
CAPISTRANO UNIFIED SCHOOL DISTRICT

**DISTRICT ADVISORY COMMITTEE
FOR SCHOOL CAPACITY ANALYSIS**

FINAL REPORT AND RECOMMENDATION

May 13, 2024

Submitted by: Emily Cravens - Chairperson
Linda Shepard – Co-Chairperson
Katie Andersen - Committee Member
John Harms – Committee Member
Paul Jansen - Committee Member
Crystal Kochendorfer - Committee Member
Adam Rinderle - Committee Member

District Liaisons: Clark Hampton – Deputy Superintendent
John G. Forney – Chief Facilities Officer
Amy M. Strange – Facilities and Construction Specialist

Background & Process

Introduction and Process

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

After the DAC was established, the CUSD Superintendent directed each of the seven CUSD Trustees to appoint one member to the committee. The final membership of the DAC consists of the members listed as submitting this report, who remain the same as when the DAC formed in October 2022.

Public Meetings

Between December 2022 and May 2024, the DAC held six public meetings, which occurred on: December 20, 2022; January 12, 2023; January 23, 2024; March 12, 2024; April 15, 2024; and May 13, 2024. These meetings were properly noticed public meetings, which took place at the CUSD Board Room.

During the public meetings, the District Advisory Committee reviewed current and projected District-wide enrollment and capacity, and discussed other criteria including special programs, feeder patterns into CUSD middle schools, community characteristics, and many other topics. CUSD staff provided meeting minutes for each of the public meetings which summarize the items discussed and information reviewed by the DAC. These detailed minutes, which include more information than the summaries below, are included following this report as **Exhibit A**. Below is a summary of each meeting:

1. December 20, 2022, Meeting

The meeting was called to order at 5:04 p.m.

Five of the seven committee members were in attendance.

There were no public comments received at this meeting.

District staff introduced legal counsel to the DAC, after which, counsel gave a presentation providing an overview of Brown Act requirements. John Forney then presented the committee's purpose and meeting norms to the DAC before reviewing the preliminary meeting schedule.

The meeting was adjourned at 5:51 p.m.

2. January 12, 2023, Meeting

The meeting was called to order at 5:00 p.m.

All seven committee members were in attendance.

There were no public comments received at this meeting.

After adopting the agenda and the minutes of the previous meeting, District staff introduced a demographic consultant who then provided a presentation for the committee. This presentation covered historical background data and projected CUSD enrollments. The consultant also presented data on school capacities, resident totals, and criteria the DAC could use to identify schools for further study.

Committee members requested several points of supporting or clarifying data to correct or augment the information presented, as well as additional data that DAC members stated would aid them in making their decisions.

The meeting was adjourned at 6:40 p.m.

3. January 23, 2024, Meeting

The meeting was called to order at 5:00 p.m.

Five of the seven committee members were in attendance.

There were no public comments received at this meeting.

After adopting the agenda and the minutes of the previous meeting, District staff introduced a new demographic consultant, King Consulting, to take the place of the previous consultant. The committee then formally selected a chairperson and co-chairperson to facilitate the operation of meeting protocols.

King Consulting then provided a presentation on CUSD demographics, enrollment projections, and school capacities for District elementary schools. Committee members engaged in discussion with the demographers regarding the data and projections, and requested additional data and maps to augment what was presented. CUSD staff shared that the future meeting schedule would depend on the availability of the CUSD Board Room and that future meeting dates would be provided via email.

The meeting was adjourned at 6:50 p.m.

4. March 12, 2024, Meeting

The meeting was called to order at 5:04 p.m.

All seven committee members were in attendance, with one member arriving after the meeting had begun.

There were no public comments received at this meeting.

After adopting the agenda and the minutes of the previous meeting, King Consulting staff led a review of the CDE Best Practices and Criteria. Following some discussion related to these, King Consulting presented additional data handouts corresponding to committee requests for more information at the previous meeting. Committee members had additional requests for clarification of some information provided, as well as requests for new information.

After confirming dates for the next two meetings, if necessary, the DAC used the information provided to assess CUSD elementary school sites and ultimately voted that school sites projected to maintain a total enrollment of at least 600 students would not be considered for further study. It was also agreed that a digital spreadsheet collecting data and criteria for CUSD elementary schools would allow for easier comparison of sites.

The meeting was adjourned at 7:04 p.m.

5. April 15, 2024, Meeting

The meeting was called to order at 5:01 p.m.

Six of the seven committee members were in attendance.

There were no public comments received at this meeting.

After adopting the agenda and the minutes of the previous meeting, the DAC reviewed the Roles and Responsibilities of the Committee, CUSD staff introduced another member of CUSD staff, the Assistant Superintendent for Special Education Services, who was available to the DAC to clarify information on special programs at various elementary school sites. King Consulting staff then reviewed with the committee members the additional data, including the digital spreadsheet, that were provided in response to requests from the previous meeting.

DAC members then used the information provided to discuss CUSD elementary schools in detail. During the course of this discussion and based on numerous criteria and combinations of data, seven successful motions were made to add schools to the list of CUSD sites that would be studied further in the future. This resulted in a list of ten schools that the DAC will recommend to the Board be studied further out of concerns around geographic area, enrollment projections, utilization, capacity, or other pertinent criteria that might be addressed with further study into potential solutions.

The meeting was adjourned at 6:51 p.m.

6. May 13, 2024, Meeting

The meeting was called to order at 5:00 p.m.

