
MEETING MINUTES
Facilities Enrollment Advisory Committee Meeting
September 23, 2014

Committee Members Present:

Mary Newby, Co-Chairperson/North Hagerstown Area Representative
Taylor Oliver, Co-Chairperson/Williamsport Area Representative
Jennifer Ashbaugh, Smithsburg Area Representative
Anne Dunham, Williamsport Area Representative

Staff Members Present:

Chad Criswell, Senior Project and Planning Supervisor
Robert Rollins, Director of Facilities Planning and Development

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 May 27, 2014 Facilities Enrollment Advisory Committee meeting minutes were reviewed by the committee members that were present, and there were no comments or changes requested. The committee tabled the approval of the minutes until the next FEAC meeting, for lack of a quorum.

Review of 2016 Capital Improvement Plan:

Mr. Criswell presented a PowerPoint presentation with the FEAC that outlined the state and local Capital Improvement Plan for FY2016 (CIP). He noted that the CIP reflects the same priority order of projects as those previously reviewed and discussed by the FEAC in the 2014 Educational Facilities Master Plan (EFMP). The CIP is a document that reflects the funding requirements for the planned capital and systemic project schedule identified in the EFMP. Mr. Rollins shared that the only difference between the FY 2016 CIP document and the 2014 EFMP document was that the funding request year for the Fountain Rock Elementary roof replacement project was moved up from FY 2017 to FY 2016. It was noted that it was placed as the lowest priority project in FY 2016. Mr. Rollins stated that the intent was to make this a backup project, in the event that additional state and local funding becomes available. Mr. Criswell noted that if it did not receive additional funding, it or any other unfunded project would be requested again in the following FY 2017 CIP per the current schedule of the EFMP. Committee members were asked if they had any questions or comments regarding this year's document. The CIP is scheduled for submission to the Public School Construction Program by October 6, 2014.

A member questioned if the new "West City" Elementary School was going to be built with geothermal heating. Mr. Criswell stated that the design team had investigated multiple system designs for "West City" Elementary, and that a Variable Refrigerant Flow (VRF) system was going to be utilized. Mr. Criswell shared that the design team's investigation on Energy and Life Cycle costs, showed that the VRF system had a lower initial cost and 20 year life cycle cost. He stated that many factors including new technology, equipment, utility pricing, and building size/layout/design/location can ultimately result in a different "best" HVAC design recommendation for buildings constructed within a similar timeframe. A committee member asked if solar panels were considered as an option.

Mr. Rollins replied that the design team performed a study determine if solar panels were feasible, but that the results showed they were not based on WCPS's construction model. He noted that there are other counties where school systems had entered into agreements with private businesses to utilize solar panels. Private businesses are eligible for grants or federal credits that make a potential agreement and the use of solar panels more economically feasible. While WCPS has investigated this option, it had not yet seen an agreement that would be fiscally acceptable at this time.

Review of the Progress Report to the Washington County Board of Education – Considerations for a “West City” Elementary School Attendance Zone and Additional Attendance Zone Realignments and Board of Education (BOE) Feedback:

Mr. Criswell gave a recount of FEAC's Progress Report presentation to the Board of Education on June 3, 2014. The FEAC co-chairpersons stated that overall they thought it went very well, and had received compliments from several Board members for the committee's work. A committee member noted that they understood the Board wanted to see a complete, county wide redistricting plan and was concerned. Mr. Criswell noted that he was putting together this option for the Board, looking at various considerations including the potential for mandatory Pre-K. He stated that it was not a simple task due to planned development and other program specific considerations. Mr. Criswell stated that while he wished it was as simple as pushing a button on the GIS software program, it was a complicated process, and one in which he was trying to provide something of value. A committee co-chairperson stated that their understanding was this was just an exercise. They noted that at the meeting, a Board member had complimented the committee on impacting a low number of students. Mr. Criswell shared that a Board member had raised a question with regard to a boundary line on the southern edge of Recommendation #1. Mr. Criswell showed the Map on the screen, and pointed out where the boundary line cut between two neighboring parcels rather than along a street or alley. A committee member noted that in the more rural areas of the county, parcel lines were boundary lines, and neighbors could attend different schools. Mr. Criswell pointed out some options on how this condition could be alleviated, but noted that based on the geometry of this area, neighboring parcels, and parcels across the street could still end up having to attend different schools. A committee member stated that there needs to be a dividing line somewhere and changing the location could create a negative domino effect. The committee discussed the concern and agreed not to make any amendments to the recommendation at this point in time.

