



Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	September 14, 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
- 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
- Carey Christensen - Principal, High School
- 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
- Brian Gustafson - Finance
- Sonja Ballstadt – Admin. Assistant, Recorder

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
 - Review draft proposals.
 - Discuss and work towards consensus on proposals to move forward.
 - Review timeline for upcoming meetings.
- *Scenario Development Team's (SDT) Work:*
 - **Executive Summary – how models were moved forward to today:**
 - Process Framework: The Four-Step Decision Matrix
 - Core Criteria & Analytical Methodology
 - Summary of Process Execution & Progress
 - Key Process Assurances
 - BOE feedback on a recommendation for 80% regional utilization target.
 - Action Team Analysis – revisited a scenario in one region.
 - Consensus Model:
 - 70% or greater
 - Responsibility of committee members to suggest an edit
- *Reminder Regarding Region Scenarios:*
 - The committee will not be rebuilding or developing new ideas on current scenarios at today's meeting.
 - The question for consensus check is 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
 - Address facilities which should be discontinued for student use
- *Committee Members Voted – Temperature Check:*
 - **Region C:**
 - #1 = 24%
 - #2 = 76%
 - **Region B (Corrected from Region D to Region B on 9/24/26):**
 - #1 = 8%
 - #2 = 92%
 - Committee members discussed the pros/considerations of the scenarios.
 - The committee will continue discussion of the proposed scenarios and vote again for consensus at the next meeting in September.

- Will include the Equity Committee's analysis to review.
- ***Upcoming Comprehensive Planning Committee (CPC) Meetings and BOE Timelines:***
 - **September 16:** Additional CPC meeting
 - **October 6:** Latest a recommendation would be shared with affected schools and community
 - **October 12:** CPC meeting
 - **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.
September 16, 2026	4:30 – 6:30 p.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 9:00 a.m.

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