

CANYON RIM ACADEMY BOARD MEETING MINUTES  
10-25-18

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on October 25, 2018 at 4:00 pm at Canyon Rim Academy.

Members present: Erik Olson, Becky Benham, David Havell, Susan Astle, & Alicia West

Members absent: Jason Esplin and David Gisseman

Administration Present: Kent Fuller, David Garrett, & Rachel Lowry

The meeting was called to order at 4:20 pm.

Item 1: Public Comments

There were no public comments.

Item 2: PTO Report-Susan Astle

- Sue reminded the Board that the PTO fundraiser will be held on Monday, October 29 at Wasatch Junior High school from 5:30 pm until 8:00 pm.
- The PTO has requested that the Board volunteer at this event. Science Night is coming up on Thursday, November 8, at the school.
- Anne Tuckett has secured funding for the entirety of the yearbook; this will greatly help the PTO with meeting their budget needs for this school year.

Item 3: Principal Report-Kent Fuller & Rachel Lowry

- Enrollment Update: The current enrollment count is 520 students. We had two, sixth grade students leave the school.
- Historically, the school has not attempted to fill open spots after October 1 of each school year. However, the decision to fill open spots during the school year, rests with the administration and is reviewed on a case by case basis.
- Professional Development (PD) Inquiry Groups: Rachel updated the Board on how the PD Inquiry groups are developing at the school.
- Every teacher has set an academic goal for this school year and joined a collaborative, inquiry group. The formation of these groups is based upon research that shows that change happens when teachers work with colleagues.
- There are four groups at CRA:
  - Service Learning-this group is working with Peggy McCandless and has the option to collaborate with the Bennion Center at the University of Utah.
  - Writing Instruction-this group is working on refining this area of teaching as it is a top priority.
  - Targeted Small Group Instruction
  - Emotional Intelligence & Mindfulness
- Peggy has been helping find articles and information and make connections for each of these groups.

- Kent is helping the teachers use MIDAS (MIDAS was built by the Utah State Board of Education (USBE) with the single goal in mind of helping Local Education Agencies (LEAs) provide a simpler, more cost effective way to collect and track professional learning activities for educators.) in order to earn PD credit towards re-licensure.
- RISE testing update: This is the name of the new, state-wide test.
  - The test is essentially the same as the previous SAGE test.
  - One of the differences is that writing will only be tested in 5th grade and 8th grade.

#### Item 4: Business Manager Report-David Garrett

- David presented the board with the most recent P & L statement.
- Every budgeted category is on track to be at or under budget for this fiscal year.
- Some higher cost items, such as new teacher laptops and new printers have already been paid for.
- Alicia asked how we are ensuring that CRA is only charging enough money in order to cover our lunch costs.
  - Currently, the income from school lunches evenly covers the expenses included in preparing lunch for the school. These costs include personnel not only for preparation, planning, & purchasing but also the cleaning staff needed.
  - David Garrett stated that our prices for lunch are currently below the average for most charter schools in Utah.
- David Garrett would like to meet with the Finance Committee in order to discuss options for our current excess funds. Two of the options are:
  - Pay down the current mortgage.
  - Pay into our Public Treasury Investment Fund (once deposited, these funds are liquid.)
  - **ACTION: The Finance Committee will schedule a time to meet with David Garrett to discuss the details of these options.**
- Susan asked how much cash would be needed to have on hand for the school to begin building a new school building.
  - This is a question that includes many factors; including the type of financing that the school pursues to obtain a new building.
  - Currently, the school is required to always have 2 months of our operating costs, in a liquid account, at all times.
  - Another factor that affects the amount of liquid funding to have on hand when we are building a new school, is that Granite School District (GSD) required, as part of the sale of the building, that there are several clauses in our purchase agreement that give GSD, among other rights, that the title passes directly to GSD if we are unable to meet our mortgage obligations. This means that when CRA does plan on building a new school, GSD will be a part of that plan, so that all parties are in agreement.

#### Item 5: OPMA (Open and Public Meetings Act)-Becky Benham

- The Board is required to participate in annual training on the OPMA.
- Becky provided this training by utilizing a Power Point presentation created by the Utah Association of Public Charter Schools (UAPCS).
- The presentation provided information so that our Board can comply with the OPMA and abide by best practices.

#### Item 6: Board Committee Reports-Board

- Communications-Susan Astle
  - Sue has researched the Crisis Communications plans of various schools and school districts.
  - Sue found that the Jordan School District (JSD) has a plan that may be able to be adapted to CRA.
  - **ACTION: Sue will work with Kent to come up with a plan to adapt the JSD plan to best fit the needs of CRA.**
  - Sue inquired about the school's current PR plan.
    - Kent is working on getting a video professionally made for the school's website, highlighting all of the incredible activities and learning opportunities at CRA. In addition, Kent would like to create separate videos for each grade level that are also accessible on the school's website.
    - David Havell suggested that the school's newsletter format could be updated to a format that included links for each subject on the newsletter.
- Principal Evaluations-Alicia West
  - Alicia updated the Board that Susan Astle and David Havell will work on the Principal Evaluation committee this year. **ACTION: Susan & David Havell will coordinate the first evaluation with Kent to take place before the end of 2018.**
- School Governance-Becky Benham
  - Becky updated the Board that she attended a Mindfulness seminar for alumni at Westminster college. **ACTION: Becky will give Kent the resources and information from this meeting to be passed onto the PD Inquiry group focusing on mindfulness.**

The meeting was adjourned at 5:35 pm.

Next Board Meeting:  
November 29, 2018 at 4:00 pm

Respectfully submitted,  
Alicia West