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MEETING MINUTES  
Facilities Enrollment Advisory Committee  
Meeting  
February 24, 2015

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**Committee Members Present:**

Mary Newby, Co-Chairperson/North Hagerstown Area Representative  
Taylor Oliver, Co-Chairperson/Williamsport Area Representative  
Caren Cramer, Boonsboro Area Representative  
Anne Dunham, Williamsport Area Representative  
Krista Stotler, Clear Spring Area Representative

**Staff Members Present:**

Chad Criswell, Senior Project and Planning Supervisor  
Rob Rollins, Director Facilities Planning and Development  
Boyd Michael, Deputy Superintendent  
Matt Semler, Director of Elementary Education and Early Learning

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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 Education Services.

**Approval of Meeting Minutes:**

There were no comments from the present FEAC members on the DRAFT November 13, 2014 Facilities Enrollment Advisory Committee meeting minutes.

**Working Document 6 – “Considerations for “West City” Elementary School Attendance Zone and Additional Attendance Zone Realignment:**

Mr. Criswell welcomed the committee and called the meeting to order. Mr. Criswell reviewed the timeline addressing the *February 19, 2013 Board of Education Charge to the Facilities Enrollment Advisory Committee*. He shared that on January 6, 2015, the Board of Education met in a work session to review the Committee’s *Recommendations for a “West City” Elementary Attendance Zone and Additional Attendance Zone Realignments* report. As a result of that meeting, the Board asked that the FEAC review the following, and re-submit the report: 1) Consider providing additional enrollment relief to Williamsport Elementary; 2) Consider providing additional enrollment relief to Lincolnshire Elementary; and 3) Consider providing additional enrollment relief to Pangborn Elementary. Additionally, Instructional Staff has requested that the committee review/consider options that would

create separate K-5 attendance zones for the Emma K. Doub Elementary, Ruth Ann Monroe Primary, and Eastern Elementary schools.

Mr. Criswell explained that the FEAC had reviewed two separate official enrollments, September 2013 and September 2014 to date as part of this process. He showed the committee the current projected September 2018 enrollment, both without and with the recommendations from the FEAC's January 6, 2015 report, and reviewed the information.

School	State-Rated Capacity (SRC)	Proj. 2018 SRC without Rec.	Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to Attendance Boundary			Recommendation of K-5 Students Realigned "Out" of Attendance Boundary			Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2013 K-5 Students	2014 K-5 Students	Rec. #	2013 K-5 Students	2014 K-5 Students		
Bester ES	608	76%	463	8,10	75	67		0	0	530 - 538	87% - 88%
Clear Spring ES	385	89%	342*	5	16	22		0	0	358 - 364	93% - 95%
Conococheague ES	249	65%	163				2,5,6	172	157	0**	
Eastern ES	567	101%	574		0	0	9	47	50	524 - 527	92% - 93%
Fountain Rock ES	298	64%	191	11,12	89	88		0	0	279 - 280	94%
Lincolnshire ES	555	115%	637		0	0	3,10,11	72	76	561 - 565	101% - 102%
Maugansville ES	735	94%	688*	6	59	53	4	20	23	718 - 727	98% - 99%
Pangborn ES	745	100%	745		0	0	13	38	31	707 - 714	95% - 96%
Potomac Heights ES	274	79%	217	13	38	31		0	0	248 - 255	91% - 93%
Ruth Ann Monroe PS	695	99%	690		0	0	9	58	62	628 - 632	90% - 91%
Salem Avenue ES	725	90%	650	7,9	281	282	1	260	236	671 - 696	93% - 96%
Jonathan Hager ES	471			1,2,3,4	403	364				404 - 443***	86% - 94%***
Williamsport ES	570	109%	623		0	0	12	43	35	580 - 588	102% - 103%
Winter Street ES	305	96%	294				7,8	251	237	0**	
				Total	961	907	Total	961	907		

\* 2018 projections updated to reflect additional Pre-K programs added in 2014-2015 school year

\*\* Facility will close at the completion of the 2015-2016 school year

\*\*\* Jonathan Hager Elementary projected enrollment includes forty (40) full-time equivalent (FTE) Pre-Kindergarten students

Mr. Criswell reminded the committee that the projected 2018 enrollment was made available to the FEAC in January/February of 2014, and was based on the September 2013 enrollment. Noting that since the FEAC was now considering additional options, the timing would allow members to also look at updated enrollment projections that were based on the September 2014 enrollment. He noted that the initial document sent to the FEAC the week before the meeting contained the initial DRAFT enrollment projections. It was noted that there were some minor errors found in a couple of the DRAFT enrollment projections, and that our demographer has since made those revisions in preparation of presenting them to the Board of Education in early March. He reminded the committee that this year's enrollment (September 2014) was lower than last year (September 2013), and that the enrollment projections at each facility were impacted by the updated information.

		February 2014 Projections used in Report to BOE		<b>DRAFT February 2015 Projections</b>	
School	State- Rated Capacity (SRC)	Proj. 2018 SRC without Rec.	Projected 2018 Enrollment Without Recommendations	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations
Bester ES	608	76%	463	91%	556
Clear Spring ES	385	89%	342*	91%	352
Conococheague ES	249	65%	163	59%	147
Eastern ES	567	101%	574	97%	551
Fountain Rock ES	298	64%	191	67%	200
Lincolnshire ES	555	115%	637	107%	595
Maugansville ES	735	94%	688*	94%	691
Pangborn ES	745	100%	745	99%	741
Potomac Heights ES	274	79%	217	66%	182
Ruth Ann Monroe PS	695	99%	690	95%	662
Salem Avenue ES	725	90%	650	88%	640
Jonathan Hager ES	471				
Williamsport ES	570	109%	623	101%	578
Winter Street ES	305	96%	294	91%	279

Mr. Criswell stated that the updated enrollment projections included additional Pre-K students at Bester Elementary (10), Pangborn Elementary (20), and Lincolnshire Elementary (20) that were anticipated to start in September 2015. He reminded the committee that they had previously looked at the “anticipated” projected enrollment for several of the schools (Bester, Lincolnshire, Clear Spring, etc.) during their review of the September 2014 enrollment. He noted that the projections closely reflect what the committee had reviewed during the “worst case” discussions held back in the fall. Mr. Criswell then reviewed the impact of the updated enrollment to the FEAC’s January 6, 2015 report.

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to Attendance Boundary		Recommendation of K-5 Students Realigned "Out" of Attendance Boundary		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Bester ES	608	91%	556	8,10	67		0	623	102%
Clear Spring ES	385	89%	352	5	22		0	374	97%
Conococheague ES	249	59%	147			2,5,6	157		
Eastern ES	567	97%	551		0	9	56	495	87%
Fountain Rock ES	298	67%	200	11,12	88		0	288	97%
Lincolnshire ES	555	107%	595		0	3,10,11	76	519	94%
Maugansville ES	735	94%	691	6	53	4	23	721	98%
Pangborn ES	745	99%	741		0	13	31	710	95%
Potomac Heights ES	274	66%	182	13	31		0	213	78%
Ruth Ann Monroe PS	695	95%	662		0	9	56	606	87%
Salem Avenue ES	725	88%	640	7,9	282	1	236	686	95%
Jonathan Hager ES	471			1,2,3,4	364			404	86%
Williamsport ES	570	101%	578		0	12	35	543	95%
Winter Street ES	305	91%	279			7,8	237		
Total					907	Total	907		

Includes additional Pre-K students at Bester Elementary (10), Pangborn Elementary (20), and Lincolnshire Elementary (20).

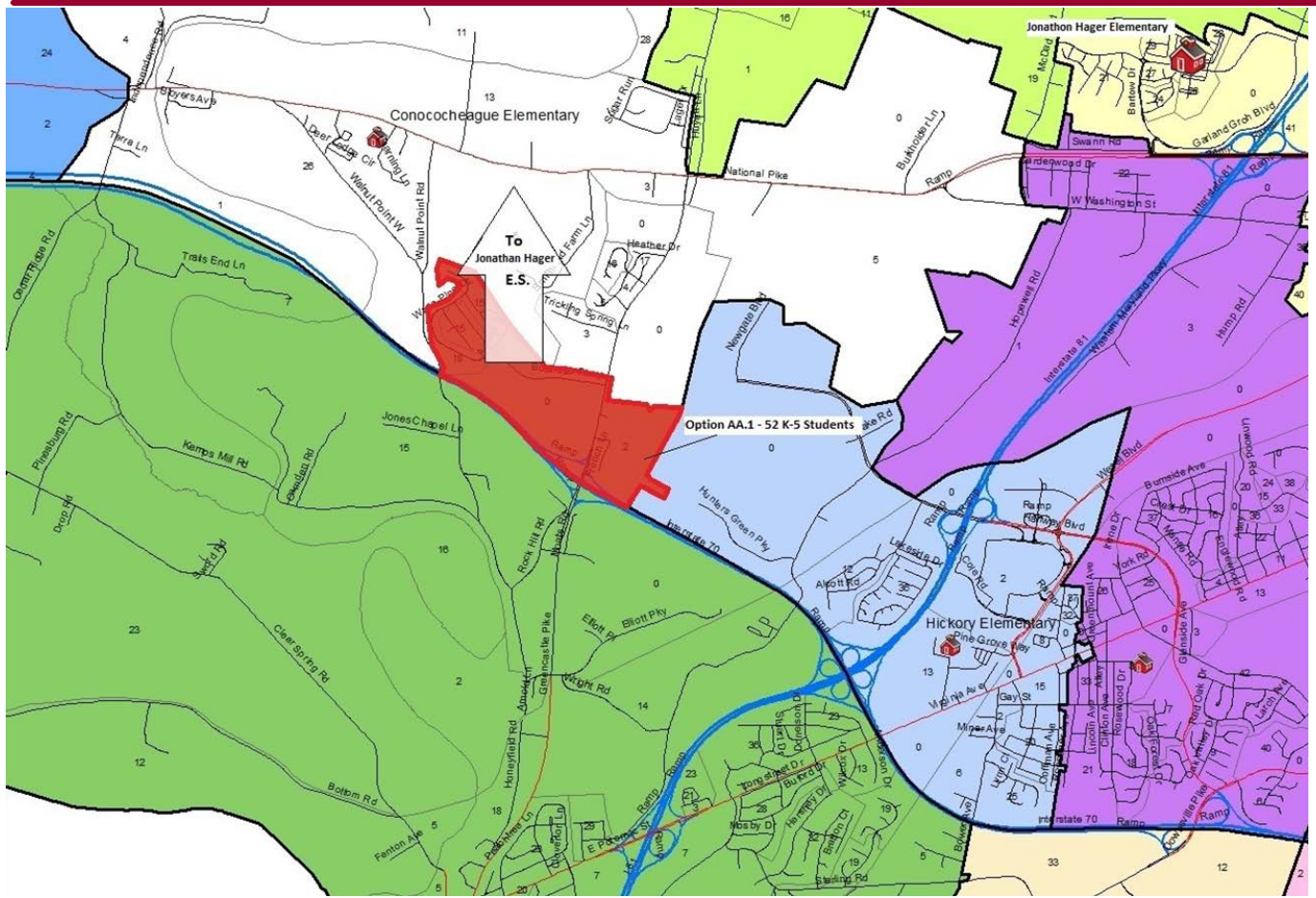
The committee reviewed the updated projected enrollment, and the resulting impact from the January 6, 2015 FEAC report. A committee member noted that, as the committee had discussed, the projected numbers got better for Lincolnshire, and Williamsport elementary schools based on the September 2014 enrollment. Another committee member noted that the resulting enrollments, were still less than what the schools had enrolled in both September 2013 and September 2014, and that was part of the FEAC's discussion. A committee member noted that Bester had gone towards the "worst case" scenario and asked Mr. Criswell if he thought that would be accurate. Mr. Criswell stated that it may be a big swing, but until the September 2015 enrollment comes in, it will be difficult to say for sure. He noted that the increased projection was based on the large kindergarten class, and assumes additional large kindergarten classes coming in behind it. A committee member noted that there had not been any developments or changes in that attendance zone. Mr. Criswell stated that was correct, but noted they had seen an increase in "homeless" students from that area this year, and it remains to be seen if this will be a bubble or a trend. He noted that when asked about this, the demographer noted that new schools in established communities will increase in enrollment for the approximately the first two years, but tend to trend down after that. Mr. Criswell pointed out the Potomac Heights Elementary projected enrollment to the committee and noted that he felt it was on the lower side and had expressed those concerns to the demographer. He stated that all of these projections will be under review as the 2015 enrollment becomes available. Mr. Criswell cautioned the FEAC that enrollment projections are always based off of the best information available at the time they are generated, but are subject to large changes based on each year's updated enrollment.

