

CANYON RIM ACADEMY BOARD of TRUSTEES
2025 ANNUAL MEETING MINUTES
05-15-2025
DRAFT

A meeting of the Board of Trustees (“the Board”) of Canyon Rim Academy (“the school”) was held on Thursday, May 15, 2025.

Board members present: Becky Benham, Robert Booth, Shauna Cundick, Nicole Handy, David Hillyard, Justin Scott, and Ashley Bloxham
Administration present: Colleen Mitchell and David Garrett

The meeting began at 6:06 PM

Item 1: Public Comments

There were no public comments.

Item 2: Board Chair Report – Nicole Handy

The 2024–25 school year marked a significant chapter in the life of Canyon Rim Academy. With Colleen Mitchell completing her first full year as the established director. This leadership proved especially valuable as, in the fall, a long-held vision to rebuild the school—discussed and dreamed about for decades—began to move toward reality.

At Canyon Rim Academy, our Board of Trustees plays a vital governance role, distinct from the day-to-day operations of the school. We are responsible for ensuring long-term success, accountability, and alignment with the mission of our school.

Governance and Strategic Oversight

We provide strategic direction, adopt and review policies, and ensure that the school complies with its charter and all applicable state laws. Our role is to keep the school focused on its mission and vision, while supporting the school director in managing daily operations.

Financial Stewardship

We hold fiduciary responsibility for Canyon Rim Academy. We approve the annual budget, review financial policies, and ensure sound financial practices. Our Finance Committee—including board members and external experts—helps us evaluate risk management, internal controls, and financial oversight.

Hiring and Evaluating the School Director

One of our most important responsibilities is to hire and support the school director. We also conduct regular evaluations to ensure strong leadership aligned with our school’s goals and values.

Policy Development and Review

We create and review policies across a wide range of topics, including educator

evaluation, school safety, bullying prevention, and school nutrition. We make sure our policies are current, legally compliant, and in the best interest of our students and staff.

Facility Planning and Development

We engage in long-term planning for our school facilities, which has come to fruition this last year as we finally move on the rebuild.

As a public charter school, Canyon Rim Academy relies on the guidance and leadership of this Board to ensure compliance with state regulations and fidelity to our charter mission. Our Board is composed of professionals who volunteer their time and talents to support Canyon Rim Academy. Trustees bring a wide range of experience to their roles, including backgrounds in commercial construction, finance, communications, law, and administrative support. This diversity of expertise enables the Board to make thoughtful, informed decisions on complex matters.

We are deeply grateful for the dedication and service of our Board of Trustees, whose thoughtful leadership and commitment guide the long-term success of Canyon Rim Academy. Their willingness to share their time, expertise, and judgment ensures that our school remains a strong, mission-driven learning community.

The administration at Canyon Rim Academy is led by Colleen Mitchell and Dave Garrett, whose commitment to the school's success is evident in everything they do. We have watched Colleen approach leadership with thoughtfulness, openness to feedback, and a steady determination that continues to serve the school well. Her leadership in the day-to-day operations has been instrumental in maintaining the high standards and positive environment that define CRA. Dave's role as business manager is a vital part of the school's continued stability and growth. Together, they support a dedicated team of faculty and staff, each of whom plays an important role in making Canyon Rim a place where families feel welcome and supported.

While we are sad to see some long-serving staff members move on this next year; we are grateful for the lasting impact they have had on the culture and spirit of CRA.

As we reflect on the accomplishments of the past year, we are grateful for the dedication of our leadership, staff, and community. With a strong foundation in place, we look forward to the continued growth and success of Canyon Rim Academy in the years ahead.

Item 3: Director Report – Colleen Mitchell

The school has had a great year of growth and has experienced many wins over the past year:

- Hiring of a Student Support Director
- Master Teacher grant
- Maintaining quality programs while building new school
- Digital Learning grant and SB 127 grant
- Tier 2 Reading program
- K-3 teachers have finished LETRS certification

- Continuing to build community
- Plans for 6th grade electives next year

Item 4: Finance Report – David Hillyard

The Finance Committee for Canyon Rim Academy has convened throughout the year, with additional sessions towards the end of the school year to facilitate the budget-preparation process. As a standing committee of the Board, its purpose is to oversee the school's short- and long-term financial health, ensuring transparency, accountability, and effective communication with the Board regarding the school's financial operations.

