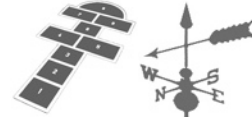


# Schoolyard with Outdoor Classroom Planning Committee - details



## The Schoolyard and Outdoor Classroom Organizing and Planning Committee

The Committee membership list included in the application for the BSI Organizing and Planning grant often changes in the fall to welcome new parents, teachers, out of school providers, and neighbors. New members should be added so that the Committee represents a balance of people from the school and the community, and to ensure that participating members can make the commitment to attend every monthly meeting. [approximately 12 people]

### Committee Membership

- **Principal**
- **Teacher** representation from a range of subject areas, grade levels, science specialists, such as gym teacher, [Note: **PDP's** are available for teachers for monthly participation in meetings]
- **other School Staff** - lunch aides, parent outreach coordinator, and custodians
- **Students (2)** - older students in K-8 schools
- Representatives from **out of school programs**
- Representatives from educational partnerships
- **Parents**
- **Neighbors and direct abutters**
- member of local crime watch group or neighborhood association
- Local CDC or other non profit organization with interest in schoolyard (optional)
- Local business or corporate partner
- Alumni

### Meetings

Meetings need to be scheduled for 2 hours on same day and time of each month, ideally in late p.m. to optimize inclusion and attendance by

both the community and the school. [Monthly meetings for the year will be scheduled in June (prior to participatory design process start-up in fall) to allow members to plan and lock in dates on their calendars.]

### Committee Member Responsibilities

- To actively engage in the planning and participatory design process
- Be able and willing to attend all monthly schoolyard meetings
- Participate in fundraising activities for SY & OC
- Form a Schoolyard Friends Group from the parents and community members within the committee after the design is complete
- To coordinate the spring and fall annual schoolyard events
- To assist with seasonal maintenance of the schoolyard and outdoor classrooms
- assist with outreach and information sharing (blog, bulletin board, etc)

### Outreach

*it is Important that the neighborhood is made aware of the new Schoolyard and Outdoor Classroom project early in the planning process.*

*Activities include:*

**Flyer neighborhood** to inform the community about the project – (see sample flyer)

**Send home information** with students to inform and invite parents

**Door knock** direct abutters to ensure face to face opportunity for them to ask questions and learn about the project

**Attend** school site council meetings & parent meetings to inform and invite a representative to join the committee

**How to flyer the neighborhood & door knocking process ...**

**goals, what & how...**

- to let neighborhood know the Good News - The school awarded a grant to design schoolyard improvements to be built fall 2010
- to ensure all abutters are informed about schoolyard project
- Important to speak to all abutters or leave flyers – they have a right to know about the positive changes
- make sure to leave the neighborhood cleaner than you found it, pick up all loose flyers
- best to go in pairs - to represent school and community & a safety precaution
- If abutters are home, Introduce yourself as member of schoolyard committee
- be positive and avoid conversations that may have negative tone
- Invite them to participate if they seem interested
- keep emphasis on neighborhood improvement and schoolyard as resource for children for active recreation, teaching and learning

**sample information Flyer** (please modify as needed!)

date here

Dear Neighbor:

The *(school name)* has received a grant from The Boston Schoolyard Initiative for a Schoolyard renovation and an Outdoor Classroom educational space on the school grounds.

Information about the project will be posted and updated on a bulletin board in the school building.

For more information, or to fill out the planning and informational survey, please contact the school:

*school address*  
*school office hours*  
*school phone #*

Thank you,

*The xxx Schoolyard Organizing and Planning Committee*

a Boston Schoolyard Initiative project (more photos available at [www.schoolyards.org](http://www.schoolyards.org))



before



after