



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 Meeting

October 5, 2017 6:00 PM

Adams & Petersen CPAs
1689 East 1400 South #100
Clearfield, UT 84015

Present: C. Gurnee, P. Munson, B. Donnelson, T. Ross, S. Goers, M. Arthur, L. Hinckley, A. Stringer, S. Nowlin

Guest: Rich Eccles (Charter Solutions)

- Call to Order /Invocation
- Pledge of Allegiance
- Roll Call
- Approve Agenda – T. Ross motions to add an item to the New Business and adjust the schedule, A. Stringer seconds the motion, motion passed. No objections were received.
- Approve September Minutes – P. Munson motioned to approve the September minutes, B. Donnelson seconded the motion, motion passed. No objections were received.
- Honors and Recognition
 - Swearing in of Mike Arthur
- Board President Report – Chris Gurnee
 - Monthly Meeting with Rabecca Cisneros and Dr. Goers – Highlights: Moving quickly and moving in the correct fashion, and CCA was applauded for the accomplishments met so far.
 - Upcoming Finance Meeting in the fall (November 20) that CCA needs to attend. Rich Eccles will be attending on behalf of CCA.
 - Board Building Officer (liaison with Jennifer Youngfield at the State) – A. Stringer was previously this officer, however, P. Munson will be assuming the duties of the officer due to A. Stringer’s time constraints. A. Stringer will forward any communication from Jennifer Youngfield.
 - CCA is beyond where it’s needs to be in terms of policy as well.
 - Review of Interview with Highmark Development – Board members present shared a few observations regarding the interview.
- Board Vice President – Aaron Stringer
 - Liability Insurance Recap – Payment will need to be made in order to activate this insurance and is effective until June 30, 2018. A. Stringer will find out if the insurance is retroactive or pro-rated. Premium is \$1,000.
- Financial Report – Patrick Munson



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- Start-Up Grant Deposit – Funds were deposited at the end of August, \$60,000 installment was received. Additional \$60,000 will be received in the spring.
- Revolving Loan Dates and Details – October 15th will be the first installment of the loan. Repayments will begin in September of 2019.
- Finance Report – Rich Eccles has provided the financial reports. Provided printed copies to board members and will email S. Goers and B. Donnelson a copy.
 - CCA is very thankful for Charter Solutions.
- Report was submitted to the State for fiscal year 2017.
- Grant Director Report – Brittini Donnelson
 - 57 Grants Submitted, 1 Grant Approved (State Start Up Grant)
 - REAP Grant
 - S. Goers has interviewed a potential grant writer for CCA that would potentially operate on an hourly rate instead of a commission rate.
- Marketing Update - Tammi Ross
 - T. Ross has been focusing on policies and compiling them for a consent vote in November. Required policies will be the ones tackled in November.
 - S. Goers is working on the Network for Good, and S. Nowlin will be presenting information on a capital campaign.
 - T. Ross continues to work with UTA for students.
- Director's Report – Susan Goers
 - Google Calendar – All board members need to check that they have access to the CCA Board of Director's calendar. Board members are able to check the calendar for S. Goer's schedule, and board members need to list times when they are unavailable.
 - Commercial – Is available and being shared on Facebook, etc.
 - School Admin Report – SchoolAdmin is almost complete, S. Goers is working towards finalization so that students can enroll in November. A change occurring will be: Students will be accepted and tested in the Spring of 2018.
 - Website Report – Website "shell" is almost done and then will be given to S. Goers for completion. Hopeful launch date is mid October.
 - Evening of Music Event – Event went very well Marie Griffiths conducted a great event to showcase CCA. It was clarified that nothing was recorded that evening due to the facility policies. However the musicians are willing to record for CCA in the future.
 - Current Pre-Registered Scholars Count – Roughly 145 current students.
- Old Business
- New Business



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- Building Committee
 - Current Status of CCA Building and Development – P. Munson presented that the building committee is in design phase that is presenting obvious complications.
 - Pleasant View City Council Meeting – CCA was approved for rezoning of the parcel of land that CCA has purchased.
 - New Committee Member – P. Munson motions to table the new committee member until next meeting, T. Ross seconds the motion, motion passed. No objections were received.
- Scotty Nowlin
 - Conceptual Framework for “Help Cap Capstone!” Capital Campaign – S. Nowlin provided a draft of the campaign to board members. Details will be worked out to begin testing driving the campaign as soon as possible, and then potentially present results in November.
 - Completed BCI for CCA
- Proposal – T. Ross motions to have the mission and vision statement read before every board meeting, S. Nowlin seconded the motion, motion passed. No objections were received.
- Public Comment
 - Correspondence
 - Public Comment
- November Board meeting is scheduled for November, 2nd at 6pm. B. Donnelson will be absent due to a business trip, T. Ross will take minutes in her absence.
- Adjournment – B. Donnelson motions to adjourn the meeting at 7:26pm, T. Ross seconds the motion, motion passed. No 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 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



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distribution to the board of directors at any time. We thank you in advance for taking the time to visit the Board this evening.