

**CANYON RIM ACADEMY BOARD MEETING MINUTES  
05-17-18**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on May 17, 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 and David Garrett

Guests present:

PTO co-president- Jill Gibby

Teachers- Mandy Niles, Calli Hodson, Rachel Lowry, Tiffany McQueen, Debbie Stoker

Incoming Board member- Jason Esplin

Parents & other guests – about 21 people

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

Item 1: Public Comment Period

The Board listened to public comment for about 30 minutes from the following guests: Brett Johanson, Holly Wood and Mike Blakesley. All comments pertained to the following: Brett handed out a document titled "Parent Presentation to CRA School Board", authored by a group of undisclosed parents who have children attending Canyon Rim Academy. In the document, the group listed a number of questions under categories of leadership, administrative policies & procedures and transparency, and requested a written response from the Board within two weeks. The Board thanked the group for the document and stated that these issues are best discussed in an open Board meeting, which may delay the response.

**ACTION:** The Board will do their best to respond by or around the next scheduled Board meeting in June.

Item 2: PTO Report – Jill Gibby

- Jill asked the Board to comment on three items: 1) board term limits, 2) organizational/flow chart and 3) more teacher involvement on the Board. The Board indicated the first two are items on the agenda. Due to the Board being receptive to more public comment/questions in light of the ensuing annual meeting, the third item was discussed. Erik explained some of the challenges and conflicts that would be present when a teacher is on the Board, including the fact that one of the Board's responsibilities is to evaluate the Principal, and one of the Principal's responsibilities is to evaluate the teachers. The Board acknowledged parents' continued comments/questions about this topic and may discuss it at another time.
- Upcoming PTO events include Mountain Man Rendezvous, Field Day and the handing out of yearbooks. PTO invites more volunteers for Field Day.
- The Board thanked Jill and Michelle for their great work this year.

Item 3: Old Business/Follow-up Items

Item 3a: Organizational Flowchart – Sue Astle

- Sue showed the Board her first draft of an organizational flowchart.
- As a result of a parent request to know what each Board members responsibilities are, Board members stood up, introduced themselves and described their recent duties.

**ACTION:** The Board will talk further with the PTO (who brought the request to the Board) to clarify the purpose of the chart, to ensure that their goal is met.

**ACTION:** As a response to parents' desire to know more about what Board duties are, the Board will consider holding an informal meeting at the beginning of next school year to introduce themselves and

describe their responsibilities. (This suggestion was made at the end of the meeting; for the sake of continuity, this comment has been placed here). Alicia will follow up on this.

#### Item 3b: Exhibit A – Becky Benham

CRA Charter, Exhibit A: Rabecca Cisneros of USCSB made two suggestions as final modifications to Exhibit A. The Board agreed on the recommendations.

**ACTION:** Becky will submit the Exhibit A 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.

#### Item 4: New Business

##### Item 4a: Principal Report – Kent Fuller

- Staffing: Next-year hires are as follows: 3rd grade teacher- Samantha Cowan; 4th grade teacher – Caprice Hazen , Special Education teacher - Caitlyn Fox; SPED consultant/director – Jill Major; Speech language pathologist - Colleen Mitchell.
- Dibels: Scores increased from 87 at the beginning of the school year to 90 at the end of the school year.
- Sage testing: Not all scores are in yet.
- Math program: A school-wide math program called Eureka (also known as EngageNY) will be adopted. At an additional cost, the school will purchase technology that includes assessments which will track student performance and growth. This will solve the vertical alignment gap in math. Almost all teachers are in favor of this math program. The school will offer a full-day training on Eureka math before the next school year begins.
- Mentoring: A strong mentoring program has been put in place, headed by Peggy McCandless from the University of Utah. Mr. Fuller has also encouraged teachers to observe fellow teachers.
- Evaluations: Mr. Fuller has completed all formal and informal teacher observations through the year and all except two evaluations are complete.
- Goals: Staff has set goals for themselves, including:
  - Tech & SPED - SPED is being addressed and technology has a good start, due to Land Trust monies used for that purpose.
  - Core Knowledge – Continued implementation of Core Knowledge still remains as a goal, as stated in the school charter. The school will offer a full-day training to teachers on this subject in the Fall.
  - Core alignment – Grade levels will be collaborating to ensure the vertical alignment of their language arts curriculum and teaching.
  - Distributive Leadership – Teachers' expertise will be capitalized on: Mandy Niles will work on vertical alignment, Sean Thorpe will be getting his GT (gifted and talented) endorsement and Rachel Lowry will be helping with data analysis and other items.

