

Rock Terrace School/Tilden Middle School Roundtable Discussion Group

Agenda
December 18, 2014, 7:00 – 9:00 p.m.
Tilden Middle School

Desired Outcomes

By the end of this meeting, we will have:

- Introduced roundtable discussion group members and MCPS staff;
- Reviewed outcomes and agenda items;
- Reviewed background information;
- Reviewed and clarified the charge to the roundtable;
- Agreed to roundtable ground rules;
- Shared concerns;
- Developed roundtable criteria;
- Reviewed Planning Grid; and
- 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 Background | Gwendolyn Mason | Review/Inform | 7:05-7:30 25' |
| Review of Roundtable Charge and Ground Rules | Debbie Szyfer | Review/Clarify | 7:30-7:40 10' |
| Getting Current (concerns) | Debbie Szyfer | Small Group Discussion/Report | 7:40-8:15 35' |
| Roundtable Criteria | Gwendolyn Mason Debbie Szyfer | Develop/ Clarify/Combine | 8:15-8:50 35' |
| Planning Grid | Debbie Szyfer | Review/Clarify | 8:50-8:55 5' |
| Next Steps, Feedback | Debbie Szyfer | Determine/Share | 8:55-9:00 5' |

Rock Terrace School/Tilden Middle School Roundtable Discussion Group Charge



December 2014

Background

On November 27, 2007, the Board of Education (Board) adopted a resolution regarding stand-alone special education centers. The resolution stated that when the superintendent of schools was ready to address facility improvements for stand-alone special education centers, a multi-stakeholder work group comprising community members and Montgomery County Public Schools (MCPS) staff should be convened to review and make recommendations for the Board to consider. The Maryland State Department of Education (MSDE) has stated that state funding would be very difficult to acquire for stand-alone special education centers because students in these centers are not provided opportunities to receive instruction in the general education setting to the maximum extent appropriate. The collocation of special education centers with general education schools, such as the Longview School at Spark M. Matsunaga Elementary School, allows the school system to address the facility needs of the stand-alone special education centers while meeting the goal to provide special education students with opportunities to receive instruction in the general education environment to the maximum extent appropriate.

Rock Terrace School, which serves students ages 12–21 throughout the county and focuses on school-to-work programs, was assessed for a revitalization/expansion project using the Facilities Assessment with Criteria and Testing methodology in the 2010–2011 school year. Of the secondary schools assessed that year, Rock Terrace School received the highest score and was in the greatest need for a revitalization/expansion project. In order to continue providing the high level of services for Rock Terrace School students in a modern facility, the Board of Education directed MCPS staff to convene a Roundtable Discussion Group (Roundtable) with multistakeholder representation to review the possibility of collocating Rock Terrace School with Tilden Middle School. With an upcoming capital project, Tilden Middle School was identified because of its central location in the Walter Johnson Cluster and the site size and accessibility to accommodate the two schools.

Roundtable Discussion Group Purpose

The Roundtable will guide staff in preparing concepts that would collocate the two schools on one site. The activities of the Roundtable will include, but not be limited to, the following:

- identify opportunities for special education students to receive instruction in the general education environment to the maximum extent appropriate;
- discuss the facility and site implications;
- conduct site visits and engage discussions with parents and staff at other collocated or soon to be collocated schools in the county and state; and
- analyze the building and site plans developed by an architectural firm.

The Roundtable may identify other activities and issues it determines are necessary before sending its report to the superintendent of schools. The Roundtable members will analyze the concepts developed during the process; however, the Roundtable is not a decision-making forum and will not vote on the concepts nor develop any recommendations. A Roundtable report will be submitted to the superintendent of schools, and it will include individual Roundtable member evaluations of the concepts that are developed during the process. The superintendent of schools will consider the evaluations and other input from the Roundtable before making a recommendation for the Rock Terrace School in March 2015. The outcome of this process will not impact the revitalization/expansion project schedule for Tilden Middle School.

Timeline

Six meetings are scheduled for the Roundtable from December 2014 through February 2015 (see Attachment A). These meetings will be held in the media center at Rock Terrace School and Tilden Middle School. Two public information meetings will be held; one at the onset to explain the process and one at the end of the process to present the concepts that were identified by the Roundtable. The general public will have an opportunity to provide feedback on the concepts at the second public information meeting.

