



The Center for Creativity, Innovation, and Discovery
DRAFT Board Meeting Minutes
March 26, 2026
Public Session from 6:00 - 8:00 PM (MDT)

Location: 170 W. Spring Creek Pkwy, Providence, UT 84332

Members of the public may attend in person or view the meeting live at:

1. Opening Business: Barbara Lundberg, Board Chair

1.1. Call to Order at 6:01 PM by Barbara Lundberg

1.2. Roll Call

- Mickie Balls Board Recorder
- Admin Team (Melia Balls, Bill Graham, Lynn Raymond, Megan McGrath)
- Barbara Lundberg
- Julie Lamara
- Kyle Glass
- Members of Public: Claire McCallum and Kathleen Whisenhunt

2. Consent Agenda: Board of Directors

2.1. Approval of minutes from from February 26, 2026 board meeting

- Julie moved to approve the minutes and Kyle seconded the motion. The motion carried unanimously.

2.2. Acknowledgement of receipt of Executive Report

3. Public Comment: Members of the Public. The public is welcome to send written comments to barbara.lundberg@ccidschool.org.

4. Achieving the School's Mission and Vision, Kira Robinson, Board Member

5. Finance Committee Report, Nate Adams, Business Manager, Kyle Glass, Treasurer

5.1. FY26 Monthly Financial Report

5.2. Update on Annual Account Balances

- The legislative session ended at the state and estimates have been received. Nate will use that to start building out the 26-27 budget. Melia and Nate will be meeting tomorrow morning to begin work on those projections and budget. There is a 4.2% increase on the ADM and WPU.
- IDEA money was updated in this session. About \$3,900 was taken out of the budget. Now that this revenue item has been confirmed we can start putting in reimbursements.
- All the red items are explainable and our bottom line is in a great spot.
- We did have a dip in enrollment and our ADM from last year is what has saved us. Because of this, we do need to continue in our efforts to recover enrollment, otherwise we will see a large decrease in state revenue. Melia said that our October 1 count was 279, and asked what would happen if our current enrollment is higher than that. Nate said that we will be rewarded for that.
- Kyle asked if there is anything in this fiscal year that we need to focus on to help with the forecast of the next year's budget. Nate replied that we could explore the possibility of purchasing a curriculum or something that could be needed next year in order to get it off the next year's budget. Barbara followed up by asking if we have more money to allocate to marketing. Melia responded that there could be more money allocated to that along with a stipend for teachers.

6. Fee Hearing, First Consideration of Fee Schedule, School Year 2026-27, Board of Directors

- Melia explained that every year the fees have to be presented to the board and the public two times. The fee plan is exactly the same as last year, except that the D&D Club amount has been decreased to \$23.
- The donation request has a notice that is voluntary and can be set up to be paid monthly. Barbara suggested that the donation request be sent out on a more regular basis in addition to the beginning of the year for parents who missed the original request at the beginning of the year.
- In the middle school fees are charged for consumables in Art classes. Invoices are sent to parents of students that take those classes.
- The Fee Schedule will be voted on at the next meeting.

7. Consideration and Approval of Gifted and Talented Grant, Board of Directors

- Admin has applied for this grant for extension materials for students in RTI groups who need extension opportunities. The state determines the allotment amount. These supplies and materials would extend learning and offer challenges for advanced students.
- Julie moved to grant the approval of the Gifted and Talented Grant. Barbara seconded the motion and the motion carried unanimously.

8. LAND Trust Council Membership Signature Form, Board of Directors, Melia Balls, Executive Director

- Megan will be sending out a form to the board via Adobe Sign. Each board member will sign it to ensure that the board members have received the School LAND Trust training and had input in the plan. Melia will also link this agenda and the signatures in her assurances that she sends to that state. The signatures will be printed and stored in the board filing cabinet for 3 years.

9. Required State Data Review for LEA Boards Regarding Health Instruction, Melia Balls, Executive Director

- Melia sent all the data compiled from the county and state that is pertinent to Health Instruction to the board members. The board confirmed that they received the data.
- Bill explained that GoGaurdian monitors student online search and BARK monitors their email accounts. Bill uses that information to assist with student discipline.

