

CANYON RIM ACADEMY BOARD MEETING MINUTES
08-15-18

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on August 15, 2018 at 4:00 pm at the school.

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

Administration Present: Kent Fuller and David Garrett

Guests present: Marie Poulson and Rachel Lowry

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

Item 1: Public Comment Period

There were no public comments.

Item 2: PTO Report- Marie Poulson

- The PTO will be working on Back to School packets for students on August 16, 2018.
- The PTO has synched their calendar with Shawnette and Kent.
- The annual school carnival will be held on Tuesday, August 28, 2018 at the school. This will not be a fundraiser. The PTO has contracted with a company that will provide the following services: bounce houses, games, and concessions. The PTO expects to break even with this event.
- The PTO has a fundraiser planned for Monday, September 17, 2018 at 5:30 pm. The Golden Tickets will cost \$10 each and include a full meal from Jimmy Johns. The prizes will be distributed through a raffle. Over \$13,000 in prizes have been donated for this event, including a snowboard, full orthodontic care, and a treadmill.
- The PTO is planning on having posters around the neighborhood to advertise the fundraiser and is hoping that CRA patrons will invite their friends and family to this event.

Item 3: Principal Report-Kent Fuller & Rachel Lowry

- Kent and Erik updated three policies: Safe Schools/Bullying Policy; Child Abuse and Neglect Policy; and the Employee Code of Conduct.
- In the Bully Policy, there is new language to include a code of conduct that applies to all patrons, teachers, staff, and students involved with the school.
- In the Employee Code of Conduct, there are specific references to favoritism as well as definitions of boundary violations.
- Becky made a motion to approve and adopt all three of these policies and it was approved unanimously by the Board.
- Kent reviewed three areas of focus that he has for this school year: Communication, Professional Development, and Curriculum.
- Kent will be using Trello to communicate with staff and teachers. He will also be working with Nicole Allen to improve our social media presence.
- There is a math training scheduled on August 17, 2018 for all teachers.

- There is a CPR training scheduled for August 17, 2018 for all staff.
- There are two Core Knowledge trainings scheduled for September 7, 2018 and September 21, 2018. There are also two, follow-up trainings for Core Knowledge that will be scheduled at a later date.
- Kent is using an online Professional Development tracker called Midas so that teachers can keep track of their hours in professional development digitally.
- Kent and Rachel have started a Literacy Innovation Team ("LIT"). This team includes one teacher from every grade level and will provide literacy support for all teachers.
- The LIT team receives funding from the State of Utah. This funding is to be used for K-3 specifically; however, the training is valuable for K-6 and as such, the school will supplement funding as needed for the upper grades.
- The LIT team is contributing to vertically aligning Language Arts from K-6 at the school.
- Kent will follow up with the teachers for interest in follow-up training for any Professional Development.
- Marianne Bell will be in charge of the upper grades for Special Education this year. Each Special Ed teacher and aide will be trained in Next Steps. The school will also look into training and certifying existing staff/teachers that have an interest in working in the Special Ed department.
- In the past, the 5th grade has attended the program at BizTown. BizTown raised the price for our students to attend; Kent negotiated with BizTown and the rate was reduced from \$4,000 to \$1,000. The 5th grade will continue to attend BizTown. The school will pay for half of the tuition and the PTO will pay for the other half.

Item 3b: Business Manager Report-David Garrett

- David handed out a list of projects completed at the school this summer. This list is attached to these minutes below.
- The projects completed over the summer were based upon need and also influenced by comments submitted by patrons in the annual survey.
- The NatureScape was cleaned up by group of 30-40 people headed by Nate Gibby. There have also been inquiries as to whether or not a shade structure can be installed over the pavilion.

ACTION: The Board will consider this idea as part of their Strategic Planning.

- The Board reviewed the year-end Balance sheet for June 30, 2018. Everything was in order and David expects a clean audit next week.
- The Fall Social will be planned for Friday, October 5, 2018 from 6:00-8:00 pm.

Item 4: Old Business/Follow-up Items

- The Board reviewed a descriptive flowchart for the school. This flowchart was approved unanimously and will be uploaded to the website.
- Sue submitted a FAQ sheet to the Board. This is a list of common inquiries about the school.

