

CANYON RIM ACADEMY BOARD MEETING MINUTES
03-23-17

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on March 23, 2017 at 4:00 pm at the school.

Members present:

David Havell, Dave Gisseman, Ruth Hadlock, Alicia West, Alyssa Larson and Becky Benham

Members absent:

Erik Olson

Administration present:

Tiernan Dunmeyer and Dave Garrett

Guests present:

- Interim Principal: Julie Miller
- CRA teachers: Cindie Pratt, Ashton Haga, Paige Heyn, Haas Pectol, Rachel Lowry, Sean Thorpe, and Vanessa Tendick
- CRA parent: Susan Astle

The meeting was called to order at 4:05 pm.

Item 0: Approval of 02-27-2017 CRA Board Minutes – Ruth Hadlock

The board voted via email to approve the minutes of the last board meeting held on February 27, 2017.

Item 1: PTO Report – Alicia West

As the PTO is transferring everything into Quickbooks, a budget report will be given at next month's Board meeting. PTO's "Day of Service" is on Sat. April 8, 2017 from 9 am – noon. Patrons are invited to bring shovels and gloves. Linda Milne, S.A.F.E. Schools taskforce member, will attend to facilitate a 1-hour event, in which CRA and/or community volunteers will "practice" a post-disaster drill, in which volunteers organize themselves into action to reunite families and meet their survival needs, using a JIT Kit ("Just in Time").

Everyone is invited to join CRA's Art Night on April 21, 2017 from 6-8 pm. It will focus on Utah artists.

ACTION: The Board's attendance is requested to participate in the JIT Kit drill.

Item 2: New Business

Item 2a: Principal Report – Tiernan Dunmeyer

- He recommended a candidate for CRA's 1st grade teaching position.
- Royce Van Tassell, Executive Director of UAPCS (Utah Association of Public Charter Schools) toured CRA. Tiernan shared exciting recent events at CRA: storytelling festival, guest Bauchael pianist, school-wide Shakespeare play and 6th grade Shakespeare plays.
- Letters were sent out to parent's of students who had excessive tardies/absences. There has been some improvement in 3rd term in tardies/absences since those letters were sent.
- This is Tiernan's final Board meeting; he expressed that he has appreciated working with the Board of Trustees and wonderful teachers. He lauded the entire staff for their high-caliber teaching and support. The Board extended our sincere thanks for the effort and energy he has put in this year.

Item 2b: Public Comment Period – Sue Astle

Susan Astle would like to see administration/board-to-parent communication policies put in place. The Board handed Sue a printed document, answering questions she asked via email, delineating what items are policy-related put forth by the Board of Trustees and which items are not policy-oriented and administration will do as it deems appropriate. She would also like to see more notice posted for the Annual Meeting, a "State-of-the-school" address given at that meeting, and in general, more communication from the Board to parents. Recently, the Board began writing a paragraph called "Board Briefs" once a month, in the Monday school newsletter, updating parents on matters that may be of interest to them that the Board is involved in.

Item 2c: Land Trust – Dave Garrett

A draft proposal of how the 2017-2018 Land Trust money could be allocated was emailed to the Board. Dave Garrett asked teachers in attendance what they would like to see the money used for; they mentioned additional Chromebooks (which are in the proposal) and guided reading library. The proposal will be submitted by the deadline on April 1, 2017. Whether or not specific needed items are paid for by Land Trust funds, the Board and Administration will see to it that all needs are met, using CRAs budget.

ACTION: Dave Garrett will submit the proposal to the Land Trust website.

Item 2d: Parent-elected Board Member – Board

The Board decided on the timeline for this year's annual parent-elected Board member election (future years will be patterned after this):

- A notice will be emailed out to all parents on April 7, 2017 requesting applications from parents for this 1-year Board position.
- Applications must be submitted by April 18, 2017.
- Parents will vote April 21 – 28, 2017, via Google Forms online
- Results will be announced by May 5, 2017.
- Parent-elected member position commences at the Annual Meeting in May.

ACTION: Becky will revise the template. Dave Garrett will facilitate the election process.

Item 2e: Principal Search Committee – Board

The Board welcomed Julie Miller, our Interim Principal, at this point in the meeting.

CRA has posted the principal job opening and has received a number of applications. Current deadline to apply is March 27; Board will extend it to April 5, 2017.

Hiring process will consist of 3 groups:

- Group 1: Screening Committee- This group creates a matrix of criteria & they recommend to the next group which applicants to interview.
- Group 2: 1st interview group – **Interviews are on Mon/Tues, April 10/11, 2017.** They recommend qualified candidates to Group 3 to be interviewed again.
- Group 3: 2nd interview committee, which is made up of all board members. This is the final decision-making group. **Interviews are Thursday, April 13, 2017.**

ACTION: Dave Garrett will extend the deadline on the posting to new date of April 5, 2017.

ACTION: Board will fine-tune the hiring process.

Item 3: Old Business/Follow up Items

Item 3a: 4th Grade Band & Orchestra Proposal –Board

The Board voted to approve the 4th grade band and orchestra proposal presented to the Board at last month's meeting.

Currently the music program is offered to 5th and 6th grade students twice per week – once during the last 45 minutes of a school day and once after school. The 4th grade music program will follow that same schedule. Teachers may take this opportunity to teach something they are passionate about to the remaining students who don't partake in the music program.

Item 3b: GT Program – Board

The Board agrees the ideas that Scott Flox has presented to the Board regarding a Gifted & Talented program are extremely attractive and valuable. The next step is to look at it from an administrative viewpoint. The Board will impart to our principal what we want our school to be from a GT standpoint and then Julie will observe what we are currently doing/teaching, and see how it fits in. As the Board and Administration will soon be delving into tightening up curriculum and creating vertical alignment, this topic dovetails into that discussion.

ACTION: David Havell will set up another meeting with himself, Scott Flox, Dave Gisseman, Becky Benham and Julie Miller.

Item 3c: Ends and Means Policy Vote - Board

Erik Olson emailed the Board a revised Ends and Means Policy. The Board voted to adopt the policy.

ACTION: Ruth Hadlock will email the policy to Shawnette, who will post it on CRAs website.

Item 3d: Priorities for Remaining School Year – Board

The Board expressed to Julie what our priorities are for the remainder of the year: placing students in classes for next year, hiring teachers, making sure SPED's needs are taken care of, teacher evaluations completed, discuss curriculum (math in particular, curriculum in general), teacher mentoring and the new playground.

Item 3e: Playground Update – Dave Havell

Dave spoke with Jason Esplin, chair of the playground committee. The plan is to have the playground installed over the summer. They will do a final fundraiser for it this year. PTO may be able to donate \$5,000-\$10,000 of their own funds toward the playground effort.

Item 2f: Lottery/Enrollment Update (postponed from earlier on the agenda) – Shawnette Abraham

Shawnette shared enrollment numbers for 2017-2018, as a result of CRAs lottery. In some grades, application numbers are up and in some grades, they are down. Shawnette suggests advertising next year to get upper grade application numbers up. Total number of applicants in the 2-mile radius: 117. Total number of applicants outside the 2-mile radius: 118. Total applicants as of 3/23/2017: 235 (last year 305). Shawnette would like more 5th grade applicants for 2017-2018.

The meeting adjourned at 6:30 pm.

**NEXT BOARD MEETING:
Thursday, April 27, 2017**

Respectfully submitted,
Ruth Hadlock