
MEETING MINUTES
Facilities Enrollment Advisory Committee Meeting

October 17, 2018

Committee Members Present:

Caren Cramer
Patti Felix
Angela Fentress
Kent Neidlinski
Lura Norris
Patti Rhodes
Lesley Smith

Staff Members Present:

Joshua Schleicher, Assistant Supervisor of Transportation
Chad Criswell, Senior Project and Planning Supervisor
Robert Rollins, Director of Facilities Planning and Development
Jana Palmer, Director of Elementary Education

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

I. Review of the Agenda and Approval of the Draft Meeting Minutes from August 8, 2018 meeting:

A quorum was present for the meeting. A co-chairperson asked if any of the committee members present had any changes to the draft minutes as there were written. There were no comments or recommended changes. A motion was made to approve the minutes as written and that motion was seconded. The minutes for the meeting were approved by all FEAC Members in attendance to be posted to the website.

II. Review of Working Document #4 (WC4) – Considerations for Developing a New Sharpsburg Elementary School Attendance Zone and Additional Attendance Zone Realignment.

Working Document #4 is attached to these FEAC meeting minutes.

Working Document #4 (WD4) was presented to the FEAC for discussion. WD4 contained updated enrollment information for all of the option areas considered by the FEAC. This enrollment information was taken from the Synergy Student Information System (Synergy) on 9/28/18. Staff conveyed that official enrollment numbers could vary by 1 or 2 students for each option area, pending final review from the Maryland State Department of Education. It was noted that the final, official enrollment would be available and utilized before the final report is presented for approval.

Options A1; B1; and C1 would all go to Sharpsburg Elementary. Staff reviewed the 9/28/18 enrollment for these three (3) areas, and noted that the K-5 students generated in these areas remained consistent with the previous 6 year enrollment history.

Option A.1		Option B.1	
School Year	# of K-5 students on 9/30	School Year	# of K-5 students on 9/30
2018-2019*	11	2018-2019*	98
2017-2018	9	2017-2018	98
2016-2017	8	2016-2017	101
2015-2016	8	2015-2016	98
2014-2015	11	2014-2015	97
2013-2014	10	2013-2014	103
2012-2013	12	2012-2013	122

Option C.1	
School Year	# of K-5 students on 9/30
2018-2019*	18
2017-2018	19
2016-2017	22
2015-2016	22
2014-2015	29
2013-2014	32
2012-2013	38

**2018-2019 enrollment was taken from Synergy on 9/28/18 – however, it has not been verified/confirmed by the Maryland State Department of Education. While unlikely, this means there is a small chance the 2018-2019 numbers could change by 1 or 2 students for each option area.*

Staff noted that the FEAC reached unanimous consensus that Options G.1, H.1, E.1, and D.1, are not currently being considered for recommendation to the Board unless enrollment in September 2018 would dictate it to be necessary. The FEAC reached unanimous consensus to review Option F1 further, that this option was not currently being considered, but could be in conjunction with, or as a replacement to Option C.1, after the fall enrollment data was available. Staff reviewed the 9/28/18 enrollment for these five (5) areas, and noted that the K-5 students generated in these areas remained consistent with the previous 6 year enrollment history.

Option D.1		Option E.1	
School Year	# of K-5 students on 9/30	School Year	# of K-5 students on 9/30
2018-2019*	7	2018-2019*	11
2017-2018	4	2017-2018	13
2016-2017	5	2016-2017	10
2015-2016	5	2015-2016	10
2014-2015	3	2014-2015	14
2013-2014	4	2013-2014	15
2012-2013	3	2012-2013	23
Option F.1		Option G.1	
School Year	# of K-5 students on 9/30	School Year	# of K-5 students on 9/30
2018-2019*	14	2018-2019*	31
2017-2018	12	2017-2018	32
2016-2017	17	2016-2017	32
2015-2016	16	2015-2016	28
2014-2015	18	2014-2015	26
2013-2014	24	2013-2014	23
2012-2013	21	2012-2013	29
Option H.1			
School Year	# of K-5 students on 9/30		
2018-2019*	5		
2017-2018	7		
2016-2017	2		
2015-2016	3		
2014-2015	5		
2013-2014	7		
2012-2013	8		

**2018-2019 enrollment was taken from Synergy on 9/28/18 – however, it has not been verified/confirmed by the Maryland State Department of Education. While unlikely, this means there is a small chance the 2018-2019 numbers could change by 1 or 2 students for each option area.*

Staff went on to review the draft 9/28/18 enrollment for the schools under review by the FEAC.

Baseline Information with DRAFT 9/28/2018 Enrollment

	K-5 Adjusted State Rated	K-5 Enrollment Sept. 29, 2017	Projected K-5 Enrollment 2018	K-5 Enrollment Sept. 28, 2018*	Projected K-5 Enrollment 2021	Projected K-5 seats available 2021	Projected 2021 Percent Capacity	Options "In"	Options "Out"
Boonsboro ES	494	533	539	552	604	-110	122%		
Fountain Rock ES	278	251	257	229	292	-14	105%		
Pleasant Valley ES	209	224	218	224	229	-20	110%		
Rockland Woods ES	731	543	547	546	602	129	82%		
Sharpsburg ES	431	245	236	231	247	184	57%		
Elementary School Total	2,143	1,796	1,797	1,782	1,974	169			
<i>Adjustments indicate: 20 pre-kindergarten seats at Boonsboro ES, Fountain Rock ES, Pleasant Valley ES, Rockland Woods ES</i>									
<i>40 pre-kindergarten seats at Sharpsburg ES</i>									

*2018-2019 enrollment was taken from Synergy on 9/28/18 – however, it has not been verified/confirmed by the Maryland State Department of Education. While unlikely, this means there is a small chance the 2018-2019 numbers could change by 1 or 2 students for each school.

