

# Walter Johnson Cluster Roundtable Discussion Group

**Meeting #1 Agenda**  
**February 17, 2016, 7:00 – 9:30 p.m.**  
**Tilden Middle School, Library Media Center**

**Desired Outcomes**

**By the end of this meeting, we will have:**

- Introduced roundtable discussion group members and MCPS staff;
- Reviewed outcomes and agenda items;
- Agreed to Roundtable ground rules;
- Reviewed and clarified the charge to the Roundtable
- Reviewed the Roundtable process;
- Reviewed development information with Planning Department;
- Discussed next steps and provided feedback.

Activity	Facilitator(s)	Process	Time
Greetings and Introduction	Debbie Szyfer	Introduce	7:00-7:05 5'
Review of Agenda and Ground Rules	Debbie Szyfer	Review/Share	7:05-7:10 5'
Review Roundtable Charge, Process, and Schedule	Debbie Szyfer	Review/Clarify	7:10-7:30 20'
Review of Development Information	Planning Staff	Review/Share/Clarify	7:30-8:30 60'
Review of Enrollment Projections	Bruce Crispell	Review/Share/Clarify	8:30-9:15 45'
Next Steps, Observer Questions, Feedback	Debbie Szyfer	Determine/Share	9:15-9:30 15'

**Ground Rules**

1. Share openly
2. Give and receive constructive feedback
3. Appreciate everyone's ideas
4. Suspend judgment
5. Limit discussions to the topic
6. Do homework and be prepared
7. Abide by decisions made by the facilitator
8. Start and end meetings on time


<http://www.montgomeryschoolsmd.org/departments/planning/roundtable.aspx>

Office of the Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

November 16, 2015

MEMORANDUM

To: Members of the Board of Education

From: Larry A. Bowers, Interim Superintendent of Schools 

Subject: Walter Johnson Cluster Roundtable Discussion Group

The Walter Johnson Cluster has experienced large enrollment increases during the past eight years, primarily driven by the sale of homes to younger families. Also, new development in the cluster has played a role, although by a significantly smaller amount than demographic changes in existing communities. In the future, the cluster will see substantial amounts of new housing associated with the adopted White Flint Sector Plan and the two new sector plans now getting under way—Rock Spring and White Flint II. In addition, the large WMAL property has been sold and will be redeveloped with new housing.

To address the large enrollment in Walter Johnson Cluster schools, three of the elementary schools have been expanded, either as part of revitalization/expansion projects or as classroom additions. The three remaining elementary schools and two middle schools will be expanded in the coming years. By the 2021–2022 school year, all of the elementary schools in the cluster will have a capacity for more than 700 students, and both middle schools will have capacity for 1,200 students. At the high school level, enrollment is projected to significantly exceed the 2,335 student capacity of Walter Johnson High School.

WHEREAS, Enrollment levels at Walter Johnson Cluster elementary schools and middle schools are quickly reaching existing school capacities and the planned increased capacities of schools; and

WHEREAS, Enrollment projections for Walter Johnson High School indicate approximately 3,000 students by the end of the six-year forecast and no facility solution has yet to be determined; and

WHEREAS, A large amount of new housing development is occurring in the Walter Johnson Cluster, and more will follow as the adopted White Flint Sector Plan builds out and new sector plans under development, Rock Spring and White Flint II, come to fruition; and

WHEREAS, On October 15, 2015, the interim superintendent of schools submitted a recommendation to the Board of Education to conduct a Walter Johnson Cluster Roundtable Discussion Group process to consider facility options to address near-term and long-term enrollment increases in the Walter Johnson Cluster; and

WHEREAS, On November 5, 2015, the Board of Education conducted a work session to consider the interim superintendent's recommendation to conduct a Walter Johnson Cluster Roundtable Discussion Group; and

WHEREAS, The Board of Education conducted public hearings on November 9 and 12, 2015, in accordance with Board of Education Policy FAA, *Long-range Educational Facilities Planning*, and Montgomery County Public Schools Regulation FAA-RA, *Long-range Educational Facilities Planning*, on the interim superintendent's recommendation; now therefore be it

