

**Deer Valley Unified School District (DVUSD)**  
**Building Capacity and Usage Committee (BCUC)**  
**January 28, 2016**

**To:** DVUSD Principals.

**Re:** Situational Analysis Action requested -

**Due Date:** **February 24, 2016**

Send to Kim Redding, [kim.redding@dvusd.org](mailto:kim.redding@dvusd.org)

**From:** Building Capacity and Usage Committee

One area of focus of the DVUSD Governing Board is the utilization of all district campuses. To ensure input from all stakeholders, the Governing Board has created a [Building Capacity and Usage Committee](#) (BCUC) composed of district, schools, parents, and community members. They will ultimately report options, opportunities, and/or possible solutions to address building capacity or usage inefficiencies to the board.

The BCUC is collecting and reviewing information sources to help develop solution proposals. The District administrators provided historical and forecasted data, trends, and operational costs. We recognize that our principals and teachers have information and perspectives critical to this project and want to engage all schools through the utilization of a situational analysis.

A situational analysis identifies “Internal Strengths, Internal Challenges, External Opportunities, and External Challenges” that effect student enrollment/campus utilization and capacity at each campus.

The attached document will guide you through completing the analysis for your school. It is recommended that each principal prepare the analysis with input from staff, teachers, parents and any other stakeholders as needed.

The outcome of your work is a document that has bullet points and ideas. We are not looking for a document that is publication- ready, but rather something that reflects the views of the participants from your specific campus. Please submit your response as a Word document. Be as honest and forthright as possible. There is no such thing as a wrong answer. To make a well informed recommendation, the committee needs to fully understand what is impacting enrollment at each school and across the district.

For questions or clarification in completing this request, you may contact committee members, Ann Hutchinson or Trilese DiLeo. Their contact information is below.

Ann Hutchinson, Email: [behomes@q.com](mailto:behomes@q.com), Phone: 623-293-8628

and

Trilese DiLeo, Email: [trilese@msn.com](mailto:trilese@msn.com), Phone: 602-918-1652

Thank you for your time and consideration of this request. Please return your completed Situational Analysis to **Kim Redding**, [kim.redding@dvusd.org](mailto:kim.redding@dvusd.org) by **February 24, 2016**.

# Situational Analysis Information Sheet

Rev. 2015-1-28

This tool explores factors that influence options, opportunities, and/or possible solutions to address school building capacity or usage inefficiencies. Factors can include people, resources, attitudes, traditions, regulations, values, needs, desires, etc.

For each section, we provide some questions to give you ideas. Answer just those that are relevant to your campus. You are encouraged to address other factors that are important to your campus.

<p><b>Strengths - INTERNAL</b></p> <ul style="list-style-type: none"><li>• What's the best utilized space on your campus and why?</li><li>• What changes have you made in the past year to make more effective use of the campus?</li><li>• What ideas would you like to share with other schools?</li><li>• What is the <u>one</u> thing you would like to be able to do to make the campus more effective?</li><li>• Which programmatic offerings resulted in increased enrollment?</li></ul>	<p><b>Challenges - INTERNAL</b></p> <ul style="list-style-type: none"><li>• What are the physical limitations that prevent you from utilizing your campus most effectively?</li><li>• What are the programmatic issues that prevent you from utilizing your campus most effectively?</li><li>• What are the geographic issues that prevent you from utilizing your campus most effectively?</li></ul>
<p><b>Opportunities - EXTERNAL</b></p> <ul style="list-style-type: none"><li>• What trends or forecasts (demographic, political, housing, etc) are influencing your building capacity or usage?</li><li>• Are there any strategic alliances (e.g. partnerships) that would make the campus more effective?</li><li>• Are there innovation and technology developments that would make the campus more effective?</li><li>• What do you think your campus will be like in 5 years?</li></ul>	<p><b>Challenges - EXTERNAL</b></p> <ul style="list-style-type: none"><li>• How do other schools (private, home, charter, other districts, etc) affect your campus?</li><li>• What challenges do you have in attracting or retaining students?</li></ul>

SCHOOL: \_\_\_\_\_

ADMINISTRATOR: \_\_\_\_\_

**In case the BCUC committee wishes to follow-up with questions, please provide:**

ADMINISTRATOR PHONE: \_\_\_\_\_

ADMINISTRATOR EMAIL: \_\_\_\_\_

DATE: COMPLETED: \_\_\_\_\_

As you complete the analysis for your school using the categories on the " **Situational Analysis Information Sheet**", please consider input from staff, teachers, parents and any other stakeholders as needed. **Please submit your response as a Word document to Kim Redding ([kim.redding@dvusd.org](mailto:kim.redding@dvusd.org)) by February 24, 2016.**

The outcome of your work is a document that has bullet points and ideas. We are not looking for a document that is publication- ready, but rather something that reflects the views of the participants from your specific campus. Be as honest and forthright as possible. There is no such thing as a wrong answer. To make a well informed recommendation, the committee needs to fully understand what is impacting enrollment at each school and across the district.