

Puyallup School District  
**SCHOOL CAPACITY AND UTILIZATION TASK FORCE**  
Updated - June 17, 2024

**Charter**

The School Capacity and Utilization Task Force is re-commissioned by the Board of Directors to provide continuous review and planning to make the most efficient use of existing sites and maximize educational opportunities for all students. It will consider updates to enrollment, demographic trends, and utilization and capacity of schools to maintain and update recommendations to the Board.

**Membership:**

Director of Facilities Planning (Chair)  
Three community members (representing Regions 1, 2, & 3)  
Three High School Students (representing Regions 1, 2 & 3)  
Three School Principals (Elem, JH, and HS)  
Two Puyallup PTA Council representatives  
Two Puyallup Education Association representatives

**Ex-officio Members**

Assist. Superintendent of Operations and School Support  
Executive Director 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  
Executive Director of Communications  
Director of Capital Projects  
Asst. Director of Transportation

**Term:**

The term of the task force is ongoing. Members, except for ex-officio members and the Director of Facilities Planning, shall serve an initial term of two or three years. Subsequent terms shall be for three years. A member may serve more than one term if the chair finds the member in good standing and approved by the Superintendent.

## **Operating Procedures:**

1. Meetings: Quarterly except for summer break. Meetings will occur typically in October, January, and April/May each school year. Additional meetings may be scheduled by the Chair, as needed.
2. Attendance: Regular attendance is critical for the efficient functioning of the committee. A member must have attended at least two of the previous three meetings to be considered a member in good standing. If a member is absent for three consecutive meetings, the Chair may seek a replacement.
3. Agendas and Minutes: Agendas and previous meeting minutes will be distributed to members at least one day before the meeting.
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.