

# APPROVED MINUTES

The Center for Creativity, Innovation, and Discovery

November 30, 2023

Public Session from 6:00-8:00 PM

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

<https://ccidschool-org.zoom.us/j/81721125960?pwd=Rlp5YWt5eE9xL01YTm5QUUGZBVlBydz09> 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                                                                                                                                                                                                                                | Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <p><b>Call to Order/ Roll Call</b> Chair</p> <p><b>Consent Agenda:</b></p> <p>Board of Directors</p> <ul style="list-style-type: none"><li>● Receipt of Executive Report</li><li>● Approval of minutes from October 26, 2023 Board Meeting</li></ul> | <ul style="list-style-type: none"><li>● Laura Kohler called the meeting to order at 6:14 PM</li><li>● Nikki Despain &amp; Kyle Glass are in attendance via Zoom</li><li>● Barabara Lundberg, Darren Parry, Laura Kohler, Don Linford (was excused to leave early from the meeting), and Mi'Kel Price are present in person</li><li>● Mickie Balls (board recorder), Lynn Raymond (Director of Assessment &amp; Technology), Bill Graham (Dean of Students), Cindy Phillips (Educational Consultant), and Jeff Besinger (Business Manager from Red Apple) were also in attendance in person</li><li>● Megan McGrath (Director of Curriculum &amp; Instruction) and Melia Balls (Executive Director) are excused from tonight's meeting.</li></ul> |

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|                                                      | <ul style="list-style-type: none"> <li>Don Linford motioned to approve the board minutes from the October 26, 2023 meeting. Mi'Kel Price seconded the motion. The motion carried unanimously.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Public Comment Period</b> Public Attendees</p> | <ul style="list-style-type: none"> <li>Laura Kohler reviewed the procedures and policies for the board and public to follow during public comment time. The biggest policy is that board members cannot answer questions or add things to the agenda that are not currently posted. These items could be posted to an upcoming agenda.</li> <li>Tyler Larsen (Member of the public and parent of a CCID student): Has a second grade student at CCID. Recently his family received a notice of compulsory education violation notification. He is not sure what the reasoning is that they received this letter. He is requesting a possible review of the qualifications of sending those letters out. He suggested trying multiple attempts of friendly contact before the formal letters are sent out. He knows that the attendance policy is on the agenda, and hopes that these things can be reviewed. He added that the letter comes across very "heavy handed" in verbage.</li> </ul> |

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|                                                                                                                                                 | <p>He feels as a family who strives to follow policy and procedures, that this letter could be written in a little less intense manner.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Achieving CCID's Mission and Vision</b> Kyle Glass, Treasurer</p>                                                                         | <p>Kyle gave an anecdote about building a rocket out of found materials with his son over Thanksgiving break. As he experienced this moment with his son, he thought that this is what CCID is all about. He loved seeing the creativity alive and well with in his child, and that is proof that we are headed in the right direction.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Finance Committee Report</b></p> <ul style="list-style-type: none"> <li>● FY24 Budget Update</li> <li>● General Finance Report</li> </ul> | <div> <div> <p>Kyle Glass,<br/>Treasurer,<br/>Finance Chair</p> <p>Committee<br/>Jeff Biesinger,<br/>Business<br/>Manager</p> </div> <div> <ul style="list-style-type: none"> <li>● Kyle reported that finances are looking pretty good. The statewide funding and enrollment are in a good place. Our numbers have been adjusted to a good and comfortable position. We should feel a little less tight towards the middle and end of the year.</li> <li>● Jeff added that the state should have their corrections made to our allotments by next month. He feels like we're are spending very responsibly.</li> <li>● Jeff will be leaving to help a school that is struggling. This is possibly his last board meeting with us. Nate Adams will be our new business</li> </ul> </div> </div> |

