



MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #15
March 20, 2019
1:00 - 3:00 PM

Attendees: Melinda Colton, Jill Gildea, Anne Peters – PCSD; Chris Guarino, Desi Navarro (by phone) – NV5; Lindsey Ferrari (by phone), Clio Rayner, Buck Swaney – Consulting Team

#	Description	Action
1	<p>Introduction</p> <ol style="list-style-type: none">1. Reviewed meeting norms2. Reviewed meeting objectives<ol style="list-style-type: none">a. Provide direction on scenario roll outb. Provide direction on upcoming surveys3. Discussed current scope for the team<ol style="list-style-type: none">a. Remaining meetings include the Grade Alignment Task Force Meeting, Latino Outreach Meeting, PC Meetings and the Two Board Presentations in April and Mayb. Facilitation scope is complete4. Discussed the consulting team's willingness to help with any other activities and balancing outreach with community and district representation<ol style="list-style-type: none">a. Consulting Team and PCSD agree that representation from the community, district and the board in the upcoming outreach is important.b. Some meetings will require support by the consulting team.c. GSBS to coordinate with NV5 on the appropriate scope based on the discussion below5. Reviewed the results of community meetings to date<ol style="list-style-type: none">a. Community involvement lead to the Guiding Principlesb. Community involvement lead to the evaluation criteriac. The consulting team will use this community work as the metrics to evaluate the possible scenarios moving forwardd. Scenarios will also identify choice paths (tree) that the community can assess in the next few monthse. Community seems to always be asking for more meetings but involvement has been lowf. The next tier of outreach is more concrete and may be more intriguing to the community from a feedback standpointg. Comments from the PC<ol style="list-style-type: none">i. There are some mixed messages around time and dedication, want more listening and meetings with the public but are too busy to dedicate more time to the processii. As a parent there has been nothing to respond to yet. Responding to options may be differentiii. Think the best way to discuss scenarios will be PTO	



- iv. PCSD has been responsive to the SC with added outreach and task force topic discussions
 - 1. SC requested additional outreach
 - a. Additional outreach has had a low effect from a functional standpoint but may be critical from a political standpoint
 - i. Low attendance
 - ii. Multiple opportunities to get involved
 - 2. SC requested more time for the Task Force work
 - a. Additional clarification on the goals of the task forces and the rest of the process over the next eight weeks should alleviate this rushed feeling
 - b. Topic were not in the original scope and so were added later in the process
- v. Recommend a most mortem after May 21st
 - 1. Go through RFP with SC so they understand the scope
 - 2. Hold to the proposed process to avoid delays due to deviations from the original approach
 - 3. Focus on an open, defensible, documented process with the understanding that it may still be criticized.
- vi. The process has revealed what the community thinks
- h. How should the next 8 weeks address the continued concerns around involvement and timeline?
 - i. Committee agreed that the Grade Alignment Task Force should proceed as scheduled
 - 1. GSBS to proceed with the release of the additional documentation/homework for the task force
 - ii. Committee agreed that the current deadline is not enough time for the public to be comfortable with a conclusion.
 - iii. Committee agreed that the April and May discussion should be flexible and allow the Board to be responsive to what they hear from the community over the next months
 - iv. Committee feels that the release of the options will invigorate the community to get involved and create the urgency that the SC says is needed
 - v. The plan should allow the Board to be flexible and respond to the community while allowing for implementation of immediate simple solutions that advance education and can be supported by the community in the interim, while the larger plan is reviewed



