

CANYON RIM ACADEMY
BOARD of TRUSTEES MEETING MINUTES
1-22-2026
DRAFT

A meeting of the Board of Trustees (“the Board”) of Canyon Rim Academy (“the school”) was held on Thursday, January 22, 2026.

Board members present: Ashley Bloxham, Robert Booth, Shauna Cundick, David Hillyard, Bekah Masters, and Justin Scott

Board members excused: Nils Lofgren

Administration present: Colleen Mitchell and Dave Garrett

The meeting began at 4:13 PM

Item 1: Public Comments

There were no public comments.

Item 2: PTO Report

The Science Fair was held last week and went well. Some of our students will continue on to compete at the Charter School Science Fair. The annual STEAM Night is scheduled for next Thursday at the school.

Item 3: Approval of minutes from meeting on December 12, 2025

Motion to approve the proposed minutes by David Hillyard. Seconded by Justin Scott. The motion passed unanimously. Nils Lofgren was not present to participate in the vote.

Item 4: Policy Review

Ms. Mitchell has been working with a few board members to draft and update policies. Justin drafted a new Emergency Safety Intervention (ESI) Policy. The policy was created to align with the Utah State Board of Education rules and regulations. An ESI is a temporary intervention involving physical restraint or seclusion that is used only when a student presents an immediate danger to self or others. The policy includes conditions of use, staff training requirements, required documentation, and reporting requirements. The school has an ESI Committee that includes Ms. Mitchell, a teacher, a Special Education team member, and a board member. The Board will need to review this policy annually. Motion to approve the ESI Policy by Robert Booth. Seconded by Ashley Bloxham. The motion to approve was unanimous. Nils Lofgren was not present to participated in the vote.

Ms. Mitchell has been working with Nils on the Title IX Policy. They have drafted a Title IX complaint form to comply with state requirements. They have started the policy draft but need to address additional items including definitions, confidentiality, training, and

retaliation. They will continue working on the policy and submit it to the Board for review so that the Board can vote on approval at next month's meeting.

Ms. Mitchell has expressed that the Dress Code Policy has some areas of concern and needs more clarity. She said that it is hard to enforce the dress code when some types of appropriate/inappropriate clothing haven't been well defined. For example, the current policy doesn't say anything specifically about dresses and needs some clarity. There may be other items that are defined but the school may want to consider amending (such as the color of long-sleeved shirt that can be worn under uniform shirts). She has been working with Bekah to draft some changes so that the Board can approve an updated policy that will go into effect for the 2026-27 school year. The Board will likely review the updates and vote on approval at next month's meeting.

Next month the Board will also review the Gifts and Donations Policy.

Item 5: Director Report

The administration has met with Marie Steffensen from the Utah State Charter School Board regarding the school calendar amendments related to the school move. Ms. Steffensen said that the school is not required to get approval from the state in March as originally thought, and tries to allow LEAs the flexibility to make the decisions in a situation like this. Instead of just eliminating three and ½ days in May from this year's calendar and two ½ days in August from next year's calendar, the administration is proposing that we give students "flex" learning days. These flex days will be virtual (at home) days where the teachers will prepare learning activities that the students can choose to work on. There will not be live teacher-led instructional activities, but rather activities the teachers select and have available for students to do remotely if desired. The flex days for the 2025-26 school year will be held on May 26-29, 2026, making the final in-person student attendance day Friday, May 22nd. For the 2026-27 school year, school will begin on August 20th instead of August 18th and there will be 2 flex days added to the calendar on November 25, 2026 and March 29, 2027 to make up for the later start date. These added flex days will make it so students do not miss out on instructional days but will allow teachers the time needed to pack and unpack for the building move. The flex days attendance will be optional.

Motion to (1) amend the 2025-26 School Calendar so that May 22nd is the final in-person attendance day and May 26-29 are online flex days, and (2) amend the 2026-27 School Calendar so that school begins August 20th with November 25th and March 29th added as online flex days by David Hillyard. Seconded by Shauna Cundick. The motion to approve was unanimous. Nils Lofgren was not present to participate in the vote.

Item 6: Business Report

Mr. Garrett shared the monthly financial report. The school is half way through the fiscal year and continues to operate within budget and is in good financial shape.

Item 7: Long Range Planning

The construction continues to be on schedule and on budget. Drywall is installed and some paint is expected soon. The school will be hosting an open house on May 1st and 2nd for the community to say goodbye to the old building and celebrate the legacy of CRA.

Item 8: Governance

Dave reviewed board member terms. In May, Dave and Shauna will have both completed their current terms. Rob and Justin will complete their current terms in 2027. Ashley and Nils will complete their current terms in 2028. Both Dave and Shauna expressed an intent to renew for an additional term. Bekah will complete her one-year parent elect term in May and the Board will hold an election in the Spring for a new parent elect board member.

Motion to adjourn the board meeting was made by Shauna Cundick. Seconded by Ashley Bloxham. The motion passed unanimously. Meeting adjourned at 5:42 PM.