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| <p><b>Special Education Report</b> Patsy Milligan, Director of<br/>Special Education</p> <p><b>Excellence Committee Report</b> Don Linford, Excellence<br/>Committee Chair<br/>Melia Balls,<br/>Executive Director</p> | <ul style="list-style-type: none"><li>• Patsy reported that our teachers are asking high level questions. They have a great work load. She is very impressed with our SPED teachers and Speech Pathologist. Patsy is very impressed with Megan and the MTSS team and the work they have done to make sure the intervention process is running smoothly. Cindy asked Patsy to expound on some of the work Patsy has done with making sure we are being timely with 504s and IEPs (compliance). Patsy has encouraged our SPED teachers to send out notices of meeting 4-6 week in advance so that deadlines are not missed. This allows for multiple meeting attempts to be made before cut-off dates. Patsy has taught that evaluations should be happening 2-3 months in advance to allow for evaluators to make it on campus prior to deadlines. Cindy added that Patsy has brought decades of experience to our young SPED teachers</li></ul> |

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|  | <p>and helping them reach goals for improvement for our SPED department. Cindy clarified that Patsy is a consultant through SPEDCO that trains and mentors our SPED team. She also helps review and prepare for audits, review IEPs and PIPs. Essentially, Patsy ensures that we are in compliance with SPED laws and FAPE. Barbara asked about why we see so much turn-over within the SPED department. Patsy clarified that it is hugely a teacher burn-out issue. SPED teachers are required to teach all day, alter curriculum and specially design instruction, write IEPs, manage behaviors, teach students who can be physically and emotionally demanding, and meet with parents and teachers. Bill added that on top of everything else, SPED teachers have the law component hanging over them, and Patsy comes in to help make sure we are compliant with those things. Barbara</p> |
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|  | <p>asked how we can support our SPED teachers, and Laura responded that they can discuss possible ideas in Strategic Planning.</p> <ul style="list-style-type: none"><li>• Don Linford reported for the Excellence Committee. Don shared the School Excellence Committee Performance Indicators. Some will be captured weekly, monthly, or annually. Reporting methods need to be as convenient and non-bureaucratic as possible for teachers. The committee will need a few more board meetings to finalize the plan. Risk indicators are things that could possibly hinder our performance. Mi'Kel added that we can start viewing these indicators to determine incentives for retention. Each indicator will have a managerial plan from administration to improve and reach goals. Lynn added that in the past decade, teachers have been expected to do more for compensation that doesn't match the demands placed on</li></ul> |
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|  | <p>them. Cindy mentioned that female educators are pushing to be equally compensated in the field of education as they would be in other fields. Cindy recommended writing to the Education Legislative committee. Jeff added that the admin restructuring allows for support and boosts morale. Laura commented that the positive cultural changes will positively impact turn-over rates. Barabara asked how we could also strengthen our PTO and parent support. Cindy recommended have the board executive committee meet to determine some goals and then move that into a Strategic Planning session.</p> |
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| <p><b>Executive Report</b> Melia Balls, Executive Director</p> | <ul style="list-style-type: none"> <li>Lynn explained that Melia has written for a school safety grant. Kent Prewett is our safety coordinator for the school. We were awarded \$52,000 for that grant. The first thing we will be doing with that grant money is increasing the number of security cameras both inside and outside of our</li> </ul> |
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|                                                                             | <p>school. Secondly, we will be modifying the front desk to be more protective in place of the sheet rock. Thirdly, we will be investing in our communication and walk-talkie system so that we can remain in contact both in day-to-day and in emergency situations.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Report on Attendance Initiative</b> Bill Graham, Dean of Students</p> | <ul style="list-style-type: none"> <li>• Bill reported that during COVID the state was a little more lenient with attendance, now they are starting to become more strict. We are striving to remain compliant. Cindy clarified, that schools are required to provide notifications of absenteeism and gives school more teeth to do so. Cindy reported that Bill has been very diligent in calling and notifying parents of consecutive absences. The school is required by law to send out 5-day and 10-day letters with specific verbiage from the state. Parents can appeal the absences by calling to excuse the absences. The letters may be able to be made slightly more friendly, but the bulk of the language is prescriptive and required to be</li> </ul> |



