

MEETING MINUTES  
Park City School District Education Master Plan  
Planning Committee Meeting #14  
March 6, 2019  
1:00 - 3:00 PM

Attendees: Melinda Colton, Todd Hauber, Anne Peters – 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"> <li>1. Reviewed meeting Norms</li> <li>2. Reviewed meeting Objectives               <ol style="list-style-type: none"> <li>a. Review and approve agendas for LL Forum #5 and SC Meeting on 03-12</li> <li>b. Identification of current and upcoming items and issues</li> </ol> </li> </ol>	
2	Education <ol style="list-style-type: none"> <li>1. Reviewed the Learning Leader Forum #5 agenda               <ol style="list-style-type: none"> <li>a. We have the information we need for the elementary school educational specification</li> <li>b. We need more guidance on the secondary educational specifications and have proposed focus groups in the areas we need to develop</li> <li>c. Additionally the team met with Administrators and received good feedback</li> <li>d. Agenda approved</li> <li>e. Group discussion                   <ol style="list-style-type: none"> <li>i. Confirmed that the Learning Academy has been participating and will be a part of these upcoming discussions</li> <li>ii. The Educational Specification will have a elementary, middle and high school section that do not define grade alignment</li> <li>iii. Notices for this meeting have already been sent to principals</li> <li>iv. PCSD to send confirmed attendees lists to the team</li> <li>v. The team will utilize the information from other planning processes as resources for these discussions (performing arts, science and physical education specifically were addressed extensively in the past plans)</li> <li>vi. The team will be asking the reasoning for requirements identified in the past and to confirm that nothing has changed</li> <li>vii. CTE category includes vocational education and PCCAPs</li> <li>viii. Special Education includes all special programs that supplement the core and electives</li> </ol> </li> </ol> </li> </ol>	



	<ul style="list-style-type: none"> <li>ix. Support Educational Services includes support staff but not maintenance/facilities</li> <li>x. An additional meeting needs to be scheduled for the head custodians and facilities staff at another time. Melinda will send Clio some options for scheduling.</li> </ul> <p>2. Reviewed possible attendees for each focus group</p> <ul style="list-style-type: none"> <li>a. Ecker should be included in the invitation for these focus groups</li> <li>b. Special Education Group should include Jaelyn Knapp, Kara Brechwald and Dr. Ben Belnap</li> <li>c. Support Group should include “classified” staff including secretaries, front office staff, nursing, etc.</li> </ul>	
3	<p>Communications</p> <p>1. Debriefed on the Open Houses</p> <ul style="list-style-type: none"> <li>a. Content was well received</li> <li>b. Comments from attendees noted that the information was detailed and informative</li> <li>c. Comments from attendees that they felt it was well advertised</li> <li>d. How can we respond to the lack of attendance             <ul style="list-style-type: none"> <li>i. Create a sense of urgency</li> <li>ii. Express that this is the final chance to participate before the options are developed</li> <li>iii. Lindsey will send Melinda messaging language to use in a final push to social media, non-parent groups and the steering committee</li> </ul> </li> </ul> <p>2. Reviewed next steps</p> <ul style="list-style-type: none"> <li>a. Confirmed the outreach to the City Council is upcoming</li> <li>b. Discussed the potential of taking this to influential community opinion leaders, a need that has been presented to the team from several sources</li> <li>c. Discussed using a statistically accurate survey for public outreach in April</li> </ul>	
	<p>Process</p> <p>1. Review agenda for Steering Committee Meeting on 03/12</p> <ul style="list-style-type: none"> <li>a. Reviewed the draft outline of the superintendent’s presentation</li> <li>b. Agenda approved as corrected</li> <li>c. Group discussion             <ul style="list-style-type: none"> <li>i. Liked that the superintendent will present her vision for education to the Steering Committee first</li> <li>ii. Need to introduce this as a preview of the presentation she will be giving in the community moving forward</li> <li>iii. It is important that the Steering Committee and the Board hear this presentation first especially because they have been asking to hear from the Superintendent</li> <li>iv. Moved the Superintendent time to 5:45</li> <li>v. It would be valuable to have the Steering Committee help evaluate options</li> </ul> </li> </ul> <p>2. Discussed next steps for Task Forces</p>	



	<ul style="list-style-type: none"> <li>a. Remaining task force meetings include Kearns Campus and Grade Alignment on 03/12 and Grade Alignment on 03/26</li> <li>b. The intent for these meetings is to finalize/prioritize the criteria the groups have been developing</li> </ul> <p>3. Coordinated schedule for Transportation Committee Meeting</p> <ul style="list-style-type: none"> <li>a. PCSD/GSBS to discuss and finalize</li> </ul> <p>4. Discussed scenarios and review process</p> <ul style="list-style-type: none"> <li>a. GSBS reviewed the scenarios that have been identified at this time</li> <li>b. Group discussion             <ul style="list-style-type: none"> <li>i. We are vetting these scenarios using the criteria that the task forces develop</li> <li>ii. We want to address past options that were identified in past plans and evaluate them as well</li> <li>iii. It would be valuable to ask the Steering Committee to help evaluate these options in their upcoming meeting</li> </ul> </li> </ul>	
	<p>Facilities</p> <ul style="list-style-type: none"> <li>1. Discussed Utilization and Capacity definition             <ul style="list-style-type: none"> <li>a. Reviewed the utilization that was provided as part of the 2015 Master Plan</li> <li>b. Discussed that these numbers are based on the state standards and do not reflect the class size standards or special programs that PCSD provides</li> <li>c. The consulting team will provide a utilization that represents the educational direction as represented in the ed spec so that the community will understand why the facilities utilization differs from the capacity identified in the past</li> <li>d. These numbers will be shown in the context of the 2018 enrollment and the projected 2027 enrollment</li> <li>e. PCSD will provide the updated that</li> </ul> </li> <li>2. Updated the group on the facilities assessment progress             <ul style="list-style-type: none"> <li>a. Architectural and Electrical walked all buildings between February 18<sup>th</sup> and 22<sup>nd</sup> except telecom rooms</li> <li>b. Electrical will return to review telecom rooms</li> <li>c. Mechanical walked March 4<sup>th</sup></li> <li>d. Structural is reviewing drawings before walking</li> </ul> </li> </ul>	
4	<p>Next steps and Action items</p> <ul style="list-style-type: none"> <li>1. Review website layout for opportunities to clarify content - <b>Ongoing</b></li> <li>2. Define outreach approach for April/May - <b>Need direction from PCSD</b></li> <li>3. Coordinate schedule for Transportation Technical Committee - <b>Ongoing</b></li> <li>4. Schedule meeting to discuss facilities scope - <b>Will discuss at next PC</b></li> <li>5. Get attendees list from principals for Focus Group Meetings on 03/12</li> <li>6. Schedule meeting with facilities department and custodians</li> <li>7. Provide last chance messaging for Listening Tours to use in final invitation blasts</li> <li>8. Develop Superintendent presentation of vision for PCSD</li> <li>9. Provide updated maximum capacity and functional capacity numbers</li> </ul>	<p><i>PCSD/WF&amp;Co</i>  <i>PCSD</i>  <i>PCSD/GSBS</i>  <i>GSBS</i>  <i>PCSD</i>  <i>PCSD</i>  <i>WF&amp;Co</i>    <i>PCSD</i>  <i>PCSD</i></p>



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