Comprehensive Planning Committee

MEETING MINUTES

Date of Meeting:	October 12, 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
- 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

Special Guests:

- Insoon Olson – Assistant Superintendent
- David Autenrieth – Director, LCE

Absent:

- Carey Christensen – Principal, High School

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:*
  - Review of the Integrating Family and Staff feedback information.
  - Discuss talking points for the Board of Education (BOE) Oct. 13 presentation.

- *Actions Completed So Far:*
  - Released the committee's recommendation to the public on Sept. 25.
  - Provided clarifying information regarding boundary changes and intent to enroll process for affected schools.
  - Held meetings at each proposed closing and receiving school for staff and families.
  - BOE packet released to the public on Oct. 1.
  - BOE listening sessions scheduled for Oct. 12 – Oct. 19.
  - FAQs on district website updated with latest information.

- *Questions/Comments from the Committee Members:*
  - **Who is responsible for social media monitoring and responses?**
    - The communications department monitors all social media content/discussions and responds to feedback forms submitted by the community.
    - Most questions can be answered from the BOE packet and the FAQs.
    - Some questions cannot be answered until the BOE votes on the recommendation.
  - **BOE members did not rotate attendance at the last few meetings – why?**
    - When the committee began conversations about specific scenarios, it was determined by the BOE president that board members do not attend as they would not all be getting the same information at the same time as only two members could attend a meeting at a time.
    - Board members were provided with data over the past few months, but not scenarios, so they all had the same information.
  - **What if the BOE changes the proposed recommendation presented to them?**
    - The BOE can change the proposed recommendation if they choose to.
    - They can vote to amend the recommendation by majority vote and explore other options.
  - **When and who decided the National Standard Capacity (NSC) at 80%?**
    - The committee worked on this percentage by studying what other surrounding school districts used.
    - 70% is the standard, the BOE gave the committee the target of 80%.

- **Feedback from the BOE packet released on Oct. 1 regarding the Executive Summary:**
  - Information regarding 4-track Specials confusing for the community.
  - The role of elementary counselors:
    - Receiving schools increase in enrollment may need to add a second counselor if it fits within their school budget.
    - Could be for one year, transition plan.
  - Re-invest the savings from proposed closing schools – what will that look like?
    - Increased counselors, Specials in schools?
- **Bus time for Mountain Schools' students.**
  - Is the information in the BOE packet accurate?
  - Bus times longer than what was discussed.
    - Routes have been tested by Transportation and worked.
    - Routes already run for the Mountain Schools' secondary students.
    - Some parents receive mileage to the bus stop that is included with the time a student is on a bus.
- **Early Childhood impacts at the Mountain Schools?**
  - Early Childhood is not provided at the Mountain Schools by PSD.
  - AlphaBEST program is available for families at the Mountain Schools.
  - Students from the Mountain Schools in the Early Childhood Education (ECE) program would be provided busing to and from Fort Collins.
- **Boundary questions and confusion:**
  - Closing schools that are split between two different schools, the maps in the BOE packet were hard to read and understand.
  - Parents cannot identify clearly which school their student would be assigned to.
    - A tool is available for impacted families where they enter their address, and it will provide their students' next school for the 2027-28 school year.
  - Boundary adjustments to remaining schools?
    - Next step for this committee to review.
    - Determine urgent versus the next one to two years.
    - Create true feeders and not have schools split by address to two different next level schools. Keep cohorts together.
- **Northeast quadrant – was Eyestone on this scenario?**
  - Eyestone campus may be a recommendation for the future.
- **During the BOE presentation:**
  - Clarify that the committee worked with different departments throughout the process and identified experts who helped with the data to prepare the recommendation.

- *Integration Feedback:*
  - The committee reviewed the integration feedback from staff and families from the proposed closing school meetings.
    - Each table was assigned two schools and identified what they would prioritize for integration and categorized into the following:
      - Top points
      - Safety
      - Instructional programming (guaranteed standard)
      - Student access to school

        - Each table processed the feedback and elevated the important points.
        - This will be incorporated into the BOE presentation on Oct. 27.

- *Equity Analysis Overview:*
    - Dr. Insoon Olson and David Autenrieth gave an overview about the Equity Analysis completed by their team.
        - They will elevate important points during the Oct. 13 BOE meeting.
        - Members on the committee reviewed each region/scenario.
        - Worked together with the Comprehensive Planning Committee (CPC) and the data they provided.
        - Not doing anything would be inequitable.

- *BOE Oct. 13 Presentation:*
    - The committee was asked to provide important points to elevate during the Oct. 13 BOE presentation:
        - Explain what the term consolidation means and what happens to the schools if they are consolidated.
        - Clearly explain the number of seats empty and how that impacts class sizes.
            - Creates opportunity to add more tracks to a grade level and smaller class sizes.
            - Two versus three tracks for grade levels.
            - Class sizes – not a district or state policy. Site-based decision.
        - Choice only schools:
            - They were held to the same criteria for consideration.
            - Concerns with equity and school choice.
        - Human resources (HR) standpoint:
            - How many staff members impacted by the recommendation?
            - Office hours offered for staff to meet with HR.
            - Articles 14 & 15 in the Employee Agreement explain the next steps/process.
        - Remind the community that the CPC has been meeting for months, over 1,000 hours spent looking at data, working with district experts, providing information and FAQs to the community and the BOE to prepare the committee's recommendation.

- *Upcoming Comprehensive Planning Committee (CPC) Meetings and BOE Timelines:*
    - **October 13:** BOE meeting, first reading, BOE will not vote
    - **October 27:** BOE meeting – second reading, BOE will vote
    - **November 9:** 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.
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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