Resolved, That a Walter Johnson Roundtable Discussion Group be conducted in spring 2016 to include representatives from each of the Walter Johnson Cluster schools and the Walter Johnson cluster coordinators; and be it further

Resolved, That the Walter Johnson Cluster Roundtable Discussion Group considers general approaches to addressing near-term and long-term enrollment increases at cluster elementary schools, middle schools, and the high school; and be it further

Resolved, That approaches to be considered may include use of closed schools in the cluster, including four former elementary schools—Ayrilawn, Alta Vista, Kensington, and Montrose—and the former Charles W. Woodward High School; and be it further

Resolved, That the Walter Johnson Cluster Roundtable Discussion Group limits its review of approaches to the Walter Johnson Cluster; and be it further

Resolved, That the Walter Johnson Cluster Roundtable Discussion Group is not to consider specific boundary changes as part of its process; and be it further

Resolved, That the Walter Johnson Cluster Roundtable Discussion Group submits a report that includes member evaluations of a range of approaches to the interim superintendent of schools and members of the Board of Education by June 2016.



## **Walter Johnson Cluster Roundtable Discussion Group Charge**

February 17, 2016

### **Roundtable Discussion**

The Roundtable Discussion Group (Roundtable) is an advisory body to the superintendent of schools and is not a decision making body.

### **Charge of the Walter Johnson Cluster Roundtable Members**

The Board of Education resolved that a Roundtable be conducted to gain community input about how best to address near-term and long-term enrollment increases at elementary, middle, and high schools in the Walter Johnson cluster schools.

Roundtable members are charged to develop general approaches (possible solutions) to solve the address the near-term and long-term enrollment increases and solve the projected space deficits in the elementary, middle, and high schools in the Walter Johnson Cluster and to evaluate those approaches against a criteria established at the beginning of the process. As part of the process, roundtable members will develop a list of criteria that will help guide the development of the approaches and will be used to evaluate the approaches at the end of the roundtable process.

A wide range of approaches may be considered, including approaches that provide for classroom additions and the reopening of closed schools including four former elementary schools—Ayrilawn, Alta Vista, Kensington, and Montrose—and the former Charles W. Woodward High School facility. The review of approaches will be limited to the Walter Johnson Cluster. Only general approaches that may reassign students will be considered since the Roundtable is not a boundary study. If a boundary study is considered in the future, a separate community involvement process would take place.

Roundtable members will share information developed as part of the roundtable process with the constituents they represent, collect feedback on the information from their constituents, and share the constituent feedback with the Roundtable.

### **Outcome of Roundtable**

At the conclusion of the process, a Roundtable report will be sent to the interim superintendent of schools and Board of Education. The report will provide a summary of the process, the approaches that were developed, and Roundtable members' evaluations of the approaches. In addition, organizations represented by Roundtable members may submit position papers for inclusion in the report.

### **Facilitation of the Roundtable Discussions**

Staff from the Montgomery County Public Schools (MCPS) Division of Long-range Planning will facilitate the process over a period of eight meetings from January to May 2016. Staff will provide information requested by the Roundtable, and, as necessary, invite other MCPS staff to meetings to address questions. All Roundtable materials will be posted on the Division of Long-range Planning web site at:

<http://www.montgomeryschoolsmd.org/departments/planning/roundtable.aspx>



# Montgomery County Public Schools Roundtable Discussion Group Process

## Community Involvement Process

### Purpose of the Process

The purpose of a roundtable discussion group process (roundtable) is to solicit community input for the superintendent of schools to consider prior to making a recommendation to the Board of Education concerning school facility and/or program issues. The roundtable input also is considered by the Board of Education as they review the superintendent's recommendation and prior to making a decision. The process is guided by the Board of Education *Long-range Educational Facilities Policy Planning (FAA)* and Regulation FAA-RA.

