

CANYON RIM ACADEMY BOARD MEETING MINUTES
04-27-17

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on April 27, 2017 at 4:00 pm at the school.

Members present:

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

Administration present:

Julie Miller and Dave Garrett

Guests present:

- CRA teachers: Ashton Haga, Rachel Lowry, Vanessa Tendick and Whitney Paulsen
- CRA parents: Susan Astle, Mike DeBirk, Jason Esplin

The meeting was called to order at 4:15 pm.

Item 0: Approval of 03-23-2017 CRA Board Minutes – Ruth Hadlock

The board voted via email to approve the minutes of the last board meeting held on March 23, 2017.

Item 1: PTO Playground Report – Jason Esplin and Mike DeBirk

Jason and Mike presented their findings to the Board regarding the proposed new playground installation, including bids and drawings from 3 companies. The bids ranged from \$52,000-\$75,000, which included installation and resurfacing expenses. The bids may not include the removal of existing material and other costs. The Board approved the expenditure of \$55,000. PTO will generously donate \$20,000 toward that expense from funds they have raised, and the playground committee endeavors to raise \$10,000 from CRA donors and surrounding businesses. The Board agreed with Jason and Mike's recommendation to enlarge the overall playground area, by installing the new playground next to the existing playground, instead of removing it.

ACTION: Jason, Mike and committee will take the next steps necessary to bring the playground project to fruition, including receiving feedback from other stakeholders (such as playground aides) on design options, etc.

Item 2: New Business

Item 2a: Curriculum Discussion – Julie Miller

In an ongoing effort to review CRA's current practices and to keep up-to-date with educational changes, the Board asked Julie Miller to share her initial observations of CRA's curriculum and school-wide needs, with the understanding she has only worked at CRA for 1 month. Her general observations/recommendations include:

- She does not have enough information to endorse purchasing a school-wide curriculum, which can be expensive and not always appropriate/effective.
- Form a Curriculum Committee over the summer to review strengths, gaps and discuss vertical alignment, understanding this will take time.
- More support for math instruction. Whether it's Engage New York or other, make sure it's research-based and good practice. If not a program, at least a common approach to teaching.
- More support for effective tiered intervention.
- Beef up leveled readers and align instruction at each grade level. Search for publishers who will bring and leave materials at CRA for review.
- Consider providing coaching and mentoring for new teachers. Consider having Peggy McCandless recommend a mentoring program that could be put into effect.

- Consider hiring consultants on an hourly basis to look at math and literacy and model lessons in class. If we hire consultants to help staff, they must not be put in an evaluative position.
- We may have in-house skilled master educators who can fulfill that request with pay. She strongly urges us to have an outside person who has no vested interest in CRA (such as Peggy McCandless or other) to co-pilot the experiment because we will want feedback on the effectiveness of the process.
- Have floating substitutes so teachers can visit each other's classrooms.
- No need to hire additional SPED employees, but consider reallocating existing staffing and potentially increasing hours to cover SPED and 504 needs.
- Have a 1-time professional development meeting on the difference between 504s and IEPs.
- Recommends that the Board update teachers on items that are under discussion as a general practice (not just when a decision is made).
- If a teacher has expertise in an area, offer that particular professional development at least twice during the year.

Item 2b: Board Responsibilities and Onboarding New Members – Ruth Hadlock

Ruth has been creating a handbook for Board members, which includes important information for new and existing Board members to know. Board members chose duties as follows for the remainder of their terms:

- Chairperson / Principal Support – Erik Olson
- Vice Chairperson & Strategic Planning – David Havell
- Secretary – Ruth Hadlock
- Governance Director – Becky Benham (Health of the Board of Trustees)
- Finance Committee Chairperson – Dave Gisseman
- Academic Excellence – Alyssa Larson (Looks at how closely we are getting to our Charter's academic goals)
- (Title to be determined) – Alicia West (This position is in formation stage and will be expanded upon soon. Duties may include Principal Evaluation Coordinator, Assistant Secretary, Onboarding new members, updating handbook, etc.)
- 1-year Parent-elected Position/PTO Liaison – incoming parent-elected member
- Legislative Representative (Follows and informs Board of legislative developments affecting CRA, charter schools and education in general. This position may be filled by the next incoming Board member, as chosen by the current Board of Trustees)

ACTION: Board will test the effectiveness of the Board Reports form when preparing for the next Board meeting (a form wherein each member describes briefly what they have worked on since the last Board meeting, what items need to be discussed at the next Board meeting and if/what motions they will be making).

