



# Comprehensive Planning Committee

## MEETING MINUTES

<b>Date of Meeting:</b>	June 8, 2026
<b>Location:</b>	Boardroom, JSSC, 2407 LaPorte Ave
<b>Time:</b>	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
- Krista Campbell – PEA
- Cris Fierro – PEA
- Erik Eckhoff – PEA
- Joni Baker - ACE
- Javier Chavez – PSD Senior Planner
- Kirk Samples – Principal, Elementary
- Josh Richey – Principal, Middle School
- Sandra Martinez Gurrola - LCE
- Brian Gustafson – Finance
- Becca Benedict – Early Childhood Admin
- 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
- Sonja Ballstadt – Admin. Assistant, Recorder

### Special Guests:

- Jessica Zamora – President, BOE
- Karla Baise – Director, BOE

### Absent:

- Erin Coy – Integrated Services
- Starr Hill – Principal – Alternative/K-12

### 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

- ***Committee Agreements (any to revise or reconsider?):***
  - Continue sharing information internally before decisions are made.
  - Ensure committee communication is clear, complete, and consistent.
  - Increase updates to the Board of Education (BOE), possibly monthly.
  - Create an internal Google Form so committee members can submit questions and receive consistent answers from Dr. Gile.
- ***Goals:***
  - Review feedback from the BOE.
  - Decide how the Scenario Development Team (SDT) will work.
  - Review a work plan June – August.
  - Confirm upcoming Comprehensive Planning Committee (CPC) meeting dates.
  - Reflect on progress so far (what’s working and what needs improvement).
- ***Board of Education (BOE) Feedback:***
  - **Action Teams:**
    - Organize into clear categories.
    - Focus on making informed decisions.
  - **Policies (FCB and FCB-R):**
    - Approved – thank you to the committee for their work.
    - Minor edits were made to the timeline and wording.
  - **Phase 3 Recommendation Timeline:**
    - CPC will develop a recommendation over the next 5 months.
      - Tentative benchmarks:
        1. October 20, 2026 – first presentation.
        2. November 3, 2026 – BOE vote.
    - BOE’s direction regarding the number of schools to consider for closure/consolidation/relocation.
      1. No specific number of schools identified for closure/consolidation.
      2. BOE trusts the CPC to determine the appropriate number.
- ***Scenario Development Team (SDT):***
  - A subset of the CPC will build proposals to be evaluated using the implementation criteria.

- CPC discussed, answered questions, and made revisions to the proposed scenario development team.
- CPC members discussed concerns about bias and will meet in their respective groups to decide which meetings to attend.
- **Team Composition (10-11 members):**
  - District Staff
  - CPC Co-Chair + minimum 4 rotating CPC members
    1. CPC members will rotate by choice to specific SDT meetings.
  - 1-2 rotating Equity team members
  - 1 parent, 1 teacher/staff member, 1 principal, 1 community member
- **Meeting Schedule:**
  - Eleven meetings from June – October (more can be added if needed)
- **Key Points:**
  - Members will sign a confidentiality (non-disclosure) agreement.
  - A quorum requires 2/3 attendance.
  - All CPC members can attend the first SDT meeting.
- **Checkpoints with CPC:**
  - August 17
  - Sept. 14
  - Oct. 12
- **Additional Notes:**
  - The plan is for staff at impacted schools to be informed before the Oct. 12 BOE update.
  - The group discussed concerns/ideas about timing of communication of when staff are notified versus when the BOE is notified.
  - Questions brought up regarding the cost savings for the district and the impact.
    1. Recommendations will focus on student access to programs – not just cost savings.
- **Possible Timeline:**
  - **Oct. 13** – Recommendation posted in BOE packet.
  - **Oct 20** – CPC presents to BOE.
  - **Nov. 3** – BOE vote.
- **Future CPC Meetings:**
  - Dates and times will be confirmed (see schedule below).
- **Phase 3 Processes & Supports (Action Teams) (Approximately 6-10 members):**
  - Action Teams: Support teams for a recommendation in how district processes will be handled. (\*denotes a community application process):
    1. Climate & Culture, Transitions Supports for Students/Staff\*
    2. School Choice, Registration, and Transition Supports for Families\*
    3. Continuity of Services (center-based programming, Early Childhood (EC), extra-curricular/athletics, etc.) \*
    4. Utilization Approaches for Buildings\* (do we have a district purpose? If no, then what?)
      - a. Internal
      - b. External

- 5. Safety, Traffic, and Transportation
- 6. Human Resources (HR) and Employee Processes
- 7. Facility Needs (renovations, furniture, etc.)
- 8. Communication and Events
- 9. Records, Finance, and Colorado Department of Education (CDE) Requirements
- **Notes:**
  - These teams will work alongside with the SDT and evaluate the best-case scenario using the identification criteria.
  - CPC members are not required to serve on Action Teams nor serve on the scenario development team.
- **Reflection (Plus/Delta):**
  - **What's working:**
    - Suggestion to clarify data dashboards (e.g., how percentages are calculated for NSC (National Standard Capacity) so families can better understand.
  - **Planning Ahead:**
    - Consider using a consensus model (75-90% agreement).
    - If a member disagrees, they are expected to propose an alternative.
    - Revisit expectations for confidentiality.
    - What adjustments should be made if consensus falls below 75%?
- **Next Steps:**
  - Sign up for SDT meeting(s).
- **Next Meeting:**
  - No CPC meeting in July.
  - August 17, 2026, 7:00 – 9:00 a.m.

***Future Comprehensive Planning Committee Meeting Dates:***

<b>Date</b>	<b>Time</b>
August 17, 2026	7:00 – 9:00 a.m.
September 14, 2026	7:00 – 9:00 a.m.
October 12, 2026	7:00 - 9:00 a.m.
November 9, 2026	7:00 - 9:00 a.m.
No meeting in Dec.	
January 11, 2027	7:00 - 9:00 a.m.
February 8, 2027	7:00 – 9:00 a.m.
March 8, 2027	7:00 - 9:00 a.m.
April 5, 2027	7:00 – 9:00 a.m.
May 3, 2027	7:00 - 9:00 a.m.

**Meeting adjourned at 9:00 a.m.**

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