



WINTER SPORTS SCHOOL IN PARK CITY BOARD OF TRUSTEES MEETING MINUTES

FINAL

COMMITTEE: Board of Trustees

MEETING DATE: October 10, 2018, 5:09 PM, The Winter Sports School, Conference Room

- I. **Welcome and Introductions:** Present from BOT: Phil Blake, Bud Canaday (via conference call), Mary Carlson, Emily Cook, Tim Gaylord, Whalen Louis, Abi Wright Grissom. Absent from BOT: Geoff Crockett, Bryon Friedman, and Martha Sullivan. Non-Trustees in attendance: Tess Miner-Farra (HOS), Megan Altman, Casey Holmes (Red Apple Financial), and Joylin Lincoln (UAPCS)
- II. **Potential Motion:** Approval of minutes from the August 8, 2018 BOT meeting (Motion: Bud; Second: Abi. Motion passed unanimously.)
- III. Board Training – Open Meeting Law: Joylin Lincoln from UAPCS made a presentation on Utah Public Meetings Law which satisfied the yearly training for all trustees in attendance. A few highlights of the training were: The BOT must post draft minutes within 30 days of a BOT meeting, the audio recording within 3 days of the meeting, and the approved minutes from the previous meeting within 3 days of a meeting. There must be a roll call vote to close a session with a 2/3 quorum in favor of closing the session. No action can be taken in a closed session. Also, new items may be discussed (not listed on the agenda) at any meeting, but no action can be taken on these items. They can be put on the agenda for a future meeting for action to be taken, if needed.
- IV. Financial update (Red Apple, Bud, Tess): Bud gave a summary of the financial report and asked Casey to break out the capital contributions vs. the restricted funds that are in reserve.
- V. HoS Report: Tess outlined her report on admissions (30 applications were submitted for the first lottery period which is open until November 30, and there have been campus visits and tours). The Annual Fund update included a reminder of the donor party on October 25th, 2018. The Annual Fund campaign has met its monetary goal, but not it's percentage of participation among WSS families. Students made calls on October 9 to families who had not yet participated to encourage donations and to help increase that percentage. There are a few teacher vacancies to be filled for the



- next school year. Also, it was noted that the WSS has \$1,099,250 in its PTIF account (having earned about \$11,000 in interest since January).
- VI. **Potential Motion:** 2018-2019 Revised Bullying policy (Motion: Whalen; Second: Abi. Motion passed unanimously.)
 - VII. **Potential motion:** Grievance policy (Motion: Emily; Second: Mary. Motion passed unanimously.)
 - VIII. **Potential Motion:** 2019 School Fee schedule (Motion: Bud; Second: Whalen. Motion passed unanimously.)
 - IX. **Potential Motion:** 2019 School Calendar (Motion: Emily; Second: Phil. Motion passed unanimously.)
 - X. **Potential Motion:** Data Privacy plan (Motion: Mary; Second: Whalen. Motion passed unanimously.)
 - XI. **Potential Motion:** UCA Application Justification (Motion: Whalen; Second: Bud. Motion passed unanimously.)
 - XII. Board Chair update: Tim stated that Vail still wants to use the WSS parking lot during the winter for employee parking. An RFP was put out for an architect for the proposed building expansion, and two firms submitted proposals: Archiplex and Nexus. Whalen, Tim Jeff and Tess met with the candidates, and there are pros and cons for both candidates. Tim requested that trustees submit their opinions by email and the committee will select an architect from the 2 candidates.
 - XIII. Committee Updates: none
 - XIV. Strategic Planning: Tim stated that by December there will be more discussion items for Strategic Planning. There are none at present.
 - XV. Development Director: The position was offered to Erin Bragg, and Tess is waiting on her response. Erin was a graduate of the WSS, and Tess is excited about the possibility of Erin joining the WSS team.
 - XVI. Public comment: none
 - XVII. **Potential Motion:** Close session to discuss the character, professional competence, or physical or mental health of an individual: No closed session was held.
 - XVIII. Adjourn: (Motion: Abi; Second: Whalen.)