Welcome! Please Test Your Zoom Functions

4. Make sure your name appears in your participant video square.

Choose ONE of the audio conference options

Phone Call		Computer Audio

+1 346 248 7799
+1 301 715 8592
+1 312 626 6799
+1 646 876 9923

Meeting ID: 131 579 227

Participant ID: 46

1. Please connect via computer for audio.

If you must connect via phone for audio, **ensure your video and audio are linked using** the Participant ID pin.

2. Please **turn on your video**.

3. Type the name of your favorite teacher from elementary or high school into the **chat box**.

1	2	3

Join Audio · Start Video · Invite · Participants 1 · Share Screen · Chat · Record · Leave Meeting

- This session is being recorded for record-keeping purposes. By participating in this session, you are consenting to the recording, retention, and use of this session.
- At any time if you have a question or comment, feel free to place that in the chat, and we will respond to you as soon as possible. If you ask a question or comment verbally, please note that by doing so, you are consenting to the recording, retention, and use of your statements recorded as part of this session.
- Conversations in breakout groups will not be recorded.

Welcome!

**Balancing Enrollment Process
Advisory Team Meeting 1**
January 13, 2021

Our Virtual Meeting Tools

Screen Set Up:

1. Take a moment to adjust your screen for best viewing.

2. Try to adjust your window so you can see my screen AND the chat box (the presenter's face is optional). These tiny blue buttons allow you to have different views of the video gallery.

3. You can move the control bar around. Put at the top or bottom of your screen for best viewing.

Switching Screens - Our Virtual Tabletop

To get out of the full-screen Zoom, double-click the screen, hit the escape key, or use the screen-view controls

Zoom window - slide presentation, participant videos

Meeting documents - questionnaires, agenda, personal notes

Advisory Team Session #1 Intentions & Agenda

Agenda

Intentions

1. Facilitators introduce participants and process norms for the advisory team sessions

2. Facilitators refresh participants on the process, guiding principles, and drivers of the work

3. Participants become familiar with the data concepts, data, and resources that will be used to inform boundary recommendations

4. Participants feel prepared to review boundary maps and engage with recommendations discussions

5. Participants leave with clear next steps, including an understanding of expectations for upcoming advisory team meetings and the Community Input Forum events

Agenda

- Introductions & Orientation (60 min)

- Getting into the Work (75 min)
  - Data 101 learning module, preview of concepts & tools
  - Application activity

- Reflection & Next Steps (15 min)

Advisory Team Session Norms & Mindsets

Norms & Mindsets:	Looks like...
1. Keep the needs of students at the center of this work.	- Asking what's best for children - Helping refocus conversations around students and their future
2. Be fully present.	- Monotasking with your focus on this session - Minimizing technology distractions - Engaging by computer with video for full participation
3. Respect one another, our time frames, our shared airspace, and our process.	- Monitoring your own talk time - Speaking your truth and speaking for yourself - Being succinct and listening to learn and understand - Assuming colleagues' positive intent and equal effort
4. Stay in a solution mindset and remember that we are all in this together.	- Engaging with generosity of spirit - Asking "what if" and considering new ways of doing things
5. Remember! This is a PROCESS.	- Being with the discomfort of not having all the answers. - Sometimes there will be more questions than answers

Virtual Norms…

Own your virtual engagement:

1. Turn your video **on** and mute yourself when you're not speaking.
2. Make sure your name is visible in your video box.
3. Use the chat for technical difficulties and accessing links.
4. Don't be afraid to say "Sorry, I missed that…" or "Could someone clarify what we're doing…"
5. Use the chat to announce if you need to step away from the meeting.
6. Allow for humanity (family, roommates, furry co-workers)

Who's in the Virtual Room?

District Executive Leadership Team

Eric Davis
Cornell Brown
Missy Valentino
Chris Morton

Guidance and Resource

Board Representative Observer

Rachel Gauthier

FLO Analytics

Kate Doiron

McKay Larrabee

Rachel Roberts

Data, Analysis, Presenting

For more on FLO: **flo-analytics.com**

Bloom Planning

Ingrid Boucher

Zaire Martin

Jessica Gillespie

Facilitation and Logistics

For more on Bloom: **bloomplanning.com**

Who's in the Virtual Room?

Thank You!

Our sincere thanks to all of the school district community - internal and external to the district - for sharing your time and talents in service of the BEP.

Executive Leadership Team

- Eric Davis (Chief of Administration)
- Cornell Brown (Assistant Superintendent of Operations)
- Missy Valentino (Facilities Planner)
- Chris Morton (Supervisor of Planning & Construction)

Content Specialists

- Cornell Brown (Operations)
- Cathy Bendis (Transportation)
- Kim Manzo (STRIVE)
- PJ Beard (Facilities)
- Gary Childress (Food & Nutrition)
- Donoven Brooks (Safety & Security)
- Rob Limpert (CTE, Magnet & NorthStar programs)
- Paula Stanton, Ph. D. S (Equity & Cultural Proficiency)
- Joel Gallihue (Chief, Long-Term Planning, Harford County)

Options Development Team

- Eric Davis (Superintendent's Office)
- Ben Richardson (HR)
- Buck Hennigan (Student Services)
- Kathy Griffin (Early Education)
- Robin Myer (Special Education)
- Mike O'Brian (Executive Director Secondary)
- Renee Villareal (Executive Director Elementary)
- Natalie Holloway (MS Principal)
- Melissa Williams (MS Principal)
- Kilo Mack (HS Principal)
- Heather Skopack (ES Principal)
- Tom Smith (ES Principal)
- Ron Wooden (ES Principal)
- Becky Reese (ES Principal)
- Parent Representatives from: Tracy Kahl (North Harford), Jessica Uleck (Fallston), Amy Schafer (Bel Air), Dana Cross (Aberdeen), Erin Winkler (Joppatowne), Michele Lorenc (C. Milton Wright), Robin Lien (Patterson Mill), Patrice Coit-Jackson (Edgewood), Jennifer Walter (Havre de Grace)
- SECAC Parent Representative: Flossie Rosser

Now that we know a few details about who's in this virtual room, let's find out about our shared humanity…

Process Overview - Recap

But first, a poll!

