



Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	August 25, 2025
Location:	Boardroom, JSSC, 2407 LaPorte Ave
Time:	7:30 – 9:00 a.m.

In Attendance

- Traci Gile – Lead Asst. Supt., Co-chair
- Dave Montoya – Facilities/Operations
- Conor Duffy - BOE
- Scott Schoenbauer - BOE
- Sandra Martinez Gurrola - LCE
- Erin Coy – Integrated Services
- Krista Campbell - PEA
- Joni Baker - ACE
- Kristin Stolte – PASE
- Kirk Samples – Principal, Elementary
- Carey Christensen – Principal, High School
- Starr Hill – Principal – Alternative/K-12
- Sarah Everley – Parent, FRHS Feeder
- Nikki Scalia – Parent, PHS Feeder
- Megan Kaliczak Edler – Parent, RMHS Feeder
- Brett Hansen – Parent, TMHS Feeder
- Brittany Pearce – Community Member
- Tara Hatfield-Ramirez – Community Member
- Brian Gustafson – Finance
- Sonja Ballstadt – Admin. Assistant

Absent:

- Amanda Penley – Community Member
- Kayla Garlow – Parent, FCHS
- Brian Carnahan – District Architect (resigned)
- Jessica Roper – Parent, WMHS (resigned)

Special Guests from Information Technology (IT):

- Bud Hunt – Chief Technology Officer
- Sarah Siple – Dir. IT Software Dev. & Support

Context/Intent of Committee

- Exists to support the district's long-range facilities planning efforts.
- A standing committee that will continually monitor and evaluate facility utilization, boundaries, and the possible need for new school facilities or large-scale renovations in the future.
- To study and evaluate how facilities are utilized in PSD and propose recommendations for effective and efficient plans for the future.

Desired Outcomes

- Alignment on data for current and future enrollment.
- Evaluation of current and future utilization.
- Factors that would define when a change to facility utilization may be warranted.
- Agreement on relevant facts.
- A process for designing and supporting a committee recommendation.

Agenda & Meeting Notes

Check-In:

- Review committee norms and agenda.

Roadmap: Year One

- **Board Reports**
 - **Jan 2026:** Share committee data; gather Board input on facility recommendations.
 - **May 2026:** Recommend facility changes; outline Year Two plan.
 - **May 2027:** Present recommendations to Board.
- **Table Discussions: Key Data Needs**
 - **Enrollment**
 1. Boundary adjustments based on projections.
 2. CSI, charter, and private school enrollment trends.
 3. Neighborhood vs. School Choice insights.
 - **Utilization**
 1. Cultural and site perspectives.
 2. Shifts from three-track to two-track.
 3. Alternative space uses.
 4. Optimal building capacity.
 - **Financial**
 1. Charter school impact.
 2. Budget-driven program changes.
 3. Non-per-pupil funding (grants, mill levy).
 4. Consolidation effects.

Enrollment Insights:

- 5-year projections show declining enrollment.
- Growth areas are still seeing enrollment declines.
- Impact of School Choice and newcomer programs.
- Define thresholds for deeper analysis.

Budget Review:

- October count, projections, student-based budgeting, and per pupil allocation.

Future Considerations:

- Ongoing budget analysis and understanding.
- Funding categories: At Risk, Free & Reduced, Mill Levy, and Other.
- Site specific size and trend data.

Next Meeting:

- Monday, October 13, 2025, 7:30 – 9:00 a.m.

Comprehensive Planning Committee Meeting Dates

Date	Time
April 7, 2025	7:30 – 9:00 a.m.
June 13, 2025	7:30 – 9:00 a.m.
August 25, 2025	7:30 - 9:00 a.m.
October 13, 2025	7:30 - 9:00 a.m.
December 8, 2025	7:30 - 9:00 a.m.
February 2, 2026	7:30 - 9:00 a.m.
April 6, 2026	7:30 - 9:00 a.m.
June 8, 2026	7:30 - 9:00 a.m.

Meeting adjourned at 9:00 a.m.

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