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MEETING MINUTES  
Facilities Enrollment Advisory Committee Meeting  
May 29, 2018

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**Committee Members Present:**

Jennifer Ashbaugh  
Caren Cramer  
Angela Fentress  
Cory Moskowitz  
Kent Niedzielski  
Lura Norris  
Stephanie Pulver  
Leslee Smith

**Staff Members Present:**

Chad Criswell, Senior Project and Planning Supervisor  
Jeff Proulx, Chief Operations Officer  
Robert Rollins, Director of Facilities Planning and Development

**Others Present:**

None

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*Summary of the Discussion of the Facilities and Enrollment Advisory Committee:*

**Introductions and Review of Agenda:**

The meeting opened at 6:30 pm with a vote on the minutes from the April 24, 2018 committee meeting. Mr. Niedzielski motioned to accept the minutes as written. The motion was seconded and all members voted in favor of approving the minutes.

**Co-Committee Chairpersons nominated and approved:**

Mr. Criswell informed the committee that it would need to select a Chairperson, or Co-Chairpersons to represent the FEAC. It was noted that Caren Cramer and Jennifer Ashbaugh were the only two (2) FEAC members with prior experience on the committee. Mrs. Ashbaugh and Mrs. Cramer both agreed they would be willing to serve as Co-Chairpersons if that was the will of the FEAC. Mr. Moskowitz motioned that Mrs. Ashbaugh and Mrs. Cramer be selected as Co-Chairpersons for the FEAC. Mr. Niedzielski seconded the motion. All members voted in agreement to elect Mrs. Ashbaugh and Mrs. Cramer as Co-Chairpersons.

**Review of the 2018 Educational Facilities Master Plan:**

Mr. Criswell and Mr. Rollins presented the Draft 2018 Educational Facilities Master Plan (EFMP). It was noted that it was the same presentation that was given to the Washington County Board of Education (WCBOE) at its May 22<sup>nd</sup> Work Session meeting.

The EFMP is an annual requirement of the Maryland Department of Planning (MDP). Once approved, it provides the 10 year plan that serves as the basis for the annual Capital Improvement Plan (CIP). The CIP

is reviewed by the local government, the Public School Construction Program, the Interagency Committee on School Construction, and the Board of Public Works. Both of these documents (EFMP and the CIP) are updated annually. The 2018 EFMP will be used as the basis for the creation of the CIP for Fiscal Year 2020 that will be submitted later this fall.

The Draft 2018 EFMP contains the following Chapters:

- Chapter 1 Goals, Factors and Guidelines
- Chapter 2 Community Analysis
- Chapter 3 Inventory and Evaluation
- Chapter 4 Enrollment Data
- Chapter 5 Facilities Needs Analysis

Staff reviewed current infrastructure facts about WCPS' facilities:

Site Area to Maintain - 1,172 Acres

- Parking Lots, Athletic Fields, Outdoor School, etc.

Educational Facilities to Maintain – 47

- 26 Elementary School Facilities (1,409,309 sq. ft.)
- 7 Middle School Facilities (748,670 sq. ft.)
- 9 High School Facilities (1,074,937 sq. ft.)
- 4 Instructional Center Facilities (144,834 sq. ft.)

Educational Facilities Total Sq. Ft. - 3,377,750 sq. ft.

It was noted that on an ideal Preventive Maintenance Plan, the Expected Life-Cycle of a building is approximately 50 years, which means WCPS should be replacing or renovating a school approximately every year.

Ideal Preventive Maintenance Program			
Component*	Quantity	Expected Life-Cycle (Years)	Calculated Average Replacement Per Year
<b>Buildings</b>	<b>47</b>	<b>50 years</b>	<b>0.94</b>
Roofs	47	20 years	2.35
Boiler Systems	30	30 years	1.07
Chiller Systems	27	25-30 years	0.90
HVAC Systems	47	25-30 years	1.57
Electrical Distribution	47	30 years	1.57
Parking Lots	47	15 years	3.13

Staff reviewed the 2017 EFMP Large Capital Projects Calendar (FY 2018-2027) and noted that the current plan as proposed by the Board of County Commissioners (BoCC) resulted in a new or renovated school being constructed every 4 years... or a 188 year expected life cycle. The 2017 plan identified the Urban Educational Campus, a replacement facility for Sharpsburg Elementary, and modernizations for Western Heights Middle School, Springfield Middle School, and Hickory Elementary School.

