

MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #9
December 12, 2018
1:00 – 3:00 PM

Attendees: Melinda Colton, Jill Gildea, Todd Hauber, Todd Hansen – PCSD; Chris Guarino, Desi Navarro (by phone) – NV5; Lindsey Ferrari, Victoria Bergsagel (by phone), Clio Rayner, Christine Richman, Buck Swaney – Consulting Team

#	Description	Action By
1	<p>Process</p> <ol style="list-style-type: none"> 1. Reviewed meeting norms 2. Reviewed meeting objectives <ol style="list-style-type: none"> a. Agreement on approach to public input feedback from 12/6 SC Workshop meeting b. Agreement on LL Forum and SC Workshop Agendas c. Identification of current and upcoming items and issues d. Review any needed schedule changes 3. Discussion about keys to success for the Education Master Plan <ol style="list-style-type: none"> a. Reviewed and updated hot topics <ol style="list-style-type: none"> i. Reviewed and ranked hot topics ii. Discussed which items directly affect the master plan and which do not iii. The group identified the following topics as most likely to affect the master plan and are the community's top priorities: <ol style="list-style-type: none"> 1. Political will for implementation – bias toward action (Low hanging fruit approaches to implementation) 2. Grade realignment - transitions 3. Kearns Campus/Transportation 4. Treasure Mountain 5. Land availability iv. Discussed how to approach these items moving forward <ol style="list-style-type: none"> 1. Updated list will be reviewed with SC on December 18th 2. SC will be asked to add to list 3. January – PC evaluates and develops a plan to assign topics that impact the educational master plan to task forces; Introduce topic to the public to rank 4. February – present impactful topics to the public and ask them to address the abstract concepts (best for education) 	



	<ul style="list-style-type: none">5. March to May – apply the abstract to the circumstantial (best for our community and context)6. All topics need a response even if it is not immediately addressed in the educational master planv. Discussed the Master Plan Deliverable<ul style="list-style-type: none">1. Christine reviewed what the Master Plan Deliverable will look like as a written document that identifies options for future decision making to implement the vision2. The Committee discussed how best to describe the deliverable in terms of projects/choices3. A decision tree was suggested as a way to illustrate the key decision points and options for implementation of the plan	
2	<p>Education</p> <ul style="list-style-type: none">1. Reviewed and debriefed from 12/6 Learning Leaders and Steering Committee meetings2. Reviewed agenda for 12/18 Learning Leaders Forum<ul style="list-style-type: none">a. Victoria reviewed the LL agenda – focusing on the topics that will be the subject of the innovation discussion and small group exercise.<ul style="list-style-type: none">i. Thought provoking leading questions and visuals to support the answers to the leading questionsii. Chart packs will provide us with guidance and direction – ask them why they chose the pictureiii. Logistics and staging was discussed using small rooms in the PCCAPS spaceiv. Objective is to make sure we have a great vision to help guide the January discussionv. We will give them an opportunity to affirm the work from before.vi. Chris suggested sending out the materials from before and asking them to respondvii. Victoria is afraid they'll become defensive or just tell you what they always have – would like to control the conversation and honor prior workb. PC accepted agenda3. Reviewed 12/18 SC agenda<ul style="list-style-type: none">a. Steering committee has two roles – steer us to success and advocacy for the work<ul style="list-style-type: none">i. Translate what the educational vision means for the planii. Explain the plan for moving forwardiii. Will present<ul style="list-style-type: none">1. Outcomes and results from learning leaders forum on 12/6	



	<p>2. Generalized Ed Spec example/highlights – some things it might contain – to provide context</p> <p>b. PC accepted agenda</p>	
3	<p>Communications</p> <ol style="list-style-type: none"> 1. Did not review options for adding additional public input opportunities to schedule <ol style="list-style-type: none"> a. Determined that an additional call would be schedule to discuss this – see action items 2. Reviewed Guiding Principles survey questions <ol style="list-style-type: none"> a. PC accepted the approach with 1-5 ranking with option for add notes 	
4	<p>Next steps and Action items</p> <ol style="list-style-type: none"> 1. Start coordination on next open house to identify location, space and approach - to discuss at next PC Meeting 2. Schedule meeting rooms for all upcoming LL and SC Meetings - Complete @ PCCAPS 3. Create “Hot Button Issues” list to track items important to community members to ensure effective communication - Ongoing 4. Revise and present demographic information - to discuss at next PC Meeting 5. Develop list of influential community members to include in outreach - Ongoing 6. Review website layout for opportunities to clarify content - Ongoing 7. Send Doodle Poll for Communications Call - Complete by 12/12 	<p>GSBS</p> <p>GSBS</p> <p>GSBS</p> <p>PCSD</p> <p>WF&Co/PCSD</p> <p>WF&Co/PCSD</p> <p>GSBS</p>