Reopening Schools Update

MCPS

Montgomery County Board of Education
October 5, 2021

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

2

MCPS   Outline

1. Elementary Regional QuaranTEAM Plan
2. Potential Contingency Instructional Models
3. International Admissions and Enrollment (IAE) Updates

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

3

MCPS | Reopening Schools Update

Elementary Regional QuaranTEAM

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

4

MCPS

Framing the Context

- **Commitment** to our community and our students
- **Access** to live instruction on a daily basis for students in quarantine
- **Revised** design features
- **Coordination** among all OTLS units

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS   Framing the Context

- Current model **exceeds the staffing resources** of non-classroom staff
- **Demand for quarantine** was predicated on a different set of quarantine rates and circumstances
- Need to **standard set** the **instructional experience**

MCPS

Framing Our Approach

- **Regional Model** with all participating elementary schools
- Skilled instructors will provide **live math and literacy experiences** daily at set times

- **Consistency** of instructional blocks
- **Mitigate** learning disruption
- **Maintain** local school connection

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

7

MCPS — Instructional Specialist Coordination

- **Coordinates** the deployment of the regional model and staff Canvas site
- **Solicits** and maintains the schedule of all staff, including back ups
- **Creates** Zoom links for regular use by area school staff

MCPS

Regional Quarantine Model Landing Page

Tools for regional staff
- Schedule
- Curriculum
- Student Rosters

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

9

MCPS   Teacher Experience

- **Reducing** demand from daily live instruction to once or twice per week
- **Leveraging** cross school expertise
- **Standardizing** the lesson block for math and literacy instruction
- **Utilizing** a pacing guide that closely aligns to the topics and skills being covered for in person instruction.

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

10

MCPS | Next Steps

- Launched on **October 1st**

- Examine secondary model for potential refinement

MCPS

Potential Contingency Instructional Models

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS Background and Context

- Contingency planning that began is ongoing and adjusted for the current situation
- Fall Design team central to this work
- Prioritized ensuring a collaborative process
- Engaged a diverse stakeholder group

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

13

MCPS

Design Parameters

- A shift to a system-wide contingency instructional model would only occur as determined in conjunction with state and local governments
- Instructional models may vary based on school level - in-person is the default
- Select student groups are prioritized for full-time in-person instruction (Grades K–2, 6, 9, 12)

MCPS

Model Considerations by Level

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS | Potential Elementary Models

Model 1: Content Considerations Model

- Prioritizes face to face engagement opportunities for specific content areas (e.g Literacy and Mathematics)
- Maximizes opportunities for students to continue with a full curriculum experience

MCPS **Potential Elementary Models**

Model 2: E-stream + Model

- Leverages lessons learned from hybrid instruction during spring 2021
- Allows schools to prioritize student groups
- Prioritizes "just in time" student/teacher engagement opportunities
- No need to truncate curriculum

MCPS

Secondary Contingency Model Considerations

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

18

MCPS Potential Secondary Models

Model 1: Live Learning Lab Model

- Students engage with content as it is being taught
- Access to instructional materials via Canvas
- Prioritizes curriculum application opportunities when in a remote cohort

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS   Potential Secondary Models

Concurrent Instructional Model

- Allows real time student/teacher interaction for remote learning cohorts
- Protects from curriculum pacing challenges

MCPS   Next Steps

- Contingency planning is ongoing
- Continue to engage varied stakeholders
  - Association Leaders
  - Parent Leadership organizations
  - Students
- Plans to finalize this semester

