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MEETING MINUTES  
Facilities Enrollment Advisory Committee Meeting

December 12, 2018

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**Committee Members Present:**

Jennifer Ashbaugh  
Caren Cramer  
Angie Fentress  
Kent Niedzielski  
Lura Norris  
Stephanie Pulver  
Patti Rhodes  
Lesley Smith

**Staff Members Present:**

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

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

**I. Review of the Agenda and Approval of the Draft Meeting Minutes from October 17, 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 5 - Considerations for Developing a New Sharpsburg Elementary School Attendance Zone and Additional Attendance Zone Realignments.**

Mr. Criswell presented Working Document #5 (WD5) to the FEAC for discussion.

**Facilities Enrollment Advisory Committee (FEAC) Progress Report on the New Sharpsburg Elementary School Attendance Zone**

At the November 13, 2018 meeting, the FEAC co-chairpersons presented a Progress Report to the Board of Education (BOE) to highlight the work of the FEAC to date. The Progress Report identified and provided maps and details of the preliminary recommendations from the committee. The preliminary recommendations included:

- Option A.1 (Preliminary Recommendation #1)
- Option B.1 (Preliminary Recommendation #2)
- Option C.1 (Preliminary Recommendation #3)

Options A.1, B.1, and C.1 received unanimous consensus from the FEAC at the August 8, 2018 and the October 17, 2018 FEAC meetings to be presented to the BOE as preliminary recommendations. At the completion of the Progress Report presentation, the FEAC co-chairpersons provided an opportunity for the BOE to ask any questions or provide any comments. Members of the BOE complimented and thanked the FEAC for its work to date, and had no additional comments or questions for the FEAC co-chairpersons. A copy of the Progress Report is included at the end of this Working Document #5.

## Travel Time Update

While considering each option, the FEAC was advised of both current and projected student travel time. With the assistance of the Washington County Public Schools Transportation Department (Transportation) the FEAC was provided with estimated travel times. Transportation reviewed actual driving times from sample residences to their current elementary school destinations, and to their proposed elementary school destinations. Information from Transportation indicated whether the proposed route would be approximately the same, significantly longer, or significantly shorter for each option under consideration.

In Working Document #1 (on page 13), the FEAC was advised that:

*“... student travel time can change year to year, based on a large number of factors. The number of bus routes, available buses, number of stops on a route, etc. all can change year to year, with no attendance zone realignment. A student could have had a 15 minute travel time to school last year, and a 20 minute travel time this year because of additional student pick-ups (stops) required after the time that they got on to the bus. Travel times between bus routes can vary significantly depending on the area of the county in which the student resides, and the school that they attend.”*

The FEAC was also advised that:

*“After the initial recommendations are determined, transportation staff will actually drive these routes to verify the estimated time frames are accurate, and staff will update the committee if there is a significant variance. “*

Transportation staff completed route analyses for Options A.1, B.1, and C.1.

**Option A.1** - At the May 29, 2018 FEAC meeting, the FEAC was told that travel times – *“...should be generally similar (or less) to the current travel time to Boonsboro Elementary School based on proximity of this area to Sharpsburg Elementary School.”*

Realigning the attendance zone per Option A.1 may result in a five (5) minute shorter bus route: Transportation determined that the current A.1 area total bus travel time is approximately 33 minutes from first pick-up (student) to drop-off at Boonsboro Elementary. The new route (using current residences), if implemented today, would have a total bus travel time of 28 minutes from first pick-up (student) to drop off at Sharpsburg Elementary. Individual student ride times (pending the residence/location) could be shorter or longer or by 5-6 minutes.

**Option B.1** - At the May 29, 2018 FEAC meeting, the FEAC was told that travel times – *“...should be generally similar (or less) to the current travel time to Boonsboro Elementary School based on proximity of this area to Sharpsburg Elementary School.”*

Realigning the attendance zone per Option B.1 may result in a three (3) minute shorter bus route: Transportation determined that the current B.1 area total bus travel time is approximately 21 minutes from first pick-up (student) to drop-off at Boonsboro Elementary. The new route (using current residences), if implemented today, would have a total bus travel time of 18 minutes from first pick-up (student) to drop off at Sharpsburg Elementary. Individual student ride times (pending the residence/location) could be shorter or longer by 5-6 minutes.

**Option C.1** - At the May 29, 2018 FEAC meeting, the FEAC was told that travel time – *“...should be generally the same or slightly more than current travel time based on proximity.”*

Realigning the attendance zone per Option C.1 may result in an eight (8) minute longer bus route: After running the route, Transportation indicated that the current C.1 area total bus travel time is approximately 28 minutes from first pick-up (student) to drop-off at Pleasant Valley Elementary. The new route (using current residences), if implemented today, would have a total bus travel time of 36 minutes from first pick-up (student) to drop off at Sharpsburg Elementary. Individual student ride times (pending the residence/location) could be shorter or longer by 10 minutes.

The above times also represent the return route from departure from the school, to the last drop-off (student) on each of the respective routes. The FEAC should understand that these travel times could vary in the future based on a number of continually changing conditions, etc.