	<ul style="list-style-type: none"> i. GSBS to provide updated schedule graphic that outline the next 8 weeks specifically 	
2	<p>Process and Communications</p> <ul style="list-style-type: none"> 1. Discussed process for scenario roll out schedule <ul style="list-style-type: none"> a. Now to April 16 <ul style="list-style-type: none"> i. Grade Alignment Task Force meets on March 26th ii. Consulting team could provide criteria and possible scenarios after March 29th however this quick turn around would not allow for vetting by the team iii. Release of options without vetting is not acceptable iv. Committee would like to review scenarios that have been evaluated by the consulting team at the April 3rd Planning Committee Meeting and give feedback v. April 16th Board Meeting would be the public presentation of the options reviewed by the Planning Committee on April 3rd <ul style="list-style-type: none"> 1. SC would be invited to attend and observe at this Board Meeting 2. PC feedback would be included in the discussion 3. The options would be presented at this time but discussion would occur at next SC meeting 4. No cost estimating will be provided at this time 5. Group will be asked to evaluate options with a focus on quality education b. April 17th (final date TBD) Steering Committee Meeting would be an open discussion with the SC around the options <ul style="list-style-type: none"> i. Commentary would focus on how these options respond to criteria and Guiding Principles ii. The consulting team will run this meeting iii. The PCSD administration and Board will not attend this discussion to allow for unbiased and open conversation c. Between April 17th and May 21st <ul style="list-style-type: none"> i. Board Town Hall <ul style="list-style-type: none"> 1. Will start the meeting by listening to the communities thoughts on the scenarios 2. Will present the Board's criteria to help evaluate the scenarios 3. A SC member requested PCSD have multiple meetings at different times of day ii. Scenarios are vetted and ranked by the SC and LL <ul style="list-style-type: none"> 1. Groups will provide weighted rankings of the preferred scenarios identified in past discussions d. May 21st <ul style="list-style-type: none"> i. Adopt or continue consideration of the master plan e. After May 21st <ul style="list-style-type: none"> i. Optimize preferred scenarios (3) with cost and ability to add and subtract pieces from different scenarios ii. Identify phasing 	



	<ul style="list-style-type: none"> iii. Continue community outreach f. Discussed communications approach <ul style="list-style-type: none"> i. Before April 16th <ul style="list-style-type: none"> 1. Big process message for what we are doing in the next eight weeks until the release of the master plan and the conclusion of the consulting team's process 2. Email all LL and SC members with a clear description of the process for the next eight weeks until the release of the master plan and the conclusion of the consulting team's process <ul style="list-style-type: none"> a. Have contact information available in the email if the recipients have any questions b. Request that the recipients call the team with any questions c. Explain why pricing is not included in the discussion yet 3. Sit down with media to explain the process to the end and provide a press release ii. April 16th to May 21st <ul style="list-style-type: none"> 1. Survey that is conceptual between April 16th and May 21st 2. Another survey after with cost after May 21st 3. Lindsey and Melinda to continue conversation iii. All information needs to be clear and detailed 	
3	<p>Facilities</p> <ul style="list-style-type: none"> 1. No update was provided due to time constraints 	
4	<p>Next steps and Action items</p> <ul style="list-style-type: none"> 1. Review website layout for opportunities to clarify content - Ongoing 2. Define outreach approach for April/May - Complete, see above. Meeting to be scheduled for next week with Melinda and Lindsey 3. Coordinate schedule for Transportation Technical Committee - Complete 4. Schedule meeting to discuss facilities scope - Complete 5. Get attendees list from principals for Focus Group Meetings on 03/12 - Complete 6. Schedule meeting with facilities department and custodians - Complete, no longer planned. 7. Provide last chance messaging for Listening Tours to use in final invitation blasts - Complete 8. Develop Superintendent presentation of vision for PCSD - Complete 9. Provide updated maximum capacity and functional capacity numbers - Complete 10. Provide updated scope in response to items above 11. Provide detailed schedule for the next eight weeks 12. Create a graphic for the PCSD schedule/plan 	<p><i>PCSD/WF&Co</i> <i>PCSD</i></p> <p><i>PCSD/GSBS</i> <i>GSBS</i> <i>PCSD</i></p> <p><i>PCSD</i></p> <p><i>WF&Co</i></p> <p><i>PCSD</i> <i>PCSD</i></p> <p><i>GSBS</i> <i>GSBS</i> <i>PCSD</i></p>