

A G E N D A
Park City School District Master Plan
Executive Committee Meeting #3
October 3, 2018
1:00 – 3:00 PM

#	Time	Description	Discussion Lead
1	1:00 - 1:02	Project Update	Christine Richman
2	1:02 - 1:20	Discussion of process definition <ul style="list-style-type: none"> • Vision of the process <ul style="list-style-type: none"> ○ What is a master plan in this context ○ What is an ed spec ○ What questions will be answered? 	
3	1:20-1:30	Review Updated Schedule	Christine Richman
4	1:30 - 1:40	Walk Through Debrief	Clio Rayner
5	1:40 - 2:00	Review Community Summit and Community Open House items <ul style="list-style-type: none"> • Review Agendas • Review Invitation Letter • Review possible attendees • Dates/Locations • Food 	Clio Rayner and Desi Navarro
6	2:00-2:30	Discussion of Community Engagement Plan <ul style="list-style-type: none"> • Updated Scope • Logo and Tag Line • Messages and FAQs • Public Survey Questions • Website Layout (?) 	Lindsey Ferrari and Melinda Colton
7	2:30-2:50	Review Communications Protocol <ul style="list-style-type: none"> • Review SC Communication with the Media/Public <ul style="list-style-type: none"> ○ Training Approach ○ Spokesperson • Review Roles and Empowerment Chart <ul style="list-style-type: none"> ○ Spokesperson for EC to SC ○ Spokesperson for EC to Board ○ Spokesperson for EC to Community 	Lindsey Ferrari and Melinda Colton
8	2:50-2:55	Facilities Assessment Needs <ul style="list-style-type: none"> • Client Data Request 	Clio Rayner

		<ul style="list-style-type: none">• Schedule time to review documentation with Todd Hansen• Schedule time for oral interviews with Todd Hansen	
9	2:55 - 3:00	Next steps and Action items	Clio Rayner