##### Item 4b: Business Manager Report – Dave Garrett

- Funding: For the benefit of the guests in the room, Dave went over the 2019 Legislative Estimates for the Minimum School Program (reference April 19, 2018 Board Minutes online) for more information.
- Celebration: The school will host an end-of-the-year celebration for all staff on Friday, May 19, 2018. The school will recognize those with 5+ and 10+ years of service to CRA.
- Budget: Dave will present the budget at the next Board meeting.

**ACTION:** Dave will email the proposed budget to the Board for review and analysis of the budget approval next month.

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

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

- Minutes Approval: The minutes of the May 5, 2018 Board Meeting were unanimously approved via email.

#### Item 4d: Officer Elections – Board

- Secretary: Ruth made a motion to elect Alicia West for a two-year term as Secretary. Sue Astle seconded the motion. All were in favor. The motion passed.
- Vice-Chair: Ruth made a motion to elect Becky Benham for a two-year term as Vice-Chair. Dave Havell seconded the motion. All were in favor. The motion passed.
- Resolution for Chair: Alicia West made a motion for Erik Olson to serve a one-year term as Chair until the completion of the 2019 Annual Meeting, which will complete his term. Alyssa Larson seconded the motion. All were in favor. The motion passed.

#### Item 4e: Approval of Amended Bylaws – Board

All proposed changes to the bylaws that the Board reviewed in the meeting were unanimously approved. In addition, one change was unanimously approved in the meeting. All were in favor of adopting the Third Amended and Restated Bylaws of CRA.

**ACTION:** Amended bylaws will soon be available on the school's website.

Due to the extension of time given during the Public Comment period, the Board was unable to complete agenda item discussion in time for the Annual Meeting to begin (scheduled at 6 pm). So as not to keep patrons waiting, the Board resolved that the closed executive meeting be deferred until after the Annual Meeting concludes. The same voting constitution will be in place, should a decision need to be made by the Board when the meeting re-opens, directly after the closed meeting ends. Jason Esplin will participate as the immediately-incoming Board member without voting rights.

The open meeting was paused at 6:20 pm to begin the Annual Meeting (minutes of the Annual Meeting will be written separately and may be found on the school website soon). The Annual Meeting adjourned at 7:03 pm.

#### Item 5: Closed Executive Meeting

A quorum of the board was present and it was unanimously decided to convene into an Executive Session in accordance with Section 52-4-205(1)(a). Erik Olson, Becky Benham, Sue Astle, David Havell, David Gissemann, Alyssa Larson, Alicia West and Ruth Hadlock approved the motion to hold the Executive Session. Kent Fuller, Jason Esplin and Dave Garrett attended the Executive Session.

Executive Session adjourned at 8:05 pm. The meeting re-opened immediately and the Board made the following decisions:

- Mr. Fuller has been directed by the Board to communicate with parents who have children in Mrs. Stoker's class, letting them know they will have certain options as accommodations over the course of the rest of the year:
  - Option 1: They will have the opportunity to not attend any classes if the parents believe that is the best course of action for their child. This will happen with no effect on grades, without enrollment preference penalty or penalty of any kind. Parents will also have the option of having their child attend CRA for the part of the remainder of the year, such as participating in Field Day.
  - Option 2: They will have the opportunity for their children to remain in Mrs. Stoker's class, and Mr. Fuller will explore providing additional support for Mrs. Stoker as needed.
  - Mr. Fuller will send an email to the parents of Mrs. Stoker's class tonight, letting them know there will be options available.
  - A suggestion was made by a parent that there be a numeric threshold of grievance emails sent to the Principal that would lead to the Principal having an obligation to communicate the issue to the Board. The Board is not comfortable with a numeric threshold, because it may be that one grievance is serious enough for the Principal communicate to the Board. Instead, the Board has requested that the Principal err on the side of disclosure, communicating to the Board if there are serious enough issues that the Board should be apprised of what's going on. That doesn't necessarily mean that there's going to be adverse imminent employment action taken. Communication is key between Principal and the Board.

The meeting was adjourned at 8:10 pm.

**NEXT BOARD MEETINGS:**

- **Thursday, June 28, 2018, 4 pm**

Respectfully submitted,  
Ruth Hadlock