

**Subject:** FW: [BoE Email] - Gilbert Architects: Capacity Changes  
**Date:** Thursday, November 2, 2017 at 6:50:44 PM Eastern Daylight Time  
**From:** Bruce Gist  
**To:** Bruce Gist

Bruce Gist | Executive Director  
Capital Planning and Operations  
Howard County Public School System  
direct 410.313.6798  
mobile 410.365.0248

School Planning - School Construction - Use of School Facilities  
Transportation - Food and Nutrition Services

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**From:** Bruce Gist  
**Sent:** Monday, September 25, 2017 11:16 AM  
**To:** Christina Delmont-Small <Christina\_Delmont-Small@hcpss.org>  
**Cc:** BoE Email <boe@hcpss.org>; Michael Martirano <Michael\_Martirano@hcpss.org>; Karalee Turner-Little <Karalee\_TurnerLittle@hcpss.org>; Anissa Brown Dennis <Anissa\_BrownDennis@hcpss.org>; Kathleen V. Hanks <Kathleen\_Hanks@hcpss.org>  
**Subject:** RE: [BoE Email] - Gilbert Architects: Capacity Changes

Hi Christina,

Please see the 3 BOE report links which speak to the issue of school capacity.

ES Capacity see page 23 –

[http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/files/9RERHY55B5E4/\\$file/10%2009%202014%20Gilbert%20Architects%20Recommendations%20for%20New%20ES%20BR.pdf](http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/files/9RERHY55B5E4/$file/10%2009%202014%20Gilbert%20Architects%20Recommendations%20for%20New%20ES%20BR.pdf)

MS Capacity see page 7 –

[http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/files/9BQRAW64BB6D/\\$file/09%2026%202013%20Gilbert%20Architects%20Recommmendations%20for%20New%20Middle%20School%20Capacity%20BR.pdf](http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/files/9BQRAW64BB6D/$file/09%2026%202013%20Gilbert%20Architects%20Recommmendations%20for%20New%20Middle%20School%20Capacity%20BR.pdf)

HS Capacity see page 4 -- [http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/legacy-content/82C7AW102177/\\$FILE/09%2003-26%20HS%20Capacity.pdf](http://www.boarddocs.com/mabe/hcpssmd/Board.nsf/legacy-content/82C7AW102177/$FILE/09%2003-26%20HS%20Capacity.pdf)

Hope this helps.  
Bruce

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Bruce Gist | Executive Director  
Capital Planning and Operations  
Howard County Public School System

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School Planning - School Construction - Use of School Facilities  
Transportation - Food and Nutrition Services

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**From:** Christina Delmont-Small  
**Sent:** Sunday, September 24, 2017 11:49 PM  
**To:** Bruce Gist  
**Cc:** BoE Email; Kathleen V. Hanks; Karalee Turner-Little  
**Subject:** [BoE Email] - Gilbert Architects: Capacity Changes

Dear Mr. Gist,  
Can you please forward the appropriate documents that show the ES, MS and HS recommended capacity changes by Gilbert Architects? If document(s) exist showing the then existing capacities and the new capacities, please include those as well.

Thank you,  
Christina

Christina Delmont-Small  
Member  
Board of Education of Howard County  
667-786-3895 cell

**From:** Renee Kamen  
**To:** [Bruce Gist](#)  
**Subject:** RE: [BoE Email] - Quick Question about Housing Unit Allocations and Impact on Capacity Projections  
**Date:** Monday, September 25, 2017 11:34:00 AM

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Ms. Delmont-Small,

School Planning does not project capacity. Capacity is a fixed number as to the number of seats that a school has based on teaching stations (the formula can be found in the Section III, Definitions of Board Policy [6010](#)). We update capacities in a few occasions, for example, reclaiming community use space, additions, or relocation of regional programs (ALS, RECC, etc.). School Planning uses the methodologies laid out in the Gilbert Study when the need arises.

School Planning projects student enrollment. Student enrollment is based on exiting enrollment, birth data, cohort survival ratios, existing housing turnover (resales), apartment turnover, the number of projected new development (housing units that have been allocated and those projected to be allocated) and when the projected housing units are anticipated to come online, and out of district data.

We receive projected housing units by school attendance area from DPZ. This is done to project new student yield from new construction.

