York City Department of Education
on the Department's Policy on the Extended Use of School Buildings**

**Before the New York City Council Committees on Education,
Youth Services and Public Housing**

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Veronica Conforme, Deputy Chief Schools Officer for Operations

Good morning Chair Jackson, Chair Fidler, Chair Mendez and Members of the Committees on Education, Youth Services and Public Housing. Thank you for the opportunity to testify today on the Department of Education's policy on the extended use of school buildings. This policy governs the procedures for the use of school buildings, by both schools themselves as well as outside organizations, including community-based organizations (CBOs), beyond normal school hours and on days when school is not in session.

By way of introduction, my name is Veronica Conforme. I am a proud graduate of New York City public schools and I currently serve as the Deputy Chief Schools Officer for Operations in the Division of School Support and Instruction at the New York City Department of Education. The Division of School Support and Instruction, or DSSI, works to ensure that all our schools are provided with the academic, instructional, administrative and operational supports needed to help them advance their instructional priorities and drive student achievement.

In my role, I am responsible for the management and oversight of the administrative and operational supports provided by DSSI, including the administration of extended use permits. Prior to working at DOE, I held a number of positions in various non-profit organizations. As such, I am intimately acquainted with the extended use process from both ends of the spectrum and have a tremendous appreciation for the work of community-based organizations. I am also joined today by my colleague, John Shea, Chief Executive Officer for the Division of School Facilities (DSF). DSF is responsible for the management, maintenance, repair and safe operation of our 1,200+ school buildings and facilities.

As you are aware, extracurricular activities and after-school programs are an integral part of the school day and play an important role in the lives of our students. We share the Council's commitment to ensure that our kids have access to a rich variety of arts, sports, academic enrichment and other programs that complement our curriculum.

Our extended use policy is designed to encourage and foster these activities in schools. Along with programs run and sponsored by the Department, we have longstanding and deep-rooted partnerships with CBOs and other outside partners, many of whom operate programs in our buildings and play a significant role in the success of our students. In total, over 3,000 CBOs use our facilities every year. I would like to thank the Council for its continued financial support of the many CBOs and cultural institutions that work in our schools.



The Department's extended use policy is governed by ~~State Education~~ State Education Law section 414, and has existed for more than 30 years. The rules and regulations for extended use have historically been included in our Manual of Standard Operating Procedures and have recently been codified in Chancellor's Regulation D-180, a copy of which is appended to the testimony.

Extended use permits must be submitted by all parties – both schools and CBOs – if there is planned use of a school building after school hours, generally from 3:30 ~~p.m.~~ PM onward during weekdays, as well as on days when school is not in session, including weekends and holidays. The permitting process ensures that space is allocated correctly, not overbooked, and that the appropriate arrangements are made to accommodate the building's use, including custodial, school safety and other operational supports.

First, let me address the extended use policy as it relates to schools and DOE organizations. Schools must submit an extended use permit, but they do not incur pass-through costs for the use of the building. Pass-throughs include custodial costs, which are outlined in custodial contracts, and security fees. Security is provided by the New York Police Department's School Safety Agents (SSA) and is required for all DOE-sponsored activities or events. The Department's central budget covers these expenses.

The following activities that benefit school communities are also funded centrally:

- Any school-related activities (e.g., enrichment, sports, clubs-~~etc.~~),
- PA and PTA meeting,
- Activities connected with Open School Week or Parent/Teacher Conferences,
- Public meetings of the Community and Citywide Education Councils (CEC),
- School Based Health Clinics,
- Beacon programs,
- Out-of-School Time (OST) activities,
- Official summer school sites, and
- Official PSAL games.

Now, let me turn to the specifics regarding the extended use policy and non-DOE organizations. All non-DOE organizations, including CBOs, must submit a permit to use school space. With the consent of the principal, these groups are able to use school buildings as long as the school does not need the space for a school-sponsored activity at the same time. Again, the extended use procedure is not new—CBOs and other community groups have been subject to our extended use provisions for many years.

During the immediate hours after school, from 3:30 p.m. to 6:00 p.m., school facilities fees are not charged, as other school activities often occur in the building during that time and custodial ~~staff are~~ staff is on the premises already. After 6:00 p.m., when the building would ordinarily be closed, facilities fees are charged. The Department of Education uses all permit funds to cover



custodial expenses. Community groups and CBOs are also responsible for security fees, which are charged on an hourly basis. The organization will pay the Department to cover the costs and the Department will, in turn, pay the NYPD. Organizations do have the option of using an alternative security plan, which may not involve NYPD School Safety Agents, as long as the principal agrees.

Ultimately, the costs associated for keeping school buildings open after school hours must be accounted for in the City's budget, which is why we ask CBOs, and all other groups that use our facilities, to pay these basic pass-through costs. Given the number of community-based organizations that use our school buildings, extended use fees totaled \$16 million dollars citywide in FY 2009-10. Again, as meritorious as many of these organizations and activities are, the City simply does not have the ability to absorb those costs, especially in these difficult financial times when agencies have experienced several rounds of budget cuts.

To be clear though, the Department does not profit from extended use fees. We only charge organizations the pass-through costs for keeping the building open. And as you can see from the extended use permit application, appended to the testimony, the fees are quite reasonable. Whether \$2 per hour for a classroom or \$12 per hour for the use of an auditorium, these rates are, quite frankly, the best deal in town. Security fees, which are also billed at cost, can range from \$25 to \$43 dollars-per hour per SSAofficer. The decision to bill at cost is intentional, as we want to encourage community partnerships, and we value the collective contributions and important roles that CBOs play in the lives of our students and neighborhoods.

This past summer, with the impact of a \$500 million cut from the State and the harsh economic environment looming, we carefully reviewed our extended use permit process as part of an overall budget assessment to ensure that resources stay where they belong -- in the classroom.

This analysis concluded that while most organizations have responsibly paid their extended use fees, others have been delinquent. Of the total \$16 million of incurred extended use costsfees, \$9.6 million has been paid and \$6.4 million remains outstanding. As a result, we have been working with CBOs to collect these outstanding fees and to ensure their extended use permits accurately reflect their use.

At the same time, in an effort to be as efficient and effective as possible, we originally planned to devolve money from the central budget that was allocated for schools' after-hours building use to the school-level for principals to manage based on a per capita formula. We anticipated this arrangement would be the best use of our resources and would be better for school communities.

However, based on feedback from our school leaders, we decided to manage the process centrally this year, while at the same time, we work with them to look for ways to make our extended use permit process as efficient and cost-effective as possible.



In the end, schools will be responsible for making sure all extended use permit requests reflect actual building use and the proper use of permits. Moving forward, networks will be working closely with schools in this regard.

In conclusion, our ultimate goal is to ensure that our extracurricular and after-school programs continue to thrive. At the same time, we are working to streamline our extended use permit process to ensure the most efficient use of space and resources, and we are going to use this school year to monitor and track extended usage closely. As I can personally attest, the Department, and the City at large, has greatly benefited from the contributions of community-based and non-profit organizations, and we look forward to continuing to partner with them on behalf of our students and school communities.

I thank the Committees for the opportunity to testify and welcome the opportunity to answer your questions.



Regulation of the Chancellor

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SUMMARY OF CHANGES

This is a new regulation which supersedes the Standard Operating Procedures (SOP) chapter on this topic. It was developed in consultation with community superintendents, as required by law. The regulation incorporates the provisions currently in place in the SOPM. The types of activities for which mandatory insurance is required is expanded as well as the amount of insurance required. In addition, the regulation reflects the statutory requirement that PA/PTA meetings be non-exclusive and open to the general public. The regulation clarifies that no part of any fee shall directly or indirectly benefit or be deposited into an account which inures to the benefit of the custodial entity. The regulation also contains a provision which allows the Chancellor to waive the regulation or any portion(s) thereof that is not otherwise required by the law, if he determines it to be in the best interests of the school system.

DEFINITIONS

Beacon Programs:

Programs funded by the NYC Department of Youth and Community Development ("DYCD"). Beacon Community Centers operate a minimum of six (6) days and 42 hours a week in the afternoons and evenings, on weekends, during school holidays and vacation periods, and during the summer. Myriad community programs are offered to students and residents free of charge.

Custodial Payroll System ("CPS"):

An online, automated system, which is used to calculate and process the cost of custodial services based upon the amount of space used, the nature of the space and day/time of usage.

Custodial Entity:

A school's Custodial Engineer/Building Manager or his/her designee(s).

Extended Use:

The use of a school building by the School, Outside Organizations and/or Community Based Organizations ("CBOs"), i.e., the "User," outside normal school hours and days when school is not in session (mornings prior to the start of classes or a recognized breakfast program, late afternoons, evenings, weekends and holidays) consistent with this regulation.

Extended Use Permit:

A permit must be obtained to reserve space for activities occurring outside normal school hours and days when schools are not in session. The permit application can be accessed through the Extended Use web application by school personnel and completed online. The User must complete and sign the permit when applying for space to be reserved.

Extended Use Application Process:

An online system that allows Organizations/Users to formally request the use of a school building. See Attachment No. 1 for additional details.

Integrated Service Centers ("ISCs")

The sources of operational support for schools and programs in the DOE. Their focus is to align services and resources with instructional priorities and School-based need to support teaching and learning.

OST – Out of School Time:

Programs funded by the NYC Department of Youth and Community Development ("DYCD"). OST programs offer a range of activities for young people during the hours they are not in school, i.e., after school, weekends and holidays, and during up to twenty (20) days of school and summer vacations, to support their social, emotional, and academic development while providing a safe and supportive environment while their parents work.

Space Fees:

The cost for the Custodial Entity to prepare and clean the actual space required by a User to carry out the functions of its programs.

