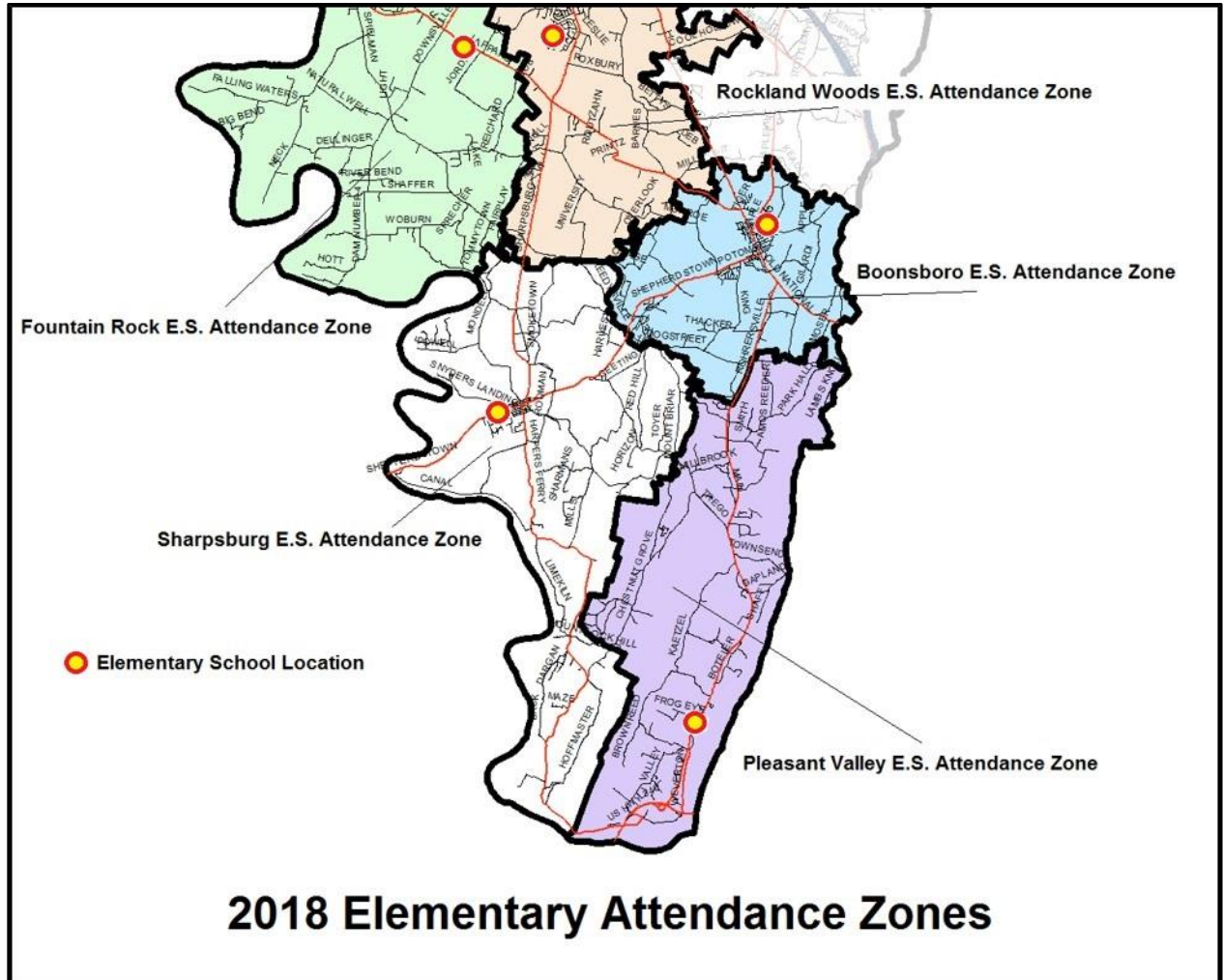


**Washington County Board of Education
Facilities and Enrollment Advisory Committee**

**Recommendations for a New Sharpsburg Elementary
Attendance Zone**



**Report to the Washington County Board of Education in response to the
April 3, 2018, Charge**

February 19, 2019

To: Washington County Board of Education Members

From: Facilities and Enrollment Advisory Committee (FEAC)
Jennifer Ashbaugh and Caren Cramer, FEAC Co-Chairpersons

RE: Recommendations for a New Sharpsburg Elementary Attendance Zone

Date: February 19, 2019

Members of the Board of Education,

The report that follows identifies the three (3) final recommendations of the Facilities and Enrollment Advisory Committee (FEAC, or the “Committee”) which fulfill the April 3, 2018, Charge from the Washington County Board of Education (WCBOE, or the “Board”). Through these recommendations, the FEAC proposes the creation of a new Sharpsburg Elementary attendance zone, and provides additional attendance zone realignments in accordance with the Board’s Charge to the Committee.

In addition to adhering to the factors set forth in this Charge, the FEAC has made deliberate decisions to:

- maintain contiguous boundaries
- consider the impact of future capital projects planned by the Board
- provide recommendations that are efficient and impact the least number of students and citizens possible

Throughout this process, the FEAC has publicly maintained that the recommendations from this Committee were not to be misconstrued as final approved attendance zone realignments. By generating these recommendations, the FEAC provides what it believes to be the best solutions based on the criteria of the Charge, factors set forth in Policies JCA and EEA, and the collective opinions of each member. The FEAC acknowledges that it is the elected Board’s final decision to approve any attendance zone realignments and hopes that these recommendations are helpful in that effort.

The proposed FEAC’s recommendations assume that Washington County Public Schools (WCPS) will provide appropriate programs and resources to adequately support students that may be reassigned. Through this report, the attendance zone realignments recommended by the Committee include:

- The establishment of a new attendance zone for Sharpsburg Elementary.
- Realignments to provide enrollment relief to:
 - Boonsboro Elementary
 - Pleasant Valley Elementary

Proposed Realignments

This report has been formatted as follows:

- Executive Summary

- Report
 - Background
 - FEAC Process
 - Summary of the FEAC's Discussion
 - Methodology
 - Boundary Realignment Recommendation #1
 - Boundary Realignment Recommendation #2
 - Boundary Realignment Recommendation #3
- Appendix
 - A-Public Correspondence
 - B-April 3, 2018, Charge from the Washington County Board of Education (WCBOE) to the Facilities and Enrollment Advisory Committee (FEAC)
 - C-Washington County Board of Education (WCBOE) Policy JCA
 - D-Washington County Board of Education (WCBOE) Policy EEA

Please note that the FEAC has defined all acronyms and abbreviations in each section of this report. This convention was utilized in an attempt to make the document, or portions thereof, more easily reviewable by interested parties.

Based on the work and consensus of the FEAC, the attached attendance zone realignment recommendations are presented to the Board for its consideration.

Sincerely,



Jennifer Ashbaugh, FEAC Co-Chairperson



Caren Cramer, FEAC Co-Chairperson

Executive Summary

The information included in this report represents the formal recommendations from the Facilities and Enrollment Advisory Committee (FEAC, or the “Committee”) to the Washington County Board of Education (WCBOE, or the “Board”) in accordance with all components of the April 3, 2018, Charge, and Policies JCA and EEA. The FEAC met six (6) times over 10 months and reviewed eight (8) possible attendance zone realignments for Washington County Public Schools (WCPS). The FEAC presented a Progress Report to the Board on November 13, 2018. Following this presentation, the FEAC met on December 12, 2018, and reached unanimous consensus on three (3) attendance zone realignments that are being recommended for consideration by the Board.

This report details the three (3) Boundary Realignment Recommendations from the FEAC:

- **Boundary Realignment Recommendation #1:** Reassign approximately 11 K-5 students from the Boonsboro Elementary attendance zone to become part of the new Sharpsburg Elementary attendance zone. This realignment is recommended to take effect at the beginning of the 2020-2021 school year and in conjunction with the opening of the new Sharpsburg Elementary.
- **Boundary Realignment Recommendation #2:** Reassign approximately 101 K-5 students from the Boonsboro Elementary attendance zone to become part of the new Sharpsburg Elementary attendance zone. This realignment is recommended to take effect at the beginning of the 2020-2021 school year and in conjunction with the opening of the new Sharpsburg Elementary.
- **Boundary Realignment Recommendation #3:** Reassign approximately 18 K-5 students from the Pleasant Valley Elementary attendance zone to become part of the new Sharpsburg Elementary attendance zone. This realignment is recommended to take effect at the beginning of the 2020-2021 school year and in conjunction with the opening of the new Sharpsburg Elementary.

During this process, the FEAC reviewed the official September enrollments for the 2017-2018 school year and the 2018-2019 school year for the Sharpsburg Elementary and other adjacent WCPS elementary attendance zones. Chart 1 identifies the official full-time equivalent (FTE) enrollments and the associated percent of state-rated capacity (SRC) for the elementary schools identified in FEAC Recommendations #1 through #3:

	State Rated Capacity (SRC)	Official September 2017		Official September 2018	
		Full-Time Equivalent (FTE) Enrollment	% SRC	Full-Time Equivalent (FTE) Enrollment	% SRC
Boonsboro ES	514	547	106%	571	111%
Pleasant Valley ES	229	227	99%	234	102%
Sharpsburg ES	249*	262	105%	250	100%
* Indicates SRC of the existing Sharpsburg Elementary facility					

Chart 1. Official Enrollments at Impacted Facilities before Attendance Zone Realignments

The FEAC reviewed enrollment projections from April 2018 for the Sharpsburg Elementary and other adjacent WCPS elementary attendance zones. Chart 2 identifies the projected 2021 FTE enrollments and the associated percent of SRC for the elementary schools identified in FEAC Recommendations #1 through #3, without the recommendations being implemented:

	State Rated Capacity (SRC)	April 2018 Enrollment Projections*	
		Projected 2021 FTE Enrollment Without Recommendations	Projected 2021 % SRC Without Recommendations
Boonsboro ES	514	624	121%
Pleasant Valley ES	229	249	109%
Sharpsburg ES	471**	287	61%
* 2021 projections updated to reflect additional pre-kindergarten programs starting in the 2018-2019 school year and a 40 student program at Sharpsburg Elementary in 2021			
** Indicates SRC of the new Sharpsburg Elementary			

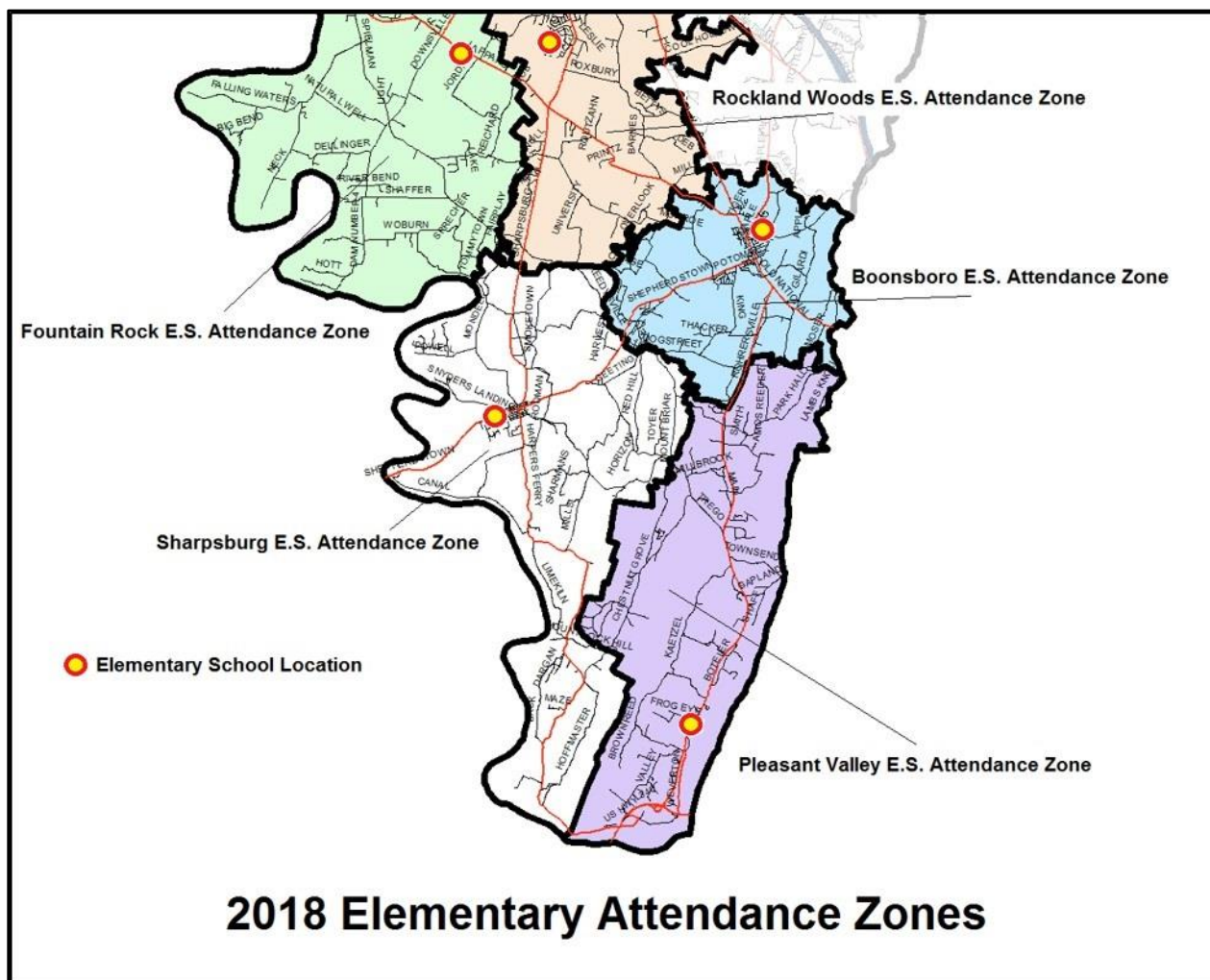
Chart 2. 2021 FTE Enrollment Projections at Impacted Facilities if Recommendations are not Implemented

Chart 3 identifies the impact of the FEAC Recommendations #1 through #3 on the projected 2021 enrollment at each of the affected schools. The chart provides the April 2018 enrollment projections, the number of K-5 students residing in the recommendation areas based on the official 2018-2019 K-5 enrollment, and the resulting projected enrollment for September 2021 (and associated percent of SRC) for each of the affected schools.

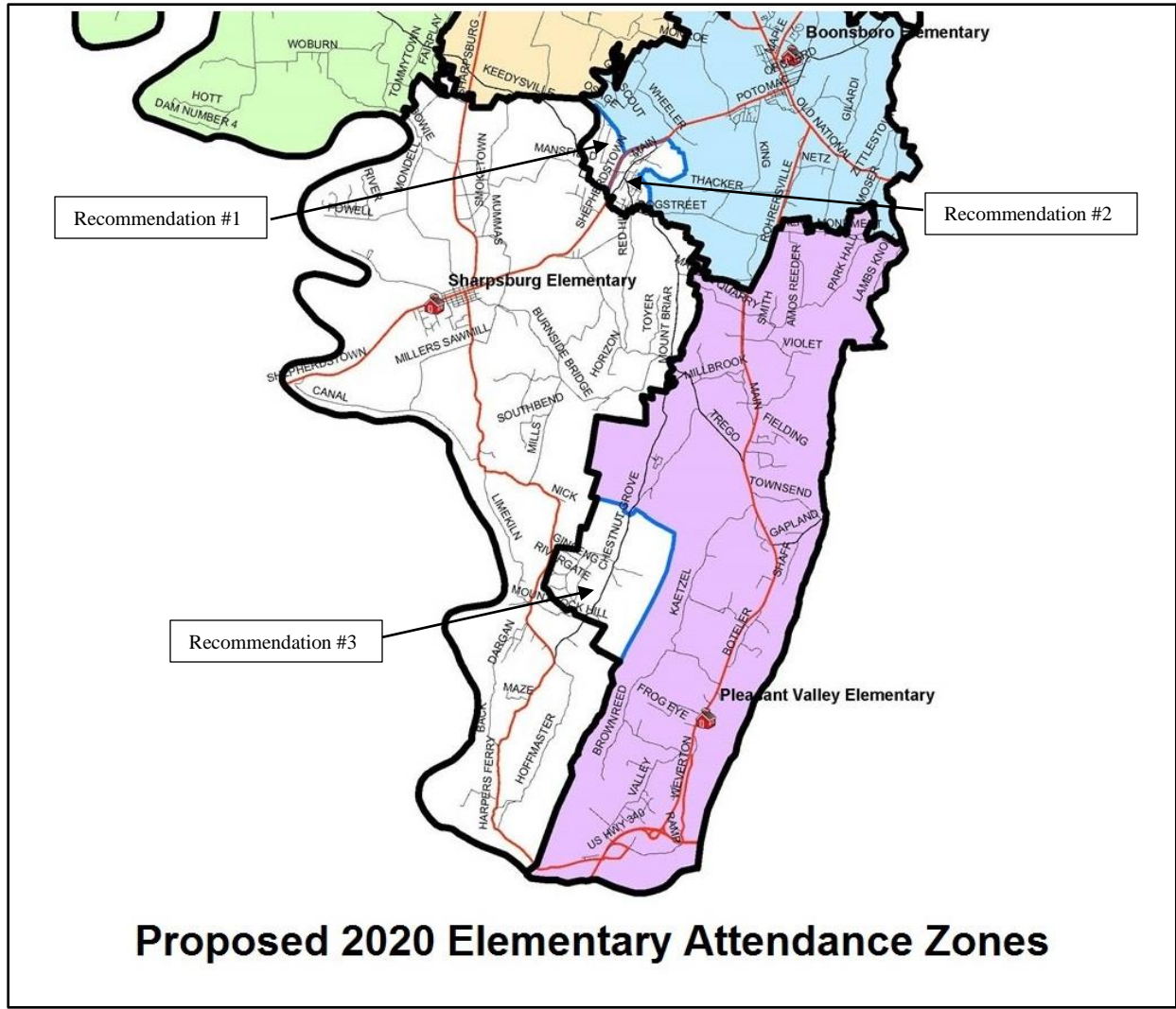
	State Rated Capacity (SRC)	April 2018 Enrollment Projections*		Recommendation of K-5 Students Realigned "In" to Attendance Boundary		Recommendation of K-5 Students Realigned "Out" of Attendance Boundary		Projected 2021 FTE Enrollment With Recommendations	Projected 2021 % SRC With Recommendations
		Projected 2021 FTE Enrollment Without Recommendations	Projected 2021 % SRC Without Recommendations	Rec. #	2018 K-5 Students	Rec. #	2018 K-5 Students		
Boonsboro ES	514	624	121%			1,2	112	512	100%
Pleasant Valley ES	229	249	109%			3	18	231	101%
Sharpsburg ES	471**	287	61%	1,2,3	130			437***	93%
				Total	130	Total	130		

* 2021 projections updated to reflect additional pre-kindergarten programs starting in the 2018-2019 school year
** Indicates SRC of the new Sharpsburg Elementary
*** Sharpsburg Elementary projected enrollment includes forty (40) full-time equivalent (FTE) Pre-Kindergarten students

Chart 3. Projected Elementary FTE Enrollment Resulting from FEAC Recommendations #1 through #3



Map 1 – Current 2018-2019 Elementary Attendance Boundaries for Sharpsburg Elementary, Fountain Rock Elementary, Rockland Woods Elementary, Boonsboro Elementary, and Pleasant Valley Elementary



Proposed 2020 Elementary Attendance Zones

Map 2 – Resulting Sharpsburg Elementary, Boonsboro Elementary, and Pleasant Valley Elementary Attendance Boundaries resulting from Recommendations #1 - #3

Recommendations for a New Sharpsburg Elementary Attendance Zone

Background

The Facilities and Enrollment Advisory Committee's (FEAC, or the "Committee") work is guided by the Charge it received from the Washington County Board of Education (WCBOE, or the "Board") on April 3, 2018. The Charge directed the Committee to study and make recommendations to the Board on the following:

- 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.

The FEAC, in formulating its recommendations, considered the following factors that are set forth in the Charge:

- 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 (SRC) for elementary schools
 - 100% of SRC for middle schools
 - 100% of SRC 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.
- Factors set forth in WCBOE Policy JCA, are as follows (while each of the factors listed below were considered, it is noted that it may be impractical, in all cases, to reconcile each recommendation with each factor):
 1. the educational opportunity afforded to students in each school involved;
 2. the long-range enrollment projections including consideration of anticipated future residential development/construction;
 3. the state- and local-rated capacity of affected schools;
 4. the geographic location of each school in relationship to the surrounding population areas;
 5. the current and projected student travel time;
 6. the continuing of the feeder school patterns;
 7. the opening of a new school or the necessity to close a school;
 8. the need to maintain racial balance in a school and/or the school system;
 9. the socio-economic composition of affected schools;
 10. the cost associated with the various options.

