

MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #4
October 10, 2018
1:00 – 2:00 PM

Attendees (all by phone): Melinda Colton, Jill Gildea – PCSD; Chris Guarino, Desi Navarro – NV5; Lindsey Ferrari, Clio Rayner, Buck Swaney – Consulting Team

#	Description	Action By
1	Community Engagement Review and Approval <ol style="list-style-type: none"> 1. Reviewed Updated Scope – edits include <ol style="list-style-type: none"> a. Update Community Summit to Future of Learning Summit b. Remove monthly from coordination description 2. Logo and Tag Line – already approved and not reviewed 3. Messages and FAQs <ol style="list-style-type: none"> a. This document will be reviewed by the Planning Committee and edits will be provided through Melinda b. This is a living document that will change as this process evolves c. Edits discussed include: <ol style="list-style-type: none"> i. Changing Executive Committee to Planning Committee ii. Defining specific name of Master Plan as Master Education Plan (through further discussion this has been updated to Education Master Plan) 4. Reviewed Public Survey Questions <ol style="list-style-type: none"> a. There was an overall concern from those present that the current questions would give the community the impression that we were starting over. b. The last question about the qualities of a graduate is the only question that will appear on the site prior to the Future of Learning Summit c. More specific questions will be a part of upcoming surveys as we move through the process 5. Reviewed the Website Layout <ol style="list-style-type: none"> a. Positive response to the current layout b. Reviewed the process graphics – response was positive <ol style="list-style-type: none"> i. Noted to remove “cost” from the description of the final phase as the focus of this plan will be options and possible solutions and not specific solutions ii. Cost information may still be provided as part of the deliverable but they will be less granular with a big-picture, flexible focus 	
2	Reviewed items for discussion next week	

	<ol style="list-style-type: none"> 1. Process – Team to present the following for review <ol style="list-style-type: none"> a. Updated schedule b. Graphic Description of Process c. Items to be addressed in master plan in the format of the School Transformation and Development Map 2. Communications – Team to present the following for review <ol style="list-style-type: none"> a. Communications Plan/Strategy Update b. SC Training Approach c. SC Spokesperson 3. Facilities and Demographics – Team to give an update <ol style="list-style-type: none"> a. Team to develop a data request for demographic and facilities information 4. Educational Specs <ol style="list-style-type: none"> c. Team to provide Community Engagement Workshop Agenda for review and discussion 	
3	<p>Next steps and Action items</p> <ol style="list-style-type: none"> 1. Provide final version of Communications Scope with requested edits 2. Provide update to messages and FAQs document 3. Provide update to website 	<p>WF&Co WF&Co WF&Co</p>