Six of the seven committee members were in attendance.

There were no public comments received at this meeting.

After adopting the agenda and the minutes of the previous meeting, King Consulting staff reviewed additional data prepared in response to DAC requests at the previous meeting. King Consulting then provided a draft of the Final Report and Recommendation for the DAC to review and edit during the meeting.

The DAC reviewed the list of ten schools that had been identified for further study and confirmed no schools should be removed or added to this list, but the DAC did suggest reorganizing the list of schools. Committee members then discussed the draft Final Report and Recommendation and added content to the document. The DAC then formally adopted its Final Report and Recommendation pending edits to be made in alignment with the suggestions voiced during the meeting.

The meeting was adjourned at 6:00 p.m.

Summary of Initial Demographic Analysis and Elementary School Enrollment Projections

Since 2017-18, total District enrollment in grades TK-5 decreased by almost 14%. It is important to note the two distinct elements behind this decrease:

- Decreasing local births since 2005 have resulted in a consistently shrinking population of school-age children, leading to steady enrollment decrease year over year as each new incoming kindergarten cohort is smaller than the fifth-grade cohort it is replacing from the year before that matriculated to middle school.
- In addition to the steady decrease in enrollment due to population demographics and cohort replacement, CUSD also experienced (as did most California school districts) a large, one-time enrollment decrease between Fall 2019 and Fall 2020, due to the COVID-19 pandemic and the associated relocation of some families to other parts of the State or out of California altogether. CUSD area private schools also saw an increase in elementary grade enrollment over the last two years, some of which was also likely related to the aftereffects of the pandemic.

However, local births have increased in the last two years since a low point in 2020. While this increase is concentrated in the inland areas of the District, it still indicates the potential for relatively larger student cohorts to begin enrolling in CUSD in a few years once these children reach school age. In the meantime, the ongoing rollout of Universal Transitional Kindergarten (TK) will allow CUSD to enroll more four-year-old children for an extra year, increasing total elementary school enrollment. While these students would have enrolled in kindergarten the next year anyway, this allows for more students to be enrolled at one time than was previously the case, even if it does not create entirely new students for CUSD. In the first year of expanded eligibility, TK enrollment increased proportionally to the new eligibility; however, TK enrollment lagged behind the expanded eligibility in the current second year of the expansion, creating a wider range of possibilities for TK projections through 2025-26 when all four-year-old children will be eligible to enroll. After that time, the projections assume TK enrollment will continue to grow until TK cohorts are closer in size to the kindergarten cohorts

independently projected for the next year. The question is how quickly and to what extent CUSD will add new TK enrollments, not if TK will grow at all.

The net result of these factors for CUSD elementary school enrollment is generally stable total enrollment, as the elevated levels of TK enrollment in the next few years offset what would otherwise be more significant enrollment decrease as smaller kindergarten cohorts continue to replace older, larger cohorts who matriculate to middle school. After 2025-26, when TK is fully implemented as an effective full grade level, TK enrollment is likely to continue growing, while at the same time the incoming cohort size will begin growing again based on the recent uptick in local birth rates. While these incoming cohorts late in the projection period will still be smaller than the ones who enrolled several years ago, they will be larger than the cohorts they are immediately replacing, and elementary enrollment will increase from current levels while remaining well below pre-COVID levels.

In total, CUSD elementary school enrollment is projected to increase from 17,276 in the current year to 17,879 by 2030-31 (plus 603 or 3.5%). While this will result in more TK-fifth grade students than the District enrolls now, CUSD will still have significant classroom capacity that is unutilized:

- Total elementary school capacity, as identified by CUSD, is 24,902 students (including additional portables scheduled to be added to Esencia in 2024).
- Current year enrollment represents a 69% utilization rate for this available capacity.
- The modest enrollment growth through 2029-30 would simply maintain the districtwide elementary school utilization rate of 69%, as the District also plans to open a new school by the end of the projection period at Rienda.
- When looking only at estimated permanent capacity (excluding portable classrooms), however, the District's enrollment represents 94% of its permanent capacity. However, it is important to note that some sites have enrollment that greatly exceeds their permanent capacity.

The growth in elementary school student enrollment will furthermore not be equally distributed throughout the District. Local birth rates and demographic ageing trends are substantially different in various areas of CUSD, and some of the District's elementary schools are projected to decrease in enrollment even as the District's bottom line elementary enrollment total experiences stability followed by modest growth. Recent residential development trends are expected to continue, the effects of which are already captured by recent enrollment trends. Some schools, most notably Esencia, will continue to grow at a much higher rate than the rest of the District due to the construction of new housing that has brought in new families and increased local births and the corresponding school-age population. Due to this anticipated growth, the District is planning to construct another new school in that area, Rienda, which this study assumes will open by the 2027-28 school year.

Finally, a spatial analysis of CUSD elementary school students shows large numbers of students enrolling in schools outside of their attendance boundary. The enrollment decreases at some schools are more tied to how many of their resident students are choosing to enroll in other schools than to the number of school age children living nearby.

While CUSD elementary school enrollment appears to be stabilizing after a long period of persistent decreases, the District's 35 elementary schools offer a wide range of individual demographic and enrollment trends, especially in comparison with each school's available capacity utilization and its migration rates of students into and out of its boundary. All this information should be carefully considered as it informs decisions to be made about the future of the District's elementary school facilities.

