

CAPISTRANO UNIFIED SCHOOL DISTRICT  
**BOARD REPORT**

To: Board of Trustees

From: Clark Hampton, Deputy Superintendent, Business and Support Services

Prepared by: John Forney, Chief Facilities Officer

Date: November 9, 2022

Board Item: California Department of Education Best Practices regarding the District Advisory Committee for School Capacity Analysis

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**HISTORY**

This is a subsequent information item. The California Department of Education (CDE) recognizes the difficult task school districts are faced with as a result of enrollment decline. As an economic necessity, school districts have or will, make difficult decisions on how to manage the impacts of the projected student enrollment decline statewide. CDE provides best practices guidance for school districts for evaluating school capacity and school site uses to address declining enrollment.

**BACKGROUND INFORMATION**

The District has been experiencing enrollment decline since 2009. As a result of the projected decline, on October 19, 2022, the District elected to form a District Advisory Committee (DAC) to gather data and evaluate facts regarding school capacity.

**CURRENT CONSIDERATIONS**

Staff will present an overview of the California Department of Education best practices for analyzing school capacity. With the District's declining enrollment, staff is developing a process and criteria for the evaluation of school capacity and needs throughout the District. Staff will clarify the formation of the District Advisory Committee, including the number of members, the expectation of the members, the number of meetings and the process timeline. At a future Board meeting, staff will be making a recommendation to the Board, specifically for school site transitions and implementation strategies.

**FINANCIAL IMPLICATIONS**

This is an information item only. There is no financial impact.

**STAFF RECOMMENDATION**

It is recommended the Board of Trustees receives the informational presentation on California Department of Education Best Practices regarding the District Advisory Committee for School Capacity Analysis.

**PREPARED BY:** John Forney, Chief Facilities Officer

**APPROVED BY:** Clark Hampton, Deputy Superintendent, Business and Support Services



# California Department of Education Best Practices for School Capacity Analysis

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NOVEMBER 9, 2022

# Background

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- ❑ At the October 19, 2022, Board meeting, the Board approved establishing a District Advisory Committee (DAC) to evaluate school facilities and capacity needs.
- ❑ The Board directed staff to bring back a presentation for CDE Best Practices for the newly formed Committee.

# Forming the District Advisory Committee

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- ❑ After the November 8, 2022, election, each Trustee will appoint one community member to be on the Committee.
  - ❑ It is recommended that Trustees contact those they would like to request to serve to ensure their participation.
  - ❑ When selecting a community member to serve on the committee, consider this advice from the California Department of Education. *The process of gathering the facts must be as credible, transparent and non-political as possible.*
- ❑ Once members are selected, the first meeting will be held to explain the committee's purpose and review the rules of the Brown Act.

# DAC for School Capacity Analysis Objectives

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- ☐ Follow the District's Board Policy 7100, *Determining Needs*
- ☐ Be independent of the School Board and Superintendent
- ☐ Subject to the Brown Act
- ☐ Complete analysis with a recommendation for Board consideration and approval

# DAC Specific Areas of Review

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- ☐ Evaluating Enrollment Projections and Their Impact on Surplus Space;
- ☐ Inventorying the Capacity and Conditions of Existing Facilities;
- ☐ Considering Uniqueness of the Educational Program at Each Site;
- ☐ Evaluating Specific Schools Identified for further analysis;
- ☐ Evaluating Projected Cost-savings;
- ☐ Considering Options for Students;
- ☐ Recommending Transition / Implementation Strategies;
- ☐ Making Specific Recommendations About Specific School Sites to the Board