After reviewing the updated enrollment projections for 2018, the committee moved on to considering and developing new options as requested by the Board.

**Option AA.1**

Current School Attended: Williamsport Elementary School  
Proposed School to Attend: Jonathan Hager Elementary School  
Number of Students: 52

OPTION	COMMENTS
<p>Option AA.1: Area: Northeastern portion of the Williamsport Elementary School boundary</p> <p>This area generally is described by:</p> <ul style="list-style-type: none"> <li>- properties to the west of White Pine Drive and Cardenia Court to the west;</li> <li>-properties along Gardenia Court, Azalea Drive and the Conococheague Elementary boundary to the north;</li> <li>-properties to the east of Greencastle Pike, French Lane and the Hickory Elementary boundary to the east;</li> <li>- properties north of Interstate 70 to the south.</li> </ul> <p><i>**This is not a formal boundary description, and is stated above only for the purpose of the meeting minutes**</i></p> <p>(See Map Below for Option AA.1 as discussed during meeting.)</p>	<p>Assign 52 students to Jonathan Hager Elementary Move 52 students from Williamsport Elementary</p>



Option AA.1

### Comments:

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Jonathan Hager ES	471			1,2,3,4, AA.1	416			456***	97%***
Williamsport ES	570	101%	578			12, AA.1	87	491	86%

This option would move approximately 52 K-5 students from the Williamsport Elementary School attendance zone into the Jonathan Hager Elementary zone. Mr. Criswell noted that this option would lower Williamsport Elementary School's 2018 Enrollment (using draft 2015 projections) to 86% or 491 students and increase Jonathan Hager Elementary to 97% or 491 students. The committee discussed the location of this area. It was noted that Option AA.1 would result in Williamsport Elementary feeding to only one (1) middle and one (1) high



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school. The area is located a similar geographic distance away from Jonathan Hager Elementary as it is from Williamsport Elementary School. Mr. Criswell noted that the students in this area are currently transported by bus to Williamsport Elementary School and would most likely continue to be transported by school bus to Jonathan Hager Elementary School. Mr. Criswell stated that the projected travel time should be generally the same or slightly less than current travel time based on proximity. It was noted that the County's "Blue Dot" map showing potential residential development indicates no major residential development in this area. The committee discussed the potential development of the Hager's Crossing subdivision in the proposed Jonathan Hager Elementary attendance zone and the potential impact to future enrollment.

Mr. Criswell added this option only addressed the elementary school boundary lines and that the secondary feeder schools of Option AA.1 would not be affected, (i.e. the middle school and high school boundary lines would remain unchanged). Mr. Criswell noted that Williamsport Elementary School currently has an overall FARM % of 49.3%. The general effect of this option will result in a slight increase in the Williamsport Elementary School overall FARM % depending on the final attendance zone determined for Williamsport. While it is T.B.D., the projected Jonathan Hager Elementary FARM % is 57.3% based on the Group 1 recommendations from the January 6, 2015 FEAC report. The general effect of this option will result in a slight decrease in the projected Jonathan Hager FARM %. Jonathan Hager Elementary at a minimum, will not be Title I during its first year of operation, even if the FARM % would qualify it as a Title I facility, due to Title I grant rules and regulations.

A committee member shared that they did not want to over populate the new school if development took off in the Hager's Crossings development. Another Committee member noted that it seemed like they were trading 97% for 86% at either school based on the current recommendation. Mr. Criswell noted that Williamsport Elementary School is a magnet school so enrollment numbers could fluctuate both up and down depending on the applicants to the program. Mr. Criswell reviewed the option of removing Recommendation #4 from the January 6, 2015 report, and how that would create room at Jonathan Hager Elementary to accommodate Option AA.1. The committee noted that this would not be a good solution for Maugansville Elementary based on potential development and projected enrollment.

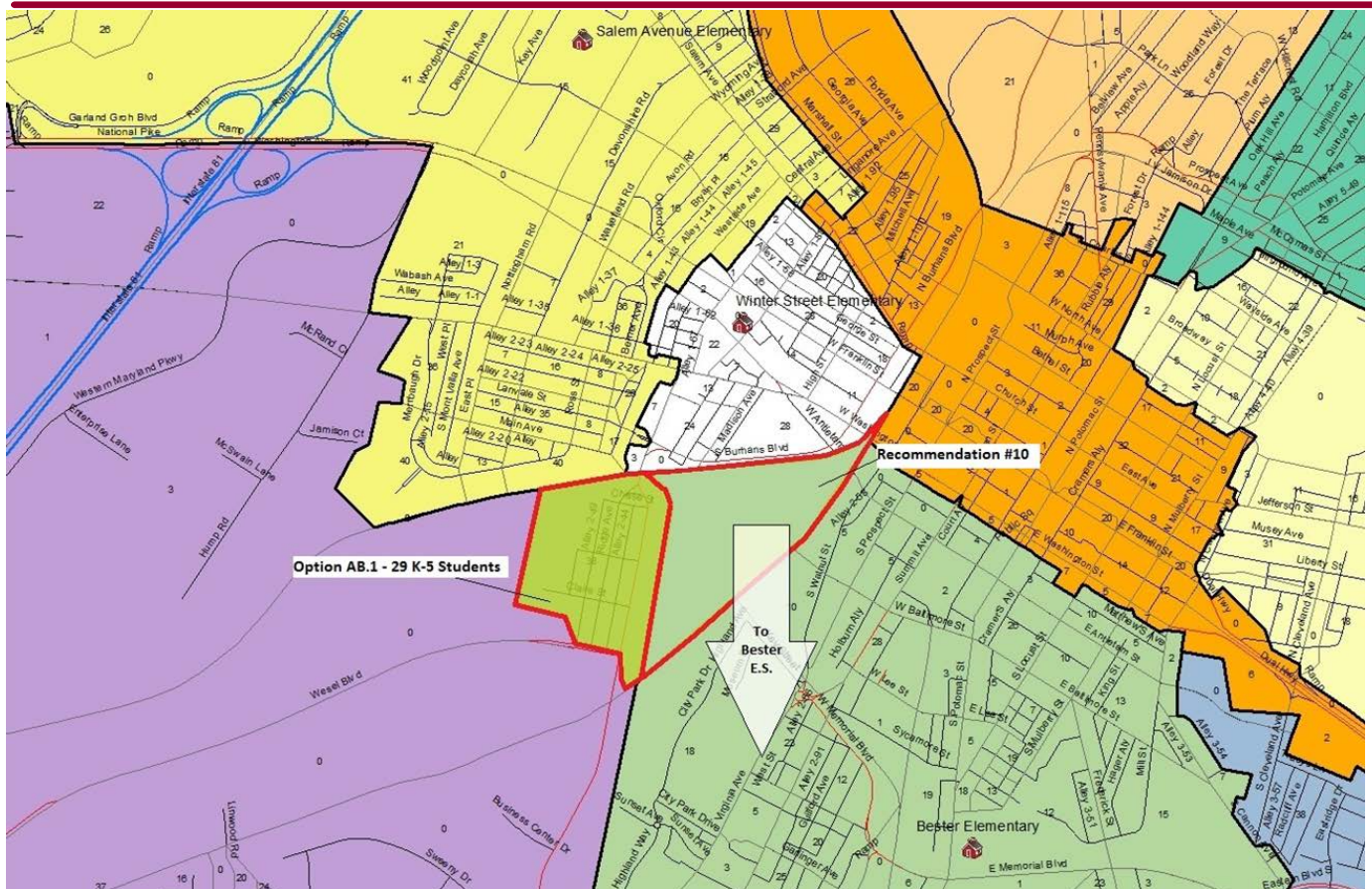
A committee member noted that other than Recommendation 12, this area (Option AA.1) made the most sense to move out of the Williamsport Elementary district, as it was furthest away from the school. Based on the current capacity of Jonathan Hager Elementary, and the strong potential for development, it did not seem to make this recommendation viable at this time, but should be considered or reviewed in the future for consideration if Jonathan Hager Elementary ever increased its capacity. The committee reached consensus to not make any additional recommendations for the Williamsport Elementary attendance zone.