Information Reviewed by the Committee

The District Advisory Committee reviewed a comprehensive array of data over the course of its meetings. Committee members discussed the data that was provided and used the data and criteria, individually and in combination, to reach decisions about the elementary schools recommended for further study. Information reviewed by the committee included:

- Current enrollment for all CUSD elementary schools.
- Projected enrollments through 2030.
- Total estimated capacity for each elementary school.
- The percentage of capacity utilized by each site's enrollments (current and projected).
- The number of portable classroom buildings on each site, and the number of these that are currently being used as active classrooms.
- The estimated capacity for each elementary site is from permanent buildings only.
- The projected percent utilization of each site's permanent capacity is based on projected 2030 enrollment.
- Facility condition assessments for each school site.
- The number of CUSD elementary school students residing in each boundary.
- The number of combination classes in the 2023-24 school year at each site.
- The elementary to middle school feeder patterns.
- Special education, enrichment, magnet, and after school programs housed at each site.
- Maps of feeder patterns, births, residents, and capacity by elementary school boundary.
- Matrix of where students reside by boundary and in what schools they are enrolled.
- Mileage and relative proximity between CUSD elementary school sites.
- High level financial numbers on costs per student and costs for school administrative and support staff.

Final Determination & Recommendation

After careful consideration and deliberation of all information listed in the previous section, the District Advisory Committee has identified ten elementary school sites that should be further studied by the Capistrano Unified School District. The ten schools were chosen through the committee's assessment of a combination of projected enrollment trends, utilization of available capacity in conjunction with projected enrollment trends, portable classroom numbers, and middle school feeder pattern concerns.

Grouped by middle school boundary and alphabetical order, the ten schools recommended for further study on how to best utilize District capacity are the following:

Bernice Ayer Middle School Boundary

- Clarence Lobo Elementary School– The Committee identified that Clarence Lobo’s proximity to other schools already identified for study within the Shorecliffs Middle School boundary was significant. To the extent that Marblehead and Palisades are studied in the future for their own reasons, Clarence Lobo Elementary School should also be part of a broader study of the schools whose populations feed into Shorecliffs Middle School. (Also listed under Shorecliffs Middle School Boundary)

Don Juan Avila Middle School Boundary

- Wood Canyon Elementary School– The DAC identified Wood Canyon Elementary School due its low projected utilization, which will dip below 50% by 2030 and represent the sixth-lowest rate of classroom utilization among CUSD elementary schools. The committee believes it is important to acknowledge the special programs that are housed at Wood Canyon Elementary School and the extent to which these programs require a lower level of utilization than other CUSD elementary schools, but this consideration is for the future study that will be conducted.

Las Flores Middle School Boundary

- Las Flores K-8 School – The TK-5 program at Las Flores K-8 School is tied for the fourth-lowest projected utilization, which was the primary reason for its inclusion on the list for further study. The TK-5 portion of Las Flores K-8 School also has the fourth-lowest projected enrollment. The committee acknowledges the consideration of the distance of Las Flores K-8 School to other schools, but still believes the elementary portion of the school should be studied in conjunction with Tijeras Creek Elementary School. The Committee understands this is a newly dedicated K-8 school, which includes a middle school that serves additional elementary school feeders, and this recommendation refers to the elementary portion of Las Flores.
- Tijeras Creek Elementary School – The committee identified that Tijeras Creek Elementary School’s proximity to Las Flores Elementary School was significant, and that Tijeras Creek Elementary School should be part of a broader study of the area that feeds into the middle school portion of Las Flores K-8.

Marco Forster Middle School Boundary

- Del Obispo Elementary School– Del Obispo Elementary School was identified due to the school having the second-lowest projected enrollment and the third-lowest projected utilization of its classrooms among all Capistrano USD elementary schools. The committee also believes it is significant to note that Del Obispo Elementary School has no portable classrooms, and that all its capacity comes from permanent classroom facilities. It will also be significant to study Del Obispo Elementary School in conjunction with Kinoshita Elementary School, as the two sites, along with Marco Forster Middle School, are all within walking distance of each other.
- Kinoshita Elementary School – Kinoshita Elementary School was identified due to the school having third-lowest projected enrollment and the second-lowest projected utilization of its classrooms among all CUSD elementary schools. Kinoshita Elementary School also has a large number of portable classrooms, especially considering its low utilization rates. The committee believes it is important to note that Kinoshita Elementary School hosts various special programs at its site. Finally, it will be

significant to study Kinoshita Elementary School in conjunction with Del Obispo Elementary School, as the two sites, along with Marco Forster Middle School, are all within walking distance of each other.

Niguel Hills Middle School Boundary

- George White Elementary School – The committee included George White Elementary School when it decided that all schools with projected capacity utilization of less than 60% should be studied. The committee also noted that George White Elementary School has a relatively high number of portable classrooms compared to other schools with comparably low utilization rates. Finally, the committee considered George White Elementary School in conjunction with Hidden Hills Elementary School, given their proximity in the same middle school feeder boundary.
- Hidden Hills Elementary School– The committee included Hidden Hills Elementary School when it decided that all schools with projected capacity utilization of less than 60% should be studied. The committee also noted that Hidden Hills Elementary School has a relatively high number of portable classrooms compared to other school with comparably low utilization rates. Finally, the committee considered Hidden Hills Elementary School in conjunction with George White Elementary School given their proximity in the same middle school feeder boundary.

