



Canyon Rim Academy Work Session Minutes August 8, 2007

Place: 3005 South 2900 East, Salt Lake City

Approved: September 13, 2007

In Attendance: Erik Olson, Cheri Jackson, Dave Garrett, Dave Havell, Shana Heyn

Excused: Brandon Clarke, Irene Rytting

Others in Attendance: Kim Dohrer (AW), Brad Taylor (AW), Emily Coon (AW), Merry Fusselman (Principal), Janice McReaken (website developer), Mary Ann Griffiths (parent)

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.

MINUTES

6:15 PM – CALL TO ORDER

BUSINESS ITEMS (To be voted upon in Board Meeting)

- ❖ Employee Handbook
 - Merry has read through the employee handbook and recommends the board approve the proposed handbook.
- ❖ Copy Machine Bids
 - Copy machines have been ordered and will be installed on Tuesday. There will be two small machines and one large “tank” machine.
 - The school will obtain the machines through the state at a nominal fee. The cost will be split into 36 monthly installments.
 - The school has also received some donated copy machines that they will use until they are rendered unserviceable.
- ❖ Computer Purchases
 - The school has received a large portion of the technology grant.
 - Dave Havell reviewed the computer purchases that include two servers (desktop and rack mount), principal laptop, teacher computer systems (22), software, 1 USB flash drive for each teacher, and network support.
 - Additional purchases still need to be made.
 - The school is still well-within the technology grant budget and is on track for future purchases.
- ❖ Website Issues
 - Janice McReaken, the web developer, visited and spoke briefly on website issues such as who has permission to send website requests to her.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Emily Coon at 801-540-8080, giving at least three working days notice.

- ❖ Discuss Procedures for Filling Board Opening
 - The term of the new board member will begin September 1 of each year.
 - Information was sent out via the newsletter, and another note will be sent to the listserve with the same verbage as the newsletter; and parents will be notified at the Core Knowledge meeting tonight.
- ❖ Discuss Possibility of School Debit Card
 - Brad from Academica West discussed the need for a school debit card for last minute purchases such as a janitor going to the hardware store, etc. Brad recommends only having a small amount in this account and Academica will monitor the account (the school will balance the account using the bank statements). Brad recommended having the principal obtain a signature from a board member prior to larger purchases using this account.

REPORTS

- ❖ Principal Report
 - Merry has hired all her teachers and is in the process of completing hiring of TA's, a kitchen manager, and kitchen help.
 - Students have been assigned to teachers and all students who have requested they be placed with a certain teacher or any special circumstances with other students have been given their preferences.
 - Teachers start back full-time on Monday, August 13th. Board members would like to take the faculty and principal to dinner in November – reservations have already been made.
- ❖ Marketing Plan Update
 - Dave Garrett has placed ads in the Hometown Values magazines for Sugarhouse, Salt Lake City, Federal Heights, and the Avenues (cover page), as well as the Draper, and Sandy magazine (1/2 page inside). In total, it is anticipated that these ads will cover 72,000 homes.
 - Dave Garrett mentioned the look of the school is paramount and we should clean up the “face” of the school (curb appeal) – the front doors and trim. If people drive by and see a nice looking building, they may be more inclined to send their students.
- ❖ Financial
 - Brad gave a financial report summary. A few points to mention; cash flow – much of the cost is up front while the school's money coming in is increments of 1/12.
 - A bonus for the school this year that has not been done in other start-up schools in years past, the state is funding the start-up schools with Special Education money from the beginning based on an estimated number of students rather than their standard policy of waiting until the December 1 count is received by the state.
 - The first building rental payment has been given to Granite School District.

OTHER BUSINESS ITEMS (For discussion only)

- ❖ Review Implementation Grant
 - Kim from Academica West has prepared the Implementation Grant and has submitted it to all board members for their review. Some board members gave comments and suggestions and subsequently, changes were made.

7:10 PM – ADJOURNED by Erik Olson

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Emily Coon at 801-540-8080, giving at least three working days notice.