Center for Creativity, Innovation, and Discovery
DRAFT MINUTES
Thursday, September 26, 2024
Public Session from 6:00-8:05 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:
Meeting Link:
https://ccidschool-org.zoom.us/j/4105970538?pwd=K3RVT3M5ZnRVd3lyWVJOUlBURG12UT09

1. **Opening Business: Laura Kohler, Board Chair, 6:00 to 6:05**
   1. Call to Order: Laura Kohler called the meeting to order at 6:23 PM
   2. Roll Call

- Laura Kohler
- Nikki Despain
- Mi'Kel Price
- Melia Balls (Executive Director)
- Bill Graham (Dean of Students & Families)
- Lynn Raymond (Director of Technology & Assessment)
- Megan McGrath (Director of Curriculum & Instruction)
- Nate Adams (Business Manager)
- Mickie Balls (Board Recorder) (tardy)

- Barbara Lundberg absent (excused)
- Don Linford absent (unexcused)

2. **Consent Agenda: Board of Directors, 6:05 to 6:10**

   2.1. Approval of minutes from August 22, 2024 board meeting

   2.2 Acknowledgement of receipt of Executive Report

- Nikki move to approve the consent agenda items. Mi'Kel seconded the motion, and the motion was approved unanimously

3. **Public Comment: Members of the Public, 6:10 to 6:20. The public is welcome to send written comments to laura.kohler@ccidschool.org.**

- No public was present in attendance to give comment

4. **Achieving the School's Mission and Vision, Kyle Glass, Finance Committee Chair, 6:20 to 6:25**

- Kyle shared that he was quite impressed with the teachers and other educators involved with his son's writing. The teachers noticed and immediately took action to establish a game plan to help his son be successful.
- Being able to address these things and respond quickly is a critical part to the mission and vision of CCID.

5. **Finance Committee Report**: **Kyle Glass, Finance Committee Chair, Nate Adams, Business Manager, 6:25 to to 6:40**

    5.1 FY25 Monthly Budget Update

    5.2 General Finance Report

- Nate reviewed the budget summary with the board. Our budget is based off of 340 student which is an approximation at this point. Next week is October 1st when we will have our official count. After that date, Nate will have our official forecast for the year's budget. Nothing is trending over budget for staffing. Currently we are in the red for worker's comp, because we pay for that ahead of time. Due to renting some machines, our other purchase services budget is slightly over. Currently we are enrolled closer to 430 which will put us at around a $20,000 deficit that Nate, Melia, and the finance committee will brainstorm to work around. Nate will look at what the school needs to operate month to month and transfer the rest to the PTIF.
- No action was required as there were no changes made to the budget.

6. **Board Recruitment Committee Report, Laura Kohler, Board Chair, 6:40 to 6:50**

- Nikki & Laura have met a couple of times and have a few promising candidates that will hopefully be added to the board soon.
- Nikki & Laura have created onboarding binders for each board member (both current and new) to refer to throughout their time on the board. Necessary forms to be filled out are also available in the binders.
- Laura stated that Nikki and Laura will conduct the interview for new board members and then come to the board with their recommendations and board approval.

7. **Board Definition of At-Risk Students, Board of Directors, 6:50 to 7:00**

- The board was unsure what this item was. Nikki moved to table this item. Mi'Kel seconded the motion and the motion carried unanimously. Laura Kohler will investigate and figure out if we need to put it back on the agenda for next month.

8. Executive Report: Melia Balls, Executive Director, 7:00 to 7:10

- Teachers have been asked to weekly on campus fieldwork and monthly off campus fieldwork experiences. To date we have had 8 out 9 classes off campus
- Tomorrow teachers will participate in fieldwork activities at First Dam as professional development. Teachers will have an opportunity to develop ideas of possible fieldwork for their classes. Teachers decisions for fieldwork opportunities should be data driven.
- Melia gave the example of Mickie's first graders last year scoring low on their 2D and 3D shape assessments. Mickie and Kathleen worked with Megan to plan a fieldwork opportunity for students to visit Frederico's Pizza and USU campus to investigate 3D and 2D shapes in real life. While they were on campus, they passed Aggie Ice Cream and determined that they should stop there next year to talk about cones and spheres as 3D shapes. Back in the classroom, they administered the assessment to their students and saw their scores skyrocket.
- Mi'Kel asked what made a difference in the amount of fieldwork experiences teachers are offering. Melia explained that she believes having a focus on fieldwork at our back to school meetings and other professional development opportunities have been key to the increase in fieldwork.
- Melia reported that enrollment is currently at 332 students. In the written report it stated we are enrolled at 362; that is a typo.
- Melia explained that we are adjusting our expenses to cover the deficit in the enrollment.
- Kyle asked for examples of cuts that are being made to the budget. Melia explained that we have a classroom who is certified and we have a teaching assistant who is paid a lesser amount because they are not a certified teacher. Kyle clarified that Melia is being creative and not just cutting a teacher/position. Melia confirmed that they are being creative and strategic with the adjustments they are making to the budget. People are making donations via the venmo account.

9. LAND Trust Final Report, 2023-24 School Year, 7:10 to 7:20

- Our goals were to:
    - Increase ELA and Math scores by 2% as measured by Spring RISE scores and EOY Acadience data.

