



Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	October 13, 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
- 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, Co-Chair
- Brittany Pearce – Community Member
- Brian Gustafson – Finance
- Sonja Ballstadt – Admin. Assistant

Absent:

- Amanda Penley – Community Member
- Kayla Garlow – Parent, FCHS
- Sandra Martinez Gurrola – LCE
- Tara Hatfield-Ramirez – Community Member

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, focusing on key areas**
 1. Review enrollment trends
 2. Review past reports
 3. Use clear data from multiple resources
 4. Develop predictable criteria for proposed changes
 5. Align on metrics
 6. Areas of growth & decline
 7. High level talking points
 8. Board of Education meetings – 2x year report
 9. Develop recommendations & share with Supt. & Cabinet
 10. Uncomfortable conversations
- **Board Reports Review and Goals:**
 - **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.
 - **Enrollment:**
 1. Summary statements about enrollment.
 2. Enrollment impacts to programming and student services.
- **Enrollment Data:**
 - **Prior 1- Year Change October Count Data**
 1. Preliminary 2025 October count data was reviewed.
 - Enrollment numbers are most likely to decrease after adjustments for duplicate counts.
 - Difference of enrollment numbers between kindergarten and 5th grade.
 - Official 2025 October count data to be reviewed at the next meeting.
 2. Review how PSD periodically validates projections in the 2022 Cooperative Strategies Report.
 3. December 9 – BOE meeting on state demographer report.
 - Forecast for Colorado and region.
 4. [Align on summary statements related to enrollment.](#)
 - Temperature check – green dot agrees, red dot disagrees.

- ***Budget:***
 - **Relationship of enrollment to budget**
 1. Review principal survey information regarding enrollment impacts to programming and student services.
 2. [Align on summary statements on service impacts due to enrollment.](#)
 - Temperature check – green dot agrees, red dot disagrees.
- ***Conclusions:***
 - [Possible conclusion statements.](#)
 - Temperature check – green dot agrees, red dot disagrees.
 - Conclusions drive towards criteria.
- ***Future Considerations:***
 - What would we share?
 - Where would we ask questions?
 - How do we provide input?
 - Homework: Review principal survey on enrollment change impacts to programming and services.
 - Consider attending: “Adapting through Change” presentation (w/CSU, UC Health, the City, the County), held at Visit Fort Collins office at 7 Old Town Square on October 29 from 1:30-3:00 p.m. Presentation begins at 2:00 p.m.

Next Meeting:

- Monday, December 8, 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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