

MEETING MINUTES
Facilities Enrollment Advisory Committee
April 22, 2014

Committee Members Present:

Mary Newby, Co-Chairperson/North Hagerstown Area Representative
Taylor Oliver, Co-Chairperson/Williamsport Area Representative
Jennifer Ashbaugh, Smithsburg Area Representative
Caren Cramer, Boonsboro Area Representative
Anne Dunham, Williamsport Area Representative
Michael Faith, Hancock Area Representative
Heather Lindner, South Hagerstown Area Representative

Staff Members Present:

Chad Criswell, Senior Project and Planning Supervisor
Robert Rollins, Director of Facilities Planning & Development
Boyd Michael, Deputy Superintendent
Barbara Scotto, Supervisor of Transportation
Randy Mills, Assistant Supervisor of Transportation

Others Present:

Dave McMillion, Herald Mail Reporter

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 8, 2014 Facilities Enrollment Advisory Committee meeting minutes were approved as written.

Mr. Criswell informed the committee that included in each of the member's packet was a copy of the first email correspondence on the redistricting effort that had been received to date. He noted that the correspondence was received the prior week, and that the sender posed a question with regard to the proposed realignment of the Van Lear Development. In response to the email, it was explained to the citizen that what had been recorded in the newspaper was not accurate, and that it was the neighboring Sterling Oaks Development proposed for realignment, not the Van Lear Development. He pointed out that the correspondence included the complete chain of emails, including the sender's reply with thanks for the clarification. It was noted that all correspondence will be forwarded to committee members; however, to protect the identity of the sending party, all personal information will be redacted. Mr. Criswell stated that if the committee ever wished to know the identity of the sender, or felt it was critical to the correspondence /letter, he would gladly provide it to them.

Working Document 5 – Considerations for a “West City” Elementary School Attendance Zone and Additional Attendance Zone Realignment:

Mr. Criswell started the meeting by noting that at this point in time, no recommendations had been finalized by the FEAC, and all of the options/recommendations were still subject to revision. He reminded the committee that the Transportation Department had been consulted on all of the options to confirm if they were feasible but that each option is subject to future revisions and adjustments as they are further investigated or conditions change. It was noted that each of the working documents and options the committee had reviewed included the general information on the Free and Reduced Meal Students (FARMS), and the general impact of the proposed move (i.e. slightly increase, slightly decrease, major increase, major decrease, etc.). Mr. Criswell reminded the committee that reports and minutes do not include specific information about the FARMS residing in each area based on the sensitive nature and confidentiality. He noted that as discussed by the FEAC at the last meeting and indicated on the agenda, the specific FARMS rates for each of the options reviewed by the FEAC will be discussed, in keeping with the WCBOE charge, in a closed session later in this meeting. Mr. Criswell explained the rules regarding closed session discussion, and added that it is only being utilized to maintain confidentiality of the finite data for options where only a few students reside.

Mr. Criswell used a powerpoint presentation to review the starting projected enrollment figures (i.e. baseline) that the committee began with. It was noted that from the start of this process, the FEAC had made attempts to provide balanced or reduced enrollment through recommendations that impacted the least number of students and citizens.

He then illustrated on two maps the attendance zone options that the committee had discussed to date. The options included A.1, B.1, C.1, D.1, E.1, F.1, G.1, H.1, I.1, J.1, K.1, L.1, M.1, N.1, N.2, O.1, P.1, Q.1, R.1, S.1, T.1, T.2, U.1, V.1, W.1, and X.1. He then reviewed the resultant impact to the projected enrollment for all of the options, minus options N.1, T.1, and X.1, as that had been the stopping point at the April 8th, 2014 FEAC meeting. Mr. Criswell reminded the committee that at the last meeting, the FEAC had decided to hold off on considering Option X.1 until the September 2014 enrollment could be reviewed. Option X1, the northeastern portion of Williamsport Elementary proposed to attend “West City”, could have provided additional enrollment relief to Williamsport Elementary, but would result in overcrowding the new “West City” Elementary School. This option proposed to send 50 K-5 students to “West City” Elementary.

