



Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	February 2, 2026
Location:	Boardroom, JSSC, 2407 LaPorte Ave
Time:	7:30 – 9:00 a.m.

In Attendance – (* indicates new member)

- Traci Gile – Lead Asst. Supt., Co-chair
- Dave Montoya – Facilities/Operations
- Kristin Stolte - PASE
- Carey Christensen - Principal, High School
- Erin Coy – Integrated Services
- Krista Campbell - PEA
- Joni Baker - ACE
- Sandra Martinez Gurrola - LCE
- Kirk Samples – Principal, Elementary
- Brian Gustafson – Finance
- Starr Hill – Principal – Alternative/K-12
- Sarah Everley – Parent, FRHS Feeder
- Nikki Scalia – Parent, PHS Feeder
- Megan Kaliczak Edler – Parent, RMHS Feeder
- Sarabeth Lundquist – Parent, FCHS Feeder *
- Brittany Pearce – Community Member
- Matt Liberati – Community Member *
- Kendra Neal – Parent, WMHS Feeder *
- Sonja Ballstadt – Admin. Assistant, Recorder

Absent Committee Members:

- Brett Hansen, Parent, TMHS Feeder, Co-Chair

Special Guests:

- Matt Canale – Facilities
- Kevin Havelda – Vice President, BOE

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

- *Introduction of existing members and new committee members:*
 - **New members:**
 - Sarabeth Lundquist – parent, FCHS feeder (replaced Kayla Garlow)
 - Kendra Neal – parent, WMHS feeder (replaced Jessica Roper)
 - Matt Liberati – community member (replaced Tara Hatfield-Ramirez)
- *Review Committee Agreements:*
 - This meeting will focus on the section '**Understanding Enrollment and Facility Utilization**'.
- *Goals:*
 - Review **feedback** from Board of Education meeting and principal's meeting
 - Review/update of the **roadmap** for future meetings
 - Utilization data
- *BOE Discussion (Jan. 27):*
 - **Highlights:**
 - New board members bring **different perspectives**
 - Need clear **criteria** – develop in spring with community input
 - Board wants to **insulate** the committee and run **parallel paths** (criteria + community engagement)
 - Goal: Present recommendations **Oct. 2026** before school choice deadline
 - Decision expected **Fall 2026**
 - **BOE Member Participation**
 - Two members attend each committee meeting
 - One rotates, one stays for continuity at the next meeting, then will rotate out
 - All board members need visibility into committee discussions

- **Principal Meetings:**
 - Principals aligned at recent meetings
 - Want to **accelerate recommendations**
- **Discussion of Committee Charter, re: Teacher Voice:**
 - Not currently in committee charter, except for a representative from each employee association
 - Would need **charter amendment** to add teachers
 - The group indicated interest in adding three more members max and filling the vacant MS principal seat.
 - An email was sent for a consensus vote on 2-3-26 to add 1) teacher, elementary (lottery), 2) teacher, secondary (lottery), 3) early childhood administrator
 - **Further discussion** at the March 2nd meeting regarding adding new members
- **Security with Documents:**
 - Floor plans/maps are secure documents
 - Needed to protect students and staff
- **Stewardship of Facilities- Utilization:**
 - Expansion or contraction
 - Maximize use of existing assets
 - Utilization is an important measure
- **Facilities/Capacity Overview (Discuss FLO Analytics Approach to Utilization, Review Current Utilization Number, & Building Floor Plans):**
 - **Utilization:**
 - **Why discuss utilization?**
 1. Efficiency
 2. Areas of expansion and contraction
 - **RIC (Room Index Capacity):**
 - Elementary level is based on 25 students per 700 sq. ft.
 - Excludes the gym, art, and music rooms, and computer labs
 - **NSC (National Standard Capacity):**
 - 80% of RIC
 - Accounts for schedules, special programs, shared spaces
 - Elementary Principals to review maps on **2/5**
 - Updated maps and tables include colors to show utilization:
 - **Red** = over-utilized
 - **Green** = normal
 - **Blue** = under-utilized - below 65%
 - **Integrated Services/Center-Based Programs:**
 - Smaller class sizes (sometimes 2-15 students)
 - Need to identify which schools host these programs

