



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 July Meeting

July 17, 2017 8:00 PM

Teleconference – Google Hangout

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

Absent: P. Munson

Guests: Rebecca Gurnee, Suzanne Kemp, Mike Arthur

- Call to Order /Invocationi
- Pledge of Allegiance
- Roll Call
- Approve Agenda – T. Ross motions to approve the agenda, A. Stringer seconds the motion, motion passes. No objections were received.
- Approve June Minutes – B. Donnelson motions to approve the June minutes, T. Ross seconds the motion, motion passes. No objections were received.
- Honors and Recognition
- Board President Report – Chris Gurnee
 - Update on Building Committee – RFP was revised and re-posted as of 7/17/17.
 - The Building committee has made significant strides in the current RFP process. As of today, the committee issued a revised RFP. The RFP was posted on SciQuest, the state website and then RFP's were sent directly to a number of developer/design/builders. The committee has invested a substantial amount of time contacting, meeting, and collaborating with these different developer/design/builders over the past several weeks. The developer/design/build companies have expressed a high level of interest. We have obtained a letter of explanation from Heath Price the Director of Community Relations at the USDA stating the CCA's location qualifies for USDA funds. Of course CCA will have other factors to qualify for financing.
 - Checklist meeting with Rabecca Cisneros – July 26, S. Goers and C. Gurnee will meet with R. Cisneros to continue reviewing the checklist. CCA is ahead of schedule, but there are some key items that need to be done. S. Goers and T. Ross will be getting together to finalize policies and have the ability to move forward.
- Board Vice President – Aaron Stringer - Submitted all the requested documentation and has completed one of two phone interviews with the Risk Management officials. The first interview with Michael Marshall went well; discovered the cost is \$1000 for the first year; in addition to liability coverage, they provide training, training materials, and policy templates. We can reevaluate our coverage next Spring to decide whether to stick with Risk Management or shop around for other coverage. I hope to speak with Sol Garcia from the state soon to complete the application process.



TO DEVELOP EXEMPLARY CITIZENS EQUIPPED WITH ANALYTICAL THINKING SKILLS, VIRTUOUS CHARACTER, AND A PASSION FOR LEARNING, BUILT UPON A SOLID FOUNDATION OF KNOWLEDGE.

- Financial Report – Patrick Munson
 - Status of Revolving Loan and State Grant Applications – CCA has been approved for the \$300,000 State Grant!!
- Grant Director Report – Brittnei Donnelson
 - 40 applied, 27 denied
- Marketing Update - Tammi Ross
 - Emailed the Peer to Peer link for the BOD to share with personal contacts.
 - Suzanne Kemp – Director of Marketing/PR
- Counseling Training – Lynn Hinckley
 - Counseling Training in Heber City
 - Court Reporters Contact
 - S. Goers and L. Hinckley have been developing schedules and working through the space of CCA’s potential building.
 - 8:30-4pm will be the new timing for schedules, but is subject to change once add-on are completed on the building.
- Director’s Report – Susan Goers
 - FrogTummy ready to initiate upon payment of half of contract
 - Policies – S. Goers and T. Ross will be developing and finalizing
 - Marketing Efforts –Suzanne Kemp, Rebecca Gurnee & Gloria Rivera
 - Family Mentor Partnership (FMP) – R. Gurnee will be leading this committee, she will report at least one board meeting per quarter.
 - Academic Leadership Team (ALT) – G. Rivera will be leading this committee.
 - Marketing Team – S. Kemp will be leading this committee
 - Enrollment Packet progress – Gloria Rivera - Enrollment packet will be ready by September 1st and is being comprised of several different other charter enrollment packets.
 - Update on employment status – S. Goers is still trying to get some part-time employment to augment income.
 - Math books purchased from Maeser – Purchased and in storage!
 - Update on Mike Arthur – Has accepted the position and will be moving to Utah as soon as possible.
- Old Business
 - Board retreat – Thank you to UAPCS will be sent 7/18 from B. Donnelson on behalf of all the board.
- New Business
 - Establish a Land-trust committee and assign positions with necessary duties – S. Goers, C. Gurnee, and T. Ross to sit on the land trust committee. C. Gurnee and



TO DEVELOP EXEMPLARY CITIZENS EQUIPPED WITH ANALYTICAL THINKING SKILLS, VIRTUOUS CHARACTER, AND A PASSION FOR LEARNING, BUILT UPON A SOLID FOUNDATION OF KNOWLEDGE.

- T. Ross fulfill the parent requirement. This committee will meet twice a year to determine the use of these funds.
- B. Donnelson motioned to nominate S. Goers, C. Gurnee, and T. Ross to the Land Trust Committee, A. Stringer seconds the motion, motion passed. No objections were received.
 - Establish a Move it Account – Account has been established, CCA needs to determine who will monitor this account with Dr. Goers.
 - T. Ross motions to nominate P. Munson as the co-owner of the Move It account, B. Donnelson seconds the motion, motion passed. No objections were received.
 - Review nomination of Scotty Nowlin and questions.
 - P. Munson motions to nominate Scotty Nowlin onto the CCA Board of Directors, A. Stringer seconds the motion, motion passed. No objections were received.
 - S. Nowlin will get his background check done immediately.
 - August 3rd will be the next BOD meeting and will be held at P. Munson’s office (Adams and Peterson CPAs) at 6pm.
 - Public Comment
 - Correspondence
 - Public Comment
 - Adjournment – A. Stringer motioned for the meeting to adjourn at 9:31pm, P. Munson seconded 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 distribution to the board of directors at any time. We thank you in advance for taking the time to visit the Board this evening.