

**CANYON RIM ACADEMY BOARD MEETING MINUTES
10-27-2016**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on October 27, 2016 at 4 pm at the school.

Members present:

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

Members absent:

Alyssa Larson

Administration present:

Tiernan Dunmeyer, Dave Garrett

Guests present:

- COO of Utah Association of Public Charter Schools (UAPCS): Tina Smith
- CRA secretaries: Shawnette Abraham and Debbie Stevens
- CRA teachers: Laura Romney, Scott Flox, Tiffany McQueen, Cecily Patton, Ali Spittler, Angela Stewart, Cindie Pratt, Susan Swidnicki, Brynn Grover, Paige Heyn, Haas Pectol, Whitney Paulsen, Robyn Hillyard, Vanessa Tendick, Sean Thorpe, Rachel Lowry, Lauren Robinson, Ashton Haga, Mandy Niles
- CRA Social Worker: Katina Temme
- CRA parent: Susan Astle

Meeting was called to order at 4:10 pm.

Item 0: Approval of 09-22-2016 CRA Board Minutes – Ruth Hadlock

The board voted via email to approve the minutes of the last board meeting held on September 22, 2016.

Item 1: PTO Report – Alicia West

The September 16, 2016 CRA school carnival raised \$4,000, which was twice as much as estimated. PTO received \$18,000 in direct donations this year from parents. If any Board members are available to volunteer for one hour at 8 am on Saturday, November 5, 2016 for the CRA Fun Run, it would be appreciated.

Item 2: Old Business / Follow-up Items:

Item 2a: Hiring/Job Sharing- Erik Olson

In keeping in line with CRA's Ends and Means Policy, the Board has decided to not adopt any policy on job-sharing. Hiring decisions are at the sole discretion of the Principal of the school.

ACTION: Ends and Means policy will be added to CRA's website.

Item 2b: Future Board Meeting Schedule – Erik Olson

As changing the Board meetings to a different day of the week resulted in challenging scheduling conflicts, the Board may vary dates beginning January 2017, while still meeting monthly.

ACTION: In December, Ruth will coordinate the Board's schedules to determine the following few month's dates.

Item 2c: Review Open House / Fall Social – Erik Olson & Shawnette Abraham

The Faculty Appreciation Dinner was well-attended and enjoyable.

The CRA Open House held on October 6, 2016 yielded 108 applicants, spread out over 78 individual families. Of those 78 families, 60 are within the 2-mile radius; 27 are outside the 2-mile radius. Of the 70 total Kindergarten applicants, 53 are within the 2-mile radius; 17 are outside the 2-mile radius.

Item 2d: Skyline Reconfiguration Update – Becky Benham

Becky created a survey that she emailed to CRA parents (except 6th grade parents), asking them to let CRA know of their intentions of sending their future 6th grade children to CRA (as opposed to Wasatch Jr. High or other). Rachel Lowry commented that it may be helpful for CRA to host an informal evening event where parents can gather to discuss amongst themselves their thoughts and opinions of what they will do. Board also discussed the importance of assuring parents that 6th grade will be offered at CRA, thus the Board agreed that 6th grade class(es) will be offered for the next 3 years and intend to offer it beyond that point as well.

ACTION: Becky will email the Board more detailed information on results of the survey.

ACTION: Board and 6th grade teachers (if available) will host an informal gathering of parents on Thursday, November 17, 2016 at 6:30 pm, immediately following the CRA Board meeting.

Item 2e: Policy Handbook Feedback – Erik Olson

Tiernan is updating the Policy Manual, with input from the Board and teachers. The question came up as to whether this document will be a comprehensive Employee Handbook or a Policy Manual. The Board agreed that both are important and need to be comprehensive. Whether they remain two separate documents or are joined will be determined shortly, and Board will make sure information isn't duplicated.

ACTION: Further updates will be made by Tiernan and the Board.

Item 3: New Business:

Item 3a: Board Governance – Ruth Hadlock

Ruth Hadlock proposed tightening up Board procedures to result in more effective Board governance and meetings. She suggested 1) Board members have specific duties and/or titles, 2) expanding the Board by 1-2 members, 3) having Board members email a Board report 1 week prior to each Board meeting, 4) updating the internal bylaws document to reflect current practices and lastly, 5) creating a handbook which will include both information on onboarding new members and regarding each person's position/title so when members' terms are up, the transitions to the new members will be simple.

Item 3b: Principal Update – Tiernan Dunmeyer

Tiernan was pleased to have almost 100% participation in Parent Teacher Conferences. He has created social events for CRA staff such as "Bowling for Turkeys" in November. He solicited feedback from the teachers on the central idea of CRA's curriculum, which we will use in updating the Charter. He has also created a spreadsheet, which includes main data points that will help teachers and administration measure student academic growth over a period of time (years), to be used along with other tools as well.

Item 3c: Financial Report – Dave Garrett

On October 5, 2016, Dave emailed the Board the Profit & Loss budget for July-September 2016.

Item 3d: Approval of Consolidated Application – Dave Garrett

Dave presented the funding summary of standard grants CRA has applied for and is eligible to receive this year (these grants have been consistent for the last 5-6 years). The amount CRA is eligible to receive is \$120,803 (that amount is fluid based upon Utah Board of Education formulas)

Announcements – Dave Garrett & Erik Olson

- Dave: Due to aide Lisa Harris' efforts, CRA students planted trees on the upper field.
- Erik: On October 13, 2016, the Utah State Charter School Board gave CRA an award stating "We recognize the consistently high achievement on charter school performance standards, school grading and enrollment measures." Merry Fusselman (former CRA principal), Erik Olson and Robyn Hillyard were there to receive the award.
- Dave: The LDS church directly to the South has signed a one-year agreement with CRA, allowing CRA's patrons to use their parking lot for drop off and pick up.
- Dave: Dave Garrett asked if the Board is interested in paying for the University of Utah's Community Satisfaction Survey, which gives the Board information on how the students, parents and teachers rate different aspects of CRA. Several of the Board members said yes. (Utah Education Policy Center at the University of Utah had chosen CRA to be part of a pilot program a few years ago, in which CRA's participation was given free of charge for 3 years).
ACTION: Dave Garrett will research cost and report to the Board ASAP, as the survey would be given this December.

Guest Speaker – Tina Smith, COO UAPCS

Erik Olson invited Tina Smith, COO of the Utah Association of Public Charter Schools to present briefly on how their association supports charter schools. Tina explained that they help 110 charter schools in Utah by offering:

- 1) Advocacy- UAPCS has a full-time lobbyist "on the hill", working for greater equality for charter schools. After 10-12 years of effort, Senate Bill 38 (SB 38) passed, resulting in an increase of about \$193 per student this year, about \$300 next year, and about \$450-500 in the third year. After that, the increase will be maintained, based on complex formulas.
- 2) Training- She gave the Board handouts on the many free seminars offered to charter schools.
- 3) Support- They offer support to charter schools in multiple areas.
- Tina offered to help CRA update their charter.

The meeting was adjourned at 6:40 pm.

**NEXT BOARD MEETING:
Thursday, November 17, 2016**

Respectfully submitted,
Ruth Hadlock