



# Comprehensive Planning Committee

## MEETING MINUTES

<b>Date of Meeting:</b>	February 2, 2026
<b>Location:</b>	Boardroom, JSSC, 2407 LaPorte Ave
<b>Time:</b>	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)***

<b>Date</b>	<b>Time</b>
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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