Balancing Enrollment Process Overview

WHAT is the BEP?

WHY is the BEP happening?
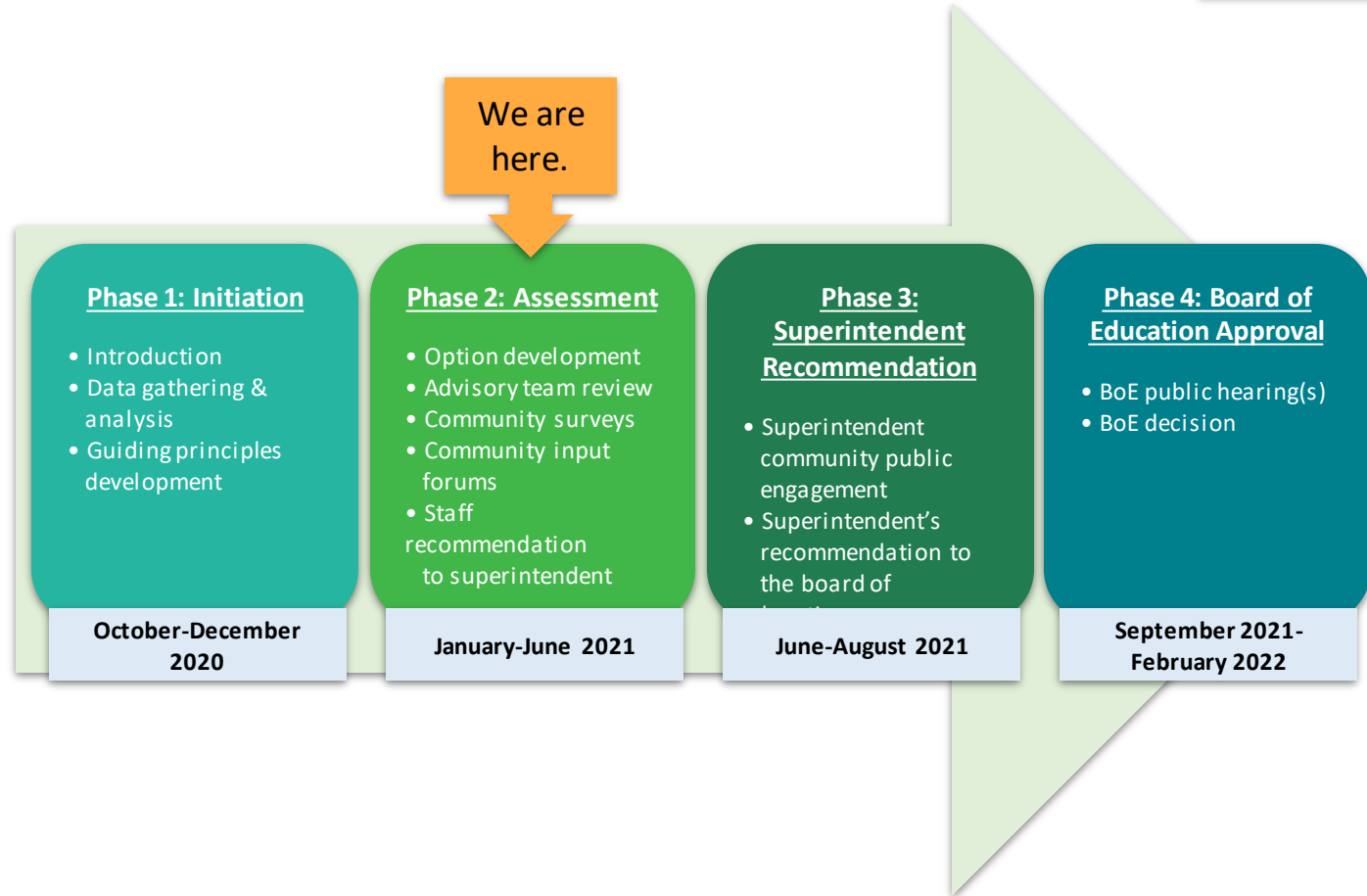
HOW will the process occur?

WHO will be involved?

WHEN will the process occur?

What is the BEP?

A multi-month, highly structured approach to data analysis & stakeholder engagement that will result in informed, relevant plans for Harford County Public Schools

We are here.

Phase 1: Initiation

- Introduction
- Data gathering & analysis
- Guiding principles development

October-December 2020

Phase 2: Assessment

- Option development
- Advisory team review
- Community surveys
- Community input forums
- Staff recommendation to superintendent

January-June 2021

Phase 3: Superintendent Recommendation

- Superintendent community public engagement
- Superintendent's recommendation to the board of

June-August 2021

Phase 4: Board of Education Approval

- BoE public hearing(s)
- BoE decision

September 2021-February 2022

Balancing Enrollment Process Overview

WHAT is the BEP?

WHY is the BEP happening?