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**From:** Christina Delmont-Small  
**Sent:** Monday, September 25, 2017 10:42 AM  
**To:** Renee Kamen <Renee\_Kamen@hcpss.org>; Bruce Gist <Bruce\_Gist@hcpss.org>  
**Cc:** BoE Email <boe@hcpss.org>  
**Subject:** [BoE Email] - Quick Question about Housing Unit Allocations and Impact on Capacity Projections

Dear Ms. Kamen and Mr. Gist:

Are the capacity projections in the Feasibility Study capturing available housing unit allocations and/or assigned housing unit allocations?

Thank you,  
Christina

Christina Delmont-Small  
Member  
Board of Education of Howard County  
667-786-3895 cell

**From:** Renee Kamen  
**To:** [Christina Delmont-Small](#)  
**Cc:** [Cynthia Vaillancourt](#); [Bess Altwerger](#); [Michael Martirano](#); [Kathleen V. Hanks](#); [BoE Email](#); [Bruce Gist](#); [Anissa Brown Dennis](#)  
**Subject:** RE: [BoE Email] - Regional meetings next week re redistricting  
**Date:** Friday, September 8, 2017 1:11:00 PM

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Ms. Delmont-Small, that is an excellent idea to put on Synergy and Canvas. I will look into that avenue of communication.

Regional meeting attendance is not limited to 100 people. This will not be a sit down event. We may limit the number of people in the building spaces due to fire codes, but we want to have turnaround so as people leave, more can come in. We will be asking for an RSVP so that we can have enough materials available. The primary reason for going to an open house was so that we can manage the flow of people in and out.

Hope this helps! Enjoy your weekend, renee

[Renée M. Kamen, AICP](#)  
Manager, Office of School Planning  
Howard County Public School System  
410.313.7184 (office)  
[Renee\\_Kamen@hcpss.org](mailto:Renee_Kamen@hcpss.org)

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**From:** Christina Delmont-Small  
**Sent:** Friday, September 8, 2017 12:03 PM  
**To:** Renee Kamen <[Renee\\_Kamen@hcpss.org](mailto:Renee_Kamen@hcpss.org)>  
**Cc:** Cynthia Vaillancourt <[Cynthia\\_Vaillancourt@hcpss.org](mailto:Cynthia_Vaillancourt@hcpss.org)>; Bess Altwerger <[Bess\\_Altwerger@hcpss.org](mailto:Bess_Altwerger@hcpss.org)>; Michael Martirano <[Michael\\_Martirano@hcpss.org](mailto:Michael_Martirano@hcpss.org)>; Kathleen V. Hanks <[Kathleen\\_Hanks@hcpss.org](mailto:Kathleen_Hanks@hcpss.org)>; BoE Email <[boe@hcpss.org](mailto:boe@hcpss.org)>; Bruce Gist <[Bruce\\_Gist@hcpss.org](mailto:Bruce_Gist@hcpss.org)>; Anissa Brown Dennis <[Anissa\\_BrownDennis@hcpss.org](mailto:Anissa_BrownDennis@hcpss.org)>  
**Subject:** Re: [BoE Email] - Regional meetings next week re redistricting

Renee,

Thank you for the update.

Will we be limiting the number of attendees at each regional meeting (community members have asked me whether or not it is true that the number of attendees to the meetings will be limited to 100 individuals)?

Also, is it possible to provide a link from Canvas/Synergy to the survey so that we can maximize the number of parents informed about the opportunity to provide feedback via the survey? If we could also provide information about the regional meetings through

Canvas/Synergy as well, we would be able to inform more parents about the opportunity to learn more about AAC recommendation, redistricting process, and providing feedback.

Again, thanks to you and your team for all of your hard work.

Christina

Christina Delmont-Small  
Member  
Board of Education of Howard County  
667-786-3895 cell

On Sep 8, 2017, at 10:41 AM, Renee Kamen <[Renee\\_Kamen@hcpss.org](mailto:Renee_Kamen@hcpss.org)> wrote:

Good morning,  
School Planning, the Superintendent's office, Public Information and Professional Development coordinated with regards to the format of the upcoming regional meetings. We are holding open houses due to the anticipated volume of residents. The purpose of the regional meetings is to showcase the AAC recommendation to the Superintendent, share information about the process, where the process is and how residents can get involved moving forward. We will be taking feedback at this event, but not the form of testimony or facilitated discussion. This is not a public hearing, and therefore, no testimony will be taken from residents. Also, since we anticipate large volumes of residents, we do not have enough facilitators and staff to handle small group discussion.

