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MEETING MINUTES  
Facilities Enrollment Advisory Committee Meeting  
October 22, 2013

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**Committee Members Present:**

Taylor Oliver, Co-Chairperson/Williamsport Area Representative  
Mary Newby, Co-Chairperson/North Hagerstown Area Representative  
Heather Lindner, Member/South Hagerstown Area Representative  
Jennifer Ashbaugh, Member/Smithsburg Area Representative

**Staff Members Present:**

Chad Criswell, Senior Project and Planning Supervisor  
Robert Rollins, Director of Facilities Planning & Development  
Boyd Michael, Deputy Superintendent of Schools

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

**Introduction and Review of Agenda:**

The meeting of the Facilities and Enrollment Advisory Committee (FEAC) convened at 6:30 p.m. in the Washington County Public Schools' auditorium. Mr. Criswell welcomed members and thanked them for attending the meeting.

**Approval of Meeting Minutes:**

Draft meeting minutes from May 28, 2013 could not be approved due to the lack of a committee quorum. The committee members present for the meeting agreed to postpone approval of the May 28, 2013 minutes until the next FEAC meeting.

**Review of the FY2015 Capital Improvement Plan (CIP):**

Mr. Criswell reviewed a power point presentation of the Fiscal Year (FY) 2015 Capital Improvement Program (CIP). Mr. Criswell shared with the committee that the CIP is the funding document that aligns with the Educational Facilities Master Plan (EFMP) that the FEAC had reviewed and the Board of Education voted on earlier this year. Mr. Rollins stated that the CIP goal was to develop a fiscally responsible, prioritized, long range plan, much like the EFMP that can be revised every fiscal year. Mr. Rollins added that the CIP adheres to the following guidelines: 1) eligible state funding for construction is \$250.88 per square foot and includes site costs; 2) assumes 71% state funding of eligible construction costs for prevailing wage projects; and 3) that major projects comply with the High Performance Building Act. Mr. Rollins reviewed with the members the historical Washington County State CIP requests and appropriations since FY2008. Mr. Criswell went on to review the *2015 Large Capital Funding* section which reflected final construction funding request for Bester Elementary and the first request for "West City" Elementary. Consistent with the EFMP, the *FY2015 Systemic Renovation Requests* are reflected by

a funding request for the HVAC Replacement at Washington County Technical High School. Mr. Criswell reviewed the *Future Capital Projects* that currently lists Sharpsburg Elementary School as the next proposed school to be replaced unless project(s) of a higher priority are moved ahead. He reminded the committee that Future Capital Projects are subject to revision with each EFMP based on changing needs and requirements of the school system. *Future Systemic Project Requests* total local and state funding amounts were presented and described to the committee as future systemic renovation projects that are planned in accordance with the EFMP. Mr. Criswell explained that this list is based on input from the maintenance department on actual service and the estimated manufactures' lifetime expectancy. It was noted that this process is completed every year, which may cause changes in the priorities based on the function of equipment from year to year. A committee member asked if the large capital project funding amounts were locked in or are they subject to change from year to year. Mr. Rollins explained that once planning is approved from the Maryland Public School Construction Program, funding can be requested; the total state eligible construction funding is then locked in for a fixed amount at the first funding request. However, if a project should come in over budget the extra cost would be absorbed by the local government; or if it comes in under budget, the excess amount appropriated would be reallocated. It was noted that state funding only is utilized for eligible items as determined by COMAR, and cannot be utilized for other things, for example it does not cover any furnishings or off-site improvements.

