

CANYON RIM ACADEMY BOARD MEETING MINUTES  
06-28-18

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on June 28, 2018 at 4:00 pm at the school.

Members present: Erik Olson, Becky Benham, Sue Astle, Alicia West, David Havell, & Jason Esplin  
Members absent: David Gisseman

Administration present: Kent Fuller and David Garrett

Guests present: Outgoing PTO President, Jill Gibby & Incoming PTO President, Marie Poulsen; Rachel Lowry

The meeting was called to order at 4:12 pm.

Item 1: Public Comment Period

There were no public comments.

Item 2: PTO Report: Jill Gibby & Marie Poulson

- Dan Merkely was in charge of field day and it was very organized and went great. Jill felt that having two PTO presidents was very helpful.
- Marie Poulsen is looking forward to a great year as PTO president. The theme for the year will be, All Things Grow. Each grade will be given a goal to work on during the year that will relate to the theme. The PTO Board is excited to have two male members on the board, Josh Lichte and Mark Thaxton; the PTO board will also have a PR Specialist, Nicole Allen, to help promote community awareness.
- The annual school carnival will be Monday, August 27 and will not be a fundraiser; it will be a chance to reconnect after the summer holiday.
- The PTO is planning on asking for Direct Donations and also planning a fundraiser that will be held on Monday, September 10.
- The PTO board members will each be assigned a grade level and will act as liaison's to their respective teachers, room parents, and parents for those grade levels.
- The PTO is planning on having an upper and a lower grade teacher representative on the PTO board this year.

Item 3: Old Business/Follow-up Items

- Board Handbook: The Board made changes to the current Board Handbook. The purpose of the handbook is for Board members to better understand how the Board works. All changes to the handbook were unanimously approved by the Board.

**ACTION: Erik will update the Board Handbook to reflect the approved changes.**

- Board Positions: The Board discussed the functions of the various board positions and how to best fill these positions. The Board decided on who would serve in these positions for the next year; these changes were approved unanimously.

**ACTION: Erik will show these changes in the updated Board Handbook.**

- Board Meeting Calendar for 2018-19: The Board unanimously approved dates for their board meetings for the upcoming school year.  
**ACTION: Alicia will provide an updated copy of this list to each board member and will make sure that this board meeting calendar is posted on the school's website.**
- Standing Committee's: The Board also discussed the functions of its two standing committees, the Long-Term Strategic Planning Committee and the Finance Committee.  
**ACTION: Becky & David Gisseman, as Finance Chairs, and David Havell & Erik Olson, as Long-Term Strategic Planning chairs, will inform the Board of their choices for committee members.**
- Approval and Adoption of Exhibit A: The Board unanimously approved and accepted Exhibit A. The Board voted unanimously in favor of a resolution to sign the Charter Agreement of June 14, 2018, proposed by the Utah School Charter School Board.
- Flowchart: Sue created a visual representation of everyone's role at CRA.  
**ACTION: Sue will refine this visual and present it to the Board for approval.**
- The Board discussed that there is a need to update the current CRA flowchart on the website as well as create a list of frequently asked questions (FAQ) and answers that can be posted on the website.  
**ACTION: Sue will work on updating the current flowchart as well as create a FAQ and answers list for the website.**
- U of U Survey Results: This survey continues to be a valuable tool for the administration and Board. The administration and the Board will utilize the information in this survey to further our mission and vision. The Board also discussed when the best time would be to administer the next survey; it was determined that an ideal time would be around February 1, 2019.

#### Item 4: New Business

##### Item 4a: Back to School Night Presentation-Alicia West

- The Board would like to be available at Back to School night to answer questions as well as to greet parents and stakeholders.  
**ACTION: The Board will create a short handout to have available at Back to School night as well as prepare a short presentation, that can be given multiple times as needed throughout the evening.**

##### Item 4b: Principal Report-Kent Fuller

- Enrollment for the 2018-19 school year is full with 522 students.
- Staffing: Staffing is full except for a Special-Ed teacher. Kent has an interview with a potential candidate this week.
- Professional Development: There will be a Core Knowledge training every other Friday at CRA. There will be a one-day Eureka Math training. The upper grades will implement an Online Tracking Tool.
- Communication: Kent attended a charter conference and will be working on implementing positive communication tools for the school, utilizing a variety of platforms.
- Staff Communication from Kent to the Board: Teachers and staff would like the Board to have clear parameters for board meetings.  
**ACTION: The Board will implement clear guidelines at board meetings and will communicate these guidelines at the beginning of each board meeting, as well as in Board Brief's.**

##### Item 4c: Business Manager Report-Dave Garrett

- P & L Statement from 2017-18: Dave Garrett presented the Board with the most current P & L statement. This statement shows that for this school year, the school ended with a budget surplus.

The Board unanimously approved for the 2017-18 budget to be modified to align with the actual results.

- 2018-19 Operating Budget for CRA: Dave Garrett presented the board members with the most recent budget for the upcoming school year. This budget was unanimously approved and accepted by the Board.
- 6th Grade Teton Field Trip: Dave Garrett presented the board with the budgeted amount for the 6th grade field trip for the 2018-19 school year. The school is going to pay for this trip without an expectation of donations or contributions from parents; however, if the PTO is able to contribute to this trip, in the future, that would be welcome.
- Public Relations: Dave Garrett presented the board with a proposal to seek Public Relations services. After discussing the PR needs for CRA, it was decided that the school would utilize the PR services that are being used by the PTO & monitor the situation for further need.
- Communication Plan: The Board is interested in training for future crisis situations.  
**ACTION: Dave Garrett & Kent will seek out this type of training for the board.**
- PTIF Account Update: The Board unanimously made a resolution that authorizes Kent, Dave Garrett, & Dave Gisseman access to the CRA PTIF account.

#### Item 4d: Board Reports-Board

- Erik Olson: Erik proposed changes to the Board's meeting policies and guidelines. The board has decided to continue to require that all public comments be submitted 24 hours in advance of the board meeting, in order for that person to have time to speak at the meeting. The Board will open every meeting with a reminder about the proper procedure's for our board meeting, as well as a reminder of board meeting etiquette.
- Becky Benham: As part of Board Governance, Becky is researching the best tools for the Board to use to self-evaluate, set goals, & improve communication. Becky will provide mini-trainings during our board meeting to help the Board improve.
- Alicia West: The principal evaluations for this school year have been completed. Moving forward, evaluation meetings with the principal will occur every quarter.
- Board: The Board would like to create and see implemented, formal evaluations for all administrative staff, including Dave Garrett.  
**ACTION: The Finance committee will work with Alicia to develop a process for the Business Manager evaluations.**  
**ACTION: Kent will work on implementing formal evaluations for the administrative staff.**
- Board: The board stated for the record that a response was sent by email to the parent letter that was given to the board at the May board meeting.

The meeting was adjourned at 7:17 pm.

Next Board Meetings:

August 15, 2018 at 4:00 pm

Strategic Planning Meeting: Friday, September 21, 2018

Respectfully submitted,  
Alicia West