



**MEETING MINUTES**  
**Park City School District Education Master Plan**  
**Steering Committee Workshop #3**  
**December 18, 2018**  
**5:30 – 7:30 PM**

#	Description	Action by
1	<p>Introductions and Process update</p> <ol style="list-style-type: none"> <li>1. Review Meeting Norms</li> <li>2. Reviewed objectives               <ol style="list-style-type: none"> <li>a. To review and understand the education vision concepts under consideration</li> <li>b. To review identified Hot Topics</li> </ol> </li> <li>3. Discussion of Steering Committee role in process               <ol style="list-style-type: none"> <li>a. Steer to success                   <ol style="list-style-type: none"> <li>i. Tell us what you hear in the community and express the progress to the community</li> <li>ii. Media communication is for spokespeople but communication to spheres of influence is each individual's responsibility</li> </ol> </li> <li>b. Build advocacy for the work                   <ol style="list-style-type: none"> <li>i. Advocate for a good process</li> </ol> </li> </ol> </li> <li>4. Review Steering Committee bi-weekly project briefing memo               <ol style="list-style-type: none"> <li>a. Reviewed overall process and where we are in the process                   <ol style="list-style-type: none"> <li>i. Key spaces were reviewed today with the Learning Leaders</li> <li>ii. Phase 1: We develop an Educational Specification</li> <li>iii. Phase 2: We develop a Master Plan to get your spaces to support where you want to go</li> <li>iv. A Public process will surround this development and allow for input on the implementation approach</li> <li>v. Responses to questions:                       <ol style="list-style-type: none"> <li>1. The plan is a 10-year horizon but it has immediate steps, mid-range steps and long-term steps</li> <li>2. Learning Leaders are teachers, principals, specialists, administrators and students from every school in the district</li> <li>3. Learning Leaders group developed from input from the Steering Committee</li> <li>4. We had 3 times the participants in that Learning Leaders Forum today</li> </ol> </li> </ol> </li> <li>b. Reviewed communications plan                   <ol style="list-style-type: none"> <li>i. In response to SC input the team has added additional recommended activities which are being reviewed for implementation approach with the Planning Committee</li> <li>ii. We agree that bringing the public along is vital</li> <li>iii. The team has provided a fact sheet for messaging</li> <li>iv. We will be providing reusable posts with survey link via email                       <ol style="list-style-type: none"> <li>1. Next survey will be around the guiding principles</li> </ol> </li> </ol> </li> <li>c. Reviewed technical activities                   <ol style="list-style-type: none"> <li>i. Past work - walk throughs</li> <li>ii. Current work - facility evaluations and demographics review</li> </ol> </li> <li>d. Questions/Suggestions                   <ol style="list-style-type: none"> <li>i. Need more public meetings around the master plan options</li> <li>ii. Need more involvement of the educators</li> <li>iii. Need to reach out to educators in their schools</li> <li>iv. In person communication is vital and preferred over online communication</li> <li>v. Weekly email updates would be helpful</li> <li>vi. Need an approach to reach out to non-parents in the community</li> <li>vii. Should find partners for outreach and communication</li> </ol> </li> </ol> </li> </ol>	
2	<p>Educational Specification Update:</p> <ol style="list-style-type: none"> <li>1. Defined Education Specifications</li> </ol>	



	<ul style="list-style-type: none"> <li>a. Ed Specs define the ideal for educational vision and spaces/facilities for PCSD</li> <li>b. The master plan will take these ideals and apply them to the context of the current facilities and resources and provide an implementation approach to align the two</li> <li>c. Ed Specs include information about             <ul style="list-style-type: none"> <li>i. Vision - Guiding Principles                 <ul style="list-style-type: none"> <li>1. Required spaces - defining types of space</li> </ul> </li> <li>ii. Requirements of spaces</li> </ul> </li> </ul> <p>2. Reviewed the outcomes from the Learning Leaders Forum on 12/6</p> <ul style="list-style-type: none"> <li>a. Reviewed international educational approaches</li> <li>b. Reviewed the Guiding Principles with this group for confirmation of the vision</li> <li>c. Educators in this group had positive response to the guiding principles</li> </ul> <p>3. Questions</p> <ul style="list-style-type: none"> <li>a. Is the focus on facilities inappropriate and should we be developing the curriculum first?             <ul style="list-style-type: none"> <li>i. Facilities are the resource that supports educational models and approaches. By providing spaces it can give opportunities for new programs to develop and Educators indicated that they could use the guiding principles to develop spaces that support a future curriculum development that evolves with the spaces</li> </ul> </li> <li>b. What is PCSD's vision for what and how they will teach?             <ul style="list-style-type: none"> <li>i. The administration and educators are completing the Transformation Map that was introduced to the Steering Committee at their first workshop. This information will provide guidance on teaching approach and content</li> </ul> </li> <li>c. Educators should drive the educational discussion.</li> </ul> <p>4. Gallery walk of posted results of the Learning Leaders Forum that occurred earlier today</p> <ul style="list-style-type: none"> <li>a. Briefly discussed the preferences selected by the educators selected</li> <li>b. Described next step associated with this work as further and more specific discussion with the educators to define the important qualities and characteristics of different educational spaces</li> </ul> <p>5. Asked if there are any concepts that need additional clarification</p>	
3	Steering Item: Hot Topics Review - see edits to hot topics list (to be renamed "Parking Lot items")	
4	<p>Summary of what was accomplished today and next steps</p> <p>Committee Member action Items:</p> <ul style="list-style-type: none"> <li>1) Asked Steering Committee members to review communications strategy memo and materials and send Lindsey and Melinda comments, questions and feedback.</li> <li>2) Asked Steering Committee members to distribute link to new Guiding Principles Survey to personal and professional contacts.</li> <li>3) Asked Steering Committee members to post project update and information on social media.</li> </ul>	
5	<p>Action Items</p> <ul style="list-style-type: none"> <li>1. Consulting Team to clarify process in a way the Steering Committee can share</li> <li>2. Consulting Team will provide social media post content to the Steering Committee</li> </ul>	<p>GSBS</p> <p>GSBS</p>