Shorecliffs Middle School Boundary

- Clarence Lobo Elementary School– The Committee identified that Clarence Lobo’s proximity to other schools already identified for study within the Shorecliffs Middle School boundary was significant. To the extent that Marblehead and Palisades are studied in the future for their own reasons, Clarence Lobo Elementary School should also be part of a broader study of the schools whose populations feed into Shorecliffs Middle School. (Also listed under Bernice Ayer Middle School Boundary)
- Marblehead Elementary School – Marblehead Elementary School was identified as the CUSD school with the lowest current enrollment, lowest projected enrollment, and lowest projected utilization among all District elementary schools. The committee believes it is important to note, however, that Marblehead Elementary School has no portable classrooms, and that all of its capacity comes from permanent facilities. Finally, the committee believes that future study of Marblehead Elementary School should be part of a broader study of the Shorecliffs Middle School boundary area along with Clarence Lobo Elementary School and Palisades Elementary School.
- Palisades Elementary School – Palisades Elementary School is projected to be tied for the fourth-lowest classroom capacity utilization by 2030, which was the primary consideration for its inclusion on the list for further study. This site also has a relatively high number of portable classrooms. As with other schools in the Shorecliffs Middle School boundary area, the committee believes future study of Palisades Elementary School should be conducted along with Clarence Lobo Elementary School and Marblehead Elementary School.

In summary, eight of the ten schools identified for further study are the schools with the lowest projected utilization of their total classroom capacity. The DAC identified every school projected to utilize less than 60% of its classroom potential as being in need of future study that will explore what might be changed so that the District’s existing school capacity is best utilized for the benefit of CUSD students. The other two schools that have higher projected utilization are included due to their proximity in middle school feeder patterns to other low-utilization schools, and the DAC members wanted to ensure that future study would holistically include these schools.

Having identified the schools that warrant more rigorous and detailed study, the DAC believes it has fulfilled its mission successfully. For the benefit of all Capistrano Unified School District elementary students, it will be crucial for the District to move forward in a timely manner with the study of these ten schools, some of which can only be fully explored in conjunction with each other.

Furthermore, the DAC anticipates that the solutions that will come from the extension of this process may involve other elementary schools not on this list for study; if another school can form part of a creative solution that will improve the programming and learning experience for students at one of the ten schools identified by the DAC, this sort of option should be explored. In other words, future solutions are not expected to be limited exclusively to changes for these ten schools alone; however, each of these ten schools should be deliberately studied to determine how improvements can be made, and therefore avoid future students remaining in low-enrollment, low-utilization campuses.

EXHIBIT A

[Meeting Minutes for Each Meeting]



December 20, 2022 5:00 p.m.
District Advisory Committee
for School Capacity Analysis
Board of Trustees Board Room

MEETING MINUTES

Voting Members

Katie Andersen, Committee Member
Emily Cravens, Committee Member
John Harms, Committee Member
Paul Jansen, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Committee Member

1. Call to Order and Roll Call

John Forney called the meeting to order at 5:04 p.m.

Roll Call

Present:

Emily Cravens, Committee Member
John Harms, Committee Member
Paul Jansen, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Committee Member

Absent:

Katie Andersen, Committee Member

2. Adoption of the Agenda

Motion made by: John Harms

Motion seconded by: Emily Cravens

Emily Cravens - yes
John Harms - yes
Paul Jansen - yes
Adam Rinderle - yes
Linda Shepard - yes

Motion carried 5 – 0 by a roll call vote to adopt the District Advisory Committee agenda.

3. Public Comments

There were no public comments.

4. Approval of Minutes

No minutes for approval as this is the first meeting.

Discussion/Information

John Forney, Chief Facilities Officer, recognized Tony De Marco, legal counsel with Atkinson, Anderson, Loya, Ruud & Romo to present an informational PowerPoint presentation on:

- a. Overview of the Brown Act Requirements

John Forney presented an informational PowerPoint presentation on:

- b. Committee Purpose
- c. Meeting Norms
- d. Meeting Schedule Review

5. Adjournment

Motion made by: John Harms

Motion seconded by: Adam Rinderle

Emily Cravens - yes

John Harms - yes

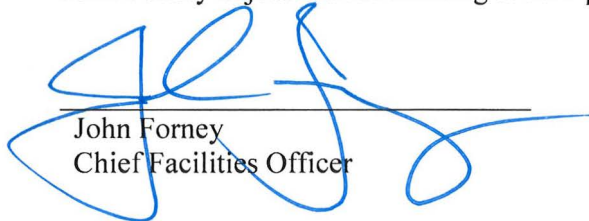
Paul Jansen - yes

Adam Rinderle - yes

Linda Shepard - yes

Motion carried 5 – 0 to adjourn the meeting.

John Forney adjourned the meeting at 5:51 p.m.



John Forney
Chief Facilities Officer



Amy Strange
Facilities & Construction Specialist



January 12, 2023 5:00 p.m.
District Advisory Committee
for School Capacity Analysis
Board of Trustees Board Room

MEETING MINUTES

Voting Members

Katie Andersen, Committee Member
Emily Cravens, Committee Member
John Harms, Committee Member
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Committee Member

1. Call to Order and Roll Call

John Forney called the meeting to order at 5:00 p.m.

Roll Call

Present:

Katie Andersen, Committee Member
Emily Cravens, Committee Member
John Harms, Committee Member
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Committee Member

Absent:

None

2. Adoption of the Agenda

Motion made by: Paul Jansen

Motion seconded by: Emily Cravens

Katie Andersen – yes
Emily Cravens – yes
John Harms – yes
Paul Jansen – yes
Crystal Kochendorfer – yes
Adam Rinderle – yes
Linda Shepard – yes

Motion carried 7 – 0 by a roll call vote to adopt the District Advisory Committee agenda.

