

## **Parent Information Session: Brooks Move & New School**

April 27, 2014

Representatives in Attendance:

**Felicia Locklear**, Principal, Brooks Museums Magnet Elementary School

**Nick Lash**, Project Manager & Lead Architect, Moseley Architects

**Sherry Green**, Director of Planning & Design, Facilities, WCPSS

**Marcella Rorie**, Senior Facility Planner, WCPSS

**Becky Romine**, Director of Furniture, Fixtures & Equipment, WCPSS

**Emily Cochran**, Senior Administrator, FF&E, WCPSS

**Stephen Sposato**, Senior Administrator, Transportation, WCPSS

**Teresa Williams**, District Supervisor, Transportation, WCPSS

**Chris Ford**, Senior Project Manager, Facilities Design & Construction, WCPSS

If you have questions going forward, please email ([flocklear@wcpss.net](mailto:flocklear@wcpss.net)) or call (919-881-1350) Ms. Locklear. If she doesn't have the answer, she will track down an answer for you!

### **Modular Campus, Move & New Building:**

- The plans for the new building are on display.
- Brooks has met with the staff at Green Elementary (currently being housed at the modular campus) to gain information on their use of the space and how they transitioned.
- The modular campus contains 5 modular units, each with 8 classrooms, and boys & girls bathrooms. There are separate units for both the cafeteria and the gym, and one additional unit that contains the media center and Administrative offices. Teachers have had an opportunity to tour the facility & report that the classrooms are nicer than those in the old portion of our current building.
- Brooks is the 7<sup>th</sup> school to use this modular campus.
- Address: 3851 Spring Forest Rd. Located right beside East Millbrook Middle School, on the corner of Spring Forest & Capital Blvd.
- The school day bells will remain the same next year.
- Technology at the modular campus – mix of SMART Boards and BenQ projectors. Any technology that we currently have that is up to WCPSS standards will be moved.
- Security – every door will lock automatically, except for the front door to the Administrative unit of the campus. Teachers will all have keys. There are cameras & motion detectors located throughout the campus, as well as plenty of nighttime lighting in the parking lots, etc. There are no concerns.

- Drills (fire, lockdown, tornado) will be performed early in the year, so that students know procedures in their new environment.
- There are 3 small playground areas located on the campus. A schedule will be in place to ensure that children receive their allotted recess time each day.
- There are no covered walkways between the different modular units. All students will be required to purchase a poncho as part of their class supplies list next year, which will be left at school.
- Performances will take place in the cafeteria unit. The hope is that East Millbrook Middle School will allow use of their auditorium for a few of our biggest performances.
- Teachers met with our move team on April 25 to receive instruction on how to pack. Teachers were directed to begin throwing away unused materials at the beginning of this year, and have made good headway.
- Only teaching materials will be moved. Green will leave behind all of the current desks, chairs, etc. already on location and receive all new at their new building. The only exception is our Pre-K classroom, which will be moved, as Green does not have a Pre-K program.
- Our existing furniture will be moved to a WCPSS warehouse and dispersed to schools in need of additional resources.
- The entire school must be completely packed & ready to move by the end of June 13. Movers will be on site to begin our move the next day.
- Our current building will be completely empty within 7-10 days following the last teacher workday of the year.
- Beginning June 14, our current campus will be considered a construction zone, and staff, students & parents will not be allowed on site.
- It will take between 2 ½ - 3 weeks to have the modular campus set up.
- Parents & students should not visit either campus until they are told that it is safe to do so.
- Once we return to our new building, Brooks will be treated as if it is a brand new school and be brought up to the current WCPSS standard with all new furniture, equipment, and technology.
- The new Brooks campus will have twice as much parking, with the goal to get most of the cars off the surrounding streets.
- The current Kindergarten wing (which will not be torn down) will be up fitted to look exactly like the new construction. The goal is not be able to tell what is new and what isn't.
- Green's construction is slightly ahead of schedule.
- Stay tuned for information on times this summer (in July/early August) when parents & students will be invited to come and walk the modular campus to become familiar with the new campus prior to the start of the new school year.
- Meet the Teacher will still be held in a staggered manner to disperse the crowd.

