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**\*\*MEETING MINUTES\*\***  
Facilities Enrollment Advisory Committee Meeting  
May 27, 2014

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**Committee Members Present:**

Mary Newby, Co-Chairperson/North Hagerstown Area Representative  
Taylor Oliver, Co-Chairperson/Williamsport Area Representative  
Jennifer Ashbaugh, Smithsburg Area Representative  
Michael Faith, Hancock Area Representative  
Heather Lindner, South Hagerstown Area Representative  
Krista Stotler, Clear Spring Representative

**Staff Members Present:**

Chad Criswell, Senior Project and Planning Supervisor  
Barbara Scotto, Supervisor of Transportation  
Randy Mills, Assistant Supervisor of Transportation  
Sharon Rahochik, Assistant Supervisor of Transportation

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*Summary of the Discussion of the Facilities and Enrollment Advisory Committee:*

**Introduction and Review of Agenda:**

The meeting of the Facilities Enrollment Advisory Committee (FEAC) convened at 6:30 p.m. in the Auditorium of the Center for Educational Services.

**Approval of Meeting Minutes:**

The April 22, 2014 Facilities Enrollment Advisory Committee meeting minutes were approved as written.

**Progress Report to the Washington County Board of Education – Considerations for a “West City” Elementary School Attendance Zone and Additional Attendance Zone Realignment:**

Mr. Criswell gave a PowerPoint presentation to summarize the “Draft” Progress Report for the committee members. Mr. Criswell stated that the “Draft” Progress Report was generated in accordance with the February 19, 2013 Board of Education Charge: *Considerations for a “West City” Elementary School Attendance Zone and*

*Additional Attendance Zone Realignment.* Mr. Criswell explained that the report consist of an **Executive Summary**, followed by three groups: **Group I (Preliminary Boundary Recommendations 1, 2, 3, and 4)** or reassignment of the existing Conococheague and Winter Street elementary school attendance zones to difference elementary school facilities; **Group II (Preliminary Boundary Recommendations 5, 6, 7, 8, and 9)** or the establishment of an attendance zone for “West City” Elementary School; and **Group III (Preliminary Boundary Realignment Recommendations 10, 11, 12, 13, and 14)** or realignment to provide enrollment relief to Lincolnshire Elementary, Pangborn Elementary, Ruth Ann Monroe Primary/Eastern Elementary and Williamsport Elementary; as well as a middle school amendment to create a contiguous attendance zone between Northern Middle and Western Heights Middle schools. Also included in the report is a copy of the Board of Education Charge and Policy JCA.

Mr. Criswell asked if members had any questions or comments at the completion of the PowerPoint. The committee felt they successfully completed their charge by impacting the least amount of students. Mr. Criswell added that the proposed changes impacted approximately 9% or 399 students of the total student population. A member indicated that the affected schools will have a 2018 projected enrollment of 90%, except for Williamsport Elementary School at 102%. Mr. Criswell shared that the committee met five times and accomplished their goal during their meetings. A member shared that the new Geographical Information System (GIS) software was a great help to the committee by enabling them to better visualize the proposed boundary lines. The Group III recommended effective date of the *2015-2016 or 2016-2017* school year was also questioned by a member; asking if it could be implemented as early as the 2015-16 school year. Mr. Criswell responded that Group III could be implemented next school year because it did not involve closing a school; however, that will be the decision of the school board.

Mr. Criswell further explained that he will present the same PowerPoint for the Board Members at the hour and one half long work session on June 3, 2014, at 8:30 a.m. Both co-chairs will be in attendance to answer questions and offer input as needed. Mr. Criswell added that the outcome of the meeting is unknown; the Board of Education Members can agree, say nothing, or say they don’t like it; however, it will be up to the committee how they would like to address the response. Mr. Criswell stated that he will contact members to brief them on the outcome of the

meeting. Mr. Criswell added that once Board Members responds to the Progress Report, the report will be posted online and dissimilated by the Washington County Public School's Public Information department. A committee member suggested that the information go home with involved students prior to the end of the school year.

