

HCPS Enrollment Balancing Process

Advisory Team Meeting #2

February 10, 2021 – 5:00-7:30 pm

Attendees:

Advisory Team Members Present: Cornell Brown (Assistant Superintendent of Operations), Cathy Bendis (Dir. of Transportation), Kim Manzo (Coord. for Low-Incidence Disability Programs), PJ Beard (Exec. Dir. of Facilities Management and Planning and Construction), Gary Childress (Dir. of Nutrition Services), Donovan Brooks (Coord. of Safety & Security), Paula Stanton, Ph. D. S (Supervisor of Equity & Cultural Proficiency), Eric Davis (Chief of Administration), Ben Richardson (Senior Manager of Human Resources), Buck Hennigan (Exec. Dir. of Student Support Services), Kathy Griffin (Early Childhood Programs Coord.), Robin Meyer (Coord. of Non-Public and Interagency Placements), Mike O'Brien (Exec. Dir. of Secondary School Instruction and Performance), Renee Villareal (Exec. Dir. Elementary School Instruction and Performance), Natalie Holloway (Bel Air MS Principal), Melissa Williams (Edgewood MS Principal), Heather Skopak (Bel Air ES Principal), Tom Smith (Youth's Benefit ES Principal), Ron Wooden (Havre de Grace ES Principal), Becky Reese (Willam S. James ES Principal), Marc Manzo (Edgewood HS Assistant Principal), Tracy Kahl (PTA - North Harford), Jessica Uleck (PTA - Fallston), Amy Schafer (PTA - Bel Air), Dana Cross (PTA - Aberdeen), Michele Lorenc (PTA - C. Milton Wright), Robin Lien (PTA - Patterson Mill), Jennifer Walter (PTA - Havre de Grace), Flossie Rosser (SECAC Parent Representative), Rachel Gauthier (Vice President Board of Education), Patrice Coit-Jackson (PTA – Edgewood), Erin Winkler (PTA – Joppatowne)

Facilitators: Missy Valentino (HCPS Facilities), Chris Morton (HCPS Facilities), Kate Doiron (FLO Analytics), McKay Larrabee (FLO Analytics), Rachel Roberts (FLO Analytics), Ingrid Boucher (Bloom Planning), Jessica Gillespie (Bloom Planning), Zaire Martin (Bloom Planning)

Advisory Team Meeting #2 Minutes

- Introduction by Cornell Brown thanking the Advisory Team for doing the work on this process.
- Bloom Planning: Overview of Virtual Meeting Tools (Zoom), review of agenda. Bloom will be facilitating the community engagement aspect of the process. Review of Advisory Team session norms & mindsets.
- Process overview recap:
 - What is the Balancing Enrollment Process (BEP)?
 - A multi-month highly structured approach to data analysis and stakeholder engagement that will result in informed, relevant plans for HCPS.
 - We are currently in Phase 2 (January – June 2021)
 - Why is the BEP happening?
 - To ensure HCPS schools and programs maintain capacity utilization levels that are beneficial to all students, while also ensuring the sustainable allocation of district resources
 - How will the process be conducted?
 - Guiding principles and committee charge

- Derived from district policies to help guide the process and decision-making
 - Guiding principles were approved by the Board of Education
 - Who + How: Advisory team review options developed by district and consultants, and provide feedback
 - Timeline: 6 remaining Advisory Team meetings, 2 Community Input Forums between now and June
 - Advisory Team Roles: Content Specialists and Options Development Team
 - Content Specialists Purpose:
 - To provide support and guidance to the Options Development Team through the sharing of critical information about their area of expertise as needed during the options development process.
 - This type of oversight and contribution helps ensure options chosen will meet the needs and desired outcomes of the district.
 - Options Development Team Purpose:
 - To review boundary options through a series of working (Advisory Team) meetings
 - To arrive at consensus on the best balancing enrollment option for each region considered
 - This consensus forms the basis of the recommendations presented to the superintendent.
- Breakout room ice breaker: What is your name and your role in the HCPS school community How long have you been affiliated with HCPS? What skill or expertise are you excited to bring to this work? Is there anything you would like the group to be aware of that may impact your engagement during today's meeting?
- Advisory Team Meeting #1 Recap
 - Bloom shows a word cloud from the last exit survey ("What is one word or phrase that describes how you are feeling about the BEP process right now?"), largest words are "excited" and "intrigued" and "hopeful"
 - Survey feedback on the process is all 5.5-5.7 out of six on understanding and trusting
 - Additional questions from the Advisory Team responded to by Missy Valentino:
 - 1. The first two meetings are on dates that conflict with my current PTA meetings where I hold a board role. PTA meetings are at 6:30-7:30, can we find a time that would work better to accommodate both? **We will have meeting minutes and slides available.**
 - 2. Will there be actual attempts at the school commutes (i.e., trial commutes during actual school time, not weekends or holidays)? **District will be looking at commute times; this will not be on the fly with-in each meeting. Transportation specialists are on the committee so the district and team are keeping tabs on commute times. The District will be providing their best estimate for commute times based on current routes and the data the district currently has on student locations and addresses.**
 - 3. What is the threshold that HCPS will step in and propose a new school building? **Pre-K, capacity, SPED needs are pressing, but at the same time there are schools that are under capacity, so the District is looking at all feasible and reasonable options. At some point when enrollment can no longer be**