FEAC Process

The Facilities and Enrollment Advisory Committee (FEAC, or the “Committee”) is composed of members of the community, with a maximum of two members from each of the seven (7) high school attendance zones. Since April 2018, the FEAC has:

- met six (6) times, considering eight (8) possible attendance zone realignment options
- presented a public progress report to the Washington County Board of Education (WCBOE, or the “Board”) at its Business Meeting on November 13th, 2018 to seek its input, comments, and guidance for the FEAC’s work effort to date
- provided the citizens of Washington County access to the progress report via the WCPS’ website, local media publications, and Washington County Public Schools (WCPS) communication department efforts
- reevaluated and, where necessary, adjusted preliminary recommendations based on the official September 30, 2018, enrollment and public comment
- prepared this report for the Board’s and Superintendent’s consideration

All of the Committee’s meetings were open to the public, documented, made publicly available through meeting minutes on the FEAC’s website, and covered by various media outlets. While the socio-economic impact of each option was considered during the public discussion, due to the finite nature of some of the attendance areas considered, specific Free and Reduced Meal (FARM) student data for each option was only discussed in closed session by the FEAC in order to maintain confidentiality for the students and residents of those specific areas. During this process, and prior to the submission of this report, the Committee received some public correspondence (See Appendix A) with regards to the recommendations contained within. While the Committee reviewed and considered the correspondence and information, this report reflects what it determined to be the best overall solution for Washington County as a whole.

Through the support of various WCPS’ staff members including the chief operating officer, executive director of elementary education and early learning, the transportation department, the communications officer, instructional staff, principals, and the facilities planning and development (FP&D) department, the FEAC discussed multiple scenarios, attendance zone options, and considerations that resulted in these recommendations. In addition to the factors set forth in the Charge, the FEAC, through its work effort, has attempted to maintain contiguous boundaries, maximize facility use, consider the impact of future planned capital projects, and make recommendations that are efficient and impact the least number of citizens and students possible.

Summary of the FEAC's Discussion

Upon receiving the Charge from the Washington County Board of Education (WCBOE, or the "Board"), the Facilities and Enrollment Advisory Committee (FEAC, or the "Committee") asked staff to review the attendance zone realignment process, including school data, terminology, and all background information that would be necessary to utilize during this process. The Committee discussed the following items in detail:

- April 3, 2018, Charge from the Board
 - School Board Policy JCA
 - Administrative Regulation JCA-R
- Introduction
 - Existing Sharpsburg Elementary
 - Adjacent Elementary Attendance Zones
 - Boonsboro Elementary
 - Fountain Rock Elementary
 - Pleasant Valley Elementary
 - Rockland Woods Elementary
- Tentative Schedule to Complete the Charge
 - Ability to review two (2) Official September Enrollments
 - September 2017 Enrollment Data
 - September 2018 Enrollment Data
- Background Information
 - Full-Time Equivalent Students
 - State-Rated Capacity (SRC)
 - Local-Rated Capacity (LRC)
 - Enrollment
 - Enrollment Projections (April 2018)
 - How Enrollment Projections are Generated
 - How Projections can Change Year to Year
 - Impact of New Developments and other Factors on Projections
 - Impact of Pre-Kindergarten Programs on Enrollment Projections
 - Feeder Patterns
 - Student Travel Time
 - Free and Reduced Meal (FARM) and Racial Information
 - School Programs (Magnet) and Special Permission
- Additional Considerations

This initial discussion allowed the Committee to fully understand all of the factors and assumptions that would be considered. The assumptions and methodology that the FEAC utilized is described in the methodology section of this report.

The Committee was informed that the 2017 Educational Facility Master Plan and Fiscal Year 2019 Capital Improvement Plan called for the construction of a replacement Sharpsburg Elementary (new Sharpsburg Elementary) to be opened in August of 2020. The new three-round, pre-kindergarten through grade five facility is being constructed on the same site, behind the existing facility. Upon completion of the new Sharpsburg Elementary, the existing facility will be demolished. The current Sharpsburg Elementary attendance zone is surrounded by the Boonsboro

Elementary, Fountain Rock Elementary, Pleasant Valley Elementary, and Rockland Woods Elementary attendance zones. The FEAC reviewed all five (5) of these facilities, their current/projected enrollment, and existing pre-kindergarten programs. It was noted that the projected enrollments for these five (5) attendance zones collectively exceeded their combined existing seat capacity. The new Sharpsburg Elementary is being built to have a SRC of 471, which offers an additional 222 seat capacity above the current facility. The Committee noted the new facility was being constructed to house two (2) pre-kindergarten classrooms. The current Sharpsburg Elementary has one (1) pre-kindergarten classroom. During the FEAC's discussion, the K-5 enrollment and K-5 SRC (adjusted) was utilized to account for existing and planned pre-kindergarten programs at all of the facilities. On October 16, 2018, the Board set this project into motion by voting to award the contract for construction of a new Sharpsburg Elementary. Based on the decision to move forward with this project, the current Sharpsburg Elementary attendance zone must be enlarged in order to provide the needed enrollment relief to the adjacent attendance zones after the 2019-2020 school year ends.

The Committee through its discussions attempted to utilize existing roads, natural geographical features or boundaries, secondary school boundaries, and large parcel boundaries where applicable for each proposed recommendation. For these specific instances, and for other similar instances during this process, the Committee reviewed other attendance boundary options, and existing conditions within other WCPS' attendance zones. At the completion of the review, the FEAC decided upon recommendations and associated attendance zone realignments that best matched the criteria of the Charge.

Boonsboro Elementary Attendance Zone

While reviewing the four (4) adjacent attendance zones, the FEAC noted that the Boonsboro Elementary enrollment projections accounted for the largest portion of the overall seat deficit. The Committee discussed how the current enrollment for this facility exceeded the school's SRC by 40 to 60 students. The Committee reviewed the out-of-attendance-area students that contribute to the current enrollment at this facility. These additional out-of-area students result from primarily the granting of special permissions and from the magnet program for grades 2 through 5. At the start of the 2018-2019 school year, an additional all day pre-kindergarten program was added to this facility. The Committee noted that with a pre-kindergarten program, the enrollment projections were to be 110 students over the projected K-5 SRC.

The FEAC reviewed a total of five (5) attendance zone realignment options for the Boonsboro Elementary attendance area. The two (2) final recommendations (Recommendation #1 and Recommendation #2) represent the FEAC's unanimous vote for this attendance area. During the discussion, the FEAC noted that the resulting projected 2021 enrollment at Boonsboro Elementary with Recommendation #1 and Recommendation #2 remained at 100% of capacity. The Committee considered additional recommendations to offer additional enrollment relief. The three (3) additional areas that were reviewed by the Committee covered a much larger geographic area than Recommendation #1 and Recommendation #2. However, based on the rural population density of these areas, they only netted a total student yield of 24 K-5 students.

The FEAC discussed how the current enrollment projections for Boonsboro Elementary could be higher or lower based on future development activity. The proposed King Road and TT&K residential developments were reviewed even though the location of these developments were not included in the specific areas considered by the FEAC. There are currently 1,416 dwelling units planned between the two developments. A portion of the out year enrollment projection growth for Boonsboro Elementary are as a result of these two (2) developments being accounted for by the WCPS' demographer. The Committee considered that these developments have been in the planning phase for almost 10 years, and there has been no significant movement with either developer to begin construction. The additional areas reviewed, and not recommended by the Committee, extend in toward the limits of the Town of Boonsboro and ended next to the proposed King Road development. The Committee noted that if these two (2) developments began construction, the remaining seats projected to be available at the new Sharpsburg Elementary would not be sufficient to accommodate the anticipated number of students that would be generated and another solution would be required.

Based on the transportation time, proximity, and overall number of students from the additional areas reviewed, it resulted in a unanimous decision from the FEAC to not recommend these areas as final recommendations.

Pleasant Valley Elementary Attendance Zone

The existing Sharpsburg Elementary and Pleasant Valley Elementary attendance zones are bisected by the Elk Ridge and Maryland Heights. Looking at a map of the current elementary attendance zones, the Committee asked why the Sharpsburg Elementary attendance zone extended so far south and the Pleasant Valley attendance zone extended so far north. The Committee was informed from the WCPS' department of transportation that there is an underpass on Harpers Ferry Road that is too low for a bus to travel underneath. Harpers Ferry Road is the only east/west connection at the south end of Washington County. The north/south transportation infrastructure along the existing elementary attendance zone boundaries for Sharpsburg Elementary and Pleasant Valley Elementary includes Chestnut Grove Road and Trego Mountain Road.

The FEAC reviewed a total of three (3) attendance zone realignment options for the Pleasant Valley Elementary attendance area. The final recommendation (Recommendation #3) represents the FEAC's unanimous vote for this attendance area. During the discussion, the FEAC noted that the resulting projected 2021 enrollment at Pleasant Valley Elementary with Recommendation #3 remained at 100% of the school's SRC. The Committee considered additional recommendations to offer additional enrollment relief.

At the start of the 2018-2019 school year, an additional all day pre-kindergarten program was added to this facility. Reviewing the projected enrollment, it was noted that there are no planned major residential developments in the existing Pleasant Valley Elementary attendance zone. Based on the lack of development, enrollment at Pleasant Valley Elementary is predicted to remain relatively flat for the foreseeable future. The Committee reviewed the size of a two-round facility, and typical student/teacher ratios. Based on a discussion with the WCPS' instructional staff, the FEAC determined that additional attendance zone realignments for this area could lower the total

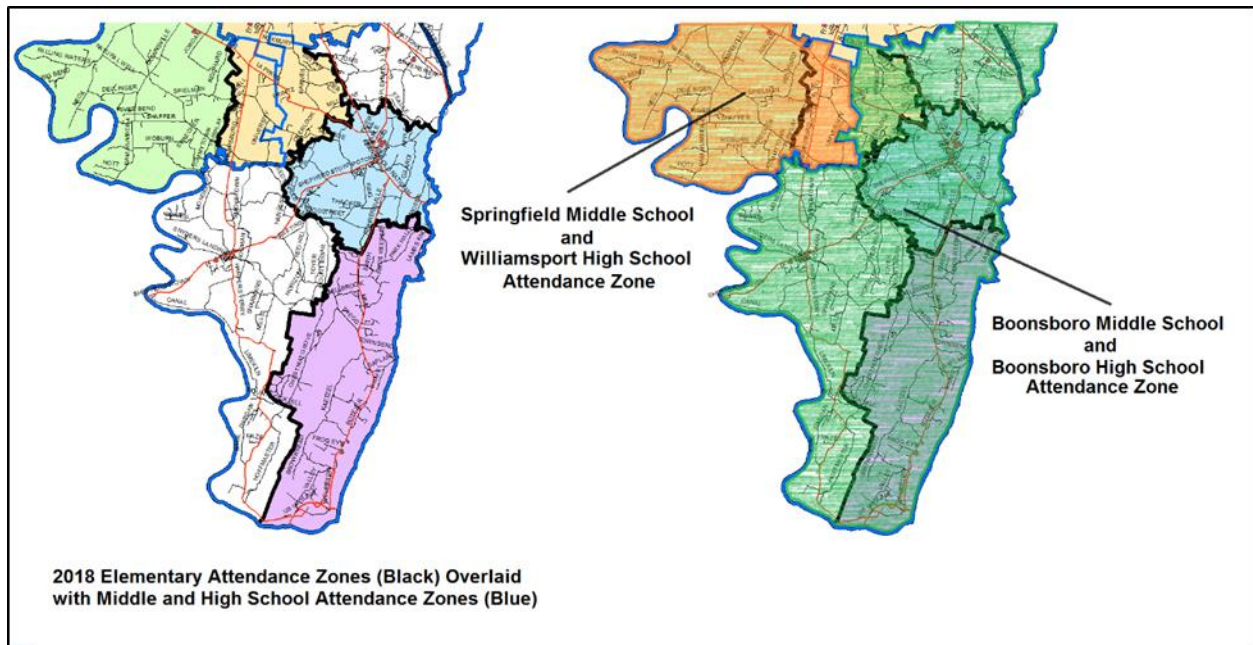
enrollment; however, it would not significantly reduce the space requirements needed and could result in challenging student/teacher ratios.

The Committee identified that Recommendation #3, would offset the additional pre-kindergarten program that was just implemented. This recommendation would help the facility remain at the enrollment levels similar to previous years. It was the consensus of the FEAC that additional recommendations for the Pleasant Valley Elementary attendance zone would not be beneficial at this time.

Fountain Rock Elementary Attendance Zone

The FEAC initially discussed how the 2017 enrollment for Fountain Rock Elementary was 27 students under its SRC, but the projected 2021 enrollment for this facility was anticipated to be 14 students over its SRC. The most recent attendance zone realignment approved by the Board added additional students to this facility to provide enrollment relief to the adjacent Williamsport Elementary. The Committee reviewed the 2018 enrollment when it became available, and noted that it was 28 K-5 students less than the projected 2018 enrollment. It was noted that part of the current enrollment projections anticipated continued build out of the Elmwood Farm development. Based on the Committee's understanding of enrollment projections, it was determined that new enrollment projections for this facility would likely be lowered due to the recent smaller incoming class sizes.

The Committee also looked at the existing shared Sharpsburg Elementary and Fountain Rock Elementary attendance boundary area. The FEAC noted that the current attendance boundaries match the existing secondary boundaries. Students who currently attend Fountain Rock Elementary migrate on to Springfield Middle and Williamsport High. Students who currently attend Sharpsburg Elementary migrate on to Boonsboro Middle and Boonsboro High. The FEAC considered that any recommendation for this area would result in a split feeder pattern (See Map 3 next page). The Committee reviewed the number of existing students around the existing shared attendance boundary area. Based on the rural nature and sparse population, it became apparent during this review that any significant realignment recommendation would require a large area to generate a reasonable number of students.

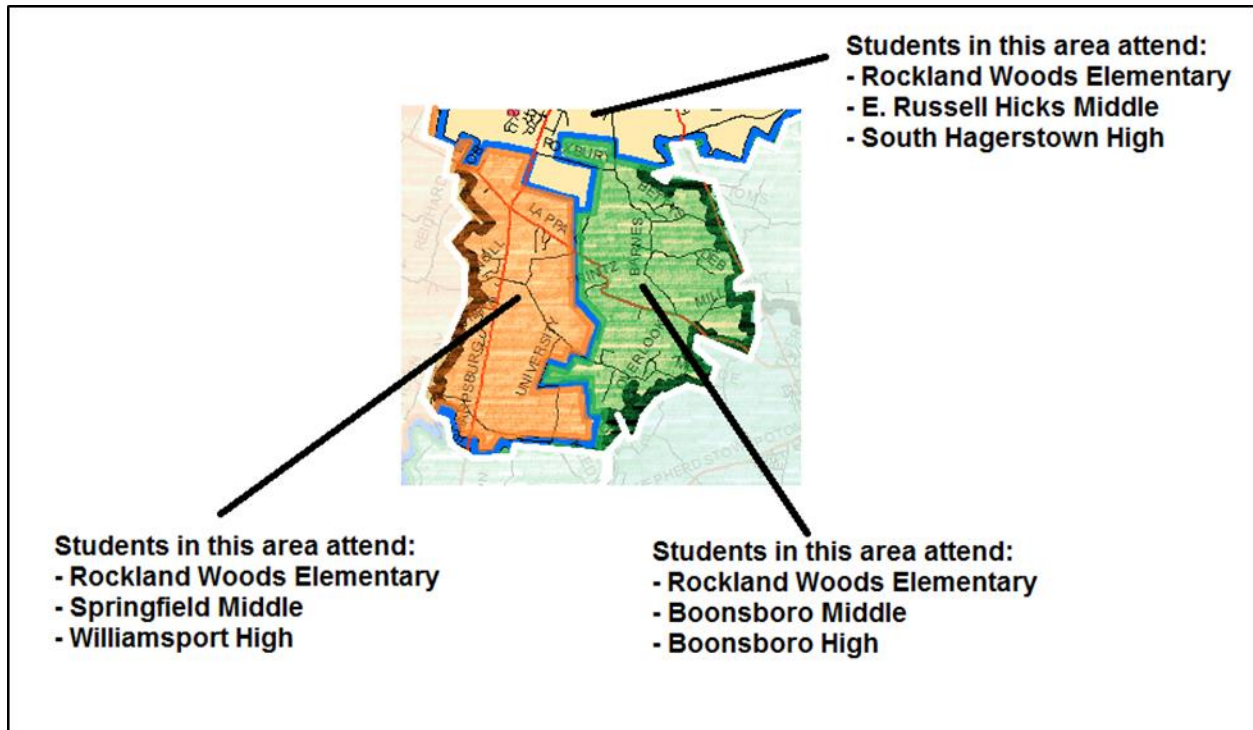


Map 3 – Existing Elementary attendance zones and Secondary attendance zones

Finally, the FEAC reviewed the Board’s 2018 Educational Facility Master Plan (EFMP), which specified a replacement facility for Hickory Elementary and Fountain Rock Elementary (School #1) to open in August of 2023. The Committee discussions centered around the desire to not impact residences or students from this attendance zone if this facility was planned to be closed by 2023. The FEAC unanimously agreed that based on all of these factors, an attendance zone realignment effort for this area would be better considered at a later time (as part of a future redistricting for School #1) and was not to be part of the Committee’s recommendations.

Rockland Woods Elementary Attendance Zone

The FEAC initially discussed how the 2017 enrollment for Rockland Woods Elementary was 184 students under its SRC, and the projected 2021 enrollment for this facility was anticipated to be 129 students under its SRC. The 2018 enrollment for this facility was in line with the projected enrollment growth. The Committee discussed the existing Rockland Woods Elementary attendance zone split feeder pattern. Some students in this elementary attendance zone migrate on to Springfield Middle and Williamsport High, others migrate on to Boonsboro Middle and Boonsboro High, and a final group migrates on to E. Russell Hicks Middle and South Hagerstown High (See Map 4 next page).



Map 4 – Existing Rockland Woods Elementary feeder pattern split

The FEAC discussed potentially moving a portion of the Rockland Woods Elementary attendance zone to Sharpsburg Elementary or to Boonsboro Elementary to potentially reduce the current feeder pattern structure. Based on current and projected enrollment levels at all three (3) facilities, the Committee unanimously determined to not consider this for a recommendation. The FEAC discussed the possibility of reviewing the existing Boonsboro Elementary attendance zone and looking for areas to realign to Rockland Woods Elementary. The Committee reviewed the number of existing students around the existing shared Rockland Woods Elementary/Boonsboro Elementary attendance boundary area. Based on the rural nature and sparse population, it became apparent during this review that any significant realignment recommendation would require a large area to generate a reasonable number of students. The Committee also considered the existing Westfields development and the number of dwellings and pace at which it is progressing. During this process, public correspondence to the FEAC suggested reassigning a portion of the existing Rockland Woods Elementary to Boonsboro Elementary due to the current feeder pattern. The Committee re-discussed the existing and projected enrollment at Boonsboro Elementary, and the potential ramifications of a proposed solution to meet this request. The Committee considered the public correspondence and reconsidered the concept. The FEAC unanimously agreed that based on all of these factors, it would not recommend adding or removing students to or from the existing Rockland Woods Elementary attendance zone.

At the November 13, 2018, Board meeting, the FEAC presented a progress report that identified Recommendation #1, Recommendation #2, and Recommendation #3. At the completion of the presentation, the Committee received no additional comments or requests from the Board to consider any additional recommendations. No additional public correspondence was received with regards to the progress report. The FEAC met on December 12, 2018, at which time the Committee

reviewed final information, and unanimously voted to recommend Recommendation #1, Recommendation #2, and Recommendation #3 to the Board via this report.

The FEAC would like to emphasize that the recommendations of this report create a larger Sharpsburg Elementary attendance zone, and alleviate current and projected over enrollment conditions at Boonsboro Elementary and Pleasant Valley Elementary. The recommendations are projected to impact approximately 130 K-5 elementary students, if implemented. The FEAC is satisfied with meeting the criteria of the Charge, and the resultant report for the Board's consideration. All of the Committee's discussions with regards to the elementary school attendance zones, except for the closed session socio-economic discussion, have been open to the public, documented, and made publicly available through meeting minutes on the FEAC's website and covered by various media outlets.

Methodology

The following methodologies were used in developing the draft realignment proposals:

- Data from both the Washington County Public Schools (WCPS) Student Information System (SIS) database and the facilities planning and development Geographical Information System (GIS) was utilized to determine enrollment and the number of students residing in a specific area.
- Future growth of each existing school attendance zone was determined using enrollment projections prepared by Public Pathways, Inc., a consultant to WCPS. The Facilities and Enrollment Advisory Committee (FEAC, or the “Committee”) considered residential development data provided by the Washington County planning department, enrollment projections, and current enrollment data/trends for each recommendation. Where applicable, GIS data and potential enrollment projections were utilized to inform the FEAC of potential changes to the projections or “worst case” scenarios.
- Demographic data from the WCPS’ SIS, in conjunction with the GIS, was used to estimate the impact of the proposed realignments on the ethnic or socio-economic make-up of the school and the percentage of students who receive free and reduced meals.
- The April 3, 2018 Charge from the Washington County Board of Education (WCBOE, or the “Board”) asked for consideration to be given to the projected enrollment in the 2021-2022 school year as well as long-range enrollment projections including consideration of anticipated future residential development/construction. The projected enrollments for the 2021-2022 school year were utilized to ensure adequate long-range enrollment numbers were considered. The Committee noted that projections out beyond 2021 were subject to future unknown changes in developments/economy and too many other factors to be given stronger consideration to.
- It was assumed that the total number of K-5 students in a geographic planning area from September 2018 would be similar to the total number of K-5 students in 2021. The FEAC studied the September 2017 and September 2018 enrollment data to verify that the student population in the planning areas was remaining consistent. Additionally, the Committee reviewed historical enrollment data for each area to verify acceptable area enrollment averages for each recommendation.
- It was assumed that the cumulative socio-economic composition of a geographic planning area from September 2017 (based on Free and Reduced Meal (FARM) student data) would remain similar to the cumulative socio-economic composition of a geographic planning area in 2021. The official October 2017 socio-economic composition of each facility was utilized for calculations on future projected percentages. The official October 2018 information was reviewed against available October 2017 information to ensure consistency in the assumption.
- Pre-kindergarten students typically converted to full-time equivalent (FTE) students and counted in the enrollment projections and state-rated capacity (SRC) calculations were not included in the options considered by the FEAC. The pre-kindergarten programs are not

located at every WCPS' facility and allow students from other attendance zones to be placed into the program based on the application process.

