

CANYON RIM ACADEMY BOARD MEETING MINUTES
11-17-2016

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on November 17, 2016 at 4 pm at the school.

Members present:

Erik Olson, Ruth Hadlock, Dave Gisseman, Dave Havell, Alicia West, Alyssa Larson and Becky Benham

Administration present:

Tiernan Dunmeyer, Dave Garrett

Guests present:

- CRA teacher, Tiffany McQueen
- S.A.F.E. School Task Force Member, Linda Milne
- Melanie Dance, local LDS Relief Society Member

Meeting was called to order at 4:15 pm.

Item 0: Approval of 10-27-2016 CRA Board Minutes – Ruth Hadlock

The board voted via email to approve the minutes of the last board meeting held on October 27, 2016.

Item 1: PTO Report – Alicia West

The November 5, 2016 CRA school fun run raised \$6,000, which will go toward a new school playground. PTO strives to have the playground project complete within 1-2 years. Rough cost estimate is \$50,000-\$75,000. The playground committee (of which CRA parent Jason Esplin is the chair), has plans to apply for grants and solicit donations from businesses. They will meet with a contractor early in December. PTO has asked the Board to consider what amount of CRA funds they would like to allocate to the playground. Since the PTO is already at 94% of their income goal, they are considering doing a service project instead of a spring fundraiser.

Item 2: Old Business / Follow-up Items:

Item 2a: S.A.F.E. Schools – Linda Milne

CRA Board invited Linda Milne, S.A.F.E. Schools (Schools Aid Families in Emergencies) taskforce member to offer information about local disaster response. 4 years ago, this committee was formed by Salt Lake City emergency managers, local government entities, local school districts and the American Red Cross to prepare the community in case of a natural catastrophic event, such as an earthquake. S.A.F.E. Schools has a 5-year plan to train families how to prepare 96-hour kits and to teach families to go to a hub (the nearest district elementary school) when a disaster strikes, where a JIT Kit ("Just in Time") will be available for communities to effectively organize themselves into action to reunite families and meet their survival needs. CRA is not a district school and therefore is not a designated hub. Linda expressed her intention to find a way to make CRA a hub (if CRA requests it). The Board expressed their desire to be included. Linda will meet with the designated authorities to find out how to proceed toward that goal.

Item 2b: Skyline Reconfiguration Update – Becky Benham

The Board will host a "4th and 5th Grade Parent Gathering" meeting on Monday, November 21, 2016 at 7 pm to share results of the CRA survey that Becky and her committee created and emailed to CRA parents. 6th grade teachers Cecily Patton and Mandy Niles will share with parents how they are effectively preparing 6th grade students socially and academically for students' futures. Becky will field parent questions after that and then open the remainder of the meeting for parents to talk

amongst themselves regarding plans for their upcoming 6th graders. All parents are invited to this gathering.

ACTION: Becky will email the Board raw data of the survey results.

ACTION: At the next Board meeting, the Board will explore ideas on how to advertise to the community that CRA will be having 6th grade classes.

Item 2c: UAPCS – Erik Olson

The Board briefly discussed pros and cons of being a member of the Utah Association of Public Charter Schools.

ACTION: Erik will meet with Tina Smith, COO of UAPCS to discuss further. The Board will revisit this topic by next summer at the latest.

Item 2d: U of U Survey – Dave Garrett

The price to continue having University of Utah administer the Community Satisfaction Survey (which gives the Board, administration and teachers information on how the students, parents and teachers rate different aspects of CRA) is \$5,000 per year, plus \$10 per teacher. The Board was in agreement to pay for the survey.

ACTION: Tiernan will gather teacher input on modifying and/or adding survey questions, so that teachers find this an effective tool to receive feedback and find it useful, like the Board does.

Item 2e: Board Governance – Ruth Hadlock

Ruth outlined Board governance topics (that she brought up at the last meeting) to discuss tonight. Dave Havell recommended we examine these at a Board retreat instead, so we can discuss in detail. The Board agreed and set the date for the Board retreat for Friday, January 20, 2017 at 8:30 am.

