

CENTER FOR CREATIVITY, INNOVATION, AND DISCOVERY

Board Meeting Agenda

February 22, 2024

Public Session from 6:00-8:15 PM

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

<https://ccidschool-org.zoom.us/j/4105970538?pwd=K3RVT3M5ZnRVd3lyWVJOUiBURG12UT09> 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 Chair	Laura Kohler, Barbara Lundberg, Don Linford, Nikki Despain were in attendance from the board. Melia Balls, Megan McGrath, Bill Graham, and Lynn Raymond were in attendance from the administrative team. Mickie Balls was in attendance as board recorder. Mi'Kel Price (board member) & Nate Adams (Business Manager) joined us at 6:15 PM
Consent Agenda: Board of Directors • Approval of minutes from January 25, 2024 board meeting and February 1, 2024 board meeting	Nikki moved to approve the board minutes and Don seconded. The motion carried unanimously.
Public Comment Period Public Attendees	No public comment
Achieving CCID's Mission and	Nikki shared that the STEM aspects of the school are what are most attractive to her.

Finance Committee Report Kyle Glass, • FY24 Monthly Budget Update Finance Committee • General Finance Report Chair, Nate Adams, Business Manager Audit Committee Report - FY23	Kyle shared that there was nothing much to report from the audit and he will pass it along to the board. There were no findings and no issues. Laura clarified that no news is good news in this case. Nate shared his budget report: Melia and Nate are reviewing grants, especially the ESR grant. Federal funds are in the red. We have not received those funds. We have not received our January lunch reimbursement due to the timing of Christmas break. We will be getting that, it's just delayed. Nate believes there's some hopeful savings within the budget but we will watch it. We are trending high in our non-technology repairs and maintenance. The 500's and 600's look good; we're trending really low. Nate feels like there is room to allow for some needed supplies before the end of the year. The roof will be a substantial hit to the budget (\$250,000) in cash. It will be broken up over the period of warranty. Our bottom line is in a great place. Line 510 shows transportation costs. Currently those costs are at approximately \$1800.

Glass, Audit Committee Chair	
Marketing Committee Report Committee Chair	Barbara shared that the marketing committee is meeting weekly during this enrollment season. Megan has taken flyers to every preschool/daycare program in the area. Barbara learned that Bear River will no longer be servicing 7-8 grade students, and we have already enrolled some of their students from that change. This is a group that we can target to get our numbers up in our middle school. Social media was used to advertise a game night aimed at preschool students and an open house. The marketing committee is doing a like and share campaign on social media. Swig cards are being given out to a weekly winner when people like and share. Re-enrollment is happening currently for current students. We have yard signs to help with re-enrollment efforts. We reached out to parents at conferences and phone calls to re-enroll. There is a blurb in the press about open enrollment period and encouraging parents to send their friends our way. NPR is running ads on their radio station, we get free ads because they are publicly funded. The lottery will run for the first draw February 26, 2024. Laura suggested possibly targeting students that get placed on the InTech waitlist to come to our school.
Enrollment Report Melia Balls,	About 70 students have been placed in the lottery, and a bulk of our students have re-enrolled. Admin is trying to pull the report of re-enrolled students. They estimate about 30 students will not be returning. We are currently enrolled at around 330 students. Don asked if we traditionally see a drop from the October number to the open enrollment season. Melia said that it is something we see year to year. Bill added that this has been a yearly trend. Mi'Kel asked why the drop off happens. Melia

	answered that a majority of our students have withdrawn because they have moved out of state. Bill added that we do have a contingency this year that are enticed to withdraw because of the homeschooling stipend available to homeschooling families. Don asked for a year to year comparison for enrollment, and Melia agreed to do that moving forward.
Update on RFP for Roof Repairs	Melia shared that Red Apple writes our RFPs. In the process we have had 3 companies come out and do measurements and evaluations. We have no insulation in our roof. Our HVAC systems are covering 3 times the space that they should be. We have 2 bids returned from companies. We're thinking of reinsulating and repairing the roof in this RFP. All but one of the HVAC systems have been replaced, so we are not looking at replacing the HVAC systems in the RFP currently. This RFP will add insulation and a 20 year warranty on the roof. Laura suggested looking at adding more HVAC units while the roof is open, because it could allow for lots of savings. Melia said she would look into that.

