

**CANYON RIM ACADEMY BOARD MEETING MINUTES**  
**09-22-2016**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on September 22, 2016 at 4 pm at the school.

Members present:

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

Administration present:

Tiernan Dunmeyer, Dave Garrett

Guests present:

Haas Pectol, CRA teacher; Rachel Lowry, CRA teacher; Susan Astle, CRA parent; Shawnette Abraham, CRA Secretary

Members absent:

Dave Havell

Meeting was called to order at 4:10 pm.

Public Comment - Rachel Lowry

In follow up to her suggestion at last month's meeting that the Board adopt an express policy allowing for the creation of more job share teaching positions at CRA, Rachel suggested that CRA creates a hiring policy stating that the administration and/or Board will select the most highly qualified candidate.

**ACTION:** Board will follow up on this matter by or at the next Board meeting.

Public Comment – Susan Astle

Susan asked if CRA is considering being a K-8 school (in response to grade reconfiguration; see Item 2a below). Becky Benham explained that the Board is in the midst of exploring every possible scenario.

Item 0: Approval of 08-25-2016 CRA Board Minutes – Ruth Hadlock

The board voted via email to approve the minutes of the last board meeting held on August 25, 2016.

Item 1: PTO Report – Alicia West

The September 16, 2016 CRA school carnival was a success. PTO received a healthy amount of direct donations this year from parents.

**ACTION:** Alicia will provide a budget at the next Board meeting.

Item 2: Old Business / Follow-up Items:

Item 2a: Skyline Reconfiguration Update – Becky Benham & Dave Garrett

As Granite School District voted to approve the Skyline Network grade reconfiguration request (Skyline will now be grades 9-12), CRA will continue to solicit feedback from CRA parents as to what option they are likely to choose for their child, so CRA may decide what route to take. The reconfiguration committee will survey CRA parents, and the Board will offer an informational meeting where parents can attend and ask questions on Tuesday, October 11, 2016 at 7 pm.

Dave Garrett handed out 7 different CRA grade reconfiguration scenarios for the Board to consider, including financial and personnel impacts, classroom student capacities, enlarging or reducing total number of grade level classrooms, school expansion possibilities, etc. Dave also suggested considering an all-day kindergarten option.

**ACTION:** Becky will email survey questions to the Board for input/approval and will include information her committee has already gathered. The Board will prepare for and announce the informational meeting.

**ACTION:** Erik will email CRA teachers confirming that CRA will offer 6<sup>th</sup> grade classes for the 2017-2018 school year (ideally 2 classes; that number may change).

#### 2b- October 6, 2016 Open House – Dave Garrett

In preparation for being able to answer open house attendees' commonly asked question of how many students each class has (keeping in mind the upcoming grade reconfiguration and how that will impact CRAs 6<sup>th</sup> grade classes), the Board has agreed that classrooms will have a maximum of 26 students, while striving for 25.

**ACTION:** Shawnette will email the Board talking points to use when giving attendee tours.

#### 2c – Upcoming Board Meetings, Faculty Holiday Breakfast & Faculty Appreciation Dinner – Dave Garrett

Beginning January 2017, the Board will consider changing Board meeting dates to Wednesdays. The Faculty Holiday Breakfast will be on Friday, December 16, 2016 at 7:45 am. The Faculty Appreciation Dinner will be on Saturday, October 15, 2016 at 6 pm at the Snydermill Lodge in Park City. All faculty and a spouse/partner/guest are invited.

**ACTION:** Via email, the Board will address the option of changing Board meetings to Wednesdays beginning in January 2017. Ruth will email November board meeting options, as the regularly scheduled meeting date falls during Thanksgiving break.

**ACTION:** Board will fulfill assignments for the Teacher Appreciation Dinner, including set up, decorations and take down.

**ACTION:** Dave Garrett will email the Board dates to choose from for CRA's 10<sup>th</sup> anniversary celebration (ideally to be held March or early April 2017).

#### Item 3: New Business:

##### 3a – Draft Policy Handbook – Tiernan Dunmeyer

Tiernan has revised the CRA policy handbook with an easy-to-read A-Z format, modifying policies so they are clear-cut.

**ACTION:** Tiernan requested the Board email him with input/revisions to the policy handbook to as soon as possible so he may hand it out at the next faculty meeting.

There was discussion on who teachers or staff go to with questions on policies, as the Board determines larger-picture policies, such as attendance/discipline policies, whereas other policies are set by the administration. The Board clarified that ALL teacher comments, questions and concerns be directed and addressed straightforwardly with the principal, no matter who sets the policies. The Board's encouragement is for each principal/teacher relationship to have the most open communication possible.

##### 3b – Committee Formation/Faculty Meeting Schedule – Tiernan Dunmeyer

Tiernan handed out the faculty meeting schedule and committee meeting schedule, which are scheduled for 2 Fridays per month. Each teacher will serve on an "A" and "B" committee monthly, to fulfill professional development and PLC goals and to work together in cross-level collaboration across grades, all to ultimately result in high student academic achievement. Tiernan has minimized the original meeting time to make sure teachers still have Friday prep time.

3c –Budget Report– Dave Garrett

**ACTION:** Dave Garrett will email the Board the current budget.

Announcement

On October 13, 2016, the Utah State Charter School Board will recognize CRA as a top-performing charter school.

**PREVIOUS ACTIONS THAT STILL NEED TO BE TAKEN:**

- 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.
- 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.
- In order to update our charter, a short vision/philosophy statement is needed in the areas of our core curriculum: language arts, math, etc. Tiernan will elicit philosophies from an appropriate teacher 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.

The meeting was adjourned at 6:05 pm.

**NEXT BOARD MEETING:**

**Thursday, October 27, 2016**

Respectfully submitted,  
Ruth Hadlock