- For recommendations that impacted schools with existing pre-kindergarten programs, adjustments were made to both the SRC and the enrollment projections for those facilities during the FEAC review. This report has been updated to reflect the actual FTE enrollment and SRC information for the Board's use.
- The FEAC assumed that the new Sharpsburg Elementary will have two (2) pre-kindergarten programs in the 2020-2021 school year based on the construction plans to include two (2) pre-kindergarten classrooms. This assumption was accounted for in all of the calculations and discussions of the Committee. Existing pre-kindergarten programs at all of the reviewed adjacent elementary attendance zones were also accounted for in the calculations and discussion. Future changes to pre-kindergarten programs at the adjacent WCPS' elementary facilities were not considered by the FEAC, but will need to be monitored over time and could result in future adjustments needing to be made.
- Students receiving special permission to attend schools in other attendance zones were counted at their "home" school.

Boundary Realignment Recommendation #1
Recommended Effective Date: 2020-2021 School Year

FEAC's RECOMMENDATION #1

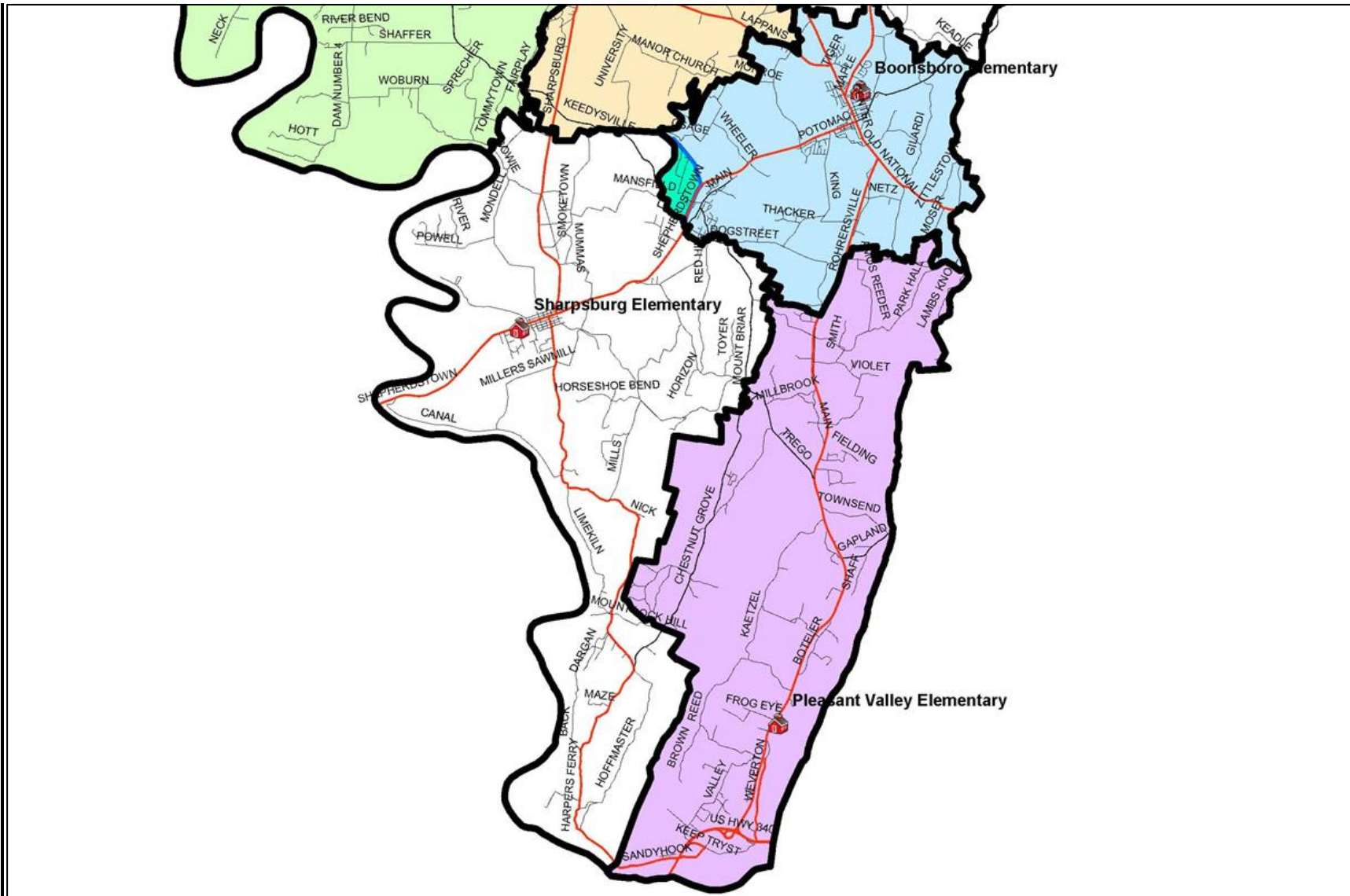
The Facilities and Enrollment Advisory Committee's (FEAC, or the "Committee") Charge from the Washington County Board of Education (WCBOE, or the "Board") was to develop an attendance zone for the anticipated opening of Sharpsburg Elementary Replacement School (New Sharpsburg Elementary) which includes 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. The new Sharpsburg Elementary will have a pre-kindergarten through Grade 5 state-rated capacity (SRC) of 471 students and a local-rated capacity (LRC) of 424 students. The Committee recommended three (3) attendance zone realignments (Recommendation #1, Recommendation #2, and Recommendation #3) for consideration that would create a new Sharpsburg Elementary attendance zone by reassigning portions of the attendance zones of Boonsboro Elementary and Pleasant Valley Elementary. These recommendations are suggested to take effect in the 2020-2021 school year.

Recommendation #1 provides enrollment relief to Boonsboro Elementary. It reassigns a western portion of the Boonsboro Elementary attendance zone to the Sharpsburg Elementary attendance zone. Recommendation #1 is accessed by Shepherdstown Pike (MD 34) and Coffman Farms Road. This option area also includes Mallard Lane and Hardwood Lane.

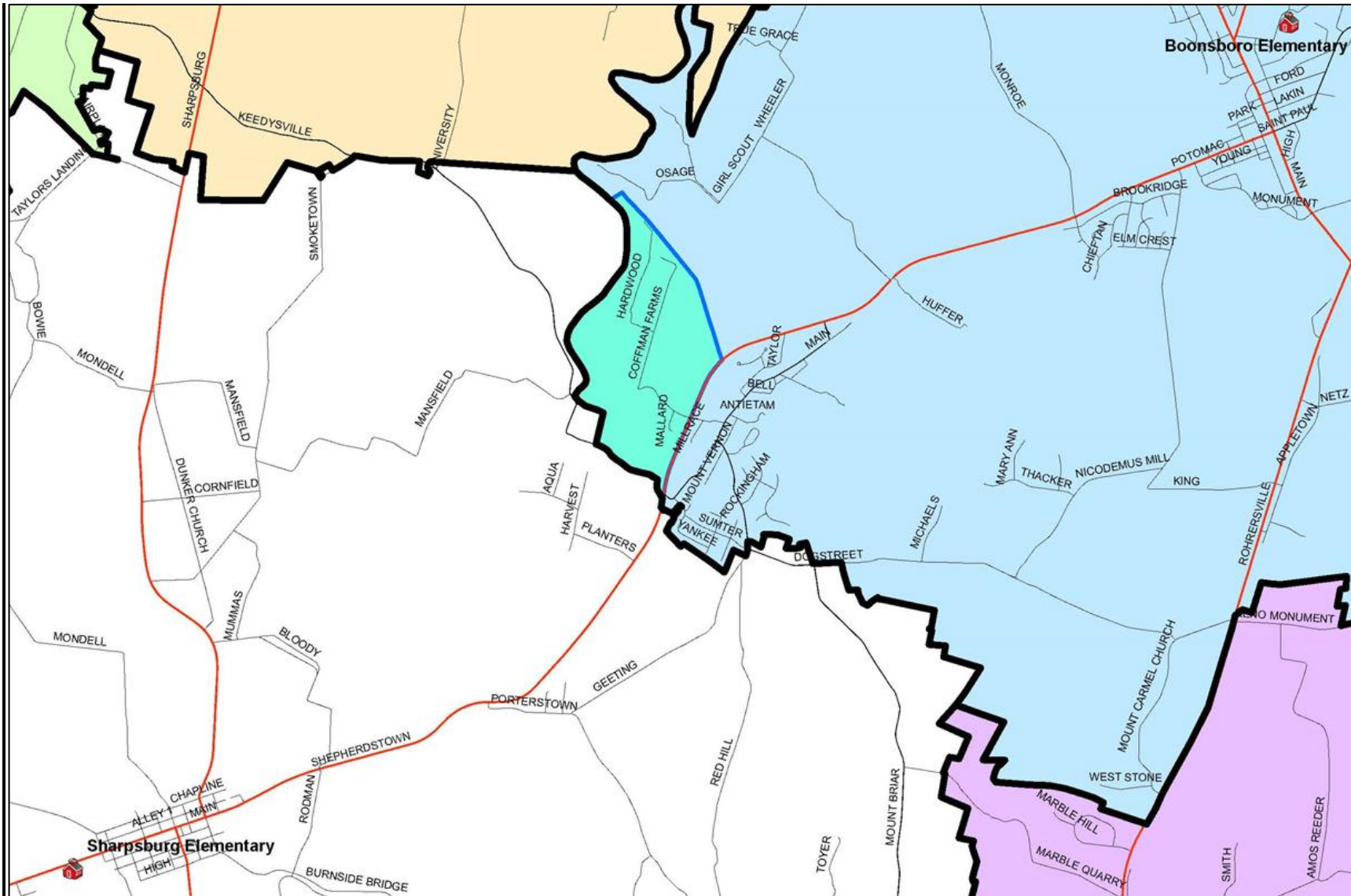
The following chart and maps represent FEAC's Recommendation #1 as written and voted upon by the Committee.

Boundary Realignment Recommendation #1: Reassign approximately 11 K-5 students from the Boonsboro Elementary attendance zone to the Sharpsburg Elementary attendance zone.

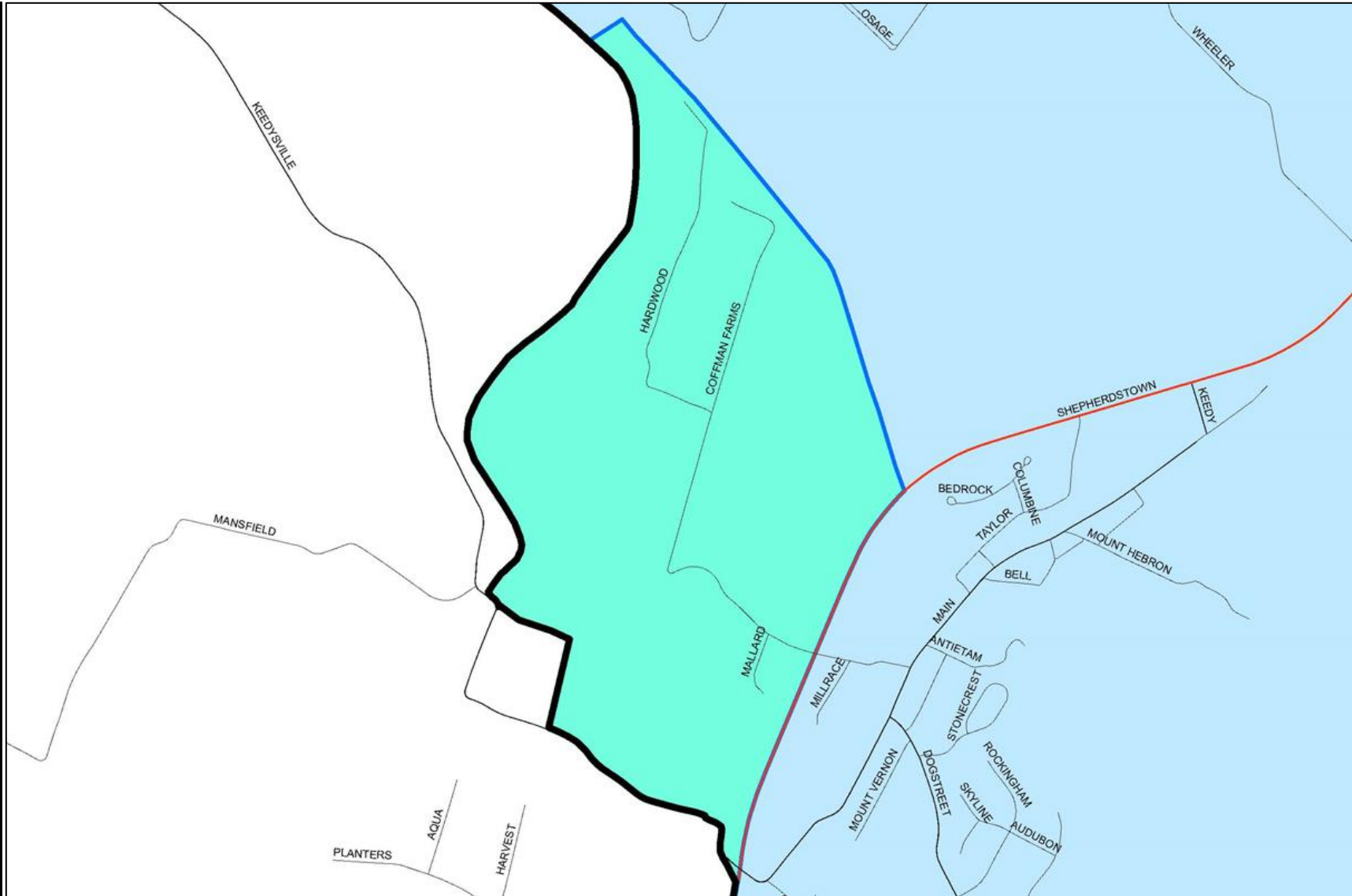
	RECOMMENDATION	COMMENTS
1.	<p style="text-align: center;"><i>Boundary realignment for the Boonsboro Elementary and Sharpsburg Elementary attendance zones Effective 2020-2021 School Year</i></p> <p>Establish a new Sharpsburg Elementary attendance zone by reassigning a western portion of the Boonsboro Elementary attendance zone as defined by:</p> <ul style="list-style-type: none"> -the existing Sharpsburg Elementary attendance zone to the west; -properties to the north of Hardwood Lane to the north; -properties to the east of Hardwood Lane and Coffman Farms Lane to the east, and; -Shepherdstown Pike (MD 34) to the south. <p style="text-align: center;"><i>Recommended by the FEAC 12-12-18</i></p>	<ul style="list-style-type: none"> • Reassigns approximately 11 K-5 Boonsboro Elementary students to Sharpsburg Elementary. • Reduces enrollment at Boonsboro Elementary from 122% of SRC in 2021 to an estimated 100% of SRC in 2021 in conjunction with Recommendation #2. • Free and Reduced Meal student rate at Boonsboro Elementary projected to change from 15.4% in 2017 to an anticipated 16.7% in 2021 in conjunction with Recommendation #2. • Enrollment at Sharpsburg Elementary projected to increase from 61% of SRC in 2021 to an estimated 89% of SRC in 2021 in conjunction with Recommendation #2 and Recommendation #3. • Free and Reduced Meal student rate at Sharpsburg Elementary projected to change from 34.4% in 2017 to an anticipated 26.0% in 2021 in conjunction with Recommendation #2 and Recommendation #3.



Map 5 - Boundary Realignment Recommendation #1 (shown in teal) reassigns approximately nine (9) K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharsburg Elementary attendance zone (shown in white).



Map 6 - Boundary Realignment Recommendation #1 (shown in teal) reassigns approximately nine (9) K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharpsburg Elementary attendance zone (shown in white).



Map 7 - Boundary Realignment Recommendation #1 (shown in teal) reassigns approximately nine (9) K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharpsburg Elementary attendance zone (shown in white).



Map 8 - Boundary Realignment Recommendation #1 (shown in world imagery) reassigns approximately nine (9) K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharpsburg Elementary attendance zone (shown in white).

Consideration of Factors for Recommendation #1

In accordance with Board Policy JCA, the following factors are to be considered when establishing or changing school attendance areas. The policy notes that while each of the factors are to be considered it may be impractical, in all cases, to reconcile each recommendation with each factor.

Consideration #1:

The educational opportunity afforded to students in each school involved.

Boonsboro Elementary and Sharpsburg Elementary follow the educational expectations outlined in the county curricula, which are aligned to the Common Core Standards and provides similar educational opportunities at each grade level. The new Sharpsburg Elementary will align to the same curriculum when it opens in August of 2020. Both of these elementary facilities offer, or will offer in the case of the new Sharpsburg Elementary, similar programs to enhance the learning of gifted students as well as support the needs of students experiencing learning challenges. Based on fluctuating student enrollment at all Washington County Public Schools (WCPS) facilities, staff is reassigned to best support core classes, enrichment opportunities and interventions where a need is identified. The new Sharpsburg Elementary facility has been designed to include spaces that will better support these various programs and still maintain flexibility for changes or needs of future programs. Examples of some of these spaces include a dedicated enrichment room, two (2) special education classrooms, multiple itinerant spaces that will support various programs such as the English Language Learners (ELL), speech, guidance activities/programs, etc., an instrumental music classroom, a media/science classroom, and multiple other flexible spaces.

Currently, Boonsboro Elementary and Sharpsburg Elementary do not have Title I programs based on the percentage of children that qualify for Free and Reduced Meals (FARM). Students being reassigned in Recommendation #1 from Boonsboro Elementary to Sharpsburg Elementary are proposed to be reassigned from a non-Title I facility to a non-Title I facility. In addition, reducing the current over enrollment levels at Boonsboro Elementary is an advantage to the educational opportunities for the students that are not proposed to be realigned.

Boonsboro Elementary is the only school impacted by the FEAC's recommendations that offers an onsite magnet program for students within its curriculum. Recommendation #1 reduces over-enrollment levels currently experienced at Boonsboro Elementary by reassigning students to the adjacent Sharpsburg Elementary attendance zone. Students currently attending Boonsboro Elementary do not automatically qualify for the magnet program based solely on their residential location. Since elementary students countywide are tested in Grade 1 for possible placement in a magnet school, Recommendation #1 will not inhibit the opportunity for a student to participate in these programs. Students from any WCPS' facility who receive appropriate scores on the magnet assessments may apply to attend a facility that offers magnet classes in Grades 2-5. There has been no discussion or indication of a change to any of the program offerings currently located at any of the existing school sites impacted by Recommendation #1.

Sharpsburg Elementary, scheduled to open in August 2020, will be a newer facility than Boonsboro Elementary. This facility has been carefully designed to provide a learning environment that reflects the goals of instructional staff and the community.

Consideration #2:

Long-range enrollment projections including consideration of anticipated future residential development and construction.

During this process, the FEAC reviewed both the September 2017 and September 2018 official enrollment counts for the Recommendation #1 area and compared them to the most recent facility enrollment projections Boonsboro Elementary and Sharpsburg Elementary (see Chart 4). This approach allowed the FEAC to review the range of actual facility enrollment over two (2) years against the projected facility enrollment to determine if any additional considerations were necessary. The FEAC determined that the recorded enrollment in September of 2018 validated the projected enrollment for 2021. In addition, the FEAC also reviewed the seven (7) year student enrollment history for the Recommendation #1 area and was comfortable with the average K-5 student generation for each area (see Chart 5).

	State Rated Capacity (SRC)	Official Full-Time Equivalent (FTE) Enrollment		April 2018 Projected 2021 Full-Time Equivalent (FTE) Enrollment*
		September 2017	September 2018	
Boonsboro ES	514	547	571	624
Sharpsburg ES	471**	262	250	287

* 2021 Projections updated to reflect additional pre-kindergarten programs starting in the 2018-2019 school year
 ** Indicates SRC of the new Sharpsburg Elementary in the 2021-2022 school year

Chart 4. Official 2017 and 2018 Enrollment, and Projected 2021 Enrollment at Impacted Facilities before Recommendation #1

Boundary Realignment Recommendation #1	
Reassigns approximately 11 K-5 Boonsboro Elementary students to Sharpsburg Elementary.	
School Year	Official Number of K-5 students in September
2018-2019	11
2017-2018	9
2016-2017	8
2015-2016	8
2014-2015	11
2013-2014	10
2012-2013	12
<i>Average Number of K-5 students</i>	<i>10</i>

Chart 5. Recommendation #1 Area K-5 Student Enrollment Count

Enrollment projections for all WCPS’ facilities consider local birth rates, housing trends, economic factors, and an understanding of each community and facility. A review of the housing trends for each community and the existing and proposed major subdivisions currently identified in the annually updated Educational Facilities Master Plan. According to information from the county planning office staff, there are no proposed major subdivision developments in the Recommendation #1 area.

Consideration #3:

The state- and local-rated capacity of affected schools.

