

MEETING MINUTES
Park City School District Education Master Plan
Planning Committee Meeting #5
October 17, 2018
1:00 – 3:00 PM

Attendees: Andrew Caplan, Melinda Colton, Jill Gildea, Todd Hauber Anne Peters – PCSD; Chris Guarino (by phone), Desi Navarro (by phone) – NV5; Lindsey Ferrari, Valerie Nagasawa, Clio Rayner, Christine Richman, Buck Swaney (by phone) – Consulting Team

#	Description	Action By
1	<p>Process</p> <ol style="list-style-type: none"> 1. Reviewed the updated schedule <ol style="list-style-type: none"> a. Confirmed November 6th for Workshop #1 b. Proposed December 6th for Workshop #2 – GSBS to review with Victoria for confirmation c. GSBS to provide updated schedule with all SC Workshop dates for SC Packet d. Once dates have been finalized and given to the SC, they will not be rescheduled due to team conflicts. Rather, workshop topics will be re-arranged. e. Date of November School Board Update will be changed from the 18th to the 20th to reflect meeting change for holiday travel. Meeting time will also change to earlier in the day. 2. Graphic Description of Process will be reviewed offline and comments will be sent to Melinda for compilation 3. Items to be addressed in master plan in the format of the School Transformation and Development Map will be provided at a later date for review due to needed focus on the Community Engagement Open House 4. Committee asked if the master plan would allow for land acquisition during the process <ol style="list-style-type: none"> a. While the plan itself can be adjusted to include new acquisitions this may not align with the message that PCSD is completing this process before proceeding with anything b. Planning committee to review this further internally. 5. Reviewed Materials for Steering Committee Information Packet <ol style="list-style-type: none"> a. Future Meeting Schedule – Approved per comments above b. Steering Committee Contact List – Approved. SC members may request to change their contact information if desired c. Community Engagement Open House Agenda – Approved without details on items 2 and 4. Objective and Deliverable will also be removed. d. Future of Learning Summit Agenda – Approved at past meeting 	

	<ul style="list-style-type: none"> e. Steering Committee Communications Plan - To be approved at a later date f. Steering Committee Spokespeople identified. GSBS to reach out to these individuals to request their participation <ul style="list-style-type: none"> i. JoAnn Funseth ii. Jodey Fey iii. Steven Mitchell (student) 	
2	<p>Review materials for Community Engagement Open House</p> <ul style="list-style-type: none"> 1. Agenda <ul style="list-style-type: none"> a. Objectives were reviewed <ul style="list-style-type: none"> i. Review vision, values and mission ii. Acknowledge where people are in the process iii. Communicate vision and value of process iv. Identified communication and participation preferences v. Allow time for individual interaction with the team b. Agenda - Add Education to title of Master Plan <ul style="list-style-type: none"> i. What brought you out tonight - approved ii. Reviewed deliverables associated with Planning Process and schedule section <ul style="list-style-type: none"> 1. Process Graphic <ul style="list-style-type: none"> a. See above, to be reviewed 2. Schedule Graphic - approved with edits <ul style="list-style-type: none"> a. Relabel Community Workshops to Open House 3. PCSD present existing vision, values and mission - approved 4. Graphic of survey responses from earlier master plan <ul style="list-style-type: none"> a. It was determined that this board should be eliminated b. Other boards may be considered and presented as options as the planning process presentation is developed further iii. Discussed Planning Process presentation <ul style="list-style-type: none"> 1. PCSD would like more detail on how this will be presented 2. Team will develop this approach and send it with the updated approach for the Planning Exercise iv. Discussed Planning Exercise - removed first two bullets <ul style="list-style-type: none"> 1. What is the single most important outcome of this process - approved 2. How do you want to be engaged/involved - approved 3. Discussed thoughts from the planning committee on what questions they have heard the community wants to address from strategic plan and superintendent search 4. Consulting Team to review superintendent search documents and strategic planning documents for additional questions that have 	

	<p>been asked by the community and work on creating an approach to discuss these topics at the Open House to ensure the Education Master Plan builds effectively upon past work with the community</p> <ul style="list-style-type: none"> v. Questions - approved <ul style="list-style-type: none"> c. Materials to present <ul style="list-style-type: none"> i. Take home post card - to be provided for review <ul style="list-style-type: none"> 1. Name/logo of planning process 2. Website address 3. Key question from website ii. Poster boards: See comments d. District will work on providing translation capability via headsets for Spanish-speaking community. 	
3	<p>Communications</p> <ul style="list-style-type: none"> 1. Website will be reviewed offline and comments will be sent to Melinda for compilation 2. FAQs and Key Messages document has been distributed for review <ul style="list-style-type: none"> a. Noted the change of the process name to Education Master Plan 3. Discussed Community Outreach moving forward <ul style="list-style-type: none"> a. Open house announcements <ul style="list-style-type: none"> i. Social media ii. PC Chat iii. Community Calendars b. Media <ul style="list-style-type: none"> i. KCPW interview with Clio 10/19 ii. Park Record interview with Clio, Todd and Victoria 10/23 iii. Inquire if KCPW is interested in an interview with Victoria c. Outreach to specific audiences <ul style="list-style-type: none"> i. Hispanic <ul style="list-style-type: none"> 1. Day of the Dead ii. Educators <ul style="list-style-type: none"> 1. Email form Superintendent iii. Business <ul style="list-style-type: none"> 1. Rotary presentations iv. Seniors <ul style="list-style-type: none"> 1. Utility Bill 2. Senior Center v. Post office/Library posting were suggested and will be discussed further 	
4	<p>Facilities</p> <ul style="list-style-type: none"> 1. Facilities plans identifying current space uses will be provided at an upcoming meeting 2. Facilities reviews of systems will be added to this process at a later date after review of the facilities from an educational standpoint 3. If it is determined that some facilities cannot meet the educational mission via the Ed Specs process these school will not require this level of review and may be removed from the scope 4. No update on the Data Request - Todd Hansen was not present 	
5	<p>Demographic Analysis</p> <ul style="list-style-type: none"> 1. GSBS is using most current Gardner Institute Study to verify growth rates provided in the PCSD Enrollment Analysis by Lewis Young Robertson and Burningham, Inc. 	

	<ol style="list-style-type: none"> 2. The updated growth rate has decreased 3. Discussed different sources and the differences in student growth rates among those various sources 4. There is a concern about demonstrating growth appropriately without inflating or reducing it artificially <ol style="list-style-type: none"> a. Many factors that affect required sf for student population, i.e. <ol style="list-style-type: none"> i. Population growth ii. Program expansion iii. Charter schools iv. Class sizes b. May want to identify baseline space and goal space to clarify reasons for space needs 	
6	<p>Next steps and Action items</p> <ol style="list-style-type: none"> 1. Provide content for SC Packet - Schedule, Contact info, Open House Agenda, Summit Agenda, 2. Provide document of items to be addressed in master plan in the format of the School Transformation and Development Map 3. Provide comments on the graphic description of the process, website and updated FAQs and Messages Document 4. Provide SC Communications Plan/Training 5. Contact SC Spokespeople for confirmation 6. Provide detailed updated approach for Education Planning Process Presentation and Education Planning Activity for Open House 	<p>GSBS</p> <p>GSBS</p> <p>PCSD</p> <p>WF&Co</p> <p>GSBS</p> <p>GSBS</p>