

CANYON RIM ACADEMY BOARD MEETING MINUTES
11-29-18

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on November 29, 2018 at 4:00 pm at Canyon Rim Academy.

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

Administration Present: Kent Fuller & David Garrett

Guest: Paige Pectol

The meeting was called to order at 4:11 pm.

Item 1: Public Comments

There were no public comments.

Item 2: PTO Report-Susan Astle

- Science Night was a huge success and there were twice as many attendees as anticipated.

Item 3: Principal Report-Kent Fuller

- Crisis Communication Plan
 - Kent and Sue Astle have been working together to create a Crisis Communication Plan for the school.
 - They began by utilizing the plan currently in use for Jordan School District and have been making modifications to best fit CRA.
 - This plan will create a flexible team of volunteers that can be utilized as needed in different types of crisis situations that may arise.
 - This plan will be flexible so that it may be adapted for a larger type crisis, such as a bomb threat or an active shooter situation, but will also cover smaller situations such as an injury or death or long-term absence of a staff member.
 - Kent and Sue would like to get input from a professional public relations firm on this plan and will be seeking out this input.
 - The current plan includes seeking out community members with specific skill-sets that can be utilized in the event of a crisis.
 - The Board also discussed adding information to our Board Handbooks regarding communication.
 - The current plan provides flexibility and also empowers the principal to be able to move forward quickly as needed in certain situations.
 - **ACTION: The Board will review the plan as written and provide feedback to Kent and Sue by December 14, 2018.**
- 2019-2020 CRA School Calendar
 - There were two calendar options presented to the Board as possibilities for the 2019-2020 school year, Option A & Option B.
 - Kent informed the Board that the staff preferred Option B, 10 to 1.

- Option A more closely follows the school calendar for Granite School District (GSD) but is problematic for CRA because it starts so early in August and our school does not have air conditioning.
- The lack of air conditioning at CRA is not an issue that can easily be resolved. Our current building and electrical grid cannot support individual A/C units in each classroom. The school has tried several different methods of cooling the air but so far, none have been effective.
- Both Options A & B have a Spring Break that does not correlate with Granite School District's. There are a few reasons for this:
 - Our annual Shakespeare play usually occurs in mid-March; this is when GSD's Spring Break is planned.
 - There are no planned days off from school from after Spring Break, until Memorial Day; by having Spring Break be the first week in April, this gives both the students and the teachers a rest before the final weeks of school that also include state-required testing.
- The Board would like CRA's Spring Break to correlate with GSD's because of the amount of families that have children in multiple schools.
- Option B ends school two weeks after GSD.
 - The Board would like to shorten that gap to one week, if possible.
 - The Board would like to align Spring Break with GSD.
 - The Board would like to have school start as stated in Option B.
- **ACTION: Kent will work with Shawnette to modify Option B.**
- Collaborative Inquiry Group (CID) Update
 - Things are going extremely well with the CID's.
 - Having the professional development come from grassroots efforts, rather than as a top-down mandate, is going great, teachers are sharing with each other.

Item 4: Business Manager Report-David Garrett

- Budget/Loan Forecast/PTIF
 - The Board and Dave, with the assistance of the Finance Committee, have been strategizing for several months regarding the degree to which the school should pay down the \$2.6 million bank loan that was used to purchase the school property nearly five years ago, and whether to make more substantial principal payments. The current balance is approximately \$2.3 million, and the initial 4.65% variable interest rate will increase to approximately 5.8% in July 2019.
 - Considering the upcoming rate increase and school savings at present of approximately \$2.15 million, Dave proposed making a substantial pay-down of the loan. He also suggested potentially paying off the loan as early as December 2020, assuming that we are able to avoid major, unforeseen expenses to the school between now and then (for example, if the school has to replace the boiler).
 - The current loan balance is approximately \$2.3 million
 - The Board would like to take some time to consider and discuss these matters and will make further decisions in January or February regarding paying down the loan.
- FY'18 Audit Review
 - Dave presented to the Board the most recent report from our outside auditors.

- Everything was found in good standing and in compliance.
- Employee Benefits
 - The school offers two health plans to employees, Select Health Save & Select Health Plus.
 - The school has switched to Dental Select for dental benefits, based upon life-event qualifications.
 - The school is continuing to use Opticare for the vision plan.

Item 5: Board Reports-Board Members

- The Principal Evaluation committee has completed their first evaluation with Kent for this school year.
- Jason has met with Kent as part of his Principal Support duties.
- The Finance Committee had a meeting with David Garrett.
- Becky & Erik attended a training about legal issues with SPED from the Utah State Charter School Board.
 - Kent added to this discussion by saying that the SPED program at CRA is growing.
- The Long-Term Strategic Planning Committee met for the first time.
 - The members include: Travis Healy, David Havell, Erik Olson, Kent Fuller, David Garrett, Bruce McDonough, David Hillyard, and Robert Booth.
 - The items discussed include:
 - Building a new school building.
 - Terms of the current building loan.
 - Challenges of the current facilities, including: building age, the boiler, lack of A/C, security, parking, and the current pickup/drop-off plan.
 - Options for funding resources, including: fundraising, paying off our current loan, and expanding our current student body.
 - Expanding our current student body was discussed to be a last resort, considering the potential, unknown impacts on our established school culture and atmosphere.
 - Building material costs are extremely high and current interest rates are also high which create a tricky situation for building a new facility.
 - The need to continue to utilize the church parking lot for pick-up & drop-off and how to maintain a good relationship with the church building managers in order to preserve this option.
 - The committee will continue to meet over the upcoming several months in anticipation of presenting to the Board at the close of the school year its recommendations and options.
 - Erik would like the Board to come up with some ideas for a person who has experience with high-dollar fundraising.

The meeting was adjourned at 5:38 pm.

Next Board Meeting:

December 14, 2018 at 7:30 am.

Respectfully submitted,
Alicia West