

**CANYON RIM ACADEMY BOARD MEETING MINUTES
01-28-2016**

Members present:

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

Administration present:

Merry Fusselman and Dave Garrett

Meeting was called to order at 4:05 pm.

Item 1: PTO Report – Amy Wilcox

The PTO will increase their communication with parents via mailchimp emails and decrease it via Monday newsletters. PTO would like to finalize their purchase of the multi-purpose room audio system as soon as possible. After one more bid is given to Dave Garrett, a decision will be made to move forward. PTO will send out an informational email to CRA parents re. Senate Bill 38, which is related to charter school funding.

ACTION: Beginning next year, PTO will appoint a member to apprise their group, the CRA Board of Trustees, etc. of legislation that affects charter schools.

Item 2: Approval of 12-18-2015 CRA Board Minutes – Ruth Hadlock

A motion was made to approve the December 18, 2015 CRA Board minutes. **The motion passed.**

Item 3: New Business - No discussion

Item 4: Master's Program (response to Rachel L. proposal) – Erik Olson

The CRA Board of Trustees declined Rachel Lowry's proposal to allow an administrative-track Master's Degree that would entail one year of a job share in Rachel's classroom while she participates in a half-time administrative internship. The Board concluded that in contrast to a standard summer and evening, teaching-track master's degree program, an administrator-track program would not be feasible because it would conflict with the school's policy regarding new job share classes, and it would not be in the school's best interest to have a part-time assistant administrator working at the same time as a classroom teacher.

ACTION: Board to review compensation policy elements that relate to compensation for endorsements and master's degrees.

Item 5: Plan for Core Knowledge Use at CRA – Merry Fusselman

CRA's current Core Knowledge policy states that the goal is for Core Knowledge to make up at least 50% of the curriculum including Language Arts, Social Studies and Science. A revision will be made, including removing that percentage.

ACTION: Merry will revise the Core Knowledge policy and re-present it to the Board.

Item 6: After School Daycare – Dave Garrett

Dave Garrett made a motion to dissolve CRA's After School Program effective at the end of the 2015-2016 school year, considering cost, liability issues, and other factors. The Board discussed the fact that Millcreek rec center has after-school bus service to CRA. **The motion passed.**

Item 7: Reciprocal Parking Agreement - Dave Garrett

The LDS church directly to the South has will sign a one-year agreement with CRA, allowing our patrons to use their parking lot for drop off and pick up.

ACTION: Dave Garrett will email agreement to Erik Olson to look over before signing it.

Item 8 : Proposed 2016-2017 School Calendar – Merry Fusselman

A proposal for the 2016-2017 school calendar was passed around.

ACTION: Merry will make a few revisions per the recommendation of the Board.

Item 9 : Formation of CRA Audit Committee – Dave Garrett

A CRA Audit Committee will be formed to audit the school's financials. This will ensure another layer of control, in addition to the outside company who audits us. The current CRA Finance Committee (made up of Dave Gisseman, Alyssa Larson and Dave Havell) will serve as that committee.

ACTION: Dave Garrett will investigate what the duties are of the committee and what documents will be examined at what time intervals.

Item 10 : UAPCS Membership Review – Dave Garrett

Dave Garrett and Merry Fusselman suggested CRA become a member of the Utah Association of Public Charter Schools (UAPCS). The mission of the UAPCS is to provide advocacy, training and technical support that promotes excellence in public charter schools throughout Utah.

ACTION: Dave Garrett will email the Board specific ways UAPCS has benefitted CRA, directly or indirectly, so that the Board can consider this proposal.

Item 11: Deposits and Investments as of 12/31/15 – Dave Garrett

The Board looked over the deposits and investments of CRA as of 12/31/15, for the previous six months.

ACTION: Next month, Dave Garrett will recommend other more profitable investment options available to us.

Item 12 : Feist Training for Administrators & Board Members – Erik Olson

Live trainings are available via the Charter Mentoring Grant provided by the State Charter School Board. Trainings are free of charge. Administrators and Board members are encouraged to attend.

ACTION: Ruth Hadlock will attend the Feb. 10th training and will report back to the Board.

Item 13 : Policies & Charter Update

Becky Benham will be coordinating efforts of the Board and Administration to update our policies and Dave Havell and Ruth Hadlock will be coordinating efforts of updating our charter.

ACTION: Dave Havell will follow up again with Marlies Burns, the Director of Charter School Programs at the Utah State Office of Education to obtain amendment information.

ACTION: Dave Garrett will compile a list of current CRA policies and check them against the Lear & Lear required and suggested policies list.

ACTION: Erik Olson will draft an CRA evaluation policy.

ACTION: Merry will email the CRA Employee Handbook to Becky Benham.

ACTION: Merry will look over our charter to suggest what practices need to be updated to match our charter and which portions of the charter need to conform to our policies. She will also look over our Ends and Means policy, and make suggestions if needed. The Board can utilize this feedback in addressing revisions to the charter.

Item 14 : CRA Personnel Issues – Erik Olson

The Board unanimously voted to hold a closed meeting regarding certain personnel issues. That closed meeting followed the open board meeting.

Agenda Items for Next Meeting-

1. A CRA teacher will attend our next Board meeting to show us interactively how s/he uses the SAGE portal to view student data.
2. Schedule a Teacher CPR training.
3. Continue our discussion of a timeline for hiring a new principal.

4. Ruth Hadlock to report on the charter training.

Meeting was adjourned at 5:45 pm.

NEXT MEETINGS: Thursday, February 25, 2016; Thursday, March 24, 2016