The press release will be sent out very once the AAC recommendation (and summary information) is up on our website. We are trying to be very careful with our timing and very descriptive about what will happen at both of these meetings (residents can pick one).

Since the regional meetings will be an open house, residents may come any time in between 7:30 and 9:00 to get their questions answered by staff. There will be no formal presentation (that is, me or the Superintendent getting up in front of the group), rather a presentation video or something of that likeness) will be played on a loop so that residents can stop and review it. Handouts will also be provided that supplement the looped video. Feedback will be taken at computer stations. The survey will be available for 2 weeks so residents can give feedback at any point. This feedback in turn, will be used to inform the Superintendent and his recommendation.

These sessions will not be recorded because of the style of meeting. A takeaway could be the video that will be produced about the process. We are trying to

maximize the number of residents who come through the event. Previously used formats would not have been conducive to the volume of residents we anticipate to receive, nor would it be feasible to process what we anticipate is a lot of feedback in a short amount of time.

From my recollection, Board members have not attended regional meetings as the Board has not received a recommendation from the Superintendent. The Superintendent's recommendation will be on October 3.

I hope this answers your questions.

Best,

Renée M. Kamen, AICP  
Manager, Office of School Planning  
Howard County Public School System  
410.313.7184 (office)  
[Renee\\_Kamen@hcpss.org](mailto:Renee_Kamen@hcpss.org)

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**From:** Cynthia Vaillancourt  
**Sent:** Wednesday, September 6, 2017 5:33 PM  
**To:** Bess Altwerger <[Bess\\_Altwerger@hcpss.org](mailto:Bess_Altwerger@hcpss.org)>; Michael Martirano <[Michael\\_Martirano@hcpss.org](mailto:Michael_Martirano@hcpss.org)>; Renee Kamen <[Renee\\_Kamen@hcpss.org](mailto:Renee_Kamen@hcpss.org)>  
**Cc:** Kathleen V. Hanks <[Kathleen\\_Hanks@hcpss.org](mailto:Kathleen_Hanks@hcpss.org)>; BoE Email <[boe@hcpss.org](mailto:boe@hcpss.org)>  
**Subject:** RE: [BoE Email] - Regional meetings next week re redistricting

Previous regional meetings have had many different formats. Depending on what is planned, perhaps the presentation part could be "taped", but if groups divide into work groups, then that part might not lend itself to recording.  
cv

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**From:** Bess Altwerger  
**Sent:** Wednesday, September 06, 2017 5:31 PM  
**To:** Cynthia Vaillancourt; Michael Martirano; Renee Kamen  
**Cc:** Kathleen V. Hanks; BoE Email  
**Subject:** RE: [BoE Email] - Regional meetings next week re redistricting

Thanks Ananta, I had the same questions. An additional question is whether the meeting will be televised and/or available for viewing on-line.  
Bess

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**From:** Cynthia Vaillancourt  
**Sent:** Wednesday, September 06, 2017 5:11 PM  
**To:** Michael Martirano; Renee Kamen  
**Cc:** Kathleen V. Hanks; BoE Email

**Subject:** FW: [BoE Email] - Regional meetings next week re redistricting

All good questions. I was planning to attend both, unless the answers to these questions change that plan.

Thanks,  
Cindy V

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**From:** Ananta Hejeebu

**Sent:** Wednesday, September 06, 2017 4:36 PM

**To:** BoE Email

**Subject:** [BoE Email] - Regional meetings next week re redistricting

Can someone share expectations for next week's (Tues – WLHS and Wed – HHS) regional meetings on redistricting? A few questions for you:

- Who is leading these meetings? (OSP or AAC or Dr. Martirano or some other)
- Is the purpose to present information or solicit feedback or some combination of both plus other?
- Is there a role for BoE members to be involved in the meetings?
- If there is no formal role, are you planning to attend?
- If attending, do you plan to go to both?

I'd like to be correct in comments on these meetings and am reviewing my calendar for next week. Appreciate your thoughts.

