
DRAFT MEETING MINUTES
Facilities Enrollment Advisory Committee Meeting
May 26, 2015

Committee Members Present:

Mary Newby, Co-Chairperson/North Hagerstown Area Representative
Taylor Oliver, Co-Chairperson/Williamsport Area Representative
Heather Lindner, 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
Mark Mills, Director of Facilities Maintenance and Operations

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 Boonsboro Room of the Center for Education Services.

Approval of Meeting Minutes:

The April 28, 2015 Facilities Enrollment Advisory Committee meeting minutes were not approved due to lack of a quorum.

Review of the 2015 Educational Facilities Master Plan (EFMP): Mr. Criswell updated the committee on the Board of Education's review of the Draft 2015 Educational Facilities Master Plan at the May 19th work session. He noted that the Board of Education did not request any revisions to the Draft 2015 EFMP, and as a result, the entire document, and specifically Chapter 5 "Facilities Needs Analysis" had not been revised from what was discussed at the previous FEAC meeting and/or the draft sent to FEAC members for review. For an additional review of the document, he presented a brief PowerPoint to highlight the following:

- Washington County Public School's total infrastructure consists of 1,110 acres and 3,360,330 square feet of educational facility space; which is maintained by our maintenance department.
- Based on the age and number of school facilities and their expected life cycles, about one building per year, on average, needs to be replaced.
- An ideal preventive maintenance schedule for large systemic projects such as roofs, boilers, HVAC, etc. projects were outlined as well.

- Over the last nine (9) years, Washington County has received an average of \$8.3M to \$8.4M annually, from the state to support large capital and systemic projects.
- Mr. Criswell gave a brief review of Chapter 2 – “Community Analysis.” He identified the components that make up the analysis of the various communities surrounding each high school district in Washington County, and referenced examples within the document.
- Mr. Mills gave a brief review of Chapter 3 – “Inventory and Evaluation.” Included in this chapter is the facilities assessment chart and rating criteria along with a PSCP/IAC Form 101.1 required by the state, student capacity calculation, floor plan, and site plan for each school. Mr. Mills added that this information is used throughout the year by Facilities staff.
- Mr. Criswell reviewed Chapter 4 – “Enrollment Data.” He noted that the enrollment projections identified in this document were the same that had been previously reviewed by the FEAC, and approved by the Maryland Department of Planning.
- Mr. Criswell reviewed Chapter 5 and the 2015 Educational Facilities Master Plan Calendar. He noted that it had not changed from when it was first presented to FEAC at its April meeting. He reviewed the projects listed: Jonathan Hager Elementary, High School Capacity Project (HUB), Sharpsburg Elementary Replacement, Western Heights Middle Modernization, Springfield Middle Modernization, and Elementary School Capacity Projects. Mr. Criswell noted that during the last FEAC meeting, a committee member had questioned why Springfield Middle was selected for modernization instead of Boonsboro Middle. He referenced the committee to Chapter 3 – “Inventory and Evaluation,” and referenced the 2015 overall rating in the Middle School Facilities Assessment. He noted that Springfield Middle and Western Heights Middle had the two (2) lowest assessment scores. Mr. Criswell then referenced the committee to Chapter 5 and pointed out the multiple planned large systemic projects for Springfield Middle School. He noted that based on staff’s discussion, these projects could be combined into a single large modernization project listed in the large capital projects calendar. It was noted that the projects would remain listed separately in the systemic project calendar until funding becomes available in the future to support the current large capital project plan.
- Aging infrastructure was addressed with Mr. Criswell stating that currently there are four (4) schools over 50 years old. Mr. Criswell noted that if the current plan is completed [new Jonathan Hager Elementary School (closes Winter Street Elementary School/Conococheague Elementary School), Sharpsburg Elementary School (replaces Sharpsburg Elementary School), Western Heights Middle School, and Springfield Middle School] by 2025, Washington County Public Schools is still projected to have 14 schools that will be over 50 years old.
- Mr. Criswell reviewed the planned FY2017, FY2018, and FY2019 systemic project requests. He noted that just like the rest of the EFMP, these projects are updated annually and subject to a change in timing in future EFMP’s.

At the conclusion of the PowerPoint, Mr. Criswell asked if there were any questions. There were no additional questions or comments from the FEAC regarding the EFMP and the committee was unanimously in consensus to support the 2015 EFMP.

Review/Update of the Attendance Zone Realignment Process: Mr. Criswell shared that the Board of Education is scheduled to vote on the redistricting recommendations at next week's June 2, Board meeting.

Discussion of Future FEAC Meeting Dates and Schedule: The next meeting will not be until October or November when the 2016 student attendance figures are finalized for the 2015-2016 school year.