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**DRAFT MEETING MINUTES**

Facilities Enrollment Advisory Committee Meeting  
May 24, 2016

**COMMITTEE MEMBERS PRESENT:**

Mary Newby, Co-Chairperson / North Hagerstown Area Representative  
Taylor Oliver, Co-Chairperson / Williamsport Area Representative  
Anne Dunham, Williamsport Area Representative  
Michael Faith, Hancock Area Representative

**STAFF MEMBERS PRESENT:**

Chad Criswell, Senior Project and Planning Supervisor

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Summary of the discussion of the Facilities Enrollment Advisory Committee:

**INTRODUCTION AND REVIEW OF AGENDA:**

The meeting of the Facilities Enrollment Advisory Committee (FEAC) convened at 6:30 pm, in the Hagerstown Room at the Center for Education Services.

**APPROVAL OF "DRAFT" MEETING MINUTES FOR MAY 26, 2015 AND November 10, 2015**

The May 26, 2015 and the November 10, 2015 FEAC meeting minutes were approved as written.

**REVIEW OF THE 2016 – 2026 ENROLLMENT PROJECTIONS**

Mr. Criswell presented the Enrollment Projections PowerPoint which was previously presented to the Washington County Board of Education (BOE) on April 5, 2016. The FEAC was informed of how projections are generated on an annual basis, and the factors that impact the resulting numbers. Staff indicated that the school system's enrollment as a whole was projected to be up approximately 143 full-time equivalent (FTE) students next school year, but that number included an additional 88 FTE pre-k students as a result of program that were proposed to be added earlier this year. It was noted that based on recent discussions, and the approved budget, that some of these programs may not come to fruition. It was noted that birth rates in Washington County are still lower than what had been seen in the mid 2000's, which impacts kindergarten enrollment five (5) years after the birth year. New housing starts in the county are still around 300 a year, and are projected to remain at that level for the next three (3) years. Overall, taking into consideration the margin of accuracy, Washington County Public Schools is projected to remain relatively flat in total enrollment for the next couple of years. Mr. Criswell indicated that while the overall numbers remain steady, the school specific enrollments could fluctuate based on a number of different factors, as it does every school year.

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**Building a Community That Inspires Curiosity, Creativity, and Achievement.**

Mr. Criswell reviewed the “Washington County Public Schools Full-Time Equivalent Enrollment Projections: 2016-2026” document that was sent to the FEAC on April 5, 2016. It was noted that the school specific projections reflected the anticipated impact of the upcoming redistricting that would take effect in August 2016. Mr. Criswell informed the FEAC that the actual enrollment this fall could vary, depending on a lot of factors (special permissions, rising 5<sup>th</sup> graders/siblings, etc.). Staff noted that the school system’s demographer, Public Pathways Inc. had indicated that with the opening of the new Jonathan Hager Elementary school, there may be a shift of students from other elementary schools to this facility based on the “new school” perception. Mr. Criswell stated that Public Pathway’s had observed this phenomenon in other school systems, and used the new Bester Elementary as an example where an increase in enrollment was observed in an attendance area that had no new developments, or changes. Actual enrollment at Bester Elementary, Jonathan Hager Elementary, Salem Avenue Elementary, and Fountaindale Elementary will be closely monitored this coming August by staff, as preliminary numbers start to come in.

#### REVIEW OF THE 2016 EDUCATION FACILITIES MASTER PLAN (EFMP)

Facilities members were provided draft EFMP’s for their review prior to the meeting and an updated draft of Chapter 5 at the FEAC meeting. During the presentation of the Draft EFMP to the BOE at its work session, on May 17, 2016, staff was directed to adjust the recommendations in Chapter 5 to include the Urban Education Complex – BOE Component. It was noted that this project is under consideration by the BOE, but has not been formally approved to move forward. Mr. Criswell stated that this directive was given based on the BOE’s desire to continue to investigate / pursue this potential project as information becomes available to the BOE. The Urban Education Complex – BOE Component was formally presented to the BOE just before the EFMP work session. It is part of a vision to revitalize the downtown Hagerstown area and is expected to benefit organizations such as the Maryland Theatre, Washington County Public Schools, the University System of Maryland, and others. Mr. Criswell noted that the revised “Draft” Chapter 5 was presented to the Facilities Committee earlier on May 24, 2016 and received no negative comments. A committee member asked what happens if enrollment grows higher than projected, would the out year projects be revised? The FEAC committee was informed that capacity is the number one factor when assigning priorities to projects, and that the document is fluid and subject to revisions on an annual basis. Mr. Criswell reviewed the systemic renovation projects that are listed for future years and discussed the correlation between those projects and modernization efforts projected for schools in outlying years. The FEAC understands that the document is subject to changes and the “Draft” Chapter 5 is currently under review by the Superintendent and subject to additional modifications before distribution to the full BOE for consideration at the June 7, 2016 BOE business meeting. At this time, based on the majority of the proposed changes occurring beyond FY2018 and the updates that occur to the document, the

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FEAC committee reached consensus to recommend the document to the BOE. The committee asked that it be notified of any final changes that are made or adopted by the BOE.

#### COMMITTEE MEMBER QUESTIONS AND COMMENTS

The committee inquired about the impact transgender student regulations would have on designing and prioritizing bathroom / locker room projects, as well as the potential impact on funding. Mr. Criswell informed the committee that he had seen the recent federal legislation and that WCPS is in the process of reviewing any potential requirements. The committee was reminded of the importance to remember that these situations are not “just occurring now”, and that student preferences have been addressed over the years specifically and respectfully to each individual’s needs. The group discussed that many school facilities currently have uni-sex toilets available. Mr. Criswell noted that if modifications were necessary, they could potentially be achieved through the maintenance work order system if they were small enough and would not meet the cost criteria to be identified in the EFMP. The committee asked that it be kept abreast of this subject as guidance and information becomes available.

#### DISCUSSION OF FUTURE FEAC MEETING DATES AND SCHEDULE

The FEAC discussed that a future meeting will be held in mid-November, 2016 to discuss September 30, 2016 student enrollment data.

The meeting adjourned at 8:00 pm.

Submitted by: Wendy Smith