

Park City School District  
February 19, 2025  
Board Retreat/Training  
9:00 a.m.

**Members Present:**

Nick Hill, Kathleen Britton, Meredith Reed, Susan Goldberg and Eileen Gallagher

**Staff Present:**

Lyndsay Huntsman, Randall Upton, and Lorie Pearce

**Call to Order/Pledge of Allegiance**

President Reed called the meeting to order at 9:04 a.m. and led the pledge of allegiance.

**Closed Session**

Member Hill made a motion to adjourn to Closed Session for the purpose of:

- a. Discussion of the character, professional competence, or physical or mental health of an individual; personnel
- b. Strategy session to discuss pending or reasonably imminent litigation
- c. A strategy session to discuss the sale of real property

Member Gallagher seconded the motion. Roll call vote, all were in favor.

The Board reconvened at 10:15 a.m.

**USBA Training**

Mark Clement, Alpine School District Board Member and Richard Stowell, USBA Executive Director provided training for the Board. Mark emphasized that it is important for Boards to look at best practices and subvert their own agendas. Questions to ask: How to interact with Superintendent? How to work with other board members? How to work effectively with the superintendent and stay in your lane?

Board Members must be willing to set aside personal issues for the good of students.

Agree to norms between the superintendent and board.

Board Members who come in with a personal ax to grind will hold the district back from the potential they have for meeting student's needs.

A Board Member who is willing to follow a set of norms will accomplish much more.

Mark explained the open meetings law and what constitutes a meeting or what can be discussed when board members are together outside of a meeting. Richard supports the idea of board members attending events together, outside of a board meeting, but remembering what can and cannot be discussed during those outside events. Building relationships with each other is important.

Board members need to be cautious about being pulled into situations that are outside of their lane. It is important to establish the process and then follow that process.

Mark provided several examples of board members who do not stay in their “lane” and try to fix things by going around the superintendent or district administration. Remember that you are only one person on the board and you cannot direct anyone to do something without a majority of the Board.

How to provide oversight without over reach? Be professional, respectful, and avoid day to day involvement in employee matters. Focus on management system no on individual items.

Formalizing some practices, will take time to develop and implement. Reflect on what your role is as a board member. All boards want to improve education for students. If we realize if stay in our lane it will be better for the students.

### **Survey Results**

Lia Hebert- District Statistician reviewed the most recent survey results related to administrative vacancies in the district. The survey closed on Friday and the survey was sent out to PCHS, TMJH, EHMS and JRES staff with a 27% response rate. Survey questions included:

- School affiliation within PCSD
- Top three (3) essential qualities for an effective school administrator
- Leadership style that best supports staff and student success
- Top two (2) school challenges for administrator prioritization
- Key characteristic you personally value most in a school leader (open response)
- Additional thoughts or feedback on building needs (open response)

What qualities do you believe are the most essential for an effective school administrator? Effective communicator 68%; transparent and approachable 65%; collaborative leader 65%.

Superintendent Huntsman stated that the initial screening has begun for the open positions hoping to have a final decision by the middle of March. We will follow the policy as we move forward with interviewing and hiring.

### **FY26 Budget Discussion**

Business Administrator, Randy Upton and Superintendent Huntsman reviewed the FY26 budget. As per the employee agreements, there will be 6% increase for employees for a total of \$5.8M. Randy and the Superintendent will continue to review the budget with an attempt to have no tax increase this year.

Member Hill asked about open enrollment and what impact that would have on funding. Member Goldberg asked if this year’s budget is more difficult than any other years. Randy said we are simply playing catch up. We haven’t reduced teachers even though enrollment has been declining for several years, so that is one example.

Member Britton asked how to stop the bleed so that we don’t have to raise taxes. Randy said the board needs to determine what the class size is so that we know whether or not to open schools to open enrollment. Member Goldberg is asking for another review of the budget showing how to reduce the (\$4,102.644). Member Reed said that she remembers that when the board reviewed open enrollment in the fall, it was the plan to wait until after realignment for things to settle down and then determine if the schools should be open to out of boundary students.

**Additional Items:****Committee Assignments**

The Board discussed committee assignments and made adjustments as needed.

**Board Handbook**

The Board will review the board handbook and provide suggestions for changes back to Lorie and Superintendent Huntsman.

**Board Policies**

The Board will review district policies that pertain to the board and provide feedback to the policy committee.

**Organizational Chart**

The Board reviewed the organization charts for the district.

**Adjourn**

**Member Hill made a motion to adjourn to Regular Session on March 18, 2025. Member Britton seconded the motion. Motion passed unanimously**

Meeting adjourned at 3:13 pm

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Meredith Reed, Board President