MEETING MINUTES
Park City School District Education Master Plan
Steering Committee Workshop #1
November 6, 2018
5:30 – 7:30 PM

#	Description	Action By
1	**Introduction and Progress Update** 1. Debrief of Past Activities a. Open House Debrief b. Future of Learning Summit Debrief i. Feedback was positive ii. Great experience iii. Well facilitated iv. Good diversity in table groups v. Positive feedback vi. Very inclusive (students, teachers) vii. Engaging viii. Went by quickly ix. Thought provoking x. I now understand more xi. Talked about things normally not thought about xii. Great quotes, e.g., "The work of children is play." xiii. Walked away excited and engaged xiv. The group was reminded how smart the teachers and students are xv. Very constructive xvi. Great to see the students dig into the data and process it xvii. The students exhibited their skills in the summit; proud of them xviii. Students want to focus on learning concepts authentically in the real-world xix. The Future of Learning Summit was well-facilitated 2. The Consulting Team is developing a graphic representation of the process that makes clear the steps and our progress through the process. The Steering Committee can refer to this graphic to not only understand where we are and where we are going but to describe what comes next to the public. 3. Reviewed SC Training, Role and Ground Rules a. Group reviewed the communication protocol	
2	**Visioning** 1. School Walk Through Debrief a. Objective: To introduce the Consulting Team to PCSD's approach to teaching and use of current spaces b. Consulting Team's Top 10 Take Aways: i. Display of Student Work: Need more and better ways to exhibit student work, including ways that use technology. ii. Under-utilized Hallway Space: Can they be modified or furnished differently to provide more learning space? iii. Under-utilized Collaboration Spaces: How can these spaces be	

transformed to provide more useful leaning space?

    iv. Dual Language Immersion: Can the design and connection of classrooms positively enhance the dual-immersion programs?

    v. Media Centers: Transforming for current and future relevance and richness – across the spectrum at all schools.

    vi. Technology: Computer labs are mostly obsolete with 1-to-1 laptops and blended learning. Need broad technology discussion to determine best was forward.

    vii. Furniture: Flexible, comfortable, movable new furniture can help to better utilize space and provide variety.

    viii. Preschool: Dedicated classroom space at elementary school for part-day preschool is underutilized space. Is there a better way?

    ix. Growth: Portables at two elementary schools – what is the plan going forward?

    x. Flexibility: The spirit of transformation and flexibility was evident. Exciting to see how principal, faculty and students were making things happen within the existing architecture.

2. Guiding Principles Review

  a. Reviewed the guiding principles

    i. Learner-Centered Environments Support Student Growth

    ii. Positive and Healthy Schools Promote Safety and Security

    iii. Relationships and Trust Engender Positive Community Connections

    iv. Meaningful Engagement Reflects Real-World Learning

    v. Flexible, Adaptable Spaces and Programming Support All Students

    vi. A Commitment to Inclusive Community Provides Greater Access for All

  b. The group was asked for its initial reaction

    i. Inspired by the community's holistic and aspirational goals

    ii. Implementation may be overwhelming, depending upon the operational plan

    iii. Wonder if we need …

      1. Checklists

      2. Prioritization of goals

      3. What else?

    iv. Concerned about the operational aspects

    v. Wonder about change management

      1. We know we need to bring the community along

      2. There will also be a culture change for teachers – how will we support them?

    vi. PCSD is already doing a lot of the activities referenced by the guiding principles

      1. We need to value and support successful programs

      2. We will also need to make hard decisions when implementing new philosophies

    vii. Using our guiding principles as a filter may reveal that some desired concepts are already being managed well in the current facilities

    viii. The guiding principles may also reveal gaps in facility functions

ix. Will need tactical, operational and strategic approaches going forward

x. Concerned that communications with this kind of depth might be complicated; therefore …

1. Less is more
2. Want to ultimately acknowledge what is already happening in PCSD schools
3. The guiding principles as currently written honor all of the comments offered at the summit
4. Consider writing indicators that describe how the guiding principles will be implemented

xi. Concerned that teachers have some fear and misconceptions regarding the outcomes of this master planning process

xii. Need to speak to various audiences and may need to speak to numerous different audiences

a. Tax payers
b. Teachers
c. Students
d. Parents
e. Grandparents

xiii. The guiding principles need to be fully accessible and understood by all

xiv. The process should describe how we are expanding on great things for all

xv. Think about all the audiences and consider crafting specifically for those audiences to allow everyone to understand

xvi. Avoid education and business terms, e.g., *4 Cs, Fail Fast Forward*

3. The group collectively reviewed the value votes

a. Example of Student-Centered Learning

i. Students want a voice, choice, reflection
ii. Teachers described the same principle using very different terms
iii. Both sides of this principle need to be honored in the process

4. Introduction to School Transformation and Development Map

a. Introduced the map as a tool to allow PCSD to discuss where they want to be in the future

b. Described the way the rubric might be used as a continuum to describe future learning

c. Principals will also be using this rubric to describe their current and future educational approaches

d. Broke into 4 table groups to discuss the first page of the rubric

i. Table groups reported on what PCSD aspires via the rubric/map (see attached)
ii. Discussion

3	Wrap up and upcoming activities	
	1. Consulting Team to complete a graphic representation of the process	GSBS
	2. Consulting Team to refine guiding principles in response to today's discussion	AofA
	3. Steering Committee to review the communication protocol	SC
	4. Steering Committee to continue working on the transformation rubric alone or in groups	SC
		SC
	5. Steering Committee to complete feedback forms to be distributed via email	