



WINTER SPORTS SCHOOL IN PARK CITY BOARD OF TRUSTEES MEETING MINUTES

COMMITTEE: Board of Trustees

MEETING DATE: February 14, 2018, 5:06 PM, The Winter Sports School, Conference Room

IN ATTENDANCE: Trustees: Phil Blake, Bud Canaday, Mary Carlson, Geoff Crockett, Tim Gaylord, Abi Wright Grissom, Martha Sullivan (via conference call) **Non Trustees:** Megan Altman (WSS Office Manager), Tess Miner-Farra (Head of School) **Absent:** Emily Cook, Bryon Friedman, Whalen Louis

- I. Welcome and Introductions: In addition to Board of Trustees (BOT) members, in attendance were Megan Altman, the WSS Office Manager, and Tess Miner-Farra (HOS)
- II. **Motion:** Approval of minutes from the December 13, 2017 BOT meeting (Motion: Bud; Second: Geoff. Motion passed unanimously.)
- III. Financial update: (Bud): Bud summarized the report from Red Apple. Capital contributions are at \$689,000 with a \$75,000 contribution that came in this week. There was a big jump in the Annual Fund fundraising and the WSS surpassed their goal. \$109,716 was raised in the AF along with an additional \$34,600 for the sports court. Bud submitted the following proposals from Tess and Red Apple: (1.) move the employment agreements to a 12 month cycle, April to March or July to June, (2.) provide the healthcare stipends over a 12 month period based on FTE, (3.) add a half a credit of prep time based on FTE % for each teacher, (4.) add more teaching assistants in the classrooms (using Land Trust Funds), and (5.) consolidate the educator stipends into the salary (at no cost to the WSS). Adding the half credit prep would increase the budget by \$19,000, and Bud will double check with Red Apple to find out when this would start. It was mentioned that it may be for the FY 19 budget.

Motion: A motion was made to make the following adjustments to the FY 18 budget: increase the budget by \$11,000. This would include \$6000 to pay out the health care stipends based on teacher FTE for 12 months and a reduction in the “bad debt” reserve by \$5,000 to help pay for the cost increase. (Motion: Bud; Second: Abi. Motion passed unanimously.)
- IV. Board Chair update (Tim): No new updates were reported.



- V. Head of School update (Tess): Tess reported on the school improvement goals to improve, formalize, and record school systems and procedures through using the Aspire and Canvas electronic systems. Professional Development for teachers has been ongoing over the winter break, and Tess and Megan are continuing to have “in-take” meetings for new students and their families. The school spirit store is open year round to purchase WSS clothes and accessories, and a link to the online store is on the WSS website. A suggestion was made that maybe the student council should look into selling additional logoed spirit wear as a fundraiser through companies such as Kuhl. Finally, Tess intends to submit a draft at the next BOT meeting to outline a policy for issuing credit to students for non-accredited high school courses.
- VI. Committee updates: Governance: Abi reported that she sent out possible revisions to the Board Policy Manual via the Dropbox folder. She asked that all board members take a look at the document and make comments/notes for future discussion.
- VII. Board Self -Assessment (Tim): The Board Self-Assessment document was sent electronically to all board members. Tim is collecting all of the surveys and will get back to the BOT with the results at a future BOT meeting
- VIII. Strategic Plan Update and Input: Tim thanked the board members present at the first strategic planning meeting. He will send out meeting notes before the next strategic planning meeting, and he will ask Marlies to come to that meeting. The next meeting date was set to be on March 20, 2018 at 4 PM at the WSS. Tim also noted that Red Apple can do a feasibility study for future capital campaign efforts.
- IX. Public Comment: none
- X. New Business: Tim asked that we move the meeting date for the next BOT meeting from April 11 to April 4 due to scheduling conflicts for many of the board members. It was agreed to move the meeting date to April 4, 2018 at 5 pm. Mary will make the change to the meeting date on the Utah Public Meetings website within 24 hours.
- XI. **Actionable item:** Closed session to discuss the character, professional competence, or physical or mental health of an individual.: No closed session was held.
- XII. Adjourn. (Motion: Abi; Second: Geoff.)