Mr. Criswell briefly reviewed the FEAC process to date. He displayed the current proposed “West City” Elementary school attendance zone and noted the areas that it is comprised of. He reminded the committee how the Conococheague Elementary School attendance zone is physically shaped similar to the letter “L”, with the north/south area located on the western portion of the existing boundary. This area is bisected by the Conococheague creek, and includes many unique shaped parcels of existing farms. He reminded the committee, that due to these unique physical features, it created some additional discussion and considerations with regard to the existing transportation infrastructure available to the residents of these areas. The proximity and existing infrastructure of certain portions of this attendance zone with respect to the Clear Spring Elementary School attendance zone and the Maugansville Elementary School attendance zone were currently under consideration by the FEAC, in addition to the portion to be reassigned to “West City” Elementary. As part of this process, and through previous discussion, the committee reviewed and considered the recently constructed Maugansville Elementary School (2008) and the renovation/addition project that occurred at Clear Spring Elementary

School in 2000.

It was noted that despite its central location, and proximity to both Winter Street and Conococheague Elementary, the “West City” Elementary School site is located on the western side of the existing Salem Avenue Elementary attendance zone. As a result, the current Salem Avenue Elementary attendance zone comes between the closing Winter Street Elementary attendance zone and the proposed “West City” Elementary site location. As had been previously discussed, it was reiterated that the entire Winter Street Elementary attendance zone is located within a 1-mile radius of the existing Salem Avenue Elementary School site. Pending the walking route distances per Board Policy EEA, portions of the existing Winter Street Elementary attendance zone could be considered as non-transportable to Salem Avenue Elementary School. Mr. Criswell reminded the committee that prior to the last redistricting efforts, 5th grade students residing in the Winter Street Elementary attendance zone attended Salem Avenue Elementary. A committee member stated that while they would have liked to have seen some of Winter Street students attend “West City” Elementary, due to the geographic location of the school facilities students from the current Winter Street Elementary attendance zone would have to have been transported past the Salem Avenue Elementary School in order to accomplish that. The committee member stated that it did not seem like a reasonable option, and based on the other options U.1 and R.1, and close proximity of Salem to this area, this seemed like the best recommendation. It was noted that the committee had previously reviewed and considered the recent renovation/addition project that occurred at Salem Avenue Elementary school in 2005. Mr. Criswell reminded the committee that one of the options would send some of the Winter Street students to the new Bester Elementary. The entire Winter Street Elementary School attendance zone is located within a 1.5 mile radius of the existing Bester Elementary School site.

The committee members re-stated their interest in Options U1 and R1, the westernmost portions of Ruth Ann Monroe Primary and Eastern Elementary that were proposed to be realigned to Salem Avenue Elementary School. These two options would result in approximately 105 K-5 students returning to Salem Avenue Elementary. A representative from the Transportation Department stated that all of these students are currently transported by bus to Ruth Ann Monroe Primary and Eastern Elementary. He noted that the majority of these students would be considered “non-transportable” if reassigned to Salem Avenue Elementary, and would walk to school based on the distance of their homes to that facility. A committee member stated that these students used to walk to Salem Avenue Elementary before these two areas were reassigned during a previous redistricting effort.

It was noted that at a previous meeting, the committee had revisited the last redistricting effort, and the first part of the Board’s February 19, 2013 Charge, in which it provided the BOE a recommendation to offer immediate enrollment relief to Pangborn Elementary School through the realignment of students to Paramount Elementary School. The committee had previously attempted to develop a recommendation that would impact as few students as possible while also avoiding the need to move those students again in the foreseeable future. At one of the previous FEAC meetings, the committee discussed the current success of the recent Pangborn Elementary School/Paramount Elementary School redistricting effort. In the committee’s last report to the Board, it was stated that the FEAC hoped that this group of students would not need to be moved again during the “West City” Elementary