Mr. Criswell provided the committee with the latest 2014-2015 draft enrollment information for the proposed realignment recommendation areas. He explained that the form provides K-5 enrollment numbers for each recommendation area. The September 2014 enrollment data was displayed beside the September 2013 enrollment data that was identified in the Preliminary Report to the Board. He noted that the form also included historical enrollments for these recommendation areas from September 2010 – 2012, and a calculated five-year average for each area. It was noted that the enrollment for each of these areas were relatively stable. Mr. Criswell noted that the numbers were for actual enrollment, and would not account for future development or homes in each area. A committee member noted that the FEAC had discussed the potential developments for each area previously, and included that information in the preliminary report. Mr. Criswell noted that considerations for potential developments were included in the projected enrollments as well. Mr. Criswell pointed out that the draft 2014 cumulative enrollment for all of the recommendations is approximately 60 students less than the 2013 enrollment presented last year. A committee member noted that the number of students affected by Recommendation #1 was down a little from 2013, but based on the potential future homes in the Hager's Crossing area, it was probably a good thing. Mr. Criswell stated that he had reviewed the preliminary total school enrollment, and would bring a preliminary draft number of the September 30, 2014 enrollment to the next FEAC meeting. It was noted that over the summer, WCPS received a grant to add additional Pre-K programs at Clear Spring, Funkstown, Hickory, and Maugansville elementary schools. He added that based on his preliminary review, these programs did not appear

to negatively impact the proposed recommendations. He stated that subject to change, it appeared that Lincolnshire Elementary School is still continuing to be over enrolled, and that Bester Elementary School had grown a little more than what was anticipated based on a very large kindergarten class. Williamsport Elementary School's enrollment appeared to be down from 2013, but was still above state-rated capacity. Mr. Criswell noted that E. Russell Hicks Middle School's enrollment appeared to be similar to last year, and more in line with what the FEAC had discussed based on the GIS information he presented to them previously. He noted that this year's enrollment projections would be updated by Public Pathways, Inc. for this facility to reflect lower numbers more in line with the GIS system. Mr. Criswell added that the official September 30, 2014 enrollment figures will not be finalized for submission to the state until late October or early November, the figures available at the next meeting in October will be very close to the final ones.

Mr. Criswell shared that since the May 27th FEAC meeting, WCPS had received two (2) correspondence emails from the public, and distributed both to the members of the FEAC. He noted that one (1) of the correspondences had occurred the day before this meeting. Mr. Criswell stated that he would send electronic copies of the correspondences to all FEAC members via email at the conclusion of the meeting. A committee member noted that only one of the correspondence letters did not like a recommendation. A committee member stated that if they did not recommend Recommendation #12 then Williamsport Elementary School would remain above capacity, and Fountain Rock Elementary School would remain well below capacity. Another committee member noted that they did not like the idea of recommending removal of the Magnet Program, as many students had benefited from it in this county. The committee discussed the possibly of sending magnet students to one school, since parents are responsible for providing transportation. It was noted that it could eliminate the problem of overcrowding at Magnet schools, but that it could limit the participants in the magnet program due to geographic/logistic issues.

Discussion of the 2014 -2015 Preliminary Enrollment Information: Discussion of Future Committee Meeting Dates and Times:

Mr. Criswell shared that if the committee's goal is to bring its final recommendation to the Board of Education in December, it was going to need to vote on the recommendations in October, so the report could be generated, allow time for FEAC review, and have its final report ready by December. The committee discussed the timeline in preparation of FEAC's final recommendation for presentation to the Board of Education. The committee decided to meet two more times in October, the 14th and tentatively the 28th to work towards completing their BOE Charge. Mr. Criswell added that member attendance at the two meetings was important. For the October 14 meeting, the committee asked Mr. Criswell to review the proposed recommendations and updated enrollment for the impacted facilities. It was noted that this meeting could serve as an opportunity for the FEAC to ask any additional questions for any of the proposed recommendations, and/or offer other proposals or ideas for consideration. A committee member asked what options would be available for any FEAC member that could not attend to have their questions addressed. Mr. Criswell stated that he would make himself available to talk with any committee member that could not make the October 14 meeting in order to answer any questions. In addition, it was noted that all FEAC members could contact the co-chairpersons via phone or email with their comments or questions. During the October 28th meeting, Mr. Criswell will address any committee member questions or concerns that were not answered on the 14th. The FEAC will then vote on recommendations. Once the final recommendations are voted on and approved, Mr. Criswell will then be tasked with writing the draft of the final report. He will provide the FEAC members with the draft of the report for review prior to the December Board of Education meeting to ensure the report mirrors the intentions of the committee. Mr. Criswell added that the co-chairpersons will need to be in attendance at the December Board Meeting when the report is tentatively scheduled to be submitted, but that attendance by the entire committee would be welcome as well.

Adjournment: The meeting was adjourned at 7:45 PM.