



Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	April 6, 2026
Location:	Boardroom, JSSC, 2407 LaPorte Ave
Time:	7:00 – 9:00 a.m.

In Attendance

- 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
- Cris Fierro – PEA
- Erik Eckhoff – PEA
- Joni Baker - ACE
- Sandra Martinez Gurrola - LCE
- Kirk Samples – Principal, Elementary
- Josh Richey – Principal, Middle School
- 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
- Brett Hansen, Parent, TMHS Feeder, Co-Chair
- Matt Liberati – Community Member
- Elliot Parks – Community Member
- Brittany Pearce – Community Member
- Kendra Neal – Parent, WMHS Feeder
- Becca Benedict – Early Childhood Admin
- Sonja Ballstadt – Admin. Assistant, Recorder

Special Guests:

- Jessica Zamora – President, BOE
- Coronda Ziegler – Director, BOE
- Sarah Siple – Director, 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

- **Review Committee Agreements:**
 - Review agreements with committee members.
- **Review Timeline Overview:**
 - “**2026-2027 Comprehensive Planning for PSD Timeline Overview**” shows five phases of the deadlines and goals for the committee.
- **PSD Facilities Dashboard Review:**
 - **Purpose and Use:**
 - Transparent data for the community.
 - Users can search by **school** or by **level** (Elem., Middle School, or High School).
 - Designed as a **public-facing resource for families** to understand school facilities, enrollment, utilization, and financial context.
 - Identification criteria to support the district’s decision making.
 - Available to the public on the district’s website by the end of **May 2026**.
 - **Information Included by School:**
 - **School & Location Information**
 1. Region within Fort Collins and nearby schools.
 2. Building details:
 - a) Grades served (including Pre-K where applicable).
 - b) Year built.
 - c) Total square footage.
 3. Student capacity.
 - **Utilization Metrics**
 1. **RIC (Room Index Capacity)**
 - a) Used with student capacity to inform utilization metric.
 - b) Based on number of classroom teacher spaces:
 - i. Elementary: 25 students per classroom.
 - ii. Secondary: 30 students per classroom.
 - c) Excludes intervention spaces and offices.
 - d) Empty rooms are reflected.

2. NSC (National Standard Capacity)

- a) 80% of RIC.
- b) Provides flexibility for modern school building designs.
- c) Used for School Choice decisions:
 - i. Schools at or above 95% NSC should not accept choice students.

▪ Facility Condition

1. FCI (Facility Condition Index) and FCA (Facility Condition Assessment)

- a) McKinstry data (already public) is used with some updated information.
- b) Glossary explains terms.
- c) Suggestion to:
 - i. Link McKinstry documents directly.
 - ii. Add color coding (green/yellow/red) to show condition severity.
- d) Reflects capital improvement needs vs. replacement costs.

▪ Enrollment and Choice

1. Based on **October Count** (static snapshot).
2. Includes:
 - a) Choice in / Choice out information.
 - b) Boundary students vs. attending students.
 - c) Capture rate (% of boundary students attending).
 - d) Projections: Housing development projections are included.
4. Suggestions:
 - a) Add historical enrollment (2008-present).
 - b) Include a slider to view different years.

▪ Financial

1. Per-pupil expenditure (site-level).
 - a) Need clarity on what is included (e.g., Title 1, Center-Based programs, IEP differences).
2. Maintenance and Operations per square foot:
 - a) Custodial, utilities, underutilized space.
3. Five-year deferred maintenance.
4. Replacement cost.
5. Question raised: cost implications of closing a school.

▪ Early Childhood (EC)

1. Included in building information only.
2. Not included in enrollment or capacity:
 - a) Not part of October Count.
 - b) No compulsory boundaries for EC, so no capture rate and no projections are available.
3. Only newer-built elementary schools had EC classrooms planned in the design.

4. PSD intends to keep as many EC classrooms as their enrollment maintains.
 5. Future consideration:
 - a) Better accounting for EC classrooms and Center-Based programs.
 - b) Ensure programs still fit as enrollment shifts.
 5. Dashboard reflects latest floor plans from the principals, and final review before launch.
- **Maps and Regional Data**
 1. Region maps included.
 2. Suggested enhancements:
 - a) Census/demographic data.
 - b) Average age and turnover trends.
 - c) Definitions added to the glossary.
 - **Public Understanding**
 1. Glossary is essential.
 2. Recommendation:
 - a) Hover over or clickable glossary definitions within the dashboard.
 - **Timeline**
 1. Public release targeted for May, aligned with criteria rollout.
 2. Concern about perception of “done deal” leading to families choosing out.
 3. Concern about community scenario-building and engagement.
- **Policy Review Summary:**
 - **FCB – School Closure, Consolidation, and/or Relocation (Policy):**
 - **Strengths (Pluses)**
 1. Clear rationale (“why”).
 2. Defined ownership; authority to make a recommendation delegated to the Superintendent. BOE makes the final decision.
 3. Regional utilization focus.
 4. Engagement included.
 5. No hard numerical mandates.
 6. Transparent, adaptable, and defines a process.
 - **Concerns/Revisions Needed (Deltas)**
 1. Timeline unclear and may conflict with School Choice timeline.
 2. Clarify Board’s final authority and ability to modify decisions.
 3. Clarify whether:
 - a) Schools can be re-opened.
 - b) Modular classrooms count.
 5. Expand definitions (e.g., Comprehensive Planning Committee).
 6. Clarify dashboard update cycle (annually after October Count).
 7. Add special programming visibility to dashboard.