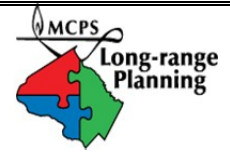
Representation

Roundtable members will represent a wide range of stakeholders, including staff and parents from Rock Terrace School and Tilden Middle School, the Special Education Advisory Committee, and the Montgomery County Council of Parent Teacher Associations Special Populations Committee.

Questions

For questions concerning the Roundtable, please contact Ms. Deborah S. Szyfer, senior planner, Division of Long-range Planning, Department of Facilities Management, at 240-314-4700. All materials will be posted on the MCPS website at the address below:

http://www.montgomeryschoolsmd.org/departments/planning/CommunityInfo_Roundtable.shtml



Rock Terrace School/Tilden Middle School
Roundtable Discussion Group

Schedule of Meetings

| <u>Meeting #</u> | <u>Date</u> | <u>Location</u> | <u>Topic</u> |
|-------------------------|--------------------|------------------------|--|
| -- | 12/01/14 | Rock Terrace School | Public Information Meeting #1 |
| 1 | 12/18/14 | Tilden Middle School | Introduction; Review of Roundtable Discussion Group (Roundtable) charge; Overview of process and timeline; Identification of concerns and development of Roundtable criteria |
| 2 | 01/05/15 | Rock Terrace School | Identify possible concepts |
| 3 | 01/20/15 | Tilden Middle School | Staff presentation of concepts and Roundtable clarification |
| 4 | 01/26/15 | Rock Terrace School | Sharing of pluses/minuses for each approach; discussion of community concerns by Roundtable members |
| 5 | 02/12/15 | Tilden Middle School | Discussion of programmatic issues and community concerns |
| 6 | 02/23/15 | Rock Terrace School | Review and clarification of concerns with concepts; Review of items to be included in the Roundtable's summary of issues for report. |
| -- | 03/04/15 | Tilden Middle School | Public Information Meeting #2 |
| -- | 03/06/15 | | Roundtable's report sent to superintendent of schools and Board of Education |
| -- | 03/23/15 | | Superintendent's Recommendation on Roundtable Discussion Group |
| -- | 04/14/15 | | Board of Education work session |
| -- | 04/27/15 | | Board of Education public hearing |
| -- | 05/12/15 | | Board of Education action |

All of the Roundtable meetings will be held in the media center of Rock Terrace School or Tilden Middle School. The second Public Information Meeting will be held in the Tilden Middle School cafeteria. All meetings will be held from 7:00–8:30 p.m. All information relating to the Roundtable will be posted on the Montgomery County Public Schools website at the following link:

http://www.montgomeryschoolsmd.org/departments/planning/CommunityInfo_Roundtable.shtml



Rock Terrace School/Tilden Middle School Roundtable Discussion Group Roundtable Process

Community Involvement Process

Purpose of the Process

The purpose of a roundtable discussion group (roundtable) process is to solicit staff and community input for the superintendent of schools to review prior to making a recommendation to the Board of Education concerning school facility and program issues. The process also provides input for the Board of Education to consider before it makes a final decision. The process is guided by Board of Education Policy FAA, *Long-range Educational Facilities Planning* and Montgomery County Public Schools Regulation (MCPS) FAA-RA, *Long-range Educational Facilities Planning*.

Community Representation

Parent leaders and school administrators will help identify representatives to serve on the roundtable. There is a degree of flexibility in terms of roundtable size and number of representatives per school. The composition of the roundtable is determined in consultation with MCPS staff from the Division of Long-range Planning (DLRP), the Office of School Support and Improvement (OSSI), and the Office of Special Education and Special Services (OSESS).

Roundtable Responsibilities

The role of the roundtable is to guide staff in developing concepts to collocate Rock Terrace School with Tilden Middle School and advise the superintendent of schools on issues regarding the concepts. Roundtable members will be responsible for identifying criteria, identifying concepts, roundtable discussions, sharing roundtable activities with the communities and staff that they represent, fairly representing the views of their communities and staff during the process, and transmitting a report on the roundtable work at the end of the process to the superintendent of schools and the Board of Education. Position papers also may be included in the roundtable report. The roundtable is not a decision-making forum and will not vote on any of the concepts nor develop any recommendations.