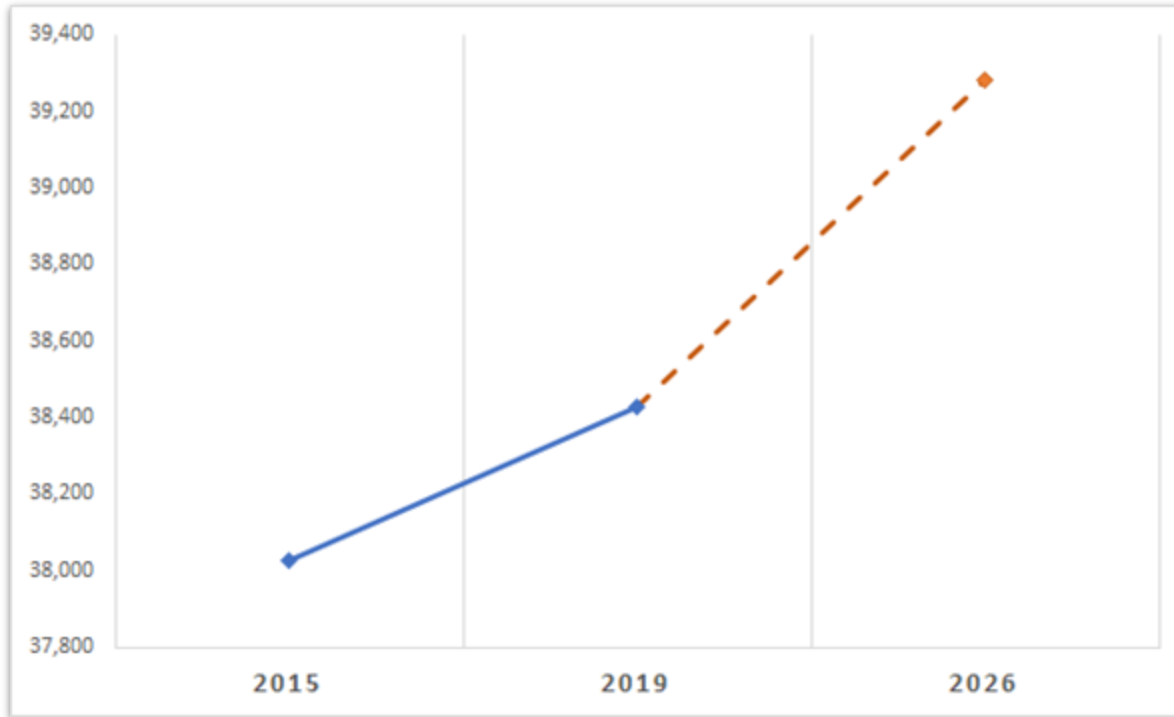**HOW** will the process occur?

WHO will be involved?

WHEN will the process occur?

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.
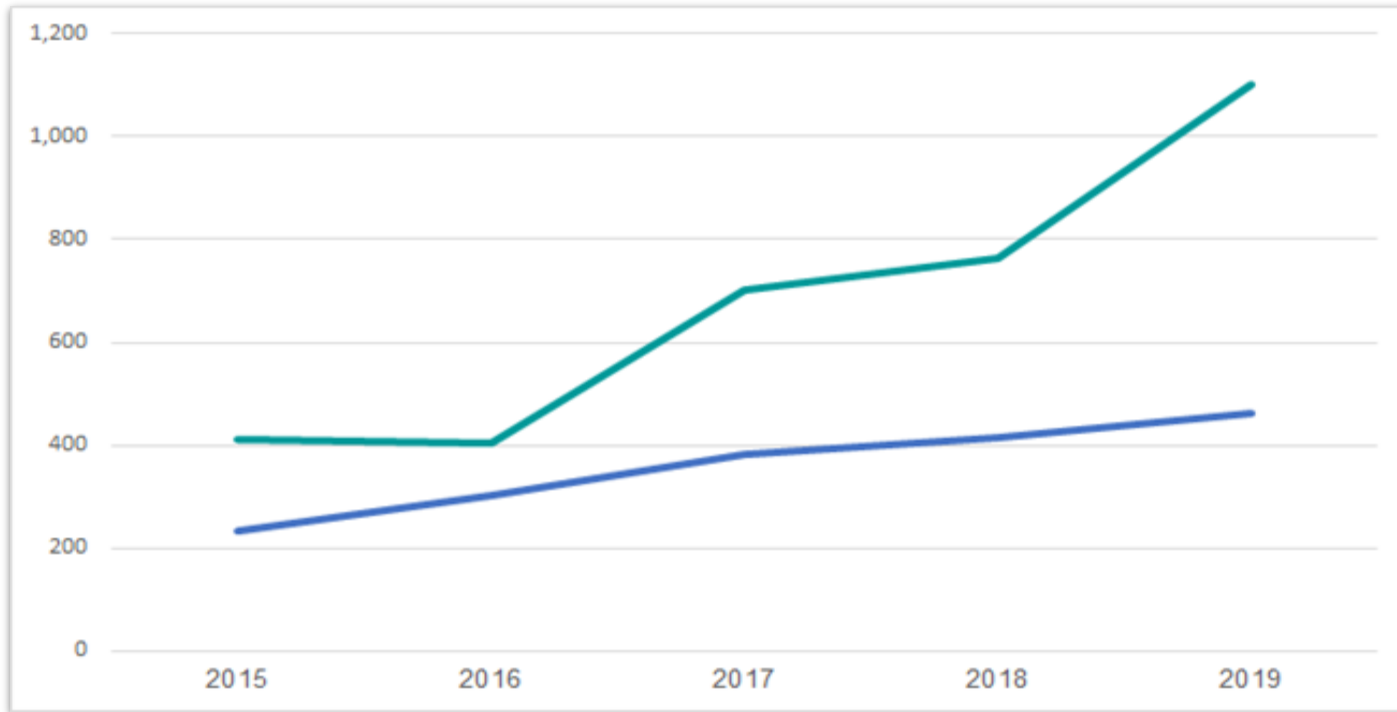
HCPS District-Wide Student Enrollment, 2015-2026

District-wide, the number of students has increased, and is forecasted to continue to increase over the next six years.