#### **Update on "West City" Elementary School:**

Mr. Criswell updated the committee on the progress of the new "West City" Elementary School. By using a current site plan previously presented to the Board of Education at the Design Development presentation, he pointed out where the school will be positioned on the property with parking on the west and the bus loop on the east of the proposed building. The school is expected to have a state-rated capacity of 471 students. The current design shows students enrolled in grades kindergarten through grade 2 on the first floor and students in grades 3 – 5 on the second floor. The core classrooms: art, gym, media and music are located on the first floor. The media center is designed as the hub of the building, and includes an upper loft on the second floor, a reading platform, and a flexible computer lab/science lab classroom space. It was noted that the art classroom is located adjacent to the instrumental music room, as the current plan calls for the art room to be converted to the general music classroom if the school would ever be expanded. It was noted that the Educational Specification Committee determined that due to space limitations, the best overall solution for the initial construction was for the general music classroom to be placed on the stage in the cafeteria. It was noted that the stage is being designed as a functional classroom space utilizing moveable, soundproof, walls. Mr. Rollins added that this design is a compromise to keep funding costs down, but that if additional space or funding could be found, a dedicated space for music would be a top priority. It was noted that the gym is strategically sectioned off from the main building to allow for security control of the building for after school use (i.e. during non-school business hours). Student classrooms are currently designed to have "collaboration" rooms between them to promote a twentieth century design where students can work individually or in small groups. The health suite will be built to reflect state specifications and, in most cases, will be larger than those in most of the older school buildings. There are several "breakout rooms" throughout the building to house itinerant teachers. Mr. Criswell reviewed the future expansion design and planning that the Educational Specification Committee approved. The potential future build out of this facility could be up to a 5-round facility (745 students). He noted that the current future expansion design includes a courtyard designed to be used as an outdoor learning area. It was shown that the proposed expansion

had all kindergarten through grade 3 students on the first floor, grades 4 and 5 on the second floor, and provided space for a dedicated music classroom.

#### **Review of Preliminary Enrollment Data and Discussion of BOE Change/FEAC Process:**

Mr. Criswell reported that the student services department was still working on compiling and preparing the official enrollment numbers and that he did not have that information to present as of the date of this FEAC meeting. He stated that based on preliminary investigation and discussion with Pangborn Elementary School's Principal, the school's unofficial student enrollment numbers indicate that their enrollment would be right at its state rated capacity (SRC) of 745 students. He noted that this unofficial number is approximately 65 students less than last year's enrollment of 810 students, which is exactly what the FEAC had predicted. The relief is a result of this committee's recommendation to redistrict a portion of the Cortland Manor Housing Development to Paramount Elementary School. He also shared that Paramount is within 95% of their SRC and not over populated. He noted that while these numbers are still subject to revision or change during the school year, and even before the official enrollment is provided, he commended the committee on their dedication and work to find a solution to the following Board of Education's Charge: *To recommend attendance zone or school programming at Pangborn Elementary to provide enrollment relief starting in the 2013-2014 school year.*

Mr. Criswell shared that new Geographical Information System (GIS) software was purchased to assist with the committee's task to establish new enrollment boundaries for "West City" Elementary school. By using the projection screen, he demonstrated some of the applications to the committee. Mr. Criswell noted that he is very optimistic about this software, and will be utilizing it to help the committee better visualize various proposals during the upcoming FEAC meetings.

The committee discussed their current charge to develop an attendance zone for the "West City" Elementary School scheduled to open for the 2016-2017 school year. Mr. Criswell asked the members their preference as to how they receive information from staff. Committee members shared that they preferred Mr. Criswell to provide them with boundary concepts and appropriate background information on why those concepts were being proposed; which would provide the committee with a starting point and be more time efficient. A member added that the same procedure seemed to work well in the spring when working on the Attendance Realignment Proposal for Pangborn Elementary School. Mr. Criswell agreed that he would bring initial concepts and additional rough ideas to the committee for their consideration, and to help guide him on what additional considerations or options they would like to review at future FEAC meetings. Mr. Criswell asked if it would be acceptable if he would provide general information on the initial/rough concepts, and if generally agreeable with the FEAC, or if there were revisions, he would then bring back additional information. He noted that for specific analysis of certain criteria, it is very time consuming for other WCPS agencies. The committee agreed this would be acceptable. Through discussion of the upcoming effort, the committee decided that the goal would be to provide an update to the WCBOE by June or July of 2014, and then to take their comments and updated September 2014 enrollment data to finalize the FEAC recommendation. The final report is expected to be presented to the Board of Education in December 2014 or January 2015.

#### **Discussion on Future Committee Meeting Times:**

Committee members agreed that Mr. Criswell would develop a calendar of dates for their future meetings. Meetings will be scheduled on the fourth Tuesday of the month, at 6:30 pm, in the Board of

Education Auditorium. During the months of March and April the committee plans to meet an additional night on the second Tuesday, at 6:30, in the Board of Education Auditorium. Mr. Criswell added that the committee could meet during the summer, if needed, to provide a recommendation prior to September 2014.

Mr. Criswell agreed to forward official enrollment figures to members prior to the January meeting, adding that the figures will be broken down by grade, as requested.

The meeting adjourned at 8:00 p.m.

Submitted by: Kay Kennedy

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