



TO DEVELOP EXEMPLARY CITIZENS EQUIPPED WITH ANALYTICAL THINKING SKILLS, VIRTUOUS CHARACTER, AND A PASSION FOR LEARNING, BUILT UPON A SOLID FOUNDATION OF KNOWLEDGE.

Board of Directors January Meeting

January 11, 2018 6:00 PM

Feller & Wendt, LLC
1834 East 3100 North
Layton, UT 84040

Present: C. Gurnee, S. Goers, B. Donnelson, M. Arthur, S. Nowlin, A. Stringer,
P. Munson (via telephone)

Absent: Tammi Ross, Lynn Hinckley
Guests: Rebecca Cisneros, Linda Reed

- Call to Order /Invocation – C. Gurnee opened the meeting at 6:16pm
- Pledge of Allegiance
- Roll Call
- Approve Agenda – There was discussion to move the financial report to accommodate P. Munson in his schedule.
 - P. Munson motioned to approve the agenda with changes discussed, A. Stringer seconded the motion, motioned passed. No comments or objections were received.
- Approve November 30, 2017/December Minutes – B. Donnelson motioned to approve the minutes as presented, S. Nowlin seconded the motion, motioned passed. No comments or objections were received.
- Approve December 9, 2017 Emergency BOD Meeting Minutes – S. Nowlin motioned to approve the minutes as presented, B. Donnelson seconded the motion, motioned passed. No comments or objections were received.
- Financial Report – Patrick Munson
 - Budget and Financials
 - Board Member loans need to be repaid as soon as possible. C. Gurnee will send documents to P. Munson to coordinate with R. Eccles for payment.
 - Account reviews and balances – P. Munson emailed the report to board members who followed the spreadsheet as P. Munson presented.
 - Completed and executed 2017 Financial Report and Agreed-Upon Procedures Engagement – P. Munson completed the report, reviewed by C. Gurnee and S. Goers. P. Munson discussed the process and findings with the board. No board members had any questions.
- Honors and Recognition
 - Patrick Munson's recent offer as a partner of Adam's and Peterson's CPA's.



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- Consent Calendar – Nothing to report
- Board President Report – Chris Gurnee
 - Monthly Meeting with Rabecca Cisneros and Dr. Goers – Went very well and CCA is on schedule.
- Board Vice President – Aaron Stringer – Will be discussing the upcoming year with Risk Management and preparing all necessary items.
- Board Secretary Report – Brittnei Donnelson
 - UAPCS Calendar – B. Donnelson gave the UAPCS calendar to all board members and encouraged all members to attend the trainings available.
 - Certified Records Officer – B. Donnelson notified the board that she completed the training and became CCA’s certified records officer in April of 2017 and that it has been confirmed with the state she is listed in the records. B. Donnelson will renew this certification in April 2018.
- Grant Director Report –Brittnei Donnelson
 - Update on Grant Writer Elizabeth Granzow – B. Donnelson informed the board that grant writer Elizabeth Granzow provided a report of the grants that Above and Beyond Communications is currently developing that are due in February and March. B. Donnelson offered the report for board members to review.
 - B. Donnelson will be scheduling a conference call between S. Nowlin and E. Granzow to discuss STEM grant opportunities.
- Director’s Report – Dr. Goers
 - Charter Day on the Hill – January 25 at the State Capital, eight students will be attending on behalf of CCA. S. Goers will have the table set up with students.
 - Enrollment Report – S. Goers presented a chart regarding CCA’s enrollment and discussed the matter in detail.
 - Marketing Report – S. Goers proposed the board consider placing a permanent sign on the corner of 2700 and HWY 89 to attract attention to CCA.
 - Standard Examiner – S. Goers and B. Donnelson will be meeting with Standard Examiner and discussing their “More Plus”.
 - Ground Breaking – Monday, January 29 at 4pm.
- Trustee Report – Scotty Nowlin
 - Corporate Campaign – S. Nowlin will be getting with local corporations throughout the spring to promote CCA in hopes to raise \$100,000-\$300,000.
 - Robotics/Cyber Patriots – S. Nowlin will be contacting First Robotics to create a relationship for CCA.
 - March 3 – First Robotics is having their state competition; BOD will be invited to preview.



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- Old Business
 - Blip Board and Facebook Review – Past month the blip board referred 7 scholars, great ROI. Facebook has referred 11 scholars since Christmas. The board discussed the benefits of continuing the Blip Board and Facebook advertisements, and are encouraged by the presented ROI.
 - B. Donnelson motioned to continue the Blip Board advertisement but increasing the blips in the evening and continue SEO advertisements as is, A. Stringer seconds the motion, motion passed. No comments or objections were received.
 - Public Comment – B. Donnelson motioned to allow public comment, A. Stringer seconded the motion, motion passed. No comments or objections were received.
 - Linda Reed a potential board member introduced herself and gave her background. C. Gurnee described the process to become a board member.
 - R. Cisneros commended CCA for the BOD’s commitment and drive and was excited to see where CCA goes
- EXECUTIVE SESSION – A. Stringer motioned to move into an Executive Session at 7:14pm , S. Nowlin seconded the motion, motioned passed. No comments or objections were received.
- Adjournment – S. Nowlin motioned to close the Executive Session, A. Stringer seconded the motion, motioned passed. No comments or objections were received.
- February BOD Meeting to tentatively be held at Feller & Wendt on Thursday, February 1st at 6pm
- A. Stringer motioned to move into an Executive Session at 7:56pm , B. Donnelson seconded the motion, motioned passed. No comments or objections were received.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Brittini Donnelson at (801) 389-7138.

Under provision 52-4-102 The Board of Directors of Capstone Classical Academy welcomes public comment. Persons requesting to speak to the board need to sign in on the attendance sheet along with the topic of interest. Resolution of questions or responses to proposals should not be expected at this meeting; staff or others may be asked to research and/or prepare materials and solutions for a later time. Fifteen minutes total have been



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scheduled for persons requesting to speak. Three minutes will be allotted for individual requests and five minutes will be allotted for group requests. If we receive more requests than the allotted time permits, those requests may be scheduled for the next board meeting. Your concerns may be submitted in writing to the director's office for distribution to the board of directors at any time. We thank you in advance for taking the time to visit the Board this evening.