

Puyallup School District  
**SCHOOL CAPACITY AND UTILIZATION TASK FORCE**  
May 8, 2023

**Charter**

The School Capacity and Utilization Task Force is commissioned by the Board of Directors for the purpose of developing and evaluating recommendations to support the interim housing of students in the PreK-12th grade settings of the Puyallup School District until future capital projects are funded and constructed.

**Membership:**

Community (15)

Nine community members (Three from Regions 1, 2, & 3)  
Four High School Students  
Two Puyallup PTA Council representatives

Staff (15)

Assist. Superintendent of Equity & Instructional Leadership  
Assist. Superintendent of Operations and School Support  
Assist. Superintendent of Business and Support Services\*  
Executive Director of Equity and Elementary Education\*  
Executive Director of Equity and Secondary Education\*  
Executive Director of Equity and Special Education  
Director of Capital Projects\*  
Director of Facilities Planning\*  
Five Principals (3 Elem, JH, and HS)  
Two PEA representatives

\*Steering Committee member. The Steering Committee will meet outside of general membership meetings to plan and prepare for general membership meetings. Consultant(s) may be called upon to assist with meeting preparation and facilitation.

**Resource Partners:**

Resource partners will be called on by the Task Force to attend general membership meetings as needed. Resource partners may include, but not limited to, city and county representatives and other district program leaders.

The superintendent shall appoint members in consultation with the school board. An application process may be utilized to solicit interested community members. Membership will be selected following Board Policy 1900.

**Term:**

The initial term of this committee is from June 2023 to June 2024 with a summer break. However, it is anticipated that the superintendent may reconvene the committee, as needed, until a future bond and/or capital levy is approved.

**Scope:**

The committee is advisory to the Board of Directors and will consider the following:

- Information developed by the Citizens Facilities Advisory Committee and Capital Facilities Plan
- Current enrollment projections and demographic reports
- School boundary analysis
- Building capacity analysis, including school facility expansion potential (vis a vis portables)
- Location of district-wide programs
- Residential housing outside of the school district boundary with potential impacts to district facilities
- Student transfer/waiver management
- Alternative housing strategies (scheduling)
- Alternative grade configuration delivery models
- Transportation cost analysis
- Equipment and technology
- Budget analysis (capital and general funds)
- Outside force analysis (economic climate, etc.)
- Community resource and alternative housing options
- Building condition analysis and future building sustainability

### **Operating Procedures:**

1. Meetings: Regular meetings twice a month, or as determined by the steering committee. A pause in the meeting schedule will be honored during school vacation times.
2. Attendance: Content and discussion from one meeting provides foundation for future meetings. Accordingly, regular attendance is critical for efficient functioning of the committee. After three absences within a school year, the steering committee may take action to seek a replacement.
3. Agendas and Minutes: Agendas will be set mutually by the steering committee and distributed to members at least two days in advance of the meeting with the previous meeting minutes included.
4. Consensus will be sought when developing reports and recommendations for the Board of Directors' consideration. If consensus cannot be achieved, both a majority and minority report will be presented to the Board of Directors as a part of the reporting.