



**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](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

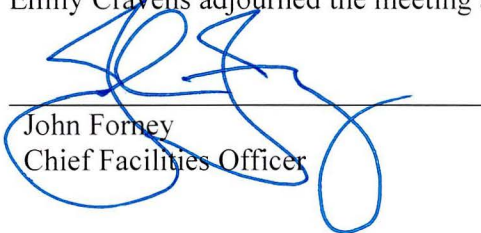
Crystal Kochendorfer - yes

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



**District Advisory Committee  
for School Capacity Analysis  
Committee Meeting  
Agenda**

**Monday, May 13, 2024, at 5:00 p.m.**

This meeting will take place in-person, with the location listed at the bottom of the agenda. Members of the public will have the opportunity to address the District Advisory Committee.

***Expected Participants***

- Clark Hampton, Deputy Superintendent, Business & Support Services
- John Forney, Chief Facilities Officer
- Amy Strange, Facilities and Construction Specialist
- Rob Murray, Director of Demographics, King Consulting
- 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

***Agenda***

1. **Call to Order** \_\_\_\_\_ p.m.
2. **Roll Call (Establishment of a Quorum);** \_\_\_\_ Present; \_\_\_\_ Absent
3. **Pledge of Allegiance**
4. **Adoption of Agenda**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

5. **Public Comments**

At this time, members of the public may address the District Advisory Committee regarding any items within the subject matter jurisdiction of the District Advisory Committee. Comments will be limited to no more than 3 minutes per person and 20 minutes for all comments. Please fill out a Speaker Card and turn it in if you wish to address the Committee.

6. **Approval of Minutes – April 15, 2024**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

**7. Discussion/Information**

- a. Review 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\\_hldkBBq6fXc6XUkKSQjrVUqjadPrUyB7Oc/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1CJtGr_ZO_hldkBBq6fXc6XUkKSQjrVUqjadPrUyB7Oc/edit?usp=sharing)
- b. Review Draft District Advisory Committee Recommendation

**8. Recommendation to the Board**

- a. June 12, 2024, Board Meeting

**9. Comments from Committee Members**

**10. Adjournment \_\_\_\_\_ p.m.**

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_



**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](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

All Middle Schools (Capo24Mod) (2024)

Aliso Viejo MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	272	244	277	259	252	260	279	237	252	252	251	252	250	250
7	276	258	261	270	265	259	267	285	240	254	254	253	254	252
8	310	283	283	265	281	276	269	277	290	244	258	258	257	258
Subtotals:	858	785	821	794	798	795	815	799	782	750	763	763	761	760
Pct Chg:	0%	-8.5%	4.6%	-3.3%	0.5%	-0.4%	2.5%	-2%	-2.1%	-4.1%	1.7%	0%	-0.3%	-0.1%
SDC:	0	0	0	5	5	5	5	5	5	5	5	5	5	5
Totals:	858	785	821	799	803	800	820	804	787	755	768	768	766	765

Arroyo Vista MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	87	102	106	107	106	123	113	92	124	101	105	103	100	100
7	106	89	100	115	109	108	126	115	93	125	102	106	104	101
8	126	102	94	109	120	114	113	132	118	95	128	104	108	106
Totals:	319	293	300	331	335	345	352	339	335	321	335	313	312	307
Pct Chg:	0%	-8.2%	2.4%	10.3%	1.2%	3%	2%	-3.7%	-1.2%	-4.2%	4.4%	-6.6%	-0.3%	-1.6%

Avila MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	296	282	322	270	257	277	279	272	271	244	255	254	252	252
7	346	295	292	319	270	257	278	279	272	271	244	255	254	252
8	387	348	304	302	327	277	264	286	283	276	275	247	259	257
Subtotals:	1029	925	918	891	854	811	821	837	826	791	774	756	765	761
Pct Chg:	0%	-10.1%	-0.8%	-2.9%	-4.2%	-5%	1.2%	1.9%	-1.3%	-4.2%	-2.1%	-2.3%	1.2%	-0.5%
SDC:	4	4	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	1033	929	918	891	854	811	821	837	826	791	774	756	765	761