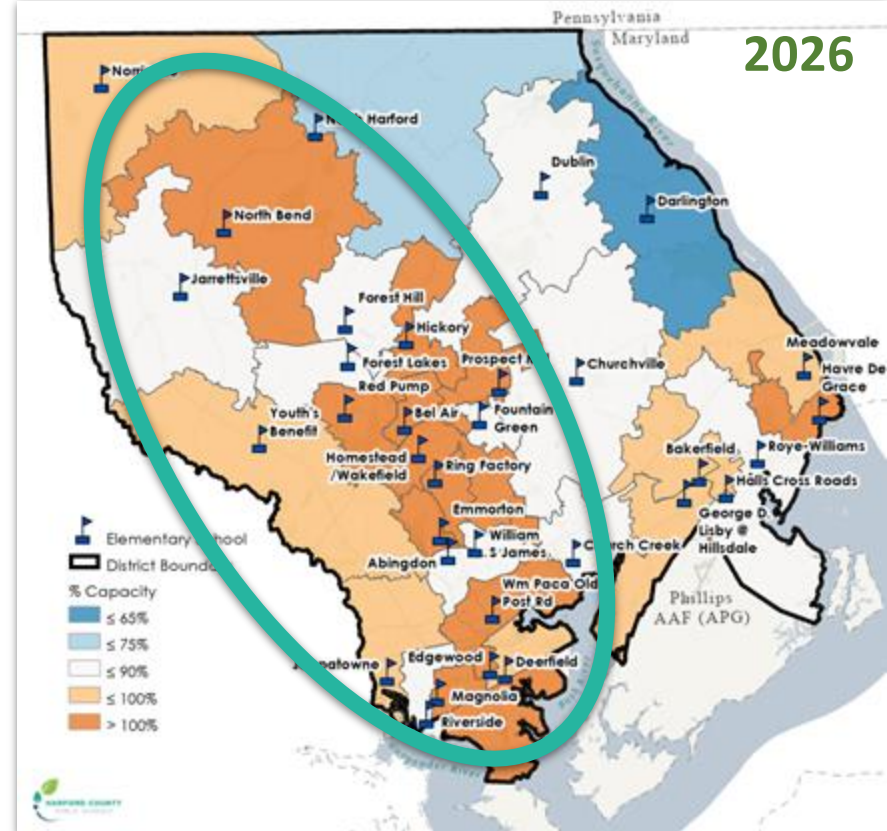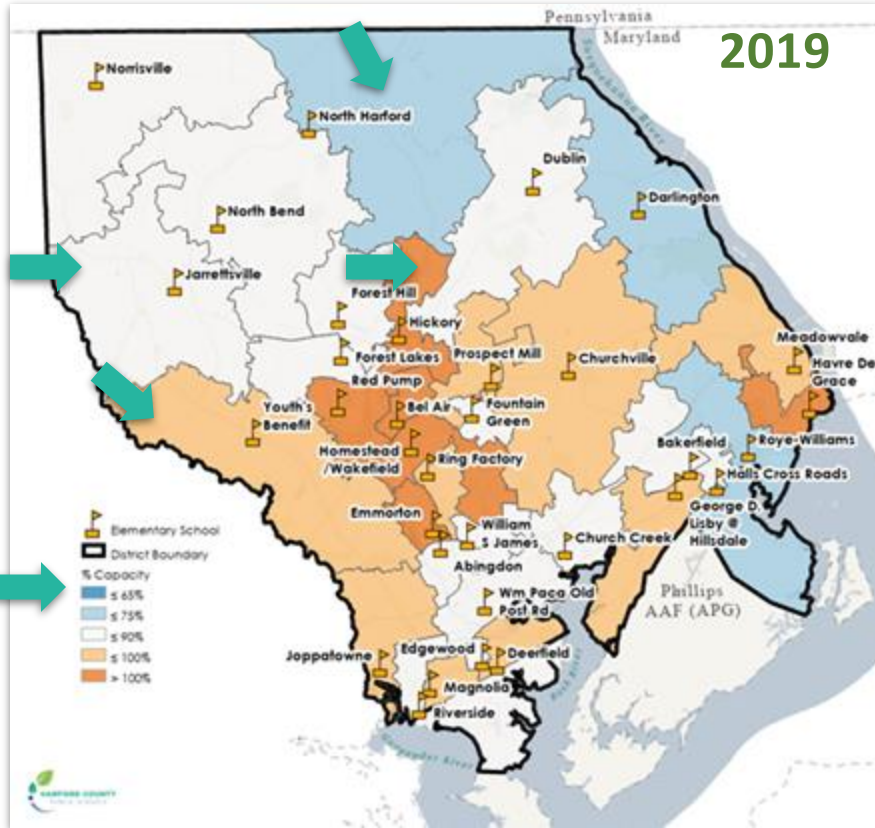# Student Enrollment in HCPS Regional Programs, 2015-2019

