

**CANYON RIM ACADEMY BOARD MEETING MINUTES**  
**10-26-17**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on October 26, 2017 at 4:00 pm at the school.

Members present:

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

Members absent:

David Havell & Alicia West

Administration present:

Kent Fuller & David Garrett

Guests present:

PTO co-president- Michelle Booth; Teachers- Ali Spittler and Ashton Haga.

The meeting was called to order at 4:10 pm

Item 1: Public Comment Period

No public comment.

Item 2: PTO Report – Michelle Booth

The 5K Glow Run was well attended and everyone had a good time. Finances/profit from carnival and fun run are still being tabulated. The PTO may have a service project in December. Michelle asked if the new texting communication system is available to use sparingly to notify parents of upcoming events; Kent said yes. PTO is actively looking for someone who is willing to volunteer to produce the end-of-the-school year video. Marie Poulson is PTO's President-elect; a co-President will serve with her.

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

- UCAP- Becky called USBE to find out why the Board hasn't been receiving emails from the UCAP (Utah Charter Access Point). She found out that only Kent (and occasionally the Board chairperson) will receive communications, and minimally at that (1-2x per year).

**Item 4: New Business**

Item 4a: Principal Report – Kent Fuller

- Policies: Kent has drafted technology security, bullying/hazing and data governance policies and awaits Board approval. Kent is still working on revising the Discipline policy. The Board approved the lunch payment policy.
- SPED update: CRA had hired a special education director prior to the school year beginning. One week prior to school starting, that new hire backed out due to family issues. In a stop-gap measure, CRA hired a third party who provides subcontracted specialists to fill a special education position. As special education needs are still high, CRA continues to actively pursue hiring a special education director.  
**ACTION:** Erik will circulate those policies via email ASAP to the Board for approval. If there are no concerns, the Board will informally approve within the next week so policies can be posted on the CRA website. The the Board will formally approve at next Board meeting.

Item 4b: Business Manager Report – Dave Garrett

- P&L- The Board discussed the YTD P&L as of 10/25/17 which Dave had previously emailed the Board. A couple expense categories were higher than anticipated due to necessary school repairs. In answer to the Board's question of how the janitorial service has been performing since Marco's departure, Dave said it is satisfactory at best and has communicated to the janitorial company that there is opportunity for improvement.

**ACTION:** The Board reminded Dave that they have authorized funds to be spent on sidewalk snow shoveling (and other tasks such as opening and closing building at night), so Dave doesn't have to do those himself. The Board requests Dave to begin researching options.

- Open House – CRA hosted its annual Open House on Thursday, October 5, 2017. The total number of applicant were almost identical to previous two years (this year: 112; last year 108; previous year 111). Administration polled applicants, asking which characteristics identify CRA as their school of choice. 1<sup>st</sup> place votes: reputation, school climate and safe environment. 2<sup>nd</sup> place votes: staff, school climate and location. 3<sup>rd</sup> place votes: staff, art emphasis and core knowledge.
- Dave presented the Utah Consolidated Application funding summary (of standard grants CRA annually applies for) and requested Board approval of the proposed allocation for 2017-2018 school year, in which 100% (or a bit less, as determined by administration) will go toward salaries. The Board was in favor.

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

##### Item 4c(1): Secretary Report- Ruth Hadlock

- Minutes- The minutes of last meeting were approved via email.

##### Item 4c(2): Governance Director Report- Becky Benham

See 4d & 4e below

##### Item 4c(3): Communications Report- Alicia West

- Principal Evaluations- Alicia, Kent and Peggy McCandless have begun to formulate standard operating procedures for principal evaluations. The goal is to have the procedures complete by the end of the year.
- School calendar- Alicia reminded the Board that a parent who attended last year's Annual Meeting suggested that CRA publish the 2018-2019 school calendar by the end of December the prior year.

**ACTION:** Shawnette has already begun to work on that and will shortly be asking for Board feedback.

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

Sue suggested the Board review procedures involving school volunteers and either clarify those procedures in current policies that relate to volunteers or create an additional policy.

**ACTION:** Kent will research this.

#### **Item 4d: Charter Approval – Becky Benham**

Becky spoke with Rebecca Cisneros, who oversees charter applications at the State Charter School Board, and relayed two options for CRA's charter revision. Rebecca offered to look at our updated charter and put it into the needed format to be ready for approval by the USBE. The earliest they can look at is at their December 2017 meeting.

**ACTION:** Erik will make sure Becky has the original charter PDF and the current version of CRAs charter so she may email them to Rebecca.

#### **Item 4e: Board Retreat Schedule – Becky Benham**

Board Retreat- Becky recommends two Board retreats to discuss strategic issues; one in November and one in the new year.

**ACTION:** Ruth will email a meeting scheduler to determine an agreeable date for the first retreat.

The meeting was adjourned at 5:53 pm.

#### **NEXT BOARD MEETING:**

- **Thursday, November 30, 2017, 4:00 pm at Canyon Rim Academy**
- **NOTE: There will not be a Board meeting in December 2017**

Respectfully submitted,  
Ruth Hadlock