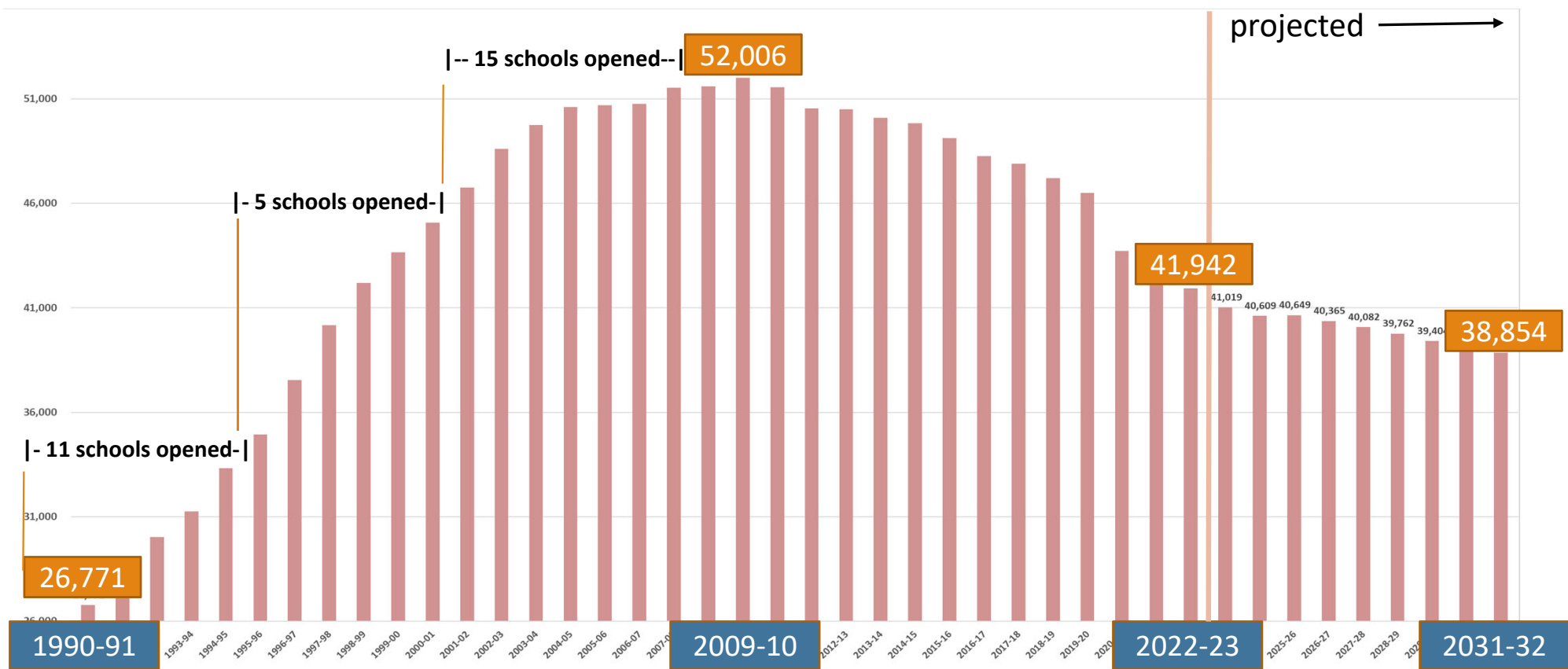
# Current Consideration

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- ❑ The California Department of Education (CDE) envisions school facilities that enhance the achievement of all students and are learner-centered, safe, sustainable, and centers of the community.<sup>1</sup>
- ❑ As new developments form in school districts, a district grows rapidly and new schools are built to accommodate the growing population.
  - This was the case with Capistrano Unified during the early 1990s to 2010.
- ❑ After a majority of the development is complete, student population peaks then begins to decline as developments age and students age out of the schools.



# Enrollment History and Projections





# District Challenges

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- ❑ Expected declining enrollment – peak enrollment in 2009
  - ❑ COVID-19 Pandemic accelerated enrollment decline
- ❑ Declines expected through 2031 but slowing
- ❑ Need to evaluate low enrollment schools

# District Policies to Support the Process

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- ❑ On December 16, 2020, the Board of Trustees approved revised Board Policies 7100 and 7110 and criteria to assist District staff in analyzing school sizes throughout the District.
- ❑ Criteria identified for evaluating School Capacity utilized the CDE Best Practices and were tailored based on Trustee feedback and guidance.
- ❑ Developed the process and criteria for the evaluation of school sites on an annual basis to determine schools capacity and needs.

# School Capacity Criteria for Possible Mergers, Surplus, or Repurpose

**Targeted Average Enrollment of  
New Elementary School Facilities  
– 700 students**

**Overall Enrollment is fewer than  
75% of Targeted School Average  
Enrollment – 525 students**

**Assigned Attendance Areas is  
Less than Half the Target School  
Average Enrollment – 350  
students**

**The Projected  
Enrollment from  
Assigned  
Attendance Areas  
can be  
Accommodated at  
Nearby School**

**School Capacity of  
Nearby School Can  
Accommodate  
New Enrollment**

**Projected Benefit  
to General Fund**

**Site in Need of  
Substantial  
Maintenance  
within the Next 3-  
5 Years**



# California Department of Education

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- ☐ Best Practices when Considering School Capacity and School Mergers, Surplus, or Repurpose
  - ☐ Gathering facts
  - ☐ Deciding which schools will be considered
  - ☐ Making the decision
  - ☐ Making the transition
  - ☐ Disposing of surplus property

<https://www.cde.ca.gov/ls/fa/sf/schoolclose.asp>



# Gathering Facts

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- ☐ District Advisory Committee for School Capacity Analysis will gather facts on the following:
  - ☐ Study current District facility use
  - ☐ Review enrollment projections
  - ☐ Consider other relevant information
  - ☐ Develop a recommendation