The outcome of implementing Recommendation #1 is accurately described in the comments of the individual recommendation detailed within this report. The information presented in bulleted form below summarizes the effect on seat capacity at each facility due to Recommendation #1, in conjunction with Recommendation #2 and Recommendation #3.

Sharpsburg Elementary

- The new Sharpsburg Elementary will have a SRC of 471 students and a LRC of 424 students.
- The projected 2021 enrollment for the new Sharpsburg Elementary in conjunction with Recommendation #2, and Recommendation #3, if implemented, would be 417 students, or 89% of SRC.
- Without the proposed redistricting changes, the new Sharpsburg Elementary is projected to open in the fall of 2021 with 287 students, or 61% of SRC.
- Both of the enrollment projections for the new Sharpsburg Elementary include a 40 student pre-kindergarten program in the fall of 2021.

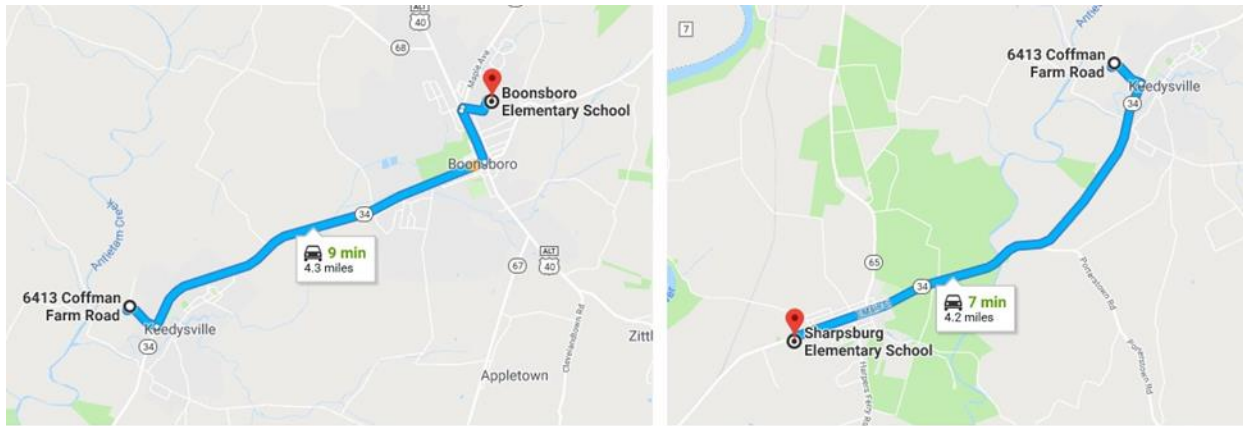
Boonsboro Elementary

- Boonsboro Elementary has a SRC of 514 students and a LRC of 463 students.
- The projected 2021 enrollment for Boonsboro Elementary in conjunction with Recommendation #2, if implemented, would be 512 students, or 100% of SRC.
- Without the proposed redistricting changes, Boonsboro Elementary is projected to open in the fall of 2021 with 624 students, or 121% of SRC.

Consideration #4:

The geographic location of each school in relationship to the surrounding population areas.

The area proposed in Recommendation #1 reassigns students from a western portion of the Boonsboro Elementary attendance zone into the contiguous Sharpsburg Elementary attendance zone. From a general transportation standpoint, the Recommendation #1 area is geographically located almost an equal distance from Sharpsburg Elementary as it is to Boonsboro Elementary (see Map 9 next page). The Recommendation #1 area is approximately four (4) miles away from Boonsboro Elementary, with a less than 10 minute travel time. This geographic area is approximately four (4) miles away from Sharpsburg Elementary, with a less than 10 minute travel time.



Sample from Google Maps. Not all address points in Recommendation #1 area will have the same distance/travel time as estimated above.

Map 9 - Recommendation #1 Geographical Area General Transportation Times

The Recommendation #1 population area is a rural community and contains multiple farm properties. The area is contiguous to the proposed receiving attendance zone (Sharpsburg Elementary) and is within an acceptable distance of the proposed receiving elementary school. The Recommendation #1 area is accessed by Shepherdstown Pike (MD 34) and Coffman Farms Road and includes Hardwood Lane and Mallard Lane.

During this process, the FEAC considered that the geographic location of Sharpsburg Elementary along Shepherdstown Pike provides easy access and reasonable travel times for students located in the Recommendation #1 area to be included in the new attendance zone. The FEAC’s recommendations strategically identified areas and communities on or having easy access to Shepherdstown Pike.

Consideration #5:

Current and projected student travel time.

The WCPS’ department of transportation has estimated travel times and determined that all students will have a reasonable travel time if Recommendation #1 is implemented. For some students, it is possible their bus trip will be shorter while for others it will be longer than their current routes, but not unreasonable or different as compared to travel times in other areas of the county. Student travel time can change year to year, based on a large number of factors. Using current bus route information, Recommendation #1 would result in a five (5) minute shorter bus route. The current Recommendation #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 Recommendation #1 was 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. 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 acknowledges that these travel times could vary in the future based on a number of continually changing conditions, etc.

The WCPS’ department of transportation also indicated that some students on this route 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 to 15 minutes over the course of a school year. The initial and closing bell time for the two (2) impacted schools from Recommendation #1 are:

- Boonsboro Elementary: 7:55 a.m. – 2:25 p.m.
- Sharpsburg Elementary (Current): 7:45 a.m. – 2:15 p.m.

The FEAC acknowledges that WCPS 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.

Consideration #6:

Continuing of the feeder school patterns.

Recommendation #1 allows students from the impacted schools to continue to matriculate within their current secondary feeder pattern. There are no proposals or recommendations to change secondary feeder patterns in Recommendation #1. While students will be relocated to different elementary schools, their homes remain within their currently assigned middle and high school attendance zones: Boonsboro Middle and Boonsboro High.

Consideration #7:

The opening of a new school or the necessity to close a school.

On October 16, 2018, the Board voted to award the contract for construction of a new Sharpsburg Elementary. The available capacity created by the construction of the new Sharpsburg Elementary provides an opportunity for enrollment relief and boundary adjustments to numerous surrounding attendance zones. If implemented, Recommendation #1 will provide enrollment relief to Boonsboro Elementary.

Consideration #8:

The need to maintain racial balance in a school and or school system.

The information available to the FEAC at the time of review in Closed Session was the 2017 minority and non-minority student data for the elementary facilities and recommendation areas in this report. Based on the small number of students affected by Recommendation #1, it will result in minimal changes to the racial balance of the existing facilities. Sharpsburg Elementary, as a result of Recommendation #1, and in conjunction with Recommendation #2 and Recommendation #3, is estimated to have its minority population decrease from 4.9% in 2017 to 4.6% in 2021. As a result of the Recommendation #1, and in conjunction with Recommendation #2, Boonsboro Elementary is estimated to have its minority population increase from 5.8% in 2017 to 6.0% in 2021.

Consideration #9:

Socio-economic composition of affected schools.

In November of 2017, the FY 2018 FARM student rates were released for all WCPS' facilities, which detailed the percentage of FARM students for 2017 for each school. The information available to the FEAC at the time of review in Closed Session was the FY 2018 FARM rates for the elementary facilities and recommendation areas in this report. It was noted at a later meeting that the overall FARM percentage for WCPS increased by only 0.1% for FY 2019. Additionally,

the FEAC was informed that the elementary facilities addressed in this report changed by less than 5% between FY 2018 and FY 2019. The implementation of Recommendation #1, in conjunction with the other recommendations that affect these schools, and the subsequent impact to each facility's FARM rate has been accurately described in the comments of each individual recommendation.

The 2017 FARM rate at Sharpsburg Elementary was 34.4%. In conjunction with the recommendations of the report and Recommendation #1, the FARM rate at Sharpsburg Elementary is estimated to be approximately 26.0% in 2021. The 2017 FARM rate at Boonsboro Elementary was 15.4%. In conjunction with the recommendations of the report and Recommendation #1, the FARM rate at Boonsboro Elementary is estimated to be approximately 16.7% in 2021. During this process, the FEAC met with WCPS' administrators who informed the Committee that Recommendation #1 would not impact current non-Title I designations at the affected schools.

Consideration #10:

Cost associated with the various options.

The FEAC worked under the assumption that appropriate staffing will be transferred in proportion to students moving from various locations or based on need due to other factors not identified in this report. The FEAC assumed that additional programs will be reviewed and added at facilities on an as-needed basis, and staff may be reassigned from one school to another school in order to meet the needs of students. Through the attendance zone realignment process, it was the Committee's goal to avoid the purchase or relocation of portable classrooms. The described costs associated with these recommendations are primarily focused on changes in current transportation costs.

Recommendation #1 attempts to make the most effective and efficient use of projected available capacity at Sharpsburg Elementary to provide enrollment relief to Boonsboro Elementary. It is anticipated that Recommendation #1 will be cost-neutral to the transportation department based on a similar transportation distance. The department of transportation will maximize the use of current bus capacity and efficiency in routing to minimize the impact of this recommendation. The need to purchase additional buses is not anticipated, other than those that would be necessary as a result of growing enrollment. Additionally, WCPS will need to continue to study times for the beginning and ending of the school day at all schools to maximize the efficient use of transportation resources.

Boundary Realignment Recommendation #2
Recommended Effective Date: 2020-2021 School Year

FEAC's RECOMMENDATION #2

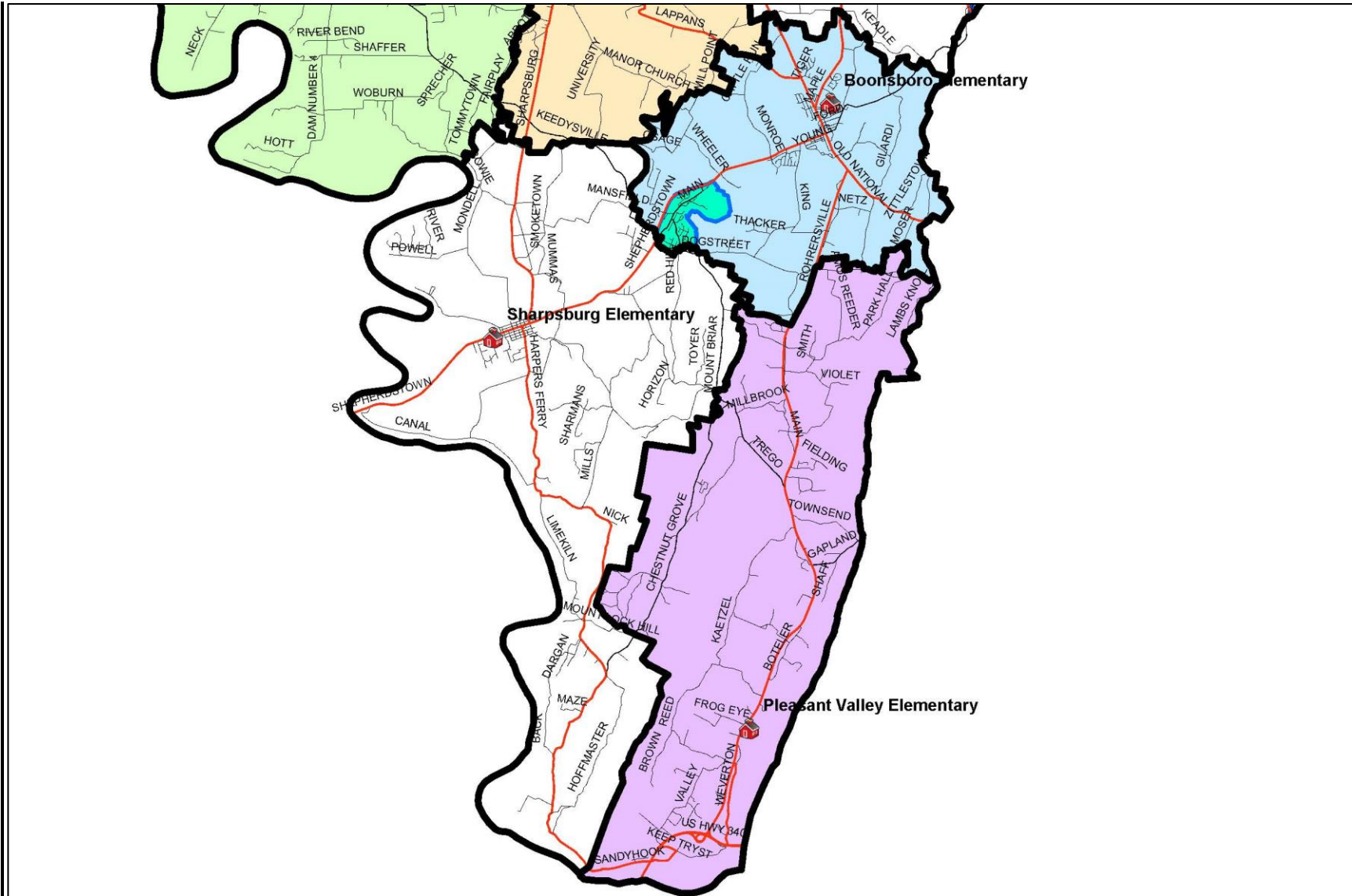
The Facilities and Enrollment Advisory Committee's (FEAC, or the "Committee") Charge from the Washington County Board of Education (WCBOE, or the "Board") was to develop an attendance zone for the anticipated opening of Sharpsburg Elementary Replacement School (New Sharpsburg Elementary) which includes 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. The new Sharpsburg Elementary will have a pre-kindergarten through Grade 5 state-rated capacity (SRC) of 471 students and a local-rated capacity (LRC) of 424 students. The Committee recommended three (3) attendance zone realignments (Recommendation #1, Recommendation #2, and Recommendation #3) for consideration that would create a new Sharpsburg Elementary attendance zone by reassigning portions of the attendance zones of Boonsboro Elementary and Pleasant Valley Elementary. These recommendations are suggested to take effect in the 2020-2021 school year.

Recommendation #2 provides enrollment relief to Boonsboro Elementary. It reassigns a western portion of the Boonsboro Elementary attendance zone (the Town of Keedysville) to the Sharpsburg Elementary attendance zone. Recommendation #2 is accessed by Shepherdstown Pike (MD 34), South Main Street, Coffman Farms Road, and Taylor Drive. This option area also includes Antietam Drive, Appomattox Court, Audubon Way, Bedrock Circle, Bedrock Lane, Bell Lane, Bunny Lane, Columbine Drive, Dogstreet Road (portions of), Farragut Drive, Felfoot Drive, Hoot Owl Court, Main Street, Millrace Lane, Mount Hebron Road, Mount Vernon Drive, Rebel Lane, Rockingham Drive, Shepherdstown Pike, Skyline Court, Stonecrest Circle, Sumter Drive, Turkey Tract Place, Village View Court, Wyand Drive, and Yankee Drive.

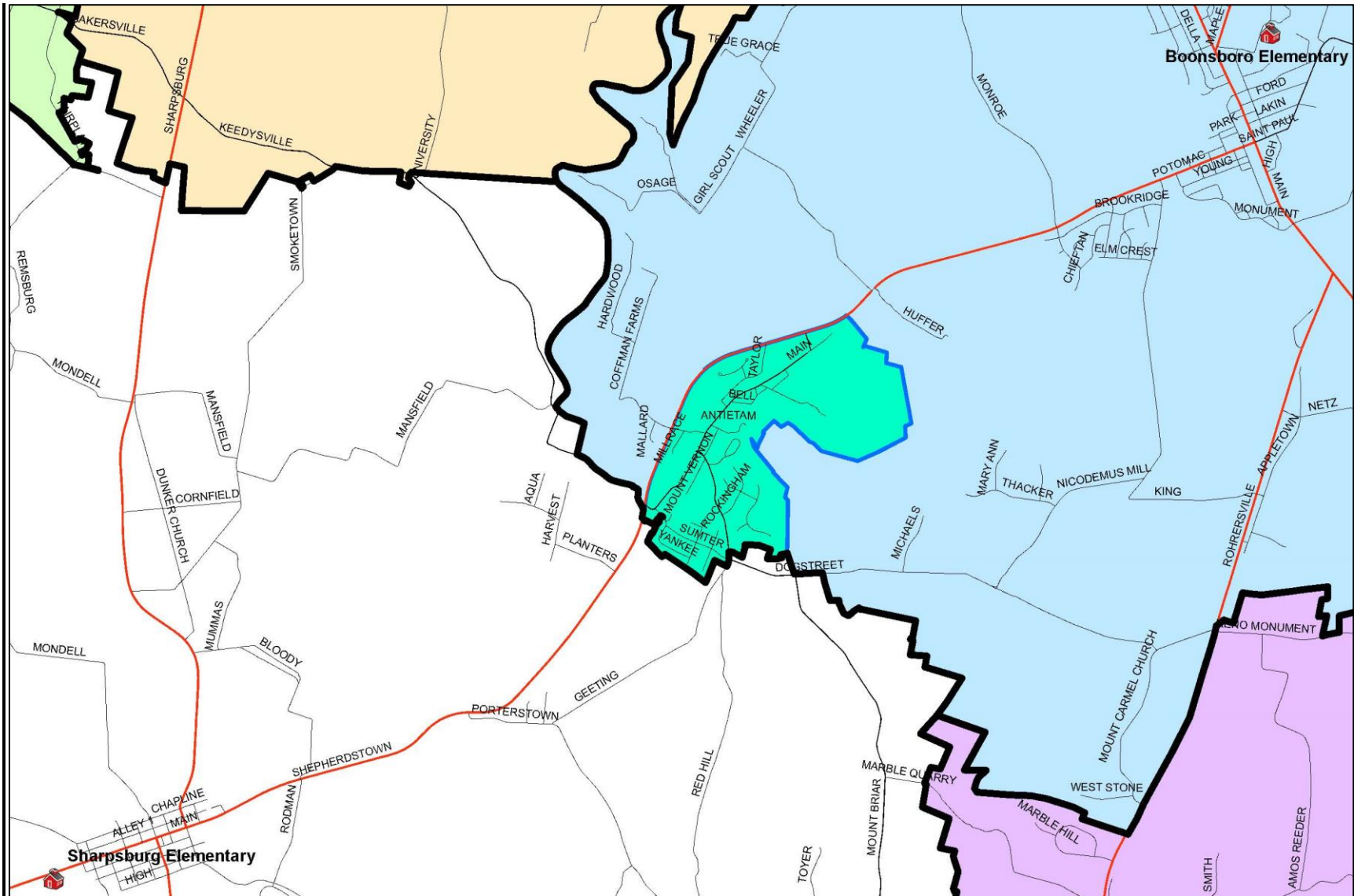
The following chart and maps represent FEAC's Recommendation #2 as written and voted upon by the Committee.

Boundary Realignment Recommendation #2: Reassign approximately 101 K-5 students from the Boonsboro Elementary attendance zone to the Sharpsburg Elementary attendance zone.

