

CANYON RIM ACADEMY  
BOARD of TRUSTEES MEETING MINUTES  
6-25-2025  
DRAFT

A meeting of the Board of Trustees ("the Board") of Canyon Rim Academy ("the school") was held on Thursday, June 25, 2025.

Board members present: Ashley Bloxham, Robert Booth, Shauna Cundick, David Hillyard, Nils Lofgren, Bekah Masters, and Justin Scott  
Administration present: Colleen Mitchell and Dave Garrett

The meeting began at 4:14 PM

Item 1: Public Comments

There were no public comments.

Item 2: Approval of minutes from meetings on May 15, May 15 Annual, and June 5

Motion to approve the proposed minutes by Robert Booth. Seconded by Ashley Bloxham. The motion to approve was unanimous.

Item 3: Director Report

Ms. Mitchell mentioned that the school is focusing on the future for the 2025-26 year while honoring the traditions of the past. There is a back-to-school event on August 18<sup>th</sup> to help bring in connection with the community before school starts. She would like to ensure that written policies and procedures are current, aligned, and support our compliance and operational goals. She will share school-wide goals at our August meeting.

The SPED Manual has some updates that will need to be approved by the Board. Ms. Mitchell will send the changes to Board members for review so that a vote can be taken at the next meeting.

The school needs to have a SPED Federal Conflict of Interest Policy. This policy is different from the school's regular Conflict of Interest Policy. Ms. Mitchell drafted a policy and Board members reviewed it. It was recommended that the title state that it is for SPED to help distinguish it from the regular CRA policy. In section IV Prohibition of Gifts and Favors, the line in parenthesis about pens and notebooks in also should be removed.

Motion to approve the SPED Federal Conflict of Interest Policy with the changes recommended above by Shauna Cundick. Seconded by Robert Booth. The motion to approve was unanimous.

#### Item 4: Business Report

Mr. Garrett reviewed the financial report. The school's fiscal year ends next week.

2024-25 Yearly School Budget – In reviewing the 2024-25 budget, the school was able to stay within its projected budget. There are a few more expenses coming in this week, but it appears that the school will come in under budget for the year.

Motion to accept 2024-25 budget with the understanding that the numbers will change slightly until the month ends by Robert Booth. Nils Lofgren seconded the motion. Motion passed unanimously.

2025-26 Yearly School Budget – The finance committee has reviewed and assisted the administration in drafting the 2025-26 school budget for Canyon Rim Academy. There are some changes from the prior year's budget mostly related to school construction needs and staffing changes. The school is in the business of educating students and the majority of the budget goes directly to doing that. The school would like to host an Open House possibly in May to invite current and former stakeholders to say goodbye to the current building.

The following changes shall be made to the 2025-26 Yearly School Budget:

- Add sufficient additional dollars for insurance in line 31-200 to cover employee benefits
- Add \$3,000 to line 25-114 for an additional bonus
- Add \$3,000 to line 24-115 for an additional bonus
- Add \$10,000 to line 26-340 for outsourced accounting needs for new loan
- Add sufficient dollars to line 26-600 (General Supplies) such that the remaining Balance of funds equals \$250,000.

Motion to approve the 2025-26 school budget with the above noted changes by Robert Booth. Seconded by Justin Scott. Motion passed unanimously.

#### Item 5: Long Range Planning

Construction on the new school has begun. The loan should close next week. Some construction photos have been sent out to families on Parent Square. Updates will be posted to the website in the Bldg Dev tab. The School will be closing on its financing for the new school in the next week.

#### Item 6: Fundraising

Fundraising will go along with Long-Range Planning and will be a discussion at future meetings.

#### Item 6: Governance

The Board was emailed the Conflict of Interest policy prior to the meeting for review. Each board member filled out the Conflict of Interest form as required annually.

Every two years the Board must elect officers. It was proposed that Robert Booth serve as chair, David Hillyard serve as vice chair, and Shauna Cundick serve as secretary. For the next year, David Hillyard will chair the finance committee; Robert Booth will chair the long-range planning committee; Justin Scott/Nils Lofgren will be the legal liaison; Shauna Cundick will be the PTO liaison; Justin Scott will chair the principal evaluation committee; Nils Lofgren will chair the governance committee; Ashley Bloxham will chair the communications and fundraising committees.

Motion to approve the elected officers and chairs of standing committees by David Hillyard. Seconded by Shauna Cundick. The motion to approve was unanimous.

The Board agreed upon dates for next year's Board meetings.

**Board Meeting Calendar for 2025-26**

Thursday, August 28th

Thursday, September 25th

Thursday, October 23rd

Thursday, November 20th

Thursday, January 22nd

Thursday, February 26th

Thursday, March 26th

Thursday, April 23rd

Thursday, May 14th -- Annual Meeting at 6:00 PM

Thursday, June 25th

\*Board meetings are held at 4:00 PM at Canyon Rim Academy

Motion to adjourn the board meeting was made by Shauna Cundick. Seconded by Robert Booth. The motion passed unanimously. Meeting adjourned at 6:09 PM.