10. Executive and Enrollment Report, Melia Balls, Executive Director

- Our average daily membership is at 260, which is not great. If we had new students enroll it could balance out the ADM. Next year, we currently have 66 new students registered and 10 that haven't completed their paper works. We only have 23 Kindergarteners enrolled for next year. We need to market to preschools to increase the Kindergarten number. Our estimated total for next year's enrollment is 290. Melia is pleased with the numbers for next year.
- Melia shared about the Fox News highlight. The link has been sent to all new families or potential new families so they can view the highlights.

11. Employee Appeal Processes Related to Harassment and Bullying, Employee Handbook, Melia Balls,

- In the handbook there is a section regarding when an employee is being bullied or harassed entitled Abuse of Conduct. She explained that this came about due to new law. Melia reviewed the policy with the board for their information and no vote was required.

- The infants and breastfeeding section is new to the handbook. It's in accordance with new law. Melia explained the policy and procedures.

12. Allowance of Administration of Opiate Antagonist Medication, Review of Administration of Medication Policy, Melia Balls, Executive Director

- Melia explained that after a study of Social Work intern, admin will begin carrying Narcan or Naloxone. The policy states that if any staff member is acting in good faith, there is no liability. There is no liability for staff to carry these medications as long as they are trained by Nurse Jamie. Jamie has been putting together training materials for these medications.

13. Policy Review, Board of Directors

13.1. Animals and Service Animals on School Property (Revised)

- Melia explained that the only thing that changed within the policy is the legislative code.
- Barbara asked if there was a specific reason why rabbits were listed as banned. Melia explained that rabbits can be a carrier of a disease. Which is why they are banned.

13.2. Safe Schools, Discipline, and Behavior Policy (Revised)

- Melia explained the Emergency Safety Intervention section was removed because now it has its own policy entitled Emergency Safety Intervention, the definition was revised to match new legislative rule and the formatting was improved.
- Barbara stated that page 4 talks about a “qualifying minor” and defines it as a student 9 years old. She asked what was meant by that. Bill explained that the school collects signatures from students that will be 9 or older during that school year for the Safe School, Discipline, and Behavior Policy.
- Barbara asked about the language that indicates the ability of the school to search lockers and vehicles and asked if we could change that language to indicate “personal spaces” as we do not have lockers or student vehicles on campus.
- Barbara questioned the phrasing of suspending students for a period of up to 1 year. She questioned when a 1 year suspension would be utilized. Melia explained that a 1 year suspension would be used in some cases instead of expulsion depending on the case. Barbara also questioned the language regarding the board having the ability to suspend/expel students. Melia explained that it applies to the board's involvement in those decisions, but the ultimate act of suspension/expulsion lies with the administration.

- Barbara asked what is “a timely submission” defined as in regards to the threat assessment section. Melia explained that those responsible for threat assessments know that threat assessments must be addressed within 1 day.
- The board asked Melia to amend the policy regarding the personal spaces language and defining the “timely fashion” language. Melia agreed and will present the policy at the next board meeting.

13.3. Website Privacy Policy and Terms of Use (New)

- Utah code requires websites of government entities to post a disclaimer on the bottom of the website that has privacy information. This will have a link to this policy.
- Kyle moved to approve Animals and Service Animals on School Property Policy and the Website Privacy Policy and Terms of Use and table the Safe Schools, Discipline, and Behavior Policy. Julie seconded the motion and the motion carried unanimously.

14. Board Training, Public Hotline Training, Melia Balls, Executive Director

- Melia provided training regarding the Public Hotline.
- In attendance:
 - Barbarbara Lundberg, Julie Lamara, Kyle Glass, Mickie Balls, Melia Balls, Megan McGrath, Bill Graham.

15. Board Elections: Barabara Lundberg, Board Chair

- Barbara tabled this discussion for next board meeting because we were missing two board members.

16. Executive Session: Closed in accordance with the Utah Open and Public Meetings Act, Board of Directors

- No closed session was needed

17. Housekeeping and Adjournment: Barabara Lundberg, Board Chair

- Barbara reminded board members to make comments with amendments on the Executive Director Rubric so that it can be addressed at the next board meeting.
- Barbara made an indisputable motion to close the meeting at 7:43 PM