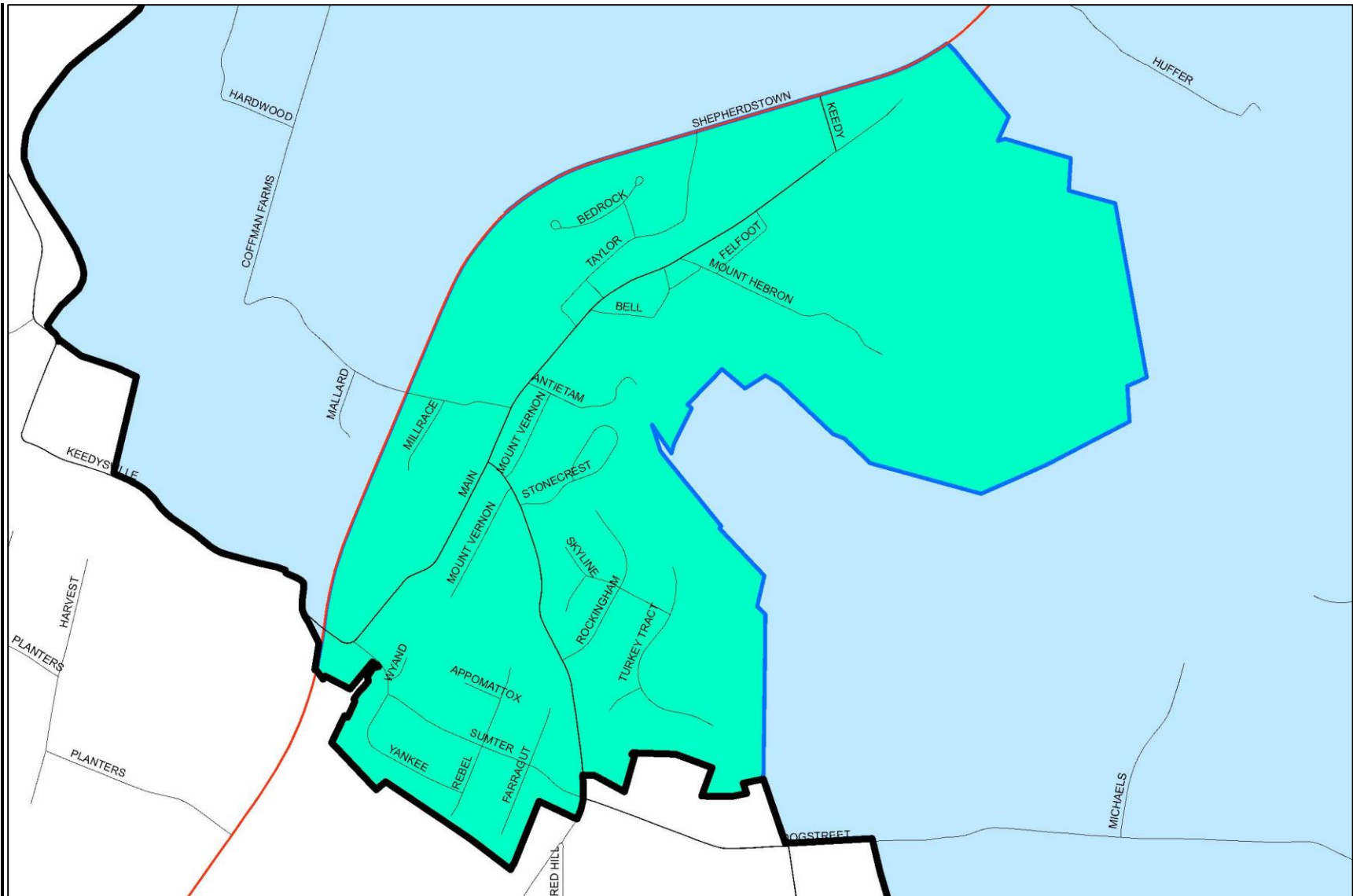
	RECOMMENDATION	COMMENTS
2.	<p style="text-align: center;"><i>Boundary realignment for the Boonsboro Elementary and Sharpsburg Elementary attendance zones Effective 2020-2021 School Year</i></p> <p>Establish a new Sharpsburg Elementary attendance zone by reassigning a western portion of the Boonsboro Elementary attendance zone (the Town of Keedysville) as defined by:</p> <ul style="list-style-type: none"> - Shepherdstown Pike (MD 34) to the west and the north; -properties to the east of Main Street, Mount Hebron Road, Hoot Owl Court, Antietam Drive, Stonecrest Drive, and Turkey Tract Place to the east, and; -the existing Sharpsburg Elementary attendance zone to the south. <p style="text-align: center;"><i>Recommended by the FEAC 12-12-18</i></p>	<ul style="list-style-type: none"> • Reassigns approximately 101 K-5 Boonsboro Elementary students to Sharpsburg Elementary. • Reduces enrollment at Boonsboro Elementary from 122% of SRC in 2021 to an estimated 100% of SRC in 2021 in conjunction with Recommendation #1. • Free and Reduced Meal student rate at Boonsboro Elementary projected to change from 15.4% in 2017 to an anticipated 16.7% in 2021 in conjunction with Recommendation #1. • Enrollment at Sharpsburg Elementary projected to increase from 61% of SRC in 2021 to an estimated 89% of SRC in 2021 in conjunction with Recommendation #1 and Recommendation #3. • Free and Reduced Meal student rate at Sharpsburg Elementary projected to change from 34.4% in 2017 to an anticipated 26.0% in 2021 in conjunction with Recommendation #1 and Recommendation #3.



Map 10 - Boundary Realignment Recommendation #2 (shown in teal) reassigns approximately 101 K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharsburg Elementary attendance zone (shown in white).



Map 11 - Boundary Realignment Recommendation #2 (shown in teal) reassigns approximately 101 K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharpsburg Elementary attendance zone (shown in white).



Map 12 - Boundary Realignment Recommendation #2 (shown in teal) reassigns approximately 101 K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharpsburg Elementary attendance zone (shown in white).



Map 13 - Boundary Realignment Recommendation #2 (shown in world imagery) reassigns approximately 101 K-5 students from the Boonsboro Elementary attendance zone (shown in blue) to the Sharpsburg Elementary attendance zone (shown in white).

Consideration of Factors for Recommendation #2

In accordance with Board Policy JCA, the following factors are to be considered when establishing or changing school attendance areas. The policy notes that while each of the factors are to be considered, it may be impractical, in all cases, to reconcile each recommendation with each factor.

Consideration #1:

The educational opportunity afforded to students in each school involved.

Boonsboro Elementary and Sharpsburg Elementary follow the educational expectations outlined in the county curricula, which are aligned to the Common Core Standards and provides similar educational opportunities at each grade level. The new Sharpsburg Elementary will align to the same curriculum when it opens in August of 2020. Both of these elementary facilities offer, or will offer in the case of the new Sharpsburg Elementary, similar programs to enhance the learning of gifted students as well as support the needs of students experiencing learning challenges. Based on fluctuating student enrollment at all Washington County Public Schools (WCPS) facilities, staff is reassigned to best support core classes, enrichment opportunities and interventions where a need is identified. The new Sharpsburg Elementary facility has been designed to include spaces that will better support these various programs and still maintain flexibility for changes or needs of future programs. Examples of some of these spaces include a dedicated enrichment room, two (2) special education classrooms, multiple itinerant spaces that will support various programs such as the English Language Learners (ELL), speech, guidance activities/programs, etc., an instrumental music classroom, a media/science classroom, and multiple other flexible spaces.

Currently, Boonsboro Elementary and Sharpsburg Elementary do not have Title I programs based on the percentage of children that qualify for Free and Reduced Meals (FARM). Students being reassigned in Recommendation #2 from Boonsboro Elementary to Sharpsburg Elementary are proposed to be reassigned from a non-Title I facility to a non-Title I facility. In addition, reducing the current over enrollment levels at Boonsboro Elementary is an advantage to the educational opportunities for the students that are not proposed to be realigned.

Boonsboro Elementary is the only school impacted by the FEAC's recommendations that offers an onsite magnet program for students within its curriculum. Recommendation #1 reduces over-enrollment levels currently experienced at Boonsboro Elementary by reassigning students to the adjacent Sharpsburg Elementary attendance zone. Students currently attending Boonsboro Elementary do not automatically qualify for the magnet program based solely on their residential location. Since elementary students countywide are tested in Grade 1 for possible placement in a magnet school, Recommendation #2 will not inhibit the opportunity for a student to participate in these programs. Students from any WCPS' facility who receive appropriate scores on the magnet assessments may apply to attend a facility that offers magnet classes in Grades 2-5. There has been no discussion or indication of a change to any of the program offerings currently located at any of the existing school sites impacted by Recommendation #2.

Sharpsburg Elementary, scheduled to open in August 2020, will be a newer facility than Boonsboro Elementary. This facility has been carefully designed to provide a learning environment that reflects the goals of instructional staff and the community.

Consideration #2:

Long-range enrollment projections including consideration of anticipated future residential development and construction.

During this process, the FEAC reviewed both the September 2017 and September 2018 official enrollment counts for the Recommendation #2 area and compared them to the most recent facility enrollment projections Boonsboro Elementary and Sharpsburg Elementary (see Chart 6). This approach allowed the FEAC to review the range of actual facility enrollment over two (2) years against the projected facility enrollment to determine if any additional considerations were necessary. The FEAC determined that the recorded enrollment in September of 2018 validated the projected enrollment for 2021. In addition, the FEAC also reviewed the seven (7) year student enrollment history for the Recommendation #2 area and was comfortable with the average K-5 student generation for each area (see Chart 7).

	State Rated Capacity (SRC)	Official Full-Time Equivalent (FTE) Enrollment		April 2018 Projected 2021 Full-Time Equivalent (FTE) Enrollment*
		September 2017	September 2018	
Boonsboro ES	514	547	571	624
Sharpsburg ES	471**	262	250	287

* 2021 Projections updated to reflect additional pre-kindergarten programs starting in the 2018-2019 school year
 ** Indicates SRC of the new Sharpsburg Elementary in the 2021-2022 school year

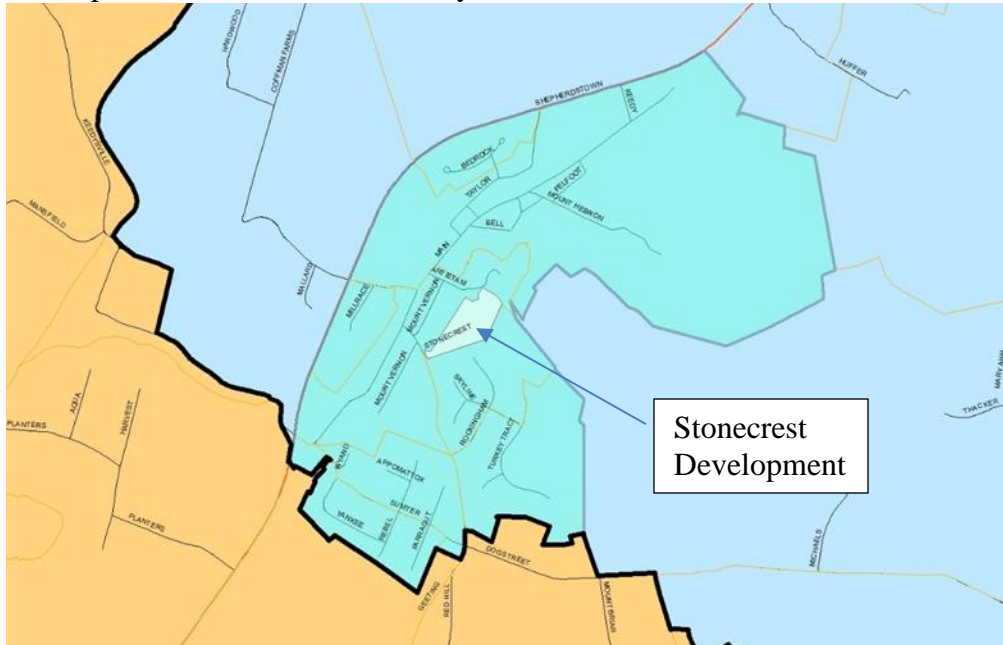
Chart 6. Official 2017 and 2018 Enrollment, and Projected 2021 Enrollment at Impacted Facilities before Recommendation #2

Boundary Realignment Recommendation #2	
Reassigns approximately 101 K-5 Boonsboro Elementary students to Sharpsburg Elementary.	
School Year	Official Number of K-5 students in September
2018-2019	101
2017-2018	98
2016-2017	101
2015-2016	98
2014-2015	97
2013-2014	103
2012-2013	122
<i>Average Number of K-5 students</i>	<i>103</i>

Chart 7. Recommendation #2 Area K-5 Student Enrollment Count

Enrollment projections for all WCPS’ facilities consider local birth rates, housing trends, economic factors, and an understanding of each community and facility. A review of the housing trends for each community and the existing and proposed major subdivisions currently identified in the annually updated Educational Facilities Master Plan. According to information from the county planning office staff, there are no proposed major subdivision developments in the Recommendation #2 area. The existing Stonecrest development is in this Recommendation #2 area (See Map 14 below). This development has a total of 21 single family homes. Based on a

discussion with the Town of Keedysville in February 2018, 20 of these residences have permits pulled, and of those 16 have Use & Occupancy permits. There are no other “known” or “planned” developments in the Town of Keedysville.



Map 14 – Existing Stonecrest Development within the Recommendation #2 Area

Consideration #3:

The state- and local–rated capacity of affected schools.

The outcome of implementing Recommendation #2 is accurately described in the comments of the individual recommendation detailed within this report. The information presented in bulleted form below summarizes the effect on seat capacity at each facility due to Recommendation #2, in conjunction with Recommendation #1, and Recommendation #3.

Sharpsburg Elementary

- The new Sharpsburg Elementary will have a SRC of 471 students and a LRC of 424 students.
- The projected 2021 enrollment for the new Sharpsburg Elementary in conjunction with Recommendation #1, and Recommendation #3, if implemented, would be 417 students, or 89% of SRC.
- Without the proposed redistricting changes, the new Sharpsburg Elementary is projected to open in the fall of 2021 with 287 students, or 61% of SRC.
- Both of the enrollment projections for the new Sharpsburg Elementary include a 40 student pre-kindergarten program in the fall of 2021.

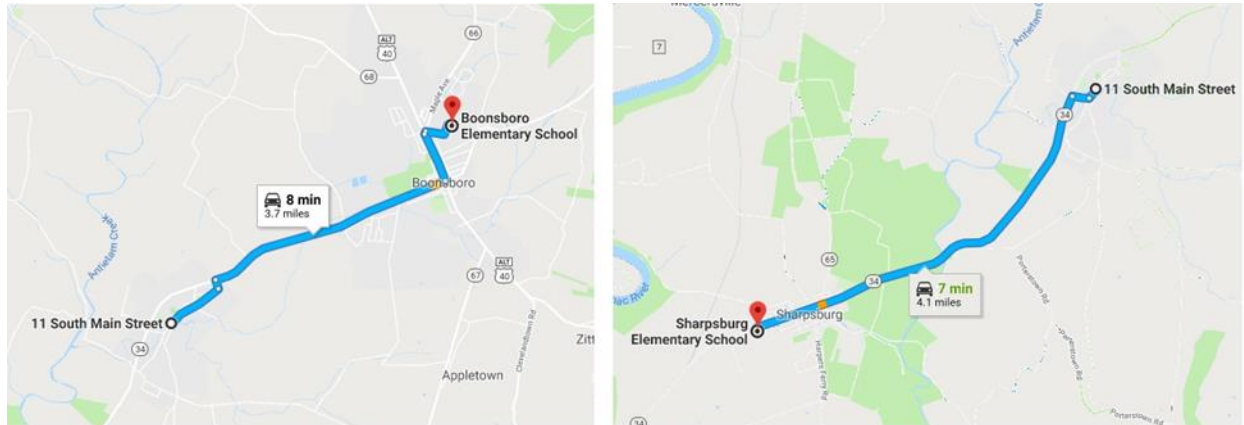
Boonsboro Elementary

- Boonsboro Elementary has a SRC of 514 students and a LRC of 463 students.
- The projected 2021 enrollment for Boonsboro Elementary in conjunction with Recommendation #1, if implemented, would be 512 students, or 100% of SRC.
- Without the proposed redistricting changes, Boonsboro Elementary is projected to open in the fall of 2021 with 624 students, or 121% of SRC.

Consideration #4:

The geographic location of each school in relationship to the surrounding population areas.

The area proposed in Recommendation #2 reassigns students from a western portion of the Boonsboro Elementary attendance zone (the Town of Keedysville) into the contiguous Sharpsburg Elementary attendance zone. From a general transportation standpoint, the Recommendation #2 area is geographically located almost an equal distance from Sharpsburg Elementary as it is to Boonsboro Elementary (see Map 15 below). The Recommendation #2 area is approximately four (4) miles away from Boonsboro Elementary, with a less than 10 minute travel time. This geographic area is approximately four (4) miles away from Sharpsburg Elementary, with a less than 10 minute travel time.



Sample from Google Maps. Not all address points in Recommendation #2 area will have the same distance/travel time as estimated above.

Map 15 - Recommendation #2 Geographical Area General Transportation Times

The Recommendation #2 population area encompasses the entire Town of Keedysville boundary. The area is contiguous to the proposed receiving attendance zone (Sharpsburg Elementary) and is within an acceptable distance of the proposed receiving elementary school. The Recommendation #2 area is accessed by Shepherdstown Pike (MD 34), South Main Street, Coffman Farms Road, and Taylor Drive. This option area also includes Antietam Drive, Appomattox Court, Audubon Way, Bedrock Circle, Bedrock Lane, Bell Lane, Bunny Lane, Columbine Drive, Dogstreet Road (portions of), Farragut Drive, Felfoot Drive, Hoot Owl Court, Main Street, Millrace Lane, Mount Hebron Road, Mount Vernon Drive, Rebel Lane, Rockingham Drive, Shepeherdstown Pike, Skyline Court, Stonecrest Circle, Sumter Drive, Turkey Tract Place, Village View Court, Wyand Drive, and Yankee Drive.

During this process, the FEAC considered that the geographic location of Sharpsburg Elementary along Shepherdstown Pike provides easy access and reasonable travel times for students located in the Recommendation #2 area to be included in the new attendance zone. The FEAC recommendations strategically identified areas and communities on or having easy access to Shepherdstown Pike.

Consideration #5:

Current and projected student travel time.

The WCPS' department of transportation has estimated travel times and determined that all students will have a reasonable travel time if Recommendation #2 is implemented. For some students, it is possible their bus trip will be shorter while for others it will be longer than their current routes, but not unreasonable or different as compared to travel times in other areas of the county. Student travel time can change year to year, based on a large number of factors. Using current bus route information, Recommendation #2 would result in a three (3) minute shorter bus route. The current Recommendation #2 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 Recommendation #2 was 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 or by 5-6 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 acknowledges that these travel times could vary in the future based on a number of continually changing conditions, etc.

The WCPS' department of transportation also indicated that some students on this route 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 to 15 minutes over the course of a school year. The initial and closing bell time for the two (2) impacted schools from Recommendation #2 are:

- Boonsboro Elementary: 7:55 a.m. – 2:25 p.m.
- Sharpsburg Elementary (Current): 7:45 a.m. – 2:15 p.m.

The FEAC acknowledges that WCPS 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.

Consideration #6:

Continuing of the feeder school patterns.

Recommendation #2 allows students from the impacted schools to continue to matriculate within their current secondary feeder pattern. There are no proposals or recommendations to change secondary feeder patterns in Recommendation #2. While students will be relocated to different elementary schools, their homes remain within their currently assigned middle and high school attendance zones: Boonsboro Middle and Boonsboro High.

Consideration #7:

The opening of a new school or the necessity to close a school.

On October 16, 2018, the Board voted to award the contract for construction of a new Sharpsburg Elementary. The available capacity created by the construction of the new Sharpsburg Elementary provides an opportunity for enrollment relief and boundary adjustments to numerous surrounding attendance zones. If implemented, Recommendation #2 will provide enrollment relief to Boonsboro Elementary.

Consideration #8:

The need to maintain racial balance in a school and or school system.

The information available to the FEAC at the time of review in Closed Session was the 2017 minority and non-minority student data for the elementary facilities and recommendation areas in this report. Recommendation #2 will result in minimal changes to the racial balance of the existing facilities. Sharpsburg Elementary, as a result of Recommendation #2, and in conjunction with Recommendation #1 and Recommendation #3, is estimated to have its minority population decrease from 4.9% in 2017 to 4.6% in 2021. As a result of the Recommendation #2, and in conjunction with Recommendation #1, Boonsboro Elementary is estimated to have its minority population increase from 5.8% in 2017 to 6.0% in 2021.

Consideration #9:

Socio-economic composition of affected schools.

In November of 2017, the FY 2018 FARM rates were released for all WCPS' facilities, which detailed the percentage of FARM students for 2017 for each school. The information available to the FEAC at the time of review in Closed Session was the FY 2018 FARM rates for the elementary facilities and recommendation areas in this report. It was noted at a later meeting that the overall FARM percentage for WCPS increased by only 0.1% for FY 2019. Additionally, the FEAC was informed that the elementary facilities addressed in this report changed by less than 5% between FY 2018 and FY 2019. The implementation of Recommendation #2, in conjunction with the other recommendations that affect these schools, and the subsequent impact to each facility's FARM rate has been accurately described in the comments of each individual recommendation.

The 2017 FARM rate at Sharpsburg Elementary was 34.4%. In conjunction with the recommendations of the report and Recommendation #2, the FARM rate at Sharpsburg Elementary is estimated to be approximately 26.0% in 2021. The 2017 FARM rate at Boonsboro Elementary was 15.4%. In conjunction with the recommendations of the report and Recommendation #2, the FARM rate at Boonsboro Elementary is estimated to be approximately 16.7% in 2021. During this process, the FEAC met with WCPS' administrators who informed the Committee that Recommendation #2 would not impact current non-Title I designations at the affected schools.

Consideration #10:

Cost associated with the various options.

The FEAC worked under the assumption that appropriate staffing will be transferred in proportion to students moving from various locations or based on need due to other factors not identified in this report. The FEAC assumed that additional programs will be reviewed and added at facilities on an as-needed basis, and staff may be reassigned from one school to another school in order to meet the needs of students. Through the attendance zone realignment process, it was the Committee's goal to avoid the purchase or relocation of portable classrooms. The described costs associated with these recommendations are primarily focused on changes in current transportation costs.

Recommendation #2 attempts to make the most effective and efficient use of projected available capacity at Sharpsburg Elementary to provide enrollment relief to Boonsboro Elementary. It is anticipated that Recommendation #2 will be cost-neutral to the transportation department based on a similar transportation distance. The department of transportation will maximize the use of

current bus capacity and efficiency in routing to minimize the impact of this recommendation. The need to purchase additional buses is not anticipated, other than those that would be necessary as a result of growing enrollment. Additionally, WCPS will need to continue to study times for the beginning and ending of the school day at all schools to maximize the efficient use of transportation resources.

