



WINTER SPORTS SCHOOL IN PARK CITY BOARD OF TRUSTEES MEETING MINUTES

COMMITTEE: Board of Trustees

MEETING DATE: October 11, 2017, 5:00 PM, The Winter Sports School, Conference Room

IN ATTENDANCE: Trustees: Bud Canaday (via Skype), Mary Carlson, Bryon Friedman, Tim Gaylord, Abi Wright Grissom (via conference call), **Non Trustees:** Tess Miner-Farra (HOS), Megan Altman (WSS Office Manager), Marlies Burns, Geoff Crockett, Whalen Louis, and Matt Lovell

- I. Welcome and Introductions: In addition to Board of Trustees (BOT) members, in attendance were 2 potential new trustees, Geoff Crockett and Whalen Louis, the Head of School (HOS), Tess-Miner Farra, Megan Altman, the WSS Office Manager, Marlies Burns, a consultant from EdXponential, and Matt Lovell, an accounting consultant from Red Apple Financial.
- II. **Motion:** Approval of minutes from the August 2, 2017 BOT meeting (Motion: Abi; Second: Bryon. Motion passed unanimously.)
- III. **Actionable item:** Official approval of new Trustees, Geoff Crockett, Whalen Louis, and Martha Sullivan (Motion: Bud; Second: Mary. Motion passed unanimously.)
- IV. Update and Board Training from edXponential (Marlies): Marlies gave a general presentation on the role of a governing public school board. In summary Marlies talked about the following: As a board, we are accountable to the taxpayers, and we need to define goals and success and set outcomes for the next 3/6/and 10 years specific to the mission and vision of the Winter Sports School. December to April is a good time to do strategic planning, and those planning meetings do not have to be open public meetings. As a board, we need to hold the school administration accountable, and we need to state our instructions and expectations for the administration in the Policy Manual. We also need to set aside times of the year to talk about outcomes (review reports from the administrator) to determine how well the WSS is meeting its goals. The purpose of the BOT is to ask “How well?” rather than “How will?”. The implementation is up to the administrator. Marlies also noted ways that a public school board can get into trouble, including not adhering to the Utah Open and Public Meetings Act and FERPA, failing to ask hard and good questions of the administration, failing to file reports on time, speaking as



- individuals rather than as a board (with one voice), and not following the WSS BOT Bylaws, policies and procedures. The entire presentation is available from Tess.
- V. Financial update - Red Apple (Bud, Matt): Bud stated his approval of the financial report and he praised the job that Red Apple is doing for the WSS. Bud would like for Red Apple to include updated Forecast and a balance sheet to the financial reports that are presented at each future board meeting. Bud pointed out some line items that were of interest (but not concern), that showed differences in the forecast versus actual budget allocations. All of these were due to Tess' organization of the administration. For example, there was a forecast of \$30,000 for a Special Education Instructor, but there is no need for that position at the current time and therefore, no money has been spent on this line item. However, Tess hired a fulltime guidance counselor, which was not originally budgeted for. Also, noted was that that the current school year's budget was based on an enrollment of 125 students; however, we only have 110 students enrolled. Utah will fund the WSS for 113 students (based on a formula that includes the prior year daily membership and the October enrollment count). While this results in a reduction in revenue from the state of Utah by about \$60,000, the WSS is in good shape financially. Funds are being spent wisely and the Annual Fund generated more revenue than budgeted (\$71,325 so far as compared to the \$25,000 budgeted).
- VI. Board Chair update (Tim): No update other than congratulating Tess and the Annual Fund Committee on the successful Annual Fund Campaign and donor party.
- VII. Head of School update (Tess): Tess pointed out that the survey results from the teachers and the parents were very similar. Both groups indicated a strong interest/priority in promoting a positive school culture and in providing professional development for the teachers. Her report was sent out to the entire board to read and there were no questions from the BOT.
- VIII. **Actionable item:** UCA (Utah Consolidated Application for FY2018 (Motion: Abi; Second: Bryon. Motion passed unanimously.)
Actionable item: Approval of AY 2018 School Fees. (Motion was made by Geoff to approve the fee schedule with a \$25 increase in the science fee. Second: Bud. Motion was passed unanimously.)
- IX. Committee updates – Development (Mary): Mary congratulated the Annual Fund Committee and Tess for a job well done. There are a few more donations expected



by the end of the year, probably during LivePC /GivePC. Bud reiterated his desire to resume the conversation soon about future expansion of the WSS.

- X. Board Self Assessment (Bud): Bud asked the BOT to submit their responses to the Board Self Assessment by the next meeting. New board members will get a copy to review, but they will not fill them out.
- XI. Public comment: None
- XII. **Actionable item:** Close session to discuss the character, professional competence, or physical or mental health of an individual.: No closed session was held.
- XIII. New Business (Tess): Tess reported that Vail contacted the WSS and wants to use our parking lot in the winter to park its fleet of vehicles in order to free up parking for its employees near the resort. Also, a food truck company wants to use our parking lot for its food trucks on the weekends. Both organizations would compensate the WSS for the use of its parking lot. The BOT indicated that the Vail offer is worth pursuing, but the food truck company is not (due to trash/liability issues). Tess will follow up with any proposals.
- XIV. Adjourn. (Motion: Abi; Second: Whalen.)