

**CANYON RIM ACADEMY BOARD MEETING MINUTES
08-27-2015**

Members present:

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

Administration present:

Merry Fusselman, Dave Garrett

Meeting was called to order at 4:20 pm.

Item 1: Welcome New Board Member

A warm welcome to our new CRA Board member Becky Benham!

Item 2: Approval of 06-25-2015 Minutes

A motion was made to approve the March 5, 2015 minutes. **All in favor. Motion passed.**

Item 3: PTO Update – Amy Wilcox

Amy Wilcox, new 2015-2016 PTO President, shared the PTOs top 3 goals for the year:

1. Promote close connections between school and home through frequent and thorough communication using a variety of modalities.
2. Continue to enhance the educational experiences for students by funding extracurricular programs, activities, field trips and contributing to class funds.
3. Promote and increase elective parent volunteerism and involvement on the medium and high volunteer level.

In answer to the Boards' question of how many members there are of PTO, all parents of students are automatically members. The PTO treasurer purchased Quickbooks to keep track of finances. Parents want to know where PTO funds go. Amy (or other PTO board member) will attend each CRA Board meeting with an update on year-to-date-expenditures and any other necessary items.

Item 4: Board Retreat – Erik Olson

CRA Board will have a ½ day Board Retreat on Friday, October 23, 2015 from 7:30 am – 12 pm, with lunch immediately following, to focus on strategic planning. Merry and Dave Garrett are invited to join the retreat at 10 am.

ACTION: Board members will email Erik agenda items they'd like to discuss.

Item 5: Adding a 7th Board Member

CRA Board is considering adding a 7th Board member.

Item 6 – New Staff/Faculty Job Descriptions & Big Picture – Merry Fusselman

To better take care of CRAs teachers, a "Teacher Support Team" has been created and positions have been restructured. Leslie Evans is now the Special Ed Director; Lexee Ebert (K-2) & Marianne Griffiths (3-6) are instructional coaches; Shana Heyn is Sportsmanship Coach and Merry Fusselman and Dave Garrett remain in their positions, Principal and Business Administrator, respectively. The goal is to support all teachers on as many levels as possible. Irene Ritting and Susan Garrett will be in charge of assessments.

- The CRA 2015-2016 goal is "Academic and Emotional Intelligence"
 - Engaged learning
 - Every student is an active and mindful learner
 - Inclusion
 - Every student is accepted, respected, cheered for and safe

Item 7 – Review Profit & Loss/Balance Sheet - Dave Garrett

Dave Garrett distributed CRAs July 2014-June 2015's Profit & Loss.

Item 8 – Records Management Policy – Dave Garrett

Dave Garrett drafted and proposed an updated records management policy, which ensures our records are managed in an efficient and responsible manner. The Board voted in favor of adopting the policy, with edits as necessary.

Old Business –

1. **ACTION:** Becky Benham will get a background check.
2. **ACTION:** In the fall, Dave Garrett will resume getting automated sprinkler bids for upper field. He proposed work to be done the first day school lets out for the summer 2016. Option 1 – Keep existing pipes and get new heads only. Option 2 – Get all new PVC pipes at double the cost.
3. **ACTION:** Dave Havell and Ruth Hadlock will begin the process of updating CRAs charter.

New Business –

1. **ACTION:** To comply with *Rule R277-281, Charter School Oversight, Monitoring and Appeals*, Dave Garrett will forward emails to the CRA Finance Committee that he receives from the state of Utah finance personnel.
2. **ACTION:** The CRA has formed a Finance Committee that will meet monthly with Dave Garrett to discuss compensation, benefits and other financial matters. Members of that committee are as follows: Dave Havell, Alyssa Larson and Dave Gisseman.
3. **ACTION:** Erik Olson and Dave Havell, please email a headshot to Shawnette ASAP for the website.

Agenda Items for Next Meeting-

1. SAGE results
2. UU CRA survey report
3. CRA benefits guide

Meeting was adjourned at 5:40 pm

**NEXT MEETING: Thursday, September 24, 2015 at 4 pm.
Finance committee to meet 15 minutes prior, at 3:45 pm.**