

**WEILENMANN SCHOOL OF DISCOVERY BOARD MEETING
MINUTES**

August 27, 2024

4199 Kilby Road

Park City, UT 84098

5:30 p.m. to 7:45 p.m. (MDT)

Members of the public may attend in person or view the meeting live at:

Video call link: <https://meet.google.com/oos-ocxe-gdk>

Or dial: (US) +1 321-586-0881 PIN: 865 077 843#

1. Opening Business: Jason Glidden, Board Chair, 5:30 to 5:35

1.1. Call to Order

Mark Maziarz calls meeting to order at 5:38.

1.2. Roll Call

Mark, Doug, Emily present in person, Jodi, Gina present online, a quorum is present.

1.3. Pledge of Allegiance

2. Consent Agenda: Board of Directors, 5:35-5:40

2.1. Approval of minutes from June 25, 2024 board meeting

Emily makes a motion to approve, Doug seconds. Motion passes unanimously, minutes from June 25th approved.

2.2 Acknowledgement of receipt of Executive Report

Jodi makes a motion to acknowledge, Emily seconds. Motion passes unanimously.

3. Public Comment: Members of the Public, 5:40 to 5:50. The public is welcome to send written comments to publiccomment@wsdpc.org. No public comment during meeting.

4. Achieving the School's Mission and Vision, Jason Glidden, Board Chair, 5:50 to 5:55

Scott Stewart reads mission and vision. (Note: as an agenda item in the future, this will be a time to present an aspect of the mission/vision and how the school is meeting it)

5. Finance Committee Report: Jodi Taylor, Finance Committee Chair, Jeff Biesinger, Business Manager, 5:55 to 6:05

5.1 FY 25 Budget Update.

5.2 General Finance Report

Brief update from Jodi: Enrollment is below target—not specific to Weilenmann, this is a statewide issue, Jeff is comfortable with the financial situation relative to enrollment.

6. **Enrollment Report and Reduction in Force: Tracy Sjostrom, Executive Director, 6:05 to 6:15**

Tracy provides report and update. Today: 419, budgeted for 450. Two FTE had to be cut, we should be in good shape for the future. Hours from an office staff position were also cut. Overall, looking good, though not easy making cuts at the beginning of the school year.

7. **Executive Report: Tracy Sjostrom, Executive Director, 6:15 to 6:25**

Great welcome back, teachers were able to prepare in a peaceful manner, multi tiered systems of support were part of professional development for teachers.

Elizabeth and Scott took on most of the professional development. A climate of trust and enthusiasm seems to have been cultivated early. Cindy Phillips presented early on professionalism.

Emphasis was placed on bringing back the enthusiasm and fun into the classroom via happy teachers.

8. **Development Update: Susannah Barnes, Development Director, 6:25 to 6:35**

Regardless of changes—PTO representatives were able to greet and meet families during registration. PTO is looking healthy in terms of involvement with about 130 people expressing interest in participating. About 40 prospective volunteers were just fingerprinted yesterday, which is a good indication of how interested about parent body is in involvement.

Discovery Gala: Wild West Theme and taking place at the St. Regis in November.
Fall Festival Committee meeting tomorrow.

Tours are still happening, trying to get more enrolled before the October deadline. In person registration is very helpful in making connections.

9. **PTO Presentation: Lauren Smith, PTO President, 6:35 to 6:45**

Lauren and Natalie Stouffer forming a parent/teacher organization that will be its own entity.

Goals include utilizing families and teachers and the connections they have to contribute to the school community. Also increasing connection and communication between the board and parents and creating clear and achievable goals and capitalizing on the “built in” strengths the parent community has whether it’s community connections or resources that will benefit the school. Aiming for meaningful contributions to the faculty and staff and finding ways to support teachers via tangible resources/teacher led desires.

Desires include having a PTO rep present and board meetings and having a

board member present at PTO meetings.

Having the PTO present at registration was valuable (140 parents expressed interest in involvement) along with the most recent Popsicles in the park event with more events to come to generate involvement and community amongst the parents in the school community.

Spirit Wear store contributed by WSD parent and proving successful.

