

**CANYON RIM ACADEMY BOARD MEETING MINUTES**  
**08-25-2016**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on August 25, 2016 at 4 pm at the school.

Members present:

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

Administration present:

Tiernan Dunmeyer, Dave Garrett

Guests present:

Tiffany McQueen, CRA teacher; Rachel Lowry, CRA teacher

Meeting was called to order at 4:10 pm.

Item 0: Approval of 06-23-2016 CRA Board Minutes – Ruth Hadlock

The board voted via email to approve the minutes of the last board meeting held on June 23, 2016.

Item 1: PTO Report – Alicia West

Welcome to our new PTO President and parent-elected Board member Alicia West. Alicia presented the proposed 2016-2017 PTO budget. She invited the entire Board of Trustees to volunteer at PTO events, starting with the school carnival on Sept. 16<sup>th</sup>, thus increasing opportunities for the Board to connect with CRA parents and students. Alicia's PTO goal is to create & maintain unity among all members of the CRA community.

**ACTION:** Alicia will email the Board requesting their availability for volunteering at the carnival and other upcoming PTO events.

Item 2: Teacher Job-sharing Policy – Tiffany McQueen and Rachel Lowry

Tiffany and Rachel shared benefits and advantages of allowing additional job-shares at CRA. They believe CRA's current "no job-sharing" policy limits CRA and requested to know why the policy is in place. Erik cited that in addition to our former Principal having a strong opinion against job-sharing, other reasons the policy is in place are: matching up two teachers that work well together is challenging, dealing with turnover is problematic, as well as increasing the size of the faculty requires additional administrative time and energy. Tiernan stated that in his experience it is not in the best interest of the students. Rachel shared two personal experiences where her data showed that students did better academically when she was part of a job-share team, and didn't result in any parent complaints. Tiffany suggested no more than 1 job share per grade level be allowed.

**ACTION:** Tiffany and Rachel will email the Board information/articles showing benefits and advantages of job-sharing.

Item 3: Old Business / Follow-up Items:

3a – Open Meeting Law – Ruth Hadlock

Ruth presented Utah Code "Open and Public Meetings Act" annual training, as required by Utah law.

**ACTION:** Ruth will email the Board "Title 52- Chapter 04 Open and Public Meetings Act" of the Utah Code for their reference.

### 3b- Skyline Reconfiguration Update – Becky Benham

Results of the “Skyline High School Network Parents and Guardians Survey 2016” have been published. Granite School District will vote in September to approve or disapprove the reconfiguration request.

**ACTION:** As Granite's vote will have taken place by the time we have our next Board meeting, Dave Garrett will add this as an agenda item to discuss (what CRA's grade configuration will be in the future).

### 3c – Charter Revision – Erik Olson

Erik is updating CRA's charter to reflect our school as an “established” school rather than as a “new” school, as it was stated in the charter 10 years ago. The next step is to elaborate on a few of CRA's curriculum educational philosophies.

**ACTION:** As Tiernan has/is forming several committees comprised of teachers, he will elicit those philosophies from an appropriate committee and report back to Erik in a month's time. Next, a very small committee will be formed to finalize and include those philosophies in the charter. Alyssa offered to head up that committee.

### 3d – Health Insurance Premium – Dave Garrett

Due to increased costs of health premiums across the board, CRA employees participating in the SelectMed+ Signature Plan will pay a higher premium beginning September 1, 2016. The increase results in greater equality between the two health plans CRA offers.

### 3e – Posting Budget & Budget Report– Dave Garrett

The evening before the Board meeting, Dave Garrett emailed the Board a copy of CRA's Balance Sheet and Profit & Loss for the year ending June 30, 2016, as well as a side comparison of P&L from fiscal year 2015 to 2016.

**ACTION:** Dave Garrett will post the budget on CRA website in two ways: a simple version that contains pertinent information CRA community may want to know and a full version.

### Item 4: New Business:

#### 4a – Teacher Survey Findings – Tiernan Dunmeyer

Tiernan shared results of a survey he had emailed out several weeks ago to teachers, where he had asked them to share what the most positive aspects are of CRA, as well as any areas to improve. He also shared SAGE result comparisons, etc. He will be leading monthly faculty meetings, followed by smaller committee meetings. The first faculty meeting occurred the first week of school.

**ACTION:** Tiernan will research how CRA SAGE test scores compare to schools within a two-mile radius of us and will share this information with the Board.

#### 4b- HR Staffing – Tiernan Dunmeyer

Changes to CRA faculty include: hiring of 1<sup>st</sup> grade teacher Whitney Paulsen and 5<sup>th</sup> grade teacher Christian Weber – welcome! As Sarah Green gave her notice not to return to CRA, Robyn Hillyard is a full-time teacher since acquiring Sarah's kindergarten classes.

#### 4c –Open House & Fall Social – Dave Garrett

CRA will begin accepting 2017-2018 applications at our open house on October 6<sup>th</sup>. CRA will host a faculty fall social on October 15<sup>th</sup>. Details to come.

4d – Field Rental – Dave Garrett

We receive countless inquiries from local sports teams to rent our field. Due to our field's grass being new, we will not rent out our field this school year.

4e – Summer Projects Overview – Dave Garrett

Dave Garrett oversaw the implementation of many summer projects, including the new field, new chairs in library, new carpet in Rachel Lowry's room, new sound system in multi-purpose room and the purchase of audio amplification in every classroom.

4f – Student Enrollment Count & Average Daily Membership– Dave Garrett

The student enrollment count as of August 25, 2016 was: K- 79 students; 1<sup>st</sup> grade – 75; 2<sup>nd</sup> grade – 76; 3<sup>rd</sup> grade – 75; 4<sup>th</sup> grade – 75; 5<sup>th</sup> grade – 78; 6<sup>th</sup> grade – 68.

In the past, our student headcount was determined by a one-time head count on October 1 annually. Our headcount will now be calculated using Average Daily Membership (ADM), which means our student membership will be averaged throughout the year.

**ACTION:** Dave Garrett will email the Board retention numbers for the last few years, which will assist us in determining how many students on average leave CRA during the course of a school year, thus informing us of if we need to adjust budget numbers or not.

4g – Teacher Salaries – Dave Garrett

**ACTION:** Dave Garrett will email the Board a sample copy of the salary letter that was mailed to teachers.

The meeting was adjourned at 6 pm.

**NEXT MEETING:**

**Regularly scheduled Board meeting: Thursday, September 22, 2016**

Respectfully submitted,  
Ruth Hadlock