



WINTER SPORTS SCHOOL

4251 SHADOW MOUNTAIN DRIVE PARK CITY, UTAH 84098 | 435-649-8760 | WWW.WINTERSPORTSSCHOOL.ORG

WINTER SPORTS SCHOOL IN PARK CITY BOARD OF TRUSTEES MEETING MINUTES - FINAL

COMMITTEE: Board of Trustees

MEETING DATE: December 18, 2024, 5:00 PM via Zoom

Board Member	ATTENDANCE	
	In Person	Zoom
Abi Wright- Grissom	NA	NA
Bud Canaday	NA	NA
Christie Hind		X 5:17
Dylan Rothwell		X
Jennifer Eaton	NA	NA
Missy Kelly		X 5:40
Nick Penze		X
Thomas Cooke		X
Tim Gaylord		X
Whalen Louis		X

I. Welcome and Introductions

Whalen started the meeting at 5:08 pm. Casey Holmes, WSS Business Administrator, and Tess Miner-Farra, WSS Head of School also present via Zoom.

II. **Potential Motions:** Approval of minutes from October 2024: [WSS DRAFT Board Meeting Minutes 10.9.24.docx](#)

First Motion to approve	Nick Penze
Second Motion to approve	Christie Hind

ALL IN FAVOR VOTE

Board Member	YES	NO
Abi Wright- Grissom	NA	
Bud Canaday	NA	
Christie Hind	X	
Dylan Rothwell	X	
Jennifer Eaton	NA	
Missy Kelly	NA	

Nick Penze	X	
Thomas Cooke	Abstain	
Tim Gaylord	X	
Whalen Louis	NA	

III. Financial update (Casey, Bud, Tess)

Casey Holmes detailed the school's financial condition as of the end of November 2024. He highlighted that the State funding after the October 1 enrollment count (98 after 4 seniors graduated early and not counting the 6 non-Utah resident students enrolled in 2024 - who don't generate state funding), using the state's WPU formula, resulted in a downward adjustment to what was projected based on last year's October 1 count (106), so overall state funding was reduced by almost \$60,000. Tess Miner-Farra voiced concern about being "surprised" by this true-up process because of this major financial impact and that she and Casey would work with the state financial officers to get better information with which they can better estimate the potential delta between what the state provides in funding estimates on which the school builds the new year's budget each June and the likely October 1 count each fall. The data is all there when we are budgeting in May/June (expected October 1 count for the fall as well as the previous October 1 count on which the estimated funding numbers are based each March), so we just need to make sure we're looking at the deltas and calculating the estimated impact (up or down) we can expect and use those adjusted numbers for annual FY budgeting in June so we are prepared for the true-up process this time of year each year. If the October 1 count is lower than was projected, then the state will use the year-end Average Daily Membership numbers (ADM) from the most recent FY in their calculation, so that's the data the school needs to have on hand in May/June if the projected October 1 count is likely to be less than the previous year. All of that said, because this year's October 1 count is so low based on those early grades not among the count, it may well be the case that the legislative estimates for funding for FY26 will be lower than our actual enrollment numbers will generate come next fall's October 1 count. So this coming budget year we may be looking at a positive adjustment come October 2025, assuming enrollment remains relatively consistent at our 102-105 number of Utah resident students.

The school's unique calendar, which does not align with all the other Utah schools, is one of the primary culprits for this problem. Students graduating "early" in our school year compounds this issue as the State looks at the one-time frame in October for the total number of students. The Board discussed the impact of donations to the school to cover funding gaps from the state and members were upbeat about the increase in % of parents donating to the school as well as the dollar figure above \$100,000. Furthermore, fundraising expenses were less than budgeted which was another positive development.

A. FY24 Audit Report: [Winter Sports School 2024 AA Final Financial Statements.pdf](#)

Casey Holmes gave an overview of the final financial statement of 2024. He noted a positive increase in net income and assets for the 2024 year, and that the total audit was positive and went well. He also provided details on how the audit categorized expenses in a different manner than WSS does as the categorizations led to some questions from the board. Casey will arrange for a representative from our auditors, Eide Bailly, to attend a meeting to explain the details of the audit line items in more detail.

