



**MEETING MINUTES**  
**Park City School District Education Master Plan**  
**Planning Committee Workshop #17**  
**April 17, 2019**  
**1:00 – 3:00 PM**

Attendees: Todd Hauber, Melinda Colton, Jill Gildea, Anne Peters – PCSD; Lindsey Ferrari, Clio Rayner, Christine Richman – GSBS; Chris Guarino, Desi Navarro – NV5

#	Description	Action by
1	Introduction <ol style="list-style-type: none"> <li>1. Meeting Norms</li> <li>2. Meeting Objectives               <ol style="list-style-type: none"> <li>a. Approve SC Meeting Agenda</li> <li>b. Provide direction on Communications and Survey</li> </ol> </li> <li>3. Determine review approach for Ed Specs</li> </ol>	
2	Process <ol style="list-style-type: none"> <li>1. Debriefed Board Presentation of 4/16               <ol style="list-style-type: none"> <li>a. Presentation went well</li> <li>b. Explained how the criteria from the Task Forces were used in the evaluation matrix</li> </ol> </li> <li>2. Reviewed and approved SC agenda and approach               <ol style="list-style-type: none"> <li>a. The team will focus less on the front end of the Board presentation for SC</li> <li>b. The team will focus more on the scoring</li> <li>c. Each participant will have two minutes to share their reactions and thoughts</li> <li>d. Any proposed changes will need to be agreed on by all SC members so it represents the overall SC</li> <li>e. If the SC rescores anything these scores won't necessarily change the actual score but will help us to understand how they are seeing the scoring</li> <li>f. The public will be given time at the end</li> <li>g. PC approved agenda and approach as proposed</li> </ol> </li> <li>3. Comments               <ol style="list-style-type: none"> <li>a. Will this be the last SC meeting?                   <ol style="list-style-type: none"> <li>i. There may be another after May 21<sup>st</sup> for the next steps</li> </ol> </li> <li>b. Group wondered if the SC will be on the same page                   <ol style="list-style-type: none"> <li>i. PC wants to use this reaction as a gauge of public reaction and to help develop a better understanding of the time needed moving forward, the best approach and the best communications plan</li> <li>ii. The team will be prepared and have back up information for robust discussion</li> <li>iii. Possible questions                       <ol style="list-style-type: none"> <li>1. May get questions on the other options</li> <li>2. May get cost questions of different options</li> <li>3. May ask why we didn't look at all four. (Answer is that was driven by time and that is why we scheduled this meeting).</li> </ol> </li> </ol> </li> </ol> </li> <li>4. Discussed facility evaluation and master plan document review process               <ol style="list-style-type: none"> <li>a. The format is still based on the original layouts.</li> </ol> </li> </ol>	



