

## Minutes: General Meeting of the MWS School Family & Community Council

Jan. 10, 2023 at 6:30 p.m.

Virtual Meeting (Zoom)

**Participants:** 36 parents, teachers, administrators

1. **Playground Renovation Update:** Amnastee Graves (City Schools Community Liaison) provided an update on the playground renovation and answered questions, along with Maurice Gaskins (Director of Facilities Planning, Design and Construction, BCPSS). Their slide presentation will be posted online for the school community. Here are the main takeaways:
  - a. We must use City Schools' vendors for the playground renovation project, however, there is some flexibility to accommodate design needs.
  - b. City Schools will provide a play structure suitable for small children (pre-K/K students).
    - i. **Action Item:** Molly Allen will lead the effort to work with Ms. Graves to develop a proposed plan for including this additional structure. The Design & Construction sub-committee may need to weigh in at some point.
  - c. Refurbishing the existing play structure using an existing City Schools vendor is possible. Additional refurbished structures could be obtained from recently closed schools.
    - i. **Action Item:** Molly Allen will work with Ms. Graves and Mr. Gaskins to follow up on getting an estimate for repairs and installation of any reusable play structures.
  - d. City Schools will do the project management for the construction project.
  - e. City Schools will not be able to provide any in-kind work on this project (i.e. clearing and building new fencing, ground-leveling, building steps and walkways, etc.). Our fundraising effort/estimates should factor this in. However, we can submit work orders to the CMMS system to maintain and upkeep the playground.
    - i. **Action Item:** Create a list for Ms. Long to submit to the CMMS system to clean up and repair hazards on the existing playground now. (Molly Allen)
  - f. Amnastee Graves is our primary contact for City Schools on this project.
2. **Budget Prioritization Process** (Principal Long & MWA Admin): Ms. Long introduced the budget prioritization process for AY2023-24. The school community will have three meetings regarding the budget:
  - a. Today's meeting (1/10/23): Family survey and brainstorming session about our priorities for the Mt. Washington School. Areas of focus: Academic Achievement, Social-Emotional Learning, Programs & Services. [If you missed this meeting please fill out this form.](#)
  - b. A follow-up meeting will be held as a forum for the school community to review and give feedback to Ms. Long on her proposed budget (date TBD) before she submits it to the school district to review.

- c. A final meeting will be held to review the final budget before it is formally approved by the school district (date TBD).

### 3. Culture and Achievement Committee

- a. Recess Safety: Katy Chib provided an update on parent volunteer recruitment. Several parents have formally registered as volunteers with the school, and a few have been approved. They will start working with Ms. Byrne (lower bldg) and Ms. Sam (upper bldg) to coordinate their volunteer hours.
  - i. **Action Item:** Katy Chib will create a greyscale form of the digital flier that went out on Bloomz to print out and distribute in both buildings later this week.
  - ii. **Action Item:** Ms. Long/Ms. Jacobs will send the flier to families via email to help get the word out to parents who do not/cannot use Bloomz.
- b. Admin/faculty/staff point person to liaise with this committee? In order to build momentum, each committee needs to have a direct person from the school's admin/staff team to communicate with between general meetings.
  - i. **Action Item:** Zafar Shah will follow up with Ms. Long about this committee's assigned admin/staff person and begin looping them in on the committee's work.
- c. MWS Handbook: Review and Revision. The MWS Handbook needs to be updated and distributed to families, both in physical and electronic form. We need one or two volunteers from our SFCC parent/larger parent community to work with Ms. Jacobs on refreshing the MWS Handbook. This would provide clear information about the school and district protocols for handling disciplinary and behavioral issues that arise (this is a concern among the parent community, especially in the middle school space).
  - i. **Action Item:** Zafar Shah and Katy Chib will work on organizing a sub-committee to work on the Handbook.
- d. School Communication Flow Chart: Molly Allen created and presented a communication flow chart to help parents identify the right admin/staff to answer any questions or meet specific needs. The flow chart will be posted on the website.

### 4. Facilities Committee

- a. There will be an update on the pre-fab Middle School building construction **Jan. 12th at 6:00** (Amnastee Graves will lead that meeting). This community meeting will be held in person in the upper building gym, or community members can participate via Zoom. To participate virtually, folks need to register at this link: <https://bit.ly/MTWashington23>.
  - i. An issue of immediate concern: crosswalk safety on Kelly at 5-way intersection and at Lochlea. We need an immediate remedy, and for this to be included in the traffic study. We will also ask Ms. Graves for an update on the traffic study working group at the Jan. 12th meeting.

- b. New Project to refresh and update the upper building and school grounds: We have a one-time budget of 75K to do this work.
  - i. Zen Garden Clean-Up (organized by SFCC/PTO)
  - ii. Refresh/brighten up the pre-K/Kindergarten Floor in the upper Building
  - iii. Create an outdoor classroom for the elementary school kids behind the upper building (near the Zen Garden)
    - **Action Item:** The Design & Construction sub-committee (led by Adrienne Garwood and Jenna Lingsch) will take the lead to organize the conception and design for pre-K & K floor refresh and the outdoor classroom. They will engage elementary school teachers and students to envision the spaces (approx. 6-week period). Once a plan has been agreed upon, Ms. Long will get estimates from a district contractor and formally commit the funding to it. The design and contract need to be completed before June 14th. Construction will happen over the summer.

#### 5. Other General Meeting Business

- a. Toja has offered to take on the role of parent co-chair of SFCC from Zafar in the Spring 2023 Term. This transfer was voted on and affirmed by those present at the meeting.
- b. Schedule for committee meetings moving forward:
  - i. General SFCC meetings: 1st Tuesdays at 6:30 p.m.
  - ii. Cultural and Achievement Committee: 2nd Tuesdays at 8:00 p.m.
  - iii. Facilities Committee: 3rd Tuesdays at 8:00 p.m.
  - iv. Committees commit to having an agenda created for each committee meeting ahead of time, which will enable us to notify the school community in advance and allow parents to track the work of the committees.
- c. **Action Item:** Ms. Long will designate admin/staff point people to liaise with each committee between general SFCC meetings.

6. Meeting adjourned at 8:10 p.m.