Space Sheet:

A form prepared by the School's Custodial Entity and validated by the User for the purpose of reporting the actual space and/or services used (sometimes referred to as the Report of Authorized Space and Custodian Services Rendered Form). This report is used to determine the actual contractual costs incurred for usage and to generate the appropriate custodial payments to cover the additional labor services, referencing the approved Permit Application. See Attachment No. 2 for additional details.

User:

Any individual, Community Based Organization ("CBO"), or other group using a school building during extended use time.

ABSTRACT

This regulation governs the extended use of school buildings. It establishes the procedures for organizations and individuals to follow in order to use NYC public school buildings outside normal school hours and on days when school is not in session, including weekends and holidays. It supersedes the Standard Operating Procedures chapter on this topic.

INTRODUCTION

The Department of Education ("DOE") encourages the use of its public schools for purposes consistent with this Extended Use policy. School building principals, custodial engineers/building managers ("Custodial Entity"), the group, individual and/or organization wishing to use the school (the "User"), the Division of School Facilities ("DSF"), the Division of Financial Operations ("DFO"), and the Integrated Service Centers ("ISCs") are the principal entities with key roles in the Extended Use process.

I. USE OF SCHOOL BUILDINGS

- A. The Extended Use of School Buildings is subject to this regulation, New York State Education Law § 414 and all other applicable federal, state and local laws.
- B. The primary use of a school's premises must be for DOE programs and activities. After DOE programs and activities, preference will be given to use of school premises for community, youth and adult group activities.
- C. Responsible adults must be in attendance at all times when youth groups are using school premises.
- D. Events which are personal in nature (e.g., weddings, showers, engagement parties) are strictly forbidden.
- E. Permits may be granted for the purpose of instruction in any branch of education, learning, or the arts.
- F. Permits may be granted for civic forums and community centers in accordance with applicable law.
- G. Permits may be granted for recreation, physical training and athletics, including competitive athletic contests of children attending nonpublic, not-for-profit schools.
- H. Permits may be granted for holding social, civic, and recreational meetings and entertainment, and other uses pertaining to the welfare of the community. All such uses shall be non-exclusive and open to the general public.
- I. Permits may be granted for holding PTA/PA meetings. Such meetings must be non-exclusive and open to the general public, pursuant to New York State Education Law § 414.
- J. Athletic fields, gymnasiums, auditoriums, swimming pools and other large areas shall not be scheduled in a way that creates an unreasonable restriction of use by others.
- K. "Take the Field."

Take the Field athletic fields are available free of charge to certain CBOs/Users that demonstrate a financial hardship. Outside usage must be consistent with DOE policies and procedures and must be allowed only when the field is not being utilized by the respective school. This arrangement applies only to the athletic field, not the use of any space within the confines of the school building. If the User wishes to use space within the building including, but not limited to, lavatories, if applicable, usage fees must be paid. Many refurbished fields under the "Take the Field" program have portable lavatories in the athletic field area.

Before a User applies for the athletic field and begins the permit process, it must first contact the "Take the Field" organization at 212-521-2232. A representative will guide the User through the process to determine if the organization/user is eligible to have the applicable fees waived.

- L. School premises may not be used for commercial purposes except for flea market operations authorized pursuant to Chancellor's Regulations A-650.
- M. Permits may be granted for such other uses as may be authorized by law.
- N. Gambling is not permitted on school premises.
- O. The sale, use, consumption and/or possession of any alcoholic beverage in any school building by youth or adults are strictly prohibited.
- P. The selling of refreshments on school premises is prohibited unless specifically approved on the permit.
- Q. No permit shall be granted for the purpose of holding religious worship services, or otherwise using a school as a house of worship.

Due to pending litigation entitled Bronx Household of Faith v. Bd. of Education, the DOE is currently enjoined from enforcing Section I.Q of Chancellor's Regulation D-180. Permits may not be denied solely because a User seeks a permit for the purpose of holding religious worship services or otherwise using a school as a house of worship. Contact the DOE Office of Legal Services at 212-374-6888 with any questions concerning this provision.

- R. No group or organization, which invites members of the public to a meeting in a school facility, may exclude persons on the basis of any impermissible discriminatory reason as set forth in Chancellor's Regulation A-830.
- S. Permits may be granted to religious clubs for students that are sponsored by outside organizations and otherwise satisfy the requirements of this regulation on the same basis that they are granted to other clubs for students that are sponsored by outside organizations.
- T. Any User who obtains a permit to use a NYC public school building may not use the school premises as a mailing or business address.
- U. The DOE, in light of the inherent risk of injury to participants, reserves the right in its sole discretion to decline permission for any event.
- V. The Chancellor reserves the right to waive this regulation or any portion(s) thereof, that is not otherwise required by law, if he determines it to be in the best interests of the school system. Requests for waivers from the Chancellor shall be directed to the Deputy Chancellor for Infrastructure and Planning.

II. REVIEW AND APPROVAL OF PERMIT APPLICATION

- A. Every User must have an approved permit to use a school's premises (see Attachment No. 1 for the Procedures for Processing and Completing an Extended Use Application).
- B. The permit is required to be completed by each User wishing to use the school building during extended use time regardless of whether the User is paying the required space and/or security fees (if applicable) or not.
- C. In order to use the school building during times other than normal school hours or days when the school is not in session, a public charter school must submit a permit application.
- D. Principals are responsible for making the decision to approve or deny a permit application, based on a determination as to whether the space is available for use and the User has satisfied the requirements of this regulation. Principal approval is subject to review by the ISC and Central DOE.

- E. Before a Principal approves a permit for an outside organization to use a school building, a thorough check of the potential User should be made.
- F. No permit shall be considered approved unless it bears the approval of the User representative, Principal, Custodial Entity, and ISC Director (or their designees).
- G. Permits are not transferable. A User receiving a permit may not transfer any portion of the premises covered by the permit to another User.
- H. Permits cannot be extended beyond midnight unless special permission has been granted by the ISC.
- I. No Permit Application may be approved where the scheduled duration exceeds that for which payment is made. Renewal requires a new application. The longest permissible time period for a permit shall be twelve months, i.e., one fiscal year from July 1 through June 30. Permits may not cross fiscal years.
- J. A permit must be initiated at least 30 days prior to the scheduled event. If a permit is not used, the ISC or User must delete it, because such a permit will remain in the system until action is taken. This does not apply to construction vendors responsible for repairs and/or refurbishing to a school/site. Such construction vendors must file a permit to enter the building after school hours. Once authorized by the Principal and Custodial Entity, these permits with payment are submitted directly to the DSF.
- K. The User must agree to the following when signing an Extended Use Permit Application:
- that the information provided on the Permit Application is complete and accurate to the best of the User's knowledge;
 - that rates are subject to change by DOE;
 - to observe all of the rules and regulations contained in this regulation and in the Permit Application;
 - to conform to all applicable laws and regulations governing the Extended Use of School Buildings;
 - to provide adequate supervision of the activity at all times;
 - to complete a User Organization Incident Report when safety/criminal incidents occur and return it to the Principal/designee and/or the School Safety Agent ("SSA") if on duty; and,
 - to save the DOE harmless from any claim, loss or damage by reason of any act on the part of the applicant, its members, officers, agents, or any person using the premises invitation or with permission of the User.
- L. Providing incorrect, incomplete, or misleading information on the Permit Application or the failure to conform to any of the guidelines and/or limitations contained in this regulation, as well as any other applicable laws and regulations governing the use of school buildings and grounds, may lead to the revocation of the permit, the denial of future Permit Applications and other legal actions by the DOE.
- M. DOE may terminate any permit at any time when it is in the best interest of the DOE. Absent an emergency, a minimum of one week notice will be provided. In the event of termination, DOE shall refund a pro-rated portion of the permit amount.
- N. Appropriate number of restrooms must be included in every Permit Application. Where possible, separate restrooms should be made available for male/female adults and male/female children.
- O. If special services are required, the User must request approval for the provision of such services from the principal. The user is responsible for these additional costs. Examples of such services may include, but are not limited to the following:

- utilizing a certificate of fitness holder to operate air conditioning equipment when required;
- having a trained and knowledgeable individual to operate stage equipment, including lighting, sound and stage sets.

III. CARE OF SCHOOL PREMISES AND PROPERTY

- A. Users must exercise the utmost care in the use of school premises and property; make good any damage arising from the occupancy of any part of school premises; and save harmless the DOE from any claim, loss, or damage by reason of any act on the part of the permit holder, its members, officers, employees and agents, or any person using or coming upon the premises by invitation or with the permission of the permit holder.
- B. Classrooms and offices must be left in the same condition in which they were found. Displays, papers, etc. must not be disturbed. If desks are moved, they should be returned to the original location before vacating the room.
- C. Modification or alteration, whether permanent or temporary, to the physical plant systems (i.e., electrical, heating, ventilation, air conditioning (HVAC), plumbing, or architectural) is prohibited unless written approval from DSF is secured.
- D. The following shall apply regarding the use of signs, banners and posters:
 1. Signs, banners, posters or other notices of the permitted activity shall not be posted on school property including, but not limited to, walls, gates, columns, doors, windows, floors, elevators, building exteriors, sidewalks, emergency telephones, light standards and trees, except that they may be posted to indoor or outdoor notice boards, display cases or in other locations designated by the Principal at the time of the activity, only for the purpose of identifying the room where the activity is held.
 2. Unless the activity is sponsored or supported by the school, the DOE, or New York City, the following disclaimer is required to be made by the User on all public notices or any other material, including media or internet use, that mentions the school name or school address in connection with the activity to be held on school grounds, and on any signs posted inside or outside the school at the time of the activity.