**Option AB.1**

Current School Attended: Lincolnshire Elementary School  
Proposed School to Attend: Bester Elementary School  
Number of Students: 29

<p>Option AB.1: Area: Eastern portion of the Lincolnshire Elementary School boundary</p> <p>This area generally is described by:</p> <ul style="list-style-type: none"> <li>-properties along Brewer Avenue and Ridge Avenue to the west;</li> <li>-properties to the south of the Salem Avenue Elementary boundary and the Winter Street Elementary boundary, and railroad tracks to the north;</li> <li>-properties to the west of the Recommendation #10 (railroad yard) to the east.</li> <li>-properties to north of Wesel Boulevard to the south;</li> </ul> <p><i>**This is not a formal boundary description, and is stated above only for the purpose of the meeting minutes**</i></p> <p>(See Map Below for Option AB.1 as discussed during meeting.)</p>	<p>Assign 29 students to Bester Elementary Move 29 students from Lincolnshire Elementary</p>
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Option AB.1

### Comments:

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Bester ES	608	91%	556	8,10, AB.1	96			652	107%
Lincolnshire ES	555	107%	595			3,10,11, AB.1	105	490	88%

This option would move approximately 29 K-5 students from the Lincolnshire Elementary School attendance zone into the Bester Elementary zone. Mr. Criswell noted that this option would lower Lincolnshire Elementary School's 2018 Enrollment (using draft 2015 projections) to 88% or 490 students and increase Bester Elementary to 107% or 652 students. The committee discussed the location of this area. It was noted that this option made sense due to its geographic location off of South Burhans Avenue and Wesel Boulevard, and is approximately within a 1.25 mile geographic radius of Bester Elementary School. It was noted that students in this area are currently bused to

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Lincolnshire Elementary School. Mr. Criswell showed the committee that this area is actually located closer to Bester Elementary School than it is to Lincolnshire Elementary School. Mr. Criswell stated that these students will most likely need to be transported by school bus to Bester Elementary School, but that students located within a 1-mile walking path to the school may be able to walk. It was noted that the County's "Blue Dot" map showing potential residential development indicates no major residential development in this area. Mr. Criswell added this option only addressed the elementary school boundary lines and that the secondary feeder schools of Option AB.1 would not be affected, (i.e. the middle school and high school boundary lines would remain unchanged).

Mr. Criswell noted that Lincolnshire Elementary School currently has an overall FARM % of 76.6%. The general effect of this option will result in a slight decrease in the Lincolnshire Elementary School overall FARM % depending on the final attendance zone determined for Lincolnshire. Bester Elementary School currently has an overall FARM % of 85.5 %. The general effect of this option could result in a slight increase in the Bester Elementary School overall FARM % depending on the final attendance zone determined. Both Lincolnshire Elementary School and Bester Elementary School are Title I facilities. The general effect of this option should not impact either School's Title I designation.

Mr. Criswell stated that in September of 2013, Bester Elementary had an enrollment of 427 FTE students, and this was the enrollment that the enrollment projections utilized in the FEAC report were based on. Bester had an enrollment of 517 FTE students in September of 2014 (85% of SRC). This increase was not the result of a redistricting, but is attributed primarily to a very large kindergarten class (20-40 more students than any other class), and a large number of homeless students attending this facility. He reminded the committee that the updated projections are based on the assumption that Bester will continue to see larger incoming class sizes in the coming years. So while the initial FEAC recommendations in the January 6, 2015 only add 67 students, because of the updated projections, and the anticipated growth, it now appears as though it could potentially grow up to 102% of its SRC with the current recommendations, and 107% with Option AB.1. This concept is similar to the "worst case scenario" that the FEAC discussed at the October 14, 2014 FEAC meeting, and part of the reason the FEAC chose to revise Recommendation #10 to include no students. It is important to note that that there are no new developments in the Bester Elementary attendance area.

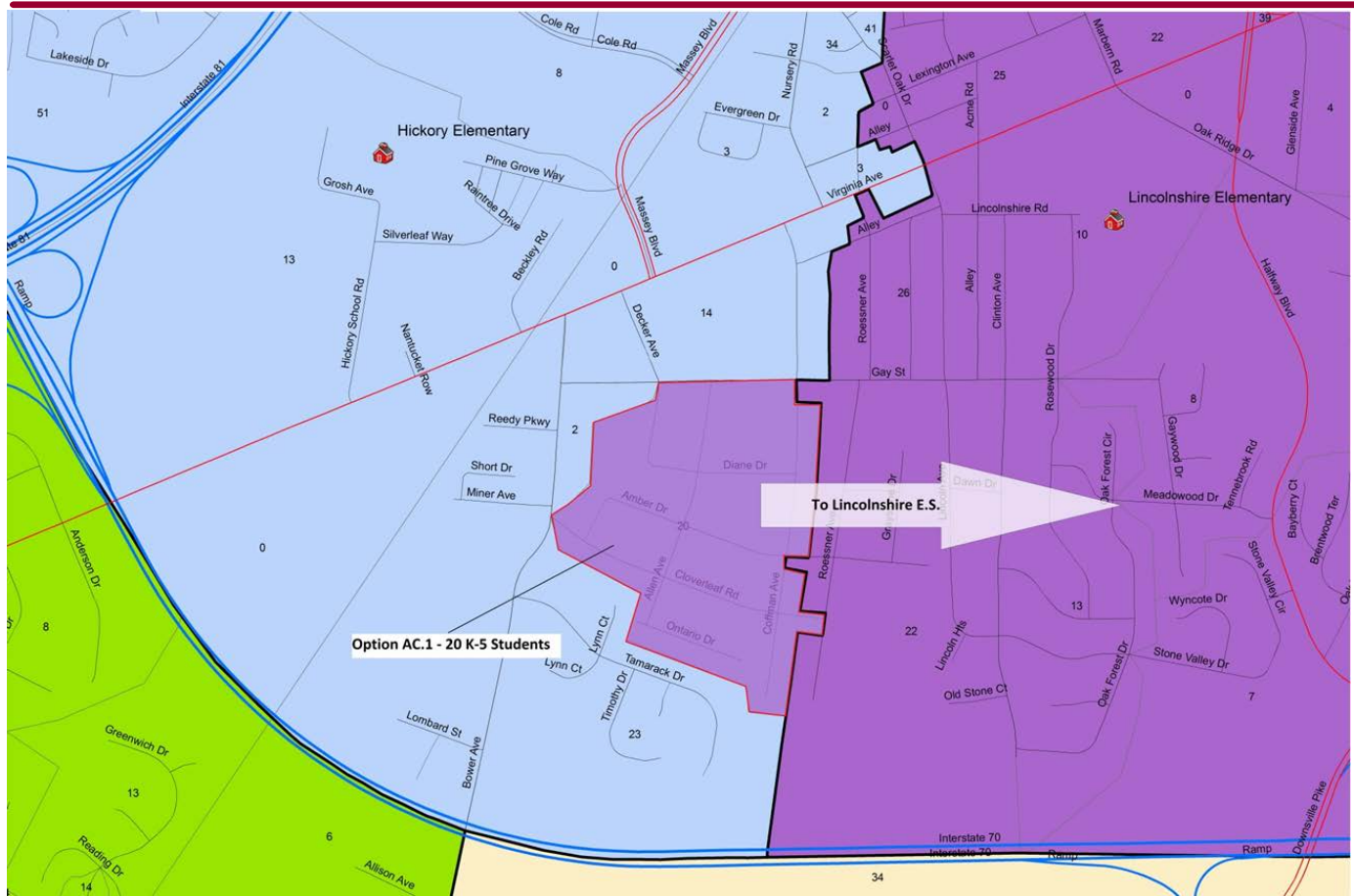
He noted that Lincolnshire Elementary is a similar scenario. In September of 2014, it recorded its highest enrollment in 15 years at 594 students (107 % of SRC). Prior to September of 2014, Lincolnshire Elementary had its highest enrollment in September of 2013 at 585 students. The September 2013 enrollment was used to generate the enrollment projections utilized in the FEAC report, and assumed that Lincolnshire would grow in the coming years (for instance, it was projected to be 614 in September of 2014, which it came in 20 students less). The updated projections have now been revised to reflect a slower anticipated growth. This concept is similar to the "worst case scenario" that the FEAC discussed at the October 14, 2014 meeting, and part of the reason the FEAC chose to revise Recommendation #10 to include no students. It is also important to consider that this projection will be under future review, and may be modified pending the September 2015 enrollment.

A member shared that the committee does not want to over populate Bester to relieve enrollment at Lincolnshire Elementary School. Mr. Criswell suggested that this option be considered in conjunction with Options AC.1, AD.1, and AE.1 in order to consider the total impact of the proposed moves.