Increasing Pre-K Enrollment in Full-Day Programs

Increasing Special Education Needs

District-wide there has also been an additional need for building space for special education and Pre-K programs.
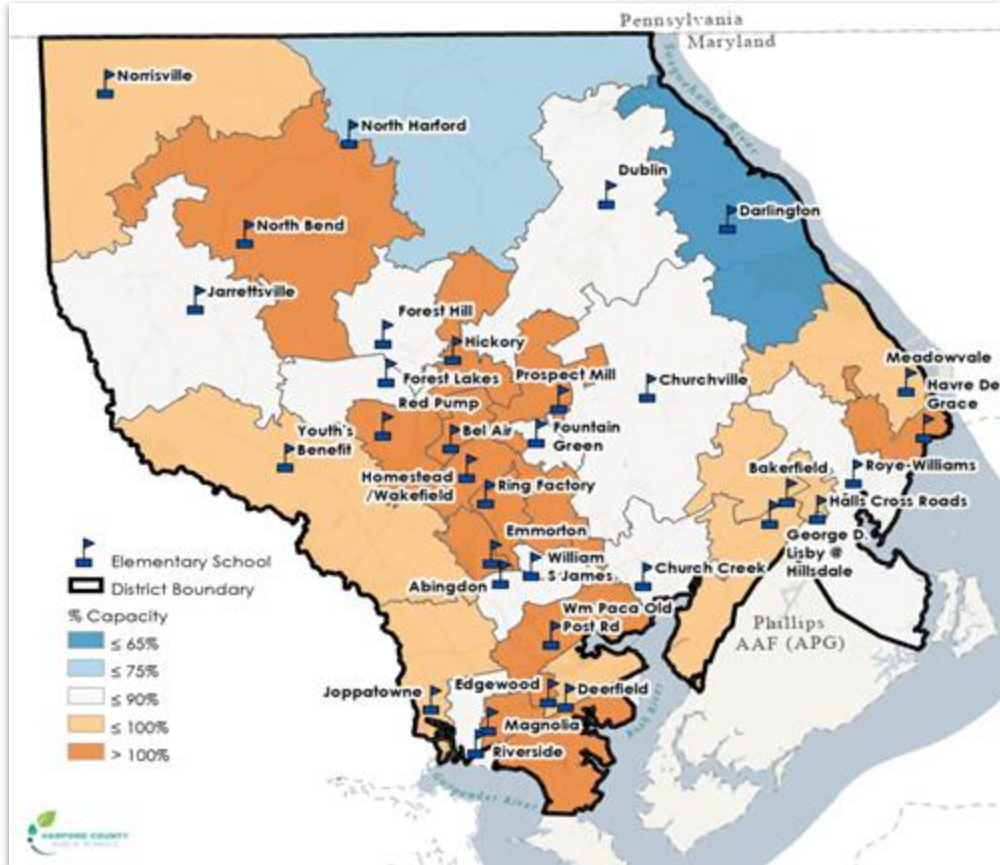
Elementary School Utilization – 2019 vs. 2026

Forecasted Elementary School Utilization, 2026

Four HCPS elementary schools - **Bel Air, Homestead/ Wakefield, Red Pump & Havre de Grace** & one middle school - **Bel Air Middle** - are at or above 110% capacity.

The Adequate Public Facilities Ordinance (APFO) precludes subdivisions of greater than five lots being approved in these boundary areas.

WHAT is the BEP?

WHY is the BEP happening?

HOW will the process occur?

WHO will be involved?

WHEN will the process occur?

Guiding Principles & Committee Charge

Guiding principles are the set of values that guide research, thinking, and decision making in this complex and multi-faceted process.

Our guiding principles are derived from district policies, insights gained from district leadership, board of education members, student enrollment forecasting, and best practices from across the country.

The Process (How?): Guiding Principles

When considering school reconfigurations and boundary revisions, BEP process participants shall prioritize, to the extent possible, the following **guiding principles**.

These are **the lenses through which the advisory team members will evaluate options.**

1. Implement a **transparent and inclusive boundary review process** that fosters the widespread and ongoing engagement of Harford County's families and community members.

2. Take a **district-wide perspective** by considering the full scope of individual school capacities and student population projections to **balance enrollment.**

3. Operate in the best interest of students by prioritizing **equitable access to safe, high-quality educational environments** for all.

4. Consider the **accessibility of regional programs and signature academic programs** & **the long-term needs of special populations** (e.g., students with special needs, early learners, etc.) with each decision.

5. Maintain neighborhood schools that **optimize proximity to home, prioritize safe, walkable passages** to and from school, and take into account the boundaries of **existing & planned community developments**.

6. Consider **transportation impacts** and work towards limiting the amount of time required on a bus to 45 minutes or less each way.

7. Optimize **operational efficiency** and ensure the **sustainable allocation of district resources** with each decision.

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Balancing Enrollment Process Overview

WHAT is the BEP?

WHY is the BEP happening?

HOW will the process occur?

WHO will be involved?

WHEN will the process occur?

Who: A Multi-faceted, Team-based Approach

HARFORD COUNTY
PUBLIC SCHOOLS

Executive Leadership Team

- ✔ Convenes in advance of each advisory team meeting & community input forum
- ✔ Approves agendas, process, guiding principles & options prior to advisory team mtgs
- ✔ Brings final recommendations for the superintendent
- ✔ Has the authority to advance the project with a direct line to the superintendent

Eric Davis (Chief of Administration), Cornell Brown, Missy Valentino, Chris Morton

Info

Board of Education

- ✔ Informed of process & parent surveys
- ✔ Springboard proposal review
- ✔ Approves guiding principles
- ✔ Updated on community input forums

Info

Advisory Team

- ✔ Abides by guiding principles and advisory team charge
- ✔ Reviews options developed by FLO through a series of working meetings
- ✔ Arrives at consensus on the best option
- ✔ Presents final recommendations to the executive leadership team

Content Specialists

- Cornell Brown (Operations)
- Cathy Bendis (Transportation)
- Kim Manzo (STRIVE)
- PJ Beard (Facilities)
- Gary Childress (Food & Nutrition)
- Donoven Brooks (Safety & Security)
- Rob Limpert (CTE, Magnet & NorthStar programs)
- Paula Stanton, Ph. D. S (Equity & Cultural Proficiency)
- Joel Gallihue (Chief, Long-Term Planning, Harford County)

Facilitation: Bloom, FLO, Missy Valentino, Chris Morton; BOE Observer: Rachel Gauthier

Provides support and guidance to the options development team. Content specialists will participate in all advisory team meetings and provide critical information about their area of expertise as needed in the options development process. Enables oversight to ensure options chosen will meet the needs and desired outcomes of the district.

Info

Options Development Team

- Eric Davis (Superintendent's Office)
- Ben Richardson (HR)
- Buck Hennigan (Student Services)
- Kathy Griffin (Early Education)
- Robin Myer (Special Education)
- Mike O'Brian (Executive Director Secondary)
- Renee Villareal (Executive Director Elementary)
- Natalie Holloway (MS Principal)
- Melissa Williams (MS Principal)
- Kilo Mack (HS Principal)
- Heather Skopak (ES Principal)
- Tom Smith (ES Principal)
- Ron Wooden (ES Principal)
- Becky Reese (ES Principal)
- Parent Representatives from: North Harford, Fallston, Bel Air, Aberdeen, Joppatowne, C. Milton Wright, Patterson Mill, Edgewood, Havre de Grace
- SECAC Parent Representative (SE Parent Group)

Reviews boundaries and program configuration options through a series of working meetings. Attends every advisory team meeting and arrives at a consensus on the best option.

