**WINTER SPORTS SCHOOL IN PARK CITY**

**BOARD OF TRUSTEES MEETING MINUTES**

**COMMITTEE:** Board of Trustees

**MEETING DATE:** August 2, 2017, 5:07 PM, The Winter Sports School, Conference Room

**IN ATTENDANCE: Trustees:** Phil Blake , Bud Canaday, Mary Carlson, Emily Cook, Tim Gaylord, Abi Wright Grissom (via conference call), **Non Trustees:** Tess Miner-Farra (HOS), Marlies Burns, and Steve Findley

1. Welcome and Introductions: In addition to Board of Trustees (BOT) members and the Head of School (HOS), Tess-Miner Farra, in attendance were Marlies Burns, a consultant from EdXponential and Steve Findley, an accounting consultant from Red Apple Financial.
2. ***Motion:*** Approval of minutes from the June 6th, 2017 BOT meeting (Motion: Bud; Second: Emily. Motion passed unanimously.)

***Motion:*** Approval of the minutes from the 2017 Annual BOT Meeting held on June 6th, 2017 (Motion: Bud; Second: Emily. Motion passed unanimously.)

1. Board Chair update (Tim): Tim thanked Tess for her good work in the transition as the Winter Sports School (WSS) new HOS. Tim read a letter from Brandon Hunt, expressing his desire to step off the Board, as his 3 year term has expired.
2. Update from EdXponential (Marlies): Marlies stated that edXponential developed a survey for teachers and instructional staff to rate the school’s instructional effectiveness. The survey will be sent out via email on Aug. 3, 2017. Marlies suggested that the BOT have charter school board training beginning at the next board meeting on October 11. At that meeting, the BOT will create a list and prioritize the topics for training at future meetings. Marlies suggested allotting about 45 minutes extra for this training at the end of the board meetings. Finally, Marlies reminded the board that the AdvancEd accreditation was done in 2015 and is good for 5 years. Dave Kaufman, former WSS HOS, submitted the 2 year update last month.
3. Head of School update (Tess): Tess indicated that she sent out a survey on Aug. 1, 2017 to parents to rate their priorities for the school. She will email the same survey out to the BOT for their review. Tess indicated that her immediate goals are to create consistency in policies and procedures at the WSS, to promote professionalism among the staff (providing feedback and expectations along with looking at salaries and benefits that are commensurate with teaching professionals), to develop a Professional Growth Plan for teachers, and to rework the employee agreements. Tess informed the BOT that as part of the NUES consortium, the WSS has contracted with EdGenuity for a license for their online classes. Finally, Tess is working on the administrative structure; she has hired Scott Hendrickson as the new Student Services Coordinator, she has hired Red Apple Financial to provide accounting and financial reporting services, and she is interviewing for the position of Office Manager.
4. Financial update - Red Apple (Steve Findley): Steve from Red Apple Financial gave the monthly financial summary report. He noted that Matt Lovell will take over from him to be the Red Apple accountant assigned to the WSS.
5. Survey: This agenda item was covered by Marlies (see IV) and Tess (see (V).
6. Committee updates:

Development Committee (Mary) updated the BOT on the Annual Fund drive. The parent Annual Fund Committee kicked off the drive on July 22, and it will run until September 22, 2017 with a goal of $110,000. Tess has been working with the committee to get the word out via email, mail, and social media. They hope to have 100% participation from the staff and the BOT.

Governance Committee (Mary) reported the committee will be recruiting potential board members, and hopes to present 2 board candidates at the Oct. 11 meeting. The BOT presented names for potential candidates, and the Governance Committee will convene to discuss these candidates, set expectations for the candidates, and meet with them before the October board meeting.

1. Board Self Assessment (Bud): Bud handed out a board self-assessment that he would like all BOT members to review before the October BOT meeting.
2. Public comment: none
3. Closed session for the purpose of discussing the character, professional competence, or physical or mental health of an individual consistent with U.C.A. 52-4-205. (Motion: Emily; Second: Bud. Motion passed with yea votes from Tim, Mary, Abi, Bud, Emily, and Phil.)
4. BOT ended closed session (Motion: Mary ; Second, Emily. Motion passed unanimously.)
5. Adjourned at 6:26 pm (Motion: Mary; Second, Emily.)