

Canyon Rim Academy Work Session Minutes June 28, 2007



Place: 3005 South 2900 East, Salt Lake City

Approved: July 26, 2007

In attendance: Board Members: Erik Olson, Shana Heyn, Cheri Jackson, David Garrett.

Excused: Dave Havell, Irene Rytting, Brandon Clarke (6:20)

Others in Attendance: Merry Fusselman (Principal), Brad Taylor (AW), Jed Stevenson (AW), Kim Dohrer (AW), Anna Earhart, Teresa Desous, Deanne Brosnon, Kathy Marcum, Allison Peterson, Carrie Peterson, Carrie Wixom, Melinda Sorensen, Betsy VanDenBerghe, Judy Sumner, Adrienne Thygerson, Krisa Stewart

MISSION:

Cultivate an environment of academic excellence where all children stretch to achieve their maximum potential and enjoy the fruits of personal academic accomplishment.

VISION:

Create a school built upon the principles of collaboration, accountability, academic rigor, and empowerment to achieve the highest standards of excellence in elementary education.

Work Session Minutes

6:00 PM – Erik called the meeting to order.

- ❖ Review '07-'08 Budget – Finance Coordinator
Skipped until Erik's financial report.
- ❖ Review Board Member Positions – Erik Olson
 - Brandon agreed to exchange his Board position with Cheri because his position ends sooner. Brandon's position will then be opened for a member elected by the parents.
 - Jed spoke to how other boards have elected a parent member. Erik said the new law was included in their June meeting.
 - Erik suggested that the first order of business for the new PTA officers be to determine the process for an election for a Board member.
- ❖ Discuss Revolving Loan Options – Erik Olson
 - Jed reported that the state is still not set up to give any information. They hope to have it this summer.
- ❖ Review Capitalization and Expense Policy – Erik Olson
- ❖ Review Purchasing and Disbursement Policy – Erik Olson
 - Kim showed the Board the minutes from October 06 where both of these policies were approved.
- ❖ Registration and Enrollment – Shana Heyn
 - Current Enrollment and Registration Numbers

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- Shana said that they are getting close to enrollment, and encouraged parents to get their names in for enrollment.
- ❖ Marketing – Brandon Clarke
 - Marketing Plan Update
 - Brandon got 11,000 names from a realtor, and this needs to be narrowed down. Brandon suggested multiple mailers. Cheri asked if they could do a post card mailer. The cost is 10 cents a name for the mailing list. There was a discussion about zip codes. Jed suggested that the board be sensitive to the political position of where you decide to send the mailers.
 - David talked about some magazines in which to advertise. He said that the magazine Home Town News has a back to school issue on July 5th. He also talked about Reagan signs. The ones David identified are available next month for \$1281 per month, 3 posters would have about 99,000 people per day seeing them, for about \$4252 and art work comes free. World wide mailing has different size cards and David said there is about a 1-2% response rate on cards. David reported prices on cards and printing. At the end of his reports David's recommendation was to do all three avenues for advertising: billboard, mailer, and magazine.
 - Erik said he would like someone to approve the billboard before it goes up. Shana said she would like to work on the brochure.
 - An audience member suggested getting names from other Charter Schools.
- ❖ Facilities – Dave Garrett
 - An inventory was made of everything in the building and given to Granite District. Cheri said there are not 600 desks. David will check on that. The total amount for the complete inventory came to over \$3,000. Granite has not responded yet. Cheri said they now have a part time custodian. A discussion on locks, carpets, and other building items was held.
- ❖ Curriculum/Library
 - David said they have organized with Core Knowledge training for teachers during the week of July 16th and *Meet the Principal* night is July 17th from 6-8 pm. Core Knowledge books have arrived and Merry distributed them to the teachers. Pierson books will be ordered tomorrow.
- ❖ Human Resources – Merry Fusselman
 - Update on Hiring and Recruiting
 - Merry said things are going well. The teachers already hired are great. She is hoping by mid week to have everything finalized. She interviewed for secretaries today. Merry will then work on teacher assistants after all the teachers are finalized. Cheri and Shana asked that Merry get teacher bios for the website. The bios should go by Shana or Cheri.
- ❖ Financial – Erik Olson
 - Current Financial Report Summary
 - Brad went over the budget. He said the budget was e-mailed earlier to the Board and it is based on expected students.
- ❖ Safety – Brandon Clarke
 - Brandon said he would pass the emergency plan on to Merry to work on.
- ❖ Parent Teacher Association
 - Review Applicants for PTA Officers
 - It was decided that they would have parents sign up during a break. Shana and Cheri have sent out lots of information. Everyone who had any interest was contacted.

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- ❖ Dress Code – Erik Olson
 - Review Proposed Dress Code Policy
 - Erik said they have been having this discussion for about a year and a half. A dress code policy was not part of the charter. The board has worked with a group of parents for a couple of months to explore possibilities. Erik explained that a uniform policy would need a parent vote. The Board can pass a dress code policy. Therefore the Board needs to decide to go with a dress code policy or uniform policy. They have discussed having two options for parents to vote on. If it is decided to do a vote then they need to decide how to conduct the vote.
 - Cheri asked if in the colors suggested if red could be added. They liked the idea of adding red. Merry said there are lots of shades of red. Erik said both policies need to be workable. Jed said that they can use survey monkey for a vote. Shana and Cheri said they will work with Emily on survey monkey.
 - Brandon asked how quickly it would be to send out a mailer. Jed said that the website could be ready to receive votes by tomorrow; mailer could go out next week. They can do a mailer for the meet the principal and vote on dress code together.
 - The following made public comments about the uniform policy;
Judy Sumner
Sanford Barrett
Tiffany Smith

7:50 PM - ADJOURN

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