B. **Potential Motion:** Approval of Revised SY2025 School Fee Schedule: [Revised Proposed](#)

WSS Fee Schedule 2025 (2025-2026)

First Motion to approve	Dylan Rothwell
Second Motion to approve	Tim Gaylord

ALL IN FAVOR
VOTE

Board Member	YES	NO
Abi Wright- Grissom	NA	
Bud Canaday	NA	
Christie Hind	X	
Dylan Rothwell	X	
Jennifer Eaton	NA	
Missy Kelly	NA	
Nick Penze	X	
Thomas Cooke	X	
Tim Gaylord	X	
Whalen Louis	X	

IV. Head of School Report (Tess)

Tess Miner-Farra highlighted the current admissions enrollment overview, showing that numbers were better than last school year for the incoming 9th-grade class and all other grades are projected to be at capacity. Responding to a board member's question, Tess answered that the upper-grade level enrollment is based on a lottery system for Utah residents and rolling admissions for out-of-state students. Tess described the WSS Positive Behavior Plan draft to foster mental health and resilience in students throughout the four years they are attending school. Prevention of substance use and abuse is a focus of the state-required Positive Behaviors Plan, which is a year-to-year work in progress monitored and measured by the Student Support Team for adjustment. Megan Altman, as the Assistant Head of School is the staff member who was the primary point of contact for this plan. Christie Hind, PCSS Executive Director brought up the possibility of adding the school as a drug test site for the Park City Ski Team's random drug testing policy, which is done with a lollipop and not a urine test. The question was posed as to whether that would add another deterrent for students and encourage positive behaviors related to prevention. Other board members thought that using the school for testing PCSS was not appropriate, especially since the school cannot legally drug test students randomly.

The annual fundraising efforts were also highlighted, with the participation of 77% of current parents which was a recent high, and that this year's efforts should provide a foundation for a future culture of giving among the parents. Board members were asked to send handwritten thank-you notes to a select number of donors to facilitate this growth of consistent giving.

The overview included another discussion of the recent State-mandated school safety assessment, HB 84, and alternatives for having an armed person on school grounds at all times. The alternative is that the school is covered by three different law enforcement agencies because of the location on a main road in the City and that physical infrastructure at the School entrance and ground floor windows

would be fortified as added safety measures - both of which are also measures included in HB84 legislation. Tess highlighted the recent teacher, student, and parent survey results, with consistent positive descriptors related to the perception of the culture of the school as supportive and caring, and the academic expectations as challenging. She noted that the % of parent respondents was higher than in the past couple of years. The overview finished with a description of what the teachers and administrators were planning for the next few months to increase the education opportunities and advancement of students for the upcoming school session, which will constitute the basis of the school's 2025 School Improvement Plan.

A. **Potential Motion:** Approval of WSS Positive Behaviors Plan: [DRAFT WSS Positive Behaviors Plan](#)

First Motion to approve	Nick Penze	
Second Motion to approve	Thomas Cooke	
ALL IN FAVOR VOTE		
Board Member	YES	NO
Abi Wright- Grissom	NA	
Bud Canaday	NA	
Christie Hind	X	
Dylan Rothwell	X	
Jennifer Eaton	NA	
Missy Kelly	X	
Nick Penze	X	
Thomas Cooke	X	
Tim Gaylord	X	
Whalen Louis	X	

V. **Committee updates (Various)**

Certain board members who lead the various committees were not present for this meeting so Whalen Louis gave a brief overview on marketing and fundraising, highlighted by upcoming grade-level social events and a school-wide community event to kick start the school season. Christie Hind discussed a potential new board member who is involved with tech education, and college admission counseling and has younger children who might one day join the school. Whalen Louis mentioned that there were more board member spots available if any board members had fantastic candidates.

VI. **Board Chair update (Whalen)**

Whalen Louis started his update by congratulating Tess on another successful school season and highlighting the success of school alumna, Lauren Macuga, on recent Alpine World Cup success. He also described the school graduation and how all of the student speeches focused on making the most of the opportunities inherent in the school schedule and the ability to focus on school and their chosen sport. He asked if we thought the board should be more involved in the graduation ceremony, as well as having a social function for the school staff and board members so that everyone is more familiar with each other and closer bonds develop.

VII. Public comment

No public was present.

VIII. **Potential Motion:** A closed session to discuss an individual's character, professional competence, or physical or mental health.

No closed session was needed.

IX. Adjourn

Thomas Cooke made a motion to adjourn, with unanimous approval.