"This activity is not sponsored or endorsed by the New York City Department of Education or the City of New York."
 3. The disclaimer must be clearly displayed in typeface of similar size as used in the public notice or materials. Use of the school name is restricted to identifying the location of the activity and may not create an impression of sponsorship or endorsement by the DOE, the school and/or school personnel.
 4. Other considerations:
 - Approval of the school's Principal must be obtained prior to the posting of any material.
 - The individual or organization responsible for disseminating the information shall be identified on all materials posted on school property.
 - Material posted on school property may not demean or expose any individuals or groups to ridicule.
 - Advertising related to private, commercial activities is not permitted on school property.

IV. PASS-ALONG CONTRACTUAL COSTS/FEEs FOR USING SCHOOL SPACE

- A. While the DOE imposes no excess charge (profit or overhead) on extended use of its schools, there are pass-along contractual costs (determined through a collective bargaining agreement between the DOE and Custodial Engineers Local 891), i.e., costs incurred in schools for custodial services when the use is outside of normal school hours on school days and anytime on weekends, holidays and when school is not in session. These costs

may vary depending on several factors such as type of space required, time of day of usage, and number of days required. Extended use fees can be less costly if activities are planned during timeframes that minimize the use of additional labor (e.g., between 3:00 and 6:00 p.m. on school days, when there is no fee applied for usage.) Contractual costs for security services provided by school safety agents, generally after 4:00 p.m., are passed along to the Users at all schools.

- B. Except as otherwise provided in this regulation, fees for using school space are required to be paid with respect to use by all organizations and individuals, e.g., unions, Community Based Organizations ("CBOs"), other government entities, elected officials that conduct an allowable activity that shall not have been directly engaged by the school or the DOE, even if the activity involves students, staff, or parents from the school. The fee is applicable to schools managed by both custodial engineers and building managers. The DOE's automated CPS system calculates the cost of custodial services based upon the amount of space used, the nature of the space and day/time of usage."
- C. No part of any fee shall directly or indirectly benefit or be deposited into an account which inures to the benefit of the Custodial Entity.
- D. Cancellation and Refunds

If cancellation of a scheduled school usage is necessary, the User must notify the ISC and respective school Custodial Entity of such cancellation at least one week in advance of the scheduled activity. The User could reschedule the event, which is the preferred alternative, or request a refund from the respective ISC. Failure to provide one week notice of cancellation will result in a 15% charge of the fee for the date when the activity was scheduled. In order for any refund to be issued, the payee must complete a W-9 Form which can be found at

https://a127-pip.nyc.gov/LoginExternal/Forms/Substitute_W_9_Certification_Form.pdf

and submit it to the Comptroller's Office by fax or mail as indicated on the form. In addition, the school or ISC must enter the adjustments to the permit and forward a request for refund to DFO's Bureau of Financial Management and Reporting for issuance.

V. USE OF SPECIALIZED ROOMS AND EQUIPMENT

- A. Where services by DOE employees are required by this regulation, the User is responsible for all charges incurred. ISCs and respective schools will calculate the charges based on the current contractual per session pay rates for the concerned employee.
- B. When shop rooms, home economics rooms, or similar rooms with special equipment are required, licensed DOE staff must be assigned. A DOE teacher and/or Custodial Entity/designee must be used for the operation of school equipment such as stage lighting and audio/visual apparatus. Prior approval of the Principal must be obtained in writing, with a copy of the approval affixed to the Permit Application.
- C. Where kitchen equipment is to be used in the preparation of food, an Office of School Food employee must be assigned.
- D. For the use of swimming pools, one DOE-licensed swimming teacher or a licensed DOE teacher with current American Red Cross Water Safety Instructor's Certification must be assigned for every 25 pool participants. All pool participants involved in non-instructional pool time activities (except for Scuba Diving instruction – see below) must have their heads and shoulders above the water at the shallow end of the pool. No more than 40 persons may utilize the pool at any one time. All applicable New York State Department of Health and New York City Dept. of Health and Mental Hygiene regulations regarding the use and operation of swimming pools must be adhered to at all times. Such regulations include but are not limited to the following:
 - All DOE swimming pools must have Level Ila aquatic supervision; and,
 - Aquatic supervisory staff shall be at poolside providing direct supervision of pool participants. Aquatic supervisory staff on duty shall be engaged only in activities that involve direct supervision of pool participants.

- When instructional activities occur including, but not limited to, learn to swim programs, physical education classes and swim team activities, and the required supervisory staff provide the instruction, at least one additional staff member meeting at least Supervision Level III must be supplied for each aquatic supervisory staff member engaging in instructional activities.
- When a Supervision Level III staff member is used to assist a Supervision Level II staff member with direct supervision of pool participants during instruction, the Supervision Level III staff member must possess certification in aquatic injury prevention and emergency response as set forth in 10 N.Y.C.R.R. § 6-1.31(c)(2).
- Each school's written pool policy safety plan must describe the duties, positioning at poolside, and interaction between the Supervision Level II and III staff members which ensures adequate bather supervision and emergency response.
- With each extended use Permit Application for swimming pool use, the applicant must submit photocopies of the above required certifications and photo identification of the supervisory staff members whom the applicant will use as required above. As supervisory personnel changes, the permit holder must provide updated copies of the above required certifications and photo identification. All supervisory staff must have photo identification cards on their persons while performing their duties at DOE swimming pools.
- Scuba Diving instructors must hold a license or certificate indicating special training. One instructor must be provided for every eight (8) pool participants engaging in Scuba Diving instruction.

VI. SECURITY

- All DOE sponsored events must have security provided by the New York Police Department School Safety Division (NYPDSSD). (See Section VI.C below).
- All non-DOE sponsored events must have adequate security to provide for the safety and well-being of the attendees at the function and the integrity of school property. Prior to approving a permit, the Principal must determine whether the proposed security is adequate for the nature of the activity. A Principal may determine that in circumstances where there is an increased security risk, the User must provide and pay for security by the NYPDSSD (e.g., where a large crowd is expected).
- A comprehensive guide entitled, "Request for After School Security Coverage," published by the NYPDSSD sets forth the procedures to follow for obtaining an NYPD SSA. The guide may be obtained from the Commanding Officer, NYPDSSD, Administration Operations Unit at 718-730-8528.

Questions regarding security coverage should be addressed to either to the ISC or External Program Coordinators.

Please see Attachment No. 1 for details on how to process a request for SSA coverage and Attachment No. 2 for details on how to pay for the required services.

VII. INSURANCE

- The DOE has established mandatory insurance requirements for the following events and activities:

Summer Camps - See Section XIII.A

Carnivals – See Section XIII.B

Flea Markets – See Section XIII.C

Boxing, Wrestling and Martial Arts – See Section XII.C.

Contact Sports Instruction or Activities – See Section XIII.D.

- B. The DOE may require that a User seeking a permit to conduct an activity or event other than that listed in VII.A. above, maintain and pay all premiums on a Commercial General Liability insurance policy with a limit of not less than \$1,000,000 per occurrence. Such policy shall list the DOE and the City of New York, including their respective officials and employees, as additional insureds. The organization applying for the permit must inform its insurance broker that such additional insured coverage is to comply with Insurance Services Office (ISO) Form CG 20 26, a standard insurance industry-wide form. Prior to and as a condition to any event, the User shall provide a certificate of insurance evidencing such insurance to the principal.

VIII. FEES PAID BY THE CENTRAL DOE (AGAINST CENTRAL BUDGETARY ACCOUNTS)

A. No fees should be charged to:

1. Reimbursable program or grants that directly provide full funding for Extended Use of school space.
2. Activities which are authorized by the school, conducted on behalf of the school or operated in partnership with the school. Such activities include, but are not necessarily limited to, the following:
 - Parent meetings or forums;
 - Activities connected with Open School Week or Parent/Teacher Conferences;
 - Public meeting of the Community/Citywide Education Councils;
 - Beacon Programs;
 - Out-of-School Time (OST) activities; and,
 - School clubs and other school-sponsored events.
3. PTAs/PAs are entitled to free use of school buildings, including school safety or security coverage for one hundred ten (110) hours per year outside of school hours. These hours apply twelve (12) months per year and are not transferable. If more than one PA is in a given school building, each is entitled to the full one hundred ten (110) hours per year. See Chancellor's Regulation A-660.
4. In rare situations, an extended use fee to an outside organization may be subsidized from the school's budget when the school's Principal authorizes the charge of these fees to his/her school budget for an activity that provides a direct educational service to students and parents of the concerned school and community by supplementing or complementing the existing curriculum at the school.
5. For extenuating circumstances, a request by the User to centrally fund the pass-through costs may be granted by the Executive Director of DFO at 65 Court Street, Room 1801, Brooklyn, NY 11201.

Before submitting this request, outside organizations should ensure that the following questions have been addressed:

- Is the User/organization a not-for-profit, § 501 (c)(3), entity?
- Can the activity be performed between the hours of 3:00 p.m. and 6:00 p.m.?
- Has the activity/organization been approved in writing by the Principal of the concerned school?
- Does the activity provide a direct educational service to students and parents of the concerned school and community by supplementing or complementing the existing curriculum at the school?
- Does the activity/organization provide an in-kind service, which is equal to or greater than the Extended Use costs/fees?

- Can the User provide historical precedents which will assist in evaluating its subsidy request?
- Can the User prove (providing financial statements and other supporting documentation) that paying the fee will result in severe financial hardship to that organization?

IX. FIRE REGULATIONS

The number of tickets sold or the number of persons admitted must not exceed the capacity listed on the fire regulations for the area.