Ayer MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	283	269	301	297	290	282	264	279	252	296	284	286	285	285
7	245	289	282	302	302	297	290	270	283	254	299	287	289	288
8	302	244	296	277	300	301	298	291	269	283	253	298	286	288
Subtotals:	830	802	879	876	892	880	852	840	804	833	836	871	860	861
Pct Chg:	0%	-3.4%	9.6%	-0.3%	1.8%	-1.3%	-3.2%	-1.4%	-4.3%	3.6%	0.4%	4.2%	-1.3%	0.1%
SDC:	0	0	2	2	2	2	2	2	2	2	2	2	2	2
Totals:	830	802	881	878	894	882	854	842	806	835	838	873	862	863

Esencia 6-8

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	67	87	85	116	125	170	190	202	224	233	242	252	260	263
7	61	70	81	89	119	136	181	203	212	230	241	248	258	262
8	0	63	62	79	90	124	141	187	208	214	233	243	250	257
Subtotals:	128	220	228	284	334	430	512	592	644	677	716	743	768	782
Pct Chg:	0%	71.9%	3.6%	24.6%	17.6%	28.7%	19.1%	15.6%	8.8%	5.1%	5.8%	3.8%	3.4%	1.8%
SDC:	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	129	220	228	284	334	430	512	592	644	677	716	743	768	782

Fred Newhart MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	328	343	332	361	354	328	342	319	313	317	319	319	318	318
7	357	323	353	333	368	361	335	348	322	316	320	322	322	321
8	374	361	305	351	333	368	360	334	348	321	315	319	321	322
Subtotals:	1059	1027	990	1045	1055	1057	1037	1001	983	954	954	960	961	961
Pct Chg:	0%	-3%	-3.6%	5.6%	1%	0.2%	-1.9%	-3.5%	-1.8%	-3%	0%	0.6%	0.1%	0%
SDC:	45	48	46	37	37	37	37	35	35	34	34	34	34	34
Totals:	1104	1075	1036	1082	1092	1094	1074	1036	1018	988	988	994	995	995

Hankey MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	61	53	69	64	61	58	56	54	54	52	53	52	52	52
7	78	67	50	64	63	60	58	56	54	54	51	52	52	52
8	70	78	70	47	64	64	61	58	56	54	54	51	52	52
Subtotals:	209	198	189	175	188	182	175	168	164	160	158	155	156	156
Pct Chg:	0%	-5.3%	-4.5%	-7.4%	7.4%	-3.2%	-3.8%	-4%	-2.4%	-2.4%	-1.2%	-1.9%	0.6%	0%
SDC:	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	210	198	189	175	188	182	175	168	164	160	158	155	156	156

Ladera Ranch MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	423	380	399	345	364	360	345	350	336	328	345	343	336	336
7	481	429	370	383	337	356	352	338	346	332	324	341	339	332
8	450	472	427	369	382	336	355	352	337	346	331	324	341	339
Subtotals:	1354	1281	1196	1097	1083	1052	1052	1040	1019	1006	1000	1008	1016	1007
Pct Chg:	0%	-5.4%	-6.6%	-8.3%	-1.3%	-2.9%	0%	-1.1%	-2%	-1.3%	-0.6%	0.8%	0.8%	-0.9%
SDC:	0	0	0	4	4	4	4	4	4	4	4	4	4	4
Totals:	1354	1281	1196	1101	1087	1056	1056	1044	1023	1010	1004	1012	1020	1011

Las Flores MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	203	178	177	177	182	188	174	183	164	145	161	158	154	154
7	217	209	177	183	181	187	192	178	185	166	146	163	159	156
8	289	239	201	183	189	187	193	198	181	188	169	149	166	162
Subtotals:	709	626	555	543	552	562	559	559	530	499	476	470	479	472
Pct Chg:	0%	-11.7%	-11.3%	-2.2%	1.7%	1.8%	-0.5%	0%	-5.2%	-5.8%	-4.6%	-1.3%	1.9%	-1.5%
SDC:	12	21	18	15	15	15	15	15	15	14	13	13	13	13
Totals:	721	647	573	558	567	577	574	574	545	513	489	483	492	485

