

**CANYON RIM ACADEMY BOARD MEETING MINUTES  
03-26-2015**

Members present:

Erik Olson, Dave Havell, Dave Gisseman, Alyson Peterson, Alyssa Larson, Ruth Hadlock

Administration present:

Merry Fusselman, Dave Garrett

Meeting was called to order at 4:25 pm.

Item 1: Approval of 03-05-2015 Minutes

A motion was made to approve the minutes of the March 5, 2015 minutes.

**All in favor. Motion passed.**

Item 2: Personnel Update – Merry Fusselman

Sarah Ence announced she is getting married and moving out of town, thus opening up the second 1<sup>st</sup> grade teaching position.

Item 3: Concept of an Instructional Coach – Merry Fusselman

Administration is considering offering an Instructional Coaching program, whereby teachers would have a "preconference" with a part-time coach(es) and where the teacher would request the coach to gather specific data (via the coaches' observations and notations of teacher/student interactions.) Then the two parties would debrief and repeat the cycle again. After spring break, Merry will meet with each teacher individually to assess whether teachers are interested in this offering or not.

Item 4: Custodian – Building Cleaning & Maintenance – Dave Garrett

As our custodian Chad will be leaving his position by school year's end, Dave is looking into hiring a professional cleaning and maintenance company to fulfill Chad's duties. At a competitive rate, a company would come 6 hours a day (with the option of extending hours earlier to open the building daily, thus taking the burden off Dave) to steam clean and maintain the building, including snow removal and bi-yearly window cleaning. Board's requests: 1) As much as possible to have the same person working daily and 2) Person must be available during school hours to attend to a teacher/admin need at any time.

Item 5 – Building Improvements – Dave Garrett

Dave Garret has been getting quotes for corridor & front office acoustical ceiling tiles (quotes around \$30K including demolition), carpet (quotes about \$40K) and electrical (quotes around \$50K).

Item 6 – Teacher Compensation Review – Erik Olson and Dave Garrett

Erik emailed the teachers to get feedback on ongoing discussions about a salary pay scale. He heard from several teachers and the consensus is that teachers don't necessarily want a fixed pay scale; they simply want to know: 1) "How are salary decisions made?" and 2) "What do I need to do in order to make more money?" Administration sent out a letter to all teachers outlining their current years' compensation package. Teacher feedback was positive.

**ACTION:** Tell teachers that a "basic compensation policy" will be decided upon by the end of this school year, which will answer some of their questions. The policy will be fair, simple and flexible.

**ACTION:** Prior to the end of the year, Board will send another letter to each teacher, stating what compensation they can expect the following school year.

#### Item 7 – Finance Committee – Erik Olson

Erik discussed the possibility of forming a Finance Committee that meets monthly to discuss compensation and benefits issues (hopefully alleviating the "Dave Garrett wears too many hats" issue.) Dave Havell, Erik Olson and Dave Gissman offered to be on the committee.

#### Old Business –

1. **ACTION:** Dave Garrett is in the process of getting bids on computers to be purchased, as per our Land Trust dividend decision.
2. **ACTION:** Erik Olson and Dave Havell are due for another background check.
3. **ACTION:** Erik Olson will ask Shawnette send out "open Board position" email to parents.
4. **ACTION:** Update on if Dave G. has received bid(s) on installing sprinkler system, including building a path around the field.

#### New Business –

1. **ACTION:** Board requests a 10-minute budget overview from Dave Garrett at each board meeting, instead of bi-yearly.
2. **ACTION:** A reminder for the PTO to be on the agenda monthly. Does PTA have what they need to properly set up Quickbooks?
3. **ACTION:** Dave G. to add line item at end of agendas of "Old and New Business"

Meeting was adjourned at 6:15 pm

**NEXT MEETING: Thursday, April 23, 2015 at 4 pm.**