Boundary Realignment Recommendation #3
Recommended Effective Date: 2020-2021 School Year

FEAC's RECOMMENDATION #3

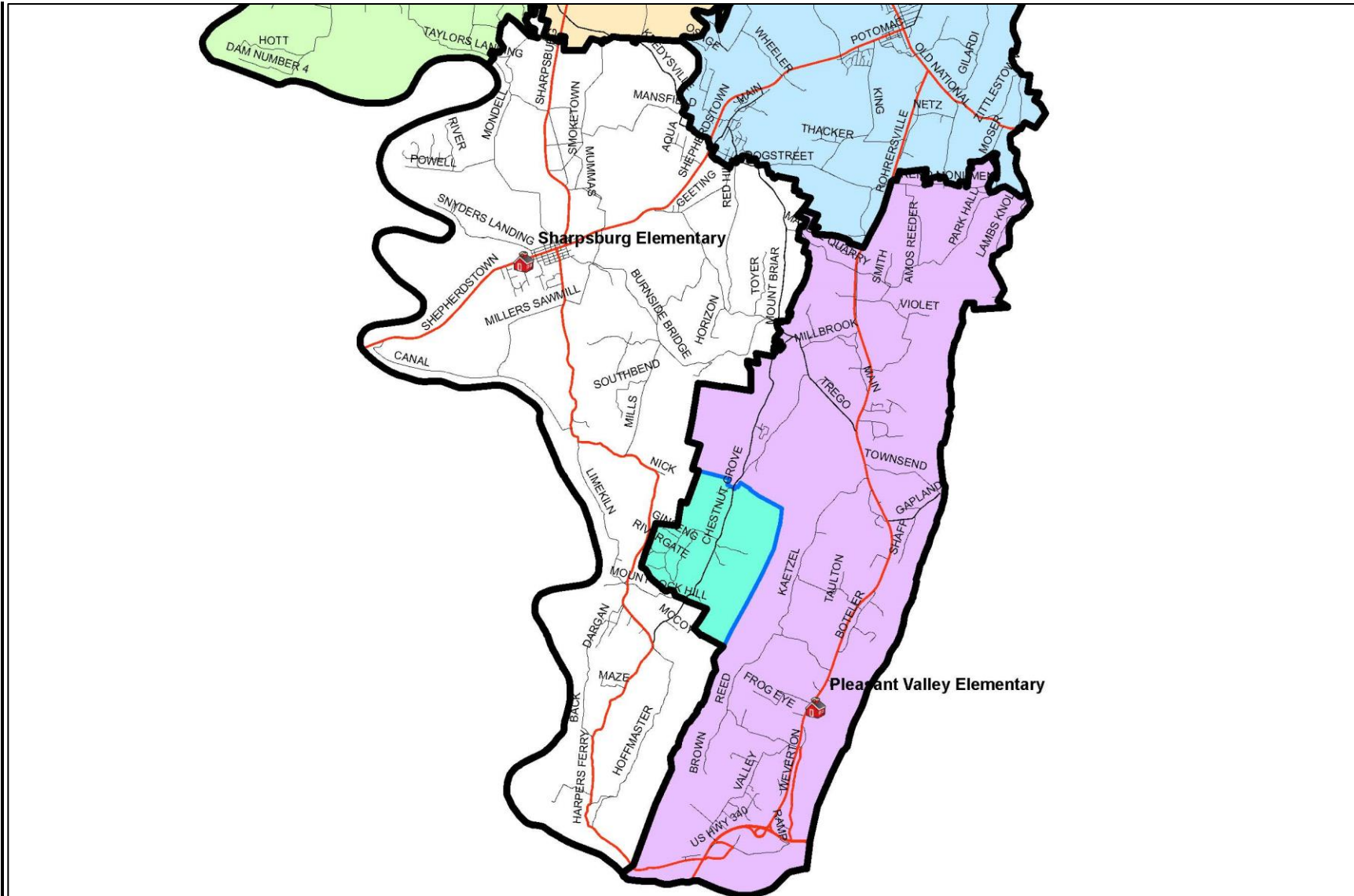
The Facilities and Enrollment Advisory Committee's (FEAC, or the "Committee") Charge from the Washington County Board of Education (WCBOE, or the "Board") was to develop an attendance zone for the anticipated opening of Sharpsburg Elementary Replacement School (New Sharpsburg Elementary) which includes 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. The new Sharpsburg Elementary will have a Pre-K through Grade 5 state-rated capacity (SRC) of 471 students and a local-rated capacity (LRC) of 424 students. The Committee recommended three (3) attendance zone realignments (Recommendation #1, Recommendation #2, and Recommendation #3) for consideration that would create a new Sharpsburg Elementary attendance zone by reassigning portions of the attendance zones of Boonsboro Elementary, and Pleasant Valley Elementary. These recommendations are suggested to take effect in the 2020-2021 school year.

Recommendation #3 provides enrollment relief to Pleasant Valley Elementary. It reassigns a western portion of the Pleasant Valley Elementary attendance zone to the Sharpsburg Elementary attendance zone. Recommendation #3 is accessed by Harpers Ferry Road and Chestnut Grove Road. This option area also includes Bobcat Ridge Lane, Flintlock Court, Ginseng Lane, Hawks Hill Lane, Nick Road, Outpost Road, Rivergate Road, Rocky Road, and Solomons Gap Lane.

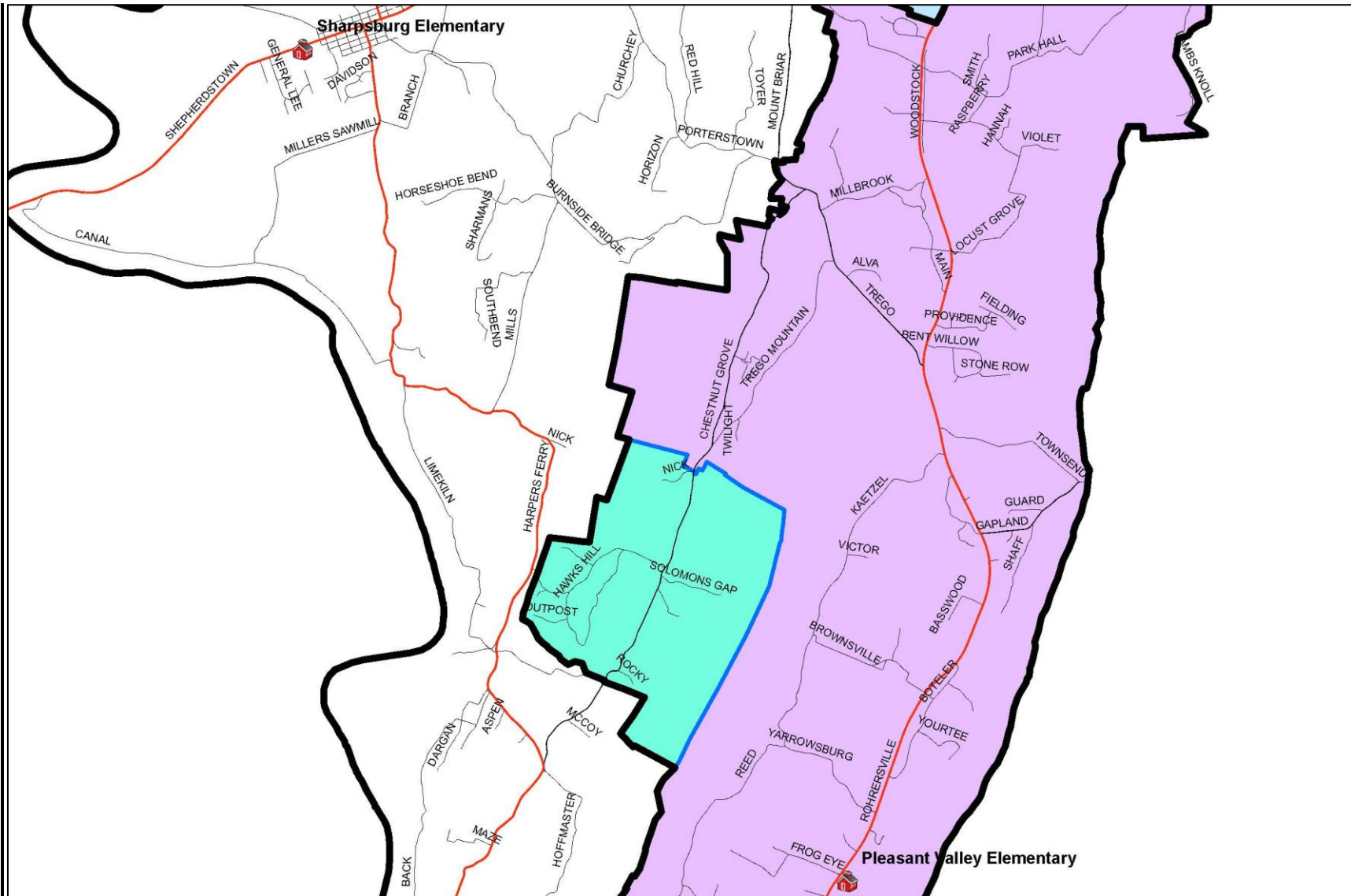
The following chart and maps represent FEAC's Recommendation #3 as written and voted upon by the Committee.

Boundary Realignment Recommendation #3: Reassign approximately 18 K-5 students from the Pleasant Valley Elementary attendance zone to the Sharpsburg Elementary attendance zone.

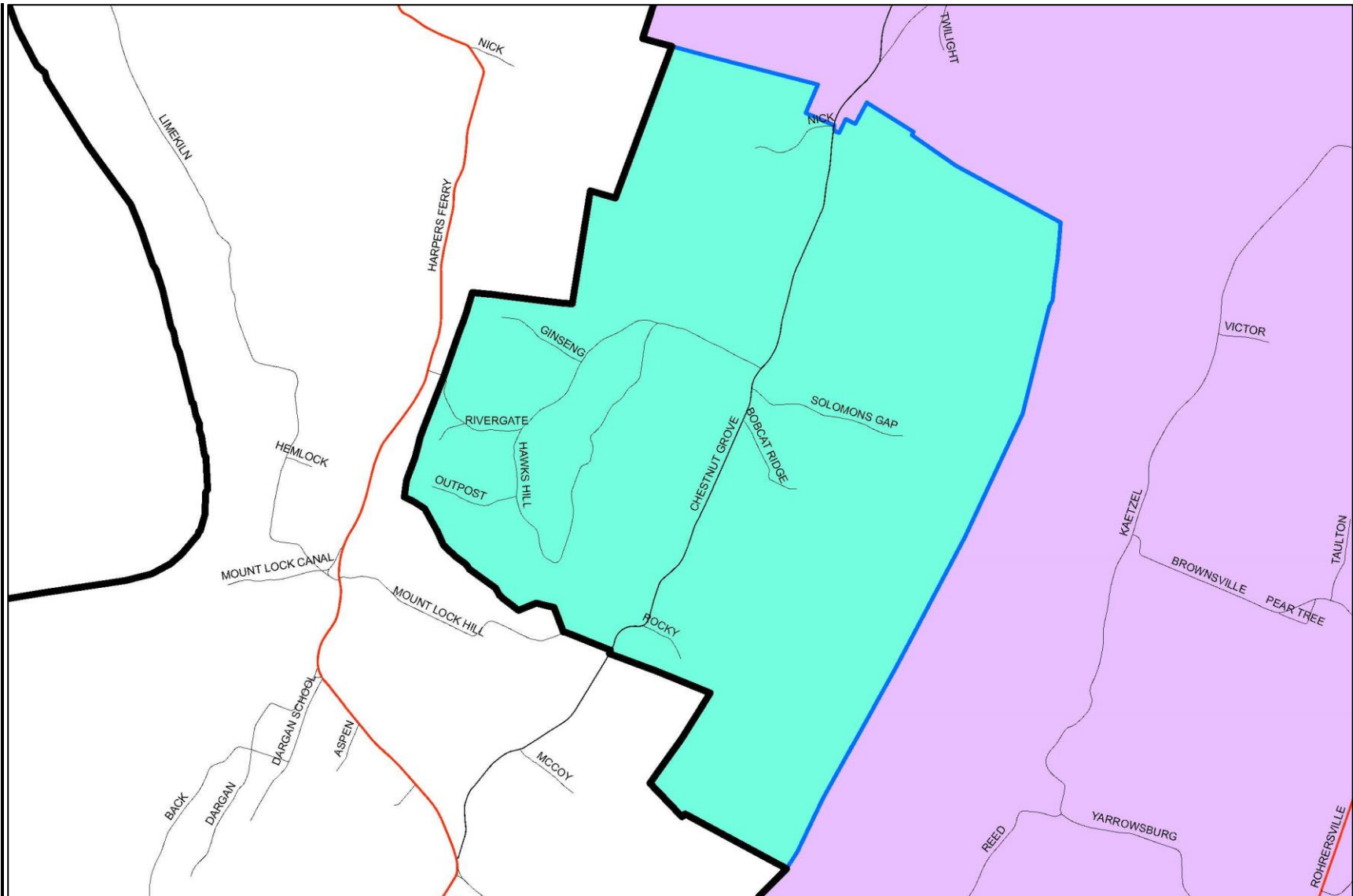
	RECOMMENDATION	COMMENTS
3.	<p align="center"><i>Boundary realignment for the Pleasant Valley Elementary and Sharpsburg Elementary attendance zones Effective 2020-2021 School Year</i></p> <p>Establish a new Sharpsburg Elementary attendance zone by reassigning a western portion of the Pleasant Valley Elementary attendance zone as defined by:</p> <ul style="list-style-type: none"> - the existing Sharpsburg Elementary attendance zone to the west; - properties to the north of the intersection of Nick Lane and Chestnut Grove Road to the north; - properties to the east of Chestnut Grove Road, Solomons Gap Lane, Bobcat Ridge Lane, and Rocky Road to the east, and; - the existing Sharpsburg Elementary attendance zone to the south. <p align="center"><i>Recommended by the FEAC 12-12-18</i></p>	<ul style="list-style-type: none"> • Reassigns approximately 18 K-5 Pleasant Valley Elementary students to Sharpsburg Elementary. • Reduces enrollment at Pleasant Valley Elementary from 109% of SRC in 2021 to an estimated 100% of SRC in 2021. • Free and Reduced Meal student rate at Pleasant Valley Elementary projected to change from 26.8% in 2017 to an anticipated 28.2% in 2021. • Enrollment at Sharpsburg Elementary projected to increase from 61% of SRC in 2021 to an estimated 89% of SRC in 2021 in conjunction with Recommendation #1 and Recommendation #2. • Free and Reduced Meal student rate at Sharpsburg Elementary projected to change from 34.4% in 2017 to an anticipated 26.0% in 2021 in conjunction with Recommendation #1 and Recommendation #2.



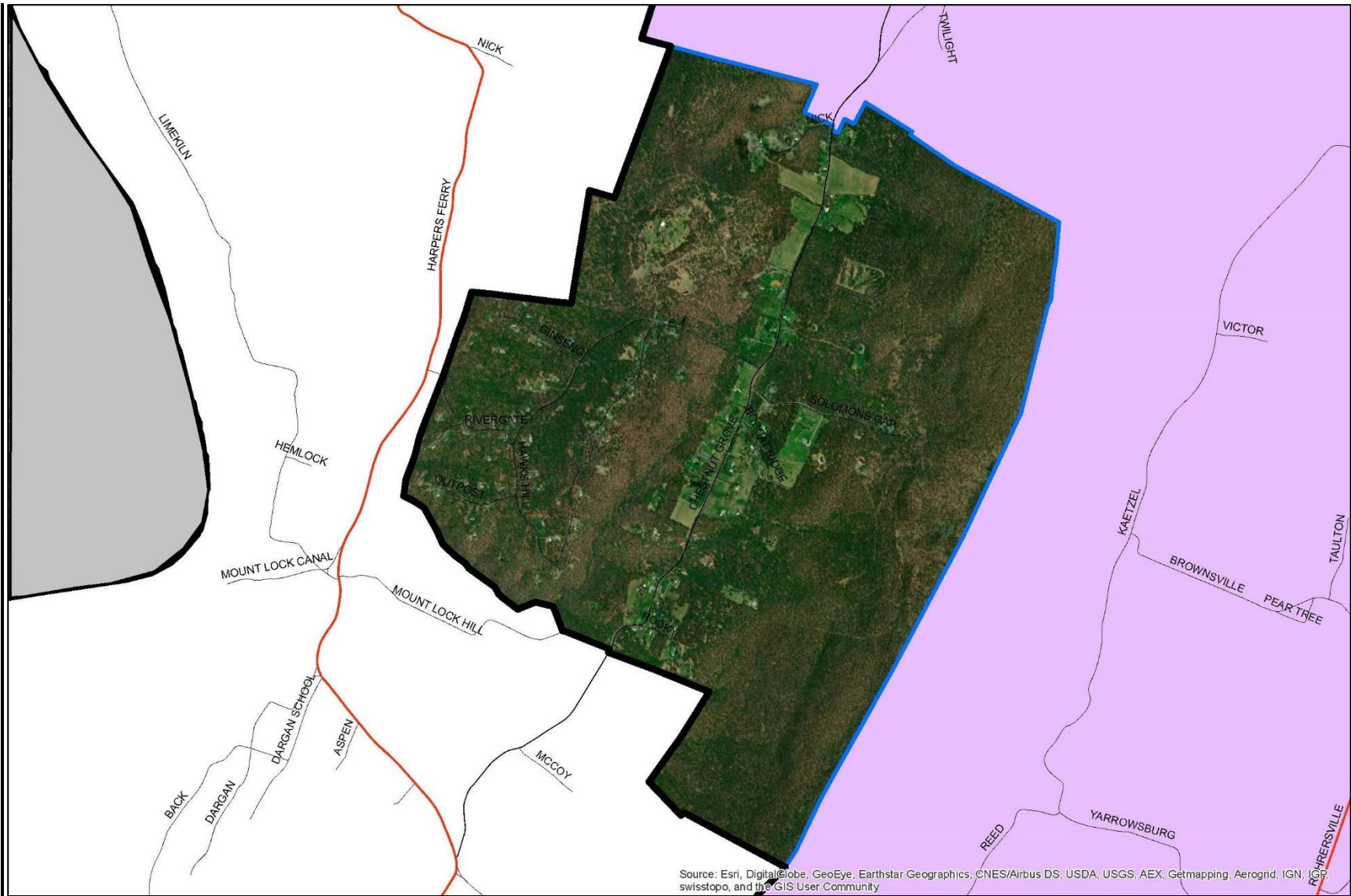
Map 16 - Boundary Realignment Recommendation #3 (shown in teal) reassigns approximately 18 K-5 students from the Pleasant Valley Elementary attendance zone (shown in purple) to the Sharpsburg Elementary attendance zone (shown in white).



Map 17 - Boundary Realignment Recommendation #3 (shown in teal) reassigns approximately 18 K-5 students from the Pleasant Valley Elementary attendance zone (shown in purple) to the Sharpshurg Elementary attendance zone (shown in white).



Map 18 - Boundary Realignment Recommendation #3 (shown in teal) reassigns approximately 18 K-5 students from the Pleasant Valley Elementary attendance zone (shown in purple) to the Sharsburg Elementary attendance zone (shown in white).



Map 19 - Boundary Realignment Recommendation #3 (shown in world imagery) reassigns approximately 18 K-5 students from the Pleasant Valley Elementary attendance zone (shown in purple) to the Sharpsburg Elementary attendance zone (shown in white).

Consideration of Factors for Recommendation #3

In accordance with Board Policy JCA, the following factors are to be considered when establishing or changing school attendance areas. The policy notes that while each of the factors are to be considered, it may be impractical, in all cases, to reconcile each recommendation with each factor.

Consideration #1:

The educational opportunity afforded to students in each school involved.

Pleasant Valley Elementary and Sharpsburg Elementary follow the educational expectations outlined in the county curricula, which are aligned to the Common Core Standards and provides similar educational opportunities at each grade level. The new Sharpsburg Elementary will align to the same curriculum when it opens in August of 2020. Both of these elementary facilities offer, or will offer in the case of the new Sharpsburg Elementary, similar programs to enhance the learning of gifted students as well as support the needs of students experiencing learning challenges. Based on fluctuating student enrollment at all Washington County Public Schools (WCPS) facilities, staff is reassigned to best support core classes, enrichment opportunities and interventions where a need is identified. The new Sharpsburg Elementary facility has been designed to include spaces that will better support these various programs, and still maintain flexibility for changes or needs of future programs. Examples of some of these spaces include a dedicated enrichment room, two (2) special education classrooms, multiple itinerant spaces that will support various programs such as the English Language Learners (ELL), speech, guidance activities/programs, etc., an instrumental music classroom, a media/science classroom, and multiple other flexible spaces.

Currently, Pleasant Valley Elementary and Sharpsburg Elementary do not have Title I programs based on the percentage of children that qualify for Free and Reduced Meals (FARM). Students being reassigned in Recommendation #3 from Pleasant Valley Elementary to Sharpsburg Elementary are proposed to be reassigned from a non-Title I facility to a non-Title I facility. In addition, reducing the current over enrollment levels at Pleasant Valley Elementary is an advantage to the educational opportunities for the students that are not proposed to be realigned.

Neither of the schools impacted by Recommendation #3 offer an onsite magnet program for students within their curriculums. Since elementary students countywide are tested in Grade 1 for possible placement in a magnet school, Recommendation #3 will not inhibit the opportunity for a student to participate in these programs. Students from any WCPS' facility who receive appropriate scores on the magnet assessments may apply to attend a facility that offers magnet classes in Grades 2-5. There has been no discussion or indication of a change to any of the program offerings currently located at any of the existing school sites impacted by Recommendation #3.

Sharpsburg Elementary, scheduled to open in August 2020, will be a newer facility than Pleasant Valley Elementary. This facility has been carefully designed to provide a learning environment that reflects the goals of instructional staff and the community.

Consideration #2:

Long-range enrollment projections including consideration of anticipated future residential development and construction.

During this process, the FEAC reviewed both the September 2017 and September 2018 official enrollment counts for the Recommendation #1 area and compared them to the most recent facility enrollment projections Pleasant Valley Elementary and Sharpsburg Elementary (see Chart 8). This approach allowed the FEAC to review the range of actual facility enrollment over two (2) years against the projected facility enrollment to determine if any additional considerations were necessary. The FEAC determined that the recorded enrollment in September of 2018 validated the projected enrollment for 2021. In addition, the FEAC also reviewed the seven (7) year student enrollment history for the Recommendation #3 area and was comfortable with the average K-5 student generation for each area (see Chart 9).

