



WINTER SPORTS SCHOOL IN PARK CITY BOARD OF TRUSTEES MEETING MINUTES

COMMITTEE: Board of Trustees

MEETING DATE: April 4, 2018, 5:09 PM, The Winter Sports School, Conference Room

IN ATTENDANCE: Trustees: Phil Blake, Bud Canaday, Mary Carlson, Emily Cook, Geoff Crockett, Tim Gaylord, Abi Wright Grissom, (conference call), Martha Sullivan (conference call) **Non**

Trustees: Megan Altman (WSS Office Manager), Tess Miner-Farra (Head of School), Matt Lovell (Red Apple) **Absent:** 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, Tess Miner-Farra (HOS), and Matt Lovell (Red Apple)
- II. **Motion:** Approval of minutes from the February 14, 2018 BOT meeting (Motion: Bud; Second: Emily. Motion passed unanimously.)
- III. Financial update: (Bud): Bud pointed out the highlighted items from the Financial Report. Of note were the following: the expense in office supplies was up from the budgeted amount mainly due to collapsing some categories and lumping them into the office supply category; the budgeted amount of \$780 for natural gas was low (a mistake) in the approved FY18 budget and should be closer to \$6000; more money will be spent on professional development than budgeted, so that needs to be looked at for the FY19 budget; and the annual fundraising was much higher than budgeted which added an additional \$88,202 in revenue. Overall, the WSS is doing well financially. It was also noted that in the financial report, the reserves showed an incorrect balance because the remodel project expenses were listed incorrectly as revenue (and were added rather than subtracted from the new reserves balance). Red Apple will correct that.
- IV. Head of School update (Tess): Tess reported that the admissions and lottery procedure has been clarified on the WSS website, and more information is being collected from students when they enter the lottery (i.e. name of competitive sport, athletic team affiliation, previous/current school information, etc.). Also, the minimum credit requirements for transfer students have been outlined (as reasonably minimum standards). Tess asked that the BOT think about the following to vote on at the next BOT meeting in June: should enrollment be open to or



- guaranteed to children/grandchildren of teachers and/or trustees, siblings of current students, siblings of alumni, and children of alumni and capping it to 5% of each class? Tess asked the BOT to think about the risks to opening up the enrollment to the above groups.
- V. **Actionable Item:** 2018 Admissions and Enrollment Policy: BOT approved the proposed changes to the Admission and Enrollment Policy (as contained in the April HOS Report). (Motion: Mary; Second: Bud. Motion passed unanimously.)
- VI. **Actionable Item:** Credits and Reciprocity Policy: This policy is contained in the April HOS Report and Tess explained that it outlines the policy for acceptance of accredited and non-accredited course credits (which can accommodate students wanting to enroll in foreign exchange courses and concurrent enrollment courses). BOT approved the policy. (Motion: Emily; Second: Mary. Motion passed unanimously.)
- VII. **Actionable Item:** Committee approved 2018-2019 School Land Trust Plan: The Land Trust Committee met in March and formulated and approved a plan for the use of land trust funds for 2018-2019 for teacher assistants and online courseware. BOT approved their plan: (Motion: Bud; Second: Emily. Motion passed unanimously.)
- VIII. **Actionable Item:** Proposed changes to the nomenclature of our WSS Core Values: BOT approved changes, including adding athletics to the mission statement and rewriting the core values using one-word descriptors. (Motion: Mary; Second: Bud. Motion passed unanimously.)
- IX. Committee updates: Tess reported that there is no plan as of yet for the parent committees. There will be an event in the near future to dedicate the new Sport Court. Mary volunteered to host a parent night to jump start the parent committees (similar to last year's event).
- X. Strategic Plan Update: There was a meeting held on March 20, and Tim will add the notes and meeting materials to a Strategic Planning folder on DropBox. (As of April 4, 2018, the settings on the DropBox folders were changed so that BOT members can view, edit, or add to those folders.) The feasibility study is being prepared by Monte and Jeremy from Red Apple, and it should be completed within the next week and a half. The BOT will discuss the Development Director position at the next BOT meeting, which is the Annual Meeting at which the budget is discussed/approved. Emily, Mary, Bud, Tim, and Tess agreed to serve on a committee to look at the Development Director position prior to the Annual



- Meeting. This meeting needs to be scheduled, possibly in May. Another Strategic Planning meeting will also be scheduled for May, prior to the June Annual BOT meeting.
- XI. **Actionable item:** Closed session to discuss the character, professional competence, or physical or mental health of an individual.: (Motion: Martha; Second: Phil).
- XII. **Actionable Item:** Meeting was opened and proposal was approved to increase the HOS salary effective April 2018. (Motion: Emily; Second; Phil. Motion passed unanimously.)
- XIII. Adjourn at 6:18 pm (Motion: Emily; Second: Geoff.)