CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY
Board Meeting
APPROVED MINUTES
January 25, 2024
Public Session from 6:00-8:15 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	Minutes
Call to Order/ Roll Call/Pledge of Allegiance **Consent Agenda:** ● Approval of minutes from November 30, 2023 board meeting	Chair Board of Directors	Call to order at 6:21 PM by Laura Kohler. In attendance: ● Nikki Despain ● Don Linford ● Barabara Lundberg ● Laura Kohler ● Darren Parry ● Kyle Glass ● Mickie Balls (Board Recorder) ● Megan McGrath (Director of Curriculum) ● Bill Graham (Dean of Students) ● Lynn Raymond (Director of Technology) ● Melia Balls (Executive Director) ● Nate Adams (Business Manager) ● Cindy Phillips Nikki moved to approve the board meeting minutes from November 30. Darren Parry

	seconded the motion. The motion was approved unanimously and the motion

	passed.
Public Comment Period Public Attendees None	
Achieving CCID's Mission and Vision Barbara Lundberg, Marketing Committee Chair	Barbara shared that she loves the hands-on learning vs rote memorization that happens at CCID. Nikki volunteered to share at next month's meeting.
Report on FY23 Audit and Audited Financials Audit Committee Meeting being moved to this	Thursday (Feb. 1) at 10:30. The report should be ready to share at our next board meeting. Nate clarified that the audit report is complete and this meeting will be an opportunity for Kyle and the audit committee to review the report and talk to the auditors about the financials. Kyle will then bring that report to the board to share the information. Nothing needs to be approved. Don asked that the report be shared prior to the next board meeting so the other board members can prepare any possible questions they may have. Kyle agreed and will distribute the audit report to the board prior to the next board meeting.

Finance Committee Report ● FY24 Monthly Budget Update ● General Finance Report	Nate Adams, Business Manager, Laura Kohler, Board Chair, Kyle Glass, Treasurer	● Nate reviewed in detail the monthly budget update, and applauded the administration for their work in maintaining the budget with the curve balls they have been thrown. ● A discussion was had about making sure our Fieldwork & Transportation budget usage reflects our goals to be a fieldwork centered school. Melia said should would report back to the teachers at the next staff meeting and encourage them to use those funds to leave campus for fieldwork opportunities.
Marketing Committing Report	Barbara Lundberg, Marketing Committee Chair	● Barbara shared the CCID graphic standards and logos that will be used for marketing materials and throughout internal documents. These standards will be shared with teachers and PTO to use as well. ● Melia shared how the marketing committee will be working moving forward: distributing flyers to

preschools, putting radio ads out to promote enrollment (PSAs),

- Cindy clarified that approximately 12% of students in the area attend a charter school. Don added that we are competing for a certain type of student/parent. Bill added that currently 5% of students in Cache Valley attend a charter school.
- Mi'Kel wondered if there would be a place we could advertise to target new move ins to the valley (pediatricians or other places)
- The idea was shared to distribute the CCID sticks for free to parents to help for marketing
- Melia informed us that we have never had a marketing budget because we have never needed it. Cindy clarified that we can move moneys around to help with the marketing budget.
- Megan added that we need to add charter school to the logo.

Board Training: LAND Trust Training	Cindy Phillips	Cindy gave a training about LAND Trust funds, how they need to be used and how the committee needs to be comprised. The training was based on these slides. Melia will inform the board what the recommendation is for spending the LAND Trust funds for this year.
LAND Trust Plan, 2024-25 School Year	Board of Directors	Melia presented about the LAND Trust plan distribution. Our amount for this year is $54,273.77. The academic areas that we are focusing on is Reading & Mathematics as delineated in our Early Learning plan to avoid being in Systems of Support. Our School goal is to increase our Spring RISE summative for ELA & Math by 2-3%. We also want 60% of our students to achieve proficiency in both Math & ELA Acadience. Don asked Melia to investigate to determine what our EOY scores were for Acadience last year so the board can know what percentage of growth we need to attain to reach our 60% goal of proficiency in Acadience. The funds will be used to strengthen MTSS with people who can serve students in RTI groups. Specifically the money will be spent to fund salaries for support staff. This will

		allow us to help students K-8 with smaller group reading and math instruction. Cindy clarified that this plan could come back with validated metrics and be approved at the next meeting, and ensured that approving it in February still allows for plenty of time to reach the deadline. Melia agreed to bring the LAND Trust plan back for approval at the next board meeting.

Roof Repair and Maintenance	Melia Balls, Executive Director, Laura Kohler, Board Chair	Melia shared that we have a contingency fund to cover repairs. The HVAC unit for 1st & 2nd grade needs to be replaced. It is becoming a health and safety issue for students. We also have 2 more service units that sound like they are going to go out any minute. There are also several leaks in the roof. Three companies are coming in with aerial pictures and will be presenting us with quotes. We are looking at needing to replace the entire roof. With the cost of our new roof, we will be given a 20 year warranty. This cost will need to go through RFP because it will cost more than $50,000. Melia is asking that we allocate money from PTIF to cover these needed repairs. Barbara suggested to get a warranty on the HVAC systems. The companies are estimating a ballpark of $100,000-300,000 to cover all of these needed repairs. More accurate estimates will be provided when the bids come in. Don moved to approve the transfer of

	funds via the due process of RFP. Nikki seconded and motion carried

	unanimously.

