

WASHINGTON COUNTY BOARD OF EDUCATION  
CHARGE TO THE  
FACILITIES AND ENROLLMENT ADVISORY COMMITTEE  
ISSUED BY THE  
WASHINGTON COUNTY BOARD OF EDUCATION

April 3, 2018

**Background**

The Washington County Board of Education, with the advice of the Superintendent, is responsible for determining the geographical attendance area of each public school in the county. The upcoming Sharpsburg Elementary Replacement School project and other areas of enrollment pressure have necessitated an examination of the current school attendance zones.

The Board of Education is requesting that the Facilities and Enrollment Advisory Committee (FEAC) conduct a review of specific current school attendance zones and recommend changes to such zones based upon current enrollment projections through the 2021-2022 school year that will best utilize available space.

School Board Policy JCA and Administrative Regulation JCA-R promulgated pursuant thereto, provide guidance in the establishment of school attendance areas (see Appendix A).

**Facilities and Enrollment Advisory Committee**

The Board of Education has established various advisory committees to the Board, pursuant to Policy BDF and Administrative Regulation BDF-R, including the Facilities and Enrollment Advisory Committee ("FEAC" or "Committee") (see Appendix A). The purpose of the FEAC is to review enrollment data and facilities usage information and to offer recommendations to the Board of Education on the most efficient and educationally effective use of school facilities (see Exhibit BDF-E(6), Appendix A). The Board of Education is vested with the authority to issue a charge to the FEAC setting forth the nature and scope of the Committee's assignment.

The Board of Education's charge to the FEAC is as follows:

## **The Nature and Scope of the Charge to the FEAC**

### **Coordination of Activities**

The FEAC is, at all times, to:

- Coordinate its work with the Superintendent or his designee.
- Provide periodic progress reports to the Board of Education, Superintendent, and the Board of Education's Facilities Committee, as needed or requested.
- Utilize the services of the Communications Officer to coordinate progress reports to the school community on a regular basis.

### **Scope of Work**

The FEAC, in its advisory capacity, is to:

- Develop a new attendance zone for the anticipated opening of the Sharpsburg Elementary Replacement School which includes recommendations for long-term enrollment relief at Boonsboro Elementary School and other adjacent schools as needed. The Sharpsburg Elementary School project is scheduled to be completed in time for the 2020-2021 school year.

### **Scope of Work – Guidelines**

The FEAC, in formulating its recommendations, is to consider the following factors:

- The impact of the proposed attendance area adjustments on the feeder patterns for elementary, middle, and high schools.
- The goal of assigning elementary students to matriculate to no more than three (3) middle schools and middle school students to matriculate to no more than two (2) high schools, if possible.
- The goal of assigning students of those schools studied so that the local-rated capacity (LRC) of each school is not exceeded, if possible. LRC is defined as:
  - 90% of state-rated capacity for elementary schools
  - 100% of state-rated capacity for middle schools
  - 100% of state-rated capacity for high schools
- The projected enrollment through 2021-2022 school year, including subsequent year projections.
- The goal of providing a reserve capacity in those schools studied to allow for future growth.
- The factors set forth in Board Policy JCA which, are as follows:

- *the educational opportunity afforded to students in each school involved;*
- *the long-range enrollment projections including consideration of anticipated future residential development/construction;*
- *the state- and local-rated capacity of affected schools;*
- *the geographic location of each school in relationship to the surrounding population areas;*
- *the current and projected student travel time;*
- *the continuing of the feeder school patterns;*
- *the opening of a new school or the necessity to close a school;*
- *the need to maintain racial balance in a school and/or the school system;*
- *the socio-economic composition of affected schools; and,*
- *the cost associated with the various options.*

While each of the factors listed above is to be considered, it may be impractical, in all cases, to reconcile each and every boundary line alternative with each and every factor.

#### Public Comment – Meetings and Deadlines

##### Public Comment

- The FEAC, in conjunction with the Superintendent or designee, may utilize the following measures, by way of example, to inform members of the public about the work of the FEAC and its recommendations: the Washington County Public Schools' (WCPS) website, social media, or other electronic communication avenues; written information to be placed in students' backpacks; WCPS' Connect5 system; Channel 99, radio and television announcements; and notices or news articles in a paper of general circulation in Washington County.
- The FEAC should seek and share information through appropriate channels. The WCPS' website will serve as the official communication tool to inform the school community about discussions and recommendations. The resources of the Public Information Office are available to support the FEAC in this effort.
- The FEAC may conduct community forums for the purpose of seeking comments from stakeholders. The location, length, and the procedures that govern such forums are to be determined by the FEAC and the Superintendent or designee.

##### Meetings

- Meetings of the FEAC are open to the public, as observers, not as participants, unless invited to speak by the chair.
- If necessary, meetings may be conducted at school locations in the communities that may be affected by the FEAC's recommendations.

- Meetings are to be scheduled as determined by the FEAC as necessary to comply with its charge.

#### Deadlines


- Recommendations shall be submitted in writing to the Board no later than April 2, 2019.
- Copies of the FEAC's report are to be provided to the Superintendent and the Chief Legal Counsel for formal review, prior to submission to the Board of Education for consideration.

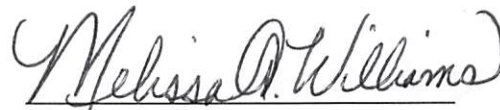
#### The Charge

The Washington County Board of Education hereby requests the FEAC to issue a written report(s) in accordance with this charge and the policies and regulations of the Washington County Board of Education.

#### Certification

On this 3rd day of April, 2018, the Washington County Board of Education, at its public business meeting, approved this charge to the Facilities and Enrollment Advisory Committee.

  
Dr. Boyd J. Michael, III  
Superintendent

  
Melissa A. Williams  
Board of Education President

## **APPENDIX A**

**WASHINGTON COUNTY BOARD OF EDUCATION**

**CHARGE TO THE**

**FACILITIES AND ENROLLMENT ADVISORY COMMITTEE**

**ISSUED BY THE**

**WASHINGTON COUNTY BOARD OF EDUCATION**

- 1) Policy JCA – *Establishment of School Attendance Areas*
- 2) Administrative Regulation JCA-R – *Establishment of School Attendance Areas Regulations*
- 3) Policy KD – *Opportunity for Public Comment at Board Business Meetings, Town Meetings, and Public Hearings and the Procedures Governing such Proceedings*
- 4) Policy BDF – *Advisory Committees to the Board of Education*
- 5) Administrative Regulation BDF-R – *Advisory Committees to the Board of Education*
- 6) Exhibit BDF-E(6) – *Facilities and Enrollment Advisory Committee*