Ruth shared a draft version of “CRA Board of Trustees Handbook” onboarding binder which will help new Board members understand their role, know what is expected of them. The binder will contain CRA’s mission/vision, Board positions/duties, Board meeting procedures, important annual dates, first steps, helpful websites, governance articles, bylaws, charter, Principal evaluation information, Open and Public Meetings Act information, Open house (lottery) information, Board policies and the CRA Faculty Guidelines & Policies.

ACTION: Erik will redline the bylaws and email them to the Board for review. Board will approve bylaws at the December Board meeting.

ACTION: Tiernan will ask Team Leads to solicit feedback by winter break from any teacher who wants to give input on the central idea of CRA’s curriculum, so the Board can finalize the charter and submit it to the Utah State Charter Board for approval.

ACTION: Tiernan has asked Team Leads to solicit feedback from teachers on the Faculty Guidelines & Policy book. Debbie Stevens, has offered to consolidate all comments into one document.

Item 3: New Business:

Item 3a: Principal and Teacher Evaluations – Board

The Board discussed and approved the use of the “Marzano School Leadership Evaluation Model” as the tool with which to evaluate CRA’s principal. The formal evaluation of the principal is to be administered and documented annually by April. The Board also agreed that while Principal evaluations of teachers (and improvement plans, if needed) are continuous throughout the entire school year, the formal evaluation tools/documents are administered and placed into employee files annually by April as well. Whereas the Board has already adopted a “CRA Educator Evaluation Policy”, the Board voted to adopt a policy that covers all other employees of the school, stating that all employees shall have evaluations (which include self-evaluation and evaluation by their supervisor) annually.

Item 3b: Financial Report/Audit – Dave Garrett

The Operating Budget can be found on CRA’s website, under the “Our School” navigation bar on the homepage.

The auditor sent the school a draft audit for the year ending June 30, 2016. With the exception of one notation, the audit findings were positive. That notation was that documentation was not available for personnel costs paid to employees who work in more than one program that supports special education programs. Response: The school upholds that the documentation was maintained, however was lost during personnel changes over the summer. Administration will periodically monitor the school’s compliance ensuring that documentation requirements are met according to the auditor’s recommendation.

ACTION: Dave Garrett will email the current Profit and Loss to the Board. In addition, when the final audit is complete, he will email it to the Board.

Item 3c: Principal Report – Tiernan Dunmeyer

- Tiernan is exploring ways to recognize student and teacher achievement at Board meetings and other venues. For example, Tiffany McQueen has successfully tied service learning to curriculum which has resulted in her class raising \$1,000 for clean water. Students raised money by holding a lemonade stand, requesting money instead of birthday gifts, mowing lawns, etc. The money will be donated to water.org and toward a water capture method in Africa.
- Tiernan would like to initiate positive calls to parents, acknowledging student greatness.
- Tiernan held a Team Lead Meeting today; the first of regularly scheduled ones. Among other topics, they discussed having two upcoming Professional Development days in which Core Knowledge may be a potential training topic, in order to make sure all teachers are integrating it in their curriculum, to align with our charter.
- Tiernan asked the Board what their thoughts are on service learning as he thinks it’s important. The Board agreed as it’s part of our charter that each student shall have a service-learning opportunity.
- Tiernan is considering having a structured recess, where students who struggle with appropriate behavior can have the opportunity to improve.
- Lisa Harris, CRA aide, has been filling in for 5th grade teacher Christian Weber, who left CRA. She will continue to teach until a replacement is hired, which is aimed at being prior to Winter Break.

Item 3d: State Charter Board Meeting re-cap – Becky Benham, Alyssa Larson and Ruth Hadlock

Becky, Alyssa and Ruth attended the State Charter Board Meeting on November 16, 2016. A couple other Board members listened to the webinar. The SCSB expressed their desire to connect with

charter schools and support them. They went over information on how charter schools can amend their charter and OPMA rules.

Item 3e: School Land Trust Council – Erik Olson and Ruth Hadlock

It has come to the Board's attention that the structure of the School Land Trust Council is only to be the Board of Trustees and need not include anyone else, as long as a majority of the Board are parents of CRA students, which they currently are.

ACTION: Tiernan will modify council names on the School Land Trust website to reflect only Board of Trustees' names.

The meeting was adjourned at 7:10 pm.

NEXT BOARD MEETING:

Friday, December 16, 2016 immediately following the Faculty Holiday Breakfast

Respectfully submitted,
Ruth Hadlock