

CANYON RIM ACADEMY
BOARD of TRUSTEES MEETING MINUTES
2-26-2026

A meeting of the Board of Trustees (“the Board”) of Canyon Rim Academy (“the school”) was held on Thursday, February 26, 2026.

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

Administration present: Colleen Mitchell and Dave Garrett

Staff present: Cristi Green

The meeting began at 4:07 PM

Item 1: Public Comments

There were no public comments.

Item 2: PTO Report

Highlights of Spirit Week include the Talent Show and collecting donations for refugees. Yearbooks are almost done. This year the read-a-thon will focus more on reading for enjoyment instead of fundraising. The PTO is adjusting the schedule for the last week of school activities due to the last week of in-person attendance being moved up a week.

Item 3: Approval of minutes from meeting on January 22, 2026

Motion to approve the proposed minutes by David Hillyard. Seconded by Bekah Masters. The motion passed unanimously.

Item 4: May Open House

Cristi Green is coordinating the Open House that will be held at the school on May 1st from 5-8pm and on May 2nd from 12-5pm. She explained that the vision for the open house is to celebrate the history of our school building and will give attendees a chance to come and remember their experiences here and say goodbye to the current building. Board members will help in the library with information about the new school building.

Item 5: Policy Review

Ms. Mitchell has been working with a few board members to draft and update policies. Justin drafted an updated Gifts and Donations policy. The updated policy eliminated redundancies, updated the code number, and clarified that teachers can keep nominal gifts of up to \$50 per Utah law. Motion to approve the updated Gifts and Donations policy by Ashley Bloxham. Seconded by Shauna Cundick. The motion to approve was unanimous.

Ms. Mitchell has been working with Nils on the Title IX Policy. They finished drafting a Title IX complaint form and also drafted a new formal Title IX policy to meet state requirements. The proposed complaint form stated that the report is “forwarded to a

decision-maker” but it was suggested to change that to “forwarded to the coordinator.” Motion to approved the proposed complaint form with the change of “decision-maker” to “coordinator” and the policy as drafted by David Hillyard. Seconded by Justin Scott. The motion to approve was unanimous.

Ms. Mitchell and Bekah have continued working on the Dress Code Policy. They are trying to make the policy clear and easy to understand what clothing is and is not acceptable. Having a clear policy will make it easier to enforce the dress code. They proposed that yellow be taken off the list of approved school colors and replaced with heather gray. The new policy will be more visual to help parents as well. They will propose a final draft at next month’s meeting for approval. The updated policy will go into effect for the 2026-27 school year.

Next month the Board will also review a Whistleblower Policy and a Hotline Policy.

Item 6: Director Report

Ms. Mitchell met with the Finance Committee to discuss expanding the endorsements that teachers can get that can increase their pay level. It was decided that a committee can approve additional educational credits not specifically approved in the salary schedule. The Board approved a LEA Specific License for the current PE teacher earlier this year but needs to approve a LEA Specific License for the Art teacher as well. The Board will put the vote on next month’s agenda. Parent Teacher Conferences will be held in March and are not required. Attending Fall conferences is expected, but Spring are as held as needed or requested. The Stakeholder Survey will be sent out next week.

Item 7: Business Report

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

Item 8: Long Range Planning

The construction continues to be on schedule and on budget. There has been good progress on the HVAC, windows, t-grid, lights, soffit, etc. Fundraising has good momentum. The current fundraising campaign will go through the end of May.

Item 9: Governance

Last month both Dave and Shauna expressed an intent to renew for an additional term. The Board asked for a vote to renew both Dave and Shauna for an additional term. The vote to renew both was unanimous. The Parent Election for a 1-year term will be held in the Spring. Dave and Shauna will coordinate getting the application ready before next month’s meeting. At that point the Board will notify parents that when the application is open and then the Board will hold the election in April.

Motion to adjourn the board meeting was made by Nils Lofgren. Seconded by Bekah Masters. The motion passed unanimously. Meeting adjourned at 5:40 PM.

Approved by the Board of Trustees 3/26/2026