

CANYON RIM ACADEMY BOARD MEETING MINUTES **3-22-18**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on March 22, 2018 at 4:00 pm at the school.

Members present:

Erik Olson, David Gissemann, Becky Benham, Sue Astle, Alicia West, Alyssa Larson, David Havell & Ruth Hadlock

Administration present:

Kent Fuller & David Garrett

Guests present:

PTO co-president- Michelle Booth

Parents- Monica Call, Josh Wood, Holly Wood, David Hillyard and Nicole Handy

Teachers- Debbie Stoker, Vanessa Tendick, Calli Hodson

Staff – Shawnette Abraham, Alyson Bowthorpe

The meeting was called to order at 4:09 pm.

Item 1: Public Comment Period

Nicole Handy, Monica Call and Holly Wood spoke during the public comment period. They gave the Board and administration feedback and had follow-up questions regarding policies and procedures raised at last month's board meeting. Their comments were noted and as always, will be taken into account.

Item 2: PTO Report –Michelle Booth

Michelle updated the Board on PTO activities, including the success of the school fundraiser designed to purchase solar panels for refugees, which resulted in the school's principal Kent fulfilling his promise of sleeping on the school roof if the students met their fundraising goal. The Shakespeare play is going very well and PTO budgets are in good order.

Item 3: Old Business/Follow-up Items

- CRA Charter, Exhibit A: Upon submitting our current Exhibit A, USOE has requested more clarity on the accountability system used in the Relative Academic Performance and Student Academic Gain goals.
ACTION: Kent will review the request and have suitable follow-up information by next month's Board meeting.
- Administrator Evaluation Policy: On March 22, 2018, David Havell and Becky Benham administered the first phase of the annual principal's evaluation. The Board unanimously approved adopting the Administrator Evaluation Policy, based on the Administrator Evaluation procedure approved last month.
ACTION: Erik will email the approved policy and Ruth will ensure it's posted to the school's website.

Item 4: New Business

Item 4a: Principal Report – Kent Fuller

- SPED update: CRA's new SPED director has been received with extremely positive response from teachers. Due to Tara Murdock's upcoming departure, CRA is advertising for the position of a SPED teacher. CRA has also advertised for the positions of a 3rd grade teacher, as well as a part-time speech language pathologist. Mr. Fuller has invited Rachel Lowry to fulfill her Administrative License internship requirement at CRA next fall.

Item 4b: Business Manager Report – Dave Garrett

- Community Satisfaction Survey: The Community Satisfaction Survey will be emailed to all parents and teachers by the beginning of next week. The survey's administrator (University of Utah) will generate results to the administration and Board by mid-May. After negotiations, the survey will cost \$2,250.
- School Finances: CRA continues to be financially solvent.

ACTION: Dave will email the current YTD financials to the Board.

Item 4c: Committee Reports – Board

Item 4c(1): Secretary Report- Ruth Hadlock

- Minutes Approval: The minutes of the February 26, 2018 Board Meeting minutes were unanimously approved via email.
- Board Meetings: Remaining Board Meetings for this school year are as follows: Thursday, April 26, 2018; and the Annual Meeting on Thursday, May 17, 2018.

Item 4c(2): Academic Excellence Report – Alyssa Larson

- Alyssa met with Kent on March 21, 2018 to discuss academic progress for the current year. Dibels shows a healthy improvement from beginning to middle of the year. Kent is searching for a part time Curriculum Director to assist in vertical curriculum alignment, especially in the areas of language arts/reading and science. Math assessments from the new program will be forthcoming next year.

Item 4c(3): Finance Committee Director – Dave Gisseman

The finance committee met with Dave Garrett and finances are in good shape. Within a few weeks, CRA will know Utah Legislature's funding results for next school year.

Item 4c(4): Parent-elected Representative – Sue Astle

Sue updated the CRA Land Trust Council policy.

ACTION: Erik will email the draft to the Board for approval.

