



# Comprehensive Planning Committee

## MEETING MINUTES

<b>Date of Meeting:</b>	May 4, 2026
<b>Location:</b>	Boardroom, JSSC, 2407 LaPorte Ave
<b>Time:</b>	7:00 – 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
- Cris Fierro – PEA
- Erik Eckhoff – PEA
- Joni Baker - ACE
- Javier Chavez – PSD Senior Planner \*
- 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:

- Scott Schoenbauer – Director, BOE
- Karla Baise – Director, BOE

### Absent:

- Sandra Martinez Gurrola - LCE

### 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

- ***New Member Introduction:***
  - Javier Chavez – PSD Senior Planner, joined May 2026.
- ***Review Committee Agreements:***
  - Review agreements with committee members.
- ***Phase 2 Overview – Criteria & Policy to Guide Decisions:***
  - **Purpose:** Establish clear policy, criteria, and an equity-informed process to guide consolidation/closure decisions and scenario development.
    - Decisions must center students, families, staff, and community stability.
    - Equity must be considered up front, not after scenarios are built.
    - Scenario Development Team and Equity Committees must work in tandem.
    - Clear timelines, transparent communication, and defined processes are critical.
  - **Key Milestones:**
    - **May 12:** BOE presentation – first reading of district policies.
    - **May 12:** Facilities Dashboard launch.
    - **May 26:** BOE meeting – second reading of district policies.
    - **Fall 2026:** Phase 3 Scenario development and recommendation.
- ***Results from Community Feedback – Criteria for School Consolidation Decisions and Values for a Future State (April 2026):***
  - **Participation & Demographics:**
    - **7,519** responses to the district survey.
    - **Languages:** 98.9% English, 1.14% Spanish, and 0.07% Arabic.
      1. Concern over limited Spanish and Arabic participation.
        - a. Parents/Families from Spanish and Arabic communities were also invited to a focus group to take the survey in person and provide feedback. Sixty-seven people participated in this event on April 8. Family liaisons helped facilitate the event.
      2. Recommend continuing to find alternative feedback methods.
    - **Respondents:** Majority parents/guardians; some PSD staff participation.
    - **Geographic concentration:** Respondents represented a wide geographic range, participation was concentrated in three primary zip codes: **80525**, **80526** and **80528**.

- **Identification Criteria Ranking:**
  - **English & Spanish Results:**
    1. Building Condition
    2. Building Utilization
    3. Current/Future Enrollment
  - **Arabic Results:**
    1. Building Utilization
    2. Current/Future Enrollment
    3. Building Condition
- **Implementation Criteria Ranking:**
  - **Maximize program offerings** is the top theme.
  - **English Results:**
    1. Maximize program offerings
    2. Continuity of services
    3. Proximity to current neighborhood school
    4. Management of traffic and safety, walkability, and availability of transportation/length of commute (tied)
  - **Spanish Results:**
    1. Maximize program offerings
    2. Continuity of services
    3. Management of traffic and safety, walkability
    4. Availability of transportation and length of commute
    5. Proximity to current neighborhood school
  - **Arabic Results:**
    1. Maximize program offerings
    2. Proximity to current neighborhood school
    3. Availability of transportation and length of commute
    4. Management of traffic and safety, walkability
    5. Continuity of services
- **Committee Finalized District Policies (FCB & FCB-R):**
  - **FCB – School Closure, Consolidation, and/or Relocation:**
    - **Intent**
      1. Establishes process and timeline for consolidation/closure decisions.
  - **FCB-R – School Closure, Consolidation, and/or Relocation Implementation Processes and Procedures:**
    - **Regulation – Process & Criteria**
      1. Provides the **required decision-making framework**, including equity.
      2. Equity criteria include:
        - a) Maximizing program access.
        - b) Continuity of services.
        - c) Access to specialized programs and transportation.

3. Equity guidelines:
    - a) Created with district & community efficacy committees.
    - b) Applied **alongside the scenario development team**, not after.
    - c) Also used to identify mitigation needs.
- **Equity Administrative Guidelines (Companion Document for Policy):**
    - **Strengths (Pluses):**
      - Clear structure, detailed, and user friendly.
      - Comprehensive view of student needs without assumptions.
      - Addresses staff impact and system capacity.
      - Adds an essential “second lens” to scenario review.
      - Reinforces “people first, facilities second”.
    - **Key Concerns & Improvement Areas (Deltas):**
      - Alignment with policy language and consistency.
      - Clear guidance on:
        1. Who evaluates?
        2. How equity is applied.
        3. When it is used.
      - Avoid post-hoc evaluation; equity must inform scenarios early.
      - Clarification of terminology (IEP, 504, SPED, ADA, READ Act, IS, LCE, GT).
      - Clarify:
        1. Staff impact and transition supports.
        2. Threshold for “undoing harm”.
        3. Definitions (classroom, relocation, utilization, accessibility).
      - Risk of perception as symbolic rather than operational.
    - **Equity Guidelines: Is it the right approach to implement administrative guidelines along with the policy? 100% consensus** (24 out of 24 voted “yes”):
      - Administrative guidelines for equity implemented in coordination with scenario recommendations.
      - Efficacy committees (district + community) will:
        1. Work directly with the Scenario Development Team.
        2. Provide evaluative feedback, not delay the process.
  - **Key Decision Areas & Consensus Outcomes:**
    - **Utilization Metrics** (24 voted, seven “no”, 17 “yes”):
      - **No consensus** to include a fixed metric in policy.
      - Agreement that utilization must be **considered**.
      - Scenario teams may define metrics case-by-case, with principal input.
    - **Programming: Should we add more examples in the criteria “Maximization of Program Offerings” to include Early Childhood, Before and After School Care, Advanced Courses, and Social Emotional supports?** (24 out of 24 voted “yes”):
      - **100% consensus.**
      - Explicitly include “maximize program offerings” in criteria.

- **Timeline** (24 voted, two “no” votes, 22 “yes” votes):
  - **Consensus approach (with minor dissent):**
    1. Initiate process by January.
    2. Recommendation after October count (preferred over November).
    3. Implementation no sooner than the following school year.
    4. Acknowledge school choice, preschool registration, staff contracts.
  - **Staff Transitions:**
    1. Clear, early, and public timelines.
    2. District-supported moves and consolidation resources.
    3. Consider compensation for staff off contract.
    4. Communication is critical for trust and stability.
- **Class Size** (24 out of 24 voted “yes”):
  - **100 % consensus** to exclude from the policy.
- **Cohorts/Neighborhood Preservation** (24 out of 24 voted “yes”):
  - Not a formal policy criterion.
  - **100% consensus** to include as a **consideration, not in the list of criteria:**
    1. “Preserve neighborhoods and cohorts to the greatest extent possible”.
    2. Applies to students and staff teams.
    3. Intentional but not a guarantee.
- **Additional Considerations:**
  - Alternative program models (PBL, Dual Language, etc.) acknowledged.
    - Valued by committee but outside scope of charter.
    - District/Superintendent-level decisions.
  - Transparency emphasized:
    - Public should not be blindsided.
    - Communication should align with internal decision points.
- **Next Steps:**
  - **May:** BOE readings of policy.
  - **June:** Phase 3 work launches.
  - **Fall 2026:** Scenarios developed with integrated equity review.
  - **Scenario Development Team** (less than 10 members) meeting dates are to be finalized.
- **Next Meeting:**
  - Monday, June 8, 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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