    - Increase student engagement in STEM by purchasing STEM books to be available in the school library.
- To implement the plan, we have spent $6,183 on instructional aides and $5,000 on library books.
- We did not meet our goals for RISE scores in grades 3-5.
- We did meet our goals for Acadience scores in grades K-2
- Lynn explained that we had 102 new students to the school out of 334 scores. That is 34% of our student population. Unfortunately our students that left were higher scoring students than the students we received. There are some indications that some students come to CCID to get caught up and then return to a traditional school. We need to figure out a way to retain our students and keep our high scoring students enrolled at CCID. This is not a sustainable pattern.
- Kyle asked if we do any sort of exit interview for families that are leaving. Melia explained that our social worker is going to be having her interns conducting a project to survey families that have left and families that have remained enrolled. After collecting that data we can analyze those patterns and determine what we can do to retain students and families.
- Melia explained that CCID has a reputation for "giving out IEPs". There has been a pattern that once students have an IEP, they leave and go back to their neighborhood school. Our MTSS system moves quickly to help intervene, and works more quickly than the protocols put in place in the districts. Because of that we can get kids the things they need (IEP, 504, etc). But we can't remain a school where students come to get an IEP and leave. We need to retain families.
- Melia explained that we have a 17% growth in ELA, Math and Science prior to COVID and now we are back down to the lower scores that we were seeing right after returning for COVID.
- Melia explained that when we hyperfocus on Math over Literacy or visversa we see a decline in the opposite scores. We need to find a balance that helps encourage growth in both areas.
- Melia explained that it takes a commitment to get students to CCID. Parents are sacrificing time and effort to get kids here. This could have an impact on student retention.
- Melia stated that we now have a functioning PTO board with a PTO president. People are signed up for Fall Festival and we have turned a corner in that regard. We are moving in the right direction.
- Lynn shared that somehow we have developed into an interim school, a school to come to for a small period of time. We need to become a destination school. Using the the data from Brittany and her interns will help move us in that direction.

10. LEA-Specific Licenses/Endorsement Requests, 7:20 to 7:30

- Melia requested a LEA-Specific License for 6th Grade FACS for Robbie Williams
- MiKel moved to approve the LEA-specific Licenses for Robbie Williams. Nikki seconded the motion, and the motion carried unanimously.

11. Notice of New Administrative Guideline: Melia Balls, Executive Director, 7:30 to 7:40

11.1. School Student Threat Assessment Policy

- The multi-disciplinary team contains Kent Prewett (safety specialist), Jamie Douglas (school nurse), admin, KC (Custodian)
- The policy outlines how we will be compliant with the legislation and there is no vote needed from the board.

12. Board Policy Review: Board of Directors, 7:40 to 7:50

12.1. Board Meeting Policy (new)

- This policy outlines when we meet, how we do minutes, how electronic meetings operate, outlines guidelines for public comment, and how to get notices for public meetings.
- The policy outlines how to access minutes and the guidelines for the board going into closed session.

12.2. Educational Services Outside of Educator’s Employment (new)

- Educators can have other employment in other areas in the community. This policy outlines how to handle situations that may be potential conflicts of interest in regards to educator’s other employment positions.

12.3. Fee Policy, Fee Waiver Policy, and Spend Plan (new)

- The policy outlines that the school will not charge a fee for any Elementary school student. However, students can give a donation for fieldwork activities.
- The policy states that we can charge a fee for digital art class because they are taking an end product home with them.
- CCID is allowed to charge fees for activities that occur outside of the school day.
- Because of this policy, CCID now has an official fee waiver form.

12.4. Fundraising Policy (new)

- This policy is created to protect public funds.
- The policy outlines guidelines for fundraisers through the PTO.

- Student fundraisers for non-profit organizations are approved through Bill & Melia
- Kyle asked if there was any issues with our school fee audit. Nate responded that it's still processing. Melia explained that they are looking into what further information they need since our student fee schedule started this year.

- Laura called for discussion. The board had nothing to discuss. Nikki moved to approve the discussed policies. Mi'Kel seconded the motion and the motion passed unanimously.

13. Board Code of Conduct Guidelines, Laura Kohler, Board Chair, 7:50 to 8:00

- Laura explained that as a part of the Board Meeting guidelines and onboarding documents it has been suggested that the board adopt a code of conduct.
- Laura found a code of conduct that the state charter board uses that we could amend to fit our needs.
- Nikki and Laura are working on that to include in the onboarding information, but wanted to let the board know where they are at in the process.

14. Board Training: Conflict of Interest, Laura Kohler, Board Chair, 8:00 to 8:10

- Laura gave the board training presentation on Conflict of Interest
- A Conflict of Interest is defined as a vested interest which puts into question where a person's actions, judgment, or decision-making can be unbiased.
    - Laura outlined potential examples of conflict of interest
- Someone on the board cannot be paid for their efforts by the school. Board members be reimbursed for approved board-related expenses.
- Board members can recuse themselves from decisions when a conflict of interest may arise.
- Financial conflicts must be disclosed immediately and those who have a conflict should recuse themselves when those decisions are being made.
- Disclosing and resolving conflicts is something that we are required to do by law.

15. Executive Session: Closed in accordance with the Utah Open and Public

Meetings Act, time is variable

- Nikki moved to go into executive session. Kyle seconded the motion.
- Role Call Vote:
    - Laura Kohler: aye
    - Nikie Despain: aye
    - Mi'Kel Price: aye
    - Kyle Glass: aye

15. Housekeeping and Adjournment: Laura Kohler, Board Chair

- The board returned from close session and Laura made an indisputable motion to adjourn the meeting at 8:00 PM