



Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	December 8, 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
- 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
- Brett Hansen – Parent, TMHS Feeder, Co-Chair
- Brittany Pearce – Community Member
- Bud Hunt – Chief Tech. Officer, IT
- Sonja Ballstadt – Admin. Assistant

Absent:

- Kristin Stolte - PASE
- Carey Christensen – Principal, HS

Resigned:

- Kayla Garlow – Parent, FCHS (Nov)
- Amanda Penley – Community Member (Dec)
- Tara Hatfield-Ramirez – Community Member (Dec)

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

- ***Board Reports Review and Goals:***
 - **Jan 2026:** Share committee data; gather Board input on facility recommendations.
 1. Alignment and clear recommendation, where we are going, feedback from the Board.
 - **May 2026:** Recommend criteria.
 - **Enrollment:**
 1. Reviewed consensus summary statements about enrollment.
 2. Reviewed principal survey for enrollment impacts to programming and student services.
- ***Enrollment Data:***
 - **Review final October count data**
 1. October count 2025 submitted to the State.
 2. December 9 BOE meeting on state demographer report.
 3. Attend in person or watch on [YouTube](#).
 - **Discussion/Questions:**
 1. School Choice waitlists.
 - Square footage vs. funding for the current school year can create a waitlist at a particular school.
 - 2026-27 school year first-round application open – enrollment for next school year.
 - Percent of school choice for southern and southeast schools – more out-of-district applicants?
 2. Enrollment in the next 4-5 years.
 - December 9 – BOE meeting on state demographer report.
 - Forecast for Colorado and region.
 - Piece of process for projections – late January/early February.
- ***Conclusions toward possible criteria:***
 - [Review alignment on summary statements from October 2025 meeting.](#)
 - Review draft of the NEW summary statements and work towards a consensus.
 1. Discussion on item #2 conclusion.
 2. Time requested to review and update the conclusion.

3. Timing with minutes discussion and comprehensive planning committee recommendations.
 - What other school districts are doing and what were the impacts after implementation?
- **Criteria:**
 - *Possible criteria statements for discussion on Feb. 2, 2026:*

Boulder Valley School District

- **Enrollment Advisory Phase**
 1. If an elementary school has fewer than two classes per grade level and enrollment is less than 60% of capacity, the Board and community should be aware:
 - *Resource allocation will adhere to the established staffing funding formula to the greatest extent possible.*
 - *Multi-age classrooms may be necessary to meet the funding formula.*
 - *Library, counseling, and specials may be limited.*
- **Community Engagement Phase**
 1. If an elementary school's enrollment continues to decline below 50% capacity and fewer than 1.5 average classes per grade level with a projected trend to continue for at least 5 years, the Board will engage staff to lead a community-based process to develop possible solutions to provide a thriving, well-resourced educational environment for students and staff. Decision-making should be in the context of looking at geographic areas or multiple schools if appropriate. Timeline will be established by the Board.
 2. This process may result in recommendations that could include but are not limited to:
 - *Continuing to operate at the established staffing funding formula.*
 - *Focus or specialized programming.*
 - *Reallocate grade levels with neighboring school.*
 - *Closure/Consolidation.*

Thompson School District [Policy FC](#)

- **Service Levels A & B: enrollment at 75%-100% of capacity**
 1. This is the ideal range for the number of students a building is expected to serve. Service level B is the benchmark at which the intensity of room use and the building design parameters match. Service level A contains fewer students than the building was designed for, and it has flexibility to meet program changes along with "room to grow".
- **Service Level U (underutilized): enrollment of less than 75% of capacity**
 1. Attendance is so low that fixed costs (e.g. utilities, support and administrative staff, special teachers) are disproportionately high and must be subsidized, reducing funds available to serve students in other schools. The school may have

more combined-grade classes or teachers who are in school only part of the time compared with other schools. Requires initiation of evaluation for closure in accordance with Policy FCA.

- ***Future Considerations:***

- What would we share?
- Where would we ask questions?
- How do we provide input?
- Homework: Watch Dec. 9 BOE meeting, continue reviewing January presentation.

Next Meeting:

- Monday, February 2, 2026, 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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