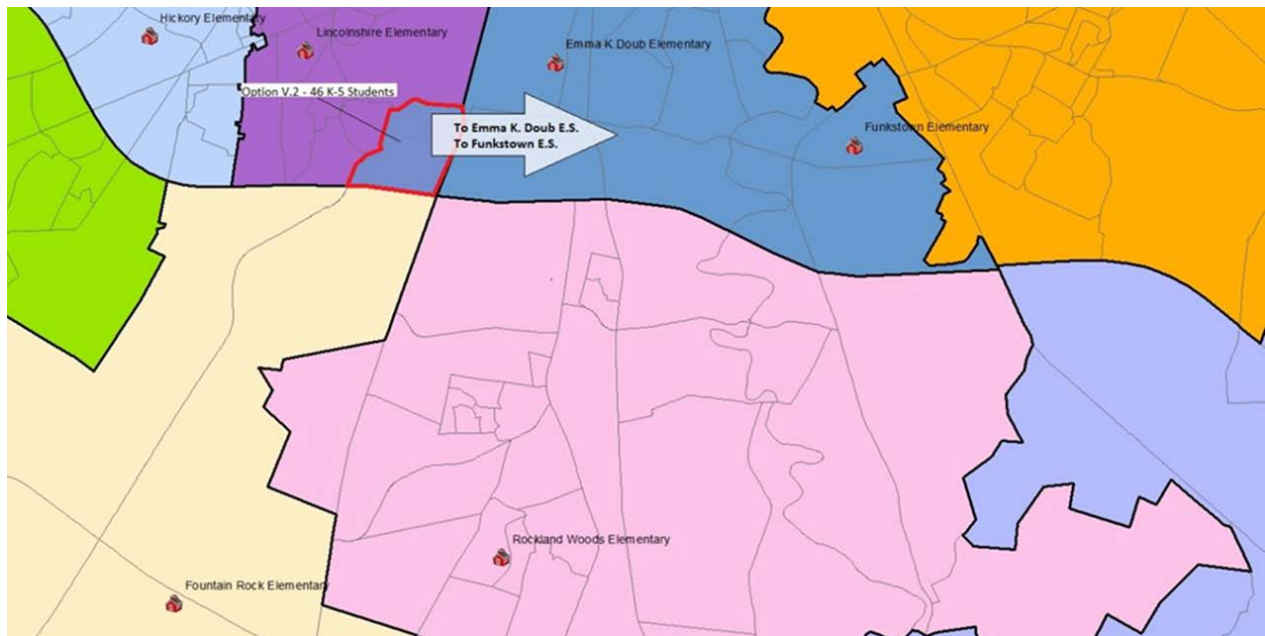
realignment. Mr. Criswell stated that based partially on this intent, the FEAC had focused on offering additional enrollment relief to Pangborn Elementary School through projected available capacity at Potomac Heights Elementary School via options T.1 and T.2. He noted that option T.2 was currently favored for consideration based on the lower number of students, and the available capacity at Potomac Heights.

Based on the baseline enrollment projections, the FEAC had previously determined that Lincolnshire Elementary School and Williamsport Elementary School were in need of immediate enrollment relief. Mr. Criswell noted that the committee reviewed available capacity and other factors at adjacent school attendance zones including Bester Elementary School, Fountain Rock Elementary School, and the new “West City” Elementary School. Option V.1, the southwestern portion of Lincolnshire Elementary, proposed to send 46 K-5 students to Fountain Rock Elementary. While the same physical area as Option V.1, Option V.2 would send those same students to Emma K. Doub Elementary/Funkstown Elementary in lieu of Fountain Rock Elementary. Mr. Criswell reviewed the information and illustrations for attendance zone Options V.2 as requested by FEAC at their April 8, 2014 meeting.

Option V.2

Current School Attended: Lincolnshire Elementary School
Proposed School to Attend: Emma K. Doub/Funkstown Elementary Schools
Number of Students: 46

OPTION	COMMENTS
<p>Option V.2: Area: Southeastern corner of the Lincolnshire Elementary School boundary</p> <p>This area generally is described by:</p> <ul style="list-style-type: none"> - properties to the west of Oak Ridge Drive, Garden Lane, and Fairway Lane to the west; -properties along Downsville Pike, Oak Ridge Drive, and Garden Lane to the north; -properties along the Emma K. Doub Elementary boundary to the east; - Properties north of Interstate 70 and the Fountain Rock Elementary boundary to the south <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 V.2 as discussed during meeting.)</p>	<p>Assign 46 K-5 students to Emma K. Doub/Funkstown Elementary Schools</p> <p>Move 46 K-5 students from Lincolnshire Elementary School</p>