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|  | <p>included in the letter by law. Cindy commended Bill for following those procedures to a “t” and for the increase in attendance we have seen. Bill reviewed the process for attendance notifications: a friendly five day letter is sent with data about the importance of attendance, the 10 day letter is more strongly worded with required language from the state. Bill stated that our school social worker has been involved with making calls to families to support them in attendance-related issues. Lynn added that we need to ensure that parents are aware of policies. He also stated that all of our administrators are very friendly, but they are required to include specific language and be formal at certain points.</p> |
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| <div data-bbox="224 205 383 233"><b>Policy Review</b></div> <div data-bbox="269 264 737 537"><ul style="list-style-type: none"><li>• Animals and Service Animals on School Property (New and Revised)</li><li>• Attendance Policy and Procedures (New)</li><li>• Dual Enrollment Policy (New)</li><li>• Student Acceleration and Retention Policy (Revised)</li></ul></div> <div data-bbox="224 600 812 630"><b>Planning for Board Retreat</b> Laura Kohler, Board Chair</div> <div data-bbox="224 703 391 730"><b>Board Training</b></div> <div data-bbox="269 762 691 791"><ul style="list-style-type: none"><li>• Open and Public Meeting Act Training</li></ul></div> | <div data-bbox="802 233 971 438">Laura Kohler,<br/>Chair, and<br/>Members of the<br/>Board</div> <div data-bbox="802 730 946 760">Cindy Phillips</div> <div data-bbox="1081 205 1367 1764"><ul style="list-style-type: none"><li>• Laura asked if we needed to indicate a policy for classroom pets. Cindy clarified that yes, classroom pets would fall under this policy. Laura requested that specific language be added to specify classroom pets. Cindy reviewed the verbiage and it was determined that the Animals and Service Animals on School Property will go back for revision. A classroom entitled "Classroom Pets" will be added and the policy will be resubmitted. Laura called for a motion to table the policy. Mi'Kel moved to table the policy, Barbara seconded the motion. The policy was tabled unanimously. Cindy recommended that the policy be passed as currently constituted with the direction to fix and bring it back with verbiage about classroom pets. This would give admin the support to deal with current issues related to service animals. M'Kel moved to approve the policy as presently constituted with the understanding that admin will return the policy at the next board meeting with verbiage about classroom pets. Barbara seconded the motion and the motion carried unanimously.</li><li>• Laura Kohler asked for clarification about</li></ul></div> |
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|  | <p>the Dual Enrollment Policy (new). Cindy clarified that charter school are not required to allow dual enrollment, but it is beneficial financially to allow students opportunity to attend for some courses and receive partial funding for those students. Lynn added that the state is emphasizing dual enrollment, especially for homeschool families and middle school students. Mi'Kel moved to approve the Dual Enrollment Policy, Attendance Policy and Procedures (new), and Student Acceleration and Retention Policy (revised). Barbara seconded the motion and the motion carried unanimously.</p> <ul style="list-style-type: none"><li>• Laura will be sending out a When to Meet Link for Board Retreat. Cindy promised fun, snacks, and good food.</li><li>• Cindy presented for the Board Training. A Public Comment Policy will be brought to the board at the January board meeting. Cindy recommended including notice of board meetings in a stand alone email along with the school newsletters. Consent agenda items can be pulled and discussed</li></ul> |
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|                                                                                                                                                                                                                                              | <p>before approval including minutes. Decisions must be made in public, but can be done discreetly, after discussion in closed session. Recordings need to be made of closed session except for in the case of discussing character and competency. An affidavit can be signed by the board chair to confirm that character and competency was discussed in closed session. Jeff recommended keeping closed sessions concise, professional, and on topic.</p> |
| <p><b>Executive Session:</b> 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 of real property.</p> <p>Chair</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p><b>Housekeeping and Adjournment</b> Chair</p>                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>• Next board meeting will be January 25</li> <li>• Laura moved to close the meeting at 9:02 PM</li> </ul>                                                                                                                                                                                                                                                                                                              |