

MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #13
February 20, 2019
1:00 - 3:00 PM

Attendees: Melinda Colton (by phone), Todd Hauber, Jill Gildea – 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	Introduction <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 	
2	Education <ol style="list-style-type: none"> 1. Discussed take-aways from 2/12 Learning Leader meeting <ol style="list-style-type: none"> a. The elementary school group was able to complete their space list which allows for the completion of a general elementary school ed spec that does not include detailed space sheets b. The middle/high school group still requires some focused attention around certain area and confirmation of some concepts <ol style="list-style-type: none"> i. There has been discussion around the size of the high school and options to keep it feeling smaller <ol style="list-style-type: none"> 1. 9th grade academy 2. Small magnet high school ii. Interdisciplinary teaming is fully embraced in middle school though functionally difficult for 6th, 8th and 9th iii. Teaming is by department in high school due to the multi-level class approach though it was noted that cross-curricular teaming could promote student focus and project-based learning iv. There still needs to be more focus on CTE <ol style="list-style-type: none"> 1. What course should be taught? 2. What partnerships could be developed? 3. Should PCSD provide space, partner to provide space or use existing community amenities and partnerships? v. There is some consensus around grade alignment from the Learning Leaders which is currently: <ol style="list-style-type: none"> 1. High School = 9-12 2. Elementary has Pre-K 3. What grade is the beginning of Middle School is still a question 2. Group agreed that the Ed Specs should be general and not include room data sheets for each space. It should provide narrative descriptions of what each space type needs including adjacencies. 	



	<ul style="list-style-type: none">3. Reviewed Learning Leaders and Ed Spec Topics for Open Houses<ul style="list-style-type: none">a. Current approach will be to present the Summary boards from the Learning Leaders Forum #2 as a summary of the way that the teachers see facilities supporting the guiding principlesb. Approach was approved	
3	<p>Communications</p> <ul style="list-style-type: none">1. Reviewed agenda and draft presentation for the Listening Tours<ul style="list-style-type: none">a. Presentation includes a brief introduction to the process and updates on the progress to date and next steps.b. The agenda allows for a five to ten minute presentation (described above) followed by response from the audience to four leading questions<ul style="list-style-type: none">i. What are the aspects of education at _____ School that contribute most to the quality of education here?ii. What are the most successful elements of the facility?iii. What could be done to improve the facility?iv. Are there things that should be fixed or addressed right away?c. Approach and agenda approvedd. The schedule for the Listening tours was discussed and it was determined that there was not enough warning for good attendancee. Tour dates were updated to:<ul style="list-style-type: none">i. March 5 - EHMSii. March 6 - JRESiii. March 7 - MPES and PPESiv. March 11 - PCHSv. March 13 - TSESvi. March 14 - TMJH2. Update on planning for 2/27 and 2/28 open houses<ul style="list-style-type: none">a. This open house will have the Learning Leader/Ed Spec update per above and will focus on the progress of the Task Force Topic meetingsb. There will be a banner of all the criteria boards that will be displayed prominently for discussionc. Each Topic will have a board of its criteria to date for discussion and additional information as required to describe the discussion around each topic and elicit feedback<ul style="list-style-type: none">i. Examples<ul style="list-style-type: none">1. Kearns Campus will also include past planning effort options for the campus development2. School locations will include information about the demographics of each school and the projected sizes along with maps of household income, ethnicity, etc.3. Treasure will include the "things we agree on" board, a floor plan and a site plan for contextd. Approach approved	



	<p>Process</p> <ol style="list-style-type: none"> 1. Review take-aways from 2-12 Task Force Meetings <ol style="list-style-type: none"> a. Criteria that was developed and shown on the example banner was reviewed 2. Discussed next steps for Task Forces <ol style="list-style-type: none"> a. Task Forces will receive information they have requested as well as summaries of the progress of the other task forces to inform their next steps b. Task Forces will also receive feedback from the Open Houses to inform their next steps c. Upcoming meetings <ol style="list-style-type: none"> i. February 26 - School Locations ii. March 5 - TMJH iii. March 12 - Kearns Campus and Grade Alignment iv. March 26 - Grade Alignment 	
4	<p>Next steps and Action items</p> <ol 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 - Complete 3. Review website layout for opportunities to clarify content - Ongoing 4. Decide what to do with non-parent community in January - Need direction from PCSD 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 - Ongoing 7. Reach out to KPCW and Park Record for media coordination - Complete 8. Define outreach approach for April/May - Need direction from PCSD 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 - Complete 10. Finalize dates for the school listening tours - Complete 11. Review calendars for availability on February 25th and 26th - Complete 12. Coordinate schedule for Transportation Technical Committee - Ongoing 13. Contact Alfred with the city to determine city rep for Transportation - Complete 14. Contact Diane with the city to determine if city reps are required on all task forces - Complete 15. Review Task Force membership and approve before February 8th - Complete 16. Provide directories of 2015 master plan and 5-6 school discussion - Complete 17. Review PCSD website for research - Complete 18. Schedule a time for training for the facilitators - Complete 19. Schedule meeting to discuss facilities scope - Ongoing 	<p>PCSD/GSBS</p> <p>PCSD/GSBS PCSD/WF&Co PCSD</p> <p>NV5</p> <p>GSBS</p> <p>PCSD PCSD/GSBS GSBS</p> <p>PCSD GSBS</p> <p>PCSD GSBS</p> <p>PCSD</p> <p>PCSD</p> <p>PCSD</p> <p>PCSD</p> <p>GSBS</p> <p>GSBS</p> <p>GSBS</p>