Info

Community Members

- ✔ Community phone surveys
- ✔ Community input forums provide feedback on options

- Parents/Students
- Principals
- Staff
- Community Members

The advisory team's assessment and analysis will include:

- Reviewing, questioning, and discussing one or more draft scenarios prepared by district staff and consultants to identify implementation and policy issues, major flaws, and unforeseen consequences

- Reviewing and considering input from community input forum events

- Ensuring that the guiding principles are considered throughout the process

Meeting Expectations

Active participation in six 2.5 to 3.5-hour meetings from January 2021-June 2021 plus work in support of two 2.5-hour public community input forums

Meetings will be virtual unless advised by public health guidance that in-person convenings are safe.

Process & Procedures

Members of the FLO and Bloom teams will design each session and will lead facilitation of whole and small group exercises to fully engage participants. Core HCPS district planners will also play roles in presenting information and fielding questions. Facilitators will prepare hard copy materials as appropriate. Materials presented at meetings will be made available to the public via HCPS's website.

Participants have been selected to ensure representation across critical stakeholder groups. Input to the process will be received through an online survey tool available through the district's planning portal.

Who + How: Recommendations & Implementation

Communicating Recommendations

Process findings will be communicated to the superintendent through a final report that includes summary statistics and demographics, maps, and recommendations for boundary configurations to address utilization.

Plan Implementation and/or Policy Adoption

After the advisory team develops a recommendation for the superintendent, and once the superintendent modifies and/or approves the recommendations, standard socialization, approval, resolution, budget planning, compliance, and public presentation protocols will be followed.

Sunset

The advisory team will sunset upon delivery of the recommendations to the superintendent in June of 2021.

Balancing Enrollment Process Overview
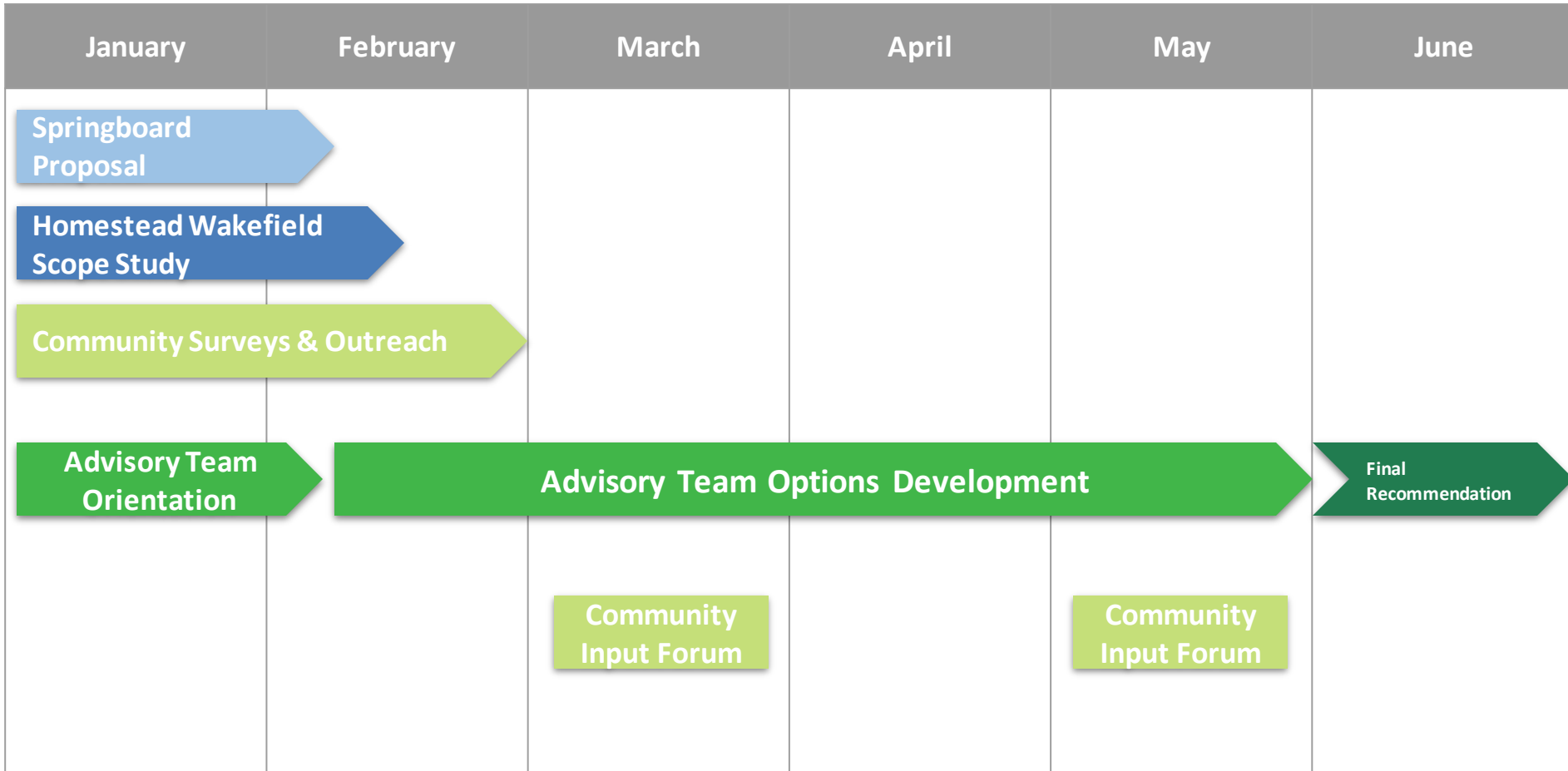

WHAT is the BEP?

WHY is the BEP happening?

HOW will the process occur?

