DRAFT MINUTES
The Center for Creativity, Innovation, and Discovery
September 28, 2023
Public Session from 6:00-8:10 PM
Location: 170 W. Spring Creek Pkwy, Providence, UT 84332

https://ccidschool-org.zoom.us/j/81721125960?pwd=Rlp5YWt5eE9xL01YTm5QUGZBVlBydz09

In compliance with the Utah State Open and Public Meetings Act, this is a meeting for the Board of Directors to take an action openly and conduct deliberations regarding CCID business. As a courtesy, please step outside with noisy children or to speak amongst yourselves in order to maintain a quiet atmosphere for the meeting and the recording. The Board reserves the right to act on any agenda item. The board also reserves the right to go into closed session in compliance with Utah State Law 54-4-204, 205, & 206.

Agenda Item	Presenter	Notes
Call to Order/ Roll Call	Chair	6:23 Called to order. In attendance: • Nikki Despain • Laura Kohler • Mi'Kel Price • Kyle Glass • Cindy Phillips • Bill Graham • Megan McGrath • Melia Balls
Consent Agenda: • Approval of minutes from August 24, 2023 Board Meeting	Board of Directors	Mi'Kell moved to approve the minutes from the August 2023 board meeting. Nikki Seconded and the motion passed.
Public Comment Period	Public Attendees	No public attendees for public comment.
Achieving CCID's Mission and Vision	Mi'Kel Price, Vice Chair	Mi'Kel highlighted the positive change the environment of the school has gone this year. Kyle will be doing the Mission and Vision section next month.
Finance Committee Report • FY24 Budget Update • General Finance Report	Laura Kohler, Board Chair, Jeff Biesinger, Business Manager	• Enrollment is a little bit down which affects the revenue. • We've paid early for things which has saved us from being in jeopardy.

		• Mi'Kel asked where we are at with total numbers enrolled. Kyle reported they are counting 400. He reported we can have a very healthy budget with 400 and it allows teachers more individual time with students. Kyle also clarified that this is a state-wide and generational trend this year with less children enrolled in school across the board. Cindy clarified that keeping our numbers in a healthy range will continue to be a challenge. Kyle added that our construction will be down which will allow for funds to be used else where. Melia clarified that we will get our October first count on September 29 since school is not in session on October 1. We are hoping to reach an ideal count of 425. She also shared that we have enrolled new students from our advertising efforts.
Marketing Committee Update and Enrollment Report	Barbara Lundberg, Marketing Committee Chair, Melia Balls, Executive Director	• Barbara is excused from this meeting so Melia gave the marketing committee update. • CCID participated in River Heights, Providence, and Wellsville parade. • CCID also hosted an open house, family resource night, and

		conducted school tours. • We have contracted with Charter Connect to run Facebook ads, help with marketing, manage our website, and give us access to Enrolio which will simplify our enrollment process. • There has been an increase in the budget to allow more funds for marketing.
Executive Report	Melia Balls, Executive Director	• We have implemented CREW to help achieve our mission. It's a daily curriculum to promote community and social skills in the classroom. • We have been looking creatively for ways to cut expenses within our budget. • We are enrolled at 362. As of right now we are enrolled at 365. We have lost a few students that never actually attended. It is very likely we will need to do another budget revision to accommodate 365 students instead of 400.Our allotment on December 1 will likely be decreased due to our enrollment numbers. Our allotment is also based off of average daily membership, which is why we continue to enroll after the October 1 count. • Our SPED report will be postponed to next month, because our

		representative couldn't be here. ● The board received the Teacher and Student Success Act with an outline of how the funds will be used. The board will vote on it later in the meeting. ● The Land Trust Final Report was sent to the board. It showed great growth in all areas for academic growth. Our lowest area of growth was in Math, which is a focus of our A2A committee. Even with the growth, only about half of our students are proficient. We are recommending that students who are not performing at a proficient or above be regarding as "at risk". ● Melia sent multiple policies to the board for approval. ● Laura asked if there needs to be a formal action on the definition of "at risk students". Cindy clarified that we do need the board to approve that language and will need to be voted on at the appropriate time in the agenda.
LEA Specific License request	Melia Balls, Executive Director	● Melia placed a request for LEA specific license for two general classroom teacher. One would be teaching health and one would be teach CTE.

