

**MEETING MINUTES**  
**Park City School District Master Plan**  
**Executive Committee Meeting #1**  
**August 20, 2018**  
**12:00 – 2:00 PM**

#	Description	Action By
1	Welcome & Introductions	
2	Reviewed project scope, schedule & purpose <ol style="list-style-type: none"> <li>1. Noted removal of in depth facility assessment from current base scope and relocation of these activities to later in the project (winter break)</li> <li>2. Confirmed items in base scope from exhibit A of the RFP                             <ol style="list-style-type: none"> <li>a. Not currently included: Facilities Evaluations (deeper dive), Energy, HVAC, O&amp;M and Site Evaluations</li> <li>b. 100% net zero goal for PC Corp. is 2022. PCSD to determine their own goal</li> </ol> </li> </ol>	
3	Project history, assessment & objectives <ol style="list-style-type: none"> <li>1. Discussed perceptions of past efforts and current impression of PCSD</li> <li>2. Identified objectives:                             <ol style="list-style-type: none"> <li>a. Community involvement and buy-in</li> <li>b. Listening and Inclusion - respond to community input and report back to them</li> <li>c. Big thinking about aspirations for education</li> <li>d. Transparency</li> <li>e. Logical, thoughtful and data driven analysis</li> <li>f. Starting over fresh while learning from past work                                     <ol style="list-style-type: none"> <li>i. No implementation decisions will be made until we have developed an educational vision</li> </ol> </li> </ol> </li> </ol>	
4	Development of community engagement plan <ol style="list-style-type: none"> <li>1. Discussed hierarchy of decision making                             <ol style="list-style-type: none"> <li>a. GSBS to develop an org chart to describe levels of decision making</li> </ol> </li> <li>2. Reviewed how different methods of outreach work for different groups                             <ol style="list-style-type: none"> <li>a. PCSD to create a list of groups for development of the approach                                     <ol style="list-style-type: none"> <li>i. May require sub groups or focus groups</li> <li>ii. How do we reach students?</li> <li>iii. How do we reach teachers?</li> </ol> </li> </ol> </li> <li>3. Discussed live video of the process for review by the public</li> <li>4. Discussed steering committee as a conduit of information to/from the public</li> </ol>	
6	Discuss overall process and define overall master plan approach to educational strategies <ol style="list-style-type: none"> <li>1. GSBS to provide graphic of the process and schedule</li> <li>2. Discussed educational big-picture goals</li> </ol>	

	<ul style="list-style-type: none"> <li>a. Student-centered, future-focused</li> <li>b. Portrait of a graduate</li> <li>c. Interest in development of the whole child</li> <li>d. Focus on well-being</li> <li>e. Goal of better education for every child <ul style="list-style-type: none"> <li>i. I do something I like</li> <li>ii. I do something I'm good at</li> <li>iii. I have someone who supports me</li> </ul> </li> <li>3. Discussed how past processes had not addressed educational approach <ul style="list-style-type: none"> <li>a. This process needs to provide the "why" behind the plan</li> <li>b. Needs educational research resources for the public that represent what is going on in education around the world</li> <li>c. Needs to develop guiding principles for education</li> </ul> </li> <li>4. Discussed history of master planning for PCSD</li> <li>5. Driven by building needs and population not educational mission</li> <li>6. Needs to show restraint and responsibility</li> <li>7. Needs to respond to input iteratively</li> <li>8. Discussed past drivers that affected the outcomes of the process</li> </ul>	
8	<p>Next steps and Action items</p> <ul style="list-style-type: none"> <li>1. Develop Org Chart with description of levels of decision making for involved groups</li> <li>2. Provide names of the influential individuals/groups</li> <li>3. Provide notes and comments from past vision workshops</li> <li>4. Provide summary of items for Board discussion on 9/4/2018</li> <li>5. Review possible availability of teachers to participate</li> <li>6. Review PCSD existing facility information</li> <li>7. Create a less detailed schedule highlighting opportunities for community input</li> <li>8. Develop a communications strategy/scope</li> <li>9. Respond to suggestions for teacher, student, Hispanic community involvement.</li> </ul>	<p>GSBS</p> <p>PCSD</p> <p>PCSD</p> <p>GSBS</p> <p>PCSD</p> <p>GSBS</p> <p>GSBS</p> <p>WF&amp;Co</p> <p>GSBS</p> <p>Team</p>