



MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #11
January 23, 2019
1:00 - 3:00 PM

Attendees: Melinda Colton, Todd Hauber, Anne Peters (by phone) – PCSD; Chris Guarino, Desi Navarro (by phone) – NV5; Lindsey Ferrari (by phone), Clio Rayner, Buck Swaney, Christine Richman, Victoria Bergsagel (by phone) – Consulting Team

#	Description	Action
1	Process <ol style="list-style-type: none"> 1. Reviewed Meeting Norms 2. Reviewed Meeting Objectives <ol style="list-style-type: none"> a. Identification of current and upcoming items and issues b. Review any needed schedule changes 3. Discussed keys to success for the Education Master Plan <ol style="list-style-type: none"> a. Due to our initial difficulties establishing the LL Forums we are behind schedule in the education specification discussion with the teachers b. There are spaces that need additional input beyond the teachers, i.e. food service, art/music/drama, etc. <ol style="list-style-type: none"> i. GSBS to provide list of spaces that need additional input ii. PCSD to identify who we need to include in the discussion of additional spaces c. Steering Committee and Learning Leader members have indicated that they are not comfortable making decisions or championing concepts for others <ol style="list-style-type: none"> i. PCSD to identify the final decision maker for the direction of the Educational Specifications <ol style="list-style-type: none"> 1. Recommended that the Planning Committee make the final decisions 2. Final decisions should also involve the entire Board d. Task Force Topics need a demonstration of the public's response to the recommendations that is reliable e. Planning Committee identified the following approach: <ol style="list-style-type: none"> i. Proceed with the Task Forces with public polls throughout the process ii. Conduct a statistically valid public opinion survey on the Task Force Topic recommendations iii. Identify a percentage of high consensus that indicates when the public has indicated a direction or approval of a recommendation iv. Use the recommendations to develop the implementation options v. Review the recommendation for implementation with the public in April/May 	



<p>4. Reviewed feedback from Steering Committee on Task Force proposal and overall process</p> <ul style="list-style-type: none">a. Steering Committee endorsed the approach at the meetingb. Members of the Committee have been sending names of individuals to include on the Task Forcesc. Consulting Team has responded to their comments in the updated approach as follows:<ul style="list-style-type: none">i. Added transportation technical committee<ul style="list-style-type: none">1. There is a concern around information sharing<ul style="list-style-type: none">a. PCSD has transportation reports associated with bussing onlyb. Traffic studies are the city/county documents that may be difficult to obtain and share<ul style="list-style-type: none">i. Consulting team will do high level traffic studies as part of the facility assessment scopeii. Consulting team will discuss with other entities and describe how the studies will be used in order to obtain informationii. Added Latino representationiii. Items not addressed<ul style="list-style-type: none">1. Steering Committee feeling rushed to the point of assuming we have preconceptions<ul style="list-style-type: none">a. Team to express the reasoning for the current deadline to the Steering Committee at the next meetingb. Consulting Team to limit the scope of the Task Forces in the provided approach description as a review of possible approaches that is founded in past work and focused on identifying pros, cons and a recommendation2. Start times<ul style="list-style-type: none">a. Team to express how start times and the impacts to transportation will be considered by the transportation technical committee but will be addressed separately at a later date	
<p>5. Overview and discussion of deliverables and schedule</p> <ul style="list-style-type: none">a. Schedule discussion<ul style="list-style-type: none">i. Due of the comments from the Steering Committee the schedule for the entire master plan was discussedii. Cons of the current deadline:<ul style="list-style-type: none">1. Rushing may make it appear like we are not listening or less responsiveiii. Pros of the current deadline:	



	<ul style="list-style-type: none"> 1. We won't lose momentum over the summer iv. Planning Committee prefers to keep the current deadline and address the concerns as follows <ul style="list-style-type: none"> 1. Focus on unifying and working as a team emphasizing the role of the Steering Committee and Learning Leaders to advocate and reach out to their peers and the public 2. Emphasize again that we are not starting from the beginning we are building on previous work <ul style="list-style-type: none"> a. PCSD as wrestled with these topics before and has developed solutions. Now is the opportunity for the community to wrestle with these topics and determine what approach they consider favorable b. PCSD to deliver the message that we are completing work by vetting it with the public v. Planning Committee indicated intent to proceed with the Task Force Topics Approach vi. Next steps <ul style="list-style-type: none"> 1. Providing research on all the topics <ul style="list-style-type: none"> a. Victoria to provide research from a benchmarking and conceptual standpoint b. PCSD to provide documentation regarding standards and past work <ul style="list-style-type: none"> i. Also need to include facts regarding why past work did not progress as an introduction to the discussions 2. In March, the recommendations of the Task Forces will be brought to the Board b. Deliverable discussion <ul style="list-style-type: none"> i. Reviewed the Table of Contents for the Master Plan ii. PCSD reviewed map and confirmed all their facilities and sites were identified 	
2	<p>Education</p> <ul style="list-style-type: none"> 1. Reviewed the debrief from 1/15 Learning Leaders and Steering Committee meetings <ul style="list-style-type: none"> a. Reviewed feedback forms b. Steering Committee - see Task Force discussion above c. Learning Leaders <ul style="list-style-type: none"> i. Building momentum ii. Themes are immerging that support the guiding principles iii. Reviewed content of the meeting <ul style="list-style-type: none"> 1. Summarized the visual exercise with top five take-aways 	



