

**CRA Board Meeting Minutes
January 25, 2007**

Approved: February 15, 2007

Location: Durham Jones & Pinegar Building
111 E. 300 S., 9th Floor
Salt Lake City, UT

In Attendance: Erik Olson, Irene Rytting, David Havell, Cheri Jackson, David Garrett, Shana Heyn.
Others: Jed Stevenson (Academica West), Emily Coon (Academica West)

Erik Olson called the meeting to order at 1:00 pm.

Action Items:

Review of Minutes for last board meeting is tabled until the next meeting.

Review of Budget:

- Review of Recent Donations: The total amount in the donations bank account is \$3,138.99.
- \$2,470.00 was donated for the library.
- Procedures are in place to make purchases, reimbursements, and to have two people witness the financial procedures.
- Academica West (AW) accounting staff will make arrangements with Shana to turn the finances over from Canyon Rim Academy to AW.
- David Garrett asked Jed from Academica about the possibility of investing the finances they currently have. Jed Stevenson responded by suggesting the board wait for 18-24 months due to the necessity of liquid assets during this start-up phase.
- Erik reported the school has received a total of \$225.00 for start-up funds for "Educator Morale and Job Satisfaction" from the state on a reimbursement only basis, within a window of time.

Review of Enrollment:

- Shana reported 269 students have enrolled during the first Open Enrollment period. In addition to this, 25 additional students have enrolled online so far. Erik assigned Shana to be the Enrollment Coordinator.
 - Kinder: 40 students (3 Classes Year 1)
 - Grade 1: 55 students (3 Classes Year 1)
 - Grade 2: 31 students (3 Classes Year 1)
 - Grade 3: 45 students (3 Classes Year 1)
 - Grade 4: 31 students (3 Classes Year 1)
 - Grade 5: 33 students (2 Classes Year 1)
 - Grade 6: 34 students (2 Classes Year 1)

Board Meeting Schedule

- Regular Board Meetings will be scheduled for the 3rd Thursday at 1 pm at the Edward, Jones, and Pinegar building.

Discussion of Website Enrollment:

- The enrollment is up and running on the website. Parents will be able to enter their enrollment information, review their application, and an e-mail confirmation will be sent to the parent.

General Website Discussion:

- The board discussed how e-mail requests from parents will be handled. A framework has been created and will be somewhat modified to personalize the response.

An Open House will be held in the late spring. The board anticipates hiring a principal before the Open House and make the announcement during the Open House.

All board members have a new e-mail address specifically for Canyon Rim Academy.

A school calendar was reviewed, the approval of the calendar was postponed until after a principal was hired.

Review of CharterStar Meeting:

- Shana Heyn reviewed items from the charter school training meeting. Items included:
 - Risk Management and forming a risk management committee to aide in forming an emergency plan.
 - Dick Scott from Human Resources offering tips on employment contracts / agreements, policies and procedures, interviewing, employee manuals, etc.
 - Karen Roylance, the State School Nurse Representative.
 - Glenna Gallow – State Special Ed Specialist. It is very important to have a successful Special Ed. program. An experienced Special Education teacher is key to a successful program.
 - Next meetings are February 20th and March 29th. The 20th is a Panel Discussion Q & A with existing charter school board members and administrators. SPED, NCLB, Core Curriculum will also be discussed. March 29th will be solely for the Financials.

Shana is the Financial Coordinator for the board.

Shana Heyn made a motion to adjourn the board meeting for a work session and later resume. Second by David Havell. Motion Passed Unanimously. Board Meeting did not resume since no action needed to take place.