**Option AC.1**

Current School Attended: Hickory Elementary School  
Proposed School to Attend: Lincolnshire Elementary School  
Number of Students: 20

<p>Option AC.1: Area: Eastern portion of the Hickory Elementary School boundary</p> <p>This area generally is described by:</p> <ul style="list-style-type: none"> <li>-properties along Allen Avenue, Amber Drive, and Decker Avenue to the west;</li> <li>-properties to the north of Cloverleaf Road and Amber Drive, and properties to the south of Gay Street to the north;</li> <li>-the Lincolnshire Elementary boundary the east.</li> <li>-properties along Ontario Driver, Cloverleaf Road, and Coffman Avenue to the south;</li> </ul> <p><i>**This is not a formal boundary description, and is stated above only for the purpose of the meeting minutes**</i></p> <p>(See Map Below for Option AC.1 as discussed during meeting.)</p>	<p>Assign 20 students to Lincolnshire Elementary Move 20 students from Hickory Elementary</p>
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Option AC.1

### Comments:

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Hickory ES	235	105%	246			AC.1	20	226	96%
Lincolnshire ES	555	107%	595	AC.1	20	3,10,11	76	539	97%

This option would move approximately 20 K-5 students from the Hickory Elementary School attendance zone into the Lincolnshire Elementary zone. Mr. Criswell noted that this option would lower Hickory Elementary School's 2018 Enrollment (using draft 2015 projections) to 96% or 226 students and increase Lincolnshire Elementary to 97% or 539 students. It was noted that this option made sense due to its geographic location, and that it is approximately within a 1-mile geographic radius from Lincolnshire Elementary School. It was noted that students in this area are currently bused to Hickory Elementary School. Mr. Criswell noted that while portions of this area are located within a 1-mile physical radius of Lincolnshire Elementary School, some areas of this option could be located outside of a 1-mile walking distance (via walking path, sidewalks, street crossings, etc.), or other safe route



concerns could be identified, that could require students to be transported by bus to Lincolnshire Elementary, while other students could remain able to walk to school. It was noted that the County's "Blue Dot" map showing potential residential development indicates no major residential development in this area. Mr. Criswell added this option only addressed the elementary school boundary lines and that the secondary feeder schools of Option AC.1 would not be affected, (i.e., the middle school and high school boundary lines would remain unchanged).

Mr. Criswell noted that Hickory Elementary School currently has an overall FARM % of 84.1%. The general effect of this option will result in a slight increase in the Hickory Elementary School overall FARM % depending on the final attendance zone determined for Hickory. Lincolnshire Elementary School currently has an overall FARM % of 76.6%. The general effect of this option will result in a slight increase in the Lincolnshire Elementary School overall FARM % depending on the final attendance zone determined for Lincolnshire. Both Hickory Elementary School and Lincolnshire Elementary School are Title I facilities. The general effect of this option should not impact either school's Title I designation.

Mr. Criswell noted that the resulting impact to Lincolnshire Elementary's projected enrollment could be further reduced (minimized) with the implementation of Option AB.1. He stated that in September of 2014, Lincolnshire recorded its highest enrollment in 15 years at 594 students (107 % of SRC). Prior to September of 2014, Lincolnshire Elementary had its highest enrollment in September of 2013 at 585 students. The September 2013 enrollment was used to generate the enrollment projections utilized in the FEAC report, and assumed that Lincolnshire would grow in the coming years. The updated projections have now been revised to reflect a slower anticipated growth. There is a possibility that the future projected enrollment at Lincolnshire may be further reduced pending the September 2015 enrollment.

Mr. Criswell reminded the committee that they had previously discussed the Hickory Elementary attendance zone, and the projected enrollment based on the increase in Pre-K students that were seen in September 2014. While the enrollment at Hickory Elementary is, and is projected to remain over SRC, it is important to look at, and consider the class sizes. He noted that currently, Hickory operates as a 2 (two) round facility (i.e., 2 (two) Pre-K classes, 2 (two) kindergarten classes, 2 (two) first grade classes, etc.), and that the initial sessions/ratios as recorded in September of 2014 were as follows.

	HICKORY			
	Enroll.	Sessions	Title I	Ratio
Pre-K	42	2		21.00
K	35	2		17.50
1	38	2		19.00
2	53	2		26.50
3	33	1		33.00
4	28	2		14.00
5	36	1	1	18.00
Total	265	12	1	20.38
	235			

Mr. Semler noted that an additional teacher's assistant had been added to the third grade class since this report was generated. Mr. Criswell stated that the state rated capacity calculations are based on 23 students per grade 1-5 class (20 students for each Pre-K class, 22 students for each kindergarten class, and 10 students for each special education class). The current ratios are 18, 19, 27, 14, and 18. The closer the total class size is to 23 or 46 students the easier it is to have just one class session, or split them in to two (2) sessions ( $23+23=46$ ). Class sizes that are in the upper 20's to low 30's becomes more difficult to split. A class of 38 splits into two 19 student classes, but a class of 28 splits into two (2) 14 student classes, or as in the case of the 3<sup>rd</sup> grade, one (1) very large class dependent on circumstances/needs determined at the school and instructional level.

Option AC.1 would move approximately 20 K-5 students out of this school, and could result in a reduction of 3 or 4 students per grade from Hickory ( $20/6 = 3.33$ ). Based on Hickory's small size and associated SRC, this reduction might not reduce the need for space, or teachers. He stated that while helping the SRC calculation, this move, with only 20 students, might not help/change the space requirements for the school. He noted that the numbers that FEAC reviews and considers as part of its process are averages, and there is no way to be assured that the 20 students proposed to be realigned will divide up equally. In some years, the proposed change could help with staffing decisions, and in other years it could negatively impact staffing decisions – which is no different than what happens each school year at every school facility. Mr. Semler confirmed this statement.

A committee member noted that based on their review of the class sizes and numbers, they did not think this would be a good option to recommend. They pointed out that there were a large number of 42 preschool students projected for 2018 at Hickory. Another committee member stated that Hickory functioned ok this year with a similar enrollment, and was more concerned about potential change in Lincolnshire's enrollment, especially with the added Pre-K class, and more importantly, Bester's enrollment. The committee reached consensus to not make any recommendations for the Hickory Elementary attendance boundary.

#### Option AD.1

Current School Attended: Bester Elementary School  
Proposed School to Attend: Funkstown Elementary (Pre-K & K) &  
Emma K Doub Elementary School (Grades 1-5)  
Number of Students: 46

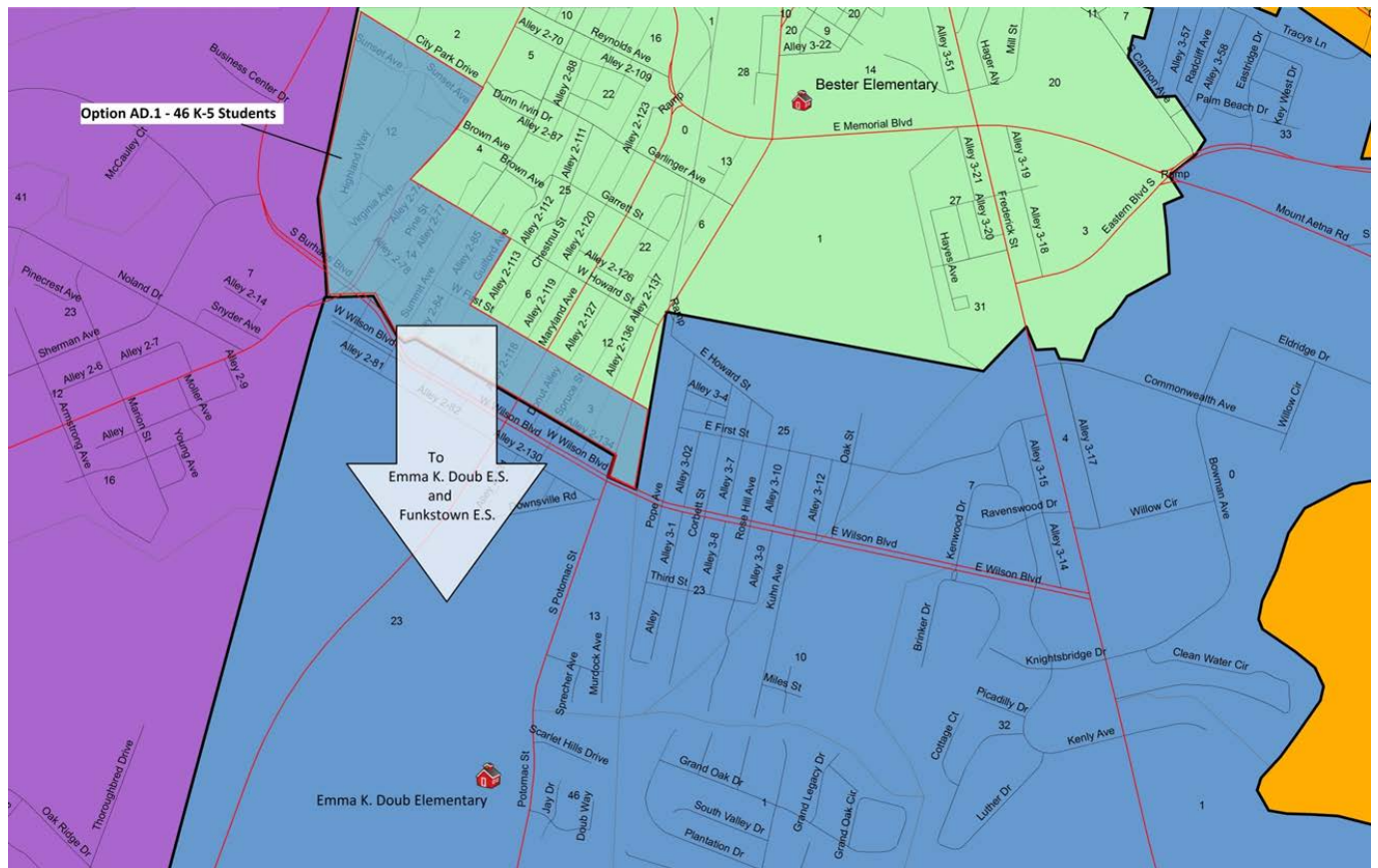
<p>Option AD.1: Area: Southwestern portion of the Bester Elementary School boundary</p> <p>This area generally is described by: -the Lincolnshire Elementary Boundary to the west; -properties south of City Park Drive, properties south of West Howard Street, and properties south of West First Street to the north;</p>	<p>Assign 46 students to Emma K. Doub Elementary /Funkstown Elementary Move 46 students from Bester Elementary</p>
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- properties west of Virginia Avenue, properties to the east of Summit Avenue, and the Emma K. Doub Elementary/ Funkstown Elementary Boundary to the east;  
-the Emma K. Doub Elementary/ Funkstown Elementary Boundary to the south.

*\*\*This is not a formal boundary description, and is stated above only for the purpose of the meeting minutes\*\**

(See Map Below for Option AD.1 as discussed during meeting.)



