

# Superintendent Enrollment Planning Advisory Committee (SEPAC)

## Committee Charter

### Purpose

The Superintendent Enrollment Planning Advisory Committee (SEPAC) provides strategic guidance and stakeholder input to support the district's planning efforts related to school consolidation and closure, program development, and marketing and communications. This may include but is not limited to topics such as enrollment trends, program evaluation, and facility utilization, including consideration of strategies to serve, engage, and attract current and future families in the community.

The committee serves in an advisory capacity, reviewing data, discussing potential strategies, and providing recommendations to the Superintendent's Cabinet to support strong, sustainable schools aligned with community needs, with a commitment to keeping student needs, opportunities, and outcomes at the center of its work.

### Facilitators

Mrs. Barragan, Dr. Lindsay, and Dr. Holmes will co-facilitate SEPAC. In addition, each will facilitate a designated subcommittee:

- Mrs. Barragan: School Consolidation and Closure
- Dr. Lindsay: Marketing and Communication Strategies
- Dr. Holmes: School Program Development

Facilitators, as well as our district expert area directors will support the work of the committee by providing relevant data, context, and facilitation.

### Meeting Cadence

SEPAC will meet regularly beginning in April 2026, and throughout the [2026–2027 school year](#), as outlined in the committee schedule. Meetings will focus on reviewing data, engaging in discussion, and developing input and recommendations aligned to the committee's purpose.

Subcommittees will meet, as needed, to support deeper exploration of key topics.

SEPAC will serve as an ongoing district committee, meeting regularly to address these topics both now and in the future.

## Key Contributions

SEPAC will:

- Review enrollment trends, projections, and related data
- Provide input on strategies to support student enrollment and retention
- Offer perspectives on program development, evaluation, and alignment to student and family needs
- Advise on facility utilization and long-term planning, including considerations for closure or repurposing, with attention to student impact and educational continuity
- Provide input on marketing and communication strategies to better inform and engage families
- Engage in subcommittee work and contribute to full-group discussions through the accordion process.
  - The accordion process is a communication and decision-making approach in which work moves back and forth between subcommittees and the full SEPAC committee for discussion, refinement, and alignment. Subcommittees develop input and preliminary recommendations, which are brought to the full committee for broader feedback and may then return to subcommittees for additional work, as needed.
  - When issues arise that intersect multiple subcommittees, concerns, relevant data, and related work product may be documented and brought forward for integration across subcommittees and discussion with the full SEPAC committee to help ensure coordination, shared understanding, and alignment across connected topics.
  - As part of this process, committee members may also engage their stakeholder groups, as agreed upon at each meeting, to gather feedback, share information, and bring forward relevant perspectives or concerns to the subcommittee or full SEPAC to help inform the work.

Throughout its work, the committee will seek to consider how recommendations support student access, belonging, opportunity, and the long-term educational interests of students across the district.

## Decision Making

SEPAC serves in an advisory capacity, providing input and recommendations to the Superintendent's Cabinet. Cabinet will review the committee's recommendations and may refine or modify them as appropriate prior to bringing forward final recommendations to the Governing Board for consideration. Any such modifications will be communicated and discussed with the committee before presentation to the Governing Board.

Subcommittees will serve as the primary decision-making bodies and will strive to reach consensus on their recommendations whenever possible. When consensus is achieved,

members agree to move forward collectively and act as advocates for the recommendations, even if it's not their first preference, within their respective stakeholder groups.

In developing recommendations, the committee will consider how potential decisions may affect various stakeholder groups and work to avoid unintended negative impacts, particularly for students and communities who may be disproportionately affected. This includes thoughtful consideration of impacts related to areas such as access, opportunity, specialized programs and services, and the needs of diverse student populations.

As part of the process, subcommittee recommendations will be reviewed with the full SEPAC committee in order to surface any concerns and gather final input. If consensus cannot be reached at the subcommittee level, the recommendation will be elevated to Cabinet for a final decision, with any concerns clearly noted.

## **Confidentiality**

Given the sensitive and often emotional nature of the topics to be discussed within the committee, members are expected to uphold a high degree of confidentiality. Members agree to protect sensitive information, use general references when appropriate, and refrain from discussing subcommittee deliberations outside of meetings without group agreement. Each meeting will conclude with a loop-out practice to clarify what information may be communicated, what should remain confidential, and when feedback or input is needed.

Members acknowledge that premature or incomplete sharing of discussions or potential scenarios could create confusion, erode trust, or be detrimental to the integrity of the process. Confidentiality is intended to support thoughtful dialogue, protect the process, and allow the subcommittee to fully explore options before recommendations are developed.

## **Intended Outcome**

Through this collaborative process, SEPAC will support the development of thoughtful, community- and data-informed recommendations that strengthen the district's ability to plan proactively, align programs with community needs, and sustain strong, thriving schools, while supporting positive outcomes and opportunities for students.

In addition, this work will attempt to cultivate meaningful relationships that are central to the district's collaborative culture, as evidenced by members' willingness to collaborate on future projects or committees and an increased sense of belonging and engagement in district decision-making.