

# Weilenmann School of Discovery Board Meeting

## MINUTES

Tuesday, June 25, 2024  
5:30-7:00 p.m.

Location:  
4199 Kilby Rd  
Park City, UT 84098

Remote Option:  
Video call link: <https://meet.google.com/vpd-tttw-ahy>  
Or dial: (US) +1 954-998-5217 PIN: 737 057 414#

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|------|---|-------------------------------|----------|
| I.   | Call to Order/Roll Call   | Chair                         | (1 min)  |
|      | Meeting was called to order at 5:32 p.m. by Jason Glidden<br>In attendance: Mark Maziarz, Jodi Taylor, Emily Voorhees, Gina Cox (online)<br>and Jason Glidden and Douglas Rolley. Also in attendance were Tracy Sjostrom,<br>Steve Williams, Jeff Biesinger, and Cindy Phillips |                               |          |
| II.  | Consent Agenda  | Board of Directors            | (2 min)  |
|      | Minutes from Board Mtgs on May 14 and May 24, 2024 were approved  |                               |          |
| III. | Public Comment Period   | Public Attendees              | (10 min) |
|      | No members of the public were present   |                               |          |
| IV.  | Achieving WSD's Mission and Vision  | Elizabeth Phillips            | (5 min)  |
|      | Elizabeth Phillips shared the school's mission and vision statement   |                               |          |
| V.   | School Update   | Steve Williams                | (5 min)  |
|      | Director Williams shared a brief update on events happening during June,<br>including construction, interviews with job candidates, and transition meetings<br>with Tracy Sjostrom. Jason Glidden requested a more thorough system for exit<br>interviews of departing faculty. |                               |          |
| VI.  | Finance Committee Report  |                               |          |
|      | ● FY24 Update   | Jeff Biesinger<br>Jodi Taylor | (10 min) |

Jeff Biesinger reviewed the FY24 budget, forecasting a \$95K loss, due primarily to increased SPED costs, a drop in enrollment in FY23-24, increased maintenance costs, and a board decision to keep staff in the wake of reduced enrollment.

Jodi Taylor made a motion to accept the FY24 budget, which was seconded by Douglas Rolley and supported by Jason Glidden, Mark Maziarz, and Emily Voorhees. Gina Cox abstained.

VII. Second Budget Hearing Board of Directors (10 min)

- Second Consideration
- Possible Public Comment

Jeff Biesinger presented the FY25 budget for the second consideration. Because of a recent PCSD decision to offer free Pre-K, WSD will only offer one Pre-K class, which reduced costs and revenues associated with that program and was reflected in this draft of the FY25 budget. This budget also included some updated salary information for positions that have hired for during the past month, as well as \$150 for building maintenance, given that the building is 15 years old.

No public comment was made.

Emily Voorhees made a motion to accept the budget, which was seconded by Jodi Taylor. Vote was unanimous in support of the FY25 budget, with Gina Cox abstaining.

VIII. Notice of Audit Committee Members Jodi Taylor (5 min)

The Board reviewed names of the Audit Committee and determined that it should have only two board members, which will be Jodi Taylor (treasurer) and Jason Glidden (board chair). Cindy Phillips recommended this group meet quarterly, and that they consider adding a non-board member.

IX. Discussion of WSD's Fraud Risk Assessment Jason Glidden (5 min)  
Jeff Biesinger

Jeff Biesinger discussed the results of the Fraud Risk Assessment, an annual requirement. WSD scored in the "low risk" category, with only one area that needed additional attention—a signed ethics document from each board member. This document was immediately sent to all board members, who will sign it and return it to Shelley Turner to have on file. Score on the assessment: 375/395

X. Board Meeting Calendar Jason Glidden (5 min)

A new calendar was approved that will move board meetings to the LAST Tuesday of each month, except for November and May, when this date will be adjusted to accommodate school holidays. No meetings in July.

Emily Voorhees made a motion to approve the calendar, which was seconded by Douglas Rolley and approved unanimously by the full board. We were reminded that this annual calendar should be published ahead of the next meeting for the whole year.

XI. Second Consideration of Revised Fiscal Policy Board of Directors (10 min)

Jodi Taylor made a motion, seconded by Douglas Rolley, to approve the revised Fiscal Policy. The Board voted unanimously to approve this new policy.

XII. Enrollment Report Steve Williams (5 min)

Director Williams reported that current enrollment stands at 447 and the next lottery will take place next week and continue until October. Chair Glidden asked who best to contact for individuals who had been accepted in the lottery, turned it down, and then changed their mind. He was directed to contact Anna Prows in the front office and Peter Leeman.

XIII. Consideration of Early Learning Plan Board of Directors (10 min)  
Elizabeth Phillips

Elizabeth Phillips reviewed the Early Learning Plan, which had previously been pre-approved by the state and now required board approval before being resubmitted to the state. The Plan includes a math and reading goal (see plan) and will require acquiring some additional curriculum items from 95%, which should be free supplements to the materials we already have. Doug Rolley asked why the goal focused on specific grade, rather than the whole school, to which Ms. Phillips replied that this was due to its being an early learning plan dedicated to the k-3 age range.

Douglas Rolley made a motion, seconded by Jodi, to accept the plan, which was Approved unanimously by the full Board.

XIV. Consideration of TSSA Plan Steve Williams (10 min)

Director Williams presented the TSSA Plan, which allots approximately \$130K to support the success of students and teachers. WSD's funds will go primarily to teacher and staff salaries, with the remainder going to technology, curriculum, and stipends.

Douglas Rolley made a motion, seconded by Jodi Taylor, to accept the plan. The Board approved the plan unanimously.

- XV. Update on WSD's Summer Projects Jason Glidden (10 min)  
Steve Williams

Director Williams reviewed the summer projects, including the safety/security remodel of the front office and entryway, repaving of the lower parking lot and drive, and security upgrades to exterior doors. Also included in the summer is the painting of several rooms and offices.

- XVI. Training: Audit Committee and Audit Functions Cindy Phillips (10 min)

Cindy Phillips presented the annual training on Audit Committee and Audit Functions. She made a few recommendations regarding the work of the audit committee to mirror some of the kinds of monitoring or audit visits a school might anticipate.

- XVII. Executive Session: (As needed to discuss the character, competence, or mental or physical health of an individual; and to discuss potential pending litigation)

Mark Maziarz made a motion, seconded by Douglas Rolley, to move into executive session. Chair Glidden called for a roll call vote with all board members voting in approval. The purpose of the executive session was to "discuss the character, competence, or mental or physical health of an individual."

No action was recommended from this executive session.

- XVIII. Housekeeping and Adjournment Jason Glidden (2 min)  
Meeting was adjourned at approximately 7:30 p.m.

Next Meeting: August 27, 2024