	b. These should be available for review as early as next week	
3	<p>Communications</p> <ol style="list-style-type: none"> <li>1. Discussed new Communications Plan for now until May 21<sup>st</sup> <ol style="list-style-type: none"> <li>a. Survey (see below)</li> <li>b. Community Forum           <ol style="list-style-type: none"> <li>i. Tentatively Scheduled for April 30<sup>th</sup> in PCHS Lecture Hall at 6:00 PM               <ol style="list-style-type: none"> <li>1. Bubba Brown has been confirmed as objective moderator</li> <li>2. Andrew and Anne are out of town</li> <li>3. Melinda to start promoting immediately</li> </ol> </li> <li>ii. The information must be tailored to the audience</li> <li>iii. Possible panelists               <ol style="list-style-type: none"> <li>1. Erin Grady (Board)</li> <li>2. Todd Hauber (District)</li> <li>3. Christine (Consulting Team)</li> </ol> </li> <li>iv. Objectives               <ol style="list-style-type: none"> <li>1. Listen to information from the public</li> <li>2. Surface new items</li> </ol> </li> <li>v. Content               <ol style="list-style-type: none"> <li>1. A, B, C, D Options Board</li> <li>2. Criteria Banner</li> <li>3. Guiding Principles Board</li> </ol> </li> </ol> </li> <li>c. Small group meetings with Board members           <ol style="list-style-type: none"> <li>i. Board members need a little more time to review information before managing discussions individually</li> <li>ii. These meetings will be considered for a later date, after cost estimates are released</li> <li>iii. The Board could summarize progress at the June Board Meeting before summer</li> </ol> </li> <li>d. Scheduling Media/Press           <ol style="list-style-type: none"> <li>i. PCSD had a successful interview earlier today</li> <li>ii. PC will wait and see how tonight's meeting goes to decide if we need more media outreach and when it is required</li> <li>iii. PC is considering scheduling something for survey promotions               <ol style="list-style-type: none"> <li>1. An SC update can be covered at that time</li> </ol> </li> </ol> </li> </ol> </li> <li>2. Discussed survey content and approach       <ol style="list-style-type: none"> <li>a. Survey will start with some background</li> <li>b. Objectives           <ol style="list-style-type: none"> <li>i. Review Criteria               <ol style="list-style-type: none"> <li>1. How important are these to you?</li> <li>2. How important to have 9<sup>th</sup> in High School?</li> <li>3. How important to have 7 and 8 together?</li> </ol> </li> <li>ii. Review Options               <ol style="list-style-type: none"> <li>1. Which options do you like? With space for open ended comments</li> </ol> </li> </ol> </li> <li>c. Team will review this approach after the SC meeting tonight and discuss adjustments depending on their comments</li> </ol> </li> <li>3. Reviewed tactics for communicating the contents of the final report       <ol style="list-style-type: none"> <li>a. The consulting team will create a graphic that describes what will be in the final report</li> </ol> </li> </ol>	
4	Education	



	<ol style="list-style-type: none"> <li>1. Reviewed layout for Education Specifications             <ol style="list-style-type: none"> <li>a. Goal of the layout is to develop something accessible for the public and useful to design professionals</li> <li>b. Comments                 <ol style="list-style-type: none"> <li>i. Like the format</li> <li>ii. Use "Grades" instead of "Schools" for overall specifications titles</li> </ol> </li> <li>c. Consulting team will send a draft for written content review this week.</li> <li>d. Group discussed having a draft ready for April 26<sup>th</sup> administrator's meeting and the consulting team will update PCSD on progress toward this goal</li> <li>e. Discussed other documentation for the Master plan                 <ol style="list-style-type: none"> <li>i. Introduction and process (master plan)</li> <li>ii. Building by buildings layouts with conditions summary and recommendations</li> <li>iii. Appendix containing all back up information</li> </ol> </li> </ol> </li> <li>2. Reviewed process for reviewing the Educational Specifications             <ol style="list-style-type: none"> <li>a. PCSD internal review first for comments</li> <li>b. PCSD to present the Ed Specs to their groups once a fully formatted draft is available</li> </ol> </li> </ol>	
	<p>Next steps and Action items</p> <ol style="list-style-type: none"> <li>1. Review website layout for opportunities to clarify content - <b>Ongoing</b></li> <li>2. Define outreach approach for April/May - <b>see item below</b></li> <li>3. Provide updated scope in response to items above - <b>PCSD confirming scope after tonight</b></li> <li>4. Provide detailed schedule for the next eight weeks - <b>Complete</b></li> <li>5. Create a graphic for the PCSD schedule/plan - <b>Complete</b></li> <li>6. Invite SC, LL, Task Force to the Board Meeting on April 16th - <b>Complete</b></li> <li>7. Create a schedule of events for May 21<sup>st</sup> and beyond - <b>Ongoing</b></li> <li>8. Create a graphic that will describe the deliverables</li> <li>9. Confirm Community Form for April 30<sup>th</sup> at 6:00 in the Park City High School Lecture Hall - <b>Complete</b></li> <li>10. Ask SC member to volunteer for the panel discussion</li> </ol>	<p><i>PCSD</i> <i>PCSD</i> <i>GSBS</i> <i>GSBS</i> <i>GSBS</i> <i>NV5</i> <i>PCSD</i> <i>GSBS</i> <i>PCSD</i> <i>PCSD</i></p>