



## **Poudre School District Comprehensive Planning Committee Charter**

The Poudre School District Comprehensive Planning Committee has been established for the purposes of supporting the district's long-range facilities planning efforts. This is 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.

In its first year of work, the committee will be primarily focused on gathering information, learning about the PSD system and previous long-range planning efforts, as well as the myriad factors that influence building utilization and enrollment patterns across the district.

The committee is charged with making recommendations to the superintendent and Cabinet. It is anticipated that the committee would not put forward recommendations until the end of its second year of operation (i.e. spring of 2027), at the earliest, unless otherwise charged by the Board of Education.

This charter guides the work of the committee and the responsibilities established herein are determined by the district's leadership team, including the superintendent. The work of this committee is informed by District Policy JC and Executive Limitation 2.3.

### **I. Duties and Responsibilities**

The primary function of the Comprehensive Planning Committee is to assist the District with:

- Monitoring and evaluating PSD facility utilization;
- Examining school attendance areas and making boundary modification recommendations, when appropriate;
- Monitoring and evaluating the need for new school facilities or large-scale renovations, including possible placement of modular classrooms, if and when needed; and
- Developing criteria specific to enrollment and building utilization to be referenced in conversations about possible school boundary modifications, possible closures/consolidations, and/or new school construction/renovation or modular placement, when conditions warrant.

The following specific duties and responsibilities are assigned to the Comprehensive Planning Steering Committee:

- Review and understand District Policy JC and Executive Limitation (EL) 2.3;
- Review and understand the recommendations made by the Facilities Planning Steering Committee in the spring of 2024 as well as the work of the



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2010 Small Schools Committee, and the work and recommendations of previously-convened master planning committees convened by the district

- Review and understand all data relevant to developing informed recommendations related to the above functions to the superintendent and Cabinet. District staff will provide this data, and other data upon request, to the committee for review. The data to be provided will include:
  - School building capacity data
  - Enrollment data
  - Demographic data compiled by district-contracted third parties
  - District budget information, with specific focus on the fiscal viability of any proposed recommendations
  - Boundary modeling data to be compiled by district-contracted third parties
  - Program requirements data (i.e. information about CTE, curriculum, alternative education models, etc.)
  - Transportation feasibility data
  - Facilities modification, renovation and maintenance cost estimates
  - Information about emerging facility and capital needs
- Should the committee require additional resources to complete their work, the co-chairs will consult with Cabinet to determine next steps, identify budget, and complete required procurement processes as needed.
- Subject matter experts and representatives from schools will be brought in to support committee work as needed.

Any recommendations drafted by the committee must be shared with district leadership **before** being shared with the building administration at potentially-impacted facilities and with staff, students, and families for feedback before being brought forward.

The Comprehensive Planning Committee is **not a decision-making entity**. Selecting or recommending specific educational programs for PSD schools is also outside of the scope of this committee.

### **II. Committee Membership**

The Comprehensive Planning Steering Committee will consist of 22 people total. Nine of these members will be appointed district staff members and 13 members will be selected by lottery. Applications to participate in the lottery for lottery-selected seats will be available every other year. The timeline for soliciting lottery applications and selecting members will be determined by the district and will be publicized on the district website and via email to the PSD community. In the event that a



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committee member steps down and a seat needs to be filled, applications to participate in the lottery may be made available annually.

The Board of Education will appoint a Board liaison to attend the meetings of this committee as an observer.

The superintendent will designate one of the appointed members to co-chair the committee. Members selected by lottery will also determine a co-chair of the committee by vote. Based on the progress of the committee's work, the co-chairs will set the agenda for meetings and will facilitate those meetings.

Appointed members of the committee will include (9 members):

- 1 Assistant Superintendent identified by the Superintendent
- 1 facilities/operations representative identified by the Chief Finance Officer
- 1 finance representative identified by the Chief Finance Officer
- 1 representative from Integrated Services identified by the Executive Director of Integrated Services
- 1 representative from Language, Culture and Equity identified by the Director of Language, Culture and Equity
- 1 representative from PEA identified by the President of PEA
- 1 representative from ACE identified by the President of ACE
- 1 representative from PASE identified by the President of PASE
- PSD's district architect

Members selected by lottery will include (13 members):

- 4 principals (one elementary, one middle school, one high school, and one alternative or K-12 school)
- 6 parent/guardians with students currently enrolled in PSD schools (one per feeder)
- 3 community members who reside within district boundaries

All applications received by the published deadline established by the district will be entered into a lottery. A lottery will be run for each of the representative seats outlined above.

There may not be more than one representative of any given school seated on the committee, either as an appointed or lottery-selected member. If the lottery generates multiple members from a single school community, the lottery will continue to be run using submitted applications to ensure a geographic diversity of school community members.



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Participation on the committee in a lottery-selected seat is voluntary. Compensation will **not** be provided for participation in the committee nor in any work conducted by the committee, such as committee meetings, listening sessions, or other committee activities.

Should a member choose to leave the committee during the course of the committee's work, a replacement representative that serves in the same capacity will be sought. For appointed seats, the appointment will be made by the position noted above. For lottery seats, a new lottery will be run following the same process as above using the applications that were submitted the deadline established by the district. If no applications are received for any of the above seats selected by lottery, the seat will remain vacant.

Lottery-selected members will serve for two school years. No member selected by lottery may serve more than two consecutive terms.

### **III. Meetings**

The Comprehensive Planning Committee will meet bimonthly (once every two months), and more frequently as deemed necessary by members of the committee.

