



# Comprehensive Planning Committee

## MEETING MINUTES

<b>Date of Meeting:</b>	April 7, 2025
<b>Location:</b>	Information Technology Center (ITC) Aspen 2
<b>Time:</b>	7:30 – 9:00 a.m.

### In Attendance

- Traci Gile – Lead Asst. Supt., Co-chair
- Dave Montoya – Facilities/Operations
- Conor Duffy - BOE
- Sandra Martinez Gurrola - LCE
- Erin Coy – Integrated Services
- Krista Campbell - PEA
- Joni Baker - ACE
- Kirk Samples – Principal, Elementary
- Brian Carnahan – District Architect
- Carey Christensen – Principal, High School
- Starr Hill – Principal – Alternative/K-12
- Kayla Garlow – Parent, FCHS Feeder
- Sarah Everley – Parent, FRHS Feeder
- Nikki Scalia – Parent, PHS Feeder
- Megan Kaliczak Edler – Parent, RMHS Feeder
- Jessica Roper – Parent, WMHS Feeder
- Brett Hanson – Parent, TMHS Feeder
- Tara Hatfield-Ramirez – Community Member
- Brittany Pearce – Community Member
- Amanda Penley – Community Member
- Sonja Ballstadt – Admin. Assistant

### 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**

### ***Check-In:***

- Introductions and interest in this work.
  - Each committee member in attendance introduced themselves and shared what their interest was in the committee work.

### ***Review Agenda:***

- Information sharing.
- Present meeting design.
- Get questions or changes.

### ***Meeting Notes and Resources:***

- Notes will be posted on the PSD website for the public and available in the district shared drive for committee members.

### ***Agreements:***

- Collectively review the charter and determine our agreements for operating in alignment to the charter goals.
  - Why agreements?
    - ✓ Provides clarity about what the committee is working on and not working on.
    - ✓ Provides clarity about how the committee interacts and communicates within the group as well as represents the committee.
    - ✓ Provides clarity about how the committee can accomplish the work and where decision-making occurs.
  - The committee spent time developing the agreements:
    - ✓ In groups, they reviewed the charter and identified the following key tasks regarding:
      - Our Work
      - Internal/External Communications
      - How to Do the Work
    - ✓ Will compile the information and bring back one combined shared agreements document for the next committee meeting.

### ***Nominations for co-chair:***

- Nominations for co-chair from lottery members.
- Vote at the next meeting.
  - Several committee members are interested to be the co-chair.
  - Will draw their name from a hat to determine who the co-chair will be.

### ***Set next meeting date:***

- Recommend after May 31 to have 5-year projections available.
  - The next meeting date will be on Friday, June 13, from 7:30 a.m. to 9:00 a.m.
  - Will determine the future meeting dates and times.

**Check out:**

- Reflections on our meeting today and next steps.
  - Let committee members know ahead of time of data to review and any pre-work.
    - ✓ Review the data that has already been collected/provided.
    - ✓ Pay attention to when that data was collected.
  - At the next meeting:
    - ✓ Review and finalize committee agreements.
    - ✓ Establish what to accomplish.
    - ✓ Timelines identified.
    - ✓ Hear other perspectives.
    - ✓ Discuss at the end of the meeting about what stays in the room and what can be discussed in public.

**Comprehensive Planning Committee Meeting Dates**

Date	Time
April 7, 2025	7:30 – 9:00 a.m.
June 13, 2025	7:30 – 9:00 a.m.

**Meeting adjourned at 9:00 a.m.**

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