



*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 March Meeting**

March 1, 2018 6:00 PM

Ogden Weber Technical College  
200 North Washington Boulevard  
Ogden, Utah 84404

Present: Chris Gurnee, Brittnei Donnelson, Tammi Ross, Scotty Nowlin, Dr. Susan Goers, Lynn Hinckley

Absent: A. Stringer, P. Munson

Guests: Rich Eccles, Linda Reed, Roger Snow

- Call to Order /Invocation – 6:12pm meeting was opened.
- Pledge of Allegiance
- Roll Call
- Approve Agenda – T. Ross motioned to approve the agenda as presented, B. Donnelson seconded the motion, motion passed. There was no discussion, comments, or objections.
- Approve February 1, 2018 Meeting Minutes – S. Nowlin motioned to approve the February 1, 2018 meeting minutes, T. Ross seconded the motion, motion passed. There was no discussion, comments, or objections.
- Honors and Recognition
  - Guest: Roger Snow of Ogden Weber Technical College & Tour of Campus – R. Snow presented the overview of OWTC and the integration of high school students.
- Board President Report – Chris Gurnee
  - GRAMA Hearing Update – C. Gurnee and B. Donnelson notified the board that the Records Committee denied the appeal from John Hagen and H-Wire. CCA has also received the Order and Notice of Decision.
  - UAPCS – C. Gurnee encouraged the board to attend any meetings they are available for training. B. Donnelson will send the meeting schedule as a reminder for the Board.
- Board Vice President – Aaron Stringer
  - OWTech are allowing CCA to use the facility for informational meetings, but insurance is required. S. Goers indicated that A. Stringer has contacted Risk Management to receive information to produce.
- Financial Report – Patrick Munson, Rich Eccles
  - Budget and Financials – R. Eccles presented the account ledgers and financials and answered questions regarding line items.



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- C. Gurnee spoke with P. Munson who indicated that he has not reviewed the January presented information.
- B. Donnelson motion to table the budget and account financials until { . Munson has reviewed and revisions have been made by S. Goers, S. Nowlin seconded the motion, motion passed. There was no discussion, comments or objections received.
  - Account reviews and balances
- Board Secretary– Brittini Donnelson
  - Amending the Bylaws
    - There was discussion on who would hold the lifetime board seat, and what would constitute a “change”.
    - S. Goers and B. Donnelson will develop language to present to the board.
- Grant Director Report –Brittini Donnelson
  - Update on Grant Writer Elizabeth Granzow – B. Donnelson has a telephone conference scheduled with E. Granzow tomorrow at 9am. B. Donnelson will email the board the report once this conference call has been completed.
- Director’s Report – Dr. Goers
  - Enrollment – S. Goers and L. Hinckley presented the current applications at 134, completed enrollment is currently roughly 77 scholars.
  - Marketing
    - Campaign & Marketing Expenses
      - Standard Examiner Plus will be presenting the marketing plan at the April Board meeting which will be held at the Standard Examiner.
        - S. Goers also presented statistics on what SE Plus is handling for \$2,500 a month. Services include: ads on Google, SE Digital, SE newspaper, analytics, etc.
        - SE Mailing will also be prepared next week and will be sent to all 84414 and 84404 residences (5,000 homes) by Wednesday.
        - S. Nowlin discussed the Hill Top Times and SE’s involvement.
      - Camps will be coming soon: Science, Language Arts, Math, Cross Country, and Art. Time frame would be between June 13- August. Potential costs would range from \$500- \$700.
      - S. Goers discussed potentially employing individuals for marketing specifically.



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- R. Eccles discussed potentially allowing for “founding” status to be earned through volunteer status before the school opened.
    - S. Nowlin motioned to offer reimbursement for gas mileage based on the 2018 IRS standard reimbursement rate for individuals, as well as count volunteer hours to potential founder status, T. Ross seconded the motion, motion passed. There was no discussion, comments, or objections.
  - 3 Blip Boards are currently running and the ROI has significantly reduced. S. Goers will work to change the graphic being presented.
  - Leaders by Heart – T. Ross and S. Goers will meet to discuss potentially moving this training up to June instead of August.
  - Additional Signage for CCA Site
- Old Business
  - Exhibit A Communication Completed – S. Goers communicated the Exhibit A to Rebecca Cisneros.
- New Business
  - Building Committee Update – S. Goers indicated that a fence would be put up so that the CCA banners could be hung for advertisement. S. Goers also presented the pictures of the site.
  - RFP General Template Discussion – C. Gurnee discussed reading through the general template of the RFP so that a decision can be made. C. Gurnee will handle RFP processes and ask A. Stringer to assist.
  - School Calendar – S. Goers presented the preliminary school calendar to the board for review and asked for input.
  - UTA – T. Ross will look into transportation options for CCA, including routes to OWTech.
- B. Donnelson motions to close the public session, T. Ross seconds the motion
- EXECUTIVE SESSION – For the purpose of discussing the character, professional competence, or physical or mental health of an individual. UCA 52-4-205(1)(a)
  - S. Nowlin motions to open the executive session, T. Ross seconds
  - Roll Call – C. Gurnee, B. Donnelson, S. Nowlin, T. Ross, and L. Hinckley
  - Discussion on Director’s Salary Agreement
    - Need more information regarding budget – R. Eccles and P. Munson to provide further information.
    - L. Hinckley will present more detailed information
- B. Donnelson motion, S. Nowlin seconds
- 8:22pm Open Session
  - S. Nowlin, T. Ross seconds



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- Public Comment
  - Correspondence
  - Public Comment
- Adjourn 8:23om T. Ross, B. Donnelson

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