MCPS

DISCUSSION

MCPS

International Admissions & Enrollment (IAE) Update

MCPS

IAE Arrival and Processing Trends

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS   Arrival and Enrollment Processing Trends
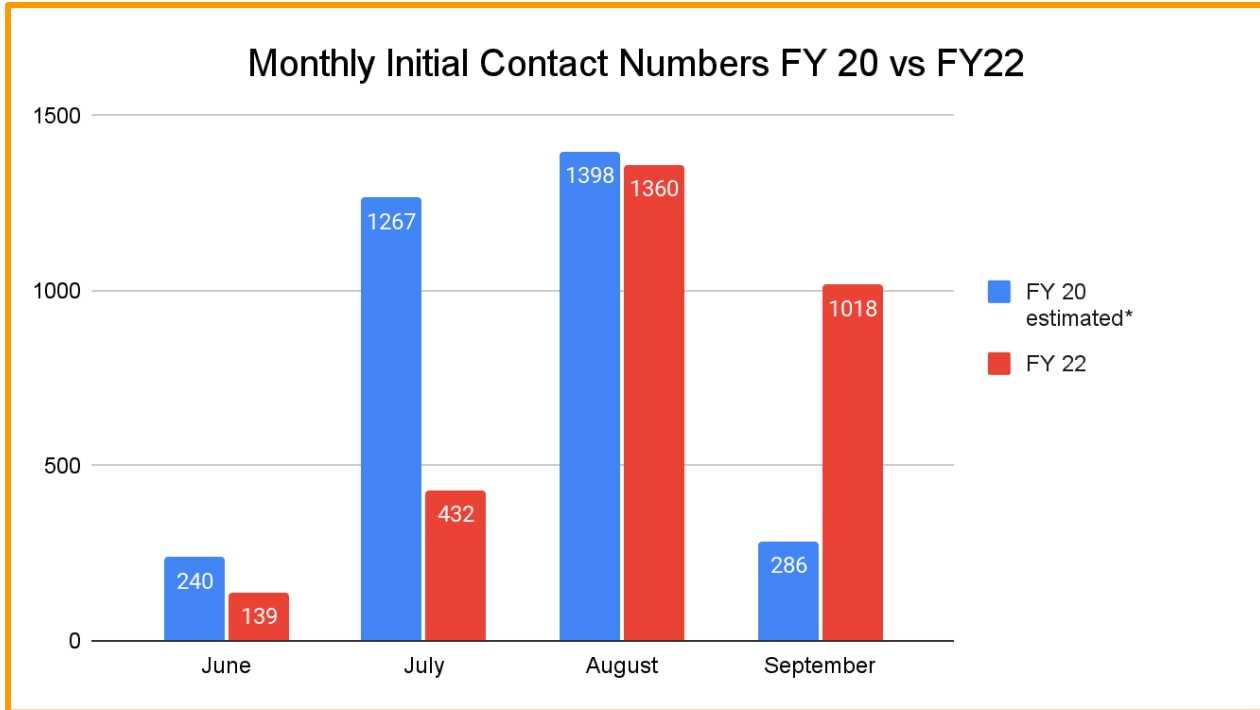
Historically

- Arrival wave from June to July
- In-person admissions
- Temporary part-time staffing aligned to arrival wave
- Average processing of 3-4 weeks
- Office of Refugee Resettlement student arrivals in June and July

