

CANYON RIM ACADEMY BOARD MEETING MINUTES
2-26-18

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on February 26, 2018 at 4:00 pm at the school.

Members present:

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

Administration present:

Kent Fuller & David Garrett

Guests present:

PTO co-presidents- Jill Gibby & Michelle Booth

25+- parents and the following teachers and staff - Debra Hedin, Whitney Paulsen, Vanessa Tendick, Ashton Haga, Ali Spittler, Paige Heyn, Lauren Robinson, Tiffany McQueen, Haas Pectol, Calli Hodson, Rachel Lowry, Sean Thorpe, Dawn Marie Tabery, Susan Swidnicki, Leisha Black, Irene Rytting, Teresa Desous, Jeri Jacobs, Shawnette Abraham, Debbie Stevens, Holli Gisseman, Rachel Ford and Cindie Pratt. (Although we have attempted to list all those in attendance, we apologize in advance if we someone was not recognized.)

The meeting was called to order at 4:02 pm.

Item 1: Public Comment Period

For the first 2.5 hours of the meeting, the Board listened to public comment from the following guests: Mike Blakesley, Matt Stalsberg, Nicole Handy, Monica Call, Hallie Keller, Leah Hullinger, Paige Heyn, Leslie Evans, Josh Wood, Camille Johnston, Melissa Stalsberg, Jennifer Jeppson, Shauna Cundick, Vanessa Tendick, Tali Koerner and Anna Jackson. Most public comments pertained to the resignation of Scott Flox, 3rd grade teacher. Parents asked pointed questions and expressed concern for what led up to Mr. Flox's resignation, which followed the Principal informing Mr. Flox he would not be invited to return as a teacher next year. Some parents implored CRA to reverse the decision, some parents requested that CRA ensure that there is a clear understanding of agreed-upon expectations and some parents verbalized how fortunate they feel to be part of the CRA supportive community. Teachers who spoke during the public comment period conveyed their willingness and commitment to help the 26 students (who were Mr. Flox's students) in any way they can.

The Board identified a "best practice" to implement going forward: The Board will be made aware of any serious employment matters, or if a teacher will not be invited back to teach the following year, *prior* to that teacher/staff member being notified. This notification to the Board is not for approval; rather simply to inform the Board so that preparations can be made resulting in rapid communication to parents and stakeholders.

ACTION: As the Board is open to improving; all Board members will email Ruth the comments/insights they gleaned from the public comment period tonight that are worth taking into consideration and/or taking action on.

Item 2: PTO Report – Jill Gibby & Michelle Booth

Jill and Michelle updated the Board on upcoming events, which include the school fundraiser at Chick-fil-A on Tuesday, February 27, 2018 from 5-8 pm. A portion of proceeds from CRA families' purchases will be donated to CRA. The Gallery Stroll will be held on Thursday, March 1, 2018 from 6:30 – 8:30 pm; it will showcase student art contest winners. In an effort to improve parent understanding of the delineation of roles between Board of Trustees and Administration, Jill and Michelle suggested the Board send a flyer home with students, and/or place a poster in a visible location (school foyer), inviting parents to ask the Board members questions.

ACTION: At next month's Board meeting, Michelle and Jill would like to share a compilation of parent comments/insights that pertain to recent years.

Item 3: Old Business/Follow-up Items

- 3rd grade transition: Debbie Stoker has been hired by the administration as a 3rd grade educator to teach Mr. Flox's former students.
- CRA Charter, Exhibit A: Upon clarifying that the percentages of school-specific standards (used in assessing school achievement) are in particular ranges, the Board unanimously approved Exhibit A.

ACTION: Becky will follow up with the Utah State Charter School Board, to submit our updated charter in the "Exhibit A" format.

- University of Utah Spring Survey – The Board reiterated the decision to continue having the University of Utah administer the Community Satisfaction Survey, which gives the Board, administration and teachers information on how the students, parents and teachers rate different aspects of CRA. To clarify any confusion parents may have whether their comments directly affect employment of a teacher, the survey will address the purpose of the survey, which is simply to provide feedback for the Principal to be used in evaluations of teachers (among other tools). The Board has chosen March as the month in which the survey is administered, because by that time, parents will have had two parent-teacher conferences with their child's teacher and will have enough interaction to give effective feedback. It also leaves enough time between March and the end of the year for teachers to address any needs.

ACTION: The Board will include a new section in future surveys, which will include questions regarding the Board of Trustees.

ACTION: The Board will announce the upcoming survey in the school newsletter.

Item 4: New Business

Item 4a: Principal Report – Kent Fuller

- Land Trust Report: Kent presented a draft proposal of how the 2018-2019 Land Trust money will be allocated. The proposal outlined two goals to improve student academic achievement, using Land Trust monies. The Board unanimously approved the proposal.

ACTION: Kent will submit the proposal to the Land Trust website.

- SPED update: The administration hired a SPED director to join CRA. Jaclyn Knapp will work part-time at CRA to fulfill needed SPED duties, as well as interventionist duties.

Item 4b: Business Manager Report – Dave Garrett

- School Finances: CRA continues to be financially solvent.

ACTION: Dave will email the current YTD financials to the Board.

- 6th grade enrollment: 55 current 5th graders have enrolled in 6th grade at CRA. Since there are more than enough students to fill two sixth-grade classes, marketing efforts will cease to attract more students.
- Lottery Invitations: In mid-March 2018, students will begin to be invited to enroll at CRA for the 2018-2019 school year.

Item 4c: Committee Reports – Board

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

- Minutes Approval: The minutes of the January 18, 2018 and February 20, 2018 Board Meeting minutes were unanimously approved via email.
- Board Meetings: Remaining Board Meetings for this school year are as follows: Thursday, March 22, 2018; Thursday, April 26, 2018; and the Annual Meeting on Thursday, May 17, 2018.

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

- Board "Intent to Return": Alyssa Larson and Ruth Hadlock will finish their Board term May 2018.
Board Size: The Board discussed the appropriate size of the Board for next school year. Sue Astle made a motion that the Board be made up of seven members. Alyssa Larson seconded the motion. There was a

discussion of pros and cons of having seven to nine board members. Those in favor of a membership of seven members: Erik Olsen, David Havell, David Gisseman, Alyssa Larson and Alicia West. Those against: Becky Benham, Ruth Hadlock and Sue Astle. The motion passed.

- Board Vacancies: Becky will announce next week that the Board will be accepting applications for a 3-year term on the Board of Trustees, as well as the 1-year Parent-elected Board member.

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

Alicia and Kent described the proposed procedures for principal evaluations. The Board unanimously approved to adopt the procedures outlined. As per the outline, two Board members will evaluate the principal three times per school year. Becky Benham and David Havell will evaluate the principal in March 2018 for the current school year.

ACTION: The Board will vote on the CRA Administrator Evaluation Policy at next month's Board meeting.

The meeting was adjourned at 9:10 pm.

NEXT BOARD MEETING:

- **Thursday, March 22, 2018, 4:00 pm at Canyon Rim Academy**
- **Strategic Planning Meeting: Friday, April 6, 2018, 7:00 am at location TBD**

Respectfully submitted,
Ruth Hadlock