Option V.2

This option would move approximately 46 K-5 students from the Lincolnshire Elementary attendance zone to the Emma K. Doub Elementary/Funkstown Elementary attendance zone. It was noted that this option was being considered due to the current and projected over enrollment conditions at Lincolnshire Elementary, and the projected available capacity at Emma K. Doub Elementary and Funkstown Elementary. It was noted that this area is located on southeastern corner of the existing Lincolnshire attendance zone, and is accessed by Downsview Pike, Oak Ridge Drive, Garden lane, and Fairway lane with close proximity to Interstate 70. This area includes the Oak Ridge Apartment complex. Mr. Criswell stated that students in this area are currently transported by bus to Lincolnshire Elementary and would continue to be transported by bus to both Emma K. Doub Elementary and Funkstown Elementary. It was noted that it would be a similar ride time based on the travel route to Emma K. Doub Elementary, but the Funkstown Elementary route would have a slightly longer ride time. It was noted that the County's "Blue Dot" map, which shows 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 V.2 would not be affected, (i.e. the middle school and high school boundary lines would remain unchanged).

The option increases the enrollment slightly at both Emma K. Doub and Funkstown Elementary schools and lowers the enrollment at Lincolnshire Elementary School. Mr. Criswell noted that Lincolnshire Elementary School currently has an overall FARM % rate of 72.8% and is a Title I facility. He stated 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. He stated that Emma K. Doub Elementary School currently has an overall FARM % rate of 55.6% and that Funkstown Elementary School currently has an overall Farm % rate 62.7 %, and is not a Title I facility. The general effect of this option could result in a slight increase in the overall FARM % at both facilities depending on the final attendance zones determined. Mr. Criswell stated that the general effect of this option would most likely not impact Lincolnshire's Title I designation. A committee member noted that at the previous meeting, they had heard from the Transportation Department that this option could create an issue for parents having students at two different campuses. A representative from the Transportation

Department noted that was correct, but it would not be an insurmountable issue, or a major deterrent from pursuing this option if that is what FEAC ultimately recommends. A committee member noted that adding that the distance/trip to Emma K. Doub was similar, but that the trip to Funkstown Elementary was not as practical as the straight commute to Fountain Rock Elementary School. The committee was in agreement to support Option V.1 in lieu of Option V2.

Mr. Criswell shared with the committee that based on the options under consideration by the committee at this time, there are approximately 1,000 students projected to be impacted by the committee's preliminary recommendations based on current enrollment data. He further broke down the figure stating that 445 of those students reside in the closing Conococheague and Winter Street attendance zones. He noted that approximately 155 students are Hager's Crossing residents, and would be non-transportable (walking) students to the new "West City" Elementary. Based on subtracting out these two components, the total additional students to be impacted under the current plan would be 399 students. From these projected 399 students, it is projected to offer enrollment relief at Eastern Elementary, Lincolnshire, Pangborn Elementary, Ruth Ann Monroe Primary, and Williamsport Elementary schools.

