


From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEneaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#); [Denise Young](#); [Derek Anderson](#); [Derek M. Lewis](#); [Diane Caporaletti](#); [Donna E. Miller](#); [Dwayne Williams](#); [Ebony Langford-Brown](#); [Edward C. Cosentino](#); [Elizabeth Quattrone](#); [Elizabeth L. Yankle](#); [Ella E. Bradley](#); [Emily H. Kinsler](#); [Eric Bishop](#); [Eugene Rose](#); [Gay Cornwell](#); [Gillian Bradley](#); [Gillian Spivey](#); [Gina L. Cash](#); [Gino Molfino](#); [Heather M. Godwin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Friday, December 16, 2022 2:02:53 PM

Mary Bowman shared a spreadsheet

 Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 12/28/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 12:00 PM on Friday 12/23/22, at which time the link will no longer be available. Please read message at the bottom.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.

Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two

spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

In accordance with Council Bill No. 82-2021, HCPSS will be increasing its minimum wage to \$15.00 an hour by January 1, 2023. Please be sure that the information you are entering complies with this update.

Important Payroll Deadline PPE 12/28/22 (Check Date 01/06/23)

Due to the upcoming Holiday closure, please find the adjusted payroll deadline listed below:

Adjusted Date: Google Doc Salary Voucher Spreadsheet will no longer be available after Friday, 12/23/22 at 12:00/pm.

If you are off during the winter break it is important that all entries are correct, Approver/Approved and completed, Please.... check your entries once completed.

If information is entered incorrectly it could cause a delay in payment.

When the salary voucher deadline is prior to or on the pay period end date, please handle as we have in the past by projecting the expected work.

Adjustments to the projections should be turned in and will be processed on the following payroll.

There will be "NO EXCEPTIONS" to the above deadline.



Salary Voucher Entry Form - Google Doc Template.xlsx

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043,
USA

You have received this email because mary_bowman@hcpss.org
shared a spreadsheet with you from Google Sheets.



From: [Amy A. Tieperman](#)
To: [Anthony Esposito](#); [Joy Smith](#); [Nancy T. Thompson](#); [Michelle M. Leader](#); [Derek Anderson](#); [Denise D. Lancaster](#); [Connie L. Stahler](#); [Caroline Walker](#); [Danielle R. Shanks](#); [Trish A. Lannon](#); [Molly Caroland](#); [Connie L. Fowlkes](#); [Gillian Spivey](#); [Aricka Porter](#); [Laurel Porter](#); [Vanya Jackson](#); [Sophia Quirk](#); [Kathleen L. Murray](#); [Deanna Mingo](#); [Ashleigh Townsend](#); [Courtney Madden](#); [Shateya Folks](#); [Sandra McGraw](#); [Kathleen Carter](#); [Howard R. Carter](#); [Derek M. Lewis](#); [Jason Morton-Ortega](#); [Larae Guide](#); [Jennifer L. Stairs](#); [Christy Conklin](#); [Khalilah N. Braxton](#); [Kelly M. Grenzer](#)
Cc: [Caroline Walker](#); [Laurel Porter](#); [Sara Webster](#); [Pam Zancan](#); [Denise J. Bogart](#); [Susan G. Williams](#); [Julie Knauer](#); [Jonathan E. Davis](#); [Ebony Langford-Brown](#); [John J. SanGiovanni](#); [Stephanie G. Milligan](#); [Shannon L. Fuller](#); [Erica L. Aument](#); [Colbi Dorman](#); [Kimberly Bookhultz](#); [Ella E. Bradley](#); [Mary P. Mussaw](#); [Tamisha Sampson](#); [Ruth Grasty](#); [Anissa Dennis](#)
Subject: Re: Title I Administrator Meetings
Date: Thursday, December 8, 2022 10:01:18 AM

Happy Thursday Everyone!

Unfortunately, we will need to cancel both the Title I Principals' Meeting on 12/15 and the Title I Assistant Principals' Meeting on 12/20 due to several scheduling conflicts. We will plan for another day in January for us all to get together. Enjoy your small gift of time!

Thanks,
Amy

Amy Tieperman
Title I Coordinator
Howard County Public School System
10910 Rt. 108
Ellicott City, MD 21042
410-313-6806

From: "Amy A. Tieperman" <Amy_Tieperman@hcpss.org>
Date: Tuesday, October 18, 2022 at 2:57 PM
To: Anthony Esposito <Anthony_Esposito@hcpss.org>, Joy Smith <Joy_Smith@hcpss.org>, "Nancy T. Thompson" <Nancy_Thompson@hcpss.org>, "Michelle M. Leader" <Michelle_Leader@hcpss.org>, Derek Anderson <Derek_Anderson@hcpss.org>, "Denise D. Lancaster" <Denise_Lancaster@hcpss.org>, "Connie L. Stahler" <Connie_Stahler@hcpss.org>, Caroline Walker <Caroline_Walker@hcpss.org>, "Danielle R. Shanks" <Danielle_Shanks@hcpss.org>, "Trish A. Lannon" <Trish_Lannon@hcpss.org>, Molly Caroland <Molly_Caroland@hcpss.org>, "Connie L. Fowlkes" <Connie_Fowlkes@hcpss.org>, Gillian Spivey <Gillian_Spivey@hcpss.org>, Aricka Porter <Aricka_Porter@hcpss.org>, Laurel Porter <Laurel_Porter@hcpss.org>, Vanya Jackson <Vanya_Jackson@hcpss.org>, Sophia Quirk <Sophia_Quirk@hcpss.org>, "Kathleen L. Murray" <Kathleen_Murray@hcpss.org>, Deanna Mingo <Deanna_Mingo@hcpss.org>, Ashleigh Townsend <Ashleigh_Townsend@hcpss.org>, Courtney Madden <Courtney_Madden@hcpss.org>, Shateya Folks <Shateya_Folks@hcpss.org>, Sandra McGraw <Sandra_McGraw@hcpss.org>, Kathleen Carter <Kathleen_Carter@hcpss.org>, "Howard R. Carter" <Howard_Carter@hcpss.org>, "Derek M. Lewis" <Derek_Lewis@hcpss.org>, Jason Morton-Ortega <Jason_Morton-Ortega@hcpss.org>, Larae Guide <LaRae_Guide@hcpss.org>, "Jennifer L. Stairs" <Jennifer_Stairs@hcpss.org>,

Christy Conklin <Christy_Conklin@hcpss.org>, "Khalilah N. Braxton" <Khalilah_Braxton@hcpss.org>, "Kelly M. Grenzer" <Kelly_Grenzer@hcpss.org>
Cc: Caroline Walker <Caroline_Walker@hcpss.org>, Laurel Porter <Laurel_Porter@hcpss.org>, Sara Webster <Sara_Webster@hcpss.org>, Pam Zancan <Pam_Zancan@hcpss.org>, "Denise J. Bogart" <Denise_Bogart@hcpss.org>, "Susan G. Williams" <Susan_G_Williams@hcpss.org>, Julie Knauer <Julie_Knauer@hcpss.org>, "Jonathan E. Davis" <Jonathan_Davis@hcpss.org>, Ebony Langford-Brown <Ebony_Langford-Brown@hcpss.org>, "John J. SanGiovanni" <John_Sangiovanni@hcpss.org>, "Stephanie G. Milligan" <Stephanie_Milligan@hcpss.org>, "Shannon L. Fuller" <Shannon_Fuller@hcpss.org>, "Erica L. Aument" <Erica_Aument@hcpss.org>, Colbi Dorman <Colbi_Dorman@hcpss.org>, Kimberly Bookhultz <Kimberly_Bookhultz@hcpss.org>, "Ella E. Bradley" <Ella_Bradley@hcpss.org>, "Mary P. Mussaw" <Mary_Mussaw@hcpss.org>, Tamisha Sampson <Tamisha_Sampson@hcpss.org>, Ruth Grasty <Ruth_Grasty@hcpss.org>
Subject: Re: Title I Administrator Meetings

Great news! We have a new date for the **Title I Assistant Principal Meeting**. It will be on **Tuesday, December 20th from 9:30 -11:30 virtually.**

Please save these dates!

Title I Principals Meeting - Thursday, December 15th from 9:30am – 11:30am virtually.

Title I Assistant Principals Meeting - Tuesday, December 20th from 9:30am-11:30am virtually.

We will send out the agenda and the links to the meeting later in November.

