

CANYON RIM ACADEMY BOARD MEETING MINUTES
1-31-19

A meeting of the Board of Trustees (the "Board") of Canyon Rim Academy (the "school") was held on January 31, 2019 at 4:00 pm at Canyon Rim Academy.

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

Administration Present: Kent Fuller & David Garrett

The meeting was called to order at 4:07 pm.

Item 1: Public Comments

There were no public comments.

Item 2: PTO Report-Susan Astle

- The PTO has met their budget expectations for this school year. They raised more money than they anticipated from their fundraisers.
- Melissa Stalsberg will be the PTO president next year.
- This year the PTO sold signage in the front hall and at school activities to raise funds for the school. Corporate advertising is not a general practice at elementary schools. The board would like Kent to create some guidelines for the use of advertisements in the school and at school activities.

Item 3: Principal Report-Kent Fuller

- Canyon Rim Academy (CRA) received an Exemplary score on Achievement and Commendable in Growth on the SAGE test for the 2017-18 school year.
- CRA was also the top elementary charter school in the state based upon SAGE scores.
- CRA is lower than surrounding schools in our SPED growth in SAGE scores.
- DIBELS scores are great.
- The SAGE test will now be called the RISE test; basically it is the same test with the same questions, just administered by a different vendor.
- Currently, CRA has one, certified SPED teacher and is looking for another certified SPED teacher.
- SPED is currently using the Wilson program for Language Arts.
- SPED is transitioning to the Eureka math program to be consistent with the rest of the school.

Item 4: Business Administrator Report-David Garrett

- University of Utah (U of U) Stakeholder Survey
 - The Board discussed various aspects of the U of U Stakeholder survey that has been administered at CRA in the past.
 - Some of the same comments are repeated each year and there has been an issue with getting enough stakeholders to respond to the survey.
 - When a teacher or class does not get enough respondents, the responses are not calculated at all for that group. Last year, there were at least two teachers/classes that did not have enough respondents to have their answers calculated.

- Typically, the school receives about 110 responses total for this survey; less than half of the families that belong to CRA.
- Dave suggested an alternative to the U of U survey; a short, 10 question survey that could be given out during Parent Teacher Conferences. This would be administered in paper form and then the data collected and compiled by the front office staff.
- This short survey would be given instead of the U of U survey.
- Erik suggested that collecting information in this way, may not give the most accurate view of the school, the teachers, and what is going on in the classroom.
- Kent suggested that this idea be vetted with the faculty in the coming months so they can give their input on this idea.
- The Board decided to move ahead with the U of U survey for this school year. The survey should be ready to be administered by the middle of February; this would allow responses to be gathered and given back to the school by the end of March.
- Profit & Loss Statement, 401k, and PTIF
 - The school is currently balanced on the current budget.
 - Erik is going to gather feedback from the Long-Term Strategic Planning committee regarding a course of action for how aggressively the school should pay down the loan that was used to purchase the school from Granite School District, which converts to a variable rate in July.
 - **ACTION: The Board will discuss the loan repayment issue in April. Erik will write up options and include feedback from the Long-Term Strategic Planning committee and submit it to the rest of the Board.**
 - Dave provided options to the Board to increase the school's contribution to match 401k contributions by vested employees.
 - Currently, the school matches up to 3%; Dave proposed increasing this to 5%.
 - An increase to 5% would still within our budget for this school year.
 - The Board debated whether increasing the match percentage, benefiting those who participate in the 401k, would be better than increasing the profit sharing contribution, which benefits everyone.
 - **ACTION: Dave and Kent will consider the issue further and the Board can make further decisions later in the school year, typically when year-end budgeting occurs and decisions are made regarding benefits.**
- Recruitment for a Part-Time art teacher
 - Jennie Weiler has decided to retire from CRA. The school is currently looking to fill her position.