Executive Report Melia Balls, Executive DirectorWe are currently enrolled at 365, and our ideal enrollment would be 425. We will be writing for the DigitalTeaching and Learning grant. Melia, Cindy, Lynn, and Megan will be involved in writing the grant.We request the amount we need to reach our goals for those grant moneys. Our School Based Mental Health Granth funds were intended to be used to cover our counselor's salary. Melia asked the state if we could use those funds to cover our school social worker's salary because she has been filling the roles ofa school counselor. The state declined that request.We may end up returning those funds if they are not used by the end of the year. The Outdoor Recreation Grant will be used to fund Fieldwork and PE. It will be funded at $15,000.We will be purchasing kayaks, lifejackets,a trailer, cameras, field guides, binoculars, slacklines, and other supplies. This also will really boost our PE program. The grant covering our Nurse has been expended, but we will be retaining our school nurse. The School Safety Grant will be used to cover new cameras, communications (E3, radios, intercom system). Cache County Sheriff's department has suggested for us to use the I Love You Guys.org protocols and language.We will be developinga school safety team with our school social worker, nurse, safety specialist (Kent Prewett), anda representative from

		the Sheriff's office. Megan shared about professional development opportunities that have happened throughout the school year. She informed the board that CTTs are an opportunity for teachers to meet in grade level bands consistently to discuss data, problem solve, and implement plans to improve instruction.We have several teachers in the 3D Seed standards training. Our coaches and Megan have been going to training about how to implement for effective Math interventions for next year when those interventions are required.

Sex Education Curriculum Bill Graham, Dean of Students	Every year the Sex Ed curriculum must be approved. The State of Utah has guidelines of what needs to be taught. We copy what Cache County teaches. Barbara volunteered to make the slides look more visually pleasing. Barbara asked if we are prohibited from giving information about contraception. Bill clarified that we can give as much information as we can without being explicit. Don asked that we always comply with state law. Melia clarified that all students have to be opted in to participate in Sex Ed. The curriculum that was sent to the board was approved by the committee. After board approval, Mr. Spencer will teach it to students that opt in. Megan clarified that the state's stance is that Sex Education should not just bea school taught subject. Lynn added that in high school, they cover more things in depth and topics such as contraception can be covered in those environments. Nikki moved to accept the Sex Education curriculum. Mi'Kel seconded and the motion carried unanimously.

Update on FY24 and FY25 Grants: • Digital Teaching and Learning • School-Based Mental Health Grant • School Counselor Grant • Outdoor Recreation Grant • Nurse Grant • School Safety Grant **Policies for Review and Consideration** • Animals and Service Animals on School Property (Second Reading) • Discipline Policy - Now Safe Schools, Discipline and Behavior, and Emergency Safety Interventions (revised) • Enrollment Policy - Now Admissions and Enrollment Policy (including Dual Enrollment Policy (revised) • Language Access and ELL Policy (new)	Melia Balls, Executive Director Board of Directors	• Admission & Enrollment policy clarifies preferences of admittance. The new policy delineated how our lottery functions. Language that met the state code regarding dual enrollment was added to the new policy. The new policy reflects the new codes and numbers that govern this policy. There is language added to delineate reasons why admittance would be denied. Don moved to approve the Admission Policy. Barbara seconded and the motion was approved unanimously. • The Discipline Policy incorporates what was in the Safe Schools policy. The definitions for the policy are in there to make it understandable.

	The policy includes processes for suspending, expelling, and triggers that would delineate those actions. The policy states that an expulsion has to be approved by the board in an executive session. The safe schools

part is the proactive piece of the policy. The policy outlines how to follow the least restrictive discipline model for students with IEPs. The policy states that staff members that would be involved in a situation where a student is restrained by a staff member and placed in a descalation room would be trained appropriately to do so. Events where these tactics are used would have to be reviewed by an emergency safety intervention committee (including board members and parents) to ensure that interventions were employed appropriately. The discipline policy delineates that we honor the suspensions and expulsions of other schools and allows us to unenroll students whose parents were dishonest with their student's discipline history. Nikki moved to adopt the Discipline policy. Mi'Kel seconded and the motion carried unanimously.

- Melia stated that the Animals & Services Animals on School Property was changed to include classroom animals. Don moved to approve the motion and the motion was carried unanimously.
- The Language Access & ELL Policy was updated and details how we can ensure materials and opportunities are accessible to all regardless of their primary language. Cindy added that this allows us to hire a translator for events, meetings, IEPS, etc. We can also update our website to be translatable for families to access. The policy ensures that families are informed of their rights to access in their language. Barbara moved to adopt the Language Access & ELL policy. Nikki seconded and the motion carried unanimously.

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.	None was needed

Housekeeping and Adjournment	Laura Kohler, Board Chair	The next board meeting will be February 22, 2024 at 6:00 PM. Melia mentioned that we cannot move forward with enrollment until academic calendars are approved. She asked that we have a mini board meeting prior to our scheduled February meeting to approve the calendar after we receive feedback. It was decided that we will meet via Zoom to discuss the calendar on next Thursday (2/1/24) at 6:00 PM. Laura informed the board that we need to start planning for board retreat and strategic planning. We are most likely looking at dates in March or April. Laura will send out emails and polls to get things prepared. Barbara moved to end the meeting and Nikki moved to approve. The motion carried.