3. Public Comments (Non-Agenda Items)

- There were no public comments.

4. Approval of Minutes - December 20, 2022

Motion made by: John Harms

Motion seconded by: Katie Andersen

Katie Andersen – yes

Emily Cravens – yes

John Harms – yes

Paul Jansen – yes

Crystal Kochendorfer – yes

Adam Rinderle – yes

Linda Shepard – yes

Motion carried 7 – 0 to approve the December 20, 2022, meeting minutes.

5. Discussion/Information

6. Public Comments (Agenda Items)

- There were no public comments.

a. John Forney, Chief Facilities Officer, recognized Lorrie Ruiz, consultant with CL Consulting, Inc., to present an informational PowerPoint presentation on:

i. Historical Background Data and Enrollment Projections

1. The Committee requested the criteria that supports the enrollment projections listed on slide number five of the PowerPoint from Lorrie Ruiz with CL Consulting, Inc. to be provided at the February 2, 2022, District Advisory Committee meeting.
2. Linda Shepard requested data for actuals of private and home schooling for 2019, 2020, 2021 & 2022 for the State of California to be presented at the February 2, 2022, District Advisory Committee meeting.
3. Linda Shepard requested supporting data as to why people choose to leave a school.

ii. School Enrollment Data

1. Lorrie Ruiz to revise slide number eight on the PowerPoint to reflect accurate sixth through eighth grade enrollment data.

iii. Board Policy Criteria by School

iv. School Capacity

1. Emily Cravens requested feeder patterns to the high schools and Trustee boundary areas to be provided to the Committee.
2. The Committee identified the following school sites that were on the cusp or meet all three (3) Board Policy Enrollment Criteria for further analysis:
 - a. R.H. Dana Elementary School
 - b. Hankey K-5
 - c. Del Obispo Elementary School – *criteria on the cusp*
 - d. Hidden Hills Elementary School – *requested, but did not meet criteria*
 - e. Kinoshita Elementary School- *criteria on the cusp*
 - f. Laguna Niguel Elementary School
 - g. Las Flores Elementary School
 - h. Marblehead Elementary School
 - i. Philip Reilly Elementary School
 - j. George White Elementary School

7. Adjournment

Motion made by: Adam Rinderle

Motion seconded by: Linda Shepard

Katie Andersen – yes

Emily Cravens – yes

John Harms – yes

Paul Jansen – yes

Crystal Kochendorfer – yes

Adam Rinderle – yes

Linda Shepard – yes

Motion carried 7 – 0 to adjourn the meeting.

John Forney adjourned the meeting at 6:40 p.m.



John Forney
Chief Facilities Officer



Amy Strange
Facilities & Construction Specialist



January 23, 2024 5:00 p.m.
District Advisory Committee
for School Capacity Analysis
Board of Trustees Board Room

MEETING MINUTES

Voting Members

Katie Andersen, Committee Member
Emily Cravens, Chairperson
John Harms, Committee Member
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Co-Chairperson

1. Call to Order and Roll Call

John Forney called the meeting to order at 5:00 p.m.

2. Roll Call

Present:

Katie Andersen, Committee Member
Emily Cravens, Chairperson
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Linda Shepard, Co-Chairperson

Absent:

John Harms, Committee Member
Adam Rinderle, Committee Member

3. Pledge of Allegiance

4. Adoption of the Agenda

Motion made by: Crystal Kochendorfer

Motion seconded by: Katie Andersen

5. Public Comments

There were no public comments.

6. Approval of Minutes – January 12, 2023

Motion made by: Katie Andersen

Motion seconded by: Crystal Kochendorfer

Katie Andersen – yes
Emily Cravens – yes
Paul Jansen – yes
Crystal Kochendorfer – yes
Linda Shepard – yes

Motion carried 5 – 0 to approve the January 12, 2023, meeting minutes.

7. Introductions

John Forney thanked the Committee for their attendance and introduced King Consulting, Incorporated.

8. Selection of a Committee Chairperson and Co-Chairperson

a. Selection of Committee Chairperson Emily Cravens

Motion by Crystal Kochendorfer Seconded by Katie Andersen

b. Selection of Committee Co-Chairperson Linda Shepard

Motion by Paul Jansen Seconded by Crystal Kochendorfer

Katie Andersen – yes
Emily Cravens – yes
Paul Jansen – yes
Crystal Kochendorfer – yes
Linda Shepard – yes

Motion carried 5 – 0 to select Emily Cravens as Chairperson and Linda Shepard as Co-Chairperson.

9. Discussion/Information

a. John Forney, Chief Facilities Officer, recognized Jamie King-Iseman and Rob Murray, consultants with King Consulting, Inc., to present an informational PowerPoint presentation that contained current data for:

- i. Historical Background Data and Enrollment Projections
- ii. School Enrollment
- iii. School Capacity

- b. Paul Jansen requested the “Current Capacity Utilization by Site”, slide 23, in the form of a map.
- c. Linda Shepard requested to see the impact of student enrollment related to the apartment/townhome developments in the Irvine and Santa Ana School District.
- d. Linda Shepard requested to see the school feeder information.
- e. Linda Shepard requested the District to provide the special programs that are offered at each elementary school.