Transportation also indicated that some students on these three routes could be picked-up or dropped-off as much as 15 minutes earlier or later than their current pick-up/drop-off time. It was noted that during a school year, pick-up and drop-off times may change based on

additional students and residences added within a Bus Service Area. This could change as much as 10 -15 minutes over the course of a school year. The initial and closing bell time for the three (3) impacted schools also will play a small role in the pick-up/drop off time of the bus. The current bell times for these three (3) facilities are:

- Boonsboro Elementary: 7:55 a.m. – 2:25 a.m.
- Pleasant Valley Elementary: 7:40 a.m. – 2:10 a.m.
- Sharpsburg Elementary: 7:45 a.m. – 2:15 a.m.

Disclaimer: WCPS and the Transportation department may adjust bell times at any WCPS facility in the future based on resources and need. The new Sharpsburg Elementary, or any of the impacted facilities could have a revised bell schedule pending a number of factors.

### **III. Committee Member Vote on the Final Recommendations for a New Sharpsburg Elementary School Attendance Zone and Additional Attendance Zone Realignment**

Prior to the voting the Co-Chairs made a statement to the committee members.

*Tonight, our goal is for the FEAC to vote on final recommendations in accordance with the April 3, 2018 Charge from the Board of Education. Currently, this committee has three (3) options that are considered preliminary recommendations. Each option that this committee intends to present to the Board as part of the final report, needs to be approved through a formal vote.*

*If an option receives a motion, a second, and then a majority “yes” vote, the option will become a final recommendation from this committee. These final recommendations will then be compiled by staff into a report document, which will be presented by the FEAC to the Board of Education for its consideration.*

*As co-chairperson’s, we cannot make the motion, or provide the second.*

*It is important to note that the final recommendations from the FEAC are ONLY a representation of what this advisory committee has determined to be the best plan based on the criteria from the Charge, and requests from the Board and Instructional Staff.*

*The FEAC’s final recommendations are subject to revision, dismissal, or approval by the Superintendent and the Board of Education. The vote and final report is not the final decision in the process, but merely represents this committee’s recommendations.*

**OPTION A.1**

- **Co-Chairperson Jennifer Ashbaugh asked** – “Do I hear a motion to approve Option A.1 as Boundary Realignment Recommendation #1, which reassigns approximately 9 K-5 students from Boonsboro Elementary to Sharpsburg Elementary.”
- **Committee Member Patti Rhodes motioned** – “I motion to approve Option A.1 as Boundary Realignment Recommendation #1, which reassigns approximately 9 K-5 students from Boonsboro Elementary to Sharpsburg Elementary.”
- **Co-Chairperson Jennifer Ashbaugh asked** – “Do we have a second?”
- **Committee Member Kent Niedlinski responded** – “I Second.”
- **Co-Chairperson Jennifer Ashbaugh Asked:** “Any discussion? There was no further discussion at this time.
- The committee voted unanimously in favor of the motion (8-0).
- Motion passed.

**OPTION B.1**

- **Co-Chairperson Caren Cramer asked** – “Do I hear a motion to approve Option B.1 as Boundary Realignment Recommendation #2, which reassigns approximately 98 K-5 students from Boonsboro Elementary to Sharpsburg Elementary.”
- **Committee Member Stephanie Pulver motioned** – “I motion to approve Option B.1 as Boundary Realignment Recommendation #2, which reassigns approximately 98 K-5 students from Boonsboro Elementary to Sharpsburg Elementary.”
- **Co-Chairperson Caren Cramer asked** – “Do we have a second?”
- **Committee Member Lesley Smith responded** – “I Second.”
- **Co-Chairperson Caren Cramer asked:** “Any discussion? There was no further discussion at this time.
- The committee voted unanimously in favor of the motion (8-0).
- Motion passed.

**OPTION C.1**

- **Co-Chairperson Jennifer Ashbaugh Asked** – “Do I hear a motion to approve Option C.1 as Boundary Realignment Recommendation #3, which reassigns approximately 19 K-5 students from Pleasant Valley Elementary to Sharpsburg Elementary.”
- **Committee Member Lura Norris** – “I motion to approve Option C.1 as Boundary Realignment Recommendation #3, which reassigns approximately 19 K-5 students from Pleasant Valley Elementary to Sharpsburg Elementary.”
- **Co-Chairperson Jennifer Ashbaugh asked** – “Do we have a second?”
- **Committee Member Stephanie Pulver responded** – “I Second.”

- **Co-Chairperson Jennifer Ashbaugh asked:** “Any discussion? There was no further discussion at this time.
- The committee voted unanimously in favor of the motion (8-0).
- Motion passed.

Co-Chairperson Jennifer Ashbaugh asked whether there were any other options anyone wished to consider. There were no further considerations discussed at this time.

#### **IV. Adjourn.**

The meeting ended at 7:30 pm. The next meeting will be held in May to review the EFMP. Enrollment projections will be available for review.