## Washington County Draft Capital Improvement Plan

Washington County 10 Year Capital Improvement Plan Fiscal Year FY 2019 -2028  
Impact on 2017 Educational Facilities Master Plan Calendar

PROJECT	COMPLETION DATE	FISCAL YEAR												COMMENTS
		'18	'19	'20	'21	'22	'23	'24	'25	'26	'27	'28	'29	
Urban Educational Campus - BOE Component	Aug - 2019	P/C	C	C/O										In Local FY18 CIP to start FY18
Sharpsburg Elementary Replacement	Aug - 2020	P	C	C	O									In Local FY18 CIP to start FY18
Western Heights Middle Modernization	Aug - 2023			FA	P	C	C	C	C/O					In Local FY18 CIP to start FY21
Springfield Middle Modernization	Aug - 2025							FA	P	C	C	C	C/O	In Local FY18 CIP to start FY24
Hickory Elementary Modernization	Aug - 2029													Not in Local FY18 CIP

FA=Facility Analysis P=Planning C=Construction  
All projects in Planning beyond FY 2019 are subject to future adjustments based on

**4 Years - Expected Life Cycle of 188 years**

**Number of Buildings x Years between Opening = Expected Life Cycle**

Twenty-four (24) schools within Washington County were built in the 1970's or earlier. This means that these facilities are fast approaching (or have reached 50 years in age. Along with age, the facilities also have other conditions that need to be improved. Seventeen (17) of the 47 facilities are either "open" schools or "partially open" schools, which can create certain issues.

This year the Facilities Planning and Development Department was tasked with creating a plan that is both fiscally responsible and provides the greatest impact to the largest number of students served. Staff noted that Chapter 3 of the 2018 Educational Facilities Master Plan identifies the lowest ranking elementary school facilities as follows:

Elementary School	Facilities Assessment Rank (26 Facilities)
Sharpsburg Elementary	26th
Hickory Elementary	25th
Hancock Elementary	24th
Greenbrier Elementary	23rd
Old Forge Elementary	22nd
Fountain Rock Elementary	21st
Potomac Heights Elementary	20th
Fountaindale Elementary	19th

The schools listed above currently have a state-rated capacity (SRC) that is below 400 students. It was noted that Sharpsburg Elementary was in process to be replaced by August of 2020 with a 471 student facility. A map was shown that displayed schools that were over or under a SRC of 400 seats. The map displayed that Hickory Elementary and Fountain Rock Elementary share a contiguous attendance zone boundary, Old Forge Elementary and Greenbrier Elementary share a contiguous attendance zone boundary, and Potomac Heights Elementary and Fountaindale Elementary share a contiguous attendance

zone boundary. Staff commented that if you were to compare Washington County Public Schools to nearby Maryland counties, Carroll County has an enrollment similar to WCPS but has fewer facilities. Frederick County has almost double WCPS's enrollment, but only approximately 1.5 times the number of facilities.

The Draft 2018 EFMP plan proposes to construct three (3) new, larger elementary facilities to replace the identified six (6) small elementary facilities.

## 2018 Educational Facilities Master Plan

	Elementary School	Facilities Assessment Rank	SRC	Original Construction Year	Addition	Sq. Ft.	Acres	Public Water / Sewer	Open School	Portable Classrooms	
Adjacent Attendance Zone	Hickory Elementary	25	232	1975		39,571	10.2	Yes	Yes	0	
	Fountain Rock Elementary	21	298	1970	2009	36,314	16.6	No	Yes	1	
Adjacent Attendance Zone	Greenbrier Elementary	23	252	1971		36,835	9.1	No	Yes	3	
	Old Forge Elementary	22	377	1970	1995	40,777	15.0	No	Yes	2	
Adjacent Attendance Zone	Fountaindale Elementary	19	352	1949	1954,1968	53,406	9.7	Yes	No	4	
	Potomac Heights Elementary	20	294	1970		37,347	13.1	Yes	Yes	2	
			1,805			244,250	73.69				12
Elementary School		Facilities Assessment Rank	SRC	Original Construction Year	Addition	Sq. Ft.	Acres	Public Water / Sewer	Open School	Portable Classrooms	
School "1" (close Hickory/Fountain Rock)		New	785	2023		86,160	CES	Yes	No	0	
School "2" (close Greenbrier/Old Forge)		New	785	2025		86,160	15 +/-	Yes	No	0	
School "3" (close Fountaindale/Potomac Heights)		New	785	2027		86,160	15 +/-	Yes	No	0	
			2,355			258,480	30 +/-				