Option AD.1

## Comments:

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to Attendance Boundary		Recommendation of K-5 Students Realigned "Out" of Attendance Boundary		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Bester ES	608	91%	556	8,10	67	AD.2	36	587	97%
Emma. K. Doub ES	299	107%	319	AD.2	31			350	117%
Funkstown ES	200	48%	96	AD.2	5			101	51%

This option would move approximately 46 K-5 students from the Bester Elementary School attendance zone into the Emma K. Doub Elementary/Funkstown Elementary attendance zone. Mr. Criswell noted that this option would lower Bester Elementary School's 2018 Enrollment (using draft 2015 projections) to 97% or 587 students and increase Emma K. Doub Elementary to 117% or 350 students, and Funkstown Elementary to 51% or 101 students. It was noted that this option made sense due to its geographic location, as it was one of the few areas of the Bester Elementary attendance zone that utilized bus transportation. It was noted that the majority of students in this area are currently bused to Bester Elementary School. Mr. Criswell noted that portions of this area are located within a 1-mile physical radius of Emma K. Doub Elementary School, but that it would most likely require students to be transported by bus to Emma K. Doub Elementary due to walking routes and safe routes concerns. He stated that students currently residing along W. Wilson Boulevard are transported by bus to Emma K. Doub Elementary. In addition, students in this area would require transportation to the Funkstown Elementary for Pre-K and kindergarten classes. It was noted that the County's "Blue Dot" map showing potential residential development indicates no major residential development in this area. Mr. Criswell added this option only addressed the elementary school boundary lines and that the secondary feeder schools of Option AD.1 would not be affected, (i.e. the middle school and high school boundary lines would remain unchanged).

Mr. Criswell noted that Bester Elementary School currently has an overall FARM % of 85.5%. The general effect of this option could result in a slight increase in the Bester Elementary School overall FARM % depending on the final attendance zone determined. Funkstown Elementary and Emma K. Doub Elementary School currently have an overall FARM % of 74.2% and 56.1%, respectively. The general effect of this option could result in a slight decrease to the Funkstown Elementary overall FARM %, and a slight increase to the Emma K. Doub Elementary School overall FARM %, depending on the final attendance zone determined. The general effect of this option should not impact Bester's Title I designation.

Mr. Criswell noted that in September of 2013, Bester Elementary had an enrollment of 427 FTE students, and this was the baseline which the enrollment projections utilized in the FEAC report. Bester had an enrollment of 517 FTE students in September of 2014 (85% of SRC). This increase is attributed primarily to a very large kindergarten class, and a large number of homeless students attending this facility. The updated projections are based on the assumption that Bester will continue to see larger incoming class sizes in the coming years. Emma K. Doub Elementary had an enrollment of 305 FTE students in September of 2014 (102% of SRC). In September of 2013, it had an enrollment of 304 FTE students (102% of SRC). The September 2013 enrollment was used to generate the enrollment projections that were previously reviewed by the FEAC during this process. The 2014 enrollment

projections anticipated that Emma K. Doub would trend back to the 250 – 260 student enrollment range. In 2011, Emma K Doub was at 247 FTE students, or 83% of SRC, and 257 FTE students, or 86 % of SRC in 2012. He noted that the updated projections have now been revised to reflect a higher anticipated enrollment because of two (2) years of a sustained 304/305 student enrollment. Mr. Criswell noted that Emma K. Doub Elementary School is a magnet school so enrollment numbers could fluctuate both up and down depending on the number of applicants to the program.

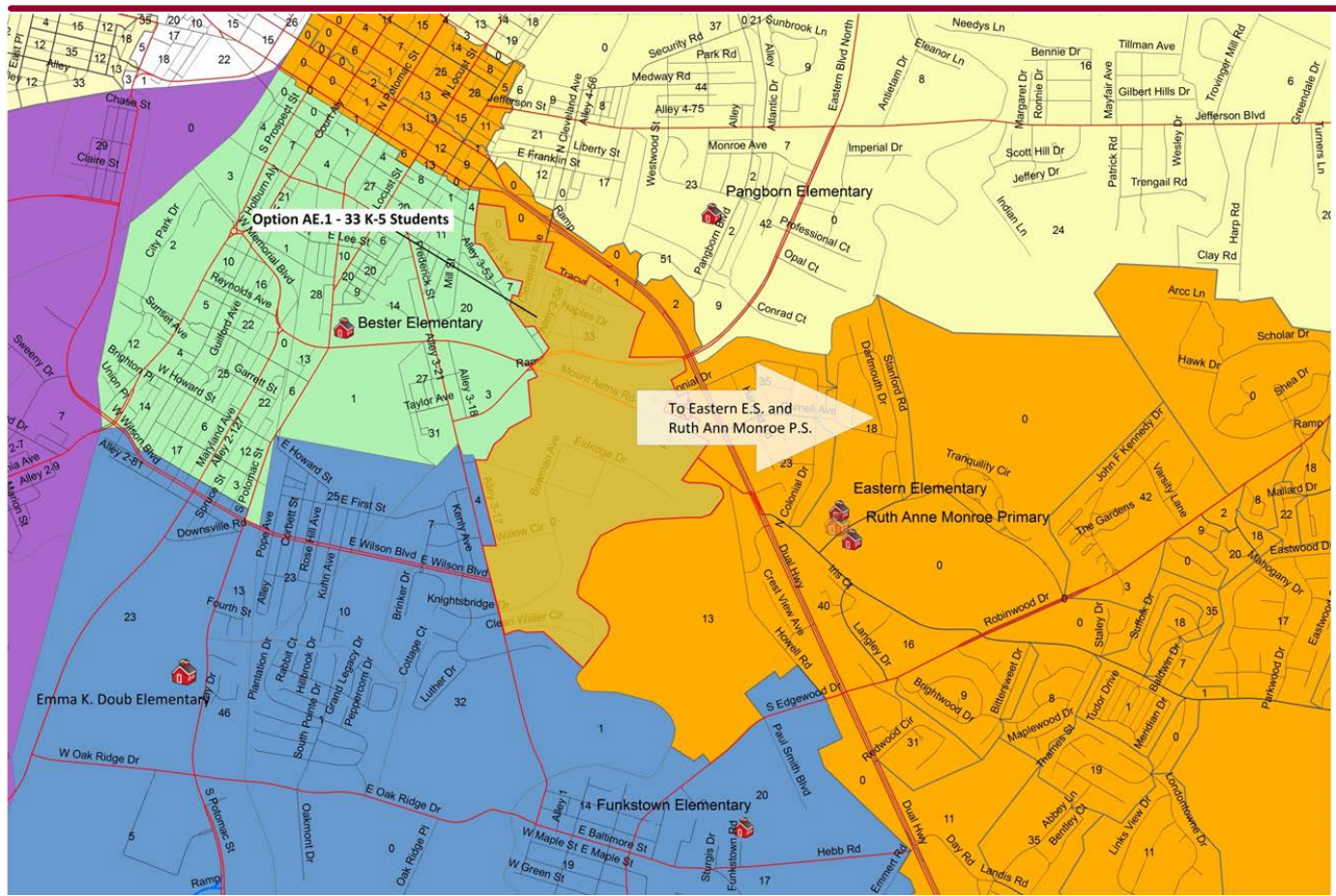
A committee member noted that they liked what it did to help the potential enrollment at Bester if the current projections were accurate, but were very concerned about the proposed 117% at Emma K. Doub Elementary. Mr. Criswell acknowledged this concern and suggested the committee keep this option in mind until he could show them Option AE.1 and discuss one of instructions requests to create a separate K-5 district for Emma K. Doub Elementary.

#### **Option AE.1**

Current School Attended:	Funkstown Elementary School & Emma K. Doub Elementary School
Proposed School to Attend:	Ruth Ann Monroe Primary (K-2) Eastern Elementary School (3-5)
Number of Students:	33

<p>Option AE.1: Area: Northeastern portion of the Emma K. Doub Elementary/ Funkstown Elementary School boundary</p> <p>This area generally is described by:</p> <ul style="list-style-type: none"> <li>- the properties east Frederick Street and south of Willow Circle, the properties west of Bowman Avenue, and the Bester Elementary attendance zone to the west;</li> <li>-the Eastern Elementary/Ruth Ann Monroe Primary attendance zone to the north and east;</li> <li>-the properties south of Clean Water Circle to the south.</li> </ul> <p><i>**This is not a formal boundary description, and is stated above only for the purpose of the meeting minutes**</i></p> <p>(See Map Below for Option AE.1 as discussed during meeting.)</p>	<p>Assign 33 students to Ruth Ann Monroe Primary /Eastern Elementary</p> <p>Move 33 students from Emma K. Doub Elementary /Funkstown Elementary</p>
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Option AE.1

### Comments:

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Eastern ES	567	97%	551	AE.1	16	9	50	517	91%
Emma K. Doub ES	299	107%	319			AE.1	27	292	98%
Funkstown ES	200	48%	96			AE.1	6	90	45%
Ruth Ann Monroe PS	695	95%	662	AE.1	17	9	62	617	89%

This option would move approximately 33 K-5 students from the Emma K. Doub Elementary/Funkstown Elementary School attendance zone into the Ruth Ann Monroe Primary/Eastern Elementary attendance zone. Mr. Criswell noted that this option would lower Emma K. Doub Elementary School's 2018 Enrollment (using draft 2015 projections) to 98% or 292 students, and Funkstown to 45% or 90 students. It would increase Ruth Ann Monroe Primary to 89% or 617 students, and Eastern Elementary to 91% or 517 students. It was noted that this option made sense due to its geographic location, as it has to travel around the current Bester Elementary attendance zone to get to Emma K. Doub Elementary. Mr.

Criswell noted that the southern portion of this area had no students and was industrial, mentioning the WCPS Transportation department/bus garage sits on an area within it. It was noted that while portions of this area are located within a 1-mile physical radius of Ruth Ann Monroe Primary and Eastern Elementary School, students would most likely require bus transportation to Ruth Ann Monroe Primary and Eastern Elementary. He stated that students in this area would have a straight bus route out Mount Aetna Road, across U.S. 40, and right to Ruth Ann Monroe Primary/Eastern Elementary. It was noted that the County's "Blue Dot" map showing potential residential development indicates no major residential development in this area. Mr. Criswell added this option only addressed the elementary school boundary lines and that the secondary feeder schools of Option AE.1 would not be affected, (i.e. the middle school and high school boundary lines would remain unchanged).