Emphasis on the PTO being its own entity and working with Red Apple and other proper channels to gather funds and find projects/events to connect, promote, and cohesively grow the school.

10. Update on Summer Building Improvements and Construction: Tracy Sjostrom, Executive Director, 6:45 to 6:50

Summer building construction has gained momentum and the building should be ready soon. Parking lot looks great. Working on fencing and being within compliance with the state and doing what we need to do to ensure a safe building.

11. Compliance with School Safety Amendments and Related Deadlines: Tracy Sjostrom, Executive Director, 6:50 to 6:55

Peter Leeman has been keeping up to date with compliance/safety requirements and scheduling the necessary and required drills.

12. Early Literacy Plan Revisions: Elizabeth Phillips, Lower School Principal, 6:55 to 7:00

No changes to the actual plan since its approval back in May—professional learning grant approved by USBE that will allow for in house professional development.

13. Board Policy Review: Board of Directors, 7:00 to 7:10

13.1. Background Check and Reporting Policy (review)

13.2. General Education Provisions Act (GEPA) Statement (revised)

13.3. Hiring and Employment Policy (revised)

13.4. Student Membership Policy and Procedures (revised)

13.5. Trust Land Council Policy (new)

Doug makes a motion to approve all 5 policies, Emily seconds. The motion passes unanimously.

14. Notice of New Administrative Guidelines: Tracy Sjostrom, Executive Director, Scott Stewart, Middle School Principal, 7:10 to 7:20

Scott provides update.

14.1. Personal Student Device Policy

Phones, smart watches, bluetooth headphones are no longer allowed (must be off/in backpacks) Zero tolerance in that if seen or used, the device is confiscated and taken to office to be retrieved by parents. Has already made a huge difference. Main change was to include bluetooth headphones. Once the school

is over at 3:00, devices can come back out.

14.2. Required Updates to Employee Handbook

Tracy gives update—changes have been communicated to employees.

15. Beginning of School Year Updates: Scott Stewart, Middle School Principal, Elizabeth Phillips, Lower School Principal, 7:20 to 7:30

Lower School: The energy is enthusiastic. Trust and confidence is very present between teachers and administration. Hitting the ground running getting interventions for academic and behavior concerns, particularly in lower grades. Very excited about the new outdoor education experience. 6 week rotations for each grade level that will be led by Cam Raguse and other support staff and should provide some even more exciting outdoor experiences for lower school students.

Middle School: Two new teachers who have had successful starts in Language Arts and Middle School Art. Middle School ice cream social was a huge success. Discovery Days begins—8th Graders head to Cedar City for Shakespeare festival and exciting experiences there. 6th/7th Grade will be doing Discovery Days on campus—hot air balloons and catapults led by Roni Ottley and Cam Raguse. Good vibe around the school.

Emily makes a motion to approve LEA specific licenses as presented, Mark seconds the motion, motion passes.

16. Board Training: Open and Public Meetings Act, Cindy Phillips, Education Specialist, 7:30 to 7:40

Cindy provides training.

Suggested that strategic planning meetings be held on site since they are public meetings.

Public comments should be included—board chair does have discretion to open discussion on a topic brought in at public comment but does not have to do so and additionally, nothing brought up in public comment can be decided unless it is already on the agenda.

Adequate notice needs to be given to the public—meetings should be on calendar well in advance of a month, i.e. regularly scheduled. At least 10 meetings a year is a good minimum for a board.

Requirements of minute taking, posting the minutes, recording meetings, and posting the recordings in a timely manner.

2/3 majority of board is required to go into a closed session.

17. Executive Session: Closed in accordance with the Utah Open and Public Meetings Act, time is variable

Mark makes a motion to go into executive session,

Mark votes aye, Doug votes aye, Emily votes aye, Jodi votes aye, and Gina votes

aye.

Executive session concludes at 7:43.

Mark votes aye, Doug votes aye, Emily votes aye, Jodi votes aye, and Gina votes aye.

18. Housekeeping and Adjournment: Jason Glidden, Board Chair, 7:40 to 7:45

Next board meeting is September 24th, 2024.

Meeting adjourns at 7:45.