

MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #10
January 09, 2019
10:00 – 11:00 PM

Attendees: Melinda Colton, Jill Gildea, Todd Hauber, Erin Grady – PCSD; Chris Guarino, Desi Navarro (by phone) – NV5; Lindsey Ferrari (by phone), Clio Rayner, Buck Swaney, Christine Richman, Victoria Bergsagel – 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 additional public engagement b. Agreement on LL Forum and SC Workshop Agendas c. Agreement on approach for addressing key “Parking Lot” issues d. Identification of current and upcoming items and issues e. Review any needed schedule changes 3. Reviewed Demographic Information <ol style="list-style-type: none"> a. Using a range and the median of the range for tables b. Using state information that is available to the public c. Shows comparison of schools and break down within schools 4. Discussed 2nd Public Open House Date/Location/Planning <ol style="list-style-type: none"> a. February 27th and 28th are the new agreed to dates b. 2 consecutive nights and different locations is acceptable <ol style="list-style-type: none"> i. Recommend Ecker and PCHS as the venues c. Reviewed options for Community Engagement Open House #2 <ol style="list-style-type: none"> i. Reviewed and agreed to meeting objectives ii. Reviewed alternates for this meeting <ol style="list-style-type: none"> 1. Alternate #1 – Educational spaces and Task Force Topics focus 2. Alternate #2 – Task Force Topics focus Alternate #3 – Educational spaces focus iii. Feedback <ol style="list-style-type: none"> 1. Liked Alternate #3 with a booth(s) for Task Force Topics as well 2. Group wants feedback on the Task Force Topics and educational spaces 3. Question: Can this be facilitated? <ol style="list-style-type: none"> a. Will require support on Task Force Topics from the Steering Committee 4. Wants to provide a list of voting items for the public 5. Question: Should the meeting be longer? <ol style="list-style-type: none"> a. People can leave when they like 	



	<ul style="list-style-type: none"> b. Recommended approach for feedback with open attendance <ul style="list-style-type: none"> i. Floor plan of booth map with information and locations for notes and feedback ii. Public voting at each station 6. Feedback should be both written and verbal 	
2	<p>Education</p> <ul style="list-style-type: none"> 1. Reviewed and Debriefed 12/18 LL and SC Meetings <ul style="list-style-type: none"> a. Distributed feedback reports for both meetings 2. Reviewed LL Forum #3 Agenda <ul style="list-style-type: none"> a. PCSD will coordinate with Ecker to have their attendance at 2:30 if possible b. Reviewed agenda - it is acceptable 3. Reviewed SC Workshop #4 Agenda <ul style="list-style-type: none"> a. Discussed using the four-square document as content for the SC to push out to social media b. Reviewed agenda - it is acceptable 4. Reviewed Task Force Topics <ul style="list-style-type: none"> a. Task Force Topics are a reduced list from the parking lot that affect the masterplan and will have task forces <ul style="list-style-type: none"> i. Size of schools and class size ii. School locations - population density, neighborhood schools iii. Treasure Mountain future use iv. Kearns Campus site development v. Grade alignment vi. Political will (will be addressed by the communications plan) b. Discussed who should be included on each task force <ul style="list-style-type: none"> i. Both new individuals and those already focused on these issues ii. Some SC members iii. Some LL members c. Reviewed Task Force Topic Approach - it is acceptable 	
3	<p>Communications</p> <ul style="list-style-type: none"> 1. Reviewed proposed response to SC input on 12/6 <ul style="list-style-type: none"> a. Increased general awareness <ul style="list-style-type: none"> i. Four-square is working ii. Recommend more b. More outreach to key stakeholders <ul style="list-style-type: none"> i. Need an update on progress of PCSD c. Expand public involvement for February and April/May <ul style="list-style-type: none"> i. February will now be two meetings both two hours in length and in different locations ii. Need to discuss April/May outreach further iii. Discussed adding stats to the website <ul style="list-style-type: none"> 1. # of meetings 	



	<ul style="list-style-type: none"> 2. # of surveys 3. # of distributions 4. # of media moments <p>2. Discussed desire for a communications specific meeting to discuss these issues further - will be in 2 weeks</p> <ul style="list-style-type: none"> a. Topics: <ul style="list-style-type: none"> i. Increased awareness ideas ii. Update on stakeholder meetings iii. Ideas for April/May iv. Website stats and updates v. additional 10-12 meetings requested by Superintendent 	
4	<p>Next steps and Action items</p> <ul style="list-style-type: none"> 1. Start coordination on next open house to identify date, location, space and approach - Ongoing 2. Implementation of Task Force approach to critical topics - Ongoing 3. Revise and present demographic information - Finalizing and sending update to Andrew 4. Develop list of influential community members to include in outreach - Complete 5. Review website layout for opportunities to clarify content - Ongoing 6. Review communications approach - Ongoing 7. Decide what to do with non-parent community in January 8. Email Steering Committee regarding how to reach out to their community groups 	<p>GSBS/PCSD</p> <p>GSBS GSBS</p> <p>PCSD</p> <p>WF&Co/PCSD PCSD</p>