

MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #12
February 6, 2019
1:00 - 3:00 PM

Attendees: Melinda Colton, Todd Hauber – PCSD; Chris Guarino – NV5; Lindsey Ferrari, Clio Rayner, Buck Swaney, Christine Richman, Victoria Bergsagel – Consulting Team

Conference Call

#	Description	Action
1	<p>Introduction</p> <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 c. Approval of Learning Leaders Agenda d. Approval of Task Force Agenda 	
2	<p>Education</p> <ol style="list-style-type: none"> 1. Discussed take-aways from 1/15 Learning Leader meeting <ol style="list-style-type: none"> a. Elementary school takeaways included enough input about learning spaces to begin to draft a space program for this level. b. Secondary school takeaways included the preferred approach to learning suites and identify a focus on outdoor learning 2. Reviewed agenda for 2/12 Learning Leaders <ol style="list-style-type: none"> a. Working to create space lists for all school levels <ol style="list-style-type: none"> i. High School is assumed as 9-12 and Middle School as 6-8 ii. These assumptions can be adjusted later b. Will be discussing the transformation maps at this meeting <ol style="list-style-type: none"> i. We do not have future state from all schools ii. Approved having GSBS reach out to principals to request future state from the remaining schools and review the floor plans for correctness c. As part of the elementary school discuss the Superintendent would like pre-school space to be discussed 3. Discussed district-wide topics that need input: <ol style="list-style-type: none"> a. Topics <ol style="list-style-type: none"> i. Sustainability - no current standard <ol style="list-style-type: none"> 1. High School was remodeled as LEED Silver and would like to maintain that level in the future as a minimum 2. PV is of interest but has not had a good payback ii. Technology - no current standard, PCSD will check with the technology department <ol style="list-style-type: none"> 1. There is a current pilot reviewing TVs vs. projectors 	



	<ul style="list-style-type: none"> iii. Safety & Security - recommendation on the website is the standard iv. Food service <ul style="list-style-type: none"> 1. Had a board action to turn the kitchen at the High School into a central prep kitchen for the district in the last master plan 2. Not quite big enough for centralized 3. Currently all kitchens prepare their own food 4. Vision may be to have a central kitchen with all things prepared from scratch 5. Immediate future is majority from scratch on site kitchens v. Physical Education - no standard vi. Performing Arts/Visual Arts - review last master plan for information vii. Centralized warehousing should be considered in the master plan viii. CTE/PCCAPS - review last master plan for information ix. Science - review last master plan for information b. Consulting team will proceed with discussion of these topics with the Learning Leaders and will then review approach with PCSD 	
3	<p>Communications</p> <ul style="list-style-type: none"> 1. Reviewed the weekly messages document <ul style="list-style-type: none"> a. Process, progress and open house messages were reviewed and approved b. Victoria to provide any additional description information for these messages 2. Update on planning for 2/27 and 2/28 open houses <ul style="list-style-type: none"> a. Instagram, Twitter, Facebook, and Newsletters are currently promoting b. KCPW is doing free PSAs c. Scheduled interviews <ul style="list-style-type: none"> i. PCTV with Christine and Melinda ii. Park Record with Clio 3. Participation tracker is up on the website 4. Confirming dates for school listening tours <ul style="list-style-type: none"> a. Cannot be scheduled on February 27th or 28th b. Nice to avoid more than one listening tour on the same night c. Consulting team to review calendars for availability on February 25th and 26th 	
	<p>Process</p> <ul style="list-style-type: none"> 1. Review agendas/objectives for 2-12 Task Force Meetings <ul style="list-style-type: none"> a. Agendas are approved b. There will be a training for facilitators before the meetings 2. PCSD to coordinate schedule for Transportation Technical Committee <ul style="list-style-type: none"> a. This group will be looking at start times as a layer of information that affects transportation and not from the standpoint of student health/ethics 	



	<ul style="list-style-type: none"> b. Need a city representative – Christine to contact Alfred to determine appropriate individual 3. Reviewed Task Force Membership <ul style="list-style-type: none"> a. City had indicated that the city wanted representatives on all the task forces – Melinda to clarify b. PCSD to review membership and approve or edit 4. Identified research sources for district information <ul style="list-style-type: none"> a. PCSD to provide directory from 5-6 study for school location information b. PCSD to provide directory from planning process from 2015 for Kearns campus, school size and grade alignment c. GSBS to review the district website for 2015 master plan for Kearns campus, school size and grade alignment d. Class size goals for the district <ul style="list-style-type: none"> i. Elementary 23:1 ii. K-3 19:1 iii. Secondary 25 to 26:1 iv. Music driven by type of class v. PE run 30 plus 5. Identified and approved facilitators for each Task Force <ul style="list-style-type: none"> a. Kearns Campus (Christine) b. Treasure Mountain (Clio) c. Class/School Size (Victoria) d. Grade Alignment (Valerie) e. School Locations (Lindsey) f. Buck and Chris will circulate to all the groups 	
	<p>Facilities</p> <ul style="list-style-type: none"> 1. Provided update on facilities approach <ul style="list-style-type: none"> a. Reviewed progress on facilities assessment scope and fee add b. Identified Todd Hauber, Todd Hansen, IT director, Chris Guarino and Superintendent Gildea as individuals to participate in the upcoming facilities meeting regarding scope for the master plan 	
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. Review website layout for opportunities to clarify content - Ongoing 4. Decide what to do with non-parent community in January - Define responsible party at January 24th meeting 5. Email Steering Committee regarding how to reach out to their community groups - NV5 to reach out 6. Send list of educational spaces that need additional clarification 7. Reach out to KPCW and Park Record for media coordination - Ongoing 8. Define outreach approach for April/May 9. Reach out to principals to request future state from the remaining schools and review the floor plans for correctness Check with technology department on technology standards 	<p>PCSD/GSBS</p> <p>PCSD/GSBS</p> <p>PCSD/GSBS/ WF&Co</p> <p>NV5</p> <p>GSBS PCSD PCSD/GSBS GSBS</p>



THE FUTURE OF LEARNING

10. Finalize dates for the school listening tours	PCSD
11. Review calendars for availability on February 25 th and 26 th	GSBS
12. Coordinate schedule for Transportation Technical Committee	PCSD
13. Contact Alfred with the city to determine city rep for Transportation	GSBS
14. Contact Diane with the city to determine if city reps are required on all task forces	PCSD
15. Review Task Force membership and approve before February 8th	PCSD
16. Provide directories of 2015 master plan and 5-6 school discussion	PCSD
17. Review PCSD website for research	GSBS
18. Schedule a time for training for the facilitators	GSBS
19. Schedule meeting to discuss facilities scope	GSBS