X. FUND RAISING/DONATIONS/ADMISSION FEE

- A. The following applies if a User is charging admission (and/or has pre-sold tickets to an event), or is accepting or collecting money, or soliciting donations or conducting fund-raising activities of any kind (including, but not limited to, the sale of refreshments):
1. The net proceeds (revenues less actual production costs) must be expended for the benefit of a charitable or educational purpose except that the proceeds may not be applied for the benefit of a society, association or organization of a religious sect or denomination, or a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.
 2. The Permit Application must indicate the admission fee (if applicable); and the name of the organization designated as beneficiary of the proceeds resulting from admission fees, solicitations or donations.
 3. The following must be attached to the Permit Application prior to final approval, and retained by the appropriate ISC:
 - A letter on official stationery from the charitable or educational organization that is to receive the proceeds stating that it approves of the fund-raising function and will use the proceeds for recognized charitable or educational purposes. The letter must be specific about the nature of these purposes (e.g., providing a Senior Citizens' Program);
 - A brief listing of expenditures and projected net proceeds by the user; and,
 - A § 501(c)(3) Tax Exempt Approval Form (for non-DOE organizations) from the organization which is to receive the proceeds.

XI. POLITICAL AND ELECTION ACTIVITIES (See Chancellor's Regulation D-130 which sets forth the procedures which must be followed regarding the use of a school building for political purposes.)

- A. School buildings and other DOE facilities **may** be used for:
1. Polling places for holding primaries, general elections and special elections for the registration of voters; and
 2. Conducting candidate forums, provided, **all** candidates are invited to participate. Permit applications for such forums must include a written representation that all candidates have been invited to participate. Once the permit, with the above written statement attached, has been approved by the school and the ISC, it must be submitted to the Office of Public Affairs, 52 Chambers Street, New York, NY 10007, 212-374-4947.
- B. School Buildings may **not** be used for conducting **political events**, activities or meetings, unless the purpose is for a candidate's forum as indicated above.
- C. The use of any school during extended hours by any person, group, organization, committee, etc., on behalf of, or for the benefit of any elected official, candidate, candidates, slate of candidates, or political organization/committee is **prohibited** except as indicated in Section XI.A.2.

- D. No rallies, forums, programs, etc., on behalf of, or for the benefit of any elected official, candidate, candidates, slate of candidates, or political organization/committee may be held in a school building after school/business hours except as indicated in Section XI.A.2 above.
- E. No candidate for public office or elected official seeking re-election may use any DOE school building after school business hours during the 60 calendar days prior to a primary and/or general election, except if directly related to the elected official's public duties and responsibilities.

XII. OTHER CONSIDERATIONS

- A. Those participating in athletic activities in the gymnasium must wear appropriate footwear and apparel.
- B. Tips shall not be solicited or accepted on school premises.
- C. CBOs and other User organizations wishing to conduct boxing, wrestling, or martial arts programs on school premises must meet the following criteria:
1. The activity is sanctioned by a recognized organization established to conduct such events. As an example, Golden Glove Boxing is a nationally sanctioned event under the auspices of the U.S. Olympic Committee.
 2. The sponsoring organization for any boxing, wrestling or martial arts event shall maintain and pay all premiums on a Commercial General Liability insurance policy with a limit of not less than \$1,000,000 per occurrence, and an excess or umbrella liability policy (or policies) with a limit of not less than \$5,000,000 per occurrence. All such policies shall list the DOE and the City of New York, including their respective officials and employees, as additional insureds with coverage at least as broad as provided by Insurance Services Office (ISO) Form CG 20 26. Prior to and as a condition to any event, the sponsoring organization shall provide a certificate of insurance evidencing such insurance to the principal.
 3. Sponsors understand and accept that they will pay for the full cost of security provided by DOE School Safety Officers (SSAs). The number of SSAs will be determined by the DOE School Security Office. Payment for the estimated cost of security must be paid in advance.
 4. The event may not be for-profit and all proceeds (i.e., admission fees, charges, etc.) must go to a recognizable charitable or educational organization as set forth in Section X.
- D. The DOE, in light of the inherent risk of injury to participants, reserves the right in its sole discretion to decline permission for any event.
- E. The use of a school yard or other school property for parking privileges by outside organizations/Users is prohibited.

XIII. SUMMER DAY CAMPS, CARNIVALS, FAIRS, FLEA MARKETS AND CONTACT SPORTS INSTRUCTION/ACTIVITIES

A. Summer Day Camps

The operation of Summer Day Camps is permitted as set forth below:

1. Camp operations must:
 - be not-for-profit;
 - be community oriented;
 - be open to all eligible children of the community; and,
 - maintain necessary insurance.

2. The User shall maintain and pay all premiums on a Commercial General Liability insurance policy with a limit of not less than \$1,000,000. per occurrence, and an excess or umbrella liability policy (or policies) with a limit of not less than \$5,000,000 per occurrence. All such policies shall list the DOE and the City of New York, including their respective officials and employees, as additional insureds with coverage at least as broad as provided by Insurance Services Office (ISO) Form CG 20 26. Prior to and as a condition to any event, the User shall provide a certificate of insurance evidencing such insurance to the principal.
3. The camp shall obtain and maintain all licenses, permits, etc., required by applicable laws and regulations for the operation of summer day camps.
4. The camp shall advise the parents or guardians of the campers by means of a written statement on all applications and/or registration forms that:

THE (Name of the Camp) IS NOT A PROGRAM OF, OR OTHERWISE
SPONSORED BY, THE NEW YORK CITY DEPARTMENT OF EDUCATION.

5. The books and records of summer day camp operations shall be available for inspection and duplication by the Chancellor or his designee within five (5) days of written notification.

B. Carnivals and Fairs

Carnivals and fairs are permitted as set forth below:

1. The User shall maintain and pay all premiums on a Commercial General Liability insurance policy with a limit of not less than \$1,000,000 per occurrence. Such policy shall list the DOE and the City of New York, including their respective officials and employees, as additional insureds with coverage at least as broad as provided by Insurance Services Office (ISO) Form CG 20 26. In the event the carnival or fair includes "rides," "moonwalks" or other facilities provided by a commercial company, the User shall assure that such company maintains a Commercial General Liability insurance policy with a limit of not less than \$1,000,000 per occurrence, and an excess or umbrella liability policy (or policies) with a limit of not less than \$5,000,000 per occurrence, naming the User, DOE and the City of New York as additional insureds with coverage at least as broad as provided by ISO Form CG 20 26. Prior to and as a condition to any event, the User shall provide certificate(s) of insurance evidencing such insurance to the principal.
2. Licenses/permits from the Department of Health and Mental Hygiene (with respect to serving of food) and the Department of Consumer Affairs (with respect to rides) must be presented to the ISC at the time of application.
3. The User is responsible for ensuring that any equipment brought onto school property is erected in accordance with law and its design, and that full consideration has been given to equipment weight load, height and clearance limitations.
4. No rides or equipment will be permitted that require the excavation or penetration of the ground surface to secure any such equipment or rides.

C. Flea Markets (see Chancellor's Regulation A-650 which sets forth the conditions under which flea markets and certain other flea market-type programs may be initiated and conducted on DOE property).

1. Regardless of the flea market's duration, all monies raised as a result of a flea market operation **must be for the primary purpose of raising funds to benefit the educational, social and cultural programs at the respective school.**
2. The Parent Association/PTA (sponsoring organization) must secure an Extended Use Permit approved by the Principal and Custodial Entity of the concerned school in order to use the school during extended hours. The permit process is the same for flea markets as it would be for any other User wishing to use DOE schools when they are not in session. Applicable opening and space fees for the event must be affixed

to the approved permit and forwarded to the ISC which oversees the business operations of the school at which the event will be held.

3. The user will be required to obtain adequate security to ensure the safety of those attending the flea market and the integrity of school property.
4. The User shall maintain and pay all premiums on a Commercial General Liability Insurance Policy with a coverage limit not less than \$1,000,000 per occurrence and an excess or umbrella liability policy of not less than \$3,000,000 per occurrence. Such policies shall list the DOE and the City of New York, including their respective officials and employees, as additional insureds with coverage at least as broad as provided by Insurance Services Office (ISO) Form CG 20 26. Prior to and as a condition to any event, the User shall provide certificate(s) of insurance evidencing such insurance to the principal.

D. Contact Sports Instruction or Activities

1. The sponsoring organization for any contact sports instruction or activities shall maintain and pay all premiums on a Commercial General Liability insurance policy with a limit of not less than \$1,000,000 per occurrence and an excess or umbrella liability policy of not less than \$3,000,000 per occurrence. Such policies shall list the DOE and the City of New York, including their respective officials and employees, as additional insureds with coverage at least as broad as provided by Insurance Services Office (ISO) Form CG 20 26. Prior to and as a condition to any event, the User shall provide certificate(s) of insurance evidencing such insurance to the principal.

- E. The DOE reserves the right to require additional types, levels, or terms of insurance as it deems appropriate for any of the events or activities set forth in XIII.A.-D. above.

XIV. INQUIRIES

Inquiries pertaining to this regulation should be addressed to the ISC that oversees the business operations of the concerned school. All paperwork pertaining to Extended Use Permits for Children's First Network Schools is handled by the geographical ISC. Please click on the following link to access CONTACT INFORMATION for each of the ISCs.

ISC Contact Information



EXTENDED USE APPLICATION

Please PRINT all information. Please see REVERSE for instructions.