This enrollment information was taken from Synergy on 9/28/18. Staff conveyed that official enrollment numbers could vary by 1 or 2 students for each option area, pending final review from the Maryland State Department of Education. It was noted that the final, official enrollment would be available and utilized before the final report is presented for approval. Staff indicated that based on the draft 9/28/18 enrollment numbers, the projections appear to be relatively stable for the next couple of years for Boonsboro ES, Pleasant Valley ES, Rockland Woods ES, and Sharpsburg ES. It was noted that with the 11% less students at Fountain Rock Elementary this Fall than what had been projected, there would most likely be a reduction to future enrollment projections for this facility when they are generated this Spring.

Difference between Projected 2018 Enrollment and DRAFT 9/28/2018 Enrollment

	Projected K-5 Enrollment 2018	K-5 Enrollment Sept. 28, 2018*	Difference	% Difference
Boonsboro ES	539	552	13	2.4%
Fountain Rock ES	257	229	-28	-10.9%
Pleasant Valley ES	218	224	6	2.8%
Rockland Woods ES	547	546	-1	-0.2%
Sharpsburg ES	236	231	-5	-2.1%
Elementary School Total	1,797	1,782	-15	

**2018-2019 enrollment was taken from Synergy on 9/28/18 – however, it has not been verified/confirmed by the Maryland State Department of Education. While unlikely, this means there is a small chance the 2018-2019 numbers could change by 1 or 2 students for each school.*

A committee member asked if any of the other four (4) facility's actual September 2018 enrollment would result in major changes or revisions to their enrollment projections, specifically in the 2021 projection year. Mr. Criswell indicated that being within 3% of the 2018 projections, and looking at various class sizes, he did not see anything that would indicate a major enrollment projection revision to these four (4) facilities. He noted there could be some minor changes, and that it could all change again at any point if new development is proposed in the future, but should be considered stable at this time. Staff went on to review the special permission and magnet program at Boonsboro Elementary in September of 2018. Mr. Criswell reminded the FEAC of the impact of special permissions and magnet programs pose to forecasting enrollment. Student enrollment in magnet programs begins with second grade and staff tracks this information.

2nd Grade Magnet Student Distribution Impact on Projections

2nd Grade Magnet Student Distribution - 2018-2019 School Year					2nd Grade Magnet Student Distribution - 2017-2018 School Year			
	Total in Class	Total in District	Total out of District			Total in Class	Total in District	Total out of District
Boonsboro ES	26	13	13		Boonsboro ES	24	18	6

CLOSED SESSION

A motion was made to enter into closed session to hear specific racial composition and socio-economic details on the proposed option areas, and the anticipated impact on the affected schools from staff, and that motion was seconded.

While in closed session the FEAC discussed free and reduce meal (FARM) rates, racial composition, and other socio economic information related to the data beginning reviewed. The data is confidential in nature and will not be posted to these minutes.

The Committee exited closed session.

Mr. Criswell asked the FEAC if, based on the information shared in Working Document #4 and the information reviewed in closed session, the FEAC would like to revise the preliminary recommendations it had decided upon in August. He reminded the FEAC that it had previously agreed that Options A1, B1, and C1 would be presented to the Board of Education in November as Preliminary Recommendations for comment and input. Mr. Criswell stated that FEAC had previously reached unanimous consensus that Options G.1, H.1, E.1, and D.1 were not to be considered as preliminary recommendations to the Board unless enrollment in September 2018 would dictate it necessary. And finally, he noted that the FEAC had reached unanimous consensus to review Option F1 further, that this option was not currently being considered, but could be in conjunction with, or as a replacement to Option C.1, after the fall enrollment data was available.

The FEAC noted that, based on the information from Working Document #4 and discussions during closed session, that the Preliminary Report to the Board would only include Options A.1, B.1 and C.1. The FEAC noted that the remaining Options D.1, E.1, F.1, G.1 and H.1 could be reconsidered pending Board comment from the Preliminary Report.

Staff shared with the FEAC that a citizen inquiry had been received via email inquiring if the committee was reviewing the Rockland Woods enrollment area, specifically with regard to the current middle school and high school feeder patterns. Staff responded to this concern and shared both the initial email and response with the committee.

A committee member asked if the citizen responded to the email response from staff. Staff noted that “to date” there had been no response. Staff indicated that if there was a response, it would be shared with the FEAC.

A committee member motioned to adjourn the meeting and this motion was seconded.

III. Discussion of Future FEAC Meeting Dates.

The next meeting will be held after the completion of a doodle poll identifies the best date for the meeting.

The meeting ended at 8 pm.