

CANYON RIM ACADEMY BOARD MEETING MINUTES
11-17-2017

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on November 17, 2017 at 8 am at the home of Board member Becky Benham, 3019 E. 3135 S., SLC, UT 84109

Members present:

Erik Olson, Ruth Hadlock, Dave Gisseman, David Havell, Alicia West, Alyssa Larson, Becky Benham and Sue Astle.

Meeting was called to order at 8:00 am.

Item 1: Board Governance - Board

The Board discussed procedural refinements to Board member terms and vacancies.

- 1) Each February, the Board will determine if the current Board size needs to be contracted or expanded (to a maximum of 9 members). The size is determined according to how best the Board can uphold the mission and vision of the school.
- 2) Intent to Return - Following the procedure of CRA soliciting "Intent to Return" forms to teachers, Board members will do the same annually at the February Board meeting, thus giving the Board ample time by the end of the school year to fill vacancies for the next year. Board members who will continue to serve will announce that they will renew their position for one to three years.
- 3) Vacancies – If the Board determines that any positions need to be filled for the upcoming year:
 - a. A school-wide announcement will be made in March that applications will be accepted through right before the March Board meeting.
 - b. The Board will fill vacancies via a majority vote at the April Board meeting.
 - c. Newly elected Trustees will attend the Annual Meeting in May as a non-voting member, and will have voting rights by the next meeting.
- 4) Erik will prepare and circulate to the Board for comment and approval a draft template for the March announcement.

Item 2: Strategic Planning - Board

The Board discussed future needs of the school, including short and long-term property/building needs and maximizing student capacity, as it relates to the recent Skyline Network 6th grade reconfiguration and any other future potential surrounding network reconfigurations. The Board would like to explore all options, including keeping CRA K-6 (if that is sustainable), transitioning to K-5 (with increased classrooms in each grade) or creating a K-8 school. An additional component to consider is at some point the school may need to reroute the student drop-off and pick-up area. As it is the Board's duty to exercise due diligence, the following assignments have been created. The Board will report on findings at future Board meetings as they become available, striving to make progress by the January Board meeting:

- 1) Alicia & Alyssa – Alicia will call the USBE to identify schools that have transitioned from K-5/6 to K-8. She and/or Alyssa will set up meetings with business managers of said schools.
- 2) Erik – Meet with persons savvy in charter finance arena to find out what money-raising options are available to CRA.
- 3) David Havell – Coordinate with Dave Garrett on selecting and hiring an architectural and/or engineering firm to explore and render drawings of a) expanding north driveway and removing existing pole that would obstruct such an expansion, b) renovating existing school building and c) building a new structure.

- 4) Sue and Alyssa – Communicate with Olympus High School Community Council to stay current on potential grade reconfiguration.
- 5) Alyssa – Will reach out to one or more schools that have undergone the transition from K-6 to K-8.
- 6) Becky and Sue – Explore and develop ideas for promoting to parents and students the advantages of remaining at CRA for 6th grade.
- 7) Dave Gisseman – Coordinate with Dave Garrett to explore various funding scenarios based on student enrollment and school configurations.

The meeting was adjourned at 10:05 am.

**NEXT BOARD MEETING:
Thursday, November 30, 2017 at 4 pm.**

Respectfully submitted,
Ruth Hadlock