



Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	August 17, 2026
Location:	Boardroom, JSSC, 2407 LaPorte Ave
Time:	7:00 – 9:30 a.m.

In Attendance

- Traci Gile – Lead Asst. Supt., Co-chair
- Dave Montoya – Facilities/Operations
- Kristin Stolte - PASE
- 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
- Erin Coy – Integrated Services
- Starr Hill – Principal – Alternative/K-12
- 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

Absent:

- Carey Christensen - Principal, High School
- Brian Gustafson - Finance

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

- *Reviewed the Committee Agreements*
- *Goals:*
 - Update from the Scenario Development Team's (SDT) work.
 - All work that has been completed so far has been rooted in **District Policies FCB and FCB-R.**
 1. Enrollment
 2. Building Utilization
 3. Building Condition
 - Update from the Board of Education (BOE) on direction.
 - Review draft proposals.
 - Discuss and work towards consensus on proposals to move forward.
 - Review timeline for upcoming meetings.
- *Scenario Development Team's (SDT) Work:*
 - **Overview of process used and executive summary:**
 - Process Framework: The Four-Step Decision Matrix
 - Core Criteria & Analytical Methodology
 - Summary of Process Execution & Progress
 - Key Process Assurances
 - Z-score – statistical ranking, apples to apples comparison
 - BOE direction for 80% regional utilization target
 - Anchored to district policy, identification criteria
 - Feasible
 - Equity considerations
 - Transportation analysis fed into scenarios (feasibility of routes, does it add routes, cost)
 - Boundary changes considered – not a major factor
 - Flow change versus boundary change
- *Consensus Model:*
 - 70-90%
 - Committee members were encouraged to disclose any conflicts of interest – none were disclosed.

- ***Region Scenarios:***
 - Which scenarios apply the criteria, increase the regional enrollment to be closer to 80% utilization, create an optimal enrollment target of 400 elementary/700 secondary students, and address facilities which should be discontinued for student use.
- ***Committee Members Voted:***
 - **Region A:**
 - #1 = 22.73%
 - #2 = 4.54%
 - #3 = 72.73%
 - **Region B:**
 - A = 0%
 - B = 43.48%
 - C = 52.17%
 - D = 4.35%
 - Committee members discussed the pros/considerations of the scenarios.
- ***Upcoming Comprehensive Planning Committee (CPC) Meetings and BOE Timelines:***
 - **September 14:** CPC meeting
 - **Mid-September:** Additional SDT meeting if needed
 - **October 12:** CPC meeting – review BOE presentation for October 13
 - **October 13:** BOE meeting, first reading, BOE will not vote
 - **October 27:** BOE meeting – second reading, BOE will vote
 - **Early November:** CPC meeting
 - **December:** No CPC meeting

Future Comprehensive Planning Committee Meeting Dates:

Date	Time
August 17, 2026	7:00 – 9:30 a.m.
September 14, 2026	7:00 – 9:00 a.m.
October 12, 2026	7:00 - 9:00 a.m.
Early November, 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 9:30 a.m.

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