

CANYON RIM ACADEMY BOARD of TRUSTEES MEETING MINUTES
8-28-2025
DRAFT

A meeting of the Board of Trustees (“the Board”) of Canyon Rim Academy (“the school”) was held on Thursday, August 28, 2025.

Board members present: Ashley Bloxham, David Hillyard, Robert Booth, Nils Lofgren, Bekah Masters. Shauna Cundick and Justin Scott were excused.

Administration present: Colleen Mitchell and Dave Garrett

The meeting began at 4:08 PM

Item 1: Public Comments

There were no public comments.

Item 2: Approval of Meeting Minutes from June 25, 2025

Motion to approve the proposed minutes by Nils Lofgren. Seconded by Dave Hillyard. The motion to approve was unanimous. (Shauna Cundick and Justin Scott were not present to participate in the vote).

Item 3: PTO Report

The PTO Theme for this year is Building a New Chapter. Back-to-School evening went well. Family lunch week is September 8-12. Carnival is on September 12th to be held at Canyon Rim park.

Item 4: Director Report

SPE teacher requirement is to have a teaching license which she does not have; proposal to accept her under an LEA-specific license. Motion to approve accepting an LEA-specific license for SPE teacher was proposed by Dave Hillyard. Seconded by Ashley Bloxham. The motion to approve was unanimous. (Shauna Cundick and Justin Scott were not present to participate in the vote).

Revisions to the SPED manual and policy were provided to the Board prior to the meeting and discussed in the June board meeting revolving around the testing of those students who may qualify for specific learning disability(ies) within the SPED program. Motion to approve the revised SPED policy was proposed by Nils Lofgren. Seconded by Bekah Masters. The motion to approve was unanimous. (Shauna Cundick and Justin Scott were not present to participate in the vote).

Bullying at CRA has seen some positive downward trends and some parents have shared their acknowledgement of how it is being handled at the School.

Director Mitchell shared her gratitude towards the staff, faculty, business administrator and community during this adjustment time of school construction and a new school year.

Item 5: Business Report

Third-party audit of financial statements, policies and operations is underway. SPED monitoring visit and review will be conducted early October. Lottery Open House intended for October 9 beginning at 4 pm. Discussion on having a Canyon Rim Elementary Open House prior to demolition of the existing school, likely end of April or early May. Consideration for a Friday night noting conflicts common for families on Saturdays. New school building is progressing as expected with no major complications; school operations have been largely uninterrupted and there have been no material safety concerns. Construction is on schedule with a substantial completion date of July 31st.

Fraud Risk Assessment from the state was discussed, partially focused on separation of duties. CRA operations have dual signing of checks and expenses. Based on self-assessment by CRA, the School has a low risk profile. Motion to approve the Fraud Risk Assessment was proposed by Rob Booth. Seconded by Ashley Bloxham. The motion to approve was unanimous. (Shauna Cundick and Justin Scott were not present to participate in the vote).

Item 6: Long Range Planning

The fundraising/communications committee has been meeting regularly to develop a communication plan for fundraising efforts. The committee attended the Back-to-School evening and solicited opportunities for parents and community members to be involved with aspects of the fundraising. The school has determined a list of projects/items needed for the new school which were not intended to be included within the construction funding. Pricing for these projects and items is underway.

Item 7: Governance

During the June Board meeting, the Board unanimously voted for Rob Booth to serve as Chair, Dave Hillyard as Vice Chair, and Shauna Cundick as Secretary. After the meeting, a review of the Bylaws (Article IV, Section 4) highlighted that officers may not serve consecutive terms in the same elected office. Since both Dave and Shauna were approved for consecutive terms, this conflict was brought to the Board's attention. Following discussion, the Board expressed support for the decision, citing a new Chair being elected, the need for Board continuity during the construction project and stability during the onboarding of new Board members.

Motion to adjourn the board meeting was made by Dave Hillyard and seconded by Nils Lofgren. Motion passed unanimously. (Shauna Cundick and Justin Scott were not present to participate in the vote).

Meeting adjourned at 5:13 PM.