PAGE

OF
PAGES

PERMIT NUMBER

(This number will be generated by the Extended Use System and entered by the Integrated Service Center)

I. ORGANIZATION INFORMATION (To be Completed by the Applicant) (* Required Information)

* Name of Applicant/Org:				* Tax ID #			
* Address:				* City:	* State:	* Zip Code:	
* Email:				and/or Fax #:			
Name of Authorized Representative:				* Title of Rep:			
* Permit Period (mm/dd/yyyy) From:				To:			
* Description of Activities to be conducted:				Nature of Event:			
* Name of Activities Supervisor:				* Anticipated Attendance:		* Liability Insurance Yes ☐ No ☐	

SPECIAL REQUESTS (Check all that apply)

Swimming Pool (If checked) Name of Teacher			Red Cross Water License:		
Shop Rooms (If checked) Name of Teacher			License		
Home Eco Room (If checked) Name of Teacher			License		
Admission Fee (If checked) Enter Amount and Beneficiary	Amount: \$	* Beneficiary			
		* Address			
		* Phone #			
		Email			
Sale of Goods (If checked) Indicated Type of Item					
NYPDSSD Security Coverage	Stage Scenery	School Personnel Required	Donations		

AUTHORIZED REPRESENTATIVE APPROVAL

As the applicant, I/we hereby certify that the information I/we have provided on the form is complete and accurate to the best of my/our knowledge. I/we understand that rates are subject to change by DOE. I/we agree to observe all the rules and regulations contained in the SOP chapter on Extended Use of School Buildings, and in this application, to conform to all applicable New York State laws and regulations governing the extended use of school buildings, to exercise the utmost care in the use of school premises and property, to make good any damage arising from the occupancy of any person on the school premises, to provide adequate supervision of the activity at all times, to complete an incident report when safety/criminal incidents occur and return it to the principal and/or the SSA on duty, and to save the DOE harmless from any claim, loss or damage by reason of any act on the part of the applicant, its members, officers, agents or any person using the premises on the invitation of the applicant. I/we understand that failure to do so may lead to the cancellation of the permit, the denial of future permit applications, or other legal action by the DOE. I/we also understand that I/we must notify the DOE of any cancellation 48 hours prior to the date of the scheduled event. Failure to do so will result in a 15% charge of the fee for that particular day.

Signature of Representative: _____ Date: _____

II. PERMIT DETAIL INFORMATION (To be completed by Custodian and Applicant [if applicable]. (* Required Information)

Please affix additional copies of this section to this permit application if you require additional permit detail space.

* Borough/School:					* Email of Principal or School:				
* District:	School Mailing Address:				* City:	* State:	Zip:		
* Name of Custodian Engineer:				* Phone #:		* Email:			

PERMIT DETAILS

	* Days of the Week	* Date From	* Date To	* Time From	* Time To
	Mon Tue Wed Thu Fri Sat Sun	mm/dd/yyyy	mm/dd/yyyy	hh:mm AM/PM	hh:mm AM/PM
[Check ✓ Under Day(s)]					

* SPACE USAGE			SPECIAL SERVICE (if necessary, complete below)			
Space Description	Q'ty	Cost	Service Description	Hours	Straight	Time and 1/2
Athletic Field		\$12	Cleaner			
Auditorium - High School		\$12	Fireman/Handyman (Local 74)			
Auditorium - J.H.S., Elementary		\$12	Fireman (Local 94)			
Baths (5 or more heads)		\$12	Stationary Engineer			
Baths (less than 5 heads)		\$12	Watchman			
Bleachers		\$12		Y	N	
Cafeteria		\$12	Breakfast		N/A	N/A
Classrooms, Teacher Rooms		\$2	Shop Mechanics		N/A	N/A
Furniture Movement		\$2	Cafeteria Cleanup - Elem		N/A	N/A
Gyms		\$12	Cafeteria Cleanup - H.S.		N/A	N/A
Lockers Rooms (4 or more Cl rms.)		\$12	Cafeteria Cleanup - J.H.S.		N/A	N/A
Locker Rooms (1-3 Cl rms.)		\$12				
Special Rooms		\$2		Hours	Straight	Fixed
Swimming Pools		\$40	Pool Showers			

III. PERMIT COST (to be completed by the Integrated Service Center - ISC).

Total # of Permit Details: _____	GRAND TOTAL \$ _____
(All permit details)	

IV. CUSTODIAN'S CONFIRMATION OF NEED AND AVAILABILITY OF ROOMS

I take the Field (Centrally Funded) Approved	Total # of Permit Details: _____
Print: _____	Signature: _____ Date: _____

V. PRINCIPAL'S/DESIGNEE'S APPROVAL FOR USE OF BUILDING BY APPLICANT ORGANIZATION

Print: _____	Signature: _____	Date: _____
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VI. ISC'S/DESIGNEE'S APPROVAL FOR USE OF BUILDING BY APPLICANT ORGANIZATION

Print: _____	Signature: _____	Date: _____
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INSTRUCTIONS – EXTENDED USE APPLICATION

Revised: PO 68 - January 2008

General:

- Please make certain to **PRINT** all information requested except for signatures.
- A Permit must be initiated at **least 30 days prior to the scheduled event.**

Permit Number:

This number will be generated by the Extended Use System. The Integrated Service Center (ISC) will enter this system generated number on the application.

Part I – Organization Information

The applicant organization is required to complete all of the items marked by an asterisk (*). Every attempt should be made to complete all items.

Special Requests

Check all of the items that apply to the requested activity. Most are self-explanatory.

- Check box if you require New York Police Department School Security Division (NYPDSSD) agents.
- Check box if you require school personnel to be available. For example, do you require assistance in operating special equipment? Has the principal requested this?

Authorized Representative Approval

The authorized representative (see section I) must sign and date this section.

Part II – Permit Detail Information

This section is self-explanatory and should be completed by the custodian, and when necessary, the representative from the applicant organization.

- All items marked with an asterisk must be completed.
- Place a number in the column marked "Q'ty" (Quantity), which represents the number required for each area of space.
- Please affix additional copies of this section to the permit application if you require additional permit detail space.

Part III – Permit Cost

This is the total cost of the space requested.

Part IV – Custodian's Confirmation of Need and Availability of Rooms

Take the Field - Centrally Funded

The custodian must check this box if the applicant organization has presented him/her with a letter from the Take the Field organization, which indicates that authorization, has been given under the provisions of the agreement between the DOE and Take the Field, to allow the applicant organization to use the athletic field **ONLY** at no cost to the organization.

The custodian must print his/her name and sign and date the application.

Part V – Principal's/Designee's Approval for use of Building by Applicant Organization

The principal or his/her designee must print and sign his/her name, and date the application. This signature authorizes the custodian to allow the applicant organization into the building at the specified dates and times.

Part VI – ISC's/Designee's Approval for use of Building by Applicant Organization

The Integrated Service Center (ISC) will ensure that all levels of approval have been obtained and entered into the online system. The applicant organization will then receive an email (or fax if no email address was provided) stating that the Permit is approved pending payment. Please note that the ISC will not process the application if payment and all supporting documentation have not been submitted prior to the event date.

EXTENDED USE APPLICATION – PERMIT DETAIL INFORMATION

The Permit Detail Information sections below are to be completed if additional Permit Detail space is required to complete your permit application. Please note that each page allows for only (2) two additional details. If you only require one detail, then cross out the extra space detail or leave blank – do not cut it from the sheet. Otherwise, you will simply fill out as many sections you require, totaling each and affixing the copies to the original permit. The TOTAL of each additional Permit Detail Section is to be included in the GRAND TOTAL on the original permit document (Section III). Place the Permit Number as it appears in the original application in the space provided.

PAGE

OF
PAGES

PERMIT NUMBER _____

*Boro/School: _____				*Email of Principal or School: _____					
*District: _____		*School Mailing Address: _____		*City: _____		*State: _____		*Zip: _____	
*Name of Custodian Engineer: _____				*Phone #: _____		*Email: _____			

PERMIT DETAILS											
*Days of the Week							*Date From	*Date To	*Time From	*Time To	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	mm/dd/yyyy	mm/dd/yyyy	hh:mm AM/PM	hh:mm AM/PM
[Check √ Under Day(s)]											

*SPACE USAGE			*SPECIAL SERVICE (if necessary, complete below)			
Space Description	Q'ty	Cost	Service Description	Hours	Straight	Time and 1/2
Athletic Field		\$12	Cleaner			
Auditorium – High School		\$12	Fireman/Handyman (Local 74)			
Auditorium – J.H.S., Elementary		\$12	Fireman (Local 94)			
Baths (5 or more heads)		\$12	Stationary Engineer			
Baths (less than 5 heads)		\$12	Watchman			
Bleachers		\$12		Y	N	
Cafeteria		\$12	Breakfast			N/A
Classrooms, Teacher Rooms		\$2	Shop Mechanics			N/A
Furniture Movement		\$2	Cafeteria Cleanup – Elem			N/A
Gyms		\$12	Cafeteria Cleanup – H.S.			N/A
Lockers Rooms (4 or more Cl rms.)		\$12	Cafeteria Cleanup – J.H.S.			N/A
Locker Rooms (1-3 Cl rms.)		\$12				
Special Rooms		\$2		Hours	Straight	Fixed
Swimming Pools		\$40	Pool Showers			

PAGE

OF
PAGES

PERMIT NUMBER _____

*Boro/School: _____				*Email of Principal or School: _____					
*District: _____		*School Mailing Address: _____		*City: _____		*State: _____		*Zip: _____	
*Name of Custodian Engineer: _____				*Phone #: _____		*Email: _____			

PERMIT DETAILS											
*Days of the Week							*Date From	*Date To	*Time From	*Time To	
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	mm/dd/yyyy	mm/dd/yyyy	hh:mm AM/PM	hh:mm AM/PM
[Check √ Under Day(s)]											

*SPACE USAGE			*SPECIAL SERVICE (if necessary, complete below)			
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Baths (less than 5 heads)		\$12	Watchman			
Bleachers		\$12		Y	N	
Cafeteria		\$12	Breakfast			N/A
Classrooms, Teacher Rooms		\$2	Shop Mechanics			N/A
Furniture Movement		\$2	Cafeteria Cleanup – Elem			N/A
Gyms		\$12	Cafeteria Cleanup – H.S.			N/A
Lockers Rooms (4 or more Cl rms.)		\$12	Cafeteria Cleanup – J.H.S.			N/A
Locker Rooms (1-3 Cl rms.)		\$12				
Special Rooms		\$2		Hours	Straight	Fixed
Swimming Pools		\$40	Pool Showers			

TESTIMONY FOR NYCHA ADGM FOR COMMUNITY OPERATIONS DEIDRA GILLIARD
THE IMPACT OF THE DEPARTMENT OF EDUCATION'S AND NEW YORK CITY HOUSING
AUTHORITY'S FEE POLICIES ON THE ABILITY TO PROVIDE SERVICES FOR YOUTH
CITY COUNCIL COMMITTEES ON PUBLIC HOUSING, YOUTH SERVICES AND EDUCATION

FRIDAY, OCTOBER 29, 2010 – 10:00 AM

250 BROADWAY, CITY COUNCIL HEARING ROOM, 14TH FLOOR

DRAFT

Chairman Lewis Fidler, Chairwoman Rosie Mendez, Chairman Robert Jackson, distinguished members of their respective Committees, and to all the members of the City Council — it is a pleasure to be with you today. I am Deidra Gilliard, Assistant Deputy General Manager for Community Operations of the New York City Housing Authority (NYCHA). And joining me this morning are Maggie Moats, Deputy Director in NYCHA's Department of Community Operations Administration, and Andre Cirilo, Community Operations Administration's Leasing Manager.