- f. Paul Jansen requested the anticipated operational savings and capital avoidance for closing a school and what the funds would be used for.
 - i. Clark Hampton clarified that anticipated operation savings would be \$500k-\$600k and the savings would be applied to the District budget.

10. Discussion of Proposed Next Committee Meeting Topics and Timeline

- a. The Committee discussed future meeting dates and it was noted that King Consulting would not be available on February 13, 2024.
- b. District staff will reach out to the Committee members with the revised meeting dates.

11. Comments from Committee Members

There were no additional comments from the Committee members.

12. Adjournment

Motion made by: Katie Andersen

Motion seconded by: Linda Shepard

Katie Andersen – yes

Emily Cravens – yes

Paul Jansen – yes

Crystal Kochendorfer – yes


Linda Shepard – yes

Motion carried 5 – 0 to adjourn the meeting.

John Forney adjourned the meeting at 6:50 p.m.



John Forney
Chief Facilities Officer



Amy Strange
Facilities & Construction Specialist



March 12, 2024 5:00 p.m.
District Advisory Committee
for School Capacity Analysis
Board of Trustees Board Room

MEETING MINUTES

Voting Members

Katie Andersen, Committee Member
Emily Cravens, Chairperson
John Harms, Committee Member
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Co-Chairperson

1. Call to Order and Roll Call

Linda Shepard called the meeting to order at 5:04 p.m.

2. Roll Call

Present:

Katie Andersen, Committee Member
Emily Cravens, Chairperson (*Arrived during Discussion/Information*)
John Harms, Committee Member
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Co-Chairperson

Absent:

None

3. Pledge of Allegiance

4. Adoption of the Agenda

Motion made by: John Harms

Motion seconded by: Adam Rinderle

5. Public Comments

There were no public comments.

6. Approval of Minutes – January 23, 2024

Motion made by: Katie Andersen

Motion seconded by: Crystal Kochendorfer

Motion carried 6 – 0 to approve the January 23, 2024, meeting minutes.

Katie Andersen - yes

John Harms - yes

Paul Jansen - yes

Crystal Kochendorfer - yes

Adam Rinderle - yes

Linda Shepard - yes

7. Discussion/Information

a. Review CDE Best Practices and Criteria

- i. Linda Shepard asked what the per-student operating cost at each facility
- ii. Linda Shepard would like to know the educational program at each site
 1. Handout provided under item b. iii
- iii. Restructuring grade configuration to balance current enrollment
 1. Linda would like to know the current class size broken down by grade
 2. Clark Hampton stated the class size when COVID-19 funding for class-size reduction is no longer available
 - a. MS is 32.5-1
 - b. ES 1-3 is 30-1
 - c. ES 4-5 is 31.5-1
- iv. Crystal Kochendorfer requested feeder patterns
 1. Handout provided under item b. ii

b. Review January 23, 2024, Committee Requested Handouts

- i. Criteria Rankings
 1. Rob Murray clarified the “Capacities” handout is based on the total number of students as the school sites are currently configured
 2. Paul Jansen requested the capacity of each site’s permanent facility and the percentage of utilization
 3. Linda Shepard requested to see a breakdown (digital for next meeting) of statistics for each site that can be filtered
 4. Katie Andersen inquired about the Current vs. Projected Utilization of Del Obispo ES
 5. John Forney stated that he will clarify the portable count at Del Obispo ES
 6. John Forney stated that the condition scores are based off a Facility Condition Assessment from 2017 that is on the Facilities website for reference
 - a. Harold Ambuehl would change to a condition score of A with the recent site upgrades
 - b. Palisades would change to a higher condition score than a D with site upgrades since the report was released
 - c. This report captured permanent capacity and the portables

- ii. Feeders
 - a. Paul Jansen requested the updated school boundaries map with the school names listed
 - b. Linda Shepard requested to see enrollment by feeder schools moving into a middle school (on a 11x17) (or provide the list of feeder patterns)
 - c. Crystal Kochendorfer would like to see: Current enrollment, projected enrollment, capacity, portable figures on one sheet if possible
- iii. School Signature Programs
 - a. John Forney stated a representative from Ed Services can attend the next scheduled meeting on April 15, 2024, to speak on behalf of the Special Programs
 - b. Identified K-8 Schools
 - a. Arroyo Vista
 - b. Carl Hankey
 - c. Esencia
 - d. Las Flores
 - e. Vista Del Mar
- iv. Elementary School Capacity Utilization (Current)
- v. Elementary School Capacity Utilization (Projected 2030-31)

8. Discussion of Proposed Next Committee Meeting Topics and Timeline

- a. April 15, 2024, Board Room 5:00 pm – 7:00 pm
- b. May 13, 2024, Board Room 5:00 pm – 7:00 pm

9. Comments from Committee Members

- a. Crystal Kochendorfer requested to not decide on a short list tonight but would like to remove schools from consideration so that the Committee can further analyze the remaining sites.
- b. Paul Jansen requested the number of combo classes per site.
- c. Crystal Kochendorfer would like to know if the immersion programs can expand to other sites. Bring supporting information to the next meeting
- d. Katie Andersen asked if IB is a popular program at the Elementary level
- e. Linda Shepard requested a report on the projected enrollment and utilization, grouped by middle school
- f. Paul Jansen recommended to the Committee to remove sites over 600 projected enrollment) Everyone in agreement
Motion made by: Paul Jansen
Motion seconded by: Linda Shepard
- g. Adam Rinderle requested a Google Drive link with the ability to filter the data (special programs with acronyms identified, facility information, portables)

10. **Adjournment**

Motion made by: Paul Jansen

Motion seconded by: John Harms

Katie Andersen - yes

Emily Cravens - yes

John Harms - yes

Paul Jansen - yes

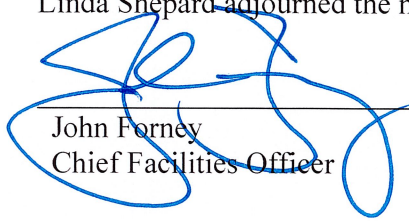
Crystal Kochendorfer - yes

Adam Rinderle - yes

Linda Shepard - yes

Motion carried 7 – 0 to adjourn the meeting.

