

Canyon Rim Academy
Work Session Minutes
December 13, 2007



Place: 3005 South 2900 East, Salt Lake City

In Attendance: Erik Olson, Dave Havell, Dave Garrett, Irene Rytting, Shana Heyn.

Excused: Brandon Clarke, Cheri Jackson

Others in Attendance: Merry Fusselman (Principal), Emily Coon (AW), Jed Stevenson (AW) (7:00 pm),
Melissa Ruesch (CRA Lunchroom Manager), Marianne Griffiths, Melinda Sorenson (PTA), Cameron
Peterson (8:45 pm), Jacob and Margaret Olson,

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

6:45 PM – Meeting called to order by Erik Olson.

REPORTS

- ❖ Marianne Griffiths gave a report on Service Learning. The students requested donated cans of food and had several pointed Social Studies lessons about the food pyramid and various “food challenges” and “food insecure” people in Utah and the world have.
- ❖ Cameron Peterson gave a school safety report and a booklet of instructions he obtained with procedures for various emergency situations. More information will be forthcoming. Cameron would like to have it online eventually.
- ❖ Melissa Ruesch discussed a need for purchasing an oven and/or stovetop. An oven was purchased, but she just found out it is not approved by the health department for the school's needs because it is not commercial grade.
- ❖ Melissa Ruesch discussed the option of having an electronic lunch payment system. She researched different options and decided PayPams is the system that best meets her needs. There is a 50-cent per transaction fee, and the board has decided the parents will be responsible for this fee.
- ❖ Erik gave appreciation and gave his support to Melissa for all the work she has put into the lunch program for the school.

BUSINESS ITEMS (To Be Voted Upon in Board Meeting):

- ❖ Dave Havell believes the router for the DSL is not for a business, it is made for a home and it is not functioning properly for the school's use. Dave will talk to Aaron about changing out the hardware. Dave also is considering purchasing 4 additional DSL lines. The cost would be approximately an additional \$50 per month, per additional DSL line. Dave will research the T-1 options through UEN and will review it with the board via e-mail when he has more information.
- ❖ If the school can arrange with USOE to host their own SIS by January, Merry feels it would be worth it for this school year, to implement the gradebook program. Marlies Burns is doing what she can to talk with USOE personnel to obtain approval for Canyon Rim Academy to host their own SIS.
- ❖ Currently, 61 computers still need to be set up - Dave's goal is to have the computers up and running before the Winter Break is over. The school intends to outsource the setup of the computers.
- ❖ The board has also decided to open a part-time Technology Paraprofessional position to be in the computer room throughout the day.
- ❖ The board will replace the carpet in Dena Lundgreen's room over the Winter Break.

- ❖ Merry gave a copy of the Consolidated Utah Student Achievement Plan (CUSAP) and reviewed it with the board members. Some budget items on the CUSAP include a reading tutor for the younger grades, books for classroom libraries and manipulatives for math.
- ❖ This year, the State has mandated all schools adopt a School Fees Policy. This was not required in prior years for elementary schools to adopt since elementary schools cannot charge fees. The board received a copy of the policy in advance, there were no questions.
- ❖ Trust Lands Committee Policy. The board advertised for committee members to the entire school; the following people volunteered Erik Olson, Shana Heyn, Cheri Jackson, Amanda Driscoll, Merry Fusselman. The board received a copy of the policy in advance, there were no questions.
- ❖ Erik reviewed the Staff Grievance Policy – The board received a copy of the policy in advance, there were no questions.
- ❖ Erik reviewed the Parent Grievance Policy – The board received a copy of the policy in advance, there were no questions. This will be made available on the school's website.
- ❖ After visiting the Authorization to Use Privately Owned Vehicles, and speaking with Mike Marshall, the board has determined that parents are not permitted to drive private vehicles for field trips at this time. Erik reviewed the Field Trip Policy with the board members, Mike Marshall gave an example to Irene on how a parent was liable for an injury that happened while a parent took a small team to an event. The minimum insurance requirement is \$100,000 liability.

OTHER BUSINESS ITEMS (Items for Discussion Only)

- ❖ Shana Heyn led the discussion on enrollment of students for 2008-2009. Enrollment dates are set to be as follows:
 - Monday, January 7th – Letter to current families who want to re-enroll will be sent home.
 - Friday, January 11th - Letter to current parents who want to re-enroll are due back
 - Wednesday, January 23rd – SY 2008-2009 First Open Enrollment from 3 pm – 6 pm
- ❖ Some of the counselors at the "receiving" junior high's have already contacted the school to meet with the 6th grade students.
- ❖ Merry notified the board she needs an additional kitchen aide. The budget allows for this, the board has approved it.

REPORTS

- ❖ Principal Report
 - Employee Bonus Report – The board proposes giving the teachers approximately \$200.00 for a Christmas Bonus. He proposes that Classified Employees also receive a \$50 - \$100 Christmas bonus for a lesser amount than the teachers depending on the hours worked and position. The bonuses will be given to the employees on the last day of school prior to Winter Break.
- ❖ Board Report
 - Shana Heyn gave a financial report and a led the discussion on budget adjustments.
 - The board reviewed their financial intents including what they intend to have as a surplus over time and how that decision determines what will be purchased and when.
 - Federal Facilities Grant and Special Ed income will be coming in the next few months.
 - \$50,000 - \$75,000 for the State Loan could be drawn down immediately, if the state is prepared to accept the requests.
 - There is approximately a \$1,000 bonus allocated to each full-time equivalent, licensed faculty member at the school. Some faculty members have some random certification and licensing things that they still have to complete. The funding is not in place for these faculty members now, but should come in later in January once they receive their license and/or appropriate certification.
 - Erik Olson is proposing an additional Christmas Bonus for the teachers that will not be performance based; but rather, based on the number of hours they work.
- ❖ PTA Report
 - Melinda Sorenson gave a PTA report. Activities included the Reflections contest, a Book Fair that earned a total of approximately \$2,200 that was given to the library, lessons on hand washing that included a black light to show the germs on the students hands, Holiday Luncheon for the teachers and board members.
 - The safety commissioner has resigned and there are some concerns with traffic during pick-up and drop-off. Melinda will write a notice to parents requesting volunteers to fill this position. The request will be sent out to the listserv.
 - Also, Melinda will be putting together a school directory, and will make note of students who have opted out of their names being entered into the directory.
 - Dave Garrett mentioned some parents are wanting to mingle more with other families in the school. The board has decided this could be class directed rather than school directed. Some class activities have already take place outside regular school hours.

10:15 PM – Adjourned by Erik Olson.