



## Canyon Rim Academy

### Work Session Minutes

October 11, 2007

Place: 3005 South 2900 East, Salt Lake City

Approved: 13 December 2007

Present: Erik Olson, Brandon Clarke, Cheri Jackson, Dave Havell, Shana Heyn

Excused: Irene Rytting, Dave Garrett

Others: Merry Fusselman (Principal), Brad Taylor (AW), Cameron Peterson (Emergency Preparedness Coordinator for CRA), Melissa Ruesch (Lunch Manager for CRA), Melinda Sorenson (arrived about 7:15 pm)

#### 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

### **6:00 PM – MEETING CALLED TO ORDER BY ERIK OLSON**

#### **BUSINESS ITEMS (To Be Voted Upon in Board Meeting)**

- ❖ Cheri Jackson presented the School Wellness Policy draft prepared by Melissa Ruesch, the school lunch manager, with assistance from USOE's Child Nutrition Specialists, and the board members.
- ❖ The Wellness Committee shall submit and present to the Board an annual report each year regarding their efforts to implement the Student Nutrition and Wellness Policy.
- ❖ The board reviewed the Catering Contract with Apple Spice Junction (the state is requiring the catering contract).
- ❖ Melissa Ruesch met with someone who uses Commodities for her school. She is excited about the opportunity for applying for commodities for Canyon Rim Academy.
- ❖ Kitchen appliance needs were discussed. Currently, the school is anticipating a Deep Freeze, an Oven Range, a Fridge (in addition to the fridge the school already has), a Salad Bar w/ extras, a Hot Food Counter w/ extras.
- ❖ Cameron Peterson, the Emergency Preparedness Coordinator for the PTA, discussed needs for an emergency plan. Cheri recommended Cameron contact the Legislative Vice President of the PTA to discuss the calling tree. Once a safety plan is in place, the local police officer has offered to review it, as well as Mike Marshall from State Risk Management. Merry would like to practice the lock-down procedures.
- ❖ Brad introduced the Records Management Policy. The state has agreed to accept a policy as simple as "we will follow all state and federal rules pertaining to records management." Brad recommends the board approve this policy during their board meeting.

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## **REPORTS**

- ❖ Principal Report
  - The official October 1 count is 451 students – the school will receive funding for these students.
  - Erik reiterated that even though the October 1 count is over, if there is a class with less than 25 students, the school has a legal obligation to accept new students to put the classroom at capacity of 25 through the end of the school year.
  - The school lunch program is going well; over 230 students are eating lunch daily since the program started on October 1<sup>st</sup>.
  - Enforcement of the Uniform Policy among the staff members was discussed. Merry will discuss this during staff meeting this week.
  - Merry hired a Teacher Assistant as a Reading Specialist who will receive training on how to support the teachers in their Reading Program.
- ❖ Board Report
  - Facilities
    - Dave Havell has brought up some facilities issues: the boiler is having issues Granite District will need to address, the Fire Inspection is next week, there is a problem with the Internet bandwidth. Dave is requesting an additional 2-3 DSL lines for the school and a piece of hardware. The hardware will cost approximately \$4,000 on-time and the DSL will be an additional \$200 approximately. Erik would like to monitor this, and if necessary, Dave can move as quickly as possible to correct the problem if necessary prior to the next board meeting, and the action (if any) will be ratified (if necessary).
    - Dave Havell is continuing to try to get the school's gradebook program up and running.
  - Current Financial Report Summary
    - The budget has been based on the school having 475 students enrolled. December's allotment should be adjusted based on the loan the school was approved for as well as the October 1 count.
    - The loan has been approved as a 5 year loan, but will be amortized based on the request of the board. Canyon Rim's loan will begin as a 3-year loan, then a school could request an additional 2 years to repay the loan if needed.
    - The fine details of the loan are still being negotiated by the state such as how long the time period should be for a school to request the funds and they are hoping to decrease the interest rate from 3.4%.
    - The \$17,000 Implementation Grant has already been allocated for the Library. The \$48,000 Technology Grant has been fully received.
- ❖ PTA Report – Melinda Sorensen
  - Melinda estimates that only 1/3 of the students have their emergency kits at the school that include a change of clothes and snacks.
  - Merry would like to tell parents what the school is doing with the money from their fundraisers. Fundraisers have included Smith's Earn and Learn, Sally Foster, and the Happenings Book. The Smith's money will be given to Merry for school purposes. The Happenings money will be given to the school, Sally Foster will be kept for the PTA to purchase items as they see fit for the school.

## **BUSINESS ITEMS (For Discussion Only)**

- ❖ Merry would like to change November 14<sup>th</sup> to a ½ day rather than a full-day, the 15<sup>th</sup> will remain a ½ day, and the 16<sup>th</sup> of November will remain a No School Day. The board has accepted this request.
- ❖ Some building rental issues were discussed also.

## **8:00 PM – Work Session Adjourned by Erik Olson**

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