ACTION: The Board will give input to Sue on edits to this sheet by September 1, 2018.

- The Board discussed creating a professional flyer in order to better communicate to patrons and others what our school is about. Rachel suggested that instead of using print media, that we consider updating our school website and better utilize social media.

ACTION: The Board will continue to assess our needs in these areas.

Item 4a: New Business/Board Reports

- Erik and David Havell have identified potential committee members for the Strategic Planning committee. They are excited about having a group that includes members with expertise in commercial lending, construction, and real estate development. The group will also include Kent and David Garrett.
- Becky would like to start developing a process for self-evaluation for the Board. She sent out a tool that could be used as a template for this process. One option would be for the Board to answer one question per month, in order to better evaluate our processes.
- Becky would like to begin having short board trainings at each board meeting. These will be focused on best practices for the Board.
- Becky and David Havell finished the yearly evaluation for Kent.

ACTION: The Board will consider who will be on the Evaluation Committee for Kent for this school year and will decide who it will be at the next board meeting.

- David Gisseman would like to meet with Becky, Kent, and David Garrett to help determine the goals of the Finance Committee. After these goals are determined, David and Becky will begin to invite people to join their committee.

ACTION: David Gisseman and Becky will meet with Kent and David Garrett in the next few weeks to discuss the goals of the Finance Committee.

- The Board discussed with Kent that if an Exit Interview occurs and there is information pertinent to the Board, that the Board would like Kent to share that information with the Board.
- Jason has set up a meeting with Kent on September 13, 2018 as part of his Principal Liaison assignment.
- There were two grievances submitted to the Board in May 2018. The Board concluded that these two matters are now closed.

The meeting was adjourned at 5:40 pm.

Next Board Meetings:

September 27, 2018 at 4:00 pm.

Strategic Planning Meeting, Friday, September 21, 2018.

Respectfully submitted,
Alicia West

Summer Projects 2018

-this list represents many of the projects or purchases made during the summer break

- Purchased Canon IR 6055 digital copier machine; will retire old machine. Received \$1k trade in credit and \$1k promotional credit toward purchase. Purchase price: \$6,057
- Purchased new RISO high speed duplicating machine from Fowler Business Systems \$2,695
- Enhanced security system with new fobs for teachers and staff. All doors w/the exception of the front door will be locked down during school hours – about \$6k
- Changed out 5 door hinges around school where hydraulics were no longer working
- Replaced 9 broken/cracked windows. The Glass Company \$738
- Electrician fixed multiple ballasts and installed new lighting on CRA roof sign and one in north driveway; fixed broken outlets; installed light motion detection systems in 5 rooms.
- Replaced water fountain in lower grade hallway with new fountain including water filling station
- Slurry Seal and Cracked Seal and dug out bad asphalt on north driveway. Re-stripe parking lines. Work performed by M & M asphalt – cost: \$24,902
- Installed stone pavers on west end of courtyard
- Purchased and hung new rechargeable motorized window blinds in MPR room
- Purchased and hung roller shades in multiple classrooms
- Installed Gila window film in Art Room, Swidnicki classroom, Copy Room and Speech Room to reduce UV rays and decrease classroom temperature
- Trim back grass in NatureScape and facilitated clean up project to remove piles of debris
- Painted 3 classrooms with 2 coats of paint. Peck's Painting \$1898
- Cleaned up front of school w/new pavers and flowers near entrance
- Cleaned and organized maintenance shed
- Cleaned and organized inside janitorial supply closet
- Transported over 1.5 tons of metal to metal recycler from basement
- Transported over 40 boxes of used books to Savers from basement
- Changed out fire extinguishers with new , inspected all smoke detectors
- Steam cleaned the Kitchen, boiler room, and food storage area
- Fertilized front and south lawn
- Replaced hand sanitizers in all rooms

- Pulled back dirt from hill on north side retaining wall near recycle dumpster.
- Addressed most of the teacher's individual "classroom fix it" lists
- Repaired or replaced all broken sprinkler heads in soccer field
- Re-painted curb yellow and red in designated areas in front of school per fire code
- All classrooms and hallways were deep cleaned