Committee members are expected to attend all meetings. Should a committee member miss more than two committee meetings during a school year, they will be removed from the committee. A member to fill the seat of the removed member will be selected via the lottery process from those applications received by the initial application deadline.

Committee members may request to participate in meetings remotely, when necessary.

The Comprehensive Planning Committee is a working committee, and therefore, committee meetings are not open to the public. Public input on the recommendations that the committee will develop will be gathered during listening sessions and/or through surveys or other data collection methods determined by the committee, or through community comment at Board of Education meetings. Those members of the public who are interested in volunteering for the committee are encouraged to apply in accordance with the process outlined in the Committee Membership section.

### **IV. Expectations for Members of the Committee**

The following are expectations that all members of the committee must uphold:



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- Maintain focus on the best interest of the district as a whole versus the interests of one school community.
- Understand that the committee may have to recommend changes.
- Commit to conducting committee work in committee meetings. If information to inform committee work is needed, those with this expertise will be invited to join a committee meeting and/or share information with the committee by email.
- Be reflective about potential internal biases and commit to being advocates for all students in PSD.
- Include the voice of staff, students, and the community as gathered in listening sessions, surveys or any other mechanism determined by the committee in developing recommendations. In particular, staff and families from schools potentially impacted by proposed changes must be offered the opportunity to weigh in on the committee's work before recommendations are finalized.
- The committee may recommend listening sessions or surveys, which district staff will review and coordinate, as appropriate. All surveys circulated to the PSD community by the district or district committees must be approved by the Chief of Staff and Chief Institutional Effectiveness Officer.
- The committee will provide no less than three updates on their regular work to the superintendent and Cabinet and prior to finalizing any recommendations. Additional updates may be requested by the superintendent and Cabinet. The committee will appoint two spokespeople to provide these updates. Cabinet meetings are not public meetings. Committee spokespeople will schedule these updates with the Chief of Staff.
- The committee will provide two annual updates on their work to the PSD Board of Education during the Board's public meetings. Additional updates may be requested by the Board. The committee will appoint two spokespeople to provide these updates. Board meetings are open to the public and allow for community comment. Committee spokespeople will schedule the Board updates with the Chief of Staff.
- All committee members will participate in an onboarding training prior to engaging in committee work. This will include orientation to the use of PSD's equity framework.
- Committee members are expected to attend all committee meetings. Should a committee member miss more than two meetings, they will be removed from the committee.
- If a committee member is not acting in accordance with the expectations outlined in this charter, they may be removed from the committee.

### **V. District Support for the Committee**



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To support the work of the committee, subject-matter experts as well as representatives from schools will be asked to participate in committee meetings as appropriate. Subject-matter experts could include, but are not limited to, planning professionals with the district's partner agencies (i.e. the City of Fort Collins, Larimer County), Integrated Services and Language, Culture, and Equity staff from the district, and any others with specialized expertise that would be of value to the committee as they complete their work. Additionally, should the committee begin discussing changes to any school or program, leaders from that school or program as well as potentially family or staff representatives associated with that school or program will be invited to engage with the committee to share information.

The communications department will develop a web page on the PSD website to be used to provide updates on the work of the committee. A complete listing of all committee members will be publicly available on the web page. A form for submitting suggestions for the committee's consideration will be made available on the web page and the committee will have designated time on its agendas to review suggestions submitted. Any committee recommendations will be posted publicly on the web page.

The communications department will support the work of the committee by sending any necessary communications from the committee (i.e. updates about the committee's work, surveys, invitations to listening sessions, etc) to the district community. These communications will be coordinated with the Chief of Staff.

The communications department will be the sole communicator of the committee's work to members of the media. Members of the committee shall not discuss committee matters with members of the media without prior approval from the Chief of Staff.

Should the committee require additional resources to complete their work, the co-chairs will consult with Cabinet, determine available budget, and complete required procurement processes, as needed.

Meeting schedules, locations, and logistics will be coordinated by the committee co-chairs.

### **VI. Success Criteria**

The following are success criteria for the committee:

- Make recommendations to the superintendent and Cabinet. These recommendations must be submitted in writing. The committee will also be



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required to share its recommendations in a public presentation during a Board of Education meeting.

- Recommendations must:
  - Address the district values of modeling fiscal stewardship of taxpayer dollars and ensure that all students and their families have access to a high quality education
  - Ensure that students attend school in a facility that meets at least minimum standards for comfort, health, and safety
  - Be data-informed using information that is determined to be current and factual by district staff
  - Be feasible to implement, considering multiple competing factors (i.e. transportation, available funding, staffing, community infrastructure).
    - District staff will determine if aspects of the recommendation and/or the recommendation as a whole are feasible and will provide the committee with feedback.
    - In the event that staff determine aspects of the recommendation and/or the recommendation as a whole to be not feasible, the committee will be asked to make revisions. The committee will have 30 days to complete revisions and resubmit its recommendation to the superintendent and Cabinet.
  - Address the challenges we face not only as a school district but a community at large.
  - Respect the district's value of honoring diversity, equity, and inclusion for all students.
  - Account for the district's current financial situation, including the historic underfunding of PK-12 public education.
    - Recommendations made should strive to create cost savings wherever possible and should also strive to balance enrollments between PSD schools such that the need for subsidization of school budgets in the Student-Based Budgeting model is minimized.
  - Uphold PSD's commitment to solving these problems in partnership with our community.

### **VII. Amending the Committee Charter**

Any proposed amendments to this charter as brought forward by members of the committee must be approved by Cabinet and the Superintendent. Should the committee wish to make changes to the charter, the co-chairs will present the proposed changes to district leadership for review and approval.