Item 4c(5): Board Governance Director – Becky Benham

Becky discussed the timeline and procedures for Board of Trustees applicants. There are 13 applicants for the Board of Trustees vacancy position. Half of those would also like to run for the parent-elected Board of Trustees position. Procedure is as follows: Board to vote on and select 3-year term candidate by first week of April, school-wide announcement is made, parent-elected election commences, parents of students vote by the end of April and both candidates are introduced at the Annual Meeting in May.

Item 5: Additional Old Business/Follow-up Items – Erik Olson

Ruth and Erik compiled Board feedback pertaining to public comments from last month's Board meeting. Among items that were discussed and are to be take into consideration:

- Items to place in employee files will contain: any significant negative actions, all behavioral issues, employee evaluations, including self-evaluations and parent survey information.
ACTION: A discussion of when employee file documentation is to be signed off on by employee will occur at next month's Board meeting.
- The Board of Trustees will explore securing outside legal counsel on retainer regarding HR issues.
ACTION: Erik will gather information. Erik will forward Joel Wright's engagement letter to the Board.
- Strategies for improving communications to parents from the school and Board, which may include:
 - School-wide texting announcing when Board minutes have been approved and are on the website for the public to review and announcing when each upcoming Board meeting is.
ACTION: Board Communication Director (currently Alicia West) will coordinate with front office to accomplish those monthly tasks.
 - PTO creating a bulletin board with photos and information regarding Board of Trustees.
 - Combining a school event with a "Board of Trustees Meet and Greet".
ACTION: Becky will discuss this with Marie Poulson (next years' PTO President).
 - Increasing communication/awareness around CRA's Annual Meeting in May.
 - Ensuring the public is aware that limiting the public comment time frame and requesting that the essence of public comment be emailed ahead of time to the business manager is not in an effort to censor or vet; rather is to the end that the Board may be actively engaged to respond to those comments effectively.
ACTION: Board will add a sentence to "public comment" note on all Board agendas, specifying what is stated above.

- Raising awareness that school policies exist and are on the website for the public to access anytime.
ACTION: PTO co-Presidents will discuss the most effective way to raise that awareness. They will also discuss creating an organizational flow chart so everyone knows which staff member can appropriate address their issues/questions/concerns.
- The Board inquired as to how Debbie Stoker's students are faring. Kent said the CRA teachers have been a great support to the new teacher and students and while there are still some concerns, Katina Temme, CRA's social worker, has been helping students in need to create a healthy environment.
- Kent addressed why CRA does not currently have a Vice Principal. Changes are driven by student needs. Multiple people's skill sets are put to work to meet those needs. Those may be fulfilled by various roles, one option being a Vice Principal. Another option is as Kent has chosen: a part-time Curriculum Director as referenced in the Principal's report above.
ACTION: General Professional Development discussion will be placed on a future Board agenda. A mentoring program for teachers who are past their first three years' of teaching will also be discussed, with input from current mentoring consultant Peggy McCandless.

Item 6: Additional New Business – Sue Astle

Sue Astle made a motion to enlarge the Board to be made up of nine members. Ruth Hadlock seconded the motion. There was a discussion of pros and cons. Those in favor of a membership of nine members: Sue Astle, Ruth Hadlock and Becky Benham. Those opposed: Alicia West, David Havell, Erik Olson, David Gisseman and Alyssa Larson. The motion failed.

Item 7: Closed Executive Meeting

Becky Benham made a motion to convene into an Executive Session in accordance with Section 52-4-205(1)(a) to discuss Board of Trustees applicants. David Havell seconded the motion. A quorum of the board was present and Erik Olson, David Gisseman, Alyssa Larson, Alicia West and Ruth Hadlock unanimously approved the motion to hold the Executive Session. Sue Astle recused herself, as she is a Board applicant.

The open portion of the meeting was adjourned at 6:36 pm. Executive Session convened immediately following and adjourned at 7:30 pm. No new decisions were made.

The meeting was adjourned at 7:32 pm.

NEXT BOARD MEETING:

- **Thursday, April 26, 2018, 4:00 pm at Canyon Rim Academy**
- **Strategic Planning Meeting: Friday, April 6, 2018, 7:00 am at location TBD**

Respectfully submitted,
Ruth Hadlock