

CANYON RIM ACADEMY
BOARD of TRUSTEES MEETING MINUTES
6-25-2026
DRAFT

A meeting of the Board of Trustees (“the Board”) of Canyon Rim Academy (“the school”) was held on Thursday, June 25, 2026.

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

Administration present: Colleen Mitchell, Dave Garrett

The meeting began at 4:10 PM

Present were Robert, David, Nils, Shauna, and Ashley (remotely). Ashley, Justin, and Kelly joined in person during the meeting and Colleen joined remotely later in the meeting.

Item 1: Public Comments

There were no public comments.

Item 2: Approval of minutes from Annual Meeting on May 14

Motion to approve the proposed minutes by David Hillyard. Seconded by Nils Lofgren. Justin and Kelly were not yet present to participate in the vote. The motion to approve was unanimous.

Item 3: Policy

There has been some concern about the new Dress Code Policy over materials allowed specifically related to shirts. The current policy allows cotton collared polo shirts and twill or knit button-down shirts. Many shirts and other clothing items found in stores are actually contain polyester or a blend. It was proposed that we amend the Dress Code Policy to include polyester as an approved fabric not only for pants/shorts, but also for shirts, dresses, skirts, and jumpers. Motion to amend the Dress Code Policy to include polyester as an approved material by Nils Lofgren. Seconded by Robert Booth. The motion to approve was unanimous.

The school needs to have a formal Language Access Policy. Ms. Mitchell emailed a proposed policy to the Board and Nils suggested an edit. Motion to approve the proposed Language Access Policy as discussed with the suggested edit by Justin Scott. Seconded by Nils Lofgren. The motion to approve was unanimous.

The Charter Trust Land Council Election Procedures for CRA has previously stated that the Council shall consist of 8 members, including 2 staff members. After a LAND Trust audit with the state, they recommended amending the procedures to include only voting members and set the policy to be the same as what the typical practice may be. Staff members and the administration do give input and involved in the LAND Trust discussions, but they aren’t always available to vote. It was proposed to amend the

council size to now be a minimum of 6 members, including 5 parents/grandparents, and the Director who is an ex officio voting member. Motion to approve the amendment to the Charter Trust Land Council Election Procedures as discussed by David Hillyard. Seconded by Nils Lofgren. The motion to approve was unanimous.

Item 4: Director Report

Ms. Mitchell emailed out the bullying report and will go over it in the August meeting. She will also wait go over the LEA Specific License agenda items in the August meeting.

Item 5: Business Report

Mr. Garrett reviewed the school budgets for this past year and for the next school year.

2025-26 Yearly School Budget – In reviewing the 2025-26 budget, overall the school was able to stay within its projected budget. There are a few more expenses coming in this week (largely payroll-related); the school will come in under budget for the fiscal year-end.

Motion to accept 2025-26 budget with the understanding that the final budgeted expense figures will change slightly as month-end processing for payroll and other outstanding expenses are paid made by David Hillyard. Ashley Bloxham seconded the motion. Motion passed unanimously.

2026-27 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 as usual. The school will be adding a STEM teacher, a part-time Physical Facilities Manager, and a Guardian as required by the state. Next year CRA will celebrate 20 years. There will be about \$200 thousand allotted to extra capital expenses that haven't already been factored in to the budget such as teacher desks, bookshelves, and televisions. The school is in the business of educating students and the majority of the budget goes directly to doing that. Next year there will be more expenses than revenue coming in, but the school has a funding source for that through the loan.

Motion to approve the 2026-27 school budget as discussed by Nils Lofgren. Seconded by Robert Booth. Motion passed unanimously.

Item 6: Long Range Planning

The abatement is going well and may finish early. The demolition may be able to start as soon as July 13th or shortly after. Construction is on track and on time. The air exchanger issue has been taken care of. The elevator and bleachers should be installed in a couple weeks. There is a plan to fence the North side of the school for better security. There will still be staging on part of the field when school resumes so only half of the field will be available for recess. Restorative work on the field will occur next Spring. The demolition process for the old building should take about 4-1/2 weeks.

The Board will work on a Building Use Policy. Some community organizations have inquired about using the new facility. The Board and administration would like to place a moratorium on outside use for a year in order to get a benchmark for operating the new school facility.

The fundraising committee reported that the school has been able raise about a third of their million-dollar goal. The committee is going to regroup and make another push in the new school year. The demolition event set for this weekend has been cancelled and future plans will be forthcoming.

Item 7: Governance

The Board agreed upon dates for next year's Board meetings. The Board will typically meet on the 4th Thursday as has been done in the past with a few exceptions. Meeting dates will be posted to the school website and posted to the UPN website.

Board Meeting Calendar for 2026-27

Thursday, August 27th

Thursday, September 24th

Thursday, October 22nd

Thursday, November 19th

Thursday, January 28th

Thursday, February 25th

Thursday, March 25th

Thursday, April 22nd

Thursday, May 13th -- Annual Meeting at 6:00 PM

Thursday, June 24th

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

Board officers hold 2-year terms and this is the second year for each. Board committees will remain the same for now, with the exception that Kelly Bennee will now be the PTO Liason.

Each member of the Board signed new Ethics/Conflict of Interest forms.

The UAPCS held a zoom meeting last month to discuss OPMA. There have been some charter schools and other public entities involved in recent lawsuits due to failure to comply with OPMA regulations. Many of the violations were due to not allowing for proper public notice, like the 24 hour requirement for meetings and agendas. If proper notice is not given, the meeting should be rescheduled. Any additions to the agenda must be done 24 hours in advance or else those items may not have action taken on them. The school tries to post notice a couple days in advance to be sure we are well within the requirements. A summary from the UAPCS has been emailed to the Board.

Motion to adjourn the board meeting was made by Shauna Cundick. Seconded by David Hillyard. The motion passed unanimously. Meeting adjourned at 5:38 PM.