

**CANYON RIM ACADEMY BOARD MEETING MINUTES**  
**08-31-17**

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on August 31, 2017 at 4:00 pm at the school.

Members present:

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

Members absent:

David Havell & Alyssa Larson

Administration present:

Kent Fuller & David Garrett

Guests present:

PTO Presidents- Michelle Booth & Jill Gibby; UAPCS Executive Director- Royce Van Tassell; Teachers- Debra Hedin, Cristina Shapiro, Rachel Ford, Dawn Marie Tabery, Sean Thorpe, Rachel Lowry, Calli Hodson and Ashton Haga.

The meeting was called to order at 4:05 pm

Item 0: Approval of 06-22-17 CRA Board Minutes

The board voted via email to approve the minutes of the last board meeting on June 22, 2017.

Item 1: Public Comment Period

No public comments were made.

Item 2: Introduction of new classroom teachers

CRA has 4 new teachers whom the Board welcomed to our community: Cristina Shapiro and Debra Hedin teach kindergarten, Rachel Ford teaches 2<sup>nd</sup> grade and Dawn Marie Tabory joins as a 6<sup>th</sup> grade teacher. All expressed they are very excited to be a part of the school.

Item 3: PTO Report – Michelle Booth and Jill Gibby

Current PTO co-presidents, Michelle Booth and Jill Gibby shared that the addition of Venmo as a means of donating money to CRA at back-to-school night, proved fruitful. They are planning fun events, such as a school assembly, annual carnival (Sept. 15), a musical, and a 5K. They have asked the Board of Trustees to wear T-shirts to the carnival (and other school functions) that identify them as a Board member, to encourage patron interaction.

**Item 4: New Business**

Item 4a: Educational Travel Proposal – Rachel Lowry, with Sean Thorpe and Calli Hodson

5<sup>th</sup> grade teachers Rachel Lowry, Sean Thorpe and Calli Hodson led a group of students in June 2017 on an educational trip to Boston hosted by a company named Education First. 19 5<sup>th</sup> and 6<sup>th</sup> grade CRA students attended and the teachers reported that everyone had a fantastic experience filled with learning and fun. While this was not a school-sponsored event, parents were made aware of the opportunity last fall via a flyer that was sent home to students. These teachers will be again leading a trip next summer to Washington DC and request that the Board allow them the use of a classroom for their monthly meetings, in addition to allowing them to share the information (flyer, etc). with parents. Local and out-of-town students and parents have already expressed interest and commitments in attending next year's trip.

**ACTION:** The Board will discuss this at the next Board meeting and will have an answer for the teachers. For the time being, they are welcome to use a room for their first two meetings.

Item 4b: LAND Trust Council & Parent Communication – Sue Astle

CRA accepted LAND trust council applications recently. CRA is still in need of two additional parents who would like to join the committee (to comply with rules regarding the composition of the council.) The Board will recruit parents to apply. In the case no further applications are received, members of the Board, who are parents of children at the school, will apply. Elections for the LAND Trust council will occur mid-September 2017.

Sue researched options for improved school-to-parent communication via mass texting. Currently, CRA pays \$1 per student for a mass calling service. To upgrade to a plan which includes mass texting would raise the price by \$.75 per student. The Board is in agreement this is a beneficial service, as long as CRA carefully chooses content, decides who will administer the service and minimize frequency of messages. The Board has given approval for the administration to decide whether it's appropriate for the school.

**ACTION:** If administration is in favor of this service, the Principal, Sue Astle and PTO co-presidents will discuss who will oversee, etc. They will report back to the Board by November 2017.

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

Kent is looking forward to a great year at CRA. He is currently creating a Staff Handbook.

The new mentoring program is flourishing with the assistance of Peggy McCandless, educational consultant to CRA and 26-year mentor and program coordinator in the elementary program at the University of Utah. Each teacher who is in one of first three years of teaching, receives Peggy as a mentor and additionally, another CRA teacher as a mentor. The team has had two meetings thus far, making sure new teachers feel acclimated to curriculum, routines and discipline procedures.

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

The annual audit ran smoothly. Dave announced that CRA finished the recent school year strong, about \$200,000 under budget.

Playground total cost was \$53,000. The PTO & playground committee successfully fundraised \$7,000+ toward the expense. That, in addition to a \$20,000 2016-2017 PTO donation, leaves a balance of \$25,000 +- that CRA will pay for. The black surface under the old playground will be repaired soon.

Dave presented to the Board the many requests from sports teams wanting to use CRA grass field. At this time, the Board declines use of the field by anyone other than students of CRA and has invited the administration to create a policy for how these requests will be vetted in the future.

**ACTION:** Dave will email the P&L as of June 30, 2017 to Board members.

#### **Item 5: Old Business/Follow-up Items**

##### Item 5a: Policies – Erik Olson

Erik and Kent are working closely to align all CRA policies.

##### Item 5b: Committee Assignments – Ruth Hadlock

Ruth reminded the Board members of their role/position on the Board of Trustees and which responsibilities are expected of each position.

**ACTION:** Ruth will email a copy of the role/position duties to the Board.

The meeting was adjourned at 5:30 pm.

#### **NEXT BOARD MEETING:**

**Thursday, September 28, 2017, 4:00 pm at Canyon Rim Academy**

Respectfully submitted,  
Ruth Hadlock