2021

- Arrival wave from late July through September
- Virtual and in-person admissions
- Temporary part-time staffing misaligned due to arrival delay
- Average processing of 3-4 weeks
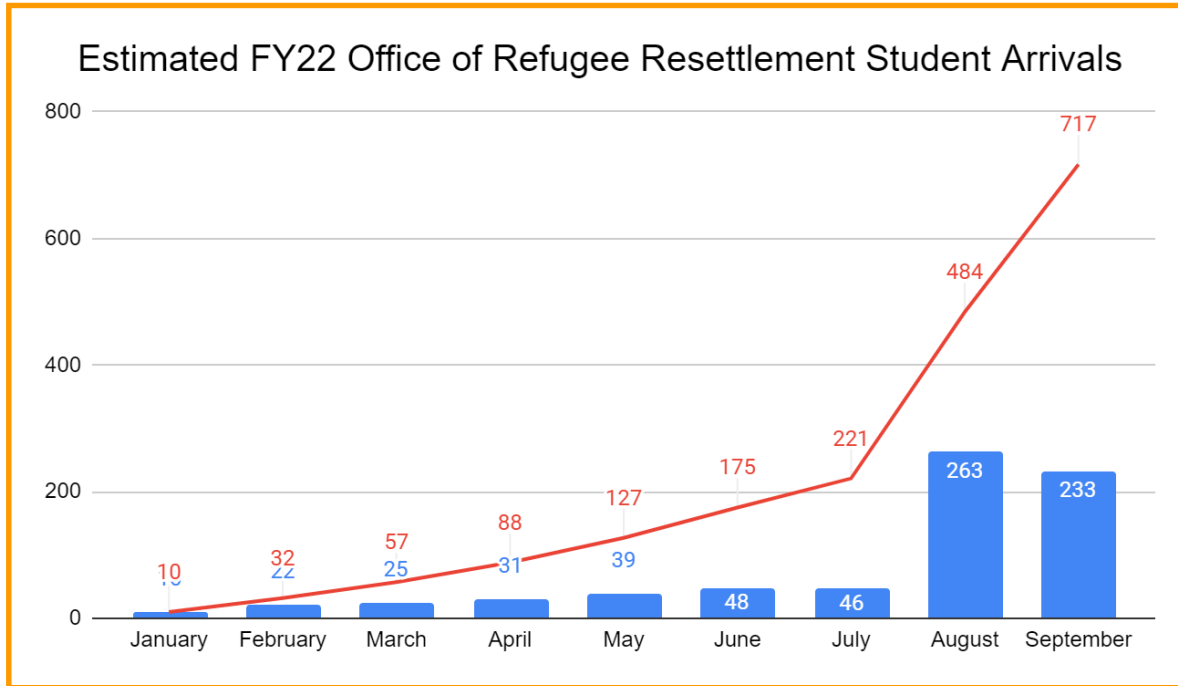- Office of Refugee Resettlement student arrivals in August and September

MCPS In-Person/Dropbox Arrival Contacts

Monthly Initial Contact Numbers FY 20 vs FY22

Month	FY 20 estimated*	FY 22
June	240	139
July	1267	432
August	1398	1360
September	286	1018

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS

Office of Refugee Resettlement Student Arrivals

Estimated FY22 Office of Refugee Resettlement Student Arrivals

Month	Bar	Line
January	10	10
February	22	32
March	25	57
April	31	88
May	39	127
June	48	175
July	46	221
August	263	484
September	233	717

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS

The IAE Enrollment Process Flow

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS The Phases of IAE Enrollment

1: Family Arrives	2: Documents Reviewed	3: Intake Evaluation & Processing	4: WIDA Assessment
Families arrive at IAE or submit admissions forms & documents via dropbox When families arrive in person, documents reviewed immediately by secretarial staff	Secretarial staff review individual emails & retrieve, sort, and prioritize enrollment documentation Staff follow up with families as needed	Intake specialists ensure student's age, parent's identification, Montgomery County bona fide proof of residency, and the evaluation of foreign school transcripts are met & enter info into Synergy	ESOL staff administer the WIDA Screener for students whose responses on the Home Language Survey (HLS) indicate the potential need for English for Speakers of Other Languages (ESOL) services.

After Phase 4, IAE staff export student files to local school dropboxes for course enrollment and course registration

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

29

MCPS Local School Enrollment Process

1. Monitor dropboxes for enrollment files
2. Contact families to schedule an enrollment appointment

3. Review submitted files, request any outstanding documents, and activate students in Synergy

   - May request vaccination records, English Language Proficiency levels, and credit evaluations (high school only) - *Should Not Delay Enrollment*