		• Nikki moved to approve the LEA Specific License request for the individuals listed. Kyle seconded the motion, and the motion carried.
Teacher and Student Success Act Consideration and Approval	Melia Balls, Executive Director	• Mi"Kel moved to approve the Teacher and Student Success Act Plan. Nikki seconded and the motion carried.
LAND Trust Final Report Review (2022-23 School Year)	Bill Graham	• Kyle asked about MClass not making data available after our switch to ALO. So we don't have access to comparative data. We don't have the actual numbers, but Melia shared that our growth was over 2% last year. • Cindy clarified that the significant growth gains we have seen may not be so drastic due to the COVID jump that we observed. • Kyle moved to accept the LAND Trust Report on last year's plan. Nikki seconded the motion, and the motion carried.
Board Review of CCID's Definition of At-Risk Students	Bill Graham, Dean of Students, Megan McGrath, Director of Curriculum and Instruction	• Nikki moved to accept CCID's definition of At Risk Students. Mi'Kell seconded and motion carried.
Policy Review • Administration of Medication (Revised) • Background and Offense Reporting Policy (Revised)	Laura Kohler, Chair, and Members of the Board	• Kyle asked how often these polices need to be reviewed, and Cindy answered that they must be

• Bullying, Cyber-Bullying, Hazing, and Retaliation Policy (Reviewed)		reviewed annually. Additionally, there is information that shuffles and changes constantly.. • Nikki moved to approve the policies up for review as listed in the agenda. Mi'Kell seconded the motion, and the motion carried.
New Policies for Consideration • Conflict of Interest Policy • Dispute Resolution Policy • Educator Rights Policy	Laura Kohler, Chair, and Members of the Board	• Laura explained the new conflict of interest policy is just a more comprehensive version of the policy we have had in the past • Kyle moved to approve the conflict of interest policy and Nikki seconded. The motion passed. • Cindy clarified that the Dispute Regulation Policy can become what can be called a "public grievance policy". It outlines how we handle grievance with the public, and not with employees. The procedures for detailing how to deal with employee grievances is outlined in the employee handbook.

		• Kyle asked who approves when a grievance is given longer time to be expressed. Cindy expressed that the decision would lie with the Executive Director and the board. Cindy asked if Kyle needed that to be revised and clarified. Kyle agreed that the policy was fine, with a tidying up of that section in the October meeting. • Kyle moved to accept the Dispute Resolution policy with a review in October. Mi"kel seconded and the motion carried. • The Dispute resolution will be posted as currently constituted with the revisions being adjusted in October. • Cindy explained the history behind the Educator Rights Policy. This policy protects the rights of educators. There

		is now a push for school to have a policy that allows administrators to have conversations with parents about what behavior is appropriate when meeting with teachers. These policies are meant to give parameters to encourage positive interactions with parents and educators and limit abuse. • Kyle asked how we bring this policy to the knowledge of the community. Melia explained that is included in our first day packet that parents sign to indicate that they have read and understand the policy. The policy is also available to reference when needed. Cindy clarified that the CCID has a professional culture document that outlines how teachers manage

		themselves while at school. She suggested possible putting a parent honor code or something similar for parents to sign that outlines agreed upon appropriate behaviors and highlights the Educator Rights Policy • Nikki moved to accept the Educator Rights Policy. Kyle seconded and the motion carried.
Board Training • Conflict of Interest • LAND Trust	Cindy Phillips	• Conflicts must be disclosed and managed. The board is aware, and the conflict has been resolved. • A conflict of interest occurs when an entity or individual becomes unreliable because of personal interests. This can put into question whether the person's actions are effective. • Good policies prevent personal gains at the expense of the school or students. • Examples of conflicts: ○ Board member related to another board member or staff member

		◦ A staff member in a supervisory capacity is related to a staff member to whom they supervise. ◦ A board member's organization stands to benefit from a school transaction. • Disclosing conflicts of interests allow decisions to be made to resolve those conflicts. (A faculty member dating another faculty member cannot be put in a supervisory position over each other.) (Board members can recuse themselves from decisions that might profit them individually or their organizations) • Managing conflicts: ◦ Disclose conflicts ◦ Put in place structures to dissolve conflicts ◦ The board has the ultimate authority to decide where a conflict exists. Executive directors manage conflicts within staff. • Financial conflicts should be disclosed immediately and the

		involved person should recuse themselves when a decision is made that could benefit them financially. • Disclosing conflicts is the law and should happen immediately. • Be aware of conflicts of interest. Melia has written Conflicts of Interest forms the board to use to disclose any conflicts they may currently have or to update immediately if a conflict may arise. • Laura asked if this form just indicates that they received the training. Cindy clarified that there is a space to also indicate any possible conflicts that board members may currently have. • Kyle asked how he will receive his conflict of interest form. Melia answered that he will receive his via email.
Executive Session: To discuss the character, competence, or mental or physical health of an individual; to discuss potential pending litigation; or to discuss the purchase, exchange, or lease or real property.	Chair	• Laura asked for a motion to move into executive session. Nikki moved to go into executive session. Mi'Kell seconded and the motion carried after a roll call vote.
Housekeeping and Adjournment	Chair	• Laura asked when the Land Trust training will occur. Melia answered that the Land Trust training will be completed online. • The next meeting is scheduled for Oct 26, 2023

		• Please let Laura know if you will be unavailable so we can ensure we have a quorum.