



COMMITTEE COMMITTEE ACTION FORM

Committee Name: Superintendent Enrollment Planning Advisory Committee (SEPAC).

Purpose / Goal:

The purpose of this committee is to provide strategic guidance and stakeholder input regarding enrollment trends, program development, and facility utilization across the district. As school enrollment patterns continue to show decline due to changing demographics, school choice, housing affordability, and family preferences, the district must ensure that its planning processes remain forward-thinking, data-driven, and responsive to community needs.

Facilitators:

Mrs. Jill Barragan, Assistant Superintendent of Business Operations
Mrs. Heidi Lindsay, Assistant Superintendent of Elementary Leadership
Dr. Shaun Holmes, Assistant Superintendent of Human Resources

Committee Organization, Roles, & Stakeholder Input:

In selecting committee representatives, please give consideration to providing a variety of voices that represent our district.

COA: 2 Central Office Administrators

PVP: 3 Principals, one from each grade grouping
3 Assistant Principals, one from each grade grouping

PVEA: 6 Educators

PVSEA: 6 Support Professionals

UPC: 8 Parent Representatives, preferably 3-4 Elementary, 2 Middle, 2 High School

COM: 3-5 Community Members

And 3 expert members- Director of Special Education, Director of Transportation, Director of Bond and Construction

Levels of Involvement & Decision Making:

This advisory committee will study district enrollment trends and projections and consider how those trends intersect with programming, facilities, and long-term district planning. The committee will review relevant data and explore potential strategies that support strong and sustainable schools across Paradise Valley Unified School District.

Specifically, the committee will provide input and recommendations to the Superintendent's Cabinet regarding:

- Enrollment trends and potential interventions that support student enrollment and retention
- Program development, evaluation, and placement to ensure programs align with student and family interests
- Facility utilization and long-term planning, including metrics and considerations for when closure or repurposing of facilities may be appropriate
- Enrollment, marketing, and communication strategies that help families understand and access district programs and opportunities

The goal of this work is to strengthen the district's ability to plan proactively, align programs with community needs, and maintain strong, sustainable schools across the district while fostering transparency and collaboration with stakeholders. The committee will include a broad range of stakeholders to ensure that multiple perspectives are represented in the discussion. To support both continuity and the opportunity for additional participation over time, members will be asked to serve in either one-year or two-year terms. The committee will include representation from the following groups:

- Certified Staff (6)
- Education Support Professionals (6)
- Principals / Assistant Principals (2 Elementary, 2 Middle, 2 High School)
- District Directors (2)
- Parents (3-4 Elementary, 2 Middle, 2 High School)
- Community Member(s) (3-5)
- Expert Members - Director of Special Education, Director of Transportation, Director of Bond and Construction

District leadership staff will support and facilitate the work of the committee and provide relevant data, information, and context for discussion.

The committee's work will include reviewing enrollment and program data, discussing potential strategies, and providing feedback and recommendations to the Superintendent's Cabinet. Updates on the committee's work and findings will also be shared periodically with the Governing Board.

To support deeper exploration of key topics, the committee will also periodically divide into three subcommittees focused on: (1) school closure and consolidation considerations, (2) school program development, and (3) marketing and communications strategies. The full committee will continue to convene at each meeting, with an accordion process used to bring information, insights, and recommendations from the subcommittees back to the full group for discussion and alignment.

Proposed Meeting Dates/Times / Locations:

- April 20, 2026, 9:00 - 11:30 am, DAC East/West
- May 7, 2026, 9:30 am - 12:00 pm, DAC East/West
- June 3, 2026, 9:30 am - 3:00 pm, DAC East/West
- July 22, 2026, 9:00 - 11:30 am, DAC East/West
- August 24, 2026, 9:00 - 11:30 am, DAC East/West
- September 21, 2026, 9:00 - 11:30 am, DAC East/West
- October 28, 2026, 9:00 am - 1:00 pm, DAC East/West
- November 18, 2026, 9:00 - 11:30 am , DAC East/West
- December 9, 2026, 9:00 - 11:30 am, DAC East/West
- January 20, 2027, 9:00 - 11:30 am, DAC East/West
- February 17, 2027, 9:00 - 11:30 am, DAC East/West
- March 10, 2027, 9:00 - 11:30 am, DAC East/West
- April 14, 2027, 9:00 - 11:30 am, DAC East/West
- May 19, 2027, 9:00 - 11:30 am, DAC East/West

If you would like to nominate a member of your stakeholder group to serve on this committee, please forward the **individual's name and email address to Becki Carson at rcarson@pvschools.net by Friday, April 10.**

Thank you in advance for your participation and support as we work collaboratively to ensure the long-term strength and sustainability of Paradise Valley Unified School District.