Mr. Criswell noted that Funkstown Elementary and Emma K. Doub Elementary School currently have an overall FARM % of 74.2 % and 56.1%, respectively. The general effect of this option could result in a slight decrease in both the Funkstown Elementary and the Emma K. Doub Elementary School overall FARM %, depending on the final attendance zone determined for those schools. Ruth Ann Monroe Primary and Eastern Elementary School currently have overall FARM %'s of 77.3% and 71.0%, respectively. The general effect of this option will result in a slight increase in both the Ruth Ann Monroe Primary and Eastern Elementary School overall FARM % depending on the final attendance zone determined for those schools. The general effect of this option should not impact the Ruth Ann Monroe Primary or Eastern Elementary Title I designation.

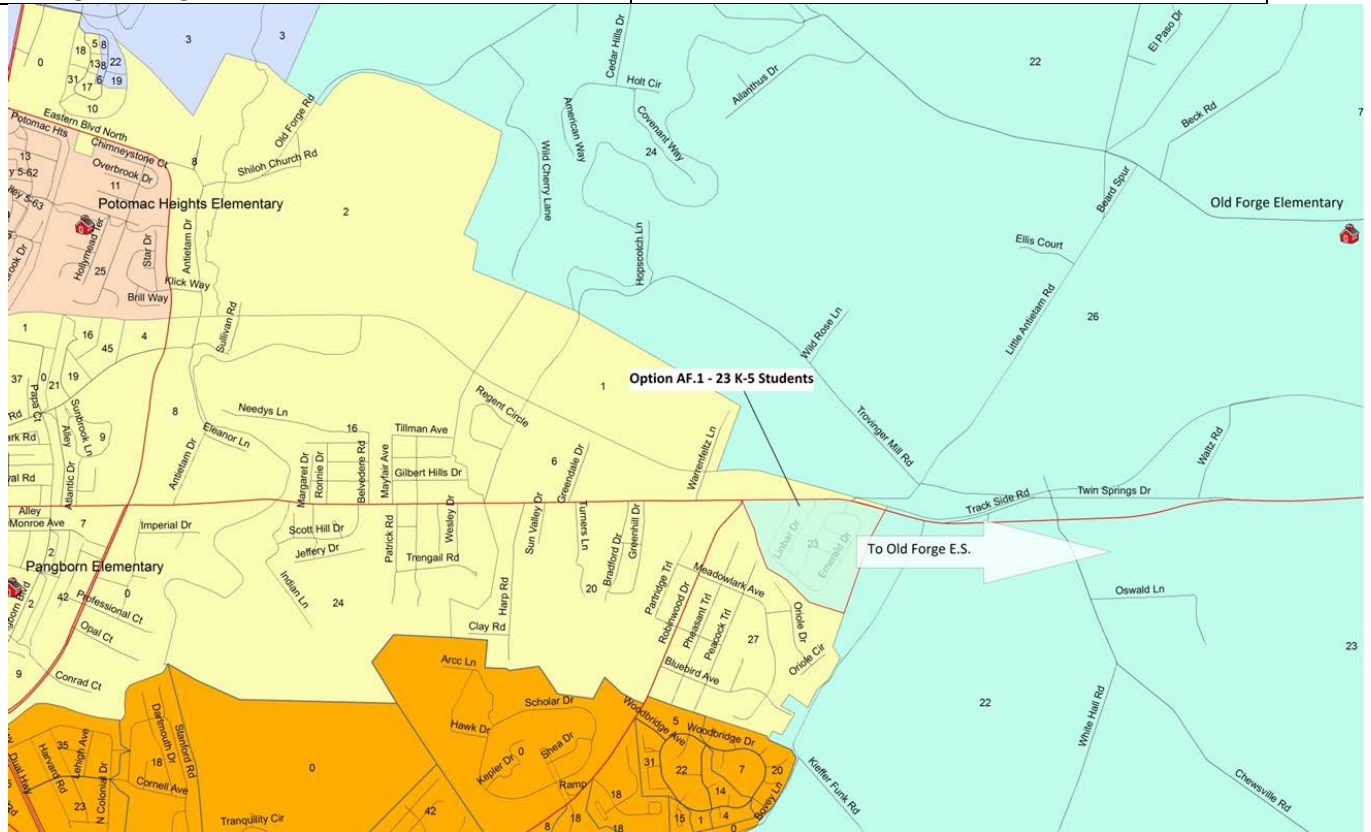
Mr. Criswell reiterated the Emma K. Doub Elementary enrollment history. He asked the committee to keep this option in mind along with Option AD.1, and they would discuss the total impact of both options at the end of the meeting. In addition, he reminded the committee that they would be discussing some options, based on instructions request to create a separate K-5 district for Emma K. Doub Elementary, Ruth Ann Monroe Primary and Eastern Elementary.

#### **Option AF.1**

Current School Attended: Pangborn Elementary School  
Proposed School to Attend: Old Forge Elementary School  
Number of Students: 23

<p>Option AF.1: Area: Easternmost portion of the Pangborn Elementary School boundary</p> <p>This area generally is described by:</p> <ul style="list-style-type: none"> <li>- the properties west of Emerald Drive to the west;</li> <li>- properties south of Jefferson Boulevard to the north;</li> <li>-the Old Forge Elementary attendance zone to the east;</li> <li>- and properties south of Emerald Drive to the south.</li> </ul>	<p>Assign 23 students to Old Forge Elementary Move 23 students from Pangborn Elementary</p>
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**\*\*This is not a formal boundary description, and is stated above only for the purpose of the meeting minutes\*\***  
(See Map Below for Option AF.1 as discussed during meeting.)



Option AF.1

## Comments:

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Old Forge ES	377	76%	287	AF.1	23			310	82%
Pangborn ES	745	99%	741			13, AF.1	54	687	92%

This option would move approximately 23 K-5 students from the Pangborn Elementary School attendance zone into the Old Forge Elementary attendance zone. Mr. Criswell noted that this option would lower Pangborn Elementary School's 2018 enrollment (using draft 2015 projections) to 92% or 687 students (which included the additional 20 Pre-K students starting in September 2015), and it would increase Old Forge Elementary to 82% or 310 students. It was noted that this option made



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sense due to its geographic location. This area is approximately within a 2.5 mile geographic radius from Old Forge Elementary School. Mr. Criswell noted that it is anticipated that the travel time to Old Forge Elementary will be slightly less than the travel time to Pangborn Elementary based on a .5 mile closer distance, and less traffic devices (lights, stop signs, etc.). It was noted that the County's "Blue Dot" map showing potential residential development indicates no major residential development in this area. Mr. Criswell added this option only addressed the elementary school boundary lines and that the secondary feeder schools of Option AF.1 would not be affected, (i.e. the middle school and high school boundary lines would remain unchanged).

Mr. Criswell noted that Pangborn Elementary School currently has an overall FARM % of 67.2%. The general effect of this option will result in a slight increase in the Pangborn Elementary School overall FARM% depending on the final attendance zone determined for Pangborn. Old Forge Elementary School currently has an overall FARM % of 28.3%. The general effect of this option will result in a slight decrease in the Old Forge Elementary School overall FARM % depending on the final attendance zone determined for Old Forge. Pangborn Elementary School is a Title I facility. The general effect of this option should not impact either School's Title I designation.

Mr. Criswell noted that the FEAC did not revise the Old Forge Elementary attendance zone as part of its initial recommendations. In September of 2014, the enrollment at Old Forge was 303 students (80 % of SRC), the current projected enrollment for Old Forge in 2018 is 287 students (76% of SRC).

A committee member asked if staff could bring back another option to consider additional Pangborn students to go to Potomac Heights Elementary, similar to what was proposed in Recommendation #13. Mr. Criswell replied that he would bring an option back to the next FEAC meeting for the committee to discuss.

The committee started to discuss the resulting impact from the options.

#### Resulting Impact of Options - 1

The first included the FEAC's – January 6, 2015 recommendation, updated 2015 projection enrollment and included the following options:

- AA.1 (52 K-5 Williamsport Elementary students to Jonathan Hager)
- Deleting FEAC Approved Recommendation #4 (23 K-5 Maugansville students to Jonathan Hager)
- AB.1 (29 K-5 Lincolnshire students to Bester)
- AC.1 (20 K-5 Hickory students to Lincolnshire)
- AD.1 (46 K-5 students to Emma K. Doub/Funkstown)
- AE.1 (33 K-5 Doub/Funkstown students to Eastern/Ruth Ann Monroe Primary)
- AF.1 (23 K-5 Pangborn students to Old Forge)

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Bester ES	608	91%	556	8,10, AB.1	96	AD.1	46	606	100%
Eastern ES	567	97%	551	AE.1	16	9	50	517	91%
Emma. K. Doub ES	299	107%	319	AD.1	38	AE.1	27	330	110%
Funkstown ES	200	48%	96	AD.1	8	AE.1	6	98	49%
Hickory ES	235	105%	246			AC.1	20	226	96%
Lincolnshire ES	555	107%	595	AC.1	20	3,10,11, AB.1	105	510	92%
Maugansville ES	735	94%	691	6	53			744	101%
Old Forge ES	377	76%	287	AF.1	23			310	82%
Pangborn ES	745	99%	741		0	13, AF.1	54	687	92%
Ruth Ann Monroe PS	695	95%	662	AE.1	17	9	62	617	89%
Jonathan Hager ES	471			1,2,3, AA.1	393			433***	92%***
Williamsport ES	570	101%	578		0	12, AA.1	87	491	86%

\*\*\* Jonathan Hager Elementary projected enrollment includes forty (40) full-time equivalent (FTE) Pre-Kindergarten students

### Resulting Impact of Options - 2

The second included the committee FEAC's – January 6, 2015 recommendation, updated 2015 projection enrollment and included the following options:

- AA.1 (52 K-5 Williamsport Elementary students to Jonathan Hager)
- AC.1 (20 K-5 Hickory students to Lincolnshire)
- AD.1 (46 K-5 students to Emma K. Doub/Funkstown)
- AE.1 (33 K-5 Doub/Funkstown students to Eastern/Ruth Ann Monroe Primary)
- AF.1 (23 K-5 Pangborn students to Old Forge)

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Bester ES	608	91%	556	8,10,	67	AD.1	46	577	95%
Eastern ES	567	97%	551	AE.1	16	9	50	517	91%
Emma. K. Doub ES	299	107%	319	AD.1	38	AE.1	27	330	110%
Funkstown ES	200	48%	96	AD.1	8	AE.1	6	98	49%
Hickory ES	235	105%	246			AC.1	20	226	96%
Lincolnshire ES	555	107%	595	AC.1	20	3,10,11,	76	539	97%
Maugansville ES	735	94%	691	6	53	4	23	721	98%
Old Forge ES	377	76%	287	AF.1	23			310	82%
Pangborn ES	745	99%	741		0	13, AF.1	54	687	92%
Ruth Ann Monroe PS	695	95%	662	AE.1	17	9	62	617	89%
Jonathan Hager ES	471			1,2,3,4 AA.1	416			456***	97%***
Williamsport ES	570	101%	578		0	12, AA.1	87	491	86%

\*\*\* Jonathan Hager Elementary projected enrollment includes forty (40) full-time equivalent (FTE) Pre-Kindergarten students

## Resulting Impact of Options - 3

The third included the committee FEAC's – January 6, 2015 recommendation, updated 2015 projection enrollment and included the following options:

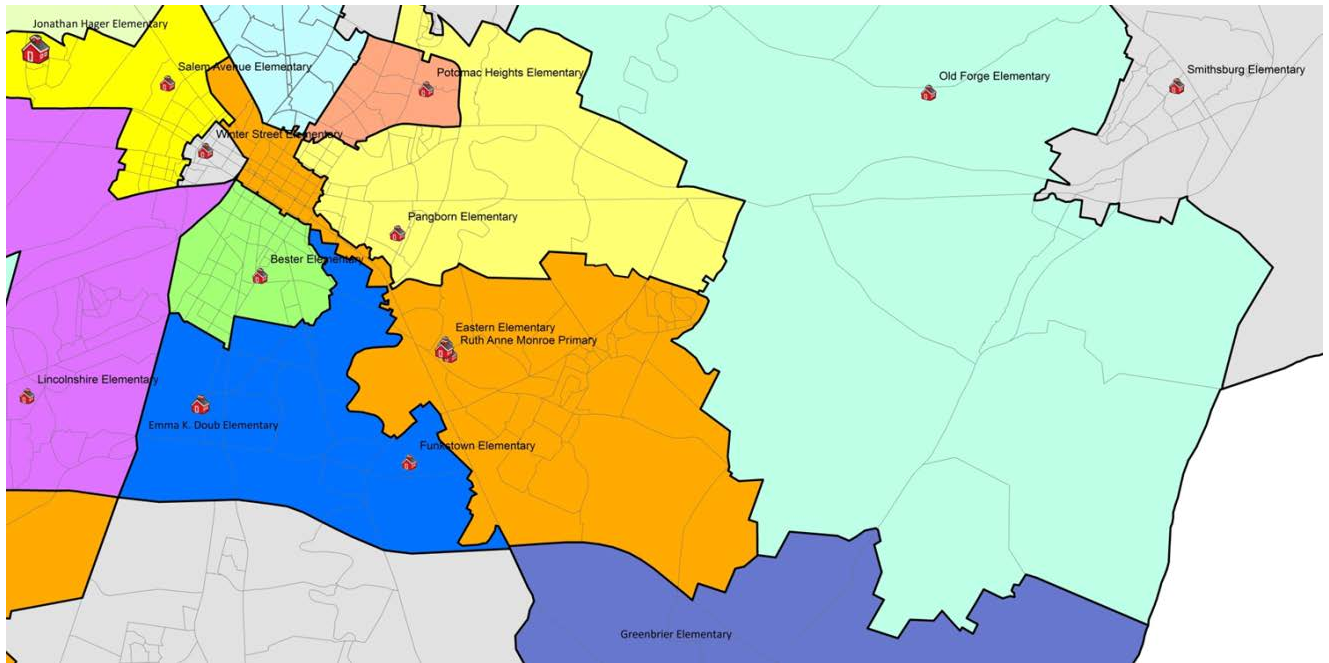
- AD.1 (46 K-5 students to Emma K. Doub/Funkstown)
- AE.1 (33 K-5 Doub/Funkstown students to Eastern/Ruth Ann Monroe Primary)
- AF.1 (23 K-5 Pangborn students to Old Forge)

School	State-Rated Capacity (SRC)	Updated Proj. 2018 SRC without Rec.	Updated Projected 2018 Enrollment Without Recommendations	Recommendation of K-5 Students Realigned "In" to		Recommendation of K-5 Students Realigned "Out" of		Updated Projected September 2018 Enrollment With Recommendations	Projected 2018 Percent Capacity With Recommendations
				Rec. #	2014 K-5 Students	Rec. #	2014 K-5 Students		
Bester ES	608	91%	556	8,10,	67	AD.1	46	577	95%
Eastern ES	567	97%	551	AE.1	16	9	50	517	91%
Emma K. Doub ES	299	107%	319	AD.1	38	AE.1	27	330	110%
Funkstown ES	200	48%	96	AD.1	8	AE.1	6	98	49%
Hickory ES	235	105%	246					246	105%
Lincolnshire ES	555	107%	595			3,10,11,	76	519	94%
Maugansville ES	735	94%	691	6	53	4	23	721	98%
Old Forge ES	377	76%	287	AF.1	23			310	82%
Pangborn ES	745	99%	741		0	13, AF.1	54	687	92%
Ruth Ann Monroe PS	695	95%	662	AE.1	17	9	62	617	89%
Jonathan Hager ES	471			1,2,3,4	364			404***	86%***
Williamsport ES	570	101%	578		0	12	35	543	95%

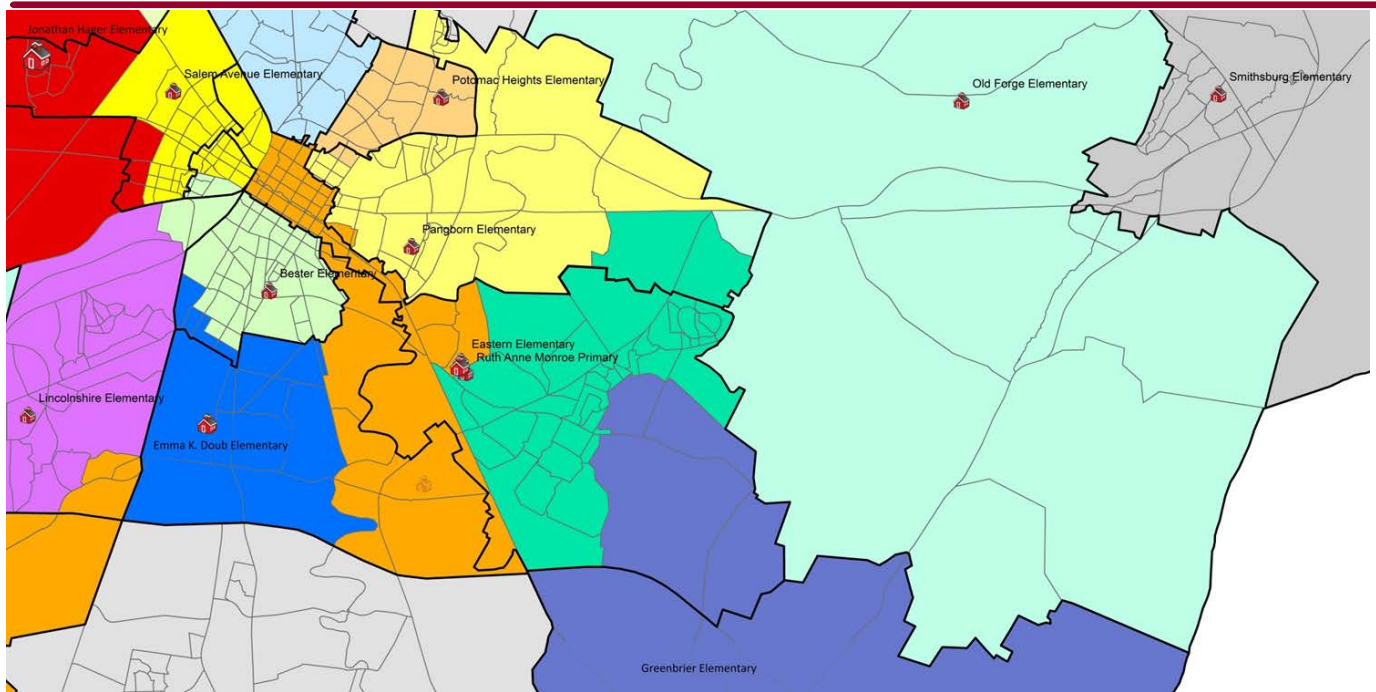
\*\*\* Jonathan Hager Elementary projected enrollment includes forty (40) full-time equivalent (FTE) Pre-Kindergarten students

A committee member noted that it was the FEAC's job to provide the best recommendations possible, and reiterated that it was the Board's final decision on all attendance boundary realignments whether they were proposed by the FEAC or not. Another committee member stated that they did not see a need to recommend additional relief to Williamsport or Lincolnshire Elementary. They noted that the updated enrollment projections seemed consistent with the information the FEAC had previously reviewed and considered, and they had concern over-populating other schools to fix something that did not appear to be a problem. Another committee member stated that Pangborn Elementary and Bester Elementary could use some additional recommendations based on the updated enrollment projections. A committee member asked if there were any comments from the Board about the proposed Jonathan Hager Elementary attendance zone during the work session. Another committee member noted that the Board members seemed okay with Group 1 and Group 2 concepts, but asked for consideration on the Group 3 concepts based on the schools previously mentioned. It was noted that the Group 3 recommendations addressed boundary line changes for over populated schools. Mr. Criswell noted that keeping this in mind, instructional staff had also request the FEAC to review the possibility of creating separate K – 5 attendance zones for Ruth Ann Monroe Primary, Eastern Elementary, Emma K. Doub and creating a regional Pre-K program at Funkstown Elementary School. Mr. Criswell noted that with the

remaining time in the meeting, he would like to present two (2) broad concepts that accomplished this request to the committee, in order to gather input and comments. He noted that he would use the FEAC's input and ideas to see what type of information they would like him to bring back for the next FEAC Meeting.