For decades, NYCHA has partnered with Community Based Organizations (CBOs) and other non-profits to support our residents with quality services ranging from comprehensive child care and early childhood education to adult literacy and continuing education programs. NYCHA's programs are not only inclusive, but extensive as well, reaching newborns and toddlers; youth and young teens; teens and adults; and seniors. By working together, we have provided access to mental health services, youth-focused enrichment programs, youth and teen education initiatives, support-services for our seniors,

recreational opportunities, and workforce training and employment programs—all of which are essential to improving the quality of life for NYCHA families. As Chairman John B. Rhea often says, “Our buildings are vital, but it is the people who will ultimately transform a NYCHA building into a home and a NYCHA development into a community.”

NYCHA cares deeply about social and community services. But our commitment does not come without a cost. As many of you know, the Authority does not receive financial support from the City, State or Federal government to provide the many services and programs that public housing families, as well as other low-income and senior residents who live near NYCHA neighborhoods, depend on. Each year, NYCHA allocates more than \$55 million to support the programs, services and outreach initiatives Community Operations administers to more than 150,000 NYCHA residents and members of their surrounding communities.

NYCHA has continued this financial commitment in the face of chronic underfunding that lasted for more than a decade and a budget deficit that grew year after year. If we are going to be able to improve how NYCHA delivers services—not to mention maintain the range of programs and services we offer—we must find ways to raise capital, which includes renegotiating leases with our existing partners and establishing a fair and transparent policy structure for future agreements.

NYCHA Institutes New Fee Policy in 2008

Prior to 2008, NYCHA had no consistent methodology for charging rent to CBOs operating on Authority property, and many organizations paid no fee for their use of space. The NYCHA Board maintains that this was not good policy, particularly in light of the fact that NYCHA funds its Department of Community Operations, as I mentioned in my introduction, without government support. NYCHA's Audit Department concluded that Community Operations needed to develop a consistent policy regarding the leasing of our spaces, setting rental fees and for the collection of rents.

Currently, rent negotiation begins at \$13 per square foot—representing \$10 per square foot for the area leased plus three dollars per square foot for utility costs—with three percent annual escalations for both and charged on an annual basis. So, to be clear—if a CBO leases a space of one thousand square feet and we negotiate that they are responsible for a rent of \$10 per square foot plus three dollars per square foot for utility costs, their total annual rent and utility bill due to NYCHA will be \$13,000, or \$1,083.33 each month. Of late, we have made exceptions for sponsors who agree to provide significant capital improvements to NYCHA space. As examples, two organizations have agreed to make significant improvements to their spaces in lieu of rental payments for a period of time;

afterward, both sponsors have agreed to pay \$13 per square foot. NYCHA is committed to renegotiating all existing leases now that we have a fair, transparent system in place.

The Impact of NYCHA's Fee Policy on CBOs

NYCHA is not insensitive to the effect our new fee policy may have on the organizations that provide important services to our residents and members of their surrounding communities. That is why we have developed our new policy thoughtfully and in consultation with a range of NYCHA professionals—from the Departments of Community Operations, Audit and Facility Planning.

The Authority already has in place a thorough application process for all CBOs wishing to lease space on NYCHA property. Applicants must submit financial information, budgets, and detailed accounts of programs and services they propose to offer. Applications are reviewed at multiple levels within NYCHA's Community Operations department before final submission to the NYCHA Board for their approval. Our process is thorough because each group that moves onto NYCHA property joins our effort "Partners of Choice." The NYCHA Board wants to ensure that once we begin working with an organization to serve the residents of NYCHA neighborhoods, we will continue working together.

We also considered the rental markets throughout the five boroughs and believe that some area-based CBOs may find that NYCHA's rent is at or slightly below full market rent; other CBOs will find our rate of \$10 per square foot and three dollars per square foot for utilities to be well below the market standard.

NYCHA's goal is not to reduce services. In fact, we are actively working to find additional CBOs who can provide a range of services to our residents well into the future. Let me be clear—NYCHA has not forced anyone out of an Authority space. And in the event that a CBO maintains it cannot pay to lease a NYCHA space, we encourage those organizations to form partnerships with other CBOs who share our belief that these services are important to the communities we serve.

The Policy's Benefits

Rent is a fact of life, especially in New York City. While we respect that the CBOs who serve NYCHA residents are providing a vital social service not only to NYCHA families, but also to all of New York City, that cannot be sufficient reason to exempt them from NYCHA's fee policy. If each sponsor currently operating on a NYCHA site paid a rent of \$10 per square foot plus the additional three dollars per square foot for utility costs, the Authority would collect approximately \$27 million each year, helping us further improve service delivery for our residents.

Moving Forward

As we continue to strengthen our existing coalitions, as well as identify new partners, we are confident that having a fair and transparent fee policy in place only bolsters the Authority's ability to enhance the quality of service to NYCHA families.

We will continue to work with all of the tenants who operate their organizations on NYCHA property to ensure that our policy is implemented in a timely manner and with due consideration for both parties.

NYCHA believes deeply in partnership and collaboration to better provide existing services and, ultimately, to expand the range and reach of our service platform. As many of you know, the Authority is currently developing an integrated five year Plan to Preserve Public Housing, which will guide NYCHA as we collaborate with all stakeholders to develop creative funding solutions, expand effective unmet services and develop quantifiable measurements of impact to help secure public housing and the vital services our residents depend on for the future.

Thank you and I look forward to taking your questions.

neighborhood family services coalition

120 Broadway, Suite 230, New York, NY 10271 • phone: (212) 619-1661 • fax: (212) 619-1625 • www.nfsc-nyc.org

TESTIMONY BEFORE THE NEW YORK CITY COUNCIL YOUTH SERVICES, EDUCATION, AND PUBLIC HOUSING COMMITTEES

October 29, 2010

Re: Fee Policies for After-School Programs

Good morning. I am Gigi Li, Co-Director of Neighborhood Family Services Coalition and I am here testifying on the issue of fees for after-school programs.

The Neighborhood Family Services Coalition (NFSC) is a group of service providers and advocacy organizations that is committed to the delivery of quality services for children, youth and families at the neighborhood level. Our overarching goal is to transform best practice into public policy – focusing in the area of preventive services and also youth programs, youth employment, and increasing community organizations' collaborations with public schools.

I want to begin by thanking the Youth Services Committee Chair Fidler, Public Housing Committee Chair Mendez, and Education Committee Chair Jackson for jointly holding this important hearing.

Background

Unlike for-profit businesses, not-for-profits do not have profit margins they can reduce to pay for additional costs. Any additional expenses must translate into a reduction in service. The economic crisis has worsened the situation for not-for-profits across the City. Organizations have suffered a loss of private dollars while also enduring numerous program cuts from the City and State. Yet the demand for services continues to grow during this recession, and government's workload and outcome requirements have not been reduced in correlation with reduced funding.

Fees Divert Funding from Direct Service

While we recognize that there are real costs associated with the after-hours use of school space, we also know that when community-based programs have to pay these costs from their operating budgets, valuable resources are directed away from vital and needed service delivery. Shifting the responsibility to direct service providers during the school year – without clear intention or execution negatively affects programs, families, and schools. As the City places more and more of an emphasis on bringing services into the schools – as it has with the Out-of-School Time and Beacons, there needs to be a city-wide strategy to address school-use fees without unfairly burdening community based organizations.

members

BELL
Brooklyn Community Services
CAMBA
Center for Family Life in Sunset Park
Citizens' Committee for Children
of New York City
Community Service Society
Council of Family and Child Caring
Agencies
Cypress Hills Local Development
Corporation
The Door
Episcopal Social Services
Flatbush Development Corporation
Goddard-Riverside Community
Center
Good Shepherd Services
Harlem Children's Zone
Harlem RBI
HeartShare Human Services
Stanley M. Isaacs Neighborhood Center
Little Sisters of the Assumption
Family Health Service
New Settlement Apartments
Community Services
New York Foundling Hospital
Queens Community House
Resilience Law and Advocacy
Project
Safe Space
SCAN New York
Seamen's Society for Children
and Families
St. Raymond Community Outreach
Stanley M. Isaacs Neighborhood Center
United Neighborhood Houses
Youth Development Institute

facilitator

Michelle Yanche

co-directors

Gigi Li
Sierra Stoneman-Bell

Testimony of Sharon Levy, Senior Executive Director for Public Affairs

**Prepared for the Joint Hearing on the impact of the Department of Education's
and New York City Housing Authority's fee policies on the ability to
provide services for youth.**

Youth Services, Public Housing and Education Committees, New York City Council

October 29, 2010

Good morning. My name is Sharon Levy and I am the Senior Executive Director for Public Affairs at the YMCA of Greater New York. I'd like to thank the Committee Chairs, Council Member Fidler, Council Member Jackson and Council Member Mendez as well as all committee members for the opportunity to testify regarding the impact of the Department of Education's and NYC Housing Authority's fee policies on the ability to provide services for youth.