Linda Shepard adjourned the meeting at 7:04 p.m.



John Forney
Chief Facilities Officer



Amy Strange
Facilities & Construction Specialist



April 15, 2024, 5:00 p.m.
District Advisory Committee
for School Capacity Analysis
Board of Trustees Board Room

MEETING MINUTES

Voting Members

Katie Andersen, Committee Member
Emily Cravens, Chairperson
John Harms, Committee Member
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Co-Chairperson

1. Call to Order and Roll Call

Emily Cravens called the meeting to order at 5:01 p.m.

2. Roll Call

Present:

Katie Andersen, Committee Member
Emily Cravens, Chairperson
John Harms, Committee Member
Paul Jansen, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Co-Chairperson

Absent:

Crystal Kochendorfer, Committee Member

3. Pledge of Allegiance

4. Adoption of the Agenda

Motion made by: Katie Andersen

Motion seconded by: John Harms

5. Public Comments

There were no public comments.

6. Approval of Minutes – March 12, 2024

Motion made by: Katie Andersen

Motion seconded by: Linda Shepard

Motion carried 6 – 0 to approve the March 12, 2024, meeting minutes.

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Paul Jansen - yes
Adam Rinderle - yes
Linda Shepard - yes

7. Discussion/Information

- a. The Committee reviewed the District Advisory Committee Roles and Responsibilities
- b. Education Services Representative
 - i. John Forney introduced Clint Collins, Assistant Superintendent, SELPA, Special Education Services who will be available to the Committee for Education
- c. The Committee reviewed the requested handouts from the March 12, 2024, meeting:
 - i. Special Program Acronym Reference Sheet
 - ii. School Feeder Program Map
 1. Linda Shepard requested projected enrollment by middle school
 2. Linda Shepard requested the operating cost per student at each elementary school
 3. Paul Jansen requested to add a column to the spreadsheet that will show a school’s Trustee area.
 - a. Clark Hampton stated this information is on the Capistrano Unified School District website under the School Locator section and filter by boundary.
 - iii. Mileage Chart
- d. Schools Recommended for Further Study
 - i. Low Enrolled Schools based on 2030-2031 projections
 - ii. Review Google Doc with filtered data
 1. https://docs.google.com/spreadsheets/d/1CJtGr_ZO_hldkBBq6fXc6XUkKSQjrVUqjadPrUyB7Oc/edit?usp=sharing
 2. Motion made by: John Harms
Motion seconded by: Katie Andersen

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Paul Jansen - no
Adam Rinderle - yes
Linda Shepard - no

Motion carried 4 – 2 to put Marblehead Elementary School, Kinoshita Elementary School, and Del Obispo Elementary School on the list of schools for further consideration.

3. Motion made by: Linda Shepard
Motion seconded by: Katie Andersen

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Paul Jansen - yes
Adam Rinderle - yes
Linda Shepard - yes

Motion carried 6 – 0 to add Clarence Lobo Elementary School to the list of schools for further consideration.

4. Motion made by: Paul Jansen
Motion seconded by: John Harms

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Paul Jansen -yes
Adam Rinderle - yes
Linda Shepard - yes

Motion carried 6 – 0 to add Wood Canyon Elementary School to the list of schools for further consideration.

5. Motion made by: Katie Andersen
Motion seconded by: Adam Rinderle

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Paul Jansen -yes
Adam Rinderle - yes
Linda Shepard - yes

Motion carried 6 – 0 to add Hidden Hills Elementary School and George White Elementary School to the list of schools for further consideration.

6. Motion made by: Katie Andersen
Motion seconded by: John Harms

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Paul Jansen -no
Adam Rinderle - yes
Linda Shepard - yes

Motion carried 5 – 1 to add Palisades Elementary School to the list of schools for further consideration.

7. Motion made by: Paul Jansen
Motion seconded by: Katie Andersen

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Paul Jansen -yes
Adam Rinderle - yes
Linda Shepard - yes

Motion carried 6 – 0 to add Las Flores Elementary School and Tijeras Creek Elementary School to the list of schools for further consideration.

