

**CANYON RIM ACADEMY BOARD MEETING MINUTES  
06-22-17**

A meeting of the Board of Trustees (the “Board”) of Canyon Rim Academy (the “school”) was held on June 22, 2017 at 4:00 pm at the school.

Members present:

Erik Olson, David Gisseman, Becky Benham, Sue Astle, & Alicia West

Members absent:

David Havell, Ruth Hadlock, & Alyssa Larson

Administration present:

Kent Fuller & David Garrett

Guest present:

Michelle Booth

The meeting was called to order at 4:10 pm

Item 0: Approval of 05-24-17 CRA Board Minutes & Annual Meeting Minutes-Ruth Hadlock

The board voted via email to approve the minutes of the last board meeting and the annual meeting held on May 24, 2017.

Item 1: Public Comment Period

No public comments were made.

**Item 2: Introduction to new PTO Leadership/Business**

Michelle Booth will be the new PTO President for the 2017/18 school year, along with Jill Gibby. They will be Co-Presidents. The PTO has chosen, “I Can Change the World” for their theme for the upcoming school year; they will focus on the positive changes that students can make by their choices.

The PTO would like to have as many Back to School night forms online as possible; as well as accept VENMO and other forms of payment.

**ACTION:** Becky Benham will work with Michelle to create the forms.

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

Item 3a: Playground Update-Alicia West

The playground is scheduled to begin installation on August 7, 2017.

**ACTION:** Alicia will communicate with the Playground Committee to help progress the final fundraising push in hopes to raise \$10,000 more towards the playground.

Item 3b: Principal Update-Kent Fuller

Kent has met with almost every faculty member and will continue to do so; he has read the updated charter and feels strongly that it aligns with his educational philosophy. Kent has reviewed

the Stakeholder survey and has made some goals based on that feedback, including: Daily updates for every teacher, evaluations based on Professional Conversations; bringing in Specialists and substitutes as needed; focusing on Best Practices for Professional Development; & working to align curriculum with Core Knowledge & the Utah State Core Curriculum.

Kent is also working on filling out the administration. He has met with Julie Miller and will meet with Merry Fusselman.

#### Item 3c: Advertising-Dave Garrett

The board approved for Dave to move forward with up to \$15,000 in advertising; specifically focusing on CRA continuing to offer 6th grade. There will be targeted mailers as well as a billboard on 3300 South to go up in the next few weeks.

#### Item 3d: Review 2016-17 Budget

Dave reviewed the budget with the board, highlighting several areas where we were able to stay not only within budget, but to stay below the budgeted amount. He and Kent have identified capital improvements & new projects for CRA.

**ACTION:** Dave Garrett will move forward with addressing the most pressing needs on the list before the end of the fiscal year.

#### Item 4: New Business Items

##### Item 4a: LEA Governing Policies follow-up-Becky Benham

Becky has been comparing our current governing policies with those required by the USBE.

**ACTION:** Becky will go through and identify any duplicate policies and Sue will coordinate with Becky to work on meeting the requirements.

##### Item 4b: Land Trust-Sue Astle

Sue has researched the requirements for a Land Trust committee for CRA and spoke about those requirements to the rest of the board. The board approved that the CRA Land Trust committee will be comprised of the following members: Principal, 2 teachers (appointed by the Principal), and 4 parents (to be elected in a school-wide election that will occur by October 1, 2017). The members of the committee will serve for 2 years; however, this first year, 1 teacher will serve for only 1 year; and 2 parents will serve for only 1 year; in order to keep some continuity the first 2 years. In subsequent years, each member will serve for 2 years.

**ACTION:** Sue will work with Becky to create a Google Form to be used in the election as well as publicizing the event at Back to School night.

##### Item 4c: Approve 2017-18 School budget-Dave Garrett

Dave and the rest of the Finance Committee have gone through the new budget, and recommended to the board that it be approved. The board approved the current budget as written; however, the board believes that we need to be more conservative in our estimate of the excess funds. This is because our enrollment projections may be very different from actual enrollment because of the changes to 6th grade in the Skyline network. Currently, the excess funds are predicted to be \$270,000 but the actual number may be closer to \$200,000.

## **Item 5: Other Board Responsibilities**

### **Item 5a: Parent-elected Board Report-Sue Astle**

Sue has looked into different methods of communication between CRA and parents/stakeholders. The board agreed that Sue should continue to look into a mass texting service that the school & the PTO can use to send brief texts/updates to parents on an as needed basis.

**ACTION:** Sue will look into the available texting services and email the board with her findings. We will also look into additional capabilities and pricing of the text messaging service that is currently in place at the school for emergency notification to parents.

### **Item 6: 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, David Gisseman, Sue Astle, Becky Benham, and Alicia West approved the motion to hold the Executive Session. The Executive Session was held at the school.

The open portion of the meeting was adjourned at 7:00 pm. Executive Session convened immediately following and adjourned at 8:00 pm. No new decisions were made.

### **NEXT BOARD MEETING:**

**Thursday, August 31, 2017, 4:00 pm at Canyon Rim Academy**

Respectfully submitted,  
Alicia West