For nearly 160 years, New York City's YMCA has been committed to promoting the positive values of caring, honesty, respect and responsibility through programs that build healthy spirit, mind and body.

Every year, the YMCA works with 200,000 New York City children and teens through programs as varied as Universal Pre-Kindergarten, full-day child care, mentoring, leadership development, service learning, civic engagement, summer camps and college preparation.

But the program I'm here to speak about today in particular is Y After School. Every day, the YMCA gives 13,000 young people an afterschool environment that nurtures their social development, supports their academic performance and guides their choices for a healthy lifestyle.

It is with this deep commitment to providing this critical service to New York City's kids and families that we feel it is our duty to submit testimony today. We are extremely grateful for our partnership with the City of New York, whose funding is essential to our ability to do this work, but today, we call attention to a proposed drain on funding through fees that would deal a blow to organizations like the YMCA who strive to provide quality afterschool care at no cost to parents, thanks to City, State, Federal or privately donated funds.

As the NYC Department of Education dedicates itself to increasing attendance through the reduction of truancy throughout the system, Chancellor Klein has pointed to the importance of both academic and non-academic enhancements—like those found in afterschool programs—as a key piece in the solution to low attendance.

Our concern is clear: the imposition of fees on nonprofit organizations who provide critical services to working families will force those nonprofits to reduce the number of children who can be served. And when organizations like the YMCA are offering these programs in the neighborhoods where parents have few other alternatives, this policy promises to further hurt the kids and parents who need us the most. Simply put, fees charged per site range from \$4,400 to \$33,000. With the cost of providing these services averaging \$1,200 per child, the number of children affected adds up quickly.

The YMCA along with most other youth serving organizations creatively assembles the funding for our free programs using public and private dollars from a variety of sources. Over the last several years, numerous sources have been reduced or have disappeared. We have done everything in our power to maintain as many programs as possible in the face of all of the reductions. It is our hope that the various City agencies involved in this process find a way to assist us in maintaining services.

We understand the City's need to increase revenue, but also feel that imposing additional fees on organizations that are providing free services to communities is problematic not only for the program provider but for the thousands of youth and families they serve.

In conclusion, we want to again thank the New York City Council and the Youth Services Committee specifically for hosting this hearing today as this is an issue of great concern to us. We hope to be able to work with all of you to maintain youth programs that have been so successful in providing services in the past. If you have any questions regarding the above, please contact me at 212-630-9640.



The Children's Aid Society
www.childrensaidsociety.org

**Testimony of William Weisberg, Chief Operating Officer, The Children's Aid Society
Prepared for the Joint Hearing on the impact of the Department of Education's and New York City
Housing Authority's fee policies on the ability to provide services for youth
Youth Services, Public Housing and Education Committees, New York City Council
October 29, 2010**

Good morning. My name is William Weisberg and I am the Chief Operating Officer at The Children's Aid Society (CAS). I'd like to thank Chairman Fidler and the Youth Services Committee, Chairman Mendez and the Public Housing Community Committee, and Chairman Jackson and the Education Committee for the opportunity to testify regarding the impact of the Department of Education's and NYC Housing Authority's fee policies on the ability to provide services for youth.

During a time of understandable fiscal constraint, we are prepared to work with the Department of Education as a partner to lower the cost of opening schools after hours through more efficient building usage. On the other hand, we implore the City to assure that critical resources brought into the schools by community based organizations will not be driven away by unexpected and burdensome usage fees.

Founded in 1853, The Children's Aid Society (CAS) provides comprehensive support for children in need and their families to fill the gaps between what they have and what they need to thrive. Children's Aid has been working in close partnership with schools, through our community schools work, for twenty years. Our full-service strategy often includes expanded learning programs—after school, weekend, holidays and summers; school-based or school-linked health care; classes for parents and community members, including a parent leadership institute in Washington Heights that graduated 200 parents last year; and programs for teens. Often these programs take place outside of the traditional school day, but are deeply connected to, and integrated with, the core instructional program. In our 21 community schools, we are not a vendor – we are a partner and we have demonstrated results that show that children in our programs do better in school, have higher attendance, are healthier, and have parents who are more engaged.

We understand keenly that the Department of Education must tighten its belt, as most of us must at this time of economic distress. We are working with the DOE to reduce the usage costs in our full-service schools by increasing the overlap in the hours of our various programs so school personnel require fewer overtime hours. We will also close on days of expected low utilization to save building costs. What we cannot do is reduce the cost to the DOE by paying usage fees for additional supports we bring to New York City public school students. We raise and spend more than \$10,000,000 each year on medical, dental, mental health, after school arts, academic enrichment, early childhood, and parent programming in our NYC full-service community schools to help thousands of students thrive. These services are our contribution to improving schools and the lives of public school students. We should not be rewarded for these efforts by having to cut back student supports in order to pay usage fees.

Service cuts will result if the policy of charging fees to CBO school partners is carried forward. To pay the fees, we would need to close down two of the full-service schools. Adding insult to injury, the expectation to pay these charges came without prior notice, once the space had already been utilized. We have more than \$100,000 in unanticipated usage charges for this past summer alone. In the past these fees were waived. We did not budget for this cost, cannot make cuts retroactively, and have no extra pot of money from which we can extract \$100,000.

It should be noted that we are not opposed to fees for community usage of school buildings. We would recommend making a clear distinction between the use of schools by community groups that are more like a rental transaction, for which fees should be charged, and student and parent support programs that directly impact children and families, for which fees should not be charged. I enjoy playing in a soccer league whose games take place in NYC public schools. We pay fees for this usage, and we should. Similarly, if CBOs, such as Children's Aid, use school space for their own purposes, it is fair for us to pay a fee. But, for parent education classes in Washington Heights or an after-school program in Morrisania, we should not be paying opening fees. It also does not make sense that fees are waived for our after-school programs funded through OST, whereas we must pay fees for after-school programs funded by the State's Advantage After-School contracts. These are all services that should be considered part of the school's function.

There is a larger issue and opportunity that I'd like to raise: increasingly, districts around the country are adopting community schools as a preferred reform strategy. In fact, US Secretary of Education, Arne Duncan, who led the largest community schools initiative in the country when he was CEO of Chicago Public Schools, has talked about his vision for "schools as centers of community." He has cited longer hours, partnerships with CBOs and investing in programs for children rather than in bricks and mortar as a value-add that has demonstrated significant positive results for children and their families.

In this vein, we hope that during tough budget times, we can best leverage the resources of both the education and human service sectors. The DOE, which has been shouldering the majority of costs, should not have to bear this burden alone. If the City is committed to the vision of "schools as centers of community," then there should be a city-wide strategy to provide support for the expanded use of school buildings. We would look forward to the opportunity to work with the Council and City agencies to develop such a strategy.

Thank you for the opportunity to testify today.

**Opening Statement of Council Member Robert Jackson
Joint Youth Services/Education/Public Housing Hearing
Oversight – The impact of the Department of Education’s and New York City Housing
Authority’s fee policies on the ability to provide services for youth.
October 29, 2010**

Good morning. I want to thank my Co-Chairs Lew Fidler and Rosie Mendez, and add my thanks to all of you for coming to today’s joint oversight hearing.

Since last spring, DOE instituted a number of changes to its policies regarding Extended Use of School Buildings. In March 2010, DOE issued a new Chancellor’s Regulation D-180 on Extended Use of School Buildings which require increased insurance coverage by outside groups wishing to use school facilities and made it more difficult for schools to waive the fees charged to CBOs that use school space to conduct programs for students. In addition, beginning in July 2010, DOE decided to charge schools to use their own buildings in the evenings and on weekends! All of these changes were part of an effort to cut \$5 million from DOE’s \$22 billion budget. However, the concern is that the effect of these new policies will be a reduction in services for children and youth outside of school hours, especially since budget cuts to schools have already resulted in the loss of many after-school programs.

Even more troubling is that DOE proposed the new policies at a time when more students than ever need extra help in the form of Academic Intervention Services (AIS), which often are provided before or after school or on weekends, when fees apply. The number of students needing extra help increased because of the recent changes in State test cut-off scores which led to a dramatic decline in the number of students who passed the tests. Over 109,000 more City students will require Academic Intervention Services (AIS) in English and over 118,000 additional City students will need AIS in math this year!

Although schools were supposed to receive an allocation to cover at least part of the new costs for extended-use of facilities, many parents and educators worried that it wouldn’t be enough to keep schools open for all of their tutoring, arts programs, performances, sports and

other activities. Stuyvesant HS, for example, was told they would receive \$130,000 for extended use costs this year – not nearly enough to cover all of their many activities! Some schools would certainly be affected more than others. For instance, parents at LaGuardia High School of the Arts were concerned about the impact of extended-use fees on the school's budget given the many drama, vocal, instrumental and dance performances and visual art shows as well as the weekend auditions required for admission to the school.

Community based organizations (CBOs) (most of which are non-profits struggling with budget problems in the current economy) will be seriously impacted by the changes. DOE has now expanded the types of activities for which mandatory insurance is required as well as the amount of insurance required. I don't know if this was done because there have been any incidents or problems, but this certainly creates a hardship for many small non-profit organizations that cannot afford the insurance premiums on top of DOE's space fees!