8. The Committee assessed the list of ten sites for further consideration.
- a. Marblehead Elementary School
 - b. Kinoshita Elementary School
 - c. Del Obispo Elementary School
 - d. Clarence Lobo Elementary School
 - e. Wood Canyon Elementary School
 - f. Hidden Hills Elementary School
 - g. George White Elementary School
 - h. Palisades Elementary School
 - i. Las Flores Elementary School
 - j. Tijeras Creek Elementary School

9. **Discussion of Proposed Committee Meetings**

- a. May 13, 2024, Board Room 5:00 pm – 7:00 pm
- b. June 18, 2024, Board Room 5:00 pm – 7:00 pm (*if needed*)

10. **Comments from Committee Members**

- a. Committee Recommendation
 - i. A draft recommendation will be presented to the Committee at the May 13, 2024, District Advisory Committee meeting for review
 - ii. The Committee requested a chart of the ten schools for further study with time to review prior to next meeting
 - iii. The Committee requested to list the reason for selection next to each of the ten schools to reflect why it has been selected for further consideration.
 1. Geographic Area
 2. Enrollment Projections
 3. Utilization
 4. Capacity

11. Adjournment

Motion made by: Emily Cravens

Motion seconded by: John Harms

Katie Andersen - yes

Emily Cravens - yes

John Harms - yes

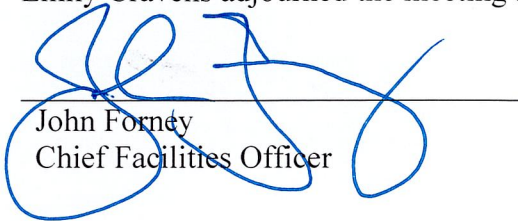
Paul Jansen - yes

Adam Rinderle - yes

Linda Shepard - yes

Motion carried 6 – 0 to adjourn the meeting.

Emily Cravens adjourned the meeting at 6:51 p.m.



John Forney
Chief Facilities Officer



Amy Strange
Facilities & Construction Spec



May 13, 2024, 5:00 p.m.
District Advisory Committee
for School Capacity Analysis
Board of Trustees Board Room

MEETING MINUTES

Voting Members

Katie Andersen, Committee Member
Emily Cravens, Chairperson
John Harms, Committee Member
Paul Jansen, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Co-Chairperson

1. Call to Order and Roll Call

Emily Cravens called the meeting to order at 5:00 p.m.

2. Roll Call

Present:

Katie Andersen, Committee Member
Emily Cravens, Chairperson
John Harms, Committee Member
Crystal Kochendorfer, Committee Member
Adam Rinderle, Committee Member
Linda Shepard, Co-Chairperson

Absent:

Paul Jansen, Committee Member

3. Pledge of Allegiance

4. Adoption of the Agenda

Motion made by: Katie Andersen
Motion seconded by: John Harms

5. Public Comments

There were no public comments.

6. Approval of Minutes – April 15, 2024

Motion made by: Katie Andersen
Motion seconded by: John Harms

Motion carried 6 – 0 to approve the April 15, 2024, meeting minutes.

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Crystal Kochendorfer - yes
Adam Rinderle - yes
Linda Shepard - yes

7. Discussion/Information

- a. The Committee reviewed the April 15, 2024, Committee Requested Information
 - i. Projected enrollment by Middle School
 - ii. Schools in each Trustee area (column added)
 1. Google Doc:
https://docs.google.com/spreadsheets/d/1CJtGr_ZO_hldkBBq6fXc6XUkK_SQjrVUqjadPrUyB7Oc/edit?usp=sharing
- b. The Committee reviewed the Draft District Advisory Committee Recommendation
 - i. Katie Andersen asked for the correction of the incomplete sentences on page five. These sentences were acknowledged as duplicates and will be removed.
 - ii. Linda Shepard recommended including the mileage of each school within proximity to each other on page seven.
 - iii. Crystal Kochendorfer recommended adding the verbiage at the end of the paragraph for Del Obispo Elementary School and Kinoshita Elementary School on page seven, “The two sites are also adjacent to Marco Forster Middle School and within walking distance of each other.”
 - iv. Linda Shepard would like the sentence below to be added at the end of the paragraph for Las Flores Elementary School on page seven, “The Committee understands this is a newly dedicated K-8 middle school and is referring to the elementary portion of Las Flores.”
 - v. Linda Shepard recommended adding “that feeds into the middle school portion of Las Flores K-8” to the last sentence of the paragraph for Tijeras Creek Elementary School on page seven.
 - vi. Linda Shepard added the verbiage “The Committee recognizes that special programs require a lower-level utilization than other CUSD elementary schools.” as the last sentence for Wood Canyon Elementary School on page seven.
- c. Motion made by: Linda Shepard
Motion seconded by: Katie Andersen

Katie Andersen – yes
Emily Cravens - yes
John Harms - yes
Crystal Kochendorfer - yes
Adam Rinderle - yes
Linda Shepard - yes

Motion carried 5 – 0 to group the sites by middle school and then alphabetically by site.

8. Recommendation to the Board

a. June 12, 2024, Board Meeting

9. Comments from Committee Members

a. There were no additional comments from the Committee members.

10. Adjournment

Motion made by: Katie Andersen

Motion seconded by: John Harms

Katie Andersen – yes

Emily Cravens - yes

John Harms - yes

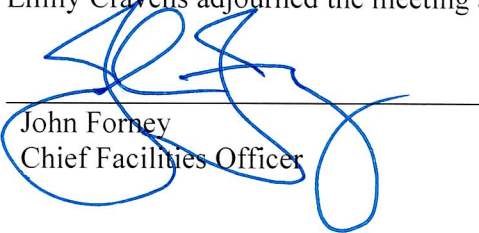
Crystal Kochendorfer - yes

Adam Rinderle - yes

Linda Shepard - yes

Motion carried 6 – 0 to adjourn the meeting.

Emily Cravens adjourned the meeting at 6:00 p.m.



John Forney
Chief Facilities Officer



Amy Strange
Facilities & Construction Spec