



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

### FINAL

**COMMITTEE:** Board of Trustees

**MEETING DATE:** August 8, 2018, 5:04 PM, The Winter Sports School, Conference Room

- I. Welcome and Introductions: Present from BOT: Phil Blake (conference call), Bud Canaday, Mary Carlson, Tim Gaylord, Whalen Louis, Martha Sullivan, Abi Wright Grissom. Absent from BOT: Emily Cook, Geoff Crockett, and Bryon Friedman. Non-Trustees in attendance: Tess Miner-Farra (HOS), Casey Holmes (from Red Apple Financial who will be serving as the Business Manager for the WSS), and Jeff Biesinger (Red Apple Financial)
- II. **Motion:** Approval of minutes from the June 6, 2018 BOT meeting (Motion: Abi; Second: Bud. Motion passed unanimously.)  
**Motion:** Approval of the minutes from the June 6, 2018 Annual Meeting (Motion: Martha; Second: Abi. Motion passed unanimously.)
- III. Financial update (Red Apple, Bud: Nothing of concern was noted.
- IV. Head of School update (Tess): As part of her report on school improvement goals, Tess gave an enrollment update and noted that there are 118 students currently enrolled. She also described a new mentor program that she is working on with the Student Council.
- V. Committee updates: Mary updated the BOT on the Annual Fund Campaign which is underway (Aug. to October) with a goal of raising \$120,000. There will also be a Backyard Band Party on Sept. 14, 2018 at which 2 bands will be performing: Bryon Friedman with Johnny Neel and the Alternative Champs. All ticket sales will go toward the Annual Fund. The trustees were encouraged to attend the party and/or contribute to the Annual Fund Campaign.
- VI. Strategic Plan/Capital Campaign update: Bud and Tim announced that there have been 2 significant pledges toward the capital campaign, and they expressed their desire to ramp up the WSS expansion efforts (officially start the Capital Campaign). As part of those efforts, it was suggested that Tess start looking for a Development Director (post the job description, start interviewing candidates, and try to hire someone for the position ASAP). Also, it was suggested that the Capitol Campaign Committee meet every few weeks, and we get bids from architects (start the RFP or RFQ process). Jeff Biesinger explained to the BOT

the RFP and RFQ process, and he suggested that we find an architect with charter school experience. To do an RFP, we have to give legal notice to solicit bids (in the newspaper, UtahLegals.com, Syquest free website). We should set up 2 site visits for the architects, and we can hire the architect and contractor at the beginning, or just the architect initially. The RFQ (Request for Qualification) requires no proposal or bid process and we can hire upfront. Jeff has recommendations for a contractor and a couple of architects that Red Apple has experience with (and who have helped build other charter schools). As part of the expansion discussion, a BOT Expansion Committee was formed, and Whalen, Martha and Tim volunteered to serve on this committee.

- VII. Development Director: Bud will ask about salary ranges for the Development Director Position. Tess is going to start the hiring process ASAP.
- VIII. Added Agenda Item: Lottery Procedures update: The BOT agreed that there is no need for a third party to run the lottery.
- IX. Public comment: None.
- X. **Potential Motion:** Close session to discuss the character, professional competence, or physical or mental health of an individual. No closed session was held.
- XI. Adjourn: (Motion: Martha; Second: Bud.)