

CANYON RIM ACADEMY BOARD MEETING MINUTES
04-19-18

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on April 19, 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:

David Garrett

Administration absent:

Kent Fuller

Guests present:

PTO co-presidents- Michelle Booth & Jill Gibby

The meeting was called to order at 4:10 pm.

Item 1: Public Comment Period

There were no public comments.

Item 2: PTO Report –Michelle Booth & Jill Gibby

- Jill and Michelle requested clarity on if public comments are discussed among Board members and if so, how are they responded to. The Board explained that every comment is either discussed among the Board members at the next Board meeting, is discussed in a Board email or a Board member directly responds to the person commenting, in person or via email. If an action results from a public comment, the action will be announced in the Board minutes. Board minutes are posted at www.canyonrimacademy.org. Go to the "our school" tab and select "Board Meeting Agendas and Minutes."
- Jill and Michelle suggested the possibility of either having the one-year parent-elected Board member expand to be a two-year term or for the one-year parent-elected Board member to be voted on a year in advance, giving the member a chance to shadow the current parent-elected Board member in order to gain familiarity and understanding. A Board member also suggested that another idea is for PTO to designate a member to attend to all Board meetings.
- The PTO co-presidents mentioned a teacher representative (without voting rights) Board member may be beneficial.
- Upcoming PTO events include Art Night, Mountain Man Rendezvous and Field Day.
- This is the first year that yearbooks have been created. Each student will be given one free of charge this year; in future years, parents will be able to purchase them on Parent Information Night.

ACTION: The Board will discuss on a future agenda the idea of modifying the one-year parent-elected Board member position.

Item 3: Old Business/Follow-up Items

- CRA Charter, Exhibit A: After Kent Fuller recommends the accountability system and Becky submits to USCSB, the Authorizing Committee will review and recommend approval to the SCSB (their next meeting is June 14, 2018.) If Authorizing Committee approves, it will be placed on the August consent calendar. Then it will be sent to CRA for signatures and adoption in an open meeting before or around the beginning of next school year.
- The Board approved the CRA Land Trust Council policy; it will be posted on the school website.

Item 4: New Business

Item 4a: Annual Meeting – Erik Olson

- CRA's Annual Meeting will be held on Thursday, May 17, 2018, at 6 pm in the multi-purpose room. All are invited to attend to hear this school year's highlights. The regularly scheduled Board meeting will be held directly prior to the Annual Meeting on the same date, at 4 pm.

Item 4b: Board Governance – Becky Benham

Becky initiated discussions surrounding updating aspects of Board Governance practices. Among items discussed:

- Create two standing committees: 1) Long-term Strategic Planning Committee and 2) Finance Committee (the latter of the two has been an informal committee and will now be formalized in CRA's bylaws). The Board unanimously approved the adoption of these committees and they will be reflected in the amended bylaws, which are forthcoming.

ACTION: Erik will draft an amendment to the bylaws stating that the Board has the power to form standing and adhoc committees, including a basic description of each.

ACTION: The committee chairs will fill the committees, with approval from the Board, by the start of the next school year.

- Board self-evaluations: The Board discussed setting goals for the current year before or at the beginning of each school year and evaluating mid-to-end of the school year whether those goals have been reached.

ACTION: Becky will propose when in the "Board Calendar" the goals and evaluations shall be placed.

- Board of Trustee terms/limits/renewals: The Board discussed creating clear practices on how terms are renewed, if term limits will be adopted and what the process is for renewing Board terms.
- **ACTION:** The Board will continue Board Governance discussions at the next Board Meeting on Saturday, May 5, 2018 at 7 am.

Item 4c: Principal Report – Erik Olson on behalf of Kent Fuller

- Job Openings: Job openings for next school year have been posted in the school newsletter and website, and several candidates have been interviewed.
- Teacher Evaluations: To date, 14 teacher observations & conferences have been completed. The evaluations are in teachers' HR file and a copy has been given to teachers.

Item 4d: Business Manager Report – Dave Garrett

- Building: Dave summarized the major concerns and challenges with the existing building and outlined in very broad terms how the school could afford a replacement building in 6 years time.
- Budget: A document containing highlights of the major expenses for the 2018-19 calendar year was given to the Board members in preparation for budget talks at an upcoming board meeting.
- School Nutrition Program: An on-site audit/review was conducted by the School Nutrition Program to ensure compliance with rules, procedures, purchasing guidelines, record keeping, nutritional standards, food delivery, point of sale, storage, etc. Many thoughtful commendations were reported, including well organized documentation, kitchen atmosphere is positive and welcoming, kitchen space is well utilized, kitchen manager goes above and beyond to educate students about nutrition and promotes healthy foods including creating fun-themed menus involving students input and having healthy-recipe contests.
- Field Trip: A 6th grade field trip is planned for Wednesday, May 2. The 44 students will visit the Utah Olympic Park, visit the museum, see the sites, and navigate the ropes course.
- Survey: The University of Utah Stakeholder Survey was extended through April 22. The goal is to have a minimum of 10 respondents for each classroom teacher; otherwise it is statistically invalid.
- The Board received the following information from Dave Garrett and has not had a chance yet to discuss:
 - Funding: The 2019 Legislative Estimates have been released for the Minimum School Program. The value of the WPU was increased 2.5% from \$3,311 to \$3,395. The regular basic school programs including all the Special Education funding plus the Class Size Reduction dropped \$30,328.01 from the prior year. This decrease is a direct result of having a reduced head count. However, when the one-time 2019 flexible allocation and the Digital Teaching and Learning Grant are added in, FY funding will reflect an increase of \$32,190.

- Teacher Salaries: According to the USBE website, the Classroom Teacher Average Salary for the 2016-17 School year for Canyon Rim Academy was \$50,144 based upon 22 full-time equivalent classroom teachers. This same spreadsheet shows the Charter Teacher to State Teacher Mean Salary Ratio. CRA is at 1.26. Only 6 other charters schools are at or above this figure. The low is 0.77. The average statewide charter teacher salary is just shy of \$40,000.

Item 4e: Committee Reports – Board

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

- Minutes Approval: The minutes of the March 22, 2018 Board Meeting minutes were unanimously approved via email.

The meeting was adjourned at 7:10 pm.

NEXT BOARD MEETINGS:

- **Strategic Planning Meeting: Saturday, May 5, 2018, 7:00 am**
- **Thursday, May 17, 2018, 4:00 pm**
- **ANNUAL MEETING: Thursday, May 17, 2018, 6:00 pm**

Respectfully submitted,
Ruth Hadlock