Staff discussed that the plan of closing six (6) existing schools and opening three (3) new schools has the potential to save \$36 million in total construction costs. Construction of three (3) new buildings is estimated at approximately \$112 million, while renovating six (6) identified schools is estimated at approximately \$158 million. The plan would also reduce the number of buildings that WCPS has to maintain in the future. Based on the proposed schedule of opening three (3) schools, and in an effort to potentially further reduce costs, a single Architect would be hired to design a prototype 5-round elementary school. The design would have flexibility to allow for it to be built as a 3 or 4-round school as enrollment needs would dictate. The plan would call for a school to be built every two years. The 1<sup>st</sup> prototype school is proposed to be built on property that exists at the Center for Educational Services to replace the Hickory Elementary and Fountain Rock Elementary schools. Land for the 2<sup>nd</sup> and 3<sup>rd</sup> prototype schools would need to be identified and purchased in the future.

Staff noted that in addition to the construction cost savings, each replacement school would save approximately \$1.25 million in annual operational costs over the operation of two (2) schools (if modernized) it would replace. In addition to potential capital and operational cost savings, the anticipated educational opportunities are also a vital piece of this plan. The plan currently would increase supervision and safety at the new facilities. It also facilitates the elimination of 12 portables classrooms currently

installed at the identified schools. Additional dedicated pre-kindergarten space would be added through this plan as well as increased full time support staff. Overall, the plan should provide increased educational opportunities for more students in a quicker time frame than what would be expected renovating six (6) schools. Additionally, all of the new schools would be on public water and sewer systems.

Major systemic projects were also discussed as they apply to the 2018 EFMP are listed below:

**Major System Projects**

- Boonsboro Elementary School – Roof replacement
- South Hagerstown High School – Roof replacement
- North Hagerstown High School – Chiller replacement
- Smithsburg High School – HVAC replacement
- Williamsport Elementary School – Roof replacement
- Hancock Middle/High School – Boiler replacement
- Smithsburg High School – Roof replacement
- Wash. Co. Technical High School – Electrical distribution replacement
- Williamsport High School – HVAC replacement
- Williamsport High School – Electrical distribution replacement

A committee member was curious about the procedure for the WCBOE to obtain land for school construction. Staff responded that members of WCPS and various Washington County Government agencies form a committee to review and recommend land opportunities to the BoCC in appropriate areas when needs arise. The committee reviews multiple sites, and provides a report to the BoCC and WCBOE which outlines a number of different components and costs. It is then up to the BoCC to purchase the needed property.

A committee member asked if the BoCC was in support of this plan since it offered significant savings in both capital and operational costs. Staff advised that after the EFMP is approved by the WCBOE, staff would begin working on the Capital Improvement Program (CIP). The CIP, once approved by the WCBOE, is presented to the BoCC. Staff noted that the plan does not impact anticipated requested funding in the FY 2020 CIP. This would allow a potential revision to the plan in next year's EFMP if it did not receive support. A committee member noted that the plan makes sense, but has concerns on whether the BoCC would support it.

Committee members inquired about the draft EFMP removing recommendations for improvements to secondary schools at this time that were previously included in last year's EFMP. A committee member stated that it made sense to focus on the elementary schools and go for the greatest impact for the least amount of dollars, but would like to see middle schools remain on the calendar as well. Another committee member stated that the BoCC already can't afford the proposed schedule for the secondary schools, and prolonged the construction schedule for those two (2) projects alone. A committee member stated that the plan had to start somewhere and asked if the secondary schools could be added back in to the schedule in a future EFMP. Staff indicated that they could be.

Mrs. Cramer asked the committee if there was any additional comments or discussion regarding the Draft 2018 EFMP. There were none. Mrs. Pulver motioned that the FEAC supported and recommended

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approval of the 2018 EFMP, and to include that the FEAC has expressed concerns with the county's aging middle and high school facilities. The FEAC supports the Board's efforts to start with this plan, and hopes that state and local funding authorities will also acknowledge and rectify the impending infrastructure issues that are being addressed in this plan, and in future master plans. Mr. Niedzielski seconded the motion.

**Working Document #2:**

Due to time constraints Working Document #2 was not discussed and will be discussed at the next meeting of the FEAC.

The meeting was adjourned at 8:00 pm.

Submitted by: Wendy Smith