Also, while outside organizations have long been charged fees for use of school facilities in the evenings, weekends and summer, DOE has previously waived fees for some organizations conducting activities for students on school premises. The new DOE regulation allows in "rare situations" that the fee to outside groups "may be subsidized from the school's budget," a real disincentive for principals to authorize fee waivers, since school budgets have been cut to the bone. Reports from outside groups indicate that there are fewer organizations receiving fee waivers. One organization that provides free education and recreation services to students in a number of schools used to have all fees waived. This year, they went from paying nothing to being charged over \$80,000 - and that's just for one school! There is a real concern that the added fees and insurance costs shouldered by some organizations will result in a reduction in the number of staff and/or the number of service hours they can provide to children and youth. In some cases, these added costs may force the elimination of programs altogether. Already,

several organizations have withdrawn from participation in the Council-funded program, Cultural After School Adventures (CASA) because of the new fees.

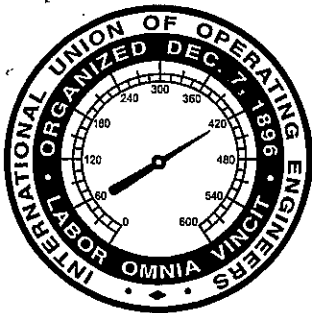
Finally, when DOE proposed to pass Extended Use costs on to schools, they also indicated that schools would be allowed to use any unspent Extended Use funds for other needs, leading to the concern that cash-strapped schools would cut down on the number of activities offered to students to free up monies to cover other expenses in the school's budget.

As of October 26th, just 3 days before this hearing, the DOE rescinded its decision to charge schools for extended-use of buildings this year. Maybe we should take some credit for this change of heart by DOE, but we are still concerned that DOE may decide to reinstate this policy in future. We are also very worried about the impact of the other policy changes on CBOs and on the availability of services to children and youth at a time when such services are needed more than ever!

Today, the Committees are eager to hear from the DOE, as well as NYCHA, about their policies regarding use of their facilities and to ask them some tough questions. DYCD was also invited but declined to attend today's hearing. We are also looking forward to hearing concerns and recommendations from community based organizations, advocates and other interested stakeholders.

Everyone who wishes to testify today must fill out a witness slip, which is located on the desk of the Sergeant-at-Arms in the front of the Chambers. To allow as many people as possible to testify, testimony will be limited to 3 minutes per person.

Now, without further ado, let's turn to our first witness.



Local 891

International Union of Operating Engineers

ROBERT J. TROELLER
Business Manager/President

ROBERT TROELLER
BUSINESS MANAGER/PRESIDENT, IUOE LOCAL 891
SCHOOL CUSTODIAN ENGINEERS
TESTIMONY

Joint Hearing of Education; Youth Services and Public Housing Committees
October 29, 2010
NEW YORK, NY

Hearing title: **"Oversight: The impact of the Department of Education's and New York City Housing Authority's fee policies on the ability to provide services for youth."**

Good afternoon. My name is Robert Troeller. As President of Local 891, International Union of Operating Engineers, I represent the 900 School Custodian Engineers responsible for assuring that our City's schoolchildren have a clean and safe place to learn. I thank the Council for allowing me to speak to you today.

Some Council members and many people in the audience may be unaware of the method by which the NYC Public School system funds custodial operations. I would like to take a moment and explain the indirect system of custodial care. I'll do so as quickly as possible. My members are public servants hired through a competitive examination process. Each Custodian Engineer is assigned to operate a school building or other Department of Education property. Every school building has a separate budget for the delivery of custodial services, minor maintenance and daily operations. The budget is calculated based on the needs of the school building to provide services for the traditional school day over the course of the school year. There is no funding included for night time, weekend or summer use of the building. There is no funding in the budget to make the building available for use by outside groups, or for use by the school community at any other time.

The system is referred to as indirect because it is my member, the Custodian Engineer, who employs the staff necessary to clean, operate and maintain the facilities. The custodial staffs in each school are not school employees. The Custodian Engineer pays the salary of the custodial workers through a bank account which is funded by the DoE bi-weekly. Once again, this funding is only calculated to meet the needs of the normal school days.

Custodian Engineers are also required to provide additional services for pre-approved extra use of their assigned building. At the request of the school or an outside group, the Principal may approve the extra activities to occur at the school. The Custodian Engineer is responsible for assuring that the space requested is available at the times requested. He or she must then make certain the building is opened for the activities, heated or cooled and then cleaned and made available for the school to use.

Whenever a permit is approved the Custodian Engineer must provide the necessary staff and services. After providing the services necessary for an activity to take place the Custodian Engineer submits a request for reimbursement of his or her man power expenses. This is done through submittal of a form known as a space sheet. Reimbursement of these expenses is critical. There is no funding to provide for these services in the Custodian Engineer's basic budget. To provide services for these extra activities without reimbursement would steal from already severely reduced services available for the day school.

At the end of each calendar year, any surplus in the Custodian Engineer's budget is returned to the DoE. This is referred to as excess. Any shortage in the Custodian Engineer's budget is deducted from the salary the Custodian Engineer is allowed to earn for that year. Based on the current indirect system in use in our schools, it is critical the reimbursement for extra-activities continues and that reimbursement be timely. Schoolchildren must not be short-changed in the services they receive and my members are entitled to earn their salary.

I want it to be very clear that anyone who would blame the Custodian Engineer or our collective bargaining agreement for the fees that outside groups must pay to use public school buildings is simply creating a convenient scapegoat. The fees are necessary based on the indirect system, which only funds the school buildings for normal school days. The indirect system is over 100 years old. It continues to be used because it has proven time and time again to be extremely cost effective for the taxpayers of this City.

Local 891 and its members are in no way opposed to allowing outside groups to use the school buildings. We **do not advocate** that these groups be charged for the use of the facilities. Our primary concern is that our budgets be sufficient to

deliver the services the schoolchildren of this City deserve and that our members be allowed to earn the income they are entitled to. **We did not create the system by which fees are charged. We do not benefit by the fees collected.** The budgets we receive to operate the schools have been cut numerous times which resulted in system wide lay offs of over a thousand custodial workers. Currently, Custodians already lack the funding necessary to deliver the day school services. **There are certainly not enough resources to fund these additional services.**

I hope my testimony has been informative and will gladly answer any questions.

Thank you
Robert J. Troeller

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THE CITY OF NEW YORK**

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☐ in favor ☐ in opposition

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(PLEASE PRINT)

Name: Maggie Moats

Address: Cirilo

I represent: NCHA

Address: _____

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(PLEASE PRINT)

Name: NYC Youth Alliance Panel

Address: Sharon Levy

I represent: William Weisberg

Address: Eugie Li

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Name: William WISSE

Address: 30-22 150 Place FLUSHING NY

I represent: NEW YORK JEWELRY TRADING LEAGUE

Address: 58-12 Q45 BLVD WOODSIDE NY 1137

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Name: Angel Ngunjiri, Executive Director Operations (PLEASE PRINT)

Address: DOE DSST

I represent: DSST

Address: _____

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Name: John Shea, Chief of Division of (PLEASE PRINT)

Address: Chief Executive Officer, DOE

I represent: Division of School Facilities

Address: DOE

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☐ in favor ☐ in opposition

Date: 10/29

Name: Wendell C. Williams (PLEASE PRINT)

Address: Deputy Chief Schools Officer

I represent: For Operations, Division of

Address: School Support + Instruction, DOE

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Date: _____

(PLEASE PRINT)

Name: Michael Tragek, Deputy Chief of Police

Address: DOZ Other

I represent: Deputy Chief of Police

Address: 21st Street

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Date: _____

(PLEASE PRINT)

Name: GIGI LI

Address: _____

I represent: Neighborhood Family Services Coalition

Address: _____

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Date: _____

(PLEASE PRINT)

Name: ROBERT TROELLZ

Address: LUCK LOCAL 891

I represent: LUCK LOCAL 891

Address: 63 FLUSHING AVE BLDG NY

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(PLEASE PRINT)

Name: Bill Weisberg

Address: _____

I represent: Children's Aid

Address: _____

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☐ in favor ☐ in opposition

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(PLEASE PRINT)

Name: Gregory Brender

Address: _____

I represent: United Neighborhood Houses

Address: _____

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☐ in favor ☐ in opposition

Date: 10/29/10

(PLEASE PRINT)

Name: Andre Cirilo

Address: _____

I represent: NYCHA

Address: _____

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Date: 10/29/10

Name: Deidre Gilliard (PLEASE PRINT)

Address: Asst. Deputy GENERAL MANAGER

I represent: NYCHA

Address: _____

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☐ in favor ☐ in opposition

G. G. Li

Date: _____

Name: Sharon Levy (PLEASE PRINT)

Address: _____

I represent: YMCA Family Services Coalition

Address: _____

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Date: 10/29/2010

Name: MATTHEW WILE (PLEASE PRINT) VICE PRESIDENT LOCAL 891

Address: 63 FLUSHING AVE BROOKLYN N.Y. 11205

I represent: LOCAL 891 I UOE

Address: SAME

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☐ in favor ☐ in opposition

Date: 10-29-10

Name: WILLIAM CARROLL (PLEASE PRINT)

Address: 544-712 Ave. Brooklyn N.Y. 11215

I represent: LOCAL 891 F. U. O. E.

Address: Brooklyn Navy Yard

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☐ in favor ☐ in opposition

Date: _____

Name: Anthony Ng and Gregory Brewer (PLEASE PRINT)

Address: 70 W. 36th St.

I represent: United Neighborhood Houses

Address: 70 W 36th Street

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I intend to appear and speak on Int. No. _____ Res. No. _____

☐ in favor ☐ in opposition

Date: _____

Name: Joseph Adams (PLEASE PRINT)

Address: 405 E 105th St #16E

I represent: Learning Alliance - Communities for Change

Address: BROOKLYN N.Y.

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