Marco Forster MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	376	406	300	315	292	352	289	310	339	283	321	321	323	323
7	405	368	403	308	322	308	368	299	315	343	287	324	323	325
8	447	397	358	402	312	331	317	373	302	317	345	288	324	324
Subtotals:	1228	1171	1061	1025	926	991	974	982	956	943	953	933	970	972
Pct Chg:	0%	-4.6%	-9.4%	-3.4%	-9.7%	7%	-1.7%	0.8%	-2.6%	-1.4%	1.1%	-2.1%	4%	0.2%
SDC:	25	15	23	17	15	16	16	16	16	16	16	15	16	16
Totals:	1253	1186	1084	1042	941	1007	990	998	972	959	969	948	986	988

Niguel Hills MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	253	242	209	247	208	219	211	204	207	199	206	206	207	207
7	261	239	244	223	249	212	223	214	205	208	199	207	207	208
8	276	251	245	236	221	247	211	222	214	204	206	198	206	206
Subtotals:	790	732	698	706	678	678	645	640	626	611	611	611	620	621
Pct Chg:	0%	-7.3%	-4.6%	1.1%	-4%	0%	-4.9%	-0.8%	-2.2%	-2.4%	0%	0%	1.5%	0.2%
SDC:	26	20	22	27	26	26	25	24	24	23	23	23	24	24
Totals:	816	752	720	733	704	704	670	664	650	634	634	634	644	645

Shorecliffs MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	227	249	208	200	178	180	189	181	181	187	187	189	190	190
7	244	238	248	201	202	180	184	193	182	182	188	188	190	190
8	279	254	227	240	197	199	180	183	192	181	181	187	187	188
Subtotals:	750	741	683	641	577	559	553	557	555	550	556	564	567	568
Pct Chg:	0%	-1.2%	-7.8%	-6.1%	-10%	-3.1%	-1.1%	0.7%	-0.4%	-0.9%	1.1%	1.4%	0.5%	0.2%
SDC:	16	27	37	38	34	33	33	33	33	33	33	33	34	34
Totals:	766	768	720	679	611	592	586	590	588	583	589	597	601	602

Vista del Mar MS

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
6	176	178	179	163	146	128	139	133	111	124	125	121	121	121
7	185	201	176	181	164	147	129	140	134	111	125	125	121	121
8	261	194	194	184	188	170	152	134	142	136	113	127	127	123
Totals:	622	573	549	528	498	445	420	407	387	371	363	373	369	365
Pct Chg:	0%	-7.9%	-4.2%	-3.8%	-5.7%	-10.6%	-5.6%	-3.1%	-4.9%	-4.1%	-2.2%	2.8%	-1.1%	-1.1%