- **FCB-R – School Closure, Consolidation, and/or Relocation Implementation Processes and Procedures:**
 - **Strengths (Pluses)**
 1. Clear structure with headings.
 2. Defined process flow and responsibilities.
 3. Equity lens included.
 4. Programming acknowledged.
 5. Board clearly named as final decision-maker.
 6. Criteria allow flexibility.
 - **Concerns/Revisions Needed (Deltas)**
 1. Implementation planning should occur *before* decisions.
 2. Clarify capacity vs. utilization definitions.
 3. Equity should be embedded more strongly in criteria.
 4. Define:
 - a) “Enough time”.
 - b) Programming.
 - c) Supports for students, families, and staff.
 5. Improve timeline clarity and sequencing.
 6. Address:
 - a) Early Childhood.
 - b) McKinney-Vento.
 - c) Gifted/Talented.
 - d) Staffing transitions.
 7. Clarify values statement (district-defined vs. policy-specific).
 8. Ensure Board vote occurs at least **14 days after presentation**.
 9. Avoid over-prescribing cohort/feeder preservation – use “may be considered”.
- **Criteria – Committee Consensus:**
 - **Programming:** Center-based programs; ELL/Newcomer; Integrated Services; Early Childhood. (Student support/special programs)
 - **100% consensus** (23 out of 23 voted “yes”)
 - **Safety/Access/Traffic:** Walkability and transportation implications. (Implementation criteria)
 - **100% consensus** (23 out of 23 voted “yes”)
 - **Feasible Timeline:** Will discuss further at next meeting.
 - **100% consensus** (23 out of 23 voted “yes”)
 - **Feeder Integrity:** Preservation of students, staff, and community cohorts as much as possible.
 - **Yes:** 4 out 23 voted (**17%**)
 - **No:** 19 out 23 voted (**83%**)
 - Reason for no vote included:

1. Did not think it was feasible to carry out.

Preservation of feeder integrity and continuity, where possible.

- **Yes:** 3 out 23 voted (**13%**)
 - **No:** 20 out 23 voted (**87%**)
 - Reasons for no vote included:
 1. Strong consensus against making it a firm expectation.
 2. Recommendation: use "may be considered".
 3. Revisit this at the May meeting.
- **Class Size:**
 - **Yes:** One out 23 voted (**4%**)
 - **No:** 22 out 23 voted (**96%**)
 - Reasons for no vote included:
 1. Considered an operational decision by principals.
 2. Standard references can be listed as "Other Criteria", not policy.
 - **Equity:**
 - No consensus has been completed yet; we will discuss it at the next meeting.
 - Agreed to use supporting documents and district-defined metrics.
 - **Utilization Metric – 70% in all buildings or not?**
 - General agreement a metric is needed.
 - Debate over threshold vs. range and averaging across years.
 - Should inform consideration, not single out schools.
 - Revisit this at the May meeting.
 - ***Parent Survey and Engagement:***
 - **Survey Feedback:**
 - Use Microsoft Forms or SurveyMonkey.
 - Prefer ranking questions over bubbles.
 - Offer "strongly agree, neutral, or strongly disagree".
 - Require ranking of top 3-5 priorities.
 - Ensure accessibility and broad participation.
 - Sort data by feeder patterns.
 - Clearly explain criteria and scenarios.
 - **Engagement Methods:**
 - Small focus groups.
 - Title 1 school in-person sessions.
 - District Advisory Board (DAB).
 - Survey + focus group synthesis.
 - Build toward consensus presentation to Board of Education (BOE).
 - **BOE Presentation:**
 - Presenter(s) still to be determined.
 - Not explicitly included in draft policy yet.

- **Action Steps (Next Steps):**
 - How to apply criteria.
 - Revisit Equity, Class Sizes, Utilization Metric, and Feeder Integrity criteria.
 - Revisit policies FBC and R.
- **Next Meeting:**
 - Monday, May 4, 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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