WHO will be involved?

WHEN will the process occur?

When: 2021 BEP Components

January	February	March	April	May	June
Springboard Proposal					
Homestead Wakefield Scope Study					
Community Surveys & Outreach					
Advisory Team Orientation	Advisory Team Options Development				Final Recommendation
		Community Input Forum		Community Input Forum	

When: Options Development Details

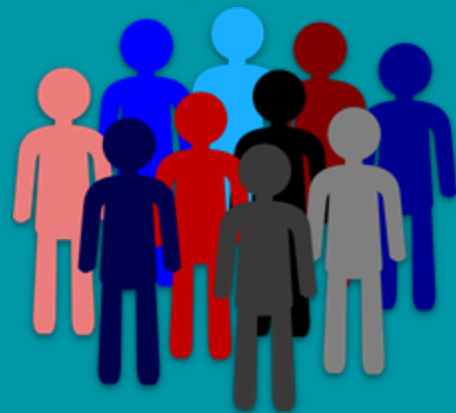| January	February	March	April	May	June
Executive Leadership Team Meeting 1 WHAT: Prepare for A-Team meetings	**Executive Leadership Team Meeting 2** WHAT: Debrief A-Team meeting; Springboard proposal	**Executive Leadership Team Meeting 4** WHAT: Prep for CIF1, options implications	**Advisory Team Meeting 5** WHAT: CIF1 input review, options redevelopment	**Community Input Forum 2** WHAT: Final options review & feedback	
Process Orientation WHAT: Asynchronous process overview	**Advisory Team Meeting 2** WHAT: Springboard proposal, options development	**Advisory Team Meeting 4** WHAT: Options redevelopment, prep for CIF1	**Executive Leadership Team Meeting 6** WHAT: Process check, options check, prep for CIF2	**Advisory Team Meeting 7** WHAT: Refine final options	**Executive Leadership/ Advisory Team Presentation Meeting** WHAT: Advisory team members present final options to superintendent
Advisory Team Meeting 1 WHAT: Meet & greet, process overview, data 101	**Executive Leadership Team Meeting 3** WHAT: Debrief AT2, continue opts devt	**Community Input Forum 1** WHAT: 1st round options presentation & input	**Advisory Team Meeting 6** WHAT: Options development, prep for CIF2		
	Advisory Team Meeting 3 WHAT: Options development	**Executive Leadership Team Meeting 5** WHAT: CIF1 review, options implications			

Any questions about the process itself?

Drop in the chat or raise your hand

Breakout Conversation: Icebreaker

SET UP

Participants in four heterogeneous groups

Please be sure your camera is on

One FLO/Bloom plus one ELT member in each group

We will do a quick share out after so listen carefully to your group mates.

LOGISTICS

Take 3 min to reflect on the questions - *silent and solo* - before sending you to your small groups.

Take notes on your own to support your sharing.

In your groups, go around round-robin style and share your answers.

15 min total (reminders at 5 and 2 min left)

5 min for quick share out upon return to the main room

QUESTIONS

1. What is your name and your role in the HCPS school community (e.g., parent, administrator)
2. How long have you been affiliated with the HCPS school community?
3. Which guiding principle do you feel most excited by? Why?
4. Which guiding principle makes you wonder or inspires your curiosity? Why?
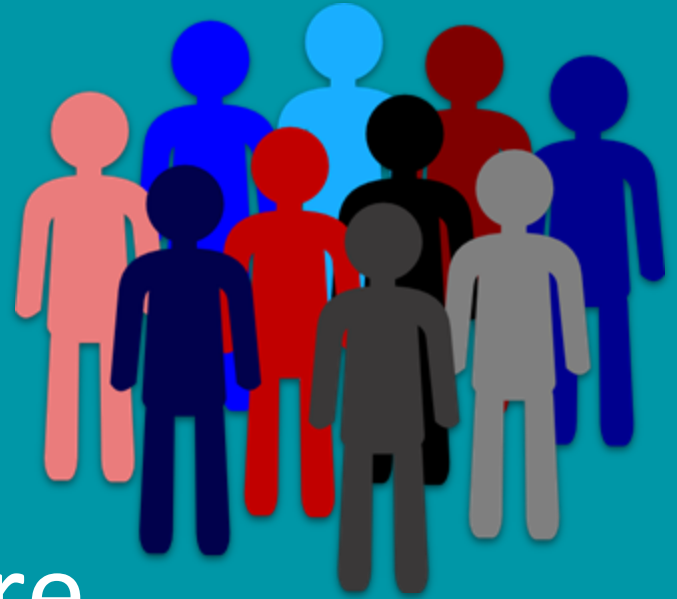
Silent & Solo Reflection: Icebreaker

QUESTIONS

1. Which guiding principle do you feel most excited by? Why?

2. Which guiding principle makes you wonder or inspires your curiosity? Why?

2 minutes

1. Implement a **transparent and inclusive boundary review process** that fosters the widespread and ongoing engagement of Harford County's families and community members.

2. Take a **district-wide perspective** by considering the full scope of individual school capacities and student population projections to **balance enrollment.**

3. Operate in the best interest of students by prioritizing **equitable access to safe, high-quality educational environments** for all.

4. Consider the **accessibility of regional programs and signature academic programs** & **the long-term needs of special populations** (e.g., students with special needs, early learners, etc.) with each decision.