### Roundtable Representation

Parents, staff, and students are the primary stakeholders in roundtables and the planning process. Cluster coordinators work with their Parent Teacher Association (PTA) leaders to identify representatives to be considered to serve on a roundtable. In addition, Montgomery County Public Schools will conduct outreach efforts, consistent with FAA-RA, to solicit additional names of people to be considered for the Roundtable. Every effort will be made to promote racial, ethnic, and socioeconomic diversity within the group. In addition, high school student representatives may serve on a roundtable that addresses high school facility issues. Student representatives are identified by principals.

There is a degree of flexibility in terms of the roundtable size and the number of representatives per school. The composition of the group is determined in consultation with PTA cluster coordinators and staff in the Division of Long-range Planning (DLRP), Department of Facilities Management. Additionally, MCPS employees, municipalities, local government agencies, and countywide organizations may contribute to the process, as appropriate.

### Roundtable Representative Responsibilities

The role of the roundtable is to advise the superintendent of schools on stakeholder issues and viewpoints regarding approaches to facility and/or program issues. Representatives on the roundtable are responsible for participating in roundtable discussions, sharing roundtable activities with the communities they represent, fairly representing the views of their communities during the process, and transmitting a report on the roundtable's work at the end of the process to the superintendent of schools and the Board of Education. Position may be submitted by school PTAs, and any other organization that is represented on the roundtable.

### DLRP Staff Responsibilities

DLRP staff conducts public information meetings at the beginning and at the end of the process. DLRP staff facilitates meetings, responds to requests for information, prepares approaches, and assists the roundtable in compiling its report to the superintendent of schools.

### Public Information Meetings

DLRP staff conducts two public information meetings for the community. The first meeting occurs before the first roundtable meeting and is intended to provide information on why a roundtable process is needed, how it will be conducted, and what the timeline for the process will be. The second meeting occurs near the end of the roundtable process to advise the broader community of the approaches to facility and/or program issues that have been discussed and to gather community feedback on approaches.

### Roundtable Discussion Meetings

The roundtable process is conducted over the course of four or more structured meetings. Meetings are scheduled to allow time for roundtable representatives to meet with their stakeholders at PTA meetings and special community meetings. A description of the activities for each roundtable meeting follows.

### Meeting #1

At the first meeting, ground rules are established, representative roles and staff member roles are clearly defined, and an explanation of the process and timeline for meetings is discussed. Data on enrollment trends and facility utilization may be provided, if pertinent. DLRP staff facilitate a discussion of the criteria that are important to roundtable representatives in addressing facility and/or program issues. After the criteria are established, a brainstorming session is facilitated wherein representatives may raise a variety of approaches to resolve facility issues. DLRP staff also can provide a range of approaches.

### Meeting #2

DLRP staff present the approaches that were identified at the first meeting along with staff-developed approaches to address facility and/or program issues. In addition, staff answers questions and helps to refine the approaches as necessary for clarification. Roundtable representatives are expected to share the approaches with their communities between the second and third meetings.

### Meeting #3

Representatives share feedback gathered from their representative stakeholder group and discuss pluses and minuses of each approach. The roundtable representatives then determine whether additional approaches need to be developed. If so, another brainstorming session is facilitated to develop a second round of approaches to facility and/or program issues, or staff develops additional approaches based on the feedback provided by the roundtable representatives.

### Meeting #4, if needed

If a second round of approaches is developed, then those approaches are summarized and presented to the roundtable at this meeting. Questions are answered and staff helps to refine the approaches as necessary for clarification. Roundtable representatives share the approaches with their communities between the fourth and fifth meetings.

### Meeting #5, if needed

Roundtable representatives share feedback gathered from their representative stakeholder group and discuss pluses and minuses for the second round of approaches. Usually, no more than 10 approaches are developed. Roundtable representatives are directed to fill out evaluation forms, using the criteria as the basis for comparing approaches. MCPS staff develops a draft report and circulates it in advance of the final meeting.

### Final Meeting

At this meeting, the roundtable report is finalized and representative evaluation forms for all approaches are collected. In addition to evaluation of approaches, school PTAs, and any other organization represented on the roundtable, may submit position papers for inclusion in the report.