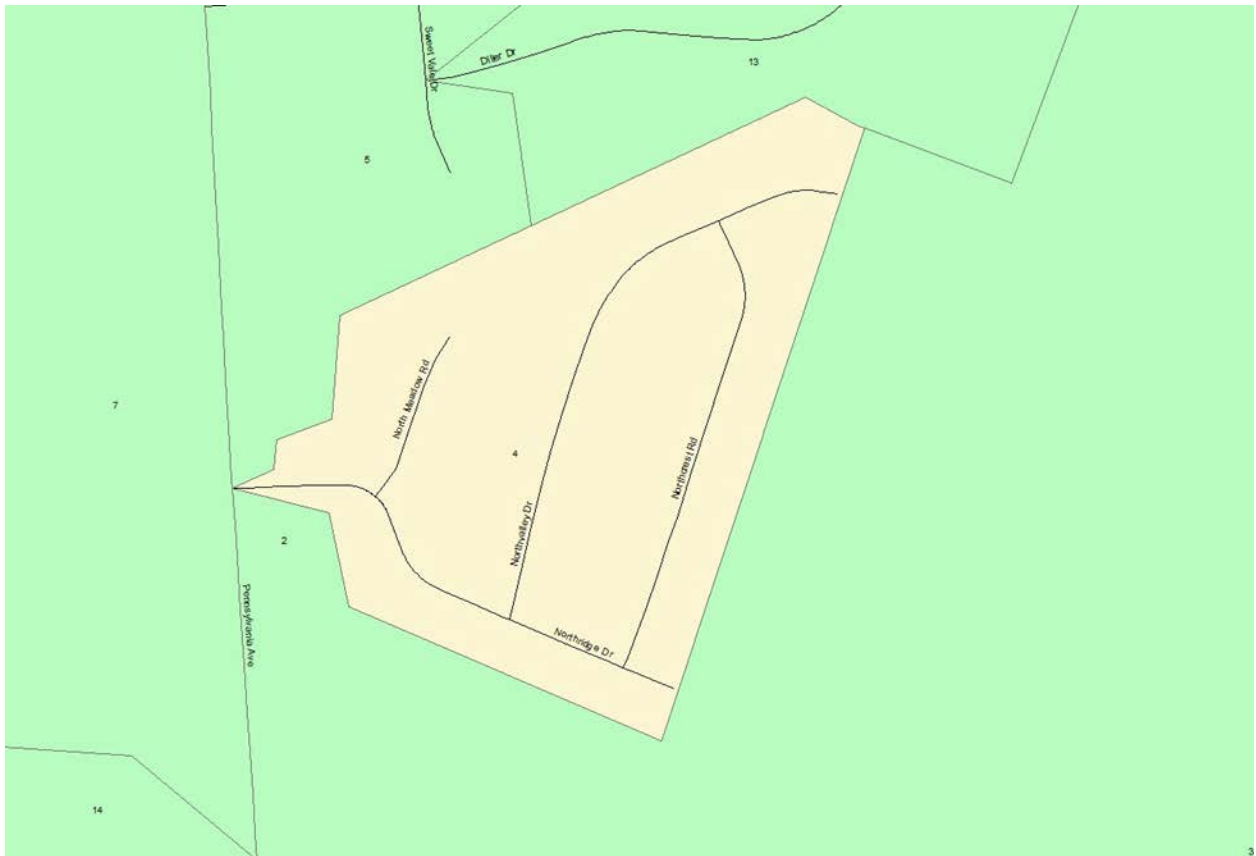
It was noted that the enrollment projections were recently approved by the Maryland Department of Planning, and resulted in some minor revisions to the Baseline information. Mr. Criswell reviewed with the committee the updated projected September 2018 projections, and the difference between the projected numbers the FEAC had used to date.

Adjusted for Pre-K Program	School	State-Rated K-5 Capacity	Actual September 2013 K-5 Enrollment	Projected September 2018 K-5 Enrollment	UPDATED Projected September 2018 K-5 Enrollment	Difference
	* Bester ES	568	427	438	433	(-5)
	Boonsboro ES	514	556	546	547	1
	Cascade ES	274	194	193	190	(-3)
	* Clear Spring ES	375	367	325	322	(-3)
	Conococheague ES	249	176	166	163	(-3)
	Eastern ES	567	483	572	574	2
	Emma K. Doub ES	299	304	235	253	18
	Fountain Rock ES	298	188	194	191	(-3)
	Fountaindale ES	352	351	349	361	12
	* Funkstown ES	150	50	51	51	0
	Greenbrier ES	252	197	189	187	(-2)
	* Hancock ES	278	237	204	203	(-1)
	* Hickory ES	215	206	204	200	(-4)
	* Lincolnshire ES	535	564	617	617	0
	Maugansville ES	735	645	669	668	(-1)
	Old Forge ES	377	312	259	258	(-1)
	Pangborn ES	745	745	750	745	(-5)
	Paramount ES	409	383	445	444	(-1)
	Pleasant Valley ES	229	232	207	204	(-3)
	Potomac Heights ES	274	214	219	217	(-2)
	* Rockland Woods ES	735	599	614	610	(-4)
	* Ruth Ann Monroe P	645	629	622	648	26
	* Salem Ave. ES	705	625	629	630	1
	* Sharpsburg ES	242	276	259	256	(-3)
	* Smithsburg ES	399	357	358	355	(-3)
	* West City E.S.	431	0	0	0	0
	* Williamsport ES	570	622	601	623	22
	* Winter Street ES	265	269	256	254	(-2)