Thanks again for all your flexibility,
Amy

Amy Tieperman
Title I Coordinator
Howard County Public School System
10910 Rt. 108
Ellicott City, MD 21042
410-313-6806

From: "Amy A. Tieperman" <Amy_Tieperman@hcpss.org>

Date: Tuesday, October 11, 2022 at 12:43 PM

To: Anthony Esposito <Anthony_Esposito@hcpss.org>, Joy Smith <Joy_Smith@hcpss.org>, "Nancy T. Thompson" <Nancy_Thompson@hcpss.org>, "Michelle M. Leader" <Michelle_Leader@hcpss.org>, Derek Anderson <Derek_Anderson@hcpss.org>, "Denise D. Lancaster" <Denise_Lancaster@hcpss.org>, "Connie L. Stahler" <Connie_Stahler@hcpss.org>, Caroline Walker <Caroline_Walker@hcpss.org>, "Danielle R. Shanks" <Danielle_Shanks@hcpss.org>, "Trish A. Lannon" <Trish_Lannon@hcpss.org>, Molly Caroland <Molly_Caroland@hcpss.org>, "Connie L. Fowlkes" <Connie_Fowlkes@hcpss.org>, Gillian

Spivey <Gillian_Spivey@hcpss.org>, Aricka Porter <Aricka_Porter@hcpss.org>, Laurel Porter <Laurel_Porter@hcpss.org>, Vanya Jackson <Vanya_Jackson@hcpss.org>, Sophia Quirk <Sophia_Quirk@hcpss.org>, "Kathleen L. Murray" <Kathleen_Murray@hcpss.org>, Deanna Mingo <Deanna_Mingo@hcpss.org>, Ashleigh Townsend <Ashleigh_Townsend@hcpss.org>, Courtney Madden <Courtney_Madden@hcpss.org>, Shateya Folks <Shateya_Folks@hcpss.org>, Sandra McGraw <Sandra_McGraw@hcpss.org>, Kathleen Carter <Kathleen_Carter@hcpss.org>, "Howard R. Carter" <Howard_Carter@hcpss.org>, "Derek M. Lewis" <Derek_Lewis@hcpss.org>, Jason Morton-Ortega <Jason_Morton-Ortega@hcpss.org>, Larae Guide <LaRae_Guide@hcpss.org>, "Jennifer L. Stairs" <Jennifer_Stairs@hcpss.org>, Christy Conklin <Christy_Conklin@hcpss.org>, "Khalilah N. Braxton" <Khalilah_Braxton@hcpss.org>, "Kelly M. Grenzer" <Kelly_Grenzer@hcpss.org>

Cc: Caroline Walker <Caroline_Walker@hcpss.org>, Laurel Porter <Laurel_Porter@hcpss.org>, Sara Webster <Sara_Webster@hcpss.org>, Pam Zancan <Pam_Zancan@hcpss.org>, "Denise J. Bogart" <Denise_Bogart@hcpss.org>, "Susan G. Williams" <Susan_G_Williams@hcpss.org>, Julie Knauer <Julie_Knauer@hcpss.org>, "Jonathan E. Davis" <Jonathan_Davis@hcpss.org>, Ebony Langford-Brown <Ebony_Langford-Brown@hcpss.org>, "John J. SanGiovanni" <John_Sangiovanni@hcpss.org>, "Stephanie G. Milligan" <Stephanie_Milligan@hcpss.org>, "Shannon L. Fuller" <Shannon_Fuller@hcpss.org>, "Erica L. Aument" <Erica_Aument@hcpss.org>, Colbi Dorman <Colbi_Dorman@hcpss.org>, Kimberly Bookhultz <Kimberly_Bookhultz@hcpss.org>, "Ella E. Bradley" <Ella_Bradley@hcpss.org>, "Mary P. Mussaw" <Mary_Mussaw@hcpss.org>, Tamisha Sampson <Tamisha_Sampson@hcpss.org>, Ruth Grasty <Ruth_Grasty@hcpss.org>

Subject: Re: Title I Administrator Meetings - December 15, 2022

We understand that there is a conflict with this date for the Title I AP's as there is a countywide meeting that same day. We will get back to you soon with an alternate date for the afternoon portion of the meeting. We will still plan to meet with all Title I Principals virtually in the morning from 9:30am – 11:30 am.

Thanks for you flexibility,
Amy

Amy Tieperman
Title I Coordinator
Howard County Public School System
10910 Rt. 108
Ellicott City, MD 21042
410-313-6806

From: "Amy A. Tieperman" <Amy_Tieperman@hcpss.org>

Date: Tuesday, October 11, 2022 at 12:29 PM

To: Anthony Esposito <Anthony_Esposito@hcpss.org>, Joy Smith <Joy_Smith@hcpss.org>, "Nancy T. Thompson" <Nancy_Thompson@hcpss.org>, "Michelle M. Leader"

<Michelle_Leader@hcpss.org>, Derek Anderson <Derek_Anderson@hcpss.org>, "Denise D. Lancaster" <Denise_Lancaster@hcpss.org>, "Connie L. Stahler" <Connie_Stahler@hcpss.org>, Caroline Walker <Caroline_Walker@hcpss.org>, "Danielle R. Shanks" <Danielle_Shanks@hcpss.org>, "Trish A. Lannon" <Trish_Lannon@hcpss.org>, Molly Caroland <Molly_Caroland@hcpss.org>, "Connie L. Fowlkes" <Connie_Fowlkes@hcpss.org>, Gillian Spivey <Gillian_Spivey@hcpss.org>, Aricka Porter <Aricka_Porter@hcpss.org>, Laurel Porter <Laurel_Porter@hcpss.org>, Vanya Jackson <Vanya_Jackson@hcpss.org>, Sophia Quirk <Sophia_Quirk@hcpss.org>, "Kathleen L. Murray" <Kathleen_Murray@hcpss.org>, Deanna Mingo <Deanna_Mingo@hcpss.org>, Ashleigh Townsend <Ashleigh_Townsend@hcpss.org>, Courtney Madden <Courtney_Madden@hcpss.org>, Shateya Folks <Shateya_Folks@hcpss.org>, Sandra McGraw <Sandra_McGraw@hcpss.org>, Kathleen Carter <Kathleen_Carter@hcpss.org>, "Howard R. Carter" <Howard_Carter@hcpss.org>, "Derek M. Lewis" <Derek_Lewis@hcpss.org>, Jason Morton-Ortega <Jason_Morton-Ortega@hcpss.org>, Larae Guide <LaRae_Guide@hcpss.org>, "Jennifer L. Stairs" <Jennifer_Stairs@hcpss.org>, Christy Conklin <Christy_Conklin@hcpss.org>, "Khalilah N. Braxton" <Khalilah_Braxton@hcpss.org>, "Kelly M. Grenzer" <Kelly_Grenzer@hcpss.org>

Cc: Caroline Walker <Caroline_Walker@hcpss.org>, Laurel Porter <Laurel_Porter@hcpss.org>, Sara Webster <Sara_Webster@hcpss.org>, Pam Zancan <Pam_Zancan@hcpss.org>, "Denise J. Bogart" <Denise_Bogart@hcpss.org>, "Susan G. Williams" <Susan_G_Williams@hcpss.org>, Julie Knauer <Julie_Knauer@hcpss.org>, "Jonathan E. Davis" <Jonathan_Davis@hcpss.org>, Ebony Langford-Brown <Ebony_Langford-Brown@hcpss.org>, "John J. SanGiovanni" <John_Sangiovanni@hcpss.org>, "Stephanie G. Milligan" <Stephanie_Milligan@hcpss.org>, "Shannon L. Fuller" <Shannon_Fuller@hcpss.org>, "Erica L. Aument" <Erica_Aument@hcpss.org>, Colbi Dorman <Colbi_Dorman@hcpss.org>, Kimberly Bookhultz <Kimberly_Bookhultz@hcpss.org>, "Ella E. Bradley" <Ella_Bradley@hcpss.org>, "Mary P. Mussaw" <Mary_Mussaw@hcpss.org>, Tamisha Sampson <Tamisha_Sampson@hcpss.org>, Ruth Grasty <Ruth_Grasty@hcpss.org>

Subject: Title I Administrator Meetings - December 15, 2022

PLEASE SAVE THE DATE! **Thursday, December 15th** will be our next Title I Principals Meeting which will now be called **Title I Administrator Meetings**. After receiving several requests, we have decided to restructure our meetings. We will now have a meeting in the morning from **9:30am – 11:30am for all Title I Principals** and a second meeting in the afternoon from **1:00pm – 3:00pm for all Title I Assistant Principals**. We will be sending out a draft agenda and a survey in November where you can let us know what topics you would like us to add to the agenda.

Thanks,
Amy

Amy Tieperman
Title I Coordinator
10910 Rt. 108
Ellicott City, MD 21042
410-313-6806

From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEneaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#); [Denise Young](#); [Derek Anderson](#); [Derek M. Lewis](#); [Diane Caporaletti](#); [Donna E. Miller](#); [Dwayne Williams](#); [Ebony Langford-Brown](#); [Edward C. Cosentino](#); [Elizabeth Quattrone](#); [Elizabeth L. Yankle](#); [Ella E. Bradley](#); [Emily H. Kinsler](#); [Eric Bishop](#); [Eugene Rose](#); [Gay Cornwell](#); [Gillian Bradley](#); [Gillian Spivey](#); [Gina L. Cash](#); [Gino Molfino](#); [Heather M. Godwin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Thursday, December 8, 2022 9:21:11 AM

Mary Bowman shared a spreadsheet



Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 12/14/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 12:00 PM on Thursday 12/15/22, at which time the link will no longer be available.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.

Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two

spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

Effective February 24, 2022, the Board of Education approved a minimum wage of \$14.00/hour. Please be sure that the information you are entering complies with this update.



Salary Voucher Entry Form - Google Doc Template.xlsx

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because mary_bowman@hcpss.org shared a spreadsheet with you from Google Sheets.



From: [Colbi Dorman](#)
To: [Anthony Esposito](#)
Subject: RE: Staffing Question - [REDACTED]
Date: Thursday, December 1, 2022 9:30:48 AM
Attachments: [image001.png](#)

Good to know. Thank you!

From: Anthony Esposito <Anthony_Esposito@hcpss.org>
Sent: Thursday, December 1, 2022 9:30 AM
To: Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>; Justin FitzGerald <Justin_FitzGerald@hcpss.org>
Cc: Colbi Dorman <Colbi_Dorman@hcpss.org>
Subject: Fw: Staffing Question - [REDACTED]

FYI...

Anthony J Esposito
Principal
Swansfield Elementary School
(410) 313 - 6907
anthony_esposito@hcpss.org

Follow me on Twitter @PrincipalAJE

"To give anything less than your best is to sacrifice the gift."



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From: Lasheda S. Young <Lasheda_Young@hcpss.org>
Sent: Thursday, December 1, 2022 9:26 AM
To: Brianna Robinson <Brianna_Robinson@hcpss.org>; Anthony Esposito <Anthony_Esposito@hcpss.org>; Kimberly Bookhultz <Kimberly_Bookhultz@hcpss.org>
Subject: RE: Staffing Question - [REDACTED]

Hi Tony,

[REDACTED]

If you have further questions, please feel free to contact me.

Lasheda Young
Employee Credentialing Specialist, A-K
Office of Human Resources
Howard County Public School System
(410) 313-6783
Lasheda_Young@hcpss.org

From: [Col J Dorman](#)
To: [Anthony Esposito](#)
Subject: RE: Staffing Question
Date: Thursday, December 1, 2022 9:09:24 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Tony,

Thank you for keeping me in the loop!
I don't have any issues and I'm happy to update the staffing sheet when you make the move.

[Redacted]

[Redacted]

Thanks again and take care!
Colbi

Colbi Dorman
Staffing Analyst
Howard County Public School System
Direct: 410-313-7032 | E-mail: colbi_dorman@hcpss.org



From: Anthony Esposito <Anthony_Esposito@hcpss.org>
Sent: Wednesday, November 30, 2022 6:16 PM
To: Colbi Dorman <Colbi_Dorman@hcpss.org>
Subject: Staffing Question

Good Evening Colbi!

Hope this email finds you well. I'm reaching out to ask a question about staffing that I've discussed with Pat and Justin today. Sade Dukes is currently serving in the role of reading teacher and interventionist in second grade.

[Redacted] Happy to discuss further if needed.

Thanks so much! ~ Tony

Anthony J Esposito
Principal
Swansfield Elementary School
(410) 313 - 6907
anthony_esposito@hcpss.org

Follow me on Twitter @PrincipalAJE

"To give anything less than your best is to sacrifice the gift."



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From: [Colbi Dorman](#)
To: [Anthony Esposito](#)
Subject: RE: Grade 2 question for class size report
Date: Monday, November 28, 2022 2:49:00 PM
Attachments: [image002.png](#)
[image003.png](#)

Hi, Tony.

Thank you for the information. Since the report is as of 9/30/2022, I think I might leave it as a vacancy since I'm unable to update class sizes to reflect the hire and it keeps things easy to read. I will certainly have this information on hand in case a question arises.

I will keep you posted if anything changes.

Thanks again!!
Colbi

From: Anthony Esposito <Anthony_Esposito@hcpss.org>
Sent: Monday, November 28, 2022 2:41 PM
To: Colbi Dorman <Colbi_Dorman@hcpss.org>
Subject: Re: Grade 2 question for class size report

Hi Colbi!

Thanks for reaching out. We've been working closely with Jessican Yaniro & DSE because our case managers in special ed are spread so thin. [REDACTED]

[REDACTED]

[REDACTED]

Does this all make sense? Thanks! ~ Tony

Anthony J Esposito
Principal
Swansfield Elementary School
(410) 313 - 6907
anthony_esposito@hcpss.org

Follow me on Twitter @PrincipalAJE

"To give anything less than your best is to sacrifice the gift."



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From: Colbi Dorman <Colbi_Dorman@hcpss.org>
Sent: Monday, November 28, 2022 2:22 PM
To: Anthony Esposito <Anthony_Esposito@hcpss.org>
Subject: Grade 2 question for class size report

Hi, Tony.

I'm working on the class size report and wanted to check in on Grade 2 due to the recent [REDACTED]

When the Synergy report was run as of 9/30/2022 the classrooms were as follows:

Esther Hur		25
Holly Smith		25
Olivia Mooney		24
Victoria Zanti		24

I looked in Synergy and I do not see a 5th class. Were the classrooms split or are you using her in a different way?

Thanks so much for your help!
Colbi

Colbi Dorman
Staffing Analyst
Howard County Public School System
Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org



From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#); [Denise Young](#); [Derek Anderson](#); [Derek M. Lewis](#); [Diane Caporaletti](#); [Donna E. Miller](#); [Dwayne Williams](#); [Ebony Langford-Brown](#); [Edward C. Cosentino](#); [Elizabeth Quattrone](#); [Elizabeth L. Yankle](#); [Ella E. Bradley](#); [Emily H. Kinsler](#); [Eric Bishop](#); [Eugene Rose](#); [Gay Cornwell](#); [Gillian Bradley](#); [Gillian Spivey](#); [Gina L. Cash](#); [Gino Molfino](#); [Heather M. Godwin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Tuesday, November 22, 2022 12:01:26 PM

Mary Bowman shared a spreadsheet



Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 11/30/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 12:00 PM on Thursday 12/01/22, at which time the link will no longer be available.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.

Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two

spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

Effective February 24, 2022, the Board of Education approved a minimum wage of \$14.00/hour. Please be sure that the information you are entering complies with this update.



Salary Voucher Entry Form - Google Doc Template.xlsx

Open


Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because mary_bowman@hcpss.org shared a spreadsheet with you from Google Sheets.



From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#); [Denise Young](#); [Derek Anderson](#); [Derek M. Lewis](#); [Diane Caporaletti](#); [Donna E. Miller](#); [Dwayne Williams](#); [Ebony Langford-Brown](#); [Edward C. Cosentino](#); [Elizabeth Quattrone](#); [Elizabeth L. Yankle](#); [Ella E. Bradley](#); [Emily H. Kinsler](#); [Eric Bishop](#); [Eugene Rose](#); [Gay Cornwell](#); [Gillian Bradley](#); [Gillian Spivey](#); [Gina L. Cash](#); [Gino Molfino](#); [Heather M. Godwin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Thursday, November 10, 2022 9:42:08 AM

Mary Bowman shared a spreadsheet

 Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 11/16/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 3:00 PM on Thursday 11/17/22, at which time the link will no longer be available.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.

Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two

spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

Effective February 24, 2022, the Board of Education approved a minimum wage of \$14.00/hour. Please be sure that the information you are entering complies with this update.



Salary Voucher Entry Form - Google Doc Template.xlsx

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Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because mary_bowman@hcpss.org shared a spreadsheet with you from Google Sheets.



From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#); [Denise Young](#); [Derek Anderson](#); [Derek M. Lewis](#); [Diane Caporaletti](#); [Donna E. Miller](#); [Dwayne Williams](#); [Ebony Langford-Brown](#); [Edward C. Cosentino](#); [Elizabeth Quattrone](#); [Elizabeth L. Yankle](#); [Ella E. Bradley](#); [Emily H. Kinsler](#); [Eric Bishop](#); [Eugene Rose](#); [Gay Cornwell](#); [Gillian Bradley](#); [Gillian Spivey](#); [Gina L. Cash](#); [Gino Molfino](#); [Heather M. Godwin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Wednesday, October 26, 2022 11:09:29 AM

Mary Bowman shared a spreadsheet



Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 11/02/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 3:00 PM on Wednesday 11/02/22, at which time the link will no longer be available.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.

Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two

spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

Effective February 24, 2022, the Board of Education approved a minimum wage of \$14.00/hour. Please be sure that the information you are entering complies with this update.


Important Payroll Deadline PPE 11/02/22 (Check Date 11/10/22)

Due to the upcoming Holiday closure, Tuesday, 11/08/22, please find the adjusted payroll deadline listed below:

Adjusted Date: Google Doc Salary Voucher Spreadsheet will no longer be available after Wednesday - 3:00/pm, 11/02/22.

There will be "NO EXCEPTIONS" to the above deadlines.

Please make sure all entries are Correct and Approved, if not, this could cause a delay in payment.