	State Rated Capacity (SRC)	Official Full-Time Equivalent (FTE) Enrollment		April 2018 Projected 2021 Full-Time Equivalent (FTE) Enrollment*
		September 2017	September 2018	
Pleasant Valley ES	229	227	234	249
Sharpsburg ES	471**	262	250	287

* 2021 Projections updated to reflect additional pre-kindergarten programs starting in the 2018-2019 school year
 ** Indicates SRC of the new Sharpsburg Elementary in the 2021-2022 school year

Chart 8. Official 2017 and 2018 Enrollment, and Projected 2021 Enrollment at Impacted Facilities before Recommendation #3

Boundary Realignment Recommendation #3	
Reassigns approximately 18 K-5 Pleasant Valley Elementary students to Sharpsburg Elementary.	
School Year	Official Number of K-5 students in September
2018-2019	18
2017-2018	19
2016-2017	22
2015-2016	22
2014-2015	29
2013-2014	32
2012-2013	38
<i>Average Number of K-5 students</i>	<i>26</i>

Chart 9. Recommendation #3 Area K-5 Student Enrollment Count

Enrollment projections for all WCPS’ facilities consider local birth rates, housing trends, economic factors, and an understanding of each community and facility. A review of the housing trends for each community and the existing and proposed major subdivisions currently identified in the annually updated Educational Facilities Master Plan. According to information from the county planning office staff, there are no proposed major subdivision developments in the Recommendation #3 area.

Consideration #3:

The state- and local-rated capacity of affected schools.

The outcome of implementing Recommendation #3 is accurately described in the comments of the individual recommendation detailed within this report. The information presented in bulleted form below summarizes the effect on seat capacity at each facility due to Recommendation #3, in conjunction with Recommendation #1, and Recommendation #2.

Sharpsburg Elementary

- The new Sharpsburg Elementary will have a SRC of 471 students and a LRC of 424 students.
- The projected 2021 enrollment for the new Sharpsburg Elementary in conjunction with Recommendation #1, and Recommendation #2, if implemented, would be 417 students, or 89% of SRC.
- Without the proposed redistricting changes, the new Sharpsburg Elementary is projected to open in the fall of 2021 with 287 students, or 61% of SRC.
- Both of the enrollment projections for the new Sharpsburg Elementary include a 40 student pre-kindergarten program in the fall of 2021.

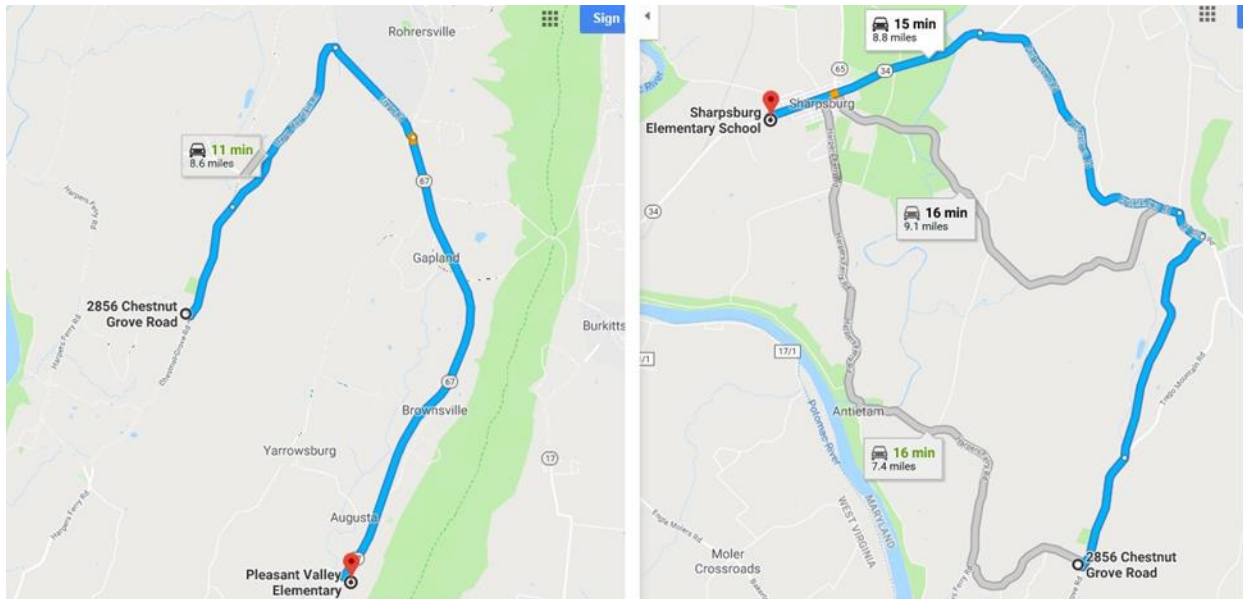
Pleasant Valley Elementary

- Pleasant Valley Elementary has a SRC of 229 students and a LRC of 206 students.
- The projected 2021 enrollment for Pleasant Valley Elementary would be 231 students, or 100% of SRC.
- Without the proposed redistricting changes, Pleasant Valley Elementary is projected to open in the fall of 2021 with 249 students, or 109% of SRC.

Consideration #4:

The geographic location of each school in relationship to the surrounding population areas.

The area proposed in Recommendation #3 reassigns students from a western portion of the Pleasant Valley Elementary attendance zone into the contiguous Sharpsburg Elementary attendance zone. From a general transportation standpoint, the Recommendation #3 area is geographically located almost an equal driving distance from Sharpsburg Elementary as it is to Pleasant Valley Elementary (see Map next page). The Recommendation #3 area is approximately 8.5 miles away from Pleasant Valley Elementary, with an 11 minute travel time. This geographic area is approximately 7.5 to 9 miles away from Sharpsburg Elementary, with a less than 15 to 16 minute travel time.



Sample from Google Maps. Not all address points in Recommendation #1 area will have the same distance/travel time as estimated above.

Map 20 - Recommendation #3 Geographical Area General Transportation Times

The Recommendation #3 population area is a rural community located on the top of a mountainous region. The area is contiguous to the proposed receiving attendance zone (Sharpsburg Elementary) and is within an acceptable distance of the proposed receiving elementary school. The Recommendation #3 area is accessed by Harpers Ferry Road and Chestnut Grove Road. This area also includes Bobcat Ridge Lane, Flintlock Court, Ginseng Lane, Hawks Hill Lane, Nick Road, Outpost Road, Rivergate Road, Rocky Road, and Solomons Gap Lane.

During this process, the FEAC considered this recommendation area at the request of the WCPS' department of transportation based on potential future bus routing efficiencies. The projected enrollment at Pleasant Valley Elementary, the Sharpsburg Elementary geographic location, and reasonable travel times for students located in the Recommendation #3 area resulted in its inclusion in the FEAC's recommendations.

Consideration #5:

Current and projected student travel time.

The WCPS' department of transportation has estimated travel times and determined that all students will have a reasonable travel time if Recommendation #3 is implemented. For some students, it is possible their bus trip will be shorter while for others it will be longer than their current routes, but not unreasonable or different as compared to travel times in other areas of the county. Student travel time can change year to year, based on a large number of factors. Using current bus route information, Recommendation #3 would result in an eight (8) minute longer bus route. The current Recommendation #3 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 Recommendation #3 was 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 or 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 acknowledges that these travel times could vary in the future based on a number of continually changing conditions, etc.

The WCPS' department of transportation also indicated that some students on this route 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 to 15 minutes over the course of a school year. The initial and closing bell time for the two (2) impacted schools from Recommendation #3 are:

- Pleasant Valley Elementary: 7:40 a.m. – 2:10 p.m.
- Sharpsburg Elementary (Current): 7:45 a.m. – 2:15 p.m.

The FEAC acknowledges that WCPS 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.

Consideration #6:

Continuing of the feeder school patterns.

Recommendation #3 allows students from the impacted schools to continue to matriculate within their current secondary feeder pattern. There are no proposals or recommendations to change secondary feeder patterns in Recommendation #3. While students will be relocated to different elementary schools, their homes remain within their currently assigned middle and high school attendance zones: Boonsboro Middle and Boonsboro High.

Consideration #7:

The opening of a new school or the necessity to close a school.

On October 16, 2018, the Board voted to award the contract for construction of a new Sharpsburg Elementary. The available capacity created by the construction of the new Sharpsburg Elementary provides an opportunity for enrollment relief and boundary adjustments to numerous surrounding attendance zones. If implemented, Recommendation #3 will provide enrollment relief to Pleasant Valley Elementary.

Consideration #8:

The need to maintain racial balance in a school and or school system.

The information available to the FEAC at the time of review in Closed Session was the 2017 minority and non-minority student data for the elementary facilities and recommendation areas in this report. Based on the small number of students affected by Recommendation #3, it will result in minimal changes to the racial balance of the existing facilities. Sharpsburg Elementary, as a result of Recommendation #3, and in conjunction with Recommendation #1 and Recommendation #2, is estimated to have its minority population decrease from 4.9% in 2017 to 4.6% in 2021. As a result of the Recommendation #3, Pleasant Valley Elementary is estimated to have its minority population increase from 5.8% in 2017 to 6.2% in 2021.

Consideration #9:

Socio-economic composition of affected schools.

In November of 2017, the FY2018 FARM rates were released for all WCPS' facilities, which detailed the percentage of FARM students for 2017 for each school. The information available to the FEAC at the time of review in Closed Session was the FY 2018 FARM rates for the elementary facilities and recommendation areas in this report. It was noted at a later meeting that the overall FARM percentage for WCPS increased by only 0.1% for FY 2019. Additionally, the FEAC was informed that the elementary facilities addressed in this report changed by less than 5% between FY 2018 and FY 2019. The implementation of Recommendation #3, in conjunction with the other recommendations that affect these schools, and the subsequent impact to each facility's FARM rate has been accurately described in the comments of each individual recommendation.

The 2017 FARM rate at Sharpsburg Elementary was 34.4%. In conjunction with the recommendations of the report and Recommendation #3, the FARM rate at Sharpsburg Elementary is estimated to be approximately 26.0% in 2021. The 2017 FARM rate at Pleasant Valley Elementary was 26.8%. Based on implementing Recommendation #3, the FARM rate at Pleasant Valley Elementary is estimated to be approximately 28.2% in 2021. During this process, the FEAC met with WCPS administrators who informed the Committee that Recommendation #3 would not impact current non-Title I designations at the affected schools.

Consideration #10:

Cost associated with the various options.

The FEAC worked under the assumption that appropriate staffing will be transferred in proportion to students moving from various locations or based on need due to other factors not identified in this report. The FEAC assumed that additional programs will be reviewed and added at facilities on an as-needed basis, and staff may be reassigned from one school to another school in order to meet the needs of students. Through the attendance zone realignment process, it was the Committee's goal to avoid the purchase or relocation of portable classrooms. The described costs associated with these recommendations are primarily focused on changes in current transportation costs.

Recommendation #3 attempts to make the most effective and efficient use of projected available capacity at Sharpsburg Elementary to provide enrollment relief to Pleasant Valley Elementary. It is anticipated that Recommendation #3 will be cost-neutral to the transportation department based on a similar transportation distance. The department of transportation will maximize the use of current bus capacity and efficiency in routing to minimize the impact of this recommendation. It was noted that in the future, Recommendation #3 may allow for efficiencies that could reduce the number of buses providing transportation services. The need to purchase additional buses is not anticipated, other than those that would be necessary as a result of growing enrollment. Additionally, WCPS will need to continue to study times for the beginning and ending of the school day at all schools to maximize the efficient use of transportation resources.

Appendix A

Public Correspondence

Smith, Wendy

From: Criswell, Chad
Sent: Monday, October 01, 2018 1:40 PM
To: Elliott Carriere
Cc: Rollins, Robert; Smith, Wendy; Otto, Bradley
Subject: RE: Rockland Elementary Boundary

Mr. Carriere,

Thank you for your inquiry. You have reached the correct department. With regards to the email you sent on September 20th to the Facilities and Enrollment Advisory Committee (FEAC) email address (FEAC@wcps.k12.md.us), we are currently looking in to why we did not receive it, and subsequently never replied. It should have been routed to several people within WCPS, and none of us received it. For that, we apologize and will hopefully determine the issue and correct it.

With regards to your question, on April 3, 2018, the FEAC committee received a Charge from the Board of Education 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 Charge did not include a request to review middle school or high school attendance boundaries. As part of its work, the FEAC has reviewed and discussed the various middle and high school feeder patterns of Boonsboro Elementary and the adjacent elementary school attendance zones (Including Rockland Woods Elementary), with respect to potential elementary attendance zone revisions. That being said, there have been no options formally reviewed that would result in a change to a middle or high school attendance zone. At this point in time, the FEAC has not voted on any final recommendations that meet the Charge from the Board.

That being said, your understanding that some of your daughters future classmates “..will ultimately end up at E. Russell Hicks and some will end up at Boonsboro Middle” is true based on the current middle school boundaries. In fact, some Rockland Elementary students also matriculate on to Springfield Middle School. As stated previously, none of these current Middle School boundaries are currently under consideration for change by the FEAC.

A copy of the current Washington County Public Schools (WCPS) middle and high school feeder patterns can be found at the following link: http://wcpsmd.com/sites/default/files/documents/feeder_pattern_2017.pdf There is also an on-line tool which can tell you the schools (elementary, middle, high) your child will attend based on your address: <http://washcogis2.washco-md.net/js/SchoolLocator/>

As indicated by this document, several WCPS elementary facilities feed to multiple middle and high schools.

Chad K. Criswell | Senior Project Manager and Planning Supervisor
Building a Community that Inspires Curiosity, Creativity, and Achievement.

301.766.8601 (office) | 301.331.9946 (mobile) | www.wcpsmd.com
 Washington County Public Schools | 10435 Downsville Pike, Hagerstown, MD 21740

From: Elliott Carriere
Sent: Monday, October 01, 2018 8:57 AM
To: Rollins, Robert <RolliRob@wcps.k12.md.us>; Smith, Wendy <SmithWe@wcps.k12.md.us>; Criswell, Chad <CriswCha@wcps.k12.md.us>; Otto, Bradley <OttoBra@wcps.k12.md.us>
Subject: Fwd: Rockland Elementary Boundary

I'm not sure if I've forwarded to the correct department, but please see below. Thank you!

----- Forwarded message -----

From: **Elliott Carriere**

Date: Thu, Sep 20, 2018 at 12:40 PM

Subject: Rockland Elementary Boundary

To: <feac@wcps.k12.md.us>

Good Day,

I live in the community of Westfields down Sharpsburg pike. I have a daughter that will be attending Rockland Elementary School as soon as next year, pending acceptance into the Pre-K program. My understanding is that some of her classmates will ultimately end up at E Russell Hicks and some will end up at Boonsboro middle.

Has there been any discussion of changing the boundaries and feeder patterns in this area? I may not have understood correctly, but I recently heard someone mention that our Westfields community will soon be joining the Boonsboro area feeder pattern.

Thank You,
Elliott Carriere

P.S. If I have emailed the wrong person, please forward to appropriate party. Thank You!

Appendix B

**April 3, 2018, Charge from the Washington
County Board of Education (WCBOE) to the
Facilities and Enrollment Advisory Committee
(FEAC)**

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.

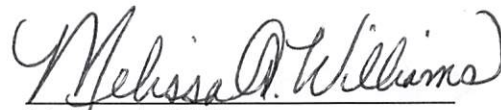
The Charge

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*

ESTABLISHMENT OF SCHOOL ATTENDANCE AREAS

The Washington County Board of Education is responsible for maintaining throughout Washington County a system of public schools that is designed to provide educational opportunities for all children.

The Washington County Board of Education shall have authority to establish public schools, subject to the bylaws, rules, and regulations of the Maryland State Board of Education. Upon approval by the State Superintendent of Schools, any elementary, middle, or senior high school, or any school or combination of grades thereof, so established, shall become a part of the State program of public education.

The Washington County Board of Education with the advice of the Superintendent is responsible for determining the geographical attendance area for each public school. The Washington County Board of Education will also consider recommendations made by the Facilities and Enrollment Advisory Committee.

The county shall be divided into appropriate school attendance areas by the Board. The Superintendent shall keep records of such attendance areas.

The Washington County Board of Education is committed to the use of long-range planning techniques to minimize the necessity for frequent boundary changes.

Considerations guiding the establishment or change of school attendance areas include

- the educational opportunity afforded to students in each school involved;
- long-range enrollment projections including consideration of anticipated future residential development/construction;
- state and local rated capacity of affected schools;
- the geographic location of each school in relationship to the surrounding population areas;
- current and projected student travel time;
- 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;
- socio-economic composition of affected schools;
- cost associated with the various options.

While each of the factors will be considered, it normally may be impractical to reconcile each and every boundary line alternative with each and every factor.

Process to be Followed for Administrative Adjustments to School Attendance Areas

When, the placement of houses in new developments and/or the establishment of new roads, public, or private, or the creation of a new school requires interpretation and administrative adjustment to existing boundaries, the Superintendent, in consultation with appropriate staff, may formulate recommendations on administrative adjustments to existing boundaries. A public meeting will be scheduled by the Superintendent to provide an opportunity for parents and residents to be informed of and to offer comments on proposed administrative adjustments to boundaries. The Superintendent or his/her designee will determine the school district placements and advise staff, parents and residents as appropriate, with Board of Education review and approval.

Process to be Followed With Regard to the Establishment of School Attendance Areas

The process to be followed with regard to the establishment of school attendance zones is set forth in JCA-R.

Legal Reference: Annotated Code of Maryland, Education Article, Sections 4-108, 4-109, and 4-120 ----2001

Policy adopted: December 17, 1974. Amended: February 4, 2003. Revised: October 3, 2006
Board of Education of Washington County

CHARGE - Exhibit - 2

File: JCA-R

ESTABLISHMENT OF SCHOOL ATTENDANCE AREAS REGULATIONS

The Washington County Board of Education shall appoint a Facilities and Enrollment Advisory Committee comprised of representative parents, businesspersons, and community leaders who are interested in studying and recommending proposed resolutions to enrollment issues. The Board is also authorized to seek the advice of the Superintendent, school staff or consultants on the establishment of school attendance areas.

Facilities and Enrollment Advisory Committee Responsibilities

The Committee shall review enrollment and facilities data to make recommendations to the Board for the efficient and educationally effective use of school facilities. The Committee shall be non-partisan.

In the event the Board requests the Facilities and Enrollment Advisory Committee to provide recommendations on the establishment of school attendance areas, the Board will develop the charge to the Facilities and Enrollment Advisory Committee. The charge will set forth the nature and scope of the Committee's assignment.

Superintendent's Report

The Facilities and Enrollment Advisory Committee is to submit its proposed plan to the Board for its consideration. The Board will forward the proposed plan to the Superintendent. The Superintendent may accept the proposed plan or offer comments with respect to the recommendations of the Committee or may develop other recommendations after consideration of staff advice, the Facilities and Enrollment Advisory Committee report, and input from other organizations and individuals who provided comments. The Superintendent's report and/or Facilities and Enrollment Advisory Committee's proposed plan, will be disseminated to the schools involved in the change of attendance area(s) proposal, for distribution to parents/students affected by the proposed changes and to members of the Board of Education.

Public Hearing

The Board will hold a public hearing to receive comments from parents and residents and reactions to the Superintendent's recommendation. The public hearing will be advertised and parents and residents will be notified in accordance with the existing Board of Education procedure (Ref. KD-R).

In the event that the Board agrees to accept a modification or an alternative plan containing elements that substantially differ, as determined by the Board, from those on which parents and residents had an opportunity to comment at the hearing, the Board agrees to receive written comments for a period of ten (10) days following the Board's acceptance of such a modification or alternative plan. The Board will encourage comments from parents and residents at the next scheduled Board meeting.

The change in attendance area(s) plan will be acted upon by the Board within sixty (60) days of the hearing unless the Board votes to solicit further input or to conduct additional hearings relative to this matter.

The Board vote for any change in attendance area(s) shall be made and announced at least ninety (90) days prior to the effective date of implementation (except in emergency or extenuating or other unforeseen circumstances), but not later than April 30th of the year preceding the proposed change(s). The Board reserves the authority to adjust the April 30th timeline.

Appeal Process

Within five (5) business days from the date the Board votes to accept a recommendation regarding change in attendance area(s) decision, any interested parent/resident may appeal, in writing, by a timely notice to the President of the Board. The parent/resident shall state in writing, specific objections to the Board's decision and the basis for such objections. The Board shall within five (5) business days of said written objection, respond in writing to such objections. Any further right to appeal will be to the State Board of Education as provided by §4-205(c) of the Education Article.

CHARGE - Exhibit - 3

File: KD

OPPORTUNITY FOR PUBLIC COMMENT AT BOARD BUSINESS MEETINGS, TOWN MEETINGS, AND PUBLIC HEARINGS AND THE PROCEDURES GOVERNING SUCH PROCEEDINGS

I. Purpose

The purpose of Policy KD is to set forth the procedures for offering public comment at Board of Education business meetings, town meetings, and public hearings.

II. Background

The Board of Education supports and encourages public comment at regular Board of Education business meetings, town meetings, and public hearings.

A successful school system requires an involved and supportive community that provides comments on matters of interest or concern that will serve to improve the school system.