The committee then reviewed updated middle and high school student projections for September 2018. Mr. Criswell showed a map of the current Middle and High school boundaries, and discussed the projected enrollments at each. Mr. Criswell reminded the committee that, at the previous FEAC meeting, the committee had looked at the projected enrollment figures for E. R. Hicks Middle School. It was stated that, based on current student data in the GIS system, current projections prepared by the WCPS demographic consultant of Public Pathways may be high in the out years. In discussing this with the demographer, it was agreed that the out year projections for this school would be further scrutinized during the next enrollment projection cycle, and would likely be lowered in the future. Mr. Criswell stated that the current GIS data shows that the projected enrollment at E.R. Hicks middle will most likely be much less than what is currently projected. He noted that the fall 2014 enrollment would be a good indicator of the true enrollment trend for E. R. Hicks Middle, as well as possible necessary modifications to the projections beyond 2015. A committee member noted that once that information is available, the committee could still revisit options for the Middle school attendance boundaries in time for the final report to the Board. Another committee member noted that any middle school boundary adjustment could also require a high school boundary adjustment. The committee agreed to wait for the fall 2014 enrollment before discussing or revisiting the Middle School and High School attendance zones.

Mr. Criswell indicated that presently there was an “island” of land, within the Western Heights attendance zone that attended Northern Middle School. The area is located off Pennsylvania Avenue and includes North Meadow Road, North Valley Drive, and North Crest Road. There was no knowledge as to how this area was overlooked in the past, but it was believed to be due to the farm land parcels in the area.

	OPTION	COMMENTS
14.	<p>Option: Middle School Administrative Boundary Change</p> <p>Area: Non-contiguous portion of the Northern Middle attendance zone within the Western Heights Middle attendance zone</p> <p>This area generally is described by:</p> <ul style="list-style-type: none"> -properties along Northridge Drive and North Meadow Road, and the Western Heights Middle attendance zone to the west; -properties along Northvalley Drive and the Western Heights Middle attendance zone to the north; -properties along Northvalley Drive and Northcrest Road, and the Western Heights Middle attendance zone to the east, and; -properties along Northridge Drive and the Western Heights Middle attendance zone to the south; <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 as discussed during meeting.)</p>	<ul style="list-style-type: none"> • Reassigns approximately 4 6-8 Northern Middle students to Western Heights Middle. • Eliminates non-contiguous boundary lines between Northern Middle and Western Heights Middle. • Does not affect high school attendance zone boundary lines (Area and surrounding areas continue to attend North Hagerstown High).



Administrative Middle School Option

The committee agreed to add this recommendation to reassign the area to Western Height Middle School as an administrative change. The GIS system was used to show that this area presently consists of 4 middle school students. The committee also looked at the number of elementary (3), and high school (10) students that lived in this area, even though the proposed change will not affect the elementary or high school attendance zones.

Closed Session:

Due to the confidentiality of the FARM information, the committee voted to go into closed session to discuss how the proposed elementary school attendance zone realignment options could affect the FARM rates of those schools involved for each of the options considered by the FEAC to date.

Community Attendance:

A parent attending the meeting was acknowledged by the Co-Chairperson's of the FEAC and allowed to ask a question. The citizen questioned if fifth grade students would be "grandfathered" in during the first year of redistricting as in the past years. A Staff member responded that the decision to "grandfather" grade 5 students the first year of implementation is the prerogative of the Board of Education, but is typically done, and addressed during the Board of Education's attendance zone realignment effort discussions.

Closing discussion:

The unanimous consensus of the committee was to move forward with presenting options A.1, B.1, C.1, D.1, E.1, F.1, G.1, H.1, I.1, J.1, K.1, L.1, M.1, N.2, O.1, P.1, Q.1, R.1, S.1, T.2, U.1, V.1, W.1, and the middle school administrative adjustment to the Board of Education, as an update. A committee member noted that this was not a formal vote, formal acceptance of these options, but was a stopping point for the FEAC at this point in the process. Mr. Criswell stated that that he will compile a draft report of the options to be presented to the Board of Education at the June 3 meeting for review and input by the FEAC at the next meeting. Mr. Criswell reminded the committee that they can update/revise the report again in the fall if needed, prior to the final report. Mr. Criswell will send the draft report to FEAC prior to their May 27 meeting, at which time members are welcome to share comments concerning the report.

Mr. Criswell closed the meeting by thanking committee members for their hard work. The next meeting is scheduled for May 27 at 6:30 p.m., in the auditorium at the Center for Educational Services. Also, on the agenda for that meeting will be review of the Draft 2014 Educational Facilities Master Plan.

The meeting was adjourned at 7:50 PM.