

**CANYON RIM ACADEMY BOARD MEETING MINUTES**  
**09-28-17**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on September 28, 2017 at 4:00 pm at the school.

Members present:

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

Administration present:

Kent Fuller (via phone) & David Garrett

Guests present:

PTO co-president- Jill Gibby; Teachers- Rachel Ford, Paige Heyn, Sean Thorpe, Calli Hodson, Whitney Paulsen and Ashton Haga.

The meeting was called to order at 4:10 pm

Item 1: Public Comment Period

Paige Heyn told the Board that she would be very interested in promoting CRA via booths at various events (such as Avenues Street Fair, Millfreaks, Venture Outdoor Festival) to bring public awareness that CRA exists.

**ACTION:** The Board will discuss this at an upcoming Board meeting and if deemed appropriate, a Board member will oversee these efforts, with Paige's assistance.

Item 2: PTO Report – Jill Gibby

The CRA carnival was a huge success; PTO is in the midst of finalizing their profits. Upcoming events include Safety Week October 9-13, 2017 and the low-cost fundraiser "5K Glow Run" Saturday October 14, 2017.

**Item 3: Old Business/Follow up Items**

Item 3a: Educational Travel – Erik Olson

As a follow-up to this agenda item last month where the three 5<sup>th</sup> grade teachers requested permission to use a room at CRA to conduct meetings regarding an upcoming educational travel opportunity for those students who wished to pay for such a trip, Sue Astle and Erik Olson investigated the legality of the request with the Utah State Board of Education (USBE). Because the school can't sponsor anything that requires a student to pay a fee, as long as the teachers make it clear in all their communications (email, verbal, written) that the travel opportunity is NOT a school-sponsored event, it is permissible to have informational meetings at the school. The Board does not need to vote on this; it is simply the Board's job to make sure the school works within the parameters of the law. The final approval will come from the principal of the school.

Item 3b: Teacher Mentoring Update- Peggy McCandless

Peggy McCandless, 26-year mentor and program coordinator in the elementary program at the University of Utah, joined CRA as an Educational Consultant to assist in the creation of a mentoring program for new teachers at CRA. She, along with the Principal, identified 6 teachers to mentor 4 new teachers at CRA this year. The team meets monthly to go over mentoring strategies and ideas. Peggy states that it is a reflective process for the teachers, where they set their own goals. It is also a non-evaluative process; the mentoring process is in place to offer support to the new teachers and to enhance leadership opportunities for teacher mentors at CRA. The program is going well so far.

#### **Item 4: New Business**

##### Item 4a: Principal Report – Kent Fuller

- Lexia- CRA implemented a state-approved reading computer software tool to help all readers in K-1 and struggling readers in 2nd-6th grade. The CRA staff was trained on September 15, 2017 and aides will be trained on September 29, 2017. This program combines time on the computer with scripted lessons that teachers or aides can give support to struggling students.
- SAGE Testing Result- Due to a change in the scoring rubric for SAGE tests (where the Utah Code School Grading Act now states that essentially the endpoint of a range has been increased by five percentage points over the previous school year), several schools saw a decrease in their letter grade for the 2016-2017 school year, of which CRA was one of those schools. Whereas this year's scores with last year's scoring would have been an "A" letter grade, CRA's score now reflects a "B" with the updated scoring.
- Internet, Bullying & Lunch Payment Policies – Discussion postponed.  
**ACTION:** The Board will discuss this by next month's Board meeting.

**ACTION:** The Board would like to hear an update on SPED. It will be an agenda item on next month's Board meeting.

##### Item 4b: Business Manager Report – Dave Garrett

- P&L- The Board discussed the YTD P&L as of 9/25/17 which Dave had previously emailed the Board.
- Fall Social – CRA will host a Fall Social on Saturday, October 7, 2017 from 4-6 pm at Canyon Rim Park. All employees and significant others and families are invited to enjoy this event. CRA will provide the main dish, dessert and drinks. Teachers will be asked to provide sides, appetizers and salads of their choice.
- Open House – CRA will host its annual Open House on Thursday, October 5, 2017 from 4-7 pm, which marks the beginning of the lottery period for the 2017-2018 school year. Board members and administration will give tours and answer guests' questions. A short survey will be included on the application this year, which will ask guests how they heard of CRA and why they were drawn to apply, etc.
- Enrollment – Currently, the enrollment at CRA is as follows: 77-K, 76-1<sup>st</sup>, 78-2<sup>nd</sup> (full), 77-3<sup>rd</sup>, 78-4<sup>th</sup> (full), 71-5<sup>th</sup>, 45-6<sup>th</sup> (2 classes only; not 3 as in years' previous). That brings the enrollment total to 502 students. The Board would like to give a big thank you to Shawnette and the office staff for monitoring the enrollment numbers and doing the work required to enroll new students.

