



## WINTER SPORTS SCHOOL IN PARK CITY BOARD OF TRUSTEES MEETING MINUTES

**COMMITTEE:** Board of Trustees

**MEETING DATE:** December 13, 2017, 5:02 PM, The Winter Sports School, Conference Room

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

- I. Welcome and Introductions: In addition to Board of Trustees (BOT) members, in attendance were Megan Altman, the WSS Office Manager, Marlies Burns, a consultant from EdXponential, Amy Trombetti, a consultant from SpedCo, and Matt Lovell, an accounting consultant from Red Apple Financial.
- II. **Motion:** Approval of minutes from the October 11, 2017 BOT meeting (Motion: Abi; Second: Whalen. Motion passed unanimously.)
- III. **Motion:** Approval of the updated SPED Manual (Motion: Mary; Second: Bryan. Motion passed unanimously.) Amy commented that the manual had to be updated due to changes in Utah law since the WSS became a charter school in 2014. Some of the changes included the following: phasing out the method for determining special education qualifications solely due to the discrepancy in IQ and grade level achievement and replacing it with a combination method of using the discrepancy and the response to intervention; including a description of the LRBI, Least Restrictive Behavior Intervention, in the manual; and specifying that properly trained personnel (those who are licensed and trained) are the only people who can test students for Special Education Services.
- IV. Update and Board Training from edXponential (Marlies): Before Marlies gave her presentation, she answered trustees' questions on the Open and Public Meetings Act online training. Then Marlies gave a general presentation on Strategic Planning and Board Governance. She talked about the goal of having a 90 minute meeting which includes roughly 30 minutes for reviewing data (to help us with our How Well Questions guided by our Strategic Plan), 30 minutes for action items, and 30 minutes for board training and best practices. She talked about board meeting preparation; trustees need to come to meetings prepared (read the materials sent out prior to the meeting), and they should all have a board binder (in hard copy and/or



electronic form), and she discussed the recommended contents of a board binder. Finally, Marlies talked about strategic planning as a process to define the WSS vision and allocate resources to realize that vision. The BOT should develop 3/6/10 year plans that are evaluated annually. We need to hold the HOS accountable for the outcomes. The HOS will formulate the logic model or implementation plan which is aligned with the strategic plan, the HOS determines the inputs and outputs, and the BOT will evaluate the outcomes. The BOT should include in the regular meetings an evaluation of the strategic plan (2 or 3 items or questions to look at). Marlies thought that our Vision sounds good, but that our Mission statement is vague and needs more detail. It should include steps for how we will achieve the WSS Vision. Tim will send out a doodle poll to find a date in January 2018 for working on the WSS Strategic Plan.

- 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 noted that the Annual Fund amounts were split up in the report into 2 items; one for general funds raised and the other for the Sports Court. Revenue item 3010 was down from the approved budget amount because of the reporting of an over-estimated student enrollment of 125 students versus the actual 113. This was discussed at the previous board meeting in October. Bud noted, however, that we expect a total of around \$90,000 in donations for the Annual Fund, which is up from the \$25,000 amount that was budgeted. Whalen very generously announced a donation from his family trust in the amount of \$10,000 to the WSS Annual Fund Campaign. This brings the total amount raised for the WSS Annual Fund to about \$100,000. Bud and Tim also noted Tess' desire to pay employees on a calendar year of April 1- March, and to pay everyone year round (salary split into 12 equal monthly payments). Bud commented that while he agrees with the latter suggestion, the former one could cause problems since the school's fiscal year runs July 1 to June 30. Matt offered to do an analysis of how starting contracts April 1 will affect the budget. This analysis will be done for the next Finance Committee meeting prior to the next board meeting.
- VI. Board Chair update (Tim): Tim reported that Ted Morris has submitted his resignation from the Board of Trustees due to time constraints. Tim noted that Ted has been a valuable member of the BOT and he will continue to support the WSS in the future. Tim also reported that Emily Cook is concerned about her lack of time to commit to the BOT this winter due to her coaching schedule during the Olympics. Emily has a desire to continue to serve on the board, if she is needed. The BOT agreed that Emily should continue as a trustee at this time. Tim also reported on the graduation ceremony that was held on November 17, 2017 at Temple Har Shalom.



- VII. Head of School update (Tim): Tess' HOS Report was sent to the trustees prior to the meeting, and there were no questions. It is noted that the report contained an update on school improvement goals, including 1) improve, formalize, and record school systems and procedures, 2) advance professional qualifications, expectations, and compensation of teachers and 3) other work in progress including: continuing to look at school climate, scheduling "in-take" meetings for new students and their families, and improving policy and procedure manuals. Bud and other members of the board commented that they liked the presentation of the first round lottery and enrollment data (the comparative data between the grade levels and from 2014 to the present). Megan commented that applicants are now required to submit school transcripts, as well as information on their primary sport and coach/club affiliation information. It was also noted that current WSS students are required to submit documentation of at least 100 hours of athletic training per year for their PE credit.
- VIII. Committee updates – Governance: Abi and Mary are working on updating the BOT Policy Manual. Abi will be sending out suggested updates/changes for board comment. Board members were encouraged to read over the policy manual and offer suggestions for changes or updates.
- IX. Open Public Meeting Training: Tim reiterated that every board member needs to complete the training ASAP and send the documentation of completion to Mary Carlson.
- X. Board Self -Assessment (Tim): The Board Self-Assessment document was sent electronically to all board members. Tim encouraged every board member (except for the new members: Whalen, Geoff and Martha) to submit their completed survey to him by January 1, 2018.
- XI. Public comment: None.
- XII. **Actionable item:** Closed session to discuss the character, professional competence, or physical or mental health of an individual.: No closed session was held.
- XIII. New Business (Tim and Whalen): Tim announced that VAIL is no longer interested in renting the WSS parking lot during the winter; however, an education group may want to rent a classroom from January to April 1, 2018. They can pay \$2000 per month in rent; however, there will be additional costs to the WSS for utilities and snow plowing. Tim and Tess will be researching further this group's proposal. It was noted that the WSS is not pursuing the food truck proposal due to trash and liability concerns. Trustees also noted that we could look at Sundance parking as a future



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source of income in January. Whalen has a survey/ thinking profile called Four Sight that his company uses and which he believes would be useful for the WSS students and board members. He will send it to Tess and to the BOT.

XIV. Adjourn. (Motion: Bryon; Second: Geoff.)