# Components of School Capacity Analysis

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- ☐ Using the District Board Policies and Criteria, the DAC will consider the following:
  - ☐ The condition of a school facility
  - ☐ The operating cost of a school
  - ☐ The capacity of a school to accommodate excess students
  - ☐ Special program facilities
  - ☐ Environmental factors
  - ☐ Ethnic balance
  - ☐ Transportation
  - ☐ Neighborhoods
  - ☐ Education Program
  - ☐ Aesthetics
  - ☐ Value



# Decision Making

## -What to do with our Facilities

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- ☐ Staff will make a recommendation to the Board based on the following:
  - ☐ Analysis and recommendation of the DAC
  - ☐ Input from Executive Cabinet and District Staff
  - ☐ Public Hearings at impacted sites
  - ☐ Board Direction after public meetings are conducted

# Making The Transition

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## Communication of the decision

- ☐ Parents
- ☐ School Staff
- ☐ Community Members

## Develop a District Transition Team

- ☐ Review Student Placement
- ☐ Facilities Impact
- ☐ Review Sites for Repurpose





# Decision Timeline

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November 9, 2022 – Board Meeting Presentation on CDE Best Practices

December 2022 / January 2023 – District Advisory Committee Meeting #1

- ☐ Review Historical Background Data and Discuss Process
- ☐ Overview of Brown Act requirements

January 2023 – District Advisory Committee Meeting #2

- ☐ Review Enrollment Data and Capacity Criteria



# Decision Timeline

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February 2023 – District Advisory Committee Meeting #3

- Review Student Enrollment Options

March 2023 – District Advisory Committee Meeting #4

- Finalize Recommendations for Superintendent Review

April 2023 – Board Meeting Presentation to Review DAC Recommendations

April / May 2023 – Conduct Public Meetings at Schools Affected



# Decision Timeline

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May 2023 – Board Meeting to Conduct Public Hearings and to Approve Recommendations

June 2023 – Develop and Convene District Transition Team Meeting #1

- ☐ Discuss Communications on Notifications to Parents/Students/Community/Staff

August 2023 – District Transition Team Meeting #2

- ☐ Review District Needs and Identify sites for Re-Purpose
- ☐ Recommend Sites for Potential Surplus (if applicable)

October 2023 – Board Meeting to Accept Report, Declare Properties Surplus and Pursue Potential Disposal



# Questions?

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# Thank You





# CAPISTRANO UNIFIED SCHOOL DISTRICT

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## **Capistrano Unified School District District Advisory Committee – School Capacity Analysis 2022 – 2023**

### **Purpose for District Advisory Committee:**

On December 16, 2020, the Board approved revisions to Board Policy 7100, *Determining Needs*, to develop criteria for annual reviews of school capacity. At the October 19, 2022, Board meeting, the Board approved the establishment of a District Advisory Committee (DAC). Based on the California Department of Education Best Practices, a DAC will study school capacity data, gather facts, and bring a recommendation for future school capacity.

A DAC will review challenges and needs specifically surrounding school facilities and capacity. Based on the California Department of Education Best Practices, the makeup of the DAC will include members of the community and District staff. This committee will be independent of the Board of Trustees and the Superintendent.

### **DAC Committee Selection Process:**

- Each Trustee will appoint one community member to be on the Committee. Appointments will be made after the November 8, 2022, election.
- Once members are appointed, the first meeting will be held to explain the committee's purpose and review the rules of the Brown Act.

### **Role of Committee Members:**

- Evaluate enrollment projections and their impact on surplus space
- Inventory the capacity and conditions of existing facilities
- Consider uniqueness of the educational program at each site
- Evaluate specific schools identified for further analysis
- Evaluate projected cost-savings
- Consider options for students
- Recommend transition/implementation strategies
- Make specific recommendations about specific school sites to the Board

### **Participation Period:**

- December 2022 through April 2023.
- Meetings will be conducted at a time to accommodate community members selected to the committee.
- The following meeting outline is tentative. Additional meetings may be required. Meeting durations may be 60-90 minutes in length, but could be as long as 2 hours.

**Proposed Meeting Outline:**

Schedule	Meeting Type	Tentative Agenda
December 2022 or January 2023	Meeting 1	<ul style="list-style-type: none"><li>◦ Overview of Brown Act requirements</li><li>◦ Review Historical Background Data and Discuss Process</li></ul>
January 2023	Meeting 2	<ul style="list-style-type: none"><li>◦ Review Enrollment Data and Board Policy Criteria and School Capacity</li></ul>
February 2023	Meeting 3	<ul style="list-style-type: none"><li>◦ Review Student Enrollment Options</li></ul>
March 2023	Meeting 4	<ul style="list-style-type: none"><li>◦ Finalize Recommendations for Superintendent Review</li></ul>
April 2023	Board Meeting	<ul style="list-style-type: none"><li>◦ Present DAC recommendations</li></ul>