AH

## **FW: [BoE Email] - Capacity Data in Capital Budget FY2019**

Bruce Gist

**Sent:** Friday, September 15, 2017 12:52 PM

**To:** Kathleen V. Hanks

**Cc:** Anissa Brown Dennis; Renee Kamen; Bruce Gist

Kathy,

Answers for the Friday memo, as requested by Ms. Delmont-Small. Nessa has reviewed and approved.  
Bruce

Ms. Delmont-Small,

In response to your email questions of September 13, 2017, we offer the following:

Pre-K data is not included in any of the listed categories in the Capital Budget.

- A. The information in the capital budget includes the costs for prekindergarten seats; however, it is not reflected in enrollment or projections. The capacity charts reference K-12 capacity only. If we were to include prekindergarten capacities, then for example, TSES capacity would be listed at 720 seats (640 + 80).

Pre-K students are projected and counted by Elementary Curricular and Early Intervention staff.

Any capital costs for these program's facility needs ( there are seven -7 Pre-K programs) are included in the long-range systemic renovation budget page under "special education regional program needs."

This year we budgeted \$300,000 in anticipation of spatial needs.

- B. Each year the Office of School Planning, requests the official September 30<sup>th</sup> enrollment data from the Data Warehouse. In order to project for the following years' September 30 student enrollment, OSP requests additional data from Health and Human Services, Howard County's Department of Planning and Zoning and the State of Maryland for the similar time period.

I hope this helps.

Bruce

Bruce Gist | Executive Director  
Capital Planning and Operations  
Howard County Public School System  
direct 410.313.6798  
mobile 410.365.0248

School Planning - School Construction - Use of School Facilities  
Transportation - Food and Nutrition Services

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**From:** Christina Delmont-Small  
**Sent:** Wednesday, September 13, 2017 10:15 AM  
**To:** Bruce Gist  
**Cc:** BoE Email; Kathleen V. Hanks  
**Subject:** [BoE Email] - Capacity Data in Capital Budget FY2019

Dear Mr. Gist,

The FY19 Capital Budget includes Building Data and Projections/Capacity Utilization for each proposed project.

A. Please indicate if the following data provided includes Pre-K:

- Current Capacity
- 9/2016 Enrollment
- 2017 Projection
- 2017 Projected Utilization
- 2018 Projection
- 2018 Projected Utilization
- Post-Renovation Cap.
- Projected Util. 2021

B. At what point in time were each of the above data points collected or projected?

Please refer to page 32 for an example of the data.

Thank you,  
Christina

Christina Delmont-Small  
Member  
Board of Education of Howard County  
667-786-3895 cell

**Friday Memo**

Valerie J. Willis

**Sent:**Friday, September 08, 2017 1:07 PM**To:** Kathleen V. Hanks**Cc:** Anissa Brown Dennis

Dear Kathy,

Please see the email below regarding Ms. Delmont-Small's question. I have prepared a response for the Friday Memo. The following is the response to that email.

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As we shared in the Board Memo dated 9/1/2017, with the subject of External Data Verification and New Redistricting Software, we have a contract with a financial and demographic planning educational firm which is in existence with HCPSS. The firm is Cooperative Strategies (f.k.a. DeJong RICHTER). This firm is meeting with the Office of School Planning staff to identify the scope, timeline and cost for data verification.

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**To:** Michael Martirano <[Michael\\_Martirano@hcpss.org](mailto:Michael_Martirano@hcpss.org)>

**Cc:** BoE Email <[boe@hcpss.org](mailto:boe@hcpss.org)>, "Kathleen V. Hanks" <[Kathleen\\_Hanks@hcpss.org](mailto:Kathleen_Hanks@hcpss.org)>, Karalee Turner-Little <[Karalee\\_TurnerLittle@hcpss.org](mailto:Karalee_TurnerLittle@hcpss.org)>

**Subject:** [BoE Email] - Incorrect Data Used for Polygon-Level Enrollment Projections

Dear Dr. Martirano,

According to information provided by the OSP to the AAC (see below), incorrect housing data was used to calculate polygon-level enrollment projections used in scenario testing.

I respectfully suggest that before the release of any additional AAC report, proposal, or final recommendation, an independent verification of all data used in the redistricting process is conducted, and the AAC be given ample opportunity to make any necessary revisions.