The committee decided to wait until September to continue their work on the "West City" Elementary School Attendance Zone and Attendance Zone Realignments. Mr. Criswell assured them that he will notify them sooner if they needed to meet.

#### **Review of the 2014 Educational Facilities Master Plan and Board of Education (BOE) Feedback:**

Mr. Criswell stated that each committee member received a copy of the 2014 Educational Facilities Master Plan (EFMP) to review prior to the meeting. Mr. Criswell explained that the document is broken into five chapters:

- Chapter 1, Goals, Standards and Guidelines

This chapter provides general informative backgrounds, such as staff ratios, grade level composition, number of facilities, etc.

- Chapter 2, Community Analysis

The analysis focuses on an in-depth review and profile for each of the seven high school attendance zones. Each section gives an overview of the primary/elementary and secondary educational facilities that serve each high school; as well as its geographic and environmental characteristics, employment patterns, infrastructure, and current or anticipated developmental activity. Also, each section provides a summary of considerations based on the community analysis.

- Chapter 3, Inventory and Evaluation

This chapter begins with a facility assessment and evaluation of each educational facility in the county which reflects the functional and physical conditions of the building. In addition, this chapter provides a floor plan, site plan, student capacity calculations and a facility inventory for each WCPS building.

- Chapter 4, Enrollment Data

This chapter combines enrollment projections and capacity data by elementary, middle and high school facilities to address the potential need for increased capacity, future attendance zone realignments, school closures, etc. Also, this chapter provides grade-by-grade enrollment projections for each WCPS facility.

- Chapter 5, Facilities Need Analysis

This chapter utilizes the information from chapters one through four to establish and prioritize the school system's educational facility needs. These needs include adequate seat capacity, receptive learning environments, reliable building systems, and maintenance or replacement of aging infrastructure. The Educational Facilities Master Plan Calendar outlines the large capital projects requests for 2015-2024. In addition, this chapter provides planned systemic renovation projects, such as boilers, roofs, HVAC, etc. by planned fiscal year.

Mr. Criswell gave an overview of the projects listed on the Capital Projects Calendar located in Chapter 5. Projects are made up of large school and systemic replacement projects. He noted that the calendar becomes the basis for the Capital Improvement Plan (CIP) that is submitted in the fall. This year's projects (listed in chronological order) are: 1) Bester Elementary/Replacement School; 2) West City Elementary/Replacement School; 3) 701 Frederick Street Conversion/Replacement and Capacity; 4) High School/Capacity Project; 5) Sharpsburg Elementary/Replacement and Capacity; 6) Western Heights Middle/Modernization; 7) E. Russell Hicks Middle/Addition and Modernization; 8) High School Capacity Projects/Capacity; and 9) Elementary School Capacity Projects/Capacity.

Mr. Criswell explained that Bester Elementary is the highest priority project to receive local and state funding for FY2014 and FY2015. "West City" construction funding is recommended for approval in FY2015, with future funding in FY2016 and FY2017. The 701 Frederick Street facility will be redesigned to include several classrooms and a gym for public service classes; e.g. criminal justice and fire and rescue academy. Mr. Criswell shared that the School Capacity Project could include projects like the purchase of additional buildings downtown to be used for "boutique" classes. The Sharpsburg Elementary Replacement project could be submitted in 2017 for either planning for a replacement school or a new centralized south county school depending on actual enrollments at the time at the southern county elementary schools. A member questioned who retains the property once a school has been demolished. Mr. Criswell explained that the property is retained by the school system unless it is turned over to the county. A feasibility study is recommended in the out years of 2018 and 2020 for the modernization of Western Heights and E. Russell Hicks Middle schools. Mr. Criswell reminded members that the Educational Facilities Master

Plan is a fluid document that can be changed from year to year based on the school system's needs.

Mr. Criswell closed the meeting by thanking committee members for their hard work. He told the committee that he would be contacting them with an update, shortly following the Board of Education Work Session on June 3, 2014.

The meeting was adjourned at 7:30 PM.