#### **Item 4c: Committee Reports – Board**

##### Item 4c(1): Chair Report- Erik Olson

- UAPCS- Erik and Dave Garrett had lunch with Royce Van Tassell and Tina Smith of Utah Association of Public Charter Schools (UAPCS), whose non-profit corporation exists to offer advocacy, training and support to Utah charter schools. The Board gave their unanimous support of CRA joining their membership.

##### Item 4c(2): Secretary Report- Ruth Hadlock

- Minutes- The minutes of last meeting were approved via email.
- Trello- Ruth updated the Board's "to-do" tracker. All Board members, plus Dave Garrett and Kent Fuller, have access to this online program, whereby everyone can see what action items are in process or upcoming.

##### Item 4c(3): Vice-Chair & Strategic Planning Director Report- David Havell

- Creating a 3-year strategic plan is a focus for this year.  
**ACTION:** The Board will discuss this at next month's Board meeting.

##### Item 4c(4): Governance Director Report- Becky Benham

- UCAP- Erik asked a member of the Board to be the contact person for UCAP (Utah Charter Access Point). Becky is the contact person.  
**ACTION:** Becky will call to find out why the CRA Board isn't receiving communications from the USBE.
- Board Retreat- The Board discussed whether to have one or two Board Retreats this school year to discuss strategic planning and other issues.

**ACTION:** The Board will discuss this at next month's Board meeting.

- Expanding the Board- The Board discussed whether they want to expand the Board by one member or leave it as is. Previously, the Board had expressed interest in adding a Legislative Representative, however, with the CRAs membership of UAPCS, it may not be needed, as UAPCS tracks legislative bills which affect Charter schools and provide in-depth annual legislative recaps.
- Board Vacancies – Becky encouraged the Board to implement procedures for filling positions when Board vacancies are forthcoming. The Board will discuss this further.

Item 4c(5): Finance Chair Report- Dave Giseman

- The Finance Committee met with Dave Garrett prior to the Board meeting. They discussed strategic planning, the potential of adding new non-Board members to the committee, teacher pay scale and how lower enrollment numbers affected CRA's bottom line (about \$60-70,000 loss in net revenue). Discussions will continue through the year at future monthly meetings.

Item 4c(6): Academic Excellence Report- Alyssa Larson

- Alyssa met with Kent to discuss Academic Excellence. CRA is considering using "engageNY" curriculum as the 2<sup>nd</sup>-6<sup>th</sup> grade math program (some grades are currently using it already). The next focus will be examining science to discuss how to increase student scores in that area.

Item 4c(7): Communications Report- Alicia West

- Principal Evaluations- Alicia will head up the timing and implementation of annual principal evaluations.  
**ACTION:** Alicia will brainstorm with Kent Fuller and Peggy McCandless to create an evaluation process.

Item 4c(8): Parent-elected Representative Report – Sue Astle

- The LAND Trust election is complete and the council will move forward with their business throughout the year.
- CRA will implement the use of limited mass texting to communicate important school information. Parents will have the option of opting out if desired. PTO may use this as a parent-communication method with approval from the principal prior to each text.

**Item 4d: OPMA Training – Ruth Hadlock**

Ruth presented the annual Open Public Meetings Act overview, which is required by state law.

**Item 4e: Charter Approval – Erik Olson**

While the CRA Charter is approved as an internal document it now needs to be formally approved with the State of Utah.

**ACTION:** Becky Benham will call the USBE to determine CRAs next step. Dave Havell offered his help as well.

The meeting was adjourned at 6:15 pm.

**NEXT BOARD MEETING:**

**Thursday, October 26, 2017, 4:00 pm at Canyon Rim Academy**

Respectfully submitted,  
Ruth Hadlock