Thank You,  
Christina

Christina Delmont-Small  
Member  
Board of Education of Howard County  
667-786-3895 cell

Valerie Willis | Executive Assistant

Chief of Operations Office | 410.313.1550  
Howard County Public School System

**Subject:** FW: [BoE Email] - Capacity of HCPSS Schools  
**Date:** Friday, September 15, 2017 at 3:08:57 PM Eastern Daylight Time  
**From:** Kathleen V. Hanks  
**To:** Renee Kamen

Kathy Hanks  
Administrator  
Board of Education of Howard County  
Phone: 410-313-7194  
Fax: 410-313-6833

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**From:** Kathleen V. Hanks  
**Sent:** Friday, September 15, 2017 2:53 PM  
**To:** Christina Delmont-Small  
**Cc:** Cynthia Vaillancourt  
**Subject:** RE: [BoE Email] - Capacity of HCPSS Schools

Dear Christina,

I have met with Renee Kamen regarding your request. She has a document, but we are not sure if it will meet your needs. She would like to meet with you. Can you contact her at 410-313-7184 or send her an email with some dates and times? Thanks so much.

Take care,

Kathy Hanks  
Administrator  
Board of Education of Howard County  
Phone: 410-313-7194  
Fax: 410-313-6833

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**From:** Christina Delmont-Small  
**Sent:** Tuesday, September 12, 2017 10:32 AM  
**To:** Kathleen V. Hanks  
**Cc:** Cynthia Vaillancourt  
**Subject:** Re: [BoE Email] - Capacity of HCPSS Schools

Good Morning,

Perhaps I should have asked the following: how do we track the total capacity of each school (broken down by grade for the elementary schools)? And, how do we compare the capacity to the current enrollment?

If the issue is that they do not have time to collect this information in a single spreadsheet, please forward the information (in whatever format/document it is available) to me and I will create my own spreadsheet. The information I am requesting is:

**For Elementary Schools:**

Name of School  
Year Built  
Pre-K Capacity  
K-2 Capacity  
K-5 Capacity  
Total Capacity (w/o Pre-K)  
Total Capacity (w/ Pre-K)  
2017 Enrollment w/o Pre-K  
2017 Enrollment w/ Pre-K

**For Middle Schools and High Schools:**

Name of School  
Year Built  
Total Capacity  
2017 Enrollment

Thank you,  
Christina

Christina Delmont-Small  
Member  
Board of Education of Howard County  
667-786-3895 cell

On Sep 12, 2017, at 8:39 AM, Kathleen V. Hanks <[Kathleen\\_Hanks@hcpss.org](mailto:Kathleen_Hanks@hcpss.org)> wrote:

Good Morning Christina,

If you remember, I sent this to the full Board to see if everyone wanted the information. I have received no responses. It will take days for staff to prepare. Do you still need this information? If yes, what is the timeline? Please advise. Thank you.

Cindy, what is the process for this now. The Board handbook states anything over 30 minutes, the full Board must want. I know things have changed, so I need to know what the procedure is now or if the procedure is the same. Let me know and thanks to you both.

Take care,

Kathy Hanks  
Administrator  
Board of Education of Howard County  
Phone: 410-313-7194  
Fax: 410-313-6833

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**From:** Christina Delmont-Small  
**Sent:** Monday, August 21, 2017 2:53 PM  
**To:** BoE Email  
**Cc:** Kathleen V. Hanks  
**Subject:** [BoE Email] - Capacity of HCPSS Schools

Dear Colleagues,

After the discussion at Thursday's board meeting about the capacity of Talbott Springs Elementary and the actual maximum number of students that could be in the building, I would like to request from staff information that will allow the board (and the public) to have a clear understanding of the number of students the buildings are designed to hold.

I have attached a spreadsheet with proposed information to request. Please feel free to suggest additional information and add it to the attached spreadsheet.

For Elementary the following information:

Name of School	Year Built	Pre-K Capacity	K-2 Capacity	K-5 Capacity	Total Capacity (w/o Pre-K)	Total Cap (w/Pre-K)
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For Middle, High and Education Centers:

Name of School	Year Built	Total Capacity	2017 Total Student Enrollment
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Thank you,  
Christina

Christina Delmont-Small  
Member  
Board of Education of Howard County  
667-786-3895 cell

<School Capacity Spreadsheet.xlsx>