The committee collaborates with the Business Administrator and Director on various responsibilities, including but not limited to:

- Developing the long-range financial plan and annual operating budget, which is approved by the Board
- Updating and revising the teacher salary schedule
- Managing CRA's investments
- Ensuring compliance with laws and regulations, particularly new legislation from the State of Utah
- Maintaining complete and accurate financial records for CRA
- Preparing for State audits and third-party examinations
- Creating, reviewing, and revising CRA finance policies
- Overseeing CRA's risk management protocols

I am proud to report that CRA is operating in a fiscally responsible manner, within budget, and is accountable to the public for the funds it receives. Various audits of school finances and operations by the State and independent third parties have returned exceptional results.

Of key importance is awareness that the School Leadership, Board and Finance Committee have been intentional about CRA's budget to be in a position to improve the facilities. As the Chair of the Finance Committee, I commend and thank our Business Administrator, Director, and the entire staff and faculty at CRA for their conscientious management of school funds in a practical and prudent manner.

Item 5: Governance Report – Becky Benham

The Board has a transition plan where we rotate terms so that we don't onboard and offboard too many members at the same time. This year we will be welcoming Nils Lofgren and Bekah Masters as new board members. Bekah will serve as the 1-year parent-elect board member and Nils has been appointed to serve a 3-year term. Ashley Bloxham has completed her 1-year term as the parent-elected board member and has been appointed to now serve a 3-year term.

Becky Benham and Nicole Handy have completed their terms of service.

The terms of service for the other trustees varies and is outlined in the table below.

| | Began Service | Completed Years of Service | Term Ends** |
|-----------------|---------------|----------------------------|-------------|
| Benham, Becky | 2015 | 10 years | 2025 |
| Booth, Robert* | 2019 | 6 years | 2027 |
| Cundick, Shauna | 2021 | 4 years | 2026 |
| Handy, Nicole | 2019 | 6 years | 2025 |
| Hillyard, David | 2019 | 6 years | 2026 |
| Scott, Justin* | 2020 | 5 years | 2027 |

*Filled board vacancy.

**Trustee terms begin and end at the annual meeting.

Item 6: Long-Range Plan Report - Robert Booth

Within the long-term planning committee, we focus on how to facilitate and implement changes that are in the best interest of the school and community for years to come. Our committee's main focus has been on upgrading our building and facilities as they have essentially reached the end of their useful life.

It has been many years in the making, but we are at the door of a new chapter for Canyon Rim. We are now finalizing preparations to begin construction on our new school.

We have an experienced design, development, and construction team lined up who have worked extensively to make this happen. We are grateful for the many hours that staff, board and committee members, and hired consultants have spent putting us in a position to capitalize on the opportunity ahead of us.

The construction market turned ever so slightly in our favor for a brief moment providing the opportunity for broad bid coverage from subcontractors who are looking to keep workers busy. This provided favorable pricing allowing us to lock in a construction price that makes sense for the school.

Permitting and financing are wrapping up and the General Contractor will soon begin mobilizing onsite. In the coming weeks you will see construction fencing and over the summer a major change to our school site.

As we return to school, the next year will not be easy for students, faculty, and parents as we will hold school adjacent to a construction site. We have confidence that school staff will do their best to be nimble and adjust plans as may be necessary during that time. We as a school board are confident that the long-term benefits gained by the construction of the new school, significantly outweigh the short-term disruption that may occur during the school year.

We plan to have an upcoming ground-breaking ceremony, and we will have regular updates on our school's website under the Building Development Tab.

We feel confident in the path forward and in the team implementing the plan. Our new school puts Canyon Rim Academy on a bright path forward with a solid foundation for many future years of continued excellence in education.

Motion to adjourn meeting by Becky Benham. Robert Booth seconded the motion.
Motion was unanimous.

Meeting adjourned at 6:27 PM.