Roundtable Facilitation

DLRP and OSESS staff will facilitate the process, conduct public information meetings at the beginning and at the end of the process, respond to requests for information, and assist the roundtable in compiling its report to the superintendent of schools.

Public Information Meetings

DLRP and OSESS staff will conduct two public information meetings for the community and staff. The first meeting will occur 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 will occur near the end of the roundtable process to advise the broader community of the concepts that have been discussed and to gather community feedback on concept preferences.

Roundtable Meetings

The roundtable process will be conducted over the course of six structured meetings. Roundtable meetings are scheduled to allow time for roundtable members to inform their constituents through Parent Teacher Association (PTA) meetings and/or special community meetings. A description of the activities for each roundtable meeting follows.

Roundtable Meeting #1

At the first roundtable meeting, ground rules are established, roundtable member roles and staff member roles are clearly defined, an explanation of the process is presented, and the timeline and charge are discussed. The roundtable will identify concerns and develop criteria to be used to analyze concepts.

Roundtable Meeting #2

At the second meeting, roundtable members develop concepts to address the possible collocation of the two schools, based on the criteria developed in Meeting #1. The concepts developed will be summarized by DLRP and OSESS staff after the meeting and will be reviewed by the roundtable at Meeting #3.

Roundtable Meeting #3

MCPS staff, with the assistance of an architect, presents the concepts to the roundtable, answers questions, and refines the concepts as necessary for clarification. Roundtable members are tasked with sharing the concepts with their respective stakeholder group and gathering feedback before Meetings #4 and #5. Roundtable member evaluation forms will be passed out to be completed prior to Meeting #6. Roundtable members will use the roundtable criteria as the basis for comparing concepts.

Roundtable Meeting #4

Roundtable members will identify pluses and minuses of each concept and discuss programmatic issues with the possible collocation of the two schools.

Roundtable Meeting #5

Roundtable members will share feedback gathered from their representative stakeholder group, discuss pluses and minuses of each concept, and programmatic issues. MCPS staff will develop a draft report and circulate it in advance of Meeting #5.

Final Roundtable Meeting

MCPS staff presents the report to the roundtable and the roundtable discusses it. At this meeting, the roundtable report is finalized and member evaluation forms for all concepts are collected. The roundtable does not make a recommendation to the superintendent of schools but rather, presents a number of concepts reflecting the views of the individual members of the roundtable.

Superintendent of Schools and Board of Education Process

After reviewing the concepts and roundtable input with staff, the superintendent of schools prepares a recommendation to the Board of Education for the Board of Education to consider. The Board of Education will conduct a work session on April 14, 2015 during which Board of Education members review the superintendent's recommendation and may request alternative concepts be developed for review and for public comment. The Board work session is followed on April 27, 2015 by a public hearing about the superintendent's recommendation and any Board of Education requested alternatives. After the public hearing, the Board of Education will take action on the possible collocation on May 12, 2015.

Rock Terrace School/Tilden Middle School
Roundtable Discussion Group

Ground Rules

- Be true to the charge
- Share openly and participate actively
- Listen to learn
- Ask questions for clarification
- Be respectful of all participants and opinions
- Suspend judgment
- Give and receive constructive feedback
- Stay on topic
- Honor time limits
- Avoid side bar conversations
- Do homework and be prepared
- Keep an open mind
- Abide by decisions made by the facilitator
- Put cell phones/blackberries on vibrate

**Maryvale Elementary School/Carl Sandburg Learning Center
Roundtable Advisory Committee Planning Grid**

| Opportunity/Challenge | Response/Proposed Recommendation |
|---|---|
| Facility Issues | |
| Will the revitalization/expansion project for Tilden MS be delayed due to the possible collocation? | The timing of the Tilden MS revitalization/expansion project will not be impacted by the possible collocation with Rock Terrace School. |
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| Administration | |
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| | |
| Program/Instruction | |
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| | |
| Related Services | |
| | |
| | |
| Art/Music/PE/IMC | |
| | |
| | |
| Professional Development/Teacher/Staff Needs | |
| | |
| | |
| Inclusion/Students Issues | |
| | |
| | |
| Site Issues | |
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