Current 2014-2015 Elementary Boundary

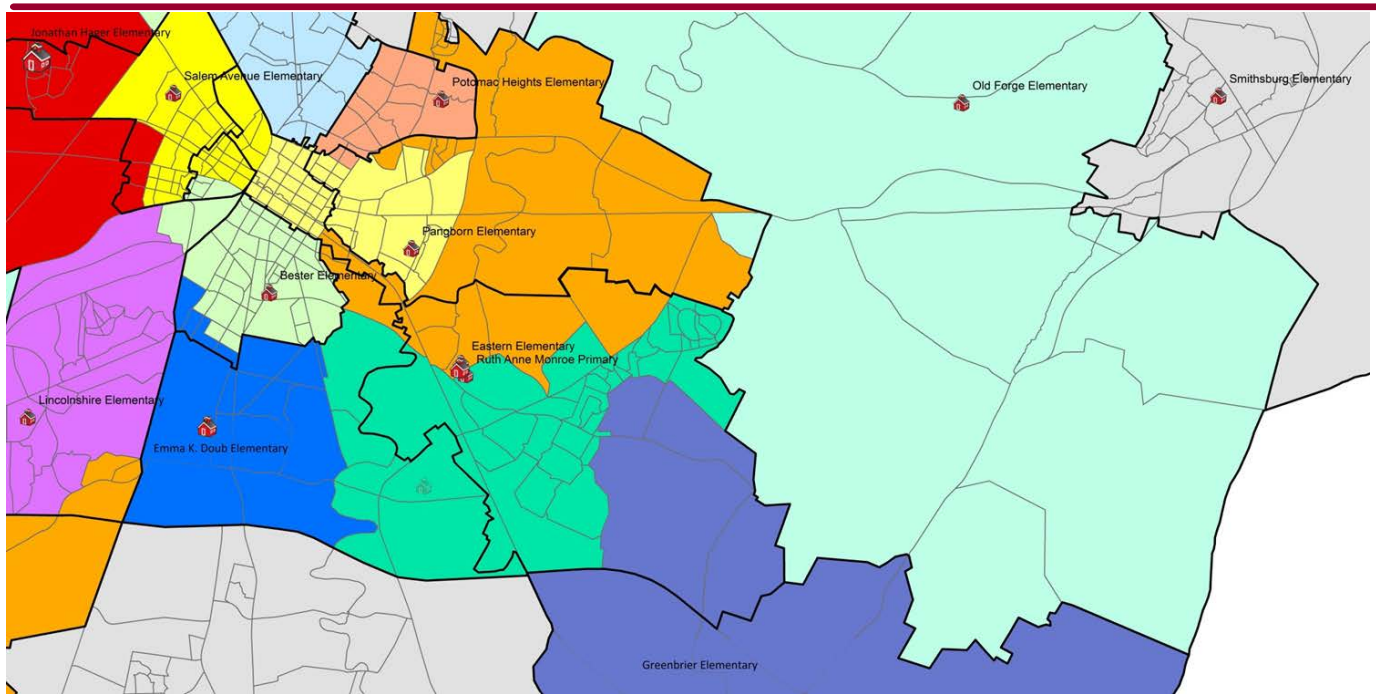


Concept 1

Concept 1 impacts approximately 172 students more than the current FEAC recommendations and options discussed at the meeting this evening. Mr. Criswell added that it would send some Eastern Elementary/Ruth Ann Monroe Primary students to Greenbrier (dark blue), the Funkstown area to Eastern Elementary (orange) /Ruth Ann Monroe Primary (green), provide some additional relief to Pangborn (yellow), and created three (3) separate K-5 districts. He noted this was a general concept that kept the majority of the current attendance zones together, and achieved the requested separations. He noted that the concept could change pending additional research and the other options the FEAC was interested in pursuing.

A member asked what expenses are involved to transform the primary school facility to house 3<sup>rd</sup> through 5<sup>th</sup> grade students. Staff replied that the classrooms were standard sizes, that some toilet fixtures would need to be replaced, some marker boards raised, and maybe some other minor changes.

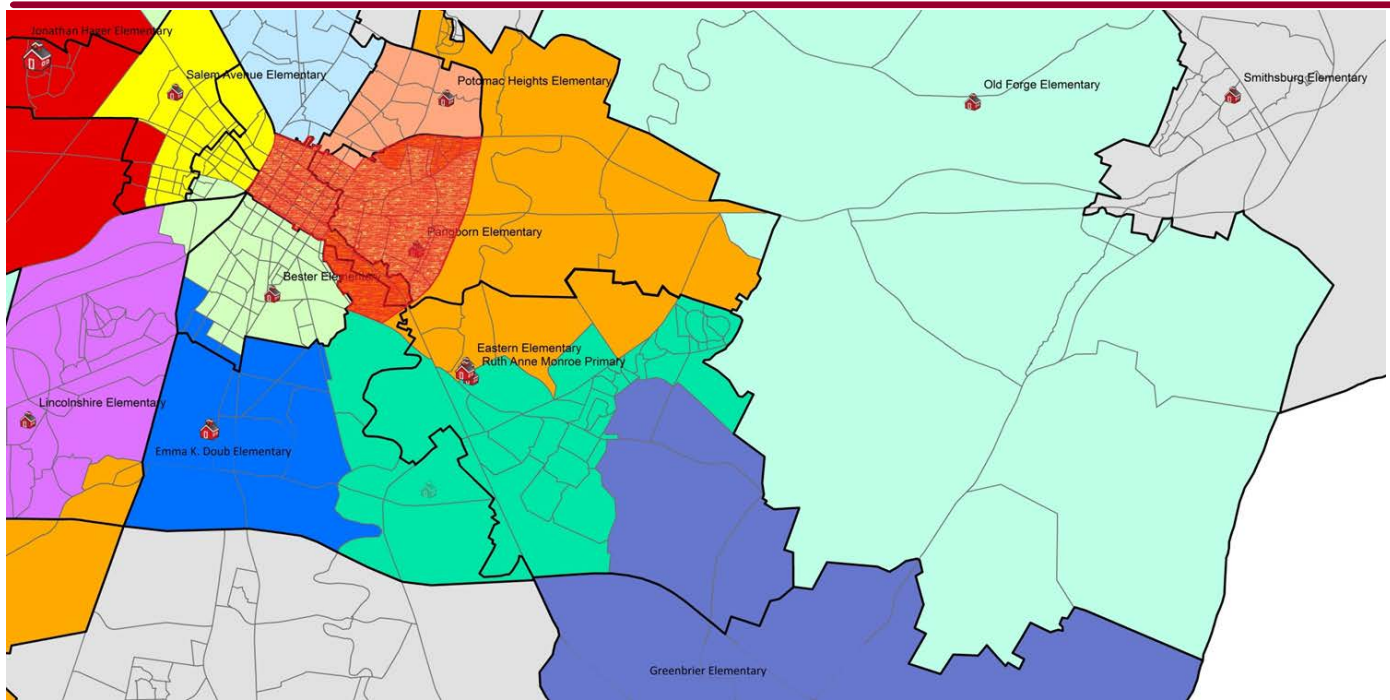




## Concept 2

Concept 2 impacts approximately 774 students more than the current FEAC recommendations and options discussed at the meeting this evening. Mr. Criswell added that it would send Eastern Elementary/Ruth Ann Monroe Primary students to both Pangborn Elementary (yellow) and Greenbrier Elementary (dark blue), a large amount of Pangborn Elementary students to Eastern Elementary (orange) /Ruth Ann Monroe Primary (green), and kept the Emma K. Doub Elementary district (royal blue) the same as shown Concept 1. He stated this concept also created three (3) separate K-5 districts. This was a general concept that attempted to create more geometric shaped boundaries to achieve the requested separations. He pointed out that due to the student density, it would be required to create an attendance zone that wraps around the new Pangborn Elementary district to pick up additional students and send them to Eastern Elementary. He noted that the concept could change pending additional research and the other options the FEAC was interested in pursuing. A committee member noted that they did not prefer the Eastern Elementary attendance zone wrapping around the Pangborn Elementary district. Mr. Criswell agreed with the committee member, and then showed the committee a concept that had Pangborn's attendance zone extend from Eastern Boulevard all the way in to the Salem Avenue attendance zone. He noted that the red area contained over 900 K-5 students. The committee discussed coming in with multiple school districts into this area to "tighten the center" core of downtown students, suggesting that they could possibly walk to surrounding schools. As the committee review this suggested on the overhead map, it became clear that due to the schools' proximity, they were not within walking distance. The committee also noted that it would have to take non-transportable student areas out of existing attendance zones to make this happen.





Large Pangborn from Concept 2

The committee briefly discussed the two (2) concepts. Mr. Criswell shared that the transportation department favored concept 1. A committee member asked Mr. Semler what his preference was, and Mr. Semler stated the he too preferred concept 1, but was okay with concept 2. A committee member stated that it would be advantageous for students to go through the same school for grades K-5. Mr. Criswell added that the transportation department suggested that staggering the bell times for Eastern Elementary and Ruth Ann Monroe Primary may be required, and possibly some other bell modifications to make the whole plan work.

### **Conclusion:**

At the closing of the meeting, it was the consensus of the committee that Mr. Criswell would prepare a document that includes AD.1, AE.1, AF.1, an Option that looks at Pangborn/Potomac Heights, and some versions/information to go with Concept 1 that I will send out to the FEAC prior to the next meeting. Mr. Criswell reminded members that included in their packets was a public correspondence to the Board for their review.

### **Discussion Future FEAC Meeting Dates and Schedule:**

Members agreed that an email would be sent to the committee to provide available dates to attend future meetings, March 10, March 17, or March 21, in effort to have a quorum in attendance.

The meeting was adjourned by 8:05 pm.