

MEETING MINUTES
Park City School District Master Plan
Executive Committee Meeting #2
September 19, 2018
1:00 – 3:00 PM

#	Description	Action By
1	Debriefed the Steering Committee (SC) Kick Off Meeting <ol style="list-style-type: none"> 1. Reviewed the feedback forms <ol style="list-style-type: none"> a. Overwhelmingly positive or neutral feedback b. Only negative was keeping the attention of the group for a long period of time <ol style="list-style-type: none"> i. Upcoming meetings will be more varied and active to keep people engaged. c. Media is already starting a discussion around this process d. Community is interested in adding the teacher voice into the process <ol style="list-style-type: none"> i. Now that the topics of the upcoming workshops are more known PCSD hopes that teacher interest will increase ii. The team will also discuss student involvement in upcoming meetings e. Planning fatigue is still a concern and need to be addressed moving forward f. Discussed the need to train SC for Media/Public interactions g. Team to develop training and protocol for discussion at next meeting h. Discussed additional SC members <ol style="list-style-type: none"> i. One original member needed to step down and will be replaced by alternate – Tim Jeffrey i. Added Steven Mitchell for a student voice 	WF&Co
2	Reviewed Community Engagement Scope <ol style="list-style-type: none"> 1. Reviewed brand for PCSD Master Plan Process <ol style="list-style-type: none"> a. Like color scheme but not the tag line b. Team to provide an updated option <ol style="list-style-type: none"> ii. Team to provide a reduced scope approach for the next meeting 	
3	Reviewed options for including educators in the process <ol style="list-style-type: none"> 1. Preferred Option #2 which included teachers into the SC for initial workshops and then created a Teacher Work Group for later workshops with reporting back to the SC. SC is invited to all Workshops <ol style="list-style-type: none"> a. Need to add 1 teacher from each grade level to the SC committee b. 3 hour meetings are preferred for educational workshops – this was acceptable if SC meetings that are not workshops can be shortened 	WF&Co WF&Co

	<ul style="list-style-type: none"> c. Discussed timing during the day - PCSD to finalize d. Discussed teacher continuity - the team prefers as much continuity of participation as possible e. Discussed possible focus groups for specific spaces <p>2. PCSD wants to use School Transformation and Development Map as a baseline. Team will request permission to use this document</p>	AofA
4	<p>Reviewed Schedule</p> <ul style="list-style-type: none"> 1. Future Learning Summit <ul style="list-style-type: none"> a. Scheduled for October 29th b. PCSD to review possible locations that will allow for better collaboration for a larger group c. 50 attendees - community member, teachers, students - PCSD to select attendees 2. Community Open House <ul style="list-style-type: none"> a. Date not finalized - PCSD to review options 	<p>PCSD</p> <p>PCSD</p> <p>PCSD</p>
5	Decided to review study tour options at a later date.	
6	Review venue for Exhibit B from the RFP was discussed. This will be reviewed as part of the exploration and information gathering with educators/curriculum heads at a later date	
7	<p>Next steps and Action items</p> <ul style="list-style-type: none"> 1. Prep for a conversation to describe what the master plan is in this case 2. Update the Schedule 3. Update the communications strategy/scope 4. Update brand 5. Develop training and communications protocol for SC Committee 6. Request us of School Transformation and Development Map 7. Review PCSD existing facility information and confirm and finalize schedule for Walk Throughs on September 24th 8. Coordinate location/date/time/attendees for Future Learning Summit 9. Review date options for Community Open House 	<p>GSBS</p> <p>GSBS</p> <p>WF&Co</p> <p>WF&Co</p> <p>WF&Co</p> <p>AofA</p> <p>PCSD</p> <p>PCSD</p> <p>PCSD</p>