 Salary Voucher Entry Form - Google Doc Template.xlsx

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Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because mary_bowman@hcpss.org shared a spreadsheet with you from Google Sheets.



From: [Colbi Dorman](#)
To: [Anthony Esposito](#)
Subject: RE: Request: Review and Approve Title I / Differentiated Staffing SY22-23 for BOE report
Date: Tuesday, October 25, 2022 9:52:38 AM
Attachments: [image002.png](#)
[image003.png](#)

Great, thank you!!

From: Anthony Esposito <Anthony_Esposito@hcpss.org>
Sent: Tuesday, October 25, 2022 9:52 AM
To: Colbi Dorman <Colbi_Dorman@hcpss.org>
Subject: Re: Request: Review and Approve Title I / Differentiated Staffing SY22-23 for BOE report

Good Morning Colbi!

Just reviewed the document and everything is accurate. Thank you. ~ Tony

Anthony J Esposito
Principal
Swansfield Elementary School
(410) 313 - 6907
anthony_esposito@hcpss.org

Follow me on Twitter @PrincipalAJE

"To give anything less than your best is to sacrifice the gift."



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From: Colbi Dorman <Colbi_Dorman@hcpss.org>
Sent: Tuesday, October 25, 2022 9:48 AM
To: Anthony Esposito <Anthony_Esposito@hcpss.org>
Subject: Request: Review and Approve Title I / Differentiated Staffing SY22-23 for BOE report

Hi, Tony.

I hope this email finds you well.

I'm working on the SY2022-23 Class Size Report for the Board of Education who is requesting additional information on how Title I and Differentiated staffing funds are used.

Please look at this spreadsheet and ensure the Position Title, Employee Name, and FTE are correct.
[SES SY2022-23](#)

Please confirm that it's accurate or needs updating by Friday, November 4th.

If you have any questions, please let me know.

Thank you for your help!!

Colbi

Colbi Dorman

Staffing Analyst

Howard County Public School System

Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org



From: [Melodee J. Phillips](#)
To: [Colbi Dorman](#)
Cc: [Kimberly Bookhultz](#); [Brianna Robinson](#); [Amy A. Tieperman](#); [Sara Webster](#); [Julie Knauer](#); [Anthony Esposito](#)
Subject: Re: SES: Changes to Staffing Spreadsheet
Date: Monday, October 24, 2022 3:16:04 PM
Attachments: [image001.png](#)

Colbi,
Absolutely. I will initiate the changes in Workday with an effective of 10/20/2022.

Thanks.

Melodee Phillips

Position Control & Staffing Analyst

410-313.1519 (o) * melodee_phillips@hcpss.org

From: Colbi Dorman <Colbi_Dorman@hcpss.org>
Sent: Monday, October 24, 2022 2:46 PM
To: Anthony Esposito <Anthony_Esposito@hcpss.org>
Cc: Kimberly Bookhultz <Kimberly_Bookhultz@hcpss.org>; Brianna Robinson <Brianna_Robinson@hcpss.org>; Melodee J. Phillips <Melodee_Phillips@hcpss.org>; Amy A. Tieperman <Amy_Tieperman@hcpss.org>; Sara Webster <Sara_Webster@hcpss.org>; Julie Knauer <Julie_Knauer@hcpss.org>
Subject: SES: Changes to Staffing Spreadsheet

Hi, Tony.

Differentiated staffing cannot support Reading Specialists; therefore, I've made the following changes to your staffing spreadsheet.

Nikia Darden [REDACTED] will move from 0.5 Differentiated staffing, row 36 to 0.5 Title I, row 48.
Jennifer Gillum [REDACTED] will move from 1.0 Title I, row 47 to 0.5 Differentiated Staffing, row 36 and 0.5 Title I Staffing, row 47.

Melodee – can you please update workday?

Thanks!

Colbi

Colbi Dorman
Staffing Analyst
Howard County Public School System
Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org



From: [Colbi Dorman](#)
To: [Amanda D. Wadsworth](#); [Anthony Esposito](#); [Aricka Porter](#); [Carol B. DeBord](#); [Cathleen C. Lopez](#); [Colbi Dorman](#); [Connie L. Fowkes](#); [Connie L. Stahler](#); [Daniel J. Notari](#); [Danielle R. Shanks](#); [Deborah Holmes](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Derek Anderson](#); [Edward C. Cosentino](#); [Elizabeth L. Yankle](#); [Gillian Spivey](#); [Joy Smith](#); [Julia Bialeski](#); [Julie E. Schrufer](#); [Kaye M. Breon](#); [Kelley Powell](#); [Kelli L. Jenkins](#); [Lauren Beaman](#); [Lisa M. Ciarapica](#); [Maisha Strong](#); [Michael G. Caldwell](#); [Michelle M. Leader](#); [Molly Caroland](#); [Nancy T. Thompson](#); [Nigel D. Laroche](#); [Paul Owens](#); [Rachel Edoho-Eket](#); [Robert C. Bruce](#); [Robin Malcotti](#); [Scott Conroy](#); [Sean W. Martin](#); [Shawna Holden](#); [Sonia D. Hurd](#); [Tanisha Burks](#); [Tiffany Tresler](#); [Tracey M. Albright](#); [Trish A. Lannon](#); [Troy I. Todd](#)
Subject: Request: Record Homerooms in Portables using link by 11/4/2022
Date: Monday, October 24, 2022 10:21:16 AM
Attachments: [image001.png](#)

Dear, Principals.

The Board of Education would like us to record in the Class Size Report which homeroom classes are held in portables during SY2022-23. Please see the below link and complete by November 4th.

[Homerooms in Portables SY2022-23](#)

Thanks for all you do!

Colbi

Colbi Dorman
Staffing Analyst
Howard County Public School System
Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org



From: [Sara Webster](#)
To: [Anthony Esposito](#)
Cc: [Amy A. Tieperman](#); [Susan G. Williams](#); [Denise J. Bogart](#); [Julie Knauer](#); [Colbi Dorman](#)
Subject: SES Title I Staffing SY22-23
Date: Saturday, October 15, 2022 8:50:26 AM

Hi Tony,

The table below lists your staff whose salary will be paid out of the Title I grant during the 2022-2023 school year. You will have some staff that are fully funded by Title I, and 1 additional staff member, **Raelyn Boras** whose salary is split-funded between the Title I grant and the HCPSS Operating Budget.

Like in previous years, staff who are fully funded by the Title I grant will be sent Workday tasks throughout the year (monthly/quarterly), via email, asking them to verify that they are Title I funded.

Your split-funded staff, **Raelyn Boras** will need to complete the Workday task(s), in addition to completing a Time & Effort Log/Personnel Activities Report (PARs). To assist staff with completing their PARs we will continue to use the electronic Google template where we have already entered holidays and professional days for the 22-23 school year. Each split-funded staff member will need to enter their typical schedule for only one week each quarter, as well as list any time off from teaching during that period (sick days, professional learning, etc). They will need to attest to their activities at the end of each quarter by signing and dating on the appropriate line, and you will need to sign off acknowledging that the information they entered represents a reasonable estimate of the actual work performed during that period.

Please be sure to make the appropriate staff who are being paid out of the Title I grant aware of these additional requirements (completing the Workday task, and PARs for split-funded) within the next few days.

Remind the split funded staff, this is for budgeting purposes only. This is not a different role assigned to them within the school, nor will it impact job stability or benefits. The split funded staff member however, will have their sick leave and personal leave split between Title I and the operating budget so they will need to take turns selecting from each category when submitting their time off in Workday.

Sue will be sending an email to each of the split-funded staff with the link to their PARs next week. If needed, the Title I office is available to provide guidance to split-funded staff members on how to complete this document. Split-funded staff can contact Sue (Susan G. Williams) to set up a time for support.

Title I Teachers			
Name	E Number	Position	FTE
Victoria Zanti		Grade 2	1.00

Evelyn Buehlman		Grade 4	1.00
Sophia Win		Grade 3	1.00
Raelyn Boras		Grade 5	0.40
Total			3.4

As always do not hesitate to contact our office should you have any questions or concerns.

Thank you,
Amy, Sue, and Sara

Sara Webster
Title I Instructional Facilitator
Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
410-313-1588

From: [Howard R. Carter](#)
To: [Colbi Dorman](#); [Alicia Bauer](#); [Anthony Esposito](#); [Courtney Madden](#); [Pleshette Johnson](#)
Cc: [Patrick J. Saunderson](#); [Justin FitzGerald](#); [Michelle Simon](#)
Subject: Re: UPDATE Lunch and Recess Monitors - Allocations for SY2022-2023
Date: Friday, October 14, 2022 10:42:56 AM
Attachments: [image002.png](#)
[image003.png](#)
[Outlook-4xcabiui.png](#)

Good morning,

This is fantastic news! We will use all 15 hours each day!

Thank you!

