



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 October 4th Meeting

October 4, 2018 6:00 PM
Capstone Classical Academy
3885 N Route 89
Pleasant View, UT 84414

Present: C. Gurnee, P. Munson, T. Ross, L. Reed, S. Goers

Guests:

- Call to Order /Invocation – 6:11pm
- Pledge of Allegiance
- Roll Call
- Approve Agenda - P. Munson motions to approve the agenda with the added item of a building update from the Director, A. Stringer seconds the motion, motion passed. There was no discussion, comments, or objections received.
- Approve September 2018 Minutes – L. reed motions to approve the minutes, T. Ross seconds the motion, motion passed. There was no discussion, comments, or objections received.
- Honors and Recognition
- Board President Report – Chris Gurnee
 - Parent Meeting on September 11th – C. Gurnee shared that the turnout was great with Capstone family and faculty. P. Munson commented that the most powerful part of the meeting were the parent testimonials. T. Ross was thrilled about the turnout and who came to the meeting.
 - Open Houses and results – C. Gurnee commented that the tours were successful for Capstone and to interact with potential families and scholars was a great experience. He thanked the staff and board members who were able to participate and brought potential scholars. C. Gurnee believes the ROI was great.
- Board Vice President – Aaron Stringer
 - Insurance Update – Item has been concluded no need for further discussion.
- Board Trustee Report – Tammi Ross
 - Land Trust Committee and funds usage tabled from September Meeting – T. Ross identified that the proposal is on the consent calendar and that the Land Trust Committee will be moving forward.
- Grant Director Report –Brittni Donnelson



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- B. Donnelson reported that some small grants have been received from various STEM supporters. Capstone Mentor Lafe Peavler was specifically mentioned as he brought in some STEM grant funding.
- C. Gurnee and P. Munson asked B. Donnelson if CCA continues to receive feedback that CCA is still too new to grant funds or that it does not have the necessary financial documentation because of how new the organization is? B. Donnelson identified that CCA does not receive much feedback anymore that replies are simply no. However, several grants continue to be completed.
- Director's Report – Dr. Goers
 - SCSB checklist review on September 27th – S. Goers presented the findings that came from R. Cisneros. Currently, Capstone is fulfilling all of its charter requirements and has completed much of what CCA said would be done in the charter. The only question that is being investigated is if CCA has the opportunity to have a distance learning program. R. Cisneros was very impressed with Capstone and what has been accomplished. S. Goers presented the grading on governance and indicated that the main issue was updated minutes on the Public Notice website.
 - Enrollment – S. Goers discussed the drop in enrollment and the reasoning behind it. She also commented that CCA has ZERO attrition which is unheard of in the charter world. S. Goers presented the facts on how many scholars applied but never came and their reasons why.
 - CogAT – S. Goers presented the most recent data collected from the CogAT testing that took place.
 - High Risk RTI Scholars – S. Goers presented the current data.
 - Building Update
 - Several leaks in the building, specifically the auditorium at the expansion joint. Hogan was immediately called and came to assess the situation. Fixes continue to be made, including new drywall on the southwest side. Other leaks continue to be addressed.
 - Dan Schmeling came to the building on a visit and was able to assess the situation as well. Dan spoke with Ryan at Hogan to discuss what the potential options are to resolve the situations.
 - Legacy Wall was installed but significant damage was done that Carlos will need to assess and price out for Capstone.
 - Locksmith also damaged some of the office millwork, but will get it fixed.
 - Lockers are hopefully going to be finished tomorrow
 - Locks on front office drawers are still not installed



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- Music millwork is still in progress
- CCA still has no ETA on when the outside sign on the building. There were complications with the design that delayed its production.
- Running track is still not in any better condition and is not useable.
- C. Gurnee asked about the one-year warranty on the building. K. Woerner will look into the actual details.
- Financial Report – Patrick Munson
 - Budget and Financials – P. Munson asked R. Eccles to present the August financials and discussed having the financials emailed to the board a week before the board meeting. R. Eccles reviewed the details of the budget and financials.
 - E. Preston asked R. Eccles if there is a “true up” for special education and the payment. R. Eccles was unsure on the answer.
 - P. Munson indicated that he communicated with the state tax commission that Capstone will have to pay for the property taxes because Capstone does not own the building.
 - Account reviews and balances – P. Munson discussed the details of the financials and cash flow of Capstone. It was indicated that the start-up grant that CCA was anticipating is not going to be as substantial as once thought due to Capstone’s enrollment. P. Munson identified the shortfalls that Capstone is facing, and the key factors that are contributing:
 - Biggest asset is also Capstone’s greatest cost
 - Lease and property taxes
- P. Munson identified that the board and the Director need to begin discussions on how to move forward with the budget deficit.
- T. Smith and K. Woerner spoke on the matter and Highmark’s desire to help Capstone as much as they reasonably can.
- S. Goers spoke to the fact that staffing cuts can be made, but making large adjustments to staffing will erode the mission and vision of the academy. The faculty and staff that have been hired are highly elite and dedicated to their scholars. S. Goers also indicated that the potential amount in staffing cuts would be roughly \$100,000- \$120,000.
- E. Preston discussed other options for financial funding and pushed for ideas to begin increasing enrollment.
- Several board members discussed how to move forward and the timing of decisions. There was no discussion, comments, or objections received.
 - C. Gurnee suggested allowing the public to speak. P. Munson motioned to open the meeting to public comment, A. Stringer second the motion,



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motion passed. There was no discussion, comments, or objections received.

- Public Comment
 - B. Pearce commented on the timing of the decision and wanting to be told sooner than later what the decision will be regarding the future of CCA.
 - L. Strobe spoke to the fact that a decision needs to be made on what cuts need to be made and they need to be told. She expressed her love for the academy and how much her kids love the academy as well.
 - A. DeSorcy spoke on the fact that Capstone gives scholars a safe place that they can grow and learn.
 - R. Elder commented on her passion for Capstone and asked the board to make the hard decisions so that no one is “strung along”.
 - G. Rivera thanked the board for their work and what has been done this far, and spoke to her passion and what potential options there are for Capstone.
 - S. Tinkey commented that the board needs to allow the staff to make concessions in hopes of keeping Capstone.
 - C. Vasquez commented that she would be willing to be cut and take unemployment but come back and volunteer because of her love for Capstone.
- Highmark – T. Smith indicated that she understands the difficult position that CCA is in and Highmark will do what they can to support, but they cannot make the deficit go away.
- P. Munson suggested having Dr. Goers make staffing cuts and potential salary reductions within the next 7 days to see what can help with the budget. P. Munson requested the goal for reductions be \$200,000 which is roughly 25% of the shortfall.
 - P. Munson motioned that Dr. Goers make cuts and reductions equaling roughly \$200,000 by Tuesday of next week, T. Ross seconds the motion, motion passed. There was no discussion, comments, or objections received. Information will be presented at another board meeting scheduled for Tuesday, October 11 at 6:30am.
- Old Business
- New Business



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- Consent Calendar – A. Stringer motioned to approve the consent calendar, T. Ross seconded the motion, motion passed. There was no discussion, comments, or objections received.
- Adjournment – P. Munson motioned to adjourn the meeting, L. Reed seconded the motion, motion passed. There was no discussion, comments, or objections received.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Brittni 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 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.