



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 June Meeting

June 7, 2018 6:00 PM

Capstone Classical Academy

3885 HWY 89

Pleasant View, UT 84414

Present: C. Gurnee, P. Munson, T. Ross, L. Hinckley,

L. Reed

Guests: B. Donnelson, R. Gurnee, P. Downs

- Call to Order /Invocation – 6:04pm
- Pledge of Allegiance
- Roll Call
- Approve Agenda P. Munson motions to approve the agenda, L. Reed seconds the motion, motion passed. There was no discussion, comments, or objections received.
- Approve March 1, 2018 Meeting Minutes – L. Reed motions to approve the minutes as presented, P. Munson seconded the motion. There was no discussion, comments, or objections received, motion passed.
- Honors and Recognition
 - Swearing in ceremony for New Board Member Linda Reed
 - Peggy Downs Introduction Presentation to follow with R. Gurnee
 - Consent Calendar
- Board President Report – Chris Gurnee
 - Review Agenda Submission and Process
 - Review Consent Calendar Process
 - UAPCS Conference and Course Selection
 - All to email Chris with course selections
 - Spouses are invited to the dinner Wednesday Evening
 - Monthly Pre-Operational Meeting with Rabecca Cisneros
 - All Pre-Op completed
 - Goal Benchmark 60% enrollment
 - Systematic process for board agenda, meeting, board calendar – C. Gurnee presented and discussed having a deadline for submitting items for the agenda. Board agreed and C. Gurnee will present a process at the next board meeting.
- Board Vice President – Aaron Stringer ABSENT
 - Update on Insurance Policy – A. Stringer presented information regarding insurance coverage. The question was presented if the coverage would be



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extended to the building. It was confirmed the insurance for the building is currently through the construction company. A. Stringer will communicate with Highmark about details of insurance company.

- Treasurer Bond – R. Eccles indicated that the Treasurer of the Board must be bonded. R. Eccles has information regarding the bond through American Insurance and will give this information to P. Munson to complete.
 - Bond amount is roughly \$300.
- ESP RFP – A. Stringer has drafted the RFP and has compiled forms that are recommended for use. A. Stringer will email the board the draft by tomorrow. Decision on the RFP must be made by the June board meeting.
- Financial Report – Patrick Munson
 - P. Munson motioned to approve FY 18 Revised Budget, L Reed seconded the motion. No discussion, questions. Motion passed
 - There was discussion regarding FY 19 Budget and the question was posed regarding property taxes and whether or not they were part of the FY 19 Budget and they were not. Vote to approve was tabled until further discussion in Executive Session.
 - Account reviews and balances – P. Munson discussed what has been spent and what the balance is currently. P. Munson encouraged all board members to review the check register, specifically looking at marketing monies.
- Board Secretary– Tammi Ross
 - Amending the Bylaws – Lifetime Member not defined enough. Purpose of Lifetime member – that we stand for the original vision and mission. Lifetime member defined as full participating board member with voting rights. P Munson motions to change the bylaws in reference to Lifetime Voting Member. T. Ross seconded the motion. There was no discussion, questions or objections. Motion passed.
- Grant Director Report –Brittini Donnelson
 - Update on Grant Writer Elizabeth Granzow
 - \$100K grant should hear July Elizabeth Granzow
 - Cicely Ben Brittini Donnelson currently working on additional grants
- Director’s Report – C Gurnee on behalf of Dr. Goers
 - Marketing - Peggy Downs and Rebecca Gurnee
 - Peggy reported on events Board member and Volunteers will be attending to help get attention drawn to the school in an effort to build enrollment.
 - Events included: Farmers Market Ogden



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- Pleasant View Founder's Day Parade and 5K Run
- July 4th Plain City Days presence hand out school info
- Peggy also spoke of the Board securing donations from small businesses in the amounts of \$500 - \$1,000
- Corporate Donations Amount??
- Donor recognition Wall
- Rebecca Gurnee talked about the following fundraising ideas throughout the year.
 - Electronic Fund Drive 2x annually online
 - Fall Festival Fun Run 5K with online fundability
 - Giving (Silent) Auction in conjunction with Student Art Fair
 - Book Fair – Late Winter
 - Mystery Dinner Theater
 - End of Year Carnival
- Leaders by Heart June 15-16 presence hand out school info
- Enrollment – Driving distance seems to be an issue. Need to promote car pooling
- Old Business
 - South Ogden Days Plan
 - Pd advertisement in booklet \$250-\$300
 - North Ogden Cherry Days Plan
 - 2 ads in booklet
 - Booth at event to hand out School information
 - Parade – walk the route hand out School information
- New Business
 - Investment Committee formation to make recommendation to Director for staff 401K investment plan.
 - Nominees were Chris Gurnee, Brittini Donnelson and Linda Reed
 - P.Munson motioned to accept these nominees as members of this committee, L. Reed seconded the motion. There was no discussion, questions or objections. Motion passed
 - June 9th, 2pm Book Donations from CHM -
 - Committee ESP Recommendation from RFP
 - P. Munson
 - Scope of proposals services in response to RFP
 - Flexibility in pricing
 - On site model vs off-site 1-2 days week on site



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- Contract with Charter Solutions for ESP effective July 1
- Thank you for Donations
 - Rebecca to send thank you

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.