Item 5: New Business-Erik & Becky

- Geographic Preference Radius Change Proposal-Erik
 - The Board discussed the unique, community-based nature of the school since it was formed following the closure of the former Canyon Rim Elementary, whose geographic area is assigned to Morningside Elementary, and how the geographic preference was intended to ensure a neighborhood school for those Canyon Rim area students without a neighborhood district school.
 - Currently, the school has a two-mile-radius geographic enrollment preference, which until recently was the smallest, legal preference radius available by law.

- The Board discussed the positive impacts that have resulted from the two-mile radius, in expanding the school “neighborhood.”
- Under the new law, the school may adopt a geographic preference radius of up to two miles without seeking USBE approval.
- The Board discussed how having a smaller radius would better ensure that those students living in the immediate vicinity of the school have an increased opportunity to enroll at Canyon Rim Academy, although enrollment becomes difficult for virtually any applicant after kindergarten.
- The school has different options, in response to this change in law.
 - We can keep our current two-mile-radius geographic preference and not make any changes or additions to it.
 - We can keep the current two-mile radius preference and add an additional, smaller-radius geographic preference that is more closely limited to the original boundaries for the former Canyon Rim Elementary school.
 - We can delete the two-mile radius preference and replace it with a smaller radius.
 - The Board discussed some of the pro's and con's for each of these options.
 - **ACTION: The Board did not make any decision on this issue, but will schedule more time to discuss these changes and options in our February board meeting, and decide on an appropriate course of action.**
- Board Governance Discussion-Becky
 - Term Renewal
 - Each board member stated whether or not they will be finishing their current term. Jason Esplin, David Havell, Erik Olson, and Alicia West all affirmed that they are planning on serving through their current terms. Sue Astle made a motion to renew Becky Benham for another 3-year term; this was seconded by Erik Olson; and voted unanimously in favor by the rest of the board. David Gissemann will be retiring from the Board of Trustees at the end of the May Annual meeting; he has served as a member of the board since 2009 and will be greatly missed. Susan Astle will complete her Parent-Elected term at the end of the May Annual meeting.
 - Board Evaluations
 - Becky submitted a proposal for board, self-evaluations.
 - The template submitted was discussed by the Board.
 - The Board would like to start self-evaluating once-a-year; hopefully coordinating with the board's Strategic Planning meetings.
 - **ACTION: Becky will work with the current template to condense the amount of questions and put it into a digital format.**
- Strategic Planning Meeting
 - The Board decided to postpone planning an additional Strategic Planning meeting until after we have a more robust report from the Long-Term Strategic Planning Committee.
- Board Size
 - Each board member had an opportunity to voice their opinion for the size of the board.
 - Sue Astle-9
 - David Gissemann-an odd number
 - Becky Benham-add one this year, add another eventually
 - Alicia West-8
 - David Havell-7

- Erik Olson-7 and he likes an odd number
- Any Board member can add this item to a board meeting agenda at any time for a more robust discussion. As part of our Board Governance, we want to make sure that we discuss this every year.
- New Board Member Application Process
 - Becky is planning on following the same process as last year. There will be one application that will be used for both the 3-year position and the 1-year Parent-Elected position. Interested parties are welcome to apply for both positions with the same application if they so desire.
 - The timeline will be as follows:
 - Collect applications February 18-March 8, 2019.
 - Review applications and complete the vetting process March 8-April 3, 2019.
 - Vote to fill all board appointed vacancies at the April 4, 2019 board meeting.
 - Hold Parent Election April 8-April 19, 2019.
 - Present election results at the April 25, 2019 board meeting.
 - All new trustees will be presented at the Annual Meeting on May 16, 2019.
- Officer Elections
 - These will be held at the February or April board meeting.

Item 6: Board Committee Reports-Board

- Communication Committee Report-Susan Astle
 - The FAQ that the Board worked on in the Fall, will be posted to the school's website.
 - Sue will email the Board, her current version of a Community Roles graphic that will eventually be displayed in the school.
- Long-Term Strategic Planning Report-Erik
 - Erik is planning on holding two more meetings with this committee.
 - After these two meetings, Erik will submit the committee's recommendations to the rest of the Board by the May or June board meeting.

The meeting was called to a close at 6:05 pm.

Respectfully submitted,

Alicia West