Nate Adams, Business Manager	
Consideration of School Fees at CCID for MS Students Laura Kohler, Board Chair, Melia Balls, Executive	Melia shared that there is currently a bill to eliminate all school fees (fees for parents). Currently the law states that for K-6 grade students you are not allowed to charge fees for things that happen during every day operation of school. Fees can be charged for additional experiences. Schools can provide waivers for K-6 students for additional opportunities that we

Director	may choose to charge a fee for. Fee waivers are granted to students that meet certain financial requirements. Melia wanted to seek the board's opinion on chagrin fees to 6-8 grade (middle school) students for additional opportunity. Kyle expressed that his only concern is that because we see a drop off in our enrollment around middle school, that this could be discouraging to parents. When fees are charged it should be delineated what the fees are for. Nate explained that there are four categories of fees: Curricular (in the school/ education related) Co-curricular (related to something that happens during the school day, Extra curricular (sports or things that happen outside of school), and General Fees. Nikki expressed that she likes the idea of a Capstone experience that could be funded through student fees for middle school students. Melia expressed a desire to make sure we are prudent with our fees and not making it too much of a burden on families. Barbara suggested continuing to pursue a possible fee schedule and Mi'Kel agreed. Melia agreed to get a proposal put together for the next board meeting.
Update on Fieldwork and Experiential Learning at CCID Megan McGrath, Director of Curriculum and Instruction, Bill Graham, Dean of Students	Megan suggested that as we begin with fieldwork working on campus and then leaving campus and progressing to a bigger capstone experience. Megan shared about all of the upcoming fieldwork experiences that will be happening throughout the grade levels. She also shared about the fieldwork experiences that have happened recently. Melia added that we have been collecting data on fieldwork experiences that are happening each week. Megan shared about our STEM, school-wide bird project. Nikki expressed that a live feed of our birds may help with enrollment. Megan shared that there is a non-profit curriculum from Harvard called bite-sized that teaches science through cooking. It would be a great use of our Bistro.
Update on Acadience and RISE Interim Assessments Lynn Raymond, Director of Educational Technology	Students just finished taking the Interim RISE testing. Every public K-12 school must participate unless parents opt-out. Schools cannot encourage opt-outs, nor would we want to, because it gives good comparative data. This data allows us to provide intervention to students to help them in specific academic areas. The RISE Interim allows us to see how students would do if they were to take the end of year test right now. Our teachers will have the opportunity at PD this week to look at areas that are in the red and plan fieldwork opportunities that would give students rich learning opportunities in those areas where they are performing below benchmark. Lynn explained the color code for student data that is used on RISE. In order for us to be a viable K-12 educational options, we have to meet certain goals. Acadience determines our turn around goals, RISE scores are reported on the school

	report card. Megan explained some factors that impact the scores in certain grade levels. Lynn shared that the Interim tests gives us an idea of compounding factors that could be impacting scores (how to take the test, how to use the technology, and possible gaps in content knowledge). There are tools within the test that are not self-explanatory, and must be explained to students. Lynn also added that some of the concepts have not been covered, so it gives us a good idea of what we need to cover from now through the end of the year testing window. The board asked for growth numbers and comparisons to the state averages. Melia agreed to gather and share those numbers at the next board meeting. Barbara expressed concerns with the focus on benchmarks and the philosophy of the school. Laura suggested that those are concerns that can be addressed in the Board's strategic planning meeting. Lynn expressed that if we can really establish the culture of CCID, we can increase our scores through rich labs, fieldwork, and hands-on learning experiences.
Executive Report Melia Balls,	Melia gave an overview of the Executive Report she sent to the board. She shared that once we have re-enrollment numbers and budget information, we will start getting an idea of which teachers will be leaving, changing grade levels, etc. Observations for almost all of our teachers have been completed. Some of our teachers will be put on improvement plans to help teachers improve their craft (not just as a punitive action). We are required to do 2 evaluations for the state. Spring evaluations will be coming soon. Melia has been sharing the responsibility of 504's and IEP meetings with Bill. Melia expressed that with the distribution of the administrative duties amongst the admin team, burnout is able to be avoided. Melia explained that our Test Administration and Testing Ethics Policy needed to have some updated language included to be compliant with the state. Barbara moved to accept the Test Administration and Testing Ethics Policy. Nikki seconded and the motion carried unanimously. . Cindy joined us to conduct the board training on fiduciary duties. Failing to fulfill these duties can put