MCPS

Implementation of Interventions/Added Supports

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

MCPS Phase 1: Additional Staffing

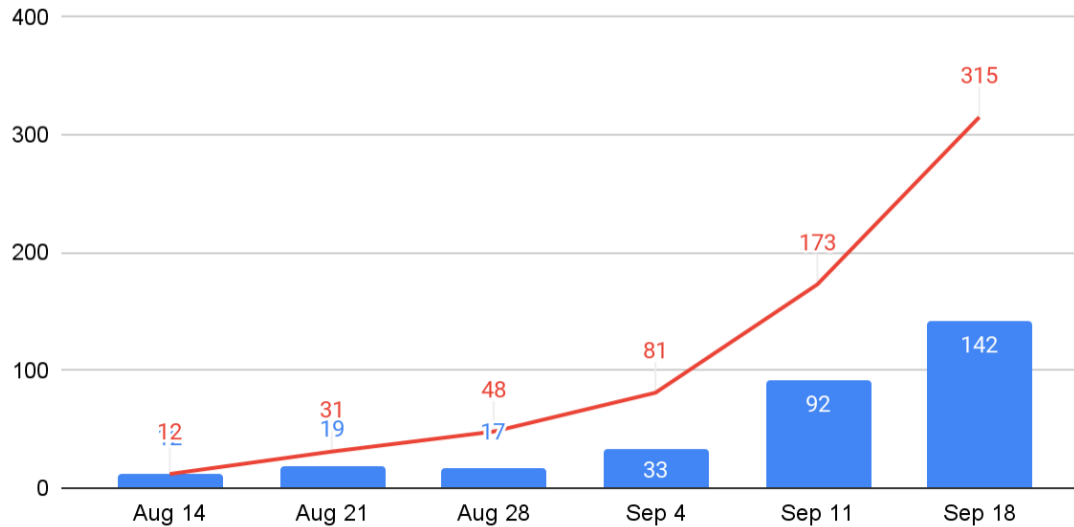| Members Added to the DropBox Team	Additional Registrar Support
1 Student and Family Support and Engagement (SFSE) Intern 1 Parent Community Coordinator 5 ESOL Transition Counselors (ETCs) 2 Student, Family and School Services (SFSS) Instructional Specialists 4 IAE secretarial staff reallocated	12 school-based registrars added to supported IAE intake specialists after their duty day (Part-time) 2 central office registrars to assist with coordination and training of additional support 14 Pupil Personnel Workers (PPWs) reallocated to support calling families and collecting documents

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

32

MCPS — Phase 1: Staff, Resources and Community Partners

Additional Secretarial Support	Additional ESOL Testers
1 part-time secretary - SFSE and other central office support 5 ETCs reallocated to support with phones	4 School Support and Improvement (SSI) Specialists 4 Curriculum and Instructional Programs Specialists 3 Students with Limited/Interrupted Formal Education Coaches 1 ESOL Teacher

Technology Enhancements

- Hardware (double monitors, scanners, chromebooks, etc.)
- Software support (streamlining outlook dropbox process, automatic folder creation code, additional Adobe Pro licenses, and Synergy training

Community Partners

- CASA
- Identity, Inc.
- Department of Health and Human Services
- Gilchrist Center
- Primary Care Coalition

MCPS — Student Assignments to Specialists

Number of Students Assigned to Intake Specialists
This process started in August

Date	Weekly (blue)	Cumulative (red)
Aug 14	12	12
Aug 21	19	31
Aug 28	17	48
Sep 4	33	81
Sep 11	92	173
Sep 18	142	315