ACTION: As requested, Ruth will print out a handbook for each Board member who wants one.

ACTION: The Board and Dave Garrett will give input on any missing dates/events on the "Important Yearly Dates" document Ruth has created.

Item 2c: Parent-elected Board Member Election – Becky Benham

Emails have been sent out to the parents of CRA students, asking them to cast their vote for those parents running for the 1-year parent-elected Board of Trustees position. To-date, 96 households have cast their vote (1 vote per household; there are about 350-360 households currently at CRA).

Item 2d: Discipline Policy – Erik Olson

The Board solicited Julie Miller's opinion on if there are any appropriate sanctions to adopt as part of our forthcoming discipline/attendance policy.

ACTION: Erik Olson will draft a policy and present it to the Board in May.

Item 2e: School Lottery – Erik Olson

The Board discussed two issues regarding CRAs lottery:

- Due to a circumstance that recently presented itself, Erik clarified that any family must live within the 2-mile radius at the time of enrollment, which begins in the springtime prior to the school year. Living within the 2-mile radius at the time an application is filled out and then moving outside the 2-mile radius by enrollment time does not warrant an enrollment preference, and thus a family's acceptance would be based solely on if there is room after all enrollment preferences have been taken into account.
- Erik also updated the Board on the status of enrollment for the 2017-2018 school year, and the Board voted to proceed with mailer and/or billboard advertising to ensure that enrollment is at the highest level for the upcoming school year.

ACTION: Dave Garrett will immediately research marketing options (Millcreek newsletter, billboards, etc.)

Item 2f: Annual Meeting Agenda – Erik Olson

The Annual Meeting will be held in the lunchroom at 4 pm on Thursday, May 24, 2017. All parents and stakeholders are invited (as they are with any open meeting). An email will be sent to the parents 10 days prior to the meeting, in accordance with our bylaws. In addition to current agenda items as usual, the Board will recap highlights of the past year.

ACTION: Ruth Hadlock will gather the last year's highlights and Becky Benham will announce them at the Annual Meeting.

Item 2g: Legislative Estimates – Dave Garrett

Dave Garrett emailed the Board and Faculty the 2017 General Session of the Utah Legislature Public Education Summary detailing fiscal highlights. At the Board meeting, he handed out the Fiscal Year 2018 Legislative Estimates (for Utah State Minimum School Program – Charter School Summary). The Weighted Pupil Units (WPU) is estimated to be \$3,311 as compared to \$3,184 last year. Adding in the estimated grants we receive money for, we should see a six-figure funding increase if we are at full student capacity for the 2017-2018 school year. This may, however, be reduced based on the reduction of six-grade students this coming year.

Item 2h: Facility Report – Dave Garrett

The Board would like to have a plan in place if our student pickup/dropoff arrangement should change with the church next door. Dave explained a couple options that may be feasible. Becky Benham suggested another option. Erik Olson also requested the Board consider researching new school facility options in the future.

ACTION: Rocky Mountain Power has an appointment to investigate the relocation of a power pole, which if successful, would allow for pickup/drop off access on the north side of CRA. David Havell and Dave Garrett will explore those options, plus options for a new facility in the future.

Item 2i: Human Resources/Personnel Update – Dave Garrett

Vanessa Tendick, current Kindergarten teacher, will teach 1st grade next year. 2 new Kindergarten teachers have been hired; 6th grade teachers are currently being interviewed.

Item 3: Old Business / Follow up

Item 3a: Charter Revision Approval – Erik Olson

Approving a couple minor changes in the draft Erik Olson presented at the Board meeting, the Board of Trustees has approved the revision of CRA's Charter.

ACTION: Erik Olson will email the faculty regarding the Charter's completion.

ACTION: Dave Garrett will ask Sue Lofgren (or other) to format the electronic copy of the Charter.

ACTION: The Board will research next steps in having the Charter's revision updated with the Utah State Board of Education.

Item 4: Closed Executive Meeting

A quorum of the Board was present and it was unanimously decided to convene into an Executive Session in accordance with Section 52-4-205(1)(a). Erik Olson, Alyssa Larson, Ruth Hadlock, Alicia West, David Havell, Dave Gisseman and Becky Benham approved the motion to hold the Executive Session. The Executive Session was held at the school.

The open portion of the meeting was adjourned at 7:05 pm. Executive Session convened immediately following and adjourned at 7:45 pm. No new decisions were made.

NEXT BOARD MEETING:

Annual Meeting: Wednesday, May 24, 2017 at 4 pm

Respectfully submitted,
Ruth Hadlock