



MEETING MINUTES
Park City School District Education Master Plan
Administrator's Meeting
February 27, 2019
9:30 - 11:00 AM

#	Description	Action
1	Introductions and Process update <ol style="list-style-type: none"> 1. Reviewed where we are in the process <ol style="list-style-type: none"> a. Wrapping up the educational specification b. Starting the master plan implementation options soon 2. Reviewed meeting objective: Report and confirm feedback from Learner Leaders for inclusion in Ed Specification 	
2	Review Learner Leader Input Process to date <ol style="list-style-type: none"> 1. Reviewed the Guiding Principles 2. Reviewed the use of the School Transformation and Development Map 3. Gave a brief summary of LL Forums 1 - 4 <ol style="list-style-type: none"> a. Reviewed meeting schedule b. Reviewed list of participants c. LL Forum #1 - objective to build a collective educational vision d. LL Forum #2 - objective to identify the types of space to fulfill Education Vision 10 years from now <ol style="list-style-type: none"> i. Photo selection session around spaces that reflect the guiding principles e. LL Forum #3 - objective to identify components of key learning spaces <ol style="list-style-type: none"> i. Clusters ii. Studios iii. PLC iv. Outdoor Learning v. Media Centers/Maker Spaces f. LL Forum #4 - objective to create a draft space summary for schools <ol style="list-style-type: none"> i. Reviewed the Transformation Maps to guide the discussion ii. Elementary group completed their discussion and finalized the draft summary g. LL Forum #5 <ol style="list-style-type: none"> i. Plan to have focus groups <ol style="list-style-type: none"> 1. CTE/PCCAPS 2. Science 3. Physical Education/Athletics 4. Art 5. Performing Arts 6. Special Education 7. Food/Commons ii. Administrators to identify the right individuals to be a part of these meetings 4. Reviewed the Task Forces <ol style="list-style-type: none"> a. Reviewed the topics - school/class size, school locations, future use of TMJH, Kearns campus and grade alignment b. Reviewed meeting schedule 	
3	Summary of Learner Leader Input and Feedback <ol style="list-style-type: none"> 1. Reviewed the conclusions documents attached 2. Comments <ol style="list-style-type: none"> a. Elementary Schools <ol style="list-style-type: none"> i. Teachers need to stay in their classrooms ii. Support for a STEM lab that is a satellite space that can 	



- be set up and moved to for learning
- iii. Teacher on a cart limits what you can do
 - iv. Do we want to move toward learning suites with different size classrooms used for different activities?
 - 1. Having a separate space for backpacks will make students less difficult to move
 - 2. Teachers should have similar things on the wall so moving teachers should not be difficult
 - 3. Want to reduce wasted time
 - 4. Certain teachers can move and be flexible but others cannot succeed in these environments
 - v. The Ed Specs will be a guide for both remodel and new school construction
 - vi. Single occupancy restrooms for classroom pairs or in a cluster for students seems extreme
 - vii. Want to explore gender free restrooms
 - viii. Computer labs need to have multiple uses or they will be obsolete sooner
 - ix. Future proofing for change is very important
 - x. Prefer pre-K in elementary however some of the students don't continue in the same elementary school
 - xi. Garden to table seems like a reach at this time
 - xii. Eliminating the office for principals could make hosting people difficult and limit the ability of the principal to do intense, focused work
- b. Elementary group break-out discussion
- i. Discussed needs of after-school program. Coordinators come at 1:00 pm daily and need an office and a classroom near the main entry. The office will be a landing pad for the coordinators and the classroom is where the program meets. There are also tuition based after-school classes that require space at the elementary schools. Decision made to add one classroom and one office to the list of required elementary school spaces.
 - ii. Farm to table initiative is a low priority amongst the administrator group because of the relatively short growing season vs. amount of effort required to make it happen. Discussed the alternative of a community garden that could be utilized by all schools.
 - iii. Discussed gender neutral restrooms and concluded that pairs of group restrooms were still preferable to single restrooms in classrooms for practical reasons, like cleaning. Administrators prefer the group 'girl' and group 'boy' restrooms with adjacent family restrooms or single-occupant restrooms for use by anyone who prefers them.
 - iv. Enthusiastic support for dedicated project labs.
 - v. Strong desire to maintain dedicated offices for principals.
 - vi. Discussed benefit of 'specials' being located in one learning community or pod. Mentioned an upcoming tour to a school in Jackson Hole called Munger Mountain.
 - vii. Media Centers are no longer storage areas for books. Support amongst group for large sliding doors to open media center to other spaces.
 - viii. Reinforced support for the special education scenario arrived at by Learning Leader group and discussed above. Confirm amount of transparency required/allowed by State regulations.
- c. Middle/High Schools
- i. It is acceptable distributing admin as long as there is physical space



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| <ul style="list-style-type: none">ii. The High School is heading toward composite classrooms; small learning communities might not align with that approach; need to design spaces to be flexible and adaptable well into the futureiii. High School currently groups teachers by departmentiv. Small spaces/huddle rooms should be shared by teachers and studentsv. Need private areas for printing sensitive materialsvi. Separate teacher workrooms can be smallvii. No objection to 9th grade going to the high schoolviii. CAD lab for CTE is a required computer lab, but computers should be placed around the perimeter of the room so there is more flexible floor spaceix. Want to change the feel of the schools so they enhance student wellness and mental healthx. Libraries still need books, however that now takes less space and should be supplemented by flexible seating, as well as classroom, collaboration and instructional spacexi. Multipurpose labs would be well receivedxii. Could be used for cross-curricular projectsxiii. Outdoor classrooms would be usedxiv. Weather affects the amount of outdoor learningxv. Outdoor learning space may not be a priorityxvi. Eliminating the bell schedule and an expeditionary learning focus would facilitate outdoor learning more than a spacexvii. Create interesting indoor and outdoor spaces that are varied - at lunch specificallyxviii. Want to connect to industry and go to industry spacesxix. What are the focus groups that we need for Learning Leader Forum #5?<ol style="list-style-type: none">1. CTE/PCCAPS2. PE/Athletics3. Commons/Cafeteria4. Performing Arts5. Visual Arts6. Science7. Special Education/ELL/Support Services | |
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