## **Superintendent of Schools and Board of Education Process**

Most roundtable discussions meet in the spring. After reviewing the approaches and roundtable input with staff, the superintendent of schools prepares a recommendation to the Board of Education for inclusion in the Capital Improvements Program (CIP) that is released the following October. The Board of Education conducts a work session in early November during which Board of Education members review the superintendent's recommendation and may request alternative approaches be developed for their review and for public comment. The Board of Education work session is followed in mid-November by a public hearings on the superintendent's recommendation and any Board of Education requested alternatives. After the public hearing, the Board of Education takes action on facility recommendations in late November. The timeline for implementation of an approach to address facility issues would depend on the nature of the issue and the approach to resolve it.

# Walter Johnson Cluster Roundtable Discussion Group Schedule

**REVISED**

All meetings 7:00 – 9:00 pm  
 Walter Johnson High School, Cafeteria  
 6400 Rock Spring Drive, Bethesda, Maryland  
 Except February 17, 2016 Meeting will be at Tilden Middle School, Media Center  
 11211 Old Georgetown Road, Rockville, Maryland

**Roundtable Meeting**

**Date**

**Proposed Topic**

-	Wednesday, January 20, 2016	First Public Information Meeting on Process
#1	Wednesday, February 17, 2016	Review roundtable process, background, development information, and enrollment projections.
#2	Wednesday, February 24, 2016	Establish criteria. Brainstorm secondary school approaches.
#3	Wednesday, March 2, 2016	Review and discuss secondary school approaches.
-	Various times and locations	School PTA meetings to share approaches and gather feedback.
#4	Wednesday, March 16, 2016	Share pluses and minuses for secondary school approaches by Roundtable members. Determine if additional secondary school approaches are needed. Brainstorm elementary school approaches.
#5	Wednesday, April 6, 2016	Review and discuss elementary school approaches and second round of secondary school approaches, if requested. Continue discussion of secondary school approaches.
-	Various times and locations	School PTA meetings to share approaches and gather feedback.
#6	Thursday, April 21, 2016	Share pluses and minuses of second round of secondary school approaches, if requested, and elementary school approaches. Determine if additional elementary school approaches are needed.
#7	Wednesday, May 4, 2016	Review additional elementary school approaches, if requested. Continue discussion of all approaches. Review items to be included in the Roundtable report.
-	Various times and locations	School PTA meetings to share approaches and gather feedback.
-	Wednesday, May 11, 2016	Second Public Information Meeting on Approaches
#8	Wednesday, May 18, 2016	Share pluses and minuses of second round of elementary school approaches, if needed. Finalize report to interim superintendent.
	Wednesday June, 1, 2016	Report sent to interim superintendent and Board of Education.

**Superintendent Recommendation and Board of Education Review, Hearing and Action**

Mid-October 2016	The superintendent will review the Roundtable report and make a recommendation for the Board of Education’s consideration.
November 2016	The Board of Education will hold a work session, public hearings, and take action on the superintendent’s recommendation.

## Walter Johnson Cluster Roundtable Representatives

Representatives by School	Representatives by School
<b>Cluster Coordinator</b>	<b>North Bethesda MS</b>
Liz King	Mariella Cacho (Parent)
Howie Philips	Wendy Calhoun (Parent)
Joe Piff	Ava Solomon (Student)
<b>Ashburton ES</b>	<b>Tilden MS</b>
Sindhu Blume (Parent)	Gustavo Schujman (Parent)
Laura Chace (Parent)	Melvin Thomas (Parent)
	Ayesha Khawaja (Student)
<b>Farmland ES</b>	
Thomas Biggs (Parent)	
John Speer (Parent)	
<b>Garrett Park ES</b>	
Jim Bradley (Parent)	<b>Walter Johnson HS</b>
Angie Melton (Parent)	Carol Alderson (Parent)
<b>Kensington Parkwood ES</b>	Roxanne Reynolds (Parent)
Andy Martin (Parent)	Marnie Hackman (Student)
Elaine Thomas (Parent)	
<b>Luxmanor ES</b>	
Nermine Demopoulos (Parent)	
Debby Orsak (Parent)	
<b>Wyngate ES</b>	
Kulika Frazier (Parent)	
William Lester (Parent)	