Howard Carter, Jr.
Assistant Principal
Swansfield Elementary School
410-313-6907



From: Colbi Dorman <Colbi_Dorman@hcpss.org>
Sent: Friday, October 14, 2022 10:35 AM
To: Alicia Bauer <Alicia_Bauer@hcpss.org>; Anthony Esposito <Anthony_Esposito@hcpss.org>; Howard R. Carter <Howard_Carter@hcpss.org>; Courtney Madden <Courtney_Madden@hcpss.org>; Pleshette Johnson <Pleshette_Johnson@hcpss.org>
Cc: Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>; Justin FitzGerald <Justin_FitzGerald@hcpss.org>; Michelle Simon <Michelle_Simon@hcpss.org>
Subject: UPDATE Lunch and Recess Monitors - Allocations for SY2022-2023

Good morning, all.

I am following up on your request for additional lunch and recess monitor hours.

We are pleased that we can increase your hours to **15 hours** of lunch/recess monitors a day effective immediately.

Thank you,
Colbi

Colbi Dorman
 Staffing Analyst
 Howard County Public School System
 Direct: 410-313-7032 | E-mail: colbi_dorman@hcpss.org



From: Alicia Bauer <Alicia_Bauer@hcpss.org>
Sent: Wednesday, August 3, 2022 8:30 AM
To: Anthony Esposito <Anthony_Esposito@hcpss.org>; Howard R. Carter <Howard_Carter@hcpss.org>; Courtney Madden <Courtney_Madden@hcpss.org>; Pleshette Johnson <Pleshette_Johnson@hcpss.org>
Cc: Colbi Dorman <Colbi_Dorman@hcpss.org>; Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>; Justin FitzGerald <Justin_FitzGerald@hcpss.org>; Michelle Simon <Michelle_Simon@hcpss.org>
Subject: Lunch and Recess Monitors - Allocations for SY2022-2023

Good morning,

The purpose of this email is to inform you of your school’s lunch/recess monitor allocation for the 2022-2023 school year.

The allocation for lunch/recess monitors for **Swansfield ES** for the 2022-2023 school year is **13 hours** of lunch/recess monitors a day. Your lunch/recess monitor hours allocation is more than allocated pre-Covid. However, it is slightly less than the total number of hours that we were able to allocate last school year as the additional grant funding is no longer available. SMIL will closely monitor the budget to see if it is possible to allocate additional hours later in the year.

With your current allocation, you may hire as many monitors as your allocation allows for as long as you do not exceed your budgeted hours allocation.

Please use the worktags in the table below for your Lunch/Recess Monitor entries into the Bi-Weekly Salary Voucher Google Sheet. If you do not currently receive the Salary Voucher Google Sheet, please email Mary Lou Bowman – mary_bowman@hcpss.org

Cost Center	Program	Fund	Location	State Category	Grant (if necessary)	Spend Category
CC4701	4701	10 (Operating)	School Number	State Cat 02		Wages-Other

Please remember to add your School Location Code to your entries. You can find your school location code in the Bi-Weekly Salary Voucher Google Sheet from Mary Lou Bowman.

Please reach out to your area executive assistant, Michelle Simon, with any questions.

Thank you.

Alicia A. Bauer

Executive Assistant III to Chief School Management & Instructional Leadership Officer

Division of School Management and Instructional Leadership

Howard County Public School System

10910 Clarksville Pike

Ellicott City, MD 21042

P: 410-313-6607



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From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Thursday, October 13, 2022 9:06:33 AM

Mary Bowman shared a spreadsheet



Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 10/19/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 4:00 PM on Thursday 10/20/22, at which time the link will no longer be available.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.


Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

Effective February 24, 2022, the Board of Education approved a minimum wage of \$14.00/hour. Please be sure that the information you are entering complies with this update.

 Salary Voucher Entry Form - Google Doc Template.xlsx

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because mary_bowman@hcpss.org shared a spreadsheet with you from Google Sheets.



From: [Alicia Bauer](#)
To: [SMIL ES Principal](#); [SMIL MS Principal](#); [SMIL HS Principal](#); [Aaron Tark](#); [Adrienne Williams- McKinney](#); [Alayna Lynam](#); [Alexcia H. Redd](#); [Alicia Bauer](#); [Anissa Dennis](#); [Ashleigh Townsend](#); [Bradley J. Scobie](#); [Brian R. Vanisko](#); [Cherilyn Brown](#); [Cheryl V. Santoni](#); [Christine Hyun](#); [Christy Conklin](#); [Colbi Dorman](#); [Colleen Golden](#); [Courtney Madden](#); [David Burton](#); [Deanna Mingo](#); [Derek M. Lewis](#); [Erin Coleman](#); [Eugene Rose](#); [Heather Moraff](#); [Heather Tracy](#); [Howard R. Carter](#); [Ivye B. Pazornik](#); [Jack Davis](#); [Jaime G. Gittleson](#); [James R. LeMon](#); [Janet M. Yarn](#); [Jason Morton-Ortega](#); [Jayme Brewrink](#); [Jennifer L. Stairs](#); [Jennifer M. Zinn](#); [Jennifer R. Peduzzi](#); [Jerome Pickens](#); [Jonathan E. Davis](#); [Jonathan Swann](#); [Justin FitzGerald](#); [Justine Sillers](#); [Kathleen Carter](#); [Kathleen L. Murray](#); [Kelly M. Grenzer](#); [Kelly Ryan](#); [Kendra Johnson](#); [Khalilah N. Braxton](#); [Kim Masters](#); [Kimberly J. Dillard](#); [Kimberly Lawrence](#); [Kristian A. Rutledge](#); [Kristin Coronado](#); [Larae Guide](#); [Lashonne M. Wright](#); [Lawrence Williams](#); [Leslie M. Brickner](#); [Linda Rook](#); [Mariah E. Carr](#); [Meaghan Liwosz](#); [Melanie Krablin](#); [Melisha Martin](#); [Michelle Simon](#); [Monique Lamar](#); [Nykia Mapson](#); [Patrick J. Saunderson](#); [Sandra McGraw](#); [Shari Lorch](#); [Shateya Folks](#); [Shenaz Oomrigar-Sabnis](#); [Sophia Quirk](#); [Thomas DeWees](#); [Vanya Jackson](#); [SMIL MS AP](#); [SMIL HS AP](#)
Cc: [Anissa Dennis](#); [Terrell Savage](#); [Jessica Yaniro](#); [Patrick J. Saunderson](#); [Justin FitzGerald](#); [Jennifer R. Peduzzi](#); [Jonathan E. Davis](#); [Kendra Johnson](#); [David Burton](#)
Subject: Safety Care Training Sessions
Date: Tuesday, October 4, 2022 11:36:31 AM
Attachments: [image001.png](#)

On behalf of Anissa Dennis, Chief, School Management and Instructional Leadership Officer....

The Office of Special Education in collaboration with the Division of School Management and Instructional Leadership is inviting all administrators to attend Safety Care training. Safety Care training courses for administrators are in [Frontline](#). One session will be offered on October 6th and 7th and one session on October 12th and 14th. Both courses are entitled "Safety Care Initial Training- Admin ONLY" in Frontline. Please register for a course that works best with your schedule. These are scheduled for those who are not currently certified. Once you enroll, you will receive an invitation from Canvas to complete a pre-requisite Canvas course. You will also be required to attend a First Aid course. This can be taken either before or after your Safety Care course. Please contact [Jessica Yaniro](#) with any specific questions.

Thank you.

Nessa

Alicia A. Bauer

Executive Assistant III to Chief School Management & Instructional Leadership Officer

Division of School Management and Instructional Leadership

Howard County Public School System

10910 Clarksville Pike

Ellicott City, MD 21042

P: 410-313-6607



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From: [Alicia Bauer](#)
To: [SMIL HS Principal](#); [SMIL HS Princ Sec](#); [SMIL MS Principal](#); [SMIL MS Princ Sec](#); [SMIL ES Principal](#); [SMIL ES Princ Sec](#)
Cc: [Anissa Dennis](#); [Colbi Dorman](#); [Patrick J. Saunderson](#); [Justin FitzGerald](#); [Michelle Simon](#); [Jennifer R. Peduzzi](#); [Jonathan E. Davis](#); [Kimberly Lawrence](#); [Kendra Johnson](#); [David Burton](#); [Shenaz Oomrigar-Sabnis](#)
Subject: Reminder: SIP Workshop Wages - SY2022-20223
Date: Friday, September 30, 2022 9:31:10 AM
Attachments: [image001.png](#)
[SIP Workshop Wages Memo - SMIL SY23 - 8.4.22.pdf](#)

A friendly reminder...

Any SIP funds spent in Quarter 1, must be submitted to your Area Executive Assistant by **Friday, October 7, 2022**. If you have any questions, please reach out to your Area Executive Assistants.

Area 1: [Michelle Simon](#), Executive Assistant
Area 2: [Kim Lawrence](#), Executive Assistant
Area 3: [Shenaz Oomrigar-Sabnis](#), Executive Assistant

Thank you.