balanced and below 100%, that is when the district will look into proposing a new building. Would rise in priority in capital improvements list - right now, the district is working to do its due diligence to economically balance enrollment within the school buildings. It is a large expense to build a new school - based on both construction and annual operating costs.

- 4. Wondering about the students that would have started in HS before the shift. Will they be allowed to stay. Elementary and middle schools are understandable but high school students may object to moving, which could affect enrollment process and the data. **We will be making recommendations to the Board of Education for implementation. Final decisions for implementation will be made by the Board of Education. MS and HSs have the most capacity with the exception of the center of the district so there may be some flexibility for grandfathering students and boundary waivers. 5th-, 8th- or 12th-, they can use the boundary exception process to make that happen and continue on at their current school.**

- FLO Analytics shares the Elementary school Springboard proposal presentation for seven different regions. The boundaries proposed represent a starting point for the Advisory Team. The Executive Leadership Team reviewed the boundaries last week.
 - ESN – North region: Jarrettsville, North Bend, Norrisville, North Harford
 - ESE – East region: Dublin and Darlington
 - ESSE – Southeast region: Meadowvale, Havre de Grace, Roye-Williams,
 - Hall’s Cross Roads, Bakerfield, George D. Lisby
 - ESS – South region: Deerfield, Edgewood, Joppatowne, Magnolia, Riverside
 - ESCS – Center South region: Abingdon, Church Creek, Emmorton, Homestead/Wakefield, Ring Factory, William Paca/Old Post Rd, William S. James
 - ESCW – Center West region: Bel Air, Churchville, Fountain Green, Prospect Mill
 - ESCE – Center East region: Forest Hill, Forest Lakes, Hickory, Red Pump, Youth’s Benefit

- The Advisory Team will look at balancing the number of seats in the general education classrooms. Program classrooms (Pre-K, STRIVE, CSP, Magnet) have been identified by program staff and reserved and are not part of the enrollment balancing.
 - From Rebecca Reese: Although regional programs, CSP and STRIVE, take 2 classrooms, the program take 4 spaces in the building. 2 classrooms, 1 seclusion room and 1 sensory room.
 - From Missy: Thanks Becky - We have been working with the Special Education coordinators to identify those spaces.
 - From Kim Manzo: Thank you, Becky and Missy. Secondary STRIVE requires a separate bathroom as well.
 - From Robin Meyer: For CSP elementary, we are typically 3 classrooms, 2 seclusion rooms, de-escalation room outside of seclusion, sensory room, and k-1 classroom needs bathroom

- Enrollment balancing goals may vary within region depending on the number of general seats available at the schools and the current and forecasted number of students for that region.

- North Region enrollment balancing review with full Advisory Team. Breakout into three rooms:
 - Content Specialists to review the springboard proposal for the North Region with Rachel Roberts
 - Two rooms of Options Development Team members split into rooms with one FLO and one Bloom staff member.
 - Review the springboard for the north region
 - Group 1 identifies two areas to potentially change from the springboard
 - Group 2 also identifies two areas.
 - All groups return to the Main virtual room to report out. Both groups had the idea to include the area between change area ESN-F and ESN-G and also send those students to North Harford. Group 1 recommended a change to include the area north of Grier Nursery Rd. currently in Forest Hill attendance area to North Bend. Group 2 suggested moving a neighborhood near Jarrettsville that was proposed to move to North Bend back to Jarrettsville.
 - All three edits resulted in 91% for Jarrettsville (objective is 85%). Content specialists noted there are no walkers in this neighborhood and the two schools are almost the same distance apart. Removed the Jarrettsville edit and resulted in balanced enrollment (within 3% of 85%) for all schools.
 - Group noted the area proposed from Youth's Benefit to Jarrettsville might not be happy with the change. Cathy Bendis noted it is easier to transport these students north to Jarrettsville than south.
 - FLO will send an exit survey to ask for more input and recap the proposed edits and the group will reassess and come to consensus on the north option in the next meeting.

- Bloom: Wrap up – Reflection and next steps
 - Meeting intentions and outcomes – review and consider FLO's springboard proposal; review summary of issues, suggest and discuss proposed edits for all elementary school areas in the following two meetings.
 - Next Advisory Team Meeting: February 24th

- Cornell Brown: Closing comments