

**MEETING MINUTES**  
**Park City School District Education Master Plan**  
**Planning Committee Meeting #8**  
**November 28, 2018**  
**1:00 – 3:00 PM**

Attendees: Andrew Caplan, Melinda Colton, Jill Gildea, Todd Hauber, Anne Peters – PCSD; Chris Guarino, Desi Navarro (by phone) – NV5; Lindsey Ferrari (by phone), Victoria Bergsagel (by phone), Clio Rayner, Valerie Nagasawa, Buck Swaney – Consulting Team

#	Description	Action By
1	<p>Process</p> <ol style="list-style-type: none"> <li>1. Reviewed Meeting Objectives               <ol style="list-style-type: none"> <li>a. Agreement on Process Graphic</li> <li>b. Agreement on Educator and SC Agendas</li> <li>c. Agreement on Summit/ Workshop #1 survey questions and website content</li> <li>d. Identification of current and upcoming items and issues</li> </ol> </li> <li>2. Reviewed Process Graphic               <ol style="list-style-type: none"> <li>a. PC accepted graphic with minor edits                   <ol style="list-style-type: none"> <li>i. Discussed Dec 18th date and decided to proceed with it</li> <li>ii. Add bullets to last two meetings describing the specific items to be recommended and/or adopted.</li> <li>iii. Change color of Plan Adoption circle be green or different color.</li> <li>iv. Change May 7<sup>th</sup> to May 21<sup>st</sup> to allow for more public outreach and add purple bar to say “public comment period” in this time frame.</li> <li>v. Add time and location to all workshops</li> <li>vi. Correct “spatial” in Spatial Concepts Meeting</li> </ol> </li> </ol> </li> <li>3. Reviewed the demographic information               <ol style="list-style-type: none"> <li>a. Edits                   <ol style="list-style-type: none"> <li>i. Add a page that introduces the approach and assumptions that are used throughout the document</li> <li>ii. Consulting team to reconsider which source to use for analysis moving forward per PC direction</li> <li>iii. PC prefers that Park City numbers be included under Summit County and not appear separately</li> <li>iv. Would like to have demographics by percent instead of individual students</li> <li>v. Would like a to add to each slide an explanation why each table is informative and how it is used in the process</li> <li>vi. Add a definition for mobility (Todd to research)</li> <li>vii. Correct Axis titles as required</li> <li>viii. Add information showing student population by grade by trend year</li> </ol> </li> </ol> </li> </ol>	



	<ul style="list-style-type: none"><li>ix. Parley's needs an apostrophe</li><li>b. Consulting Team to provide updated slide deck for review at a subsequent meeting</li></ul>	
2	<p>Education</p> <ul style="list-style-type: none"><li>1. Review of Guiding Principles<ul style="list-style-type: none"><li>a. Guiding Principles were accepted</li><li>b. These will be updated as necessary throughout the process</li><li>c. Discussed order of principles but no changes were made</li></ul></li><li>2. Review detailed agenda for Learning Leaders Forum<ul style="list-style-type: none"><li>a. PC accepted the agenda</li><li>b. Noted that the Rubric will only be introduced briefly and is currently being completed by principals and the district for use in the process</li><li>c. Noted that invitations had not been released yet. This was a concern to the group. An invitation will be provided by GSBS and released ASAP. This invitation will include an apology for the late notice.</li><li>d. For all subsequent meetings invitations will go out sooner to support stronger participation</li></ul></li><li>3. Review SC agenda<ul style="list-style-type: none"><li>a. PC accepted the agenda</li></ul></li><li>4. Reviewed hot button topics provided by PC Group<ul style="list-style-type: none"><li>a. Identified some topics<ul style="list-style-type: none"><li>i. School size</li><li>ii. Neighborhood schools</li><li>iii. Grade alignment</li><li>iv. Start times</li><li>v. Treasure Mountain</li></ul></li><li>b. PC directed that these topics should be presented to the SC and they should be asked to add to the list only</li><li>c. Additionally the Consulting Team will explain that these topics will be addressed later in the process and the SC will be given an updated of how and when at a later date</li><li>d. PC wants the hot topics presented in the frame of positive goals like wellness or the guiding principles</li><li>e. PC also wants to eventually prioritize the hot topics to understand if some issues are more important to the community than others</li><li>f. PCSD noted that this survey may be better through the district instead of a part of the master plan outreach</li></ul></li></ul>	
3	<p>Communications</p> <ul style="list-style-type: none"><li>1. Process update for the community<ul style="list-style-type: none"><li>a. Reviewed results of online survey</li><li>b. Media Interviews were presented as a focus for immediate promotion of the website to increase traffic</li><li>c. A list of influential community members is being developed. Google Doc of this list needs to be resent</li></ul></li><li>2. Update on SC Spokespeople Training</li></ul>	



	<ul style="list-style-type: none"> <li>a. This is being scheduled</li> <li>3. Update on 2x2's for Dr. Gildea and Park City Council members.             <ul style="list-style-type: none"> <li>a. There are meetings scheduled with the Mayor, PC Liaison, Summit County Council Chair and Board Members</li> </ul> </li> <li>4. Review new survey questions from the Summit             <ul style="list-style-type: none"> <li>a. PC wants to generate feedback on the Guiding Principles</li> <li>b. PC indicated that we ask people to rate how important each Principle is from one to five and clarify what it means to them.</li> <li>c. PC indicated that the principles should have a short narrative with each to provide additional detail</li> </ul> </li> <li>5. Review intent for website content for workshops and content for Summit/Workshop #1             <ul style="list-style-type: none"> <li>a. PC accepted the content for Workshop #1 and indicated that this approach was acceptable for all Workshops moving forward</li> <li>b. Noted that the presentations themselves will not be posted</li> <li>c. PC noted that the content is getting long and more pull downs may make the site more manageable</li> </ul> </li> </ul>	
4	<p>Next steps and Action items</p> <ul style="list-style-type: none"> <li>1. Consulting team to develop invitation for teachers to Learning Leaders Forum and send to PCSD to distribution - deadline 11/29</li> <li>2. Start coordination on next open house to identify location, space and approach - Underway</li> <li>3. Revise process graphic and send to PC for review prior to sending to SC for review - Finalizing</li> <li>4. Create "Hot Button Issues" list to track items important to community members to ensure effective communication.</li> <li>5. Revise and present demographic information.</li> <li>6. Block out dates for all upcoming meetings</li> <li>7. Develop list of influential community members to include in outreach</li> <li>8. Review website layout for opportunities to clarify content</li> </ul>	<p>GSBS</p> <p>PCSD/GSBS</p> <p>GSBS</p> <p>GSBS</p> <p>GSBS</p> <p>PCSD</p> <p>PCSD</p> <p>WF&amp;Co/PCSD</p>