Alicia A. Bauer

Executive Assistant III to Chief School Management & Instructional Leadership Officer
Division of School Management and Instructional Leadership
Howard County Public School System
10910 Clarksville Pike
Ellicott City, MD 21042
P: 410-313-6607



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From: Alicia Bauer <Alicia_Bauer@hcpss.org>
Sent: Thursday, August 4, 2022 12:07 PM
To: SMIL HS Principal <SMILHSPrincipal@hcpss.org>; SMIL HS Princ Sec <SMILHSPrincSec@hcpss.org>; SMIL MS Principal <SMILMSPrincipal@hcpss.org>; SMIL MS Princ Sec <SMILMSPrincSec@hcpss.org>; SMIL ES Principal <SMILESPrincipal@hcpss.org>; SMIL ES Princ Sec <SMILESPrincSec@hcpss.org>
Cc: Anissa Dennis <Anissa_Dennis@hcpss.org>; Colbi Dorman <Colbi_Dorman@hcpss.org>; Patrick J.

Saunderson <Patrick_Saunderson@hcpss.org>; Justin FitzGerald <Justin_FitzGerald@hcpss.org>; Michelle Simon <Michelle_Simon@hcpss.org>; Jennifer R. Peduzzi <Jennifer_Peduzzi@hcpss.org>; Jonathan E. Davis <Jonathan_Davis@hcpss.org>; Kimberly Lawrence <Kimberly_Lawrence@hcpss.org>; Kendra Johnson <Kendra_Johnson1@hcpss.org>; David Burton <David_Burton@hcpss.org>; Shenaz Oomrigar-Sabnis <Shenaz_Oomrigar-Sabnis@hcpss.org>

Subject: Memo - SIP Workshop Wages - SY2022-20223

On behalf of Anissa Dennis, Chief School Management and Instructional Leadership Officer....

Please see the attached memo regarding SIP Workshop Wages for SY2022-2023. If you have any questions, please reach out to your area executive assistant (Area 1: [Michelle Simon](#), Area 2: [Kim Lawrence](#), Area 3: [Shenaz Oomrigar-Sabnis](#)).

Thank you.

Alicia A. Bauer

Executive Assistant III to Chief School Management & Instructional Leadership Officer

Division of School Management and Instructional Leadership

Howard County Public School System

10910 Clarksville Pike

Ellicott City, MD 21042


P: 410-313-6607



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From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#); [Denise Young](#); [Derek Anderson](#); [Derek M. Lewis](#); [Diane Caporaletti](#); [Donna E. Miller](#); [Dwayne Williams](#); [Ebony Langford-Brown](#); [Edward C. Cosentino](#); [Elizabeth Quattrone](#); [Elizabeth L. Yankle](#); [Ella E. Bradley](#); [Emily H. Kinsler](#); [Eric Bishop](#); [Eugene Rose](#); [Gay Cornwell](#); [Gillian Bradley](#); [Gillian Spivey](#); [Gina L. Cash](#); [Gino Molfino](#); [Heather M. Godwin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Wednesday, September 28, 2022 10:36:29 AM

Mary Bowman shared a spreadsheet

 Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 10/05/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 4:00 PM on Thursday 10/06/22, at which time the link will no longer be available.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.

Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two

spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

Effective February 24, 2022, the Board of Education approved a minimum wage of \$14.00/hour. Please be sure that the information you are entering complies with this update.



Salary Voucher Entry Form - Google Doc Template.xlsx

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because mary_bowman@hcpss.org shared a spreadsheet with you from Google Sheets.



From: [Colbi Dorman](#)
To: [SMIL ES Principal](#)
Subject: Request: Response needed by COB, 9/30/2022
Date: Thursday, September 22, 2022 9:55:19 AM
Attachments: [image001.png](#)

Good morning, ES Principals.

The HCPSS Board of Education is requesting additional information regarding sprinkling of related arts classrooms. To answer those questions and prepare for the FY24 budget, we are asking that you complete the below google form by COB, Friday, September 30th.

[Elementary Schools Related Arts Schedule Questions](#)

If you have any questions, please let me know.

Thank you for your help!

Colbi

Colbi Dorman
Staff Analyst
Howard County Public School System
Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org



From: [Mary Bowman \(via Google Sheets\)](#)
To: [Anthony Esposito](#)
Cc: [Aaron Dale](#); [Abigail Shearer](#); [Adam C. Eldridge](#); [Alexia K. Couch](#); [Alice Murphy](#); [Alicia Bauer](#); [Alicia C. Tyler](#); [Alisha Brackney](#); [Allen V. Cosentino](#); [Amanda D. Wadsworth](#); [Amy Higgins](#); [Amy Raymond](#); [Amy L. Reese](#); [Amy A. Tieperman](#); [Andrew Cockley](#); [Angela I. Bright](#); [Angela Lamas Martin](#); [Angelena N. Johnson](#); [Anissa Dennis](#); [Anne Wilhelm](#); [Antoinette Roberson](#); [April E. Richeson](#); [April Thorpe](#); [Aricka Porter](#); [Barbara C. Carter](#); [Brandy Valentine](#); [Brian Ralph](#); [Brian Wallace](#); [Carlie Nethken](#); [Carmelita M. Taylor](#); [Carol B. DeBord](#); [Carol D. Feeser](#); [Carol C. Loschiavo](#); [Caroline Walker](#); [Carolyn Toland](#); [Cassandra Miller](#); [Caterina Stoneburner](#); [Cathleen C. Lopez](#); [Cathleen Mascaro](#); [Cathy C. Pryor](#); [Chandra Hines](#); [Cheryl Beall](#); [Christin H. Traini](#); [Christina R. Bos](#); [Christina Bradshaw](#); [Christina Parater](#); [Christina Shumaker](#); [Christine Borden](#); [Christine M. Johnson](#); [Christine Mulroe](#); [Christine Pinsky](#); [Christopher Rattay](#); [Colbi Dorman](#); [Colleen M. Beaumont](#); [Colleen Fowler](#); [Connie L. Fowlkes](#); [Connie L. Stahler](#); [Cynthia M. Deckman](#); [Cynthia B. Dillon](#); [Cynthia P. Dolan](#); [Cynthia L. Jaksec](#); [Cynthia A. Schulmeyer](#); [Daniel J. Notari](#); [Daniel F. Rosewag](#); [Danielle R. Shanks](#); [Danise McEaney](#); [Dante Gamble](#); [David Burton](#); [David K. Lerner](#); [David A. Phillips](#); [David A. Strothers](#); [Deanna M. Godbout](#); [Debbie A. Blum](#); [Deborah M. Gordon](#); [Deborah Holmes](#); [Deborah O. McKee](#); [Debra Anoff](#); [Denise D. Lancaster](#); [Denise McClurkin](#); [Denise Young](#); [Derek Anderson](#); [Derek M. Lewis](#); [Diane Caporaletti](#); [Donna E. Miller](#); [Dwayne Williams](#); [Ebony Langford-Brown](#); [Edward C. Cosentino](#); [Elizabeth Quattrone](#); [Elizabeth L. Yankle](#); [Ella E. Bradley](#); [Emily H. Kinsler](#); [Eric Bishop](#); [Eugene Rose](#); [Gay Cornwell](#); [Gillian Bradley](#); [Gillian Spivey](#); [Gina L. Cash](#); [Gino Molfino](#); [Heather M. Godwin](#)
Subject: Spreadsheet shared with you: "Salary Voucher Entry Form - Google Doc Template.xlsx"
Date: Wednesday, September 14, 2022 8:43:32 AM

Mary Bowman shared a spreadsheet



Mary Bowman (mary_bowman@hcpss.org) has invited you to **edit** the following spreadsheet:

Pay Period Ending 09/21/22 Salary Voucher Link

All entries must be COMPLETED/APPROVED prior to 4:30 PM on Wednesday 09/21/22, at which time the link will no longer be available.

Please direct ALL salary voucher questions to mary_bowman@hcpss.org.

Friendly reminders: complete all fields, be mindful of completed lines (do not overwrite others data), enter the initiators name in column A for multiple lines to save consecutive lines for your entries and disregard this email/link if you have no entries.

Please do not change anything within the spreadsheet (hide or collapse columns, add or delete lines and only leave two

spaces between entries).

Please make sure all entries are Correct and Approved.

This group will continue to receive this email every two weeks.

Effective February 24, 2022, the Board of Education approved a minimum wage of \$14.00/hour. Please be sure that the information you are entering complies with this update.

Important Payroll Deadline PPE 09/21/22 (Check Date 09/30/22)

Due to the upcoming Holiday closure, Monday 09/26/22, please find the adjusted payroll deadline listed below:

Adjusted Date: Google Doc Salary Voucher Spreadsheet will no longer be available after Wednesday - 4:30pm 09/21/22.

There will be "NO EXCEPTIONS" to the above deadlines.

Please make sure all entries are correct and Approved.