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Session Intentions & Agenda

Agenda

Intentions

1. Facilitators introduce participants and process norms for the advisory team sessions

2. Facilitators refresh participants on the process, guiding principles, and drivers of the work

3. Participants become familiar with the data concepts, data, and resources that will be used to inform boundary recommendations

4. Participants feel prepared to review boundary maps and engage with recommendations discussions

5. Participants leave with clear next steps, including an understanding of expectations for upcoming advisory team meetings and the Community Input Forum events

Agenda

- Introductions & Orientation (60 min)

- Getting into the Work (75 min)
  - Data 101 learning module, preview of concepts & tools
  - Application activity

- Reflection & Next Steps (15 min)

A Little About FLO Analytics

Provide Design, Implementation and Use of
Geographic Information System (GIS) mapping and Data Analytics

Employee Owned - Oregon, Washington, Denver, Boston, Maine offices

Business

School Districts
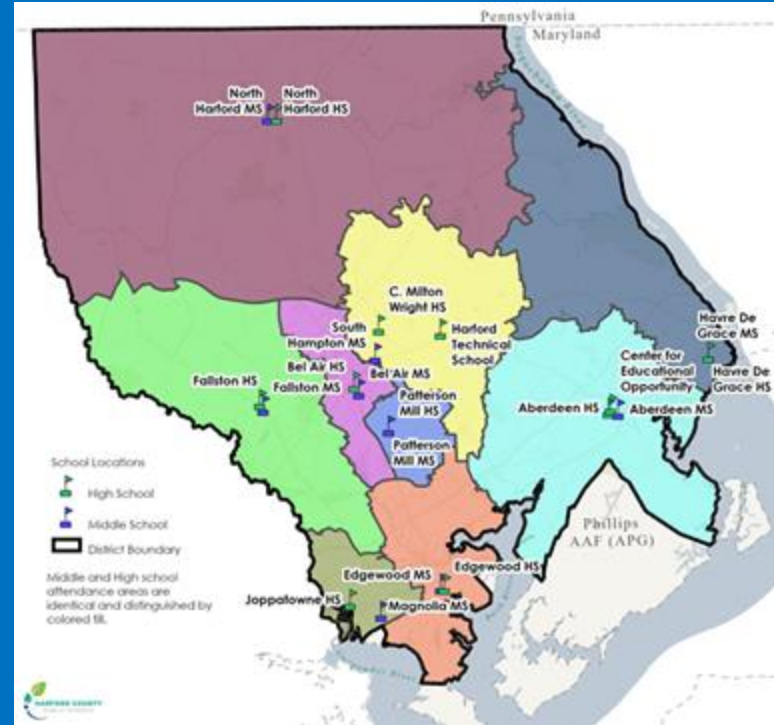
Non-Profits

Utilities

Government
- Local
- State/County
- Federal

Committed to supporting communities and helping to plan for the future.

HCPS Data 101

Session Intentions & Agenda

Agenda

Intentions

1. Facilitators introduce participants and process norms for the advisory team sessions
2. Facilitators refresh participants on the process, guiding principles, and drivers of the work
3. Participants become familiar with the data concepts, data, and resources that will be used to inform boundary recommendations
4. Participants feel prepared to review boundary maps and engage with recommendations discussions
5. Participants leave with clear next steps, including an understanding of expectations for upcoming advisory team meetings and the Community Input Forum events

Agenda

- Introductions & Orientation (60 min)
- Getting into the Work (75 min)
  - Data 101 learning module, preview of concepts & tools
  - Application activity
- Reflection & Next Steps (15 min)

Advisory Team: Meeting 2 Preview

Meeting Intentions & Outcomes

1. Review summary of issues to solve for in this process

2. Review and consider FLO's springboard proposal

3. Suggest and discuss proposed edits and changes to the springboard proposal in order to inform future options

Facilitation Details

- Wednesday, February 10th, TBD

- Virtual via Zoom

- Expecting ~40 participants + FLO/ Bloom staff

- Activities will include a variety of whole group and breakout sections with some didactic, some interactive, some discussion

- During and post-session opportunities for reaction and feedback

Timeline of Key Meetings & Events

January	February	March	April	May	June
Executive Leadership Team Meeting 1 WHAT: Prepare for A-Team meetings	**Executive Leadership Team Meeting 2** WHAT: Debrief A-Team meeting; Springboard proposal	**Executive Leadership Team Meeting 4** WHAT: Prep for CIF1, options implications	**Advisory Team Meeting 5 (4/14/21)** WHAT: CIF1 input review, options redevelopment	**Community Input Forum 2 (5/12/21)** WHAT: Final options review & feedback	
Process Orientation WHAT: Asynchronous process overview	**Advisory Team Meeting 2 (2/10/21)** WHAT: Springboard proposal, options development	**Advisory Team Meeting 4 (3/10/21)** WHAT: Options redevelopment, prep for CIF1	**Executive Leadership Team Meeting 6** WHAT: Process check, options check, prep for CIF2	**Advisory Team Meeting 7 (6/2/21)** WHAT: Refine final options	**Executive Leadership/ Advisory Team Presentation Meeting (6/2/21)** WHAT: Advisory team members present final options to superintendent
Advisory Team Meeting 1 (1/13/21) WHAT: Meet & greet, process overview, data 101	**Executive Leadership Team Meeting 3** WHAT: Debrief AT2, continue opts devt	**Community Input Forum 1 (3/24/21)** WHAT: 1st round options presentation & input	**Advisory Team Meeting 6 (4/28/21)** WHAT: Options development, prep for CIF2		
	Advisory Team Meeting 3 (2/24/21) WHAT: Options development	**Executive Leadership Team Meeting 5** WHAT: CIF1 review, options implications			

Reflection - Closing Questions

Question One

- In your own words, how would you describe the purpose of the guiding principles to someone who wasn't here today?
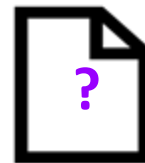
Question Two

- What is a new insight or piece of knowledge that you learned from FLO's data 101 presentation?

OR

- What aspect of FLO's data 101 presentation most intrigued you?

Share Your Comments in the Chat Box

Exit Survey

?

Please take the next ~5 minutes to complete this session's exit survey.

We take your responses very seriously! Members of our planning team will read and consider every word from your surveys. Please help us continue to make this process constructive and meaningful.

This survey will be accepting responses until 11:59PM on Friday (1/15) but if you can do it now, please do while your thoughts are fresh.

Thank you!

Survey link in chat!

… and shared via email