CANYON RIM ACADEMY
BOARD of TRUSTEES MEETING MINUTES
10-22-2026
DRAFT

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

Board members present: Kelly Bennee, Ashley Bloxham (virtual), Robert Booth, Shauna Cundick, David Hillyard, and Justin Scott
Board members excused: Nils Lofgren
Administration present: Collen Mitchell and Dave Garrett

The meeting began at 4:07 PM

Item 1: Public Comments
There were no public comments.

Item 2: PTO Report
This week is Connections Week. There have been daily activities focused on kindness, inclusion, and belonging. The Fun Run will be held tomorrow night.

Item 3: Approval of minutes from meeting on September 24, 2026
Motion to approve the proposed minutes by David Hillyard. Seconded by Justin Scott. The motion to approve was unanimous. Nils Lofgren was not present to participate in the vote.

Item 4: Policy
The school would like to create specific financial policies to create transparency and clarify the processes that have been in practice for years at CRA. Ms. Mitchell provided the Board with draft policies for a Personal Use of Entity Assets Policy and a Cash Receipting and Deposits Policy. The administration will continue working on the two policies and will send out new drafts for review prior to the November meeting.

Item 5: Principal's Report
Ms. Mitchell mentioned that October is Bullying Prevention Month. The USBE definition for bullying has been expanded so that bullying can also be defined as one single egregious event. She discussed the CRA process for handing reports of bullying and stated that there will be a few proposed edits to the Bullying Policy coming up. The school is required to have an early warning system and the school has chosen to use the Panorama Program.

The Lottery Open House will be held on Thursday, November 5th from 4-7pm at the school. Board members and school administration will be there to answer questions and lead tours to prospective families.

Item 6: Business Report

Mr. Garrett discussed the Profit & Loss Statement that includes three months of revenue in this fiscal year. The school continues to operate within budget. The audit is nearing completion and the report will come in November.

Item 7: Long Range Planning

There are a few issues that are still being worked out with contractors. Half of the gym floor is out of commission while the bleacher block sub floor is installed to better support the weight of the bleachers. The curb and gutter for the driveway will start next week. The playground and the library shelving have been ordered.

The Fundraising Committee will continue fundraising through this school year and are trying to raise another $100,000. They plan to have a modest year end push at the end of this calendar year so that donors can take advantage of this tax year. They will start fresh in 2027 with private and then public fundraising to target finishing things up by the end of this school year.

Item 8: Governance

The 2026 Legislative Session added a requirement for members of each charter school board to take an Oath of Office. Next month each existing board member will plan to take the oath. It was confirmed that Ms. Mitchell can administer the oath to the Board Chair and then he can administer the oath to the rest of the Board. Moving forward, all incoming board members will take the Oath of Office prior to beginning board service.

Motion to adjourn the board meeting was made by Shauna Cundick. Seconded by Justin Scott. The motion passed unanimously. Nils Lofgren was not present to participate in the vote. Meeting adjourned at 5:00 PM.