Salary Voucher Entry Form - Google Doc Template.xlsx

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because mary_bowman@hcpss.org shared a spreadsheet with you from Google Sheets.



From: [Colbi Dorman](#)
To: [Anthony Esposito](#)
Cc: [Patrick J. Saunderson](#); [Justin FitzGerald](#); [Kimberly Bookhultz](#); [Brianna Robinson](#); [Melodee J. Phillips](#)
Subject: SES Additional Grade 2 Classroom SY2022-23
Date: Tuesday, September 6, 2022 4:03:30 PM
Attachments: [image001.png](#)

Hi, Tony.

You've been allocated an additional Grade 2 Teacher for SY2022-23. I've added the vacancy on row 99 of your staffing spreadsheet.

Brianna - please add to database.

Thanks!
Colbi

Colbi Dorman
Staff Analyst
Howard County Public School System
Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org



From: [Colbi Dorman](#)
To: [Anthony Esposito](#)
Cc: [Patrick J. Saunderson](#); [Justin FitzGerald](#)
Subject: RE: [External] Conversation about Class Sizes at Swansfield
Date: Tuesday, September 6, 2022 3:53:18 PM

OK, I'll send the email shortly!

From: Anthony Esposito <Anthony_Esposito@hcpss.org>
Sent: Tuesday, September 6, 2022 3:47 PM
To: Colbi Dorman <Colbi_Dorman@hcpss.org>
Cc: Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>; Justin FitzGerald <Justin_FitzGerald@hcpss.org>
Subject: Re: [External] Conversation about Class Sizes at Swansfield

Hi Colbi! No worries. We do not have any students that meet the criteria shared. All 2nd graders have been present and we have no students that need to be withdrawn. Thanks!

- Tony

Sent from my iPhone

On Sep 6, 2022, at 3:38 PM, Colbi Dorman <Colbi_Dorman@hcpss.org> wrote:

Hi, Tony.

Glad you reached out. I didn't want to bother you after the long weekend. Do you have Grade 2 students that need to be withdrawn from the system? Or any students that have been absent that you are following up on?

Thank you!!
Colbi

From: Anthony Esposito <Anthony_Esposito@hcpss.org>
Sent: Tuesday, September 6, 2022 3:30 PM
To: Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>
Cc: Colbi Dorman <Colbi_Dorman@hcpss.org>; Justin FitzGerald <Justin_FitzGerald@hcpss.org>
Subject: Re: [External] Conversation about Class Sizes at Swansfield

Hi Colbi! Any updates on grade 2? - Tony

Sent from my iPhone

On Aug 31, 2022, at 8:30 PM, Patrick J. Saunderson
<Patrick_Saunderson@hcpss.org> wrote:

Justin spoke to her today and Tony is meeting with her tomorrow.

Thanks!

Sent from my iPhone

On Aug 31, 2022, at 7:59 PM, Colbi Dorman
<Colbi_Dorman@hcpss.org> wrote:

Hi, all.

I did not reply to [REDACTED] in this email.

Staffing is a combination of enrollment multiplied by ratio in conjunction with looking at the upper range of each grade. Depending on the number of students in a grade level the class average may be slightly above or below the staffing ratio but never above the upper limit.

Just so that you are aware I am monitoring grade 2. If I don't see any withdrawals in the next few days I will need to add a position.

HCPSS Approved FY23 Operating Budget:
<https://www.hcpss.org/f/aboutus/budget/fy23/fy23-board-approved-operating-budget.pdf>

Elementary enrollment projections determine the number of classroom teachers assigned to a school according to the following ratios. The following are the class size ratios as funded in the FY 2023 Budget.

- 2022–2023 class size ratio for Kindergarten is 22:1, upper range of 23 students; Grades 1 and 2 ratio is 20:1, upper range of 25 students in Non-Title I schools and 24 in Title I schools; Grades 3, 4, 5 ratio is 26:1, upper range of 31 students in Non-Title I schools and 30 in Title I schools.
- 2021–2022 average class sizes: Kindergarten: 19.9, Grade 1: 20.7, Grade 2: 20.9, Grade 3: 23.7, Grade 4: 24.1, Grade 5:

24.6.

Current snapshot of Swansfield ES class size average

	Class Size with Current Enrollment					
School Name	KDG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Swansfield ES	20.8	20.2	24.3	26.7	23.3	26.5

Enrollment as of 8/31/2022

SchoolName	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	School Total
Swansfield Elementary School	83	101	97	80	93	106	560

Grade 3

80 students / 3 teachers = 26.7 class size average

Grade 5

106 students / 4 teachers = 26.5 class size average

As for GT, I can't speak to that schedule. Looks like Diventi is teaching 1 class of GT Math 4th grade and 1 class of GT Math 5th grade. Not sure if a class can be added. The school has a 1.5 GT allocation.

Thanks,
Colbi

Colbi Dorman

Staff Analyst

Howard County Public School System

Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org

<image001.png>

From: [REDACTED]

Sent: Wednesday, August 31, 2022 6:07 PM

To: Justin FitzGerald <Justin_FitzGerald@hcpss.org>; Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>

Cc: Anthony Esposito <Anthony_Esposito@hcpss.org>; Laurel Porter <Laurel_Porter@hcpss.org>; Colbi Dorman <Colbi_Dorman@hcpss.org>

Subject: [External] Conversation about Class Sizes at

Swansfield

! CAUTION: This email originated from outside of HCPSS. Do not click links or open attachments, unless you recognize the sender and know the content is safe.

Hi Justin,

Thanks for chatting with me this evening. This is the web link for the enrollment ratios I was using:

<https://www.hcpss.org/schools/enrollment-reports/>

As we discussed, it shows 1:26 for Grades 3-5 (with no specification for Title 1 schools, which I figured should be smaller than 1:26).

████████████████████ has 28 students and they cannot sit on the floor for circle time as there is no space. ██████████ has 30 students.

Given that I was working with the target of 26 for non-Title 1 schools, you can imagine my alarm over the class sizes at Swansfield.

If the ratio is indeed 30 for Title 1 and 31 for non-Title 1 schools as you noted, the web site may need to be updated.

As we discussed, I am looking forward to my conversation with Mr. Esposito tomorrow.

I'm glad to know that HCPSS will be keeping a close eye on enrollment numbers in 3rd and 5th grade in particular at Swansfield. I will be doing so as well. With 100 more students this year than last year, it seems that there may need to be some additional adjustments.

We've had a fabulous few years at the school and love the community dearly. Thanks for your time and attention.

Sincerely,

████████████████████

--

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: [REDACTED]
To: Justin FitzGerald; Patrick J. Saunderson
Cc: Anthony Esposito; Laurel Porter; Colbi Dorman; Jennifer Mallo; Vicky Cutroneo; Superintendent; Karalee Turner-Little; Anissa Dennis; Courtney Madden; Antonia Watts; Christina Delmont-Small; Chao Wu; Jolene Mosley; Yun Lu
Subject: Re: [External] Re: Conversation about Class Sizes at Swansfield
Date: Thursday, September 1, 2022 2:39:52 PM

Hi,

I had a wonderful meeting with Mr. Esposito this afternoon and am pleased to hear about the adjustments being made in 5th grade math in particular.

That being said, the classroom sizes in grades 3 and 5 are still much higher than they have been in recent years and will likely increase as more students enroll.

I am hopeful that HCPSS will not wait too long to approve additional staff/homeroom teachers for these grades as the numbers are likely to only increase.

I hope we can leave this line of conversation open as I plan to keep checking on the numbers and advocating for the school to add more staff to make the class sizes more appropriate and manageable.

Thank you,

[REDACTED]
Get [Outlook for iOS](#)

From: Justin FitzGerald <Justin_FitzGerald@hcpss.org>
Sent: Thursday, September 1, 2022 2:27:44 PM
To: [REDACTED]; Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>
Cc: Anthony Esposito <Anthony_Esposito@hcpss.org>; Laurel Porter <Laurel_Porter@hcpss.org>; Colbi Dorman <Colbi_Dorman@hcpss.org>; Jennifer Mallo <Jennifer_Mallo@hcpss.org>; Vicky Cutroneo <Vicky_Cutroneo@hcpss.org>; Superintendent <superintendent@hcpss.org>; Karalee Turner-Little <Karalee_TurnerLittle@hcpss.org>; Anissa Dennis <Anissa_Dennis@hcpss.org>; Courtney Madden <Courtney_Madden@hcpss.org>; Antonia Watts <Antonia_Watts@hcpss.org>; Christina Delmont-Small <Christina_Delmont-Small@hcpss.org>; Chao Wu <Chao_Wu@hcpss.org>; Jolene Mosley <Jolene_Mosley@hcpss.org>; Yun Lu <Yun_Lu@hcpss.org>
Subject: Re: [External] Re: Conversation about Class Sizes at Swansfield

Good Afternoon, [REDACTED].

Thank you for the e-mail. We have been working to have our HCPSS website updated to match the FY23 Approved Budget. The language you will soon see on the website is listed below and found on page 203.