- **Questions on Enrollment & Capacity:**
 - Relationship of RIC/NSC to actual enrollment
 - Standard practice uses for RIC for room sizing and NSC for School Choice limits
 - Bigger size classroom could have more students
 - Must avoid double counting rooms used for Integrated Services
- **Criteria:**
 - **Possible criteria statements for discussion:**
 - Each committee member – (excluding Traci G., Dave M., and Sonja B.), total of sixteen present, voted 'yes' or 'no' on chart paper with the following questions:
 - **Should we use utilization as a criterion?**
 1. Sixteen members voted 'yes'
 - **Should we use building conditions as a criterion (maintenance, capital projects, age of building)?**
 1. Fourteen members voted 'yes'
 2. Two members voted in the middle of 'yes' and 'no'
 - **Should we use enrollment trends as a criterion?**
 1. Sixteen members voted 'yes'
 - **Should we use proximity to other buildings as a criterion (transportation)?**
 1. Sixteen members voted 'yes'
 - **Should we use renovation costs as a criterion?**
 1. Seven members voted 'yes'
 2. Five members voted in the middle of 'yes' and 'no'
 3. Three members voted 'no' – requesting more information.
 4. One member did not vote
 - **Other Criteria to consider?**
 - Programming
 - Essential nature of program/school to meet student needs
 - Center-based programs
 - Community interest in expansion of learning models
 - Equity
 - Boundaries vs. building proximity
 - Boundaries – only schools affected by closures or all boundaries
 - Transportation/declines in future
 - Alternative schools through equity lens
 - Alternative status (meeting need of a student in the district)
 - Ability to reuse space for different utilizations
 - Bell schedules
 - School choice status – Kinard, Traut
- **Enrollment Trends:**
 - Lower utilization impacts staffing
 - Some schools rely on supplemental staffing
 - Criteria should help address long-term trends and cost impacts

- ***Student-Based Budgeting (SBB) Overview:***
 - Funds allocated to schools directly
 - Covers many staffing categories (teachers, paras, office staff, mental health, counselors, specials)
 - Does **not** cover principals, assistant principals, custodian staff, integrated services staffing
 - FY26 Base funding per elementary student: **\$7,244**
 - Additional weights:
 - At-Risk (Income, Free meal eligible, Medicaid, direct certifications, SNAP, etc.): **16%**
 - Secondary performance supports: **11%**
 - GT (Gifted & Talented): **8%**
 - Alternative school factor (PGA): **10%**
 - Smaller schools require **size adjustments**
 - Some rely on dollars freed up in the General Fund by the 2024 **Mill Levy** to reach minimum funding levels
- ***Small Schools & Mill Levy:***
 - Mill levy helps schools below size thresholds
 - Zero-based budgeting – additional dollars above SBB to get to zero-based level
 - Funds are nearly depleted-faster than expected
 - Community misunderstanding needs clarification
- ***School Choice & Neighborhood Schools:***
 - Desire to review a breakdown of **school choice vs. neighborhood** students for each school
 - Weigh neighborhood vs. choice priority
 - Number of students if they didn't choice out of neighborhood school
- ***Future Meetings & Structure:***
 - Consider **half-day Saturday**
 - **Virtual working sessions**
 - Committees organized by strength
 - Meeting length ideally **two hours**
- ***Outreach & Community Engagement:***
 - Need diverse voices (staff + community)
 - Listening sessions at every school
 - Student Advisory Council input
 - Identify groups missing from the conversation

- ***District Advisory Board (DAB) (2/2 Meeting):***
 - Review BOE presentation
 - Gather feedback on engagement
 - Ask what questions or perspectives are missing
- ***Homework:***
 - Review “Other” chart paper
 - Identify **additional criteria** to explore
- ***Next Meeting:***
 - Monday, March 2, 2026, 7:00 – 9:00 a.m.

Comprehensive Planning Committee Meeting Dates (* added 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.
March 2, 2026 *	7:00 – 9:00 a.m.
April 6, 2026	7:00 - 9:00 a.m.
May 4, 2026 *	7:00 – 9:00 a.m.
June 8, 2026	7:00 - 9:00 a.m.

Meeting adjourned at 9:00 a.m.

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