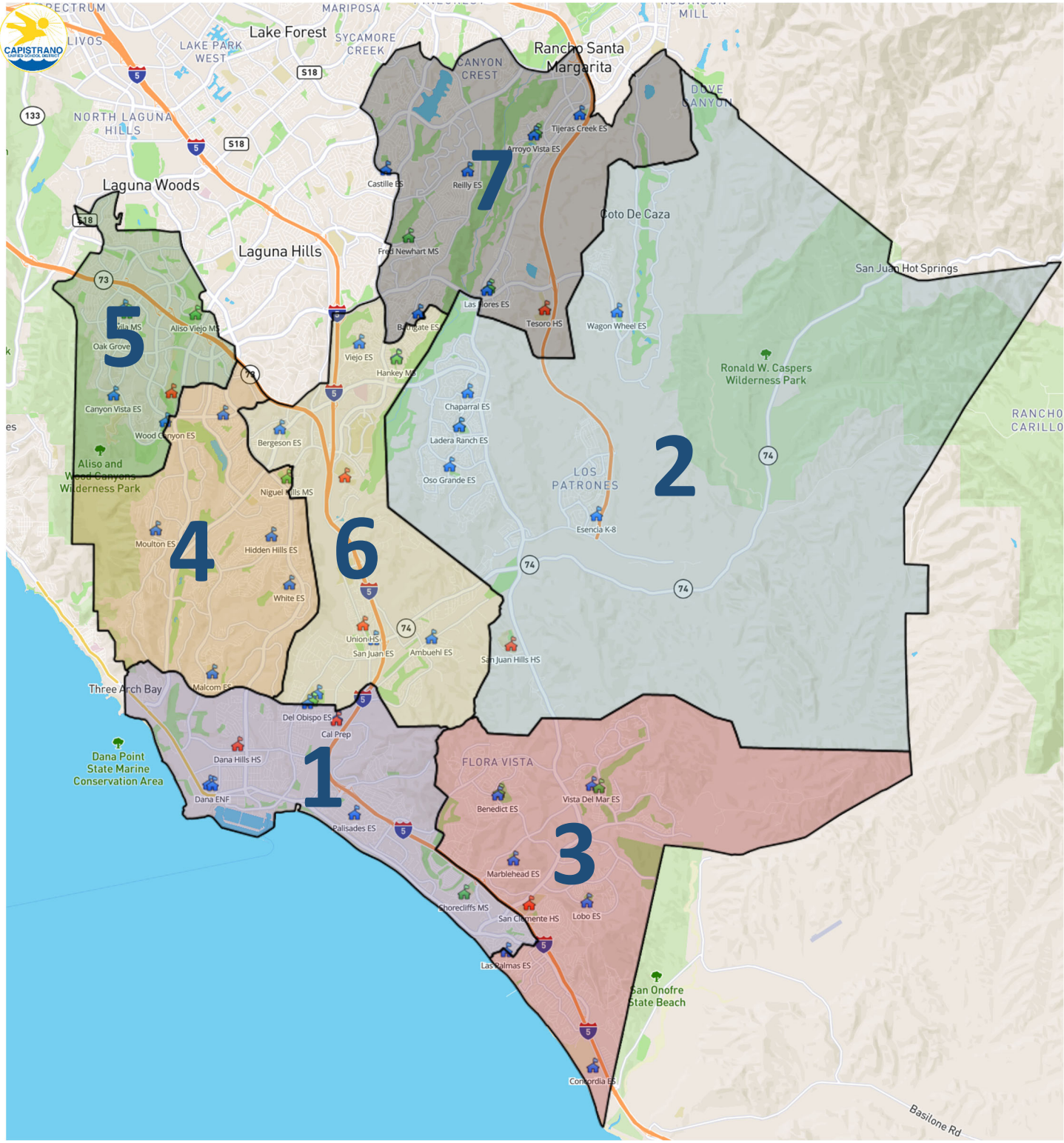
Totals

Grade	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
-------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

6		3,052	3,013	2,964	2,921	2,815	2,925	2,870	2,816	2,828	2,761	2,854	2,856	2,848	2,851
7		3,262	3,075	3,037	2,971	2,951	2,868	2,983	2,918	2,843	2,846	2,780	2,871	2,872	2,860
8		3,571	3,286	3,066	3,044	3,004	2,994	2,914	3,027	2,940	2,859	2,861	2,793	2,884	2,882
	Subtotals:	9885	9374	9067	8936	8770	8787	8767	8761	8611	8466	8495	8520	8604	8593
	Pct Chg:	0%	-5.2%	-3.3%	-1.4%	-1.9%	0.2%	-0.2%	-0.1%	-1.7%	-1.7%	0.3%	0.3%	1%	-0.1%
	SDC:	130	135	148	145	138	138	137	134	134	131	130	129	132	132
	Totals:	10015	9509	9215	9081	8908	8925	8904	8895	8745	8597	8625	8649	8736	8725



# Trustee Areas



---

**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:xx p.m.

X of the seven committee members were in attendance.

There were no public comments received at this meeting.

Summary to be edited as needed, but anticipated events include:

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. 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.

The meeting was adjourned at X:xx 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.

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.

ry 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 from permanent buildings only.
- The projected percent utilization of each site's permanent capacity 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 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, 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.

In alphabetical order, the ten schools recommended for further study on how to best utilize District capacity are the following:

- 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.
- 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 are almost adjacent to each other.
- 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.
- 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 are almost adjacent to each other.
- Las Flores Elementary School – Las Flores Elementary School is tied for the fourth-lowest projected utilization, which was the primary reason for its inclusion on the list for further study. Las Flores Elementary School also has the fourth-lowest projected enrollment. The committee acknowledges the



consideration of the distance of Las Flores Elementary School to other schools, but still believes the school should be studied in conjunction with Tijeras Creek Elementary School.

- 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.
- 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 Las Flores for middle school.
- 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 may affect the site’s classroom utilization, but this consideration is for the future study that will be conducted.

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]

DRAFT/SAMPLE