HCPSS Approved FY23 Operating Budget: <https://www.hcpss.org/f/aboutus/budget/fy23/fy23-board-approved-operating-budget.pdf>
2022–2023 class size ratio for Kindergarten is 22:1, upper range of 23 students; Grades 1 and 2 ratio is 20:1, upper range of 25 students in Non-Title I schools and 24 in Title I schools; Grades 3, 4, 5 ratio is 26:1, upper range of 31 students in Non-Title I schools and 30 in Title I schools.

There is not a separate ratio approved by the Board of Education for Title I Elementary Schools. Staffing is a combination of enrollment multiplied by ratio in conjunction with looking at the upper range of each grade. In reference to your pay incentive question, the MSDE Blueprint for Education enables pay incentives for HCPSS staff based on a teacher's National Board Certification. It is not specific to Swansfield.

We are hopeful that your meeting with Mr. Esposito today provided greater clarity on school-based decisions related to staffing. Mr. Esposito's experience and knowledge of HCPSS, as well as Title I, will help embrace the current thriving Swansfield community, but also lead it to countless successes in the future. We look forward to partnering with you throughout the journey.

Justin FitzGerald
Performance, Equity, and Community Response Director
Area 1 Schools
Howard County Public School System

From: [REDACTED]
Sent: Thursday, September 1, 2022 7:09 AM
To: Justin FitzGerald <Justin_FitzGerald@hcpss.org>; Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>
Cc: Anthony Esposito <Anthony_Esposito@hcpss.org>; Laurel Porter <Laurel_Porter@hcpss.org>; Colbi Dorman <Colbi_Dorman@hcpss.org>; Jennifer Mallo <Jennifer_Mallo@hcpss.org>; Vicky Cutroneo <Vicky_Cutroneo@hcpss.org>; Superintendent <superintendent@hcpss.org>; Karalee Turner-Little <Karalee_TurnerLittle@hcpss.org>; Anissa Dennis <Anissa_Dennis@hcpss.org>; Courtney Madden <Courtney_Madden@hcpss.org>; Antonia Watts <Antonia_Watts@hcpss.org>; Christina Delmont-Small <Christina_Delmont-Small@hcpss.org>; Chao Wu <Chao_Wu@hcpss.org>; Jolene Mosley <Jolene_Mosley@hcpss.org>; Yun Lu <Yun_Lu@hcpss.org>
Subject: [External] Re: Conversation about Class Sizes at Swansfield



! CAUTION: This email originated from outside of HCPSS. Do not click links or open attachments, unless you recognize the sender and know the content is safe.

Justin,

I'm following up after our conversation yesterday. I went to back to school night at Swansfield last evening and was dismayed by how tight [REDACTED] was with 28 student desks inside.

I am looking forward to meeting with Mr. Esposito today about ways they are using staff creatively, but I think that overall class size is an issue that will not go away, especially as enrollment may increase after Labor Day as you suggested.

I wonder if the confusion over 1:26 for class sizes vs the 31 you mentioned is the ideal ratio vs upper range.

I've now seen additional documentation with 1:26 online:

<https://www.hcpss.org/f/aboutus/profile.pdf>

[https://www.boarddocs.com/mabe/hcpssmd/Board.nsf/files/CAEKR5531201/\\$file/01%2013%202022%20Class%20Size%20Report%202021-2022%20BR.pdf](https://www.boarddocs.com/mabe/hcpssmd/Board.nsf/files/CAEKR5531201/$file/01%2013%202022%20Class%20Size%20Report%202021-2022%20BR.pdf)

It seems to me that a Title 1 school like Swansfield shouldn't be considered appropriately staffed if the goal is not to go over the upper range rather than get below the ideal ratio.

The January 2022 class size report linked above has far different class size numbers for Swansfield than what we are seeing currently in the school in some grades.

If I recall correctly, Swansfield was designated for pay incentives last spring in a BOE meeting because of its status as a low performing school. Why then are class sizes so high?

I'd appreciate some greater clarification from HCPSS central office on this matter and have added some additional stakeholders to this email thread.

Sincerely,

[REDACTED]

[REDACTED]

From: [REDACTED]

Sent: Wednesday, August 31, 2022 6:07 PM

To: Justin FitzGerald <Justin_FitzGerald@hcpss.org>; Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>

Cc: Anthony Esposito <anthony_esposito@hcpss.org>; Laurel Porter <Laurel_Porter@hcpss.org>; colbi_dorman@hcpss.org <colbi_dorman@hcpss.org>

Subject: Conversation about Class Sizes at Swansfield

Hi Justin,

Thanks for chatting with me this evening. This is the web link for the enrollment ratios I was using:

<https://www.hcpss.org/schools/enrollment-reports/>

As we discussed, it shows 1:26 for Grades 3-5 (with no specification for Title 1 schools, which I figured should be smaller than 1:26).

[REDACTED] has 28 students and they cannot sit on the floor for circle time as there is no space. [REDACTED] has 30 students.

Given that I was working with the target of 26 for non-Title 1 schools, you can imagine my alarm over the class sizes at Swansfield.

If the ratio is indeed 30 for Title 1 and 31 for non-Title 1 schools as you noted, the web site may need to be updated.

As we discussed, I am looking forward to my conversation with Mr. Esposito tomorrow.

I'm glad to know that HCPSS will be keeping a close eye on enrollment numbers in 3rd and 5th grade in particular at Swansfield. I will be doing so as well. With 100 more students this year than last year, it seems that there may need to be some additional adjustments.

We've had a fabulous few years at the school and love the community dearly. Thanks for your time and attention.

Sincerely,

[REDACTED]



From: [Anthony Esposito](#)
To: [Patrick J. Saunderson](#)
Cc: [Colbi Dorman](#); [Justin FitzGerald](#); [Laurel Porter](#)
Subject: Re: [External] Conversation about Class Sizes at Swansfield
Date: Wednesday, August 31, 2022 8:39:03 PM
Attachments: [image001.png](#)

Thanks for this info Colbi!

Sent from my iPhone

On Aug 31, 2022, at 8:30 PM, Patrick J. Saunderson
<Patrick_Saunderson@hcpss.org> wrote:

Justin spoke to her today and Tony is meeting with her tomorrow.

Thanks!

Sent from my iPhone

On Aug 31, 2022, at 7:59 PM, Colbi Dorman
<Colbi_Dorman@hcpss.org> wrote:

Hi, all.

I did not reply to [REDACTED] in this email.

Staffing is a combination of enrollment multiplied by ratio in conjunction with looking at the upper range of each grade. Depending on the number of students in a grade level the class average may be slightly above or below the staffing ratio but never above the upper limit.

Just so that you are aware I am monitoring grade 2. If I don't see any withdrawals in the next few days I will need to add a position.

HCPSS Approved FY23 Operating Budget:
<https://www.hcpss.org/f/aboutus/budget/fy23/fy23-board-approved-operating-budget.pdf>

Elementary enrollment projections determine the number of classroom teachers assigned to a school according to the following ratios. The following are the class size ratios as funded in the FY 2023 Budget.

- 2022–2023 class size ratio for Kindergarten is 22:1, upper range of 23

students; Grades 1 and 2 ratio is 20:1, upper range of 25 students in Non-Title I schools and 24 in Title I schools; Grades 3, 4, 5 ratio is 26:1, upper range of 31 students in Non-Title I schools and 30 in Title I schools.

- 2021–2022 average class sizes: Kindergarten: 19.9, Grade 1: 20.7, Grade 2: 20.9, Grade 3: 23.7, Grade 4: 24.1, Grade 5: 24.6.

Current snapshot of Swansfield ES class size average

School Name	Class Size with Current Enrollment					
	KDG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Swansfield ES	20.8	20.2	24.3	26.7	23.3	26.5

Enrollment as of 8/31/2022

SchoolName	KG	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	School Total
Swansfield Elementary School	83	101	97	80	93	106	560

Grade 3

80 students / 3 teachers = 26.7 class size average

Grade 5

106 students / 4 teachers = 26.5 class size average

As for GT, I can't speak to that schedule. Looks like Diventi is teaching 1 class of GT Math 4th grade and 1 class of GT Math 5th grade. Not sure if a class can be added. The school has a 1.5 GT allocation.

Thanks,
Colbi

Colbi Dorman
Staff Analyst
Howard County Public School System
Direct: [410-313-7032](tel:410-313-7032) | E-mail: colbi_dorman@hcpss.org

<image001.png>

From: [REDACTED]
Sent: Wednesday, August 31, 2022 6:07 PM
To: Justin FitzGerald <Justin_FitzGerald@hcpss.org>; Patrick J. Saunderson <Patrick_Saunderson@hcpss.org>
Cc: Anthony Esposito <Anthony_Esposito@hcpss.org>; Laurel Porter <Laurel_Porter@hcpss.org>; Colbi Dorman <Colbi_Dorman@hcpss.org>

Subject: [External] Conversation about Class Sizes at Swansfield

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Sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]