

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

#	Description	Action By
1	Discussion of process definition <ol style="list-style-type: none"> 1. Discussed what a master plan is in this case <ol style="list-style-type: none"> a. GSBS Team will create graphic description of the process and definition of this master plan b. Master plan for the way students will learn and how facilities can support that approach c. GSBS to identify the core concepts to be addressed by the plan and the level to which the will be addressed for review by the EC on the 17th d. “Master Educational Plan” should be: <ol style="list-style-type: none"> i. A description of preferences for education ii. A framework for Board decision making iii. A tool to help support decisions iv. We must be clear about what the master plan is not e. Discussion of deliverable <ol style="list-style-type: none"> i. Final deliverable should align with the Categories from the School Transformation and Development Map ii. Should not be a list of prioritized projects iii. Should identify the criteria to engage certain topic like school start times, etc. iv. It is a framework for addressing these issues not a final solution 	
2	Review Updated Schedule <ol style="list-style-type: none"> 1. Rescheduled meetings conflicting with Holidays and Sundance to one week earlier <ol style="list-style-type: none"> i. GSBS to send out updated schedule 	
3	Walk Through Debrief <ol style="list-style-type: none"> 1. Principals now tasked with go through the School Transformation and Development Map 2. See the spaces was beneficial to help the team understand the current status and educational approach 3. Debrief built of this knowledge as will review of the scoring of the School Transformation and Development Map 2. GSBS to send de-brief meeting minutes for review 	
4	Review Future of Learning Summit and Community Open House items <ol style="list-style-type: none"> 1. Future of Learning Summit 	

	<ul style="list-style-type: none"> a. Agenda was reviewed with no comments b. Invitation Letter is approved for use c. Summit to be scheduled for October 30th from 9:00-3:30 at district office Room D. d. Lunch will be provided by PCSD <p>2. Community Open House</p> <ul style="list-style-type: none"> a. Goal is to increase attendance using media outreach <ul style="list-style-type: none"> i. Bi-lingual format ii. Promotion ahead of time iii. Describe how people can interact with the process b. Open House to be two, hour long sessions that are a mix between a workshop and open house c. EC prefers these be called workshops due to the updated format d. GSBS to rework agenda to match format and present on the 17th e. PCSD to review possible locations outside the district office <ul style="list-style-type: none"> i. Want to reach out to the community ii. Want a central location iii. Richins building was discussed as an option iv. Also discussed PC High School, PC Caps space and PC library f. Workshop to be scheduled for October 29th from 5:30-7:30 g. No food will be provided <p>4. Second Open House to be scheduled in mid-February</p>	
5	<p>Discussion of Community Engagement Plan</p> <ul style="list-style-type: none"> 1. The communications plan and timeline was presented for the next month <ul style="list-style-type: none"> a. Approvals for content will go through Melinda first and then reviewed by the EC before distribution b. NV5 will distribute all information for review by the EC c. Consensus decision making method will be used 2. Logo and Tag Line were reviewed <ul style="list-style-type: none"> a. EC preferred to eliminate PCSD branding from logo b. EC indicated that more color was preferable c. Some members felt that a pencil was dated d. EC agreed that an app icon approach should be pursued to be reviewed on the 10th 3. Messages and FAQs, survey questions and website layout will be reviewed in a conference call on the 10th 4. Website Layout <ul style="list-style-type: none"> a. Future of Learning Website will be the hub for all information <p>3. Minutes, Agendas and Presentations will be posted here</p>	
6	<p>Review Communications Protocol</p> <ul style="list-style-type: none"> 1. EC has reviewed the Protocol and approved it 2. SC contact information must be made public 3. SC members to indicate preferred method of contact <ul style="list-style-type: none"> a. GSBS to send SC contact list to SC for final review before posting on the website 4. Review Communication with the Media/Public <ul style="list-style-type: none"> a. Training Approach for SC to be reviewed on October 17th b. Written training to be sent out before the Open House c. Spokesperson will be decided on October 17th 	

	<ul style="list-style-type: none"> d. Spokesperson for EC to the public, SC and the Board is Todd Hauber b. Spokespeople for GSBS team also need to be identified 	
7	<p>Facilities Assessment Needs</p> <ul style="list-style-type: none"> 1. GSBS to provide a Client Data Request before the 17th 2. GSBS to schedule time to review documentation and start oral interviews with Todd Hansen <ul style="list-style-type: none"> a. Todd indicated that he would be back to work October 15th or the 22nd e. PCSD is concerned that he will be out longer 	
8	<p>Next steps and Action items</p> <ul style="list-style-type: none"> 5. Logo 6. Survey questions? 7. FAQ 8. SC media contact to be identified on the 17th 9. Locations for the community workshop 10. Steering committee contact list <ul style="list-style-type: none"> b. Take home from the open house 	