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
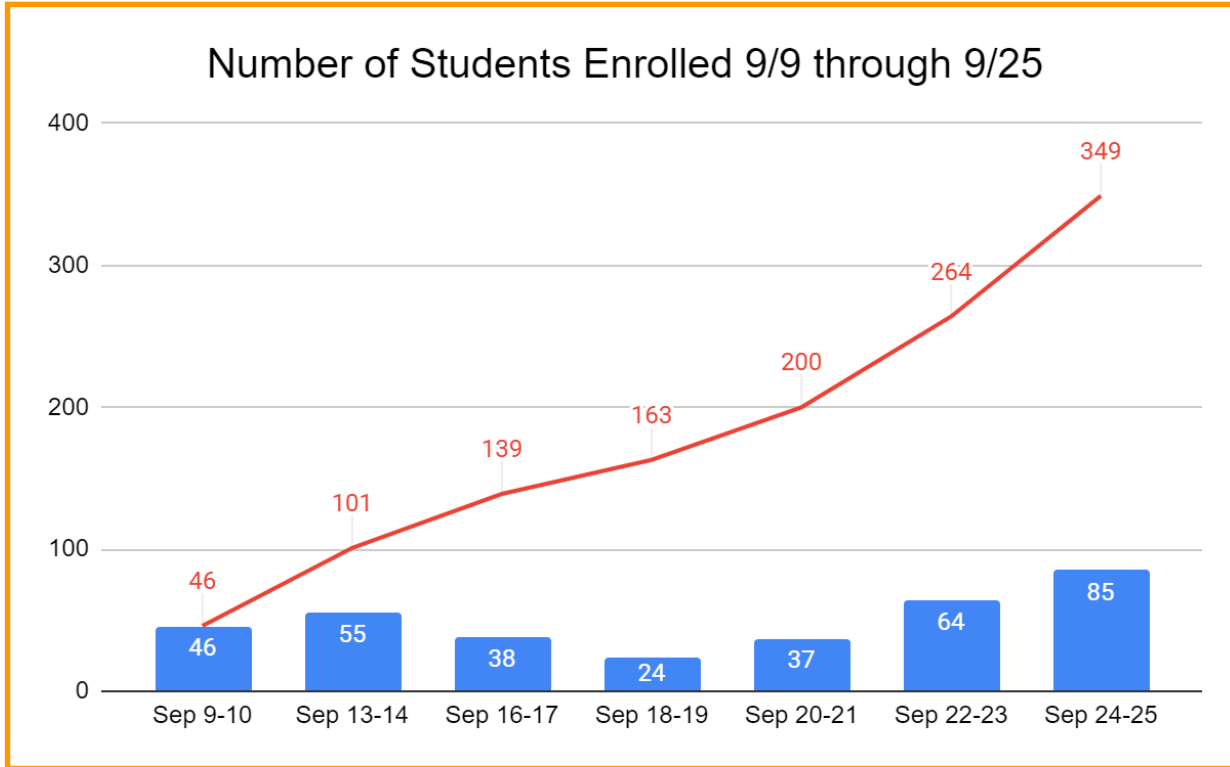*Expanding Opportunity and Unleashing Potential*

MCPS

Phase 2: Processing Modifications

- IAE leadership reallocated existing and additional staff to prioritize elementary and middle school students to expedite their enrollment

- Detailed guidance was provided to high schools on expediting enrollment processes for international students whose credit evaluations were still pending.

- In collaboration with School Support and Improvement (SSI), Student and Family Support and Engagement leadership communicated with SSI directors and school principals reiterating the need to clear IAE student enrollment files as soon as possible.

- IAE collaborated with Office of Technology and Innovation staff to generate a report illustrating the students cleared through IAE, but not yet enrolled at schools. This report provides real-time monitoring of school-based registrations and allows SFSE and SSI staff to target support for individual schools.

