MEETING MINUTES
Park City School District Education Master Plan
Steering Committee Workshop #4
January 15, 2019
5:30 – 7:30 PM

#	Description	Action by

1	Introductions and Process update
	    1. Reviewed Meeting Norms
	    2. Reviewed meeting objectives:
	        a. Review and understand the direction of the process to date
	        b. Provide input and direction on key Task Force Topics
	        c. Identify Steering Committee representatives on the Task Forces
	    3. Reviewed Steering Committee memos
	        a. Reviewed update on the educational specifications progress
	        b. Reviewed demographics update
	        c. Reviewed communications plan
	            i. Heard that additional outreach was needed
	            ii. 10-12 additional outreach meetings are being coordinated
	               1. Administration Meeting
	               2. School Meetings
	               3. Additional outreach
	           iii. Added an additional February Open House – February 27th and 28th at Ecker and PCHS
	               1. Content to address Task Force Topics and educational spaces
	           iv. Working on additional outreach options during April and May
	            v. Working on increasing awareness of the outreach with the public
	           vi. Reviewed the numbers
	                1. 7 school newsletters
	                2. 4 weekly updates
	                    a. Going to a list of 1000
	                3. 5 Steering Committee Meetings
	                4. 3 Learning Leader Forums
	                5. 150 participants at Open Houses
	                6. 250 responses to Survey #2
	                7. PCSD chats reaching 7000
	    4. Identified Talk Force Topic Approach in packets	

2	Educational Specification Update
	    1. Reviewed the work of the Learning Leaders.
	        a. Information boards on display in the room were used to confirm what was discussed at the prior meeting on 12/18
	        b. Consulting Team also presented the themes they identified from the review of the 12/18 information and confirmed these concepts with the Learning Leaders
	            i. Variety of settings
	            ii. Students actively engaged
	           iii. Hands on learning
	           iv. People working together
	            v. Outdoor learning
	         c. Identified what was discussed as a part of the meeting on 1/15
	            i. Key learning spaces were identified and discussed, including:
	                1. Learning clusters (classrooms/collaboration spaces)
	                2. Learning studio (classrooms)
	                3. Professional learning environments
	                4. Outdoor spaces
	            ii. Concluded with a large group discussion about Library/Media Centers	

	d. Subsequent meetings will focus on visualizing what we heard from the teachers relating to learning environments and continuing the discussion of environments not yet addressed
	  2. Discussed Learning Leaders Meeting
	     a. No questions of comments	

3	Demographics
	  1. Presented demographics
	     a. Reviewed sources and assumptions
	        i. Using existing data from LYRB study, American Community Survey and Census
	        ii. Year Range: 2017-2027
	        iii. Student Increase Range: 532-844
	     b. Drivers include:
	        i. Community growth rates
	        ii. Student choice
	     c. Defined categories of students
	     d. Presented demographics by school
	     e. Presentation will be emailed to the Steering Committee
	  2. Discussed demographics
	     a. Increase in students per school is by current grade alignment
	     b. Projections by grade are not yet available but that will be provided at the next Steering Committee meeting
	     c. Mobility in the High School is higher because parent release for activity increases
	     d. Elementary numbers do not include Pre-K
	     e. Elementary school growth rates will be updated in email version
	     f. There may be some averaging due to assumptions which should be reviewed	

4	Task Force Topics Approach
	  1. Introduced the Task Force Topics
	     a. Approach objective: for recommendation to come from the public
	     b. Parking Lot list was reviewed
	        i. These items are important and will be addressed in other ways but are not vital to the completion of the master plan
	     c. Task Force Topics were identified
	        i. School size and class size
	        ii. School locations
	        iii. Treasure Mountain future use
	        iv. Kearns Campus site development
	        v. Grade alignment
	     d. Each Task Force Topic informs the others in the order they are presented
	  2. Discussed group make up for each topic
	     a. Recommendations for Task Force group make-up
	        i. Interested parties from past investigations and new voices
	        ii. 1-2 Latino community representatives on each task force
	     b. These topics will also be polled in the community for more input
	     c. Steering Committee members to volunteer for Task Force Topics and make recommendations for other members
	     d. Representatives of the Learning Leaders will also be on Task Forces while the overall group focuses on programming and approach to education
	     e. Recommended students from Ecker, Treasure and PCHS be included for student voice
	     f. Requested public input on results of Task Forces as well
	  3. Discussed detailed approaches for each topic
	     a. All task forces will start with relevant research for each group provided by the consulting team
	     b. Task force objectives:
	        i. Get arguments on both side and acknowledge and incorporate points
	        ii. Be sure to mitigate legitimate concerns
	     c. Requested subject matter experts on each task force
	     d. Requested that roles be identified on the task forces and strong facilitation be provided
	     e. Subject matter research from multiple sources will be provided	

	f. Actual dates for meetings of each task force need to be identified
	g. Next step will be working through logistics specific to each task force to identify time commitment
	h. If it is too much additional time is there another way to approach these topics?
	   4. Discussed other items associated with the Task Force Approach
	      a. School size and class size will focus on ideal and inform the other approaches. Actual school size could be revisited during the process.
	      b. School size, location and grade alignment have components of idealism but they are impacted by the context and practical realities of the community and the task forces will need to consider both
	      c. Information will be provided with source materials
	      d. The Superintendent's voice needs to be represented in the task force process
	      e. Provide research around districts of the same size
	      f. Open enrollment is a big issue associate with growth and needs to be considered
	      g. Start times is still in the parking lot
	         i. Traffic ties to school start times
	         ii. Not addressing start times may alienate people
	         iii. Start times have broader implications
	         iv. There was some disagreement on start times being a part of this process because it is a difficult topic and a complexity that upends other discussions
	         v. Students have been flexing their own start time with their schedules
	         vi. Final recommendation: review start times with the City and County in a transportation discussion
	      h. Don't want financial impacts of the master plan to impact operational budget
	      i. Is there enough time for the work, specifically on school location and grade alignment?
	      j. Public reaction from the public at the Open House in February will be incorporated into the discussions
	      k. These Task Forces will give recommendations but will not be responsible for the final decisions and these recommendations will be scrutinized by the public
	      l. Expressed that these were the steps that were missing in the last process
	      m. Goals for each group must be specifically identified to control scope of the discussions in order to make progress efficiently
	      n. The county and city should be involved in any transportation discussions
	      o. CTE is not being addressed in the Task Force format. It will be addressed in the Ed Spec with vocational approaches
	      p. Past work will be the starting place for each of these topics
	      q. Location of Pre-K will be part of grade alignment
	   5. The Steering Committee endorsed this approach with response to their comments above
	   6. Next step is to edit the approach and finalize
	   7. Consulting Team requested that Steering Committee member provide names for task force members by email or on the back of the evaluation forms	

6	Action Items
	   1. Steering Committee to provide recommendations for Task Force members
	   2. Consulting Team to finalize Task Force Approach with PCSD	