



MEETING MINUTES
 Park City School District Education Master Plan
 Planning Committee Meeting #7
 November 14, 2018
 1:00 - 3:00 PM

Attendees: Andrew Caplan, Melinda Colton (by phone), Jill Gildea, Todd Hauber, Petra Butler - PCSD; Chris Guarino, Desi Navarro (by phone) - NV5; Lindsey Ferrari, Victoria Bergsagel (by phone), Clio Rayner, Christine Richman, Buck Swaney - Consulting Team

#	Description	Action By
1	Process <ol style="list-style-type: none"> 1. Reviewed Meeting Objectives <ol style="list-style-type: none"> a. Agreement on Process Graphic b. Agreement on Teacher Participation c. Feedback on Steering Committee Workshop #1 d. Identification of current and upcoming items and issues 2. Reviewed Process Graphic <ol style="list-style-type: none"> a. The group discussed the graphic and how to ensure the public input process is reflected in the graphic as it's communicated to the community b. The consulting team reviewed the deliverables and the process of identifying the recommended plan. c. Objective is to ensure the steering committee and board have the tools to review and understand options d. Consulting Team to update the process graphic for further review 3. Reviewed Options for Educator Involvement <ol style="list-style-type: none"> a. Earlier direction from PCSD <ol style="list-style-type: none"> i. Scheduled Steering Committee meetings must occur when scheduled, from 5:30-7:30 ii. Educators/Students need to be involved after school starting at 3:30 b. In response to these requirements the Consulting Team presented two possible approaches that would allow for a three-hour educator workshop earlier on the same day as the Steering Committee Meetings <ol style="list-style-type: none"> i. Option 1: Parallel <ol style="list-style-type: none"> 1. Educators/Students would meet in one room from 3:30 to 6:30 uninterrupted 2. Consulting Team would split at 5:30 and start the SC meeting in another room 3. At 6:30 educators who are in both groups will join the SC and report on the teacher meeting ii. Option 2: Converging <ol style="list-style-type: none"> 1. Educators/Students will meet from 3:30 to 5:30 	



	<ul style="list-style-type: none"> 2. At 5:30 the SC will join the Educator group as an observing body for the final hour of the meeting 3. Educators/Students will be dismissed at 6:30 and SC will continue until 7:30 iii. Discussed pros and cons of each approach iv. Group selected Option 2 for the December 6th meeting 	
2	<p>Communications</p> <ul style="list-style-type: none"> 1. Update on SC Spokespeople <ul style="list-style-type: none"> a. Melinda had contacted both Jody and Joanne and both had accepted 2. Review Communications Plan <ul style="list-style-type: none"> a. The communications plan will be presented in phases as we progress with each phase responding to the community and its reaction to the work b. Reviewed Phase 2 Building Support <ul style="list-style-type: none"> i. Goal - to build community support for the process ii. Update on progress and next steps (Phase 2) <ul style="list-style-type: none"> 1. 2x2's for Dr. Gildea and Park City Council members are still being scheduled 2. New survey questions for Summit will be presented at the next PC meeting for review 3. Results of past survey were reviewed and discussed 4. Road show power point was discussed and it was determined that it could be as simple as the process graphic - work continues 3. Identifying sub-group outreach for the next phase. 	
3	<p>Education</p> <ul style="list-style-type: none"> 1. Debriefed the SC Workshop #1 <ul style="list-style-type: none"> a. Reviewed feedback from Workshop #1 <ul style="list-style-type: none"> i. Reviewed feedback from the SC <ul style="list-style-type: none"> 1. Need meeting norms 2. Recommended having the educators work with the Transformation Map instead of the SC 3. Suggested educators, students and staff use the Transformation Map to determine where we are and where we are going and then present to the SC ii. PC agreed with these recommendations as did the Consulting Team 2. Reviewed the Guiding Principles <ul style="list-style-type: none"> a. PC group advised removing the facility specific terms from the main statements and into the bullets b. Consulting Team to make another cut to be reviewed at the next PC meeting and then distributed in the upcoming SC packet 	



	<ol style="list-style-type: none"> 3. Consulting team would like to review with the superintendent the depth that each topic from the rubric should be addressed in the master plan 4. Discussed approach to address specific issues for community members and make sure they engage at the correct time <ol style="list-style-type: none"> a. PCSD and the SC should be the point of contact to bring concerns forward 	
4	<p>Next steps and Action items</p> <ol style="list-style-type: none"> 1. PCSD to send Thank you email to Summit attendees - Complete 2. Consulting team to develop survey for teachers to gauge/increase interest - Underway 3. Melinda to ask Jody and Joanne to be Spokespeople for the SC - Complete 4. Consulting Team to provide material for website - Ongoing 5. Consulting Team to develop survey questions based on Workshop #1 - Underway 6. Melinda to get list of teachers who attended Summit with grade level, school and subject identified -Complete 7. Start coordination on next open house to identify location, space and approach - Underway 8. Revise process graphic and send to PC for review prior to sending to SC for review 9. Create "Hot Button Issues" list to track items important to community members to ensure effective communication 	<p>PCSD</p> <p>GSBS</p> <p>PCSD WF&Co</p> <p>WF&Co</p> <p>PCSD</p> <p>PCSD/GSBS</p> <p>GSBS</p> <p>PCSD</p>