- Kindergarten Picnics & Summer Play Dates are TBD.
- 5<sup>th</sup> Graders will have every opportunity that they currently have (CAM, Science Olympiad, etc.). Safety Patrol duties may be modified, due to safety concerns (TBD).
- Before and After School Care will be available next year. Parents will be able to sign up for these on the teacher workdays at the start of next year.

### **Transportation, Carpool & Parking:**

- Students who live in the current walk zone (an approximate 1 ½ mile radius surrounding the school) will be provided transportation.
- Beginning the 4<sup>th</sup> week of May, visit: <http://www.wcpss.net/Domain/30> to request bus transportation for next year.
- Bus stop & route information will not be available until 10 days prior to the start of next school year.
- Bus stops are generally located at intersections within an easy walking distance from a student's home.
- To determine what your transportation options are for next year, use the Address Look Up Tool: <http://wwwwgis2.wcpss.net/addressLookup/>. Select 2016-17 school year to find out if busing will be provided. This information will also be printed on the school assignment strips that will come home with students in early May.
- Magnet family transportation statuses will not change, only those who live in the walk zone.
- If you are a magnet family with an express bus stop option, the hope is that the bus stops will remain the same, however, these are determined each year in response to where students are coming from across town.
- Transportation does not anticipate that Brooks' buses will be shared with other schools next year.
- The buses will need to allow a 20-30 minute window to allow for the drive from the neighborhoods in the walk zone to the modular campus. Brooks is a 3<sup>rd</sup> tier bus school, which means that student pickups begin between 7:45-8:00AM, with a goal to have all buses at school by 9:00AM.
- Elementary School Buses are allowed to have 3 children per seat; however, they do take into account that some 3<sup>rd</sup>-5<sup>th</sup> graders can need more space. The largest WCPSS school buses can hold as many as 78 students, most hold 72 (at 3 children to a seat).
- All new bus riders will be given a set of bus rules & expectations that they will have to follow.
- Kindergarteners will sit in the first seats behind the driver and then older kids will sit behind them.
- Parents of rising Kindergarten students: A parent MUST be at the bus stop to receive your child off the bus. K students without a parent waiting will have to remain on the bus and be returned to school.

- Carpool will be an option next year in both the morning and afternoons. Anyone may drop off his or her child in the morning through carpool, but a carpool tag is required to pick up your child in the afternoon.
- There will be NO WALKER families next year in the afternoon.
- Parents will enter the carpool cue off of Spring Forest, and then wrap around the campus (not anticipated that the cue will spill out onto Spring Forest).
- The Bus & the Carpool lanes are the same at the modular campus. The bus lane divides off and is on the inside, the carpool lane is on the outside. After carpoolers load they will arrive at a stop sign where traffic will yield to the buses to merge back into one lane to exit the campus.
- Staff will be equipped with radios and heavily on hand to ensure that children can board the buses and get to their cars safely, especially at the beginning of the year, while everyone is still getting acclimated to the new system.
- At the end of the day, students will be moved to the modular units closest to the loading zone to wait for their number to be called and loaded from.
- When exiting the campus, there is no stoplight onto Spring Forest, only a stop sign. Buses are only allowed to turn right at this stop sign.
- There is no parking on the modular campus. Parents will have access to parking on the East Millbrook Middle School campus, and be allowed to park there in the morning to walk their child into school. This is also where parent volunteers will park during the day.
- Before and After School parents can drop off their students by the cafeteria on the modular campus (do not have to park).
- Parents are highly encouraged to make use of buses next year. Officials expect 6-7 buses arriving daily at Brooks, 2-3 of which will be filled by current walk zone families (based on current interest).
- If you currently have a bus option, but are not using it, you must go onto the WCPSS website at the end of May and request use of it next year.
- If you currently use a bus, you do not have to re-request use of it for next year. Verification cards will be mailed in May with current information.
- Students must get on and off the bus at their assigned bus stops.
- Following the start of the school year, parents may request alternate bus stops due to before and after school care situations or for transfer students. Make those requests here: <http://www.wcpss.net/Domain/30>.