



WINTER SPORTS SCHOOL IN PARK CITY BOARD OF TRUSTEES MEETING MINUTES

FINAL

COMMITTEE: Board of Trustees

MEETING DATE: June 6, 2018, 5:05 PM, The Winter Sports School, Conference Room

- I. Welcome and Introductions: Present from BOT: Phil Blake, Bud Canaday (via phone), Mary Carlson, Emily Cook, Geoff Crockett, Tim Gaylord, Whalen Louis, Martha Sullivan, Abi Wright Grissom. Absent from BOT: Bryon Friedman. Non-Trustees in attendance: Tess Miner-Farra (HOS), Casey Holmes (from Red Apple Financial who will be serving as the Business Manager for the WSS), and Monte Hardy (Founder, Red Apple Financial)
- II. **Motion:** Approval of minutes from the April 4, 2018 BOT meeting (Motion: Martha; Second: Geoff. Motion passed unanimously.)
- III. Financial update (Red Apple, Bud): Bud presented the April 2018 Budget Report. It was noted that the WSS was close to 100% Forecast vs. Actual on all categories. The only discrepancy was in the higher forecasted student enrollment versus the actual which was due to an error made last Spring that has been previously discussed in past BOT meetings.
- IV. **Motion:** Approval of Final FY18 Budget: (Motion: Martha; Second: Abi. Motion passed unanimously.)
- V. Head of School update (Tess): As part of her report on school improvement goals, Tess gave an enrollment update and noted that for the FY19, there will be TA's in all of the Science, Math and Spanish classes and in 2 of the English classes.
- VI. **Motion:** Approval of Revision to WSS Admissions & Enrollment Policy for AY2019: The highlights of the revisions include exempting siblings of current and alumni students from the lottery, and requiring a 1 year time of service on the BOT (versus 2 years) for Trustees before exempting Trustees' children from the lottery. It was suggested that the WSS find a 3rd party to verify the lottery results in the future. Also, trustees want to revisit the policy next year possibly regarding children of alumni. (Motion: Emily; Second: Mary. Motion passed unanimously.)
- VII. **Motion:** Approval of WSS Human Sexuality Instructional Materials list, reviewed and approved by the WSS Human Sexuality Instructional Materials Review Committee for the 2018 & 2019 school years.

(Motion: Martha; Second: Geoff. Motion passed unanimously.)

- VIII. **Motion:** Approval of resolution naming designated individuals for PTIF account management. These individuals are Tess Miner-Farra (HOS) and Steve Findley (Red Apple). (Motion: Emily; Second: Abi. Motion passed unanimously.)
- IX. Board Chair update (Tim): Tim expressed the need to schedule a Strategic Planning Meeting before the next board meeting. A planning meeting did not occur between the last BOT meeting and the current one, so he will send out a doodle poll to pin down dates.
- X. Strategic Planning: Tim has uploaded Strategic Planning documents to the DropBox folder and he encouraged all trustees to read over these documents. As stated in his Board Chair Update, Tim will send out a doodle poll to schedule a meeting for Strategic Planning in June or July before the next BOT meeting. Monte (Founder of Red Apple) presented a feasibility study that Red Apple has conducted for the WSS. The study was very encouraging and presented various scenarios for increasing student enrollment to 170 students and the associated costs (i.e. building an addition to double the number of classrooms and adding additional staff). Next steps are to get the RFP process started and work with an architect and builder to get some construction numbers. Whalen suggested that the BOT/HOS ask his father (who is an architect) for some guidance/help. While the scenarios showed the WSS taking out a loan in addition to using capital reserves to finance the addition, the BOT would like to explore further the idea of a capital campaign. It was mentioned that future discussion is needed, and employing a development director would be helpful for a future capital campaign. Martha, Whalen and Geoff volunteered to be on a new building expansion committee.
- XI. Development Director: Bud agreed to lead the committee to explore the Development Director position and he will also meet with his committee before the next BOT meeting. Members of that committee are Bud, Mary and Emily.
- XII. Public comment: None.
- XIII. **Potential Motion:** Close session to discuss the character, professional competence, or physical or mental health of an individual. No closed session was held.
- XIV. Adjourn: (Motion: Emily; Second: Geoff.)