Maryland's Largest School District
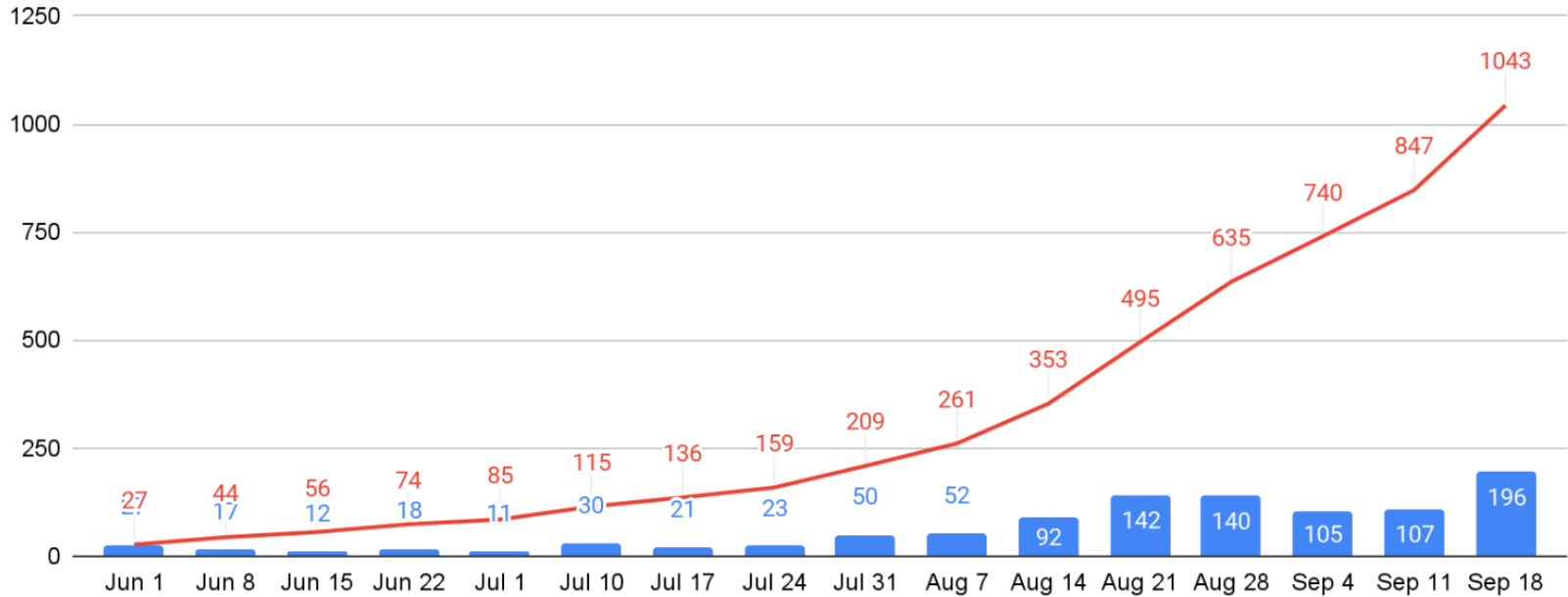**MONTGOMERY COUNTY PUBLIC SCHOOLS**
Expanding Opportunity and Unleashing Potential

MCPS

Students Enrolled

Number of Students Enrolled 9/9 through 9/25

MCPS

Students Enrolled

Number of Students Enrolled Starting June 1

Maryland's Largest School District
MONTGOMERY COUNTY PUBLIC SCHOOLS
Expanding Opportunity and Unleashing Potential

37

MCPS — Phase 3: Sustaining Momentum

GOAL: Process 200 students per week through IAE

Phase 1: Family Arrives (Dropbox Submission)	Phase 2: Dropbox Documents Reviewed	Phase 3: Intake Specialist Evaluation & Processing	Phase 4: WIDA Assessment
Families arrive at IAE or submit admissions forms & documents via dropbox

When families arrive in person, documents reviewed immediately by secretarial staff | Secretarial staff review individual emails & retrieve, sort, and prioritize enrollment documentation

Staff follow up with families as needed | Intake specialists ensure student's age, parent's identification, Montgomery County bona fide proof of residency, and the evaluation of foreign school transcripts are met & enter info into Synergy | ESOL staff administer the WIDA Screener for students whose responses on the Home Language Survey (HLS) indicate the potential need for English for Speakers of Other Languages (ESOL) services. |

After Phase 4, IAE staff export student files to local school dropboxes for course enrollment and course registration

- A minimum of 25 staff members in addition to the existing 14 fulltime IAE members (approximately 5 staff in each of the four phases in addition to phones)
- Technology updates for more efficient collection, sorting and evaluation of electronic enrollment documents
- Consultation with MCPS specialists to ensure enhanced data collection techniques and monitoring tools

MCPS

DISCUSSION