	<ol style="list-style-type: none"> 2. Identified key learning spaces or additional feedback <ol style="list-style-type: none"> a. Learning clusters b. Learning studios c. Professional Learning Communities d. Outdoor Learning e. Media Centers 2. Discussion of observations and key points from process to date <ol style="list-style-type: none"> a. We are not seeing consistent participation <ol style="list-style-type: none"> i. High and Middle are more consistent ii. Not as many elementary school participants b. The division of meetings means less input from later attendees c. Current participants don't feel like they can represent all teachers d. There is limited time remaining due to the original deadline and delayed development of the Learning Leader Forums 3. Possible suggestions to move forward to achieve teacher ownership/authorship <ol style="list-style-type: none"> a. Focus groups around music, science, art, cafeteria etc. b. Intense work with larger consistent group c. Provide things the group can react to d. Attend faculty meetings 4. Planning Committee will consider these options <ol style="list-style-type: none"> a. Recommendations moving forward <ol style="list-style-type: none"> i. Express to those in the room that they need to be advocates for these discussions and help lead their peers ii. Present the challenge at all the outreach meetings iii. Express to the teachers that they need to share and bring information back 	
3	<p>Communications</p> <ol style="list-style-type: none"> 1. Provided an update on response to the Steering Committee's request for additional community engagement opportunities <ol style="list-style-type: none"> a. This will be finalized at the meeting on 01/24 2. Provided update on planning for 2/27 & 2/28 open houses <ol style="list-style-type: none"> a. Interactive opportunities update <ol style="list-style-type: none"> i. Interactive/VR experience may feel like we are designing something ii. Recommended not doing VR - committee agreed iii. Alternate approach <ol style="list-style-type: none"> 1. Represent what we have learned from the LL 2. This approach was endorsed with the recommendation that the team have a clear focus on the message b. Team to use advanced interviews with the media to advertise/promote the open houses 3. Reviewed the Guiding Principles survey <ol style="list-style-type: none"> a. 252 responses, 9 Spanish speaking, 27 from teachers <ol style="list-style-type: none"> i. Learner Centered - average ii. Safety and Security - higher 	



	<ul style="list-style-type: none"> iii. Relationships – don't fully understand iv. Real-world – highest scores v. Flexible spaces – lowest scores vi. Inclusivity – average vii. There were many comments requesting more focus on academic excellence <ul style="list-style-type: none"> 1. This question makes it clear that the public doesn't not understand that the entire process is built on the foundation of academic excellence as expressed by the Strategic Plan 2. Recommend that PCSD introduces this as the bedrock of the master plan at all upcoming meetings 4. Reviewed the participation tracker <ul style="list-style-type: none"> a. Participants: those who have engaged b. Reach: those reached through media c. Recommendations <ul style="list-style-type: none"> i. Add an as of date ii. Add more detail and description/definition of these groups 	
4	<p>Next steps and Action items</p> <ul style="list-style-type: none"> 1. Start coordination on next open house to identify location, space and approach - Ongoing 2. Implementation of Task Force approach to critical topics - GSBS to send updated approach and list of possible members 3. Revise demographic presentation - Complete 4. Schedule meeting rooms for all upcoming meetings - Complete 5. Review website layout for opportunities to clarify content - Ongoing 6. Review Communications Approach - Meeting scheduled for January 24th 7. Decide what to do with non-parent community in January - Define responsible party at January 24th meeting 8. Email Steering Committee regarding how to reach out to their community groups - NV5 to reach out 9. Request documents for Task Force research 10. Send list of educational spaces that need additional clarification 	<p><i>PCSD/GSBS</i></p> <p><i>PCSD/GSBS</i></p> <p><i>GSBS</i></p> <p><i>PCSD</i></p> <p><i>PCSD/WF&Co</i></p> <p><i>PCSD/GSBS/WF&Co</i></p> <p><i>NV5</i></p> <p><i>GSBS</i></p> <p><i>GSBS</i></p>