



*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 November Meeting**

November 2, 2017 6:00 PM

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

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

Absent: B. Donnelson

Guest: Rich Eccles (Charter Solutions)

- Call to Order /Invocation
- Pledge of Allegiance
- Roll Call
- Approve Agenda – T. Ross moved to add under New Business Consent Vote for State Required Policies, S. Nowlin seconds motion, motion passed. No objections.
- Approve October Minutes – P. Munson moved to table approval because final minutes had not been received, S. Nowlin seconds motion, motion passed. No objections.
- Honors and Recognition – M. Arthur birthday
- Board President Report – Chris Gurnee
  - Monthly Meeting with Rabecca Cisneros and Dr. Goers – Highlights: Meeting was by email to adjust for Rabecca’s schedule. We are still ahead of schedule. Rabecca will probably be attending the Feb. BOD meeting
- Board Vice President – Aaron Stringer – nothing additional at this time
- Financial Report – Patrick Munson & Rich Eccles
  - Budget and Financials
  - Account reviews and balances – statements have not been received at this time, because too early in the month.
  - R. Eccles – will be moving to automatic pay on the 10<sup>th</sup> of the month to the 3 contractors
  - S. Goers – requested info on what has been spent on marketing and the balance available for marketing
  - Discussed state’s requirement of pre-approval for all purchases.
- Grant Director Report – Susan Goers substituting for Brittini Donnelson
  - Update on Grant Writer Elizabeth Granzow – Granzow has been engaged for limited time and will be contacting S. Goers and B. Donnelson for guidance as to which grant Granzow will work on. S. Goers and B. Donnelson will split the funding of the grant writer for this first 10 hours.



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- S. Goers will be advised by a representative for the STEM Action Committee as to how to improve our grant application
- S. Goers has submitted 7 – 8 grants and will send the information to B. Donnelson
- Marketing Update – Tammi Ross, Susan Goers, & Scotty Nowlin
  - Network for Good – T. Ross continues to work with advisors. S. Goers and T. Ross need to evaluate if CCA will continue to use Network for Good.
  - Giving Tuesday – S. Goers is preparing a series of communications for the End of Year giving campaign.
  - Capital Campaign – S. Nowlin presented an updates brochure and requested feedback, so he can begin reaching out to potential donors.
- Director’s Report – Susan Goers
  - CCA Website Update – S. Goers will input information on the new website this coming week
  - Enrollment – S. Goers has completed the enrollment complete up to the application, application will be for after the lottery
  - CCA Commercial – the sound for the commercial play automatically when someone clicks on the website.
  - Teacher Training Update – S. Goers the training in Oct went well. The training will be in Nov. and will be the last open training.
- Old Business - none
- New Business
  - Building Committee
    - Highmark Credit Approval
    - Patrick Munson appoint to the CSBBO position to communicate with Jenefer Youngfield
    - Interview and Results with EPR and Highmark – C. Gurnee EPR is not moving forward, Highmark has 3 other funders who are highly interested, the funding deadline is still good.
    - Building and Design Update – Design is complete. The maximum number of scholars for the design, without the expansions, is 500. The Board reviewed the maximum number of scholars without expansion.
  - IT Contract and Award – 3 responses to the RFP, need to review them before awarding the contract
  - CCA Christmas Party – Dec 2, 4pm – 8pm, potentially at the Gurnee’s home
  - Consent Vote for State Required Policies – T. Ross motions to approve the policies, A. Stringer seconds motion, motion passes. No objections.
- Public Comment
  - Correspondence - none
  - Public Comment – none



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- December board meeting will be Nov. 30 at 6pm, by phone or computer video.
- Adjournment – P. Munson motions to adjourn, A. Stringer seconds motion, motion passes. No objections.

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