III. Policy Statement/Procedures

With regard to business meetings, town meetings, and public hearings, speakers are to introduce themselves, identify whether they are speaking as individuals or on behalf of an organization, and may provide a written copy of their comments for future consideration by Board of Education members. For each type of meeting, speakers will each be given a limited time to speak.

A. Procedures--Business Meetings

At each public business meeting of the Board of Education, an opportunity will be provided for individuals to speak to matters relating to Washington County Public Schools. This opportunity, under the agenda title of "Public Comment," will follow the Approval of Minutes.

1. Each person wishing to address the Board of Education is encouraged, but not required, to sign up prior to the meeting and may address any topic concerning Washington County Public Schools, except personnel or student matters which clearly identify an individual or individuals. Each speaker may speak for up to five (5) minutes. The Chairperson reserves the right to limit the number of speakers on any particular topic provided the issue in question has been presented and further comments would simply be repetitious. Following a speaker's presentation, the Superintendent may designate a staff member to address that individual's concern, or may ask the speaker to contact a particular department or a particular staff member at an appropriate time.
2. During the agenda item entitled Board Member Response to Public Comment, which immediately follows Public Comment, Board of Education members may elect to offer their own comments concerning topics presented by the public. Each Board member will be given three (3) minutes to speak and may not transfer his or her time to another Board member. A member who chooses to address a speaker's comments will refrain from initiating a dialogue. Any Board member may indicate his or her intention to follow up with a speaker at a later time as an individual Board member but not as a representative of the entire Board.

B. Procedures--Town Meetings

A town meeting is a two-hour public meeting in which information on a specified topic is presented and where dialogue may occur with the Board of Education. The meeting will end prior to the two-hour time limit if all individuals present have had the opportunity to speak. After two hours of dialogue, the Superintendent will announce that the meeting will be

continued at a later date, clearly stating the date, time, and location of the continued meeting. Speakers still wishing to address the Board will be permitted to make their presentations in the order in which they signed up for the original meeting. Those wishing to speak are encouraged, but not required, to register beginning thirty (30) minutes prior to the meeting. In the interest of providing opportunities for as many persons to speak as possible, each speaker will be limited to five (5) minutes.

C. Procedures--Public Hearings

Recognizing that certain contemplated actions of the Board of Education have significant public impact or are of widespread public concern, the Board of Education may from time to time designate certain dates and locations for the purpose of public hearings on such announced topics.

1. Persons desiring to speak at such public hearings are encouraged, but not required, to register through the Superintendent's office prior to the date of the meeting or register at the location of the meeting up to one-half hour in advance of the commencement of the hearing. Persons speaking as individuals will be allotted three (3) minutes; those representing an organization will be allotted five (5) minutes. No presenter may waive all or a portion of his or her allotted time to permit someone who has not properly registered to speak.
2. Public hearings shall be for a period of up to 2 1/2 hours. The hearing will end prior to the 2 1/2 hours' time limit if all individuals present have had the opportunity to speak. After 2 1/2 hours of testimony, the Superintendent will announce that the hearing will be continued at a later date, clearly stating the date, time, and location of the continued hearing. Speakers still wishing to address the Board of Education, will be permitted to make their presentations in the order in which they signed up for the original hearing. It shall be noted that each request is logged by date and time, and the order of speakers shall follow that sequence. Speakers are encouraged to provide a minimum of nine (9) copies of their testimony to the Board of Education.
3. A public hearing is intended to provide the public with an opportunity to share their ideas, reactions, and support concerning the announced topic. Board of Education members and/or the Superintendent will only be recognized by the presiding officer to correct misinformation, to add context information that the speaker may not have provided, or to ask for clarification. Following a speaker's presentation, the Superintendent may designate a staff member to address that individual's concern, or may ask the speaker to contact a particular department or a particular staff member at an appropriate time.

See also: Policy BD: "Types and Notification of Meetings"
Policy BEDD: "Rules of Order for Meetings (Regular Session)"
Exhibit BEDD-E: "Rules of Order for Meetings (Regular Session)"

Policy Adopted: October 2, 2012. Amended: April 19, 2016.
Board of Education of Washington County

CHARGE Exhibit - 4

FILE: BDF

ADVISORY COMMITTEES TO THE BOARD OF EDUCATION

The Board of Education seeks to review information, provide for systematic community input, study the impact on our students and the school system, explore options on the issues and action requests which come before it, and comply with state laws and regulations. To achieve these ends, the Board of Education may establish and appoint advisory committees to the Board of Education as it deems appropriate.

I. Advisory Committees to the Board of Education

- A. Advisory committees exist for the purpose of rendering advice based upon what is in the best overall interest of students and the mission of the school system. Such committees have only the authority vested in them through a given charge provided by the Board of Education, or as may otherwise be provided by State law. They report only to the authority which established them and serve at the pleasure of this authority, within the limits of their specific charge.
- B. Advisory committees, depending on their generic purpose, can be either major (i.e., county-wide in scope) or minor (i.e., localized in scope), and, as such, take one of two forms:
 1. Ad hoc—short-term in nature and ceasing when their specific purpose is accomplished; or
 2. Standing—having an on-going status in accordance with the charge provided by the Board of Education.
- C. A charge will be given that is appropriate to the advisory committee's purpose and will include:
 1. a statement that the committee is advisory only;
 2. a statement of the specific purpose, goals, and objectives;
 3. a statement establishing a schedule for interim and/or final reports; and
 4. other related information as relevant.
- D. Term of Office—Standing Advisory Committees to the Board of Education
 1. Individuals may be appointed to a term of office of up to five (5) years.
 2. The terms of office may be staggered to allow for the rotation of up to ½ of the membership of an advisory committee every five (5) years.
 3. All appointments and re-appointments to an advisory committee are subject to the approval of the Board of Education.
- E. Advisory Committee Minutes
 1. Minutes of each advisory committee shall be kept and the approved minutes are to be forwarded promptly by the staff liaison to the Board of Education and Superintendent.

2. The staff liaison will arrange to have the advisory committee's approved minutes posted on BoardDocs.

II. Standing Advisory Committees to the Board of Education

- A. The following committees are designated as standing advisory committees to the Board of Education:
 1. Budget Advocacy and Review Advisory Committee
 2. Calendar Advisory Committee
 3. County Citizens' Advisory Council
 4. District Technology Planning Advisory Committee
 5. Ethics Advisory Panel
 6. Facilities and Enrollment Advisory Committee
 7. Family Life Advisory Committee
 8. Finance and Audit Review Advisory Committee
 9. Safe Schools Committee
- III. Administrative regulations will be developed to serve as general guidelines for all advisory committees to the Board of Education.

Policy adopted: July 6, 1999. Revised: November 21, 2006. Amended: January 3, 2012.
Amended: December 4, 2013.
Board of Education of Washington County

CHARGE - Exhibit - 5

File: BDF-R

ADVISORY COMMITTEES TO THE BOARD OF EDUCATION

- I. Purpose of Advisory Committees to the Board of Education
 - A. An advisory committee is a duly established body composed of representative membership, which is charged with the execution of specific educational tasks for the purpose of rendering advice and recommendations to the Board of Education based upon what is in the best overall interest of students and the mission of the school system.
 - B. At the time of its establishment, and as the need arises, an advisory committee will be given a specific written charge stating its purpose, authority, duration, and other conditions governing its function.
- II. Appointment to Advisory Committee and Selection of Chairperson
 - A. The Board of Education will announce openings on advisory committees to the Board of Education and utilize internal and external communications in an effort to seek candidates for such openings.
 - B. Interested candidates must complete applications to be considered for an appointment to an advisory committee.
 - C. The Superintendent will recommend to the Board of Education qualified candidates for appointment to an advisory committee.
 - D. Candidates are selected for appointment to an advisory committee by the Board of Education.
 - E. The Board of Education shall, at its discretion, select the chairperson; in the absence of such selection, the advisory committee shall select the chairperson from among its members. In the event of a vacancy in the position of chairperson, the appointment will be made by the Board of Education.
- III. Composition of Advisory Committee to the Board of Education
 - A. The composition of an advisory committee shall vary according to its charge. Potential members should possess three minimum characteristics:
 1. Be knowledgeable about the issue under consideration by virtue of training or experience;
 2. Possess the time and the interest necessary for regular participation throughout the assignment; and
 3. Typify a significant aspect or point-of-view on the issue.
 - B. Advisory committees created for general matters should have predominantly lay representation; advisory bodies established for technical matters may have predominantly professional representatives.
 - C. The broader the charge, the broader should be the representations of the advisory body.
 - D. The size of the advisory committee should be commensurate with the charge.
- IV. Term of Office – Standing Advisory Committee and Ad Hoc Advisory Committee
 - A. Standing Advisory Committee – In the case of standing advisory committees, the terms of office of individual members end on the date specified when they are appointed; the life of the advisory committee itself continues until the appointing authority determines that its charge is accomplished.

- B. Ad Hoc Committee to the Board – The term of office of the ad hoc advisory committee should be clearly delineated in the charge, allowing adequate time for the orderly execution of the charge. Normally, the term of office of the ad hoc advisory committee expires with the acceptance of the report by the Board of Education unless duly extended.
- C. In the event a member of a standing advisory committee or an ad hoc committee files for elective office, the Ethics Advisory Panel will be requested to review the matter to determine whether the member's continuation on the committee constitutes a conflict of interest.

V. Functions of Advisory Committee

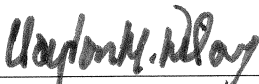
The three functions that are common to all advisory committees, which are to be exercised in accordance with the committee's charge, are as follows:

- A. Finding facts
- B. Deriving conclusions
- C. Presenting recommendations

VI. General Operating Procedures

- A. Each advisory committee shall meet within 30 days of formal establishment. The time, place, and manner of such meetings shall be determined by the rules of the advisory body or by the committee chairperson in accordance with the charge.
- B. Meetings shall be open to the public except when confidentiality is required and are to be held in Washington County Public Schools facilities or other public institutions.
- C. If a committee member misses any two of the most recent three committee meetings, his/her membership is subject to automatic termination. The Board of Education may, upon a showing of good cause, waive the automatic termination of such committee member.
- D. Each advisory committee shall be provided with a school system staff member who will serve as liaison to the committee. Subject to prior written approval of the Superintendent, the committee liaison may authorize the services of such professional, technical, and clerical personnel as are necessary to carry out the committee's charge.
- E. The Board of Education policy on advisory committees to the Board of Education and these Administrative Regulations shall be provided to each advisory committee member appointed by the Board of Education.

Approved*:



Clayton M. Wilcox, Ed.D.
 Superintendent
 Date: November 15, 2013

*The approval of this administrative regulation also includes the approval of Exhibits BDF-E(1) – (9), which are a part of this administrative regulation.

Regulation adopted: November 21, 2006. Revised: February 6, 2007. Revised: March 20, 2012. Amended: November 15, 2013.

Washington County Board of Education

FACILITIES AND ENROLLMENT ADVISORY COMMITTEE**STATEMENT OF PURPOSE**

To involve the public in the resolution of facilities and enrollment issues, the Board of Education has created a standing Board of Education advisory committee, known as the Facilities and Enrollment Advisory Committee ("Committee"). The Committee shall be comprised of representative parents, businesspersons, and community leaders who are interested in studying facilities and enrollment issues. The Facilities and Enrollment Advisory Committee serves as an advisory committee to the Board of Education.

THE CHARGE TO THE FACILITIES AND ENROLLMENT ADVISORY COMMITTEE

1. Review enrollment data and facilities usage information to make recommendations on the most efficient and educationally effective use of school facilities.
2. Review enrollment projections, county population data, and facilities capacity information to determine areas of potential overcrowding in the county school system.
3. When charged by the Board of Education, develop a proposal to implement the required changes to school attendance zones in accordance with the guidelines established in Board of Education Administrative Regulation JCA-R.

MEMBERSHIP SPECIFICATIONS

The members of the Facilities and Enrollment Committee shall be appointed by the Board of Education. Membership on the Facilities and Enrollment Committee shall be limited to no less than seven (7) members, and shall not exceed 20 members of the community. Membership must also include a minimum of one (1) citizen resident adult with residence in each of the geographically defined high school attendance zones. An individual's geographical residency and community involvement will also be considered when making appointments to the Committee.

OPERATIONS SPECIFICATIONS

1. The Committee will report to the Board of Education when requested.
2. The reports to the Board of Education shall focus on the following criteria of review if appropriate:
 - a. Findings on areas of potential overcrowding.
 - b. Recommendations on school facilities usage as related to daily operational use by students and staff.
 - c. Recommendations on any attendance area adjustments.
3. The Director of Facilities Planning & Development or his/her designee shall serve as liaison to the Committee.

Exhibit adopted: September 7, 1999. Amended: February 4, 2003. Revised: November 21, 2006. Revised: March 20, 2012.

Washington County Public Schools

Appendix C

Washington County Board of Education (WCBOE) Policy JCA

ESTABLISHMENT OF SCHOOL ATTENDANCE AREAS

The Washington County Board of Education is responsible for maintaining throughout Washington County a system of public schools that is designed to provide educational opportunities for all children.

The Washington County Board of Education shall have authority to establish public schools, subject to the bylaws, rules, and regulations of the Maryland State Board of Education. Upon approval by the State Superintendent of Schools, any elementary, middle, or senior high school, or any school or combination of grades thereof, so established, shall become a part of the State program of public education.

The Washington County Board of Education with the advice of the Superintendent is responsible for determining the geographical attendance area for each public school. The Washington County Board of Education will also consider recommendations made by the Facilities and Enrollment Advisory Committee.

The county shall be divided into appropriate school attendance areas by the Board. The Superintendent shall keep records of such attendance areas.

The Washington County Board of Education is committed to the use of long-range planning techniques to minimize the necessity for frequent boundary changes.

Considerations guiding the establishment or change of school attendance areas include

- the educational opportunity afforded to students in each school involved;
- long-range enrollment projections including consideration of anticipated future residential development/construction;
- state and local rated capacity of affected schools;
- the geographic location of each school in relationship to the surrounding population areas;
- current and projected student travel time;
- 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;
- socio-economic composition of affected schools;
- cost associated with the various options.

While each of the factors will be considered, it normally may be impractical to reconcile each and every boundary line alternative with each and every factor.

Process to be Followed for Administrative Adjustments to School Attendance Areas

When, the placement of houses in new developments and/or the establishment of new roads, public, or private, or the creation of a new school requires interpretation and administrative adjustment to existing boundaries, the Superintendent, in consultation with appropriate staff, may formulate recommendations on administrative adjustments to existing boundaries. A public meeting will be scheduled by the Superintendent to provide an opportunity for parents and residents to be informed of and to offer comments on proposed administrative adjustments to boundaries. The Superintendent or his/her designee will determine the school district placements and advise staff, parents and residents as appropriate, with Board of Education review and approval.

Process to be Followed With Regard to the Establishment of School Attendance Areas

The process to be followed with regard to the establishment of school attendance zones is set forth in JCA-R.

Legal Reference: Annotated Code of Maryland, Education Article, Sections 4-108, 4-109, and 4-120 ----2001

Policy adopted: December 17, 1974. Amended: February 4, 2003. Revised: October 3, 2006
Board of Education of Washington County

Appendix D

Washington County Board of Education (WCBOE) Policy EEA

PUPIL TRANSPORTATION

I. ELIGIBILITY

A. Regular. Pupil transportation shall be provided for eligible Washington County Public School pupils from established school vehicle stops to the appropriate public school and return from school to the established school vehicle stops. Each school facility shall have an exclusively designated attendance area.

- (1) Middle and high school pupils who live 1 1/2 miles or more from school, and elementary, including kindergarten pupils, who live 1 mile or more from school, are eligible for transportation. Pre-kindergarten pupils living more than 1/2 mile from school may be transported at mid-day. Each school shall have a non-transported area, as described in the administrative regulation, which shall be determined by measuring the appropriate walking distance from the pupil's private lane, driveway, or walking entrance where it meets the public roadway, to the nearest authorized entrance of the school building as designated by the Supervisor of Transportation or his/her designee. The distance shall be measured by the most direct, traveled route and may be along public roads or walkways.
- (2) Request for transportation due to unsafe walking conditions will be reviewed by the Assistant Supervisor responsible for the area of concern.
- (3) When an emergency occurs causing exceptional conditions as determined by the Supervisor of Transportation or designee Transportation Department may authorize temporary emergency transportation service.
- (4) Appeal Process.

If a request is denied, an appeal can be made to the following positions or entity in the following order:

- A. Supervisor of Transportation;
- B. The Review Committee comprised of the Superintendent, Deputy Superintendent and two (2) Assistant Superintendents.
Any two members of the Review Committee have the authority to issue a ruling.
- C. Board of Education

B. Students with Disabilities (SWD)

- (1) For purposes of pupil transportation, a student with disabilities is one who needs special transportation arrangements to a facility which is the approved appropriate educational placement. Pupil transportation shall be provided for eligible students with disabilities from established school vehicle stops to appropriate school and return from the school to the established school vehicle stops. The need for transportation shall be determined by the Individual Education Program in charge of special education placement and the Supervisor of Transportation or designee. Appropriate facilities are:
 - (a) Maryland public schools.
 - (b) State Department of Education approved nonpublic schools.
 - (c) State institutions.
 - (d) State schools.

- (2) Students with disabilities who are residents of Washington County, who are placed at residential facilities for the school year, shall be eligible for two round trips each school year as determined by the Individual Education Program and the Supervisor of Transportation or designee.
- (3) Students with disabilities who are residents of Washington County, who attend a weekly residential program at Maryland State Department of Education approved public or nonpublic school may have transportation available to and from specified locations on weekends, as determined by the Transportation Department.
- (4) A bus assistant may be employed to serve on each vehicle that transports students with disabilities as needed.

C. Non-approved Transportation. The following transportation is to be disallowed:

- (1) Privately operated summer programs and day camps.
- (2) Nonpublic school pupils (except students with disabilities as defined in Section I.B).
- (3) Transportation of adults except persons between 18 and 20 years old who are enrolled in approved regular or special education daytime school programs and parents who are participating in special education parent/infant programs. (Does not exclude adults who participate as chaperones on field trips on a space available basis.)
- (4) Transportation of pupils to after school job sites, clubs or private lessons.
- (5) Transportation of public school pupils whose request is based on the inability of the parent, guardian or caregiver.

D. Transportation of Students with Special Permission Approval

- (1) A student who has been granted special permission to attend a school outside of his/her assigned attendance area may, subject to the submission of required information and the approval of the Department of Transportation, access an existing bus stop inside the attendance area of the approved school zone, to get to and from school.
- (2) A parent or guardian who is requesting transportation services must submit a Transportation Location Change Request Form to the Department of Transportation.
- (3) The Transportation Location Change Request Form is subject to the approval of the Transportation Department. Available seating on the bus is one of the considerations in the approval process.
- (4) Students, for whom transportation is approved, will be dropped-off at a pre-designated location which, in most cases, will not be in proximity to the student's home. It is the obligation of the parent or guardian to be present at the designated drop-off location at the designated drop-off time at all times. It is also the obligation of the parent or guardian to designate, in writing, an alternate adult and a dwelling in the immediate area of the designated bus drop-off location in the event the parent or guardian is unable to meet the student at the designated stop at the designated time. Failure of the parent or guardian to adhere to these obligations will result in the immediate termination of special permission bus services.

[SEE ALSO POLICY JC AND ADMINISTRATIVE REGULATION JC-R – “*PERMISSION TO ATTEND SCHOOL OUT OF HOME SCHOOL ATTENDANCE AREA*”]

II. OPERATIONS AND ADMINISTRATION

The transportation program shall be operated and administered in accordance with the State Regulations (COMAR 13A.06.07), which govern student transportation services.

III. AUDIO AND VIDEO SURVEILLANCE CAMERA

The Washington County Board of Education believes that the safety and security of students are top priorities. The Board authorizes the installation and use of audio and video surveillance cameras on school buses operating in Washington County.

Staff and students will be informed of the presence of audio and video surveillance cameras on the school bus in the annual WCPS Handbook and Guide.
See also Policy EFGH.

IV. SCHOOL VEHICLE SPECIFICATIONS

School vehicles used to transport any Washington County public school pupils shall meet all Federal Motor Vehicle Safety Standards, all Maryland Motor Vehicle Administration specifications, and minimum specifications as set forth in COMAR Regulations 13A.06.07.

V. EXCEPTIONS TO POLICY

The Superintendent of Schools or designee may make exceptions to this policy and accompanying regulations under emergency conditions when:

- A. Compliance with this policy may endanger the life and physical well being of pupils, or when
- B. Compliance with this policy may make the operation of pupil transportation impossible or unsafe due to an Act of God, strike, rebellion, or other unforeseen disturbance.

These exceptions shall remain in effect only until the next regular meeting of the Washington County Board of Education.

- C. If possible, the Superintendent will notify the Board of Education of action taken pursuant to this section. The notification should include information on the expected duration of the action and whether action by the Board of Education is required.

VI. ADMINISTRATIVE REGULATIONS

Specific limits, allowances, guidelines, and procedures not stated in this policy but related to the administration and funding of pupil transportation shall be found in the regulations which accompany this policy.

Related Policies and Administrative Regulations

See also Policy EEBA and Administrative Regulation EEBA-R – “Use of School Owned Vehicles (Other than School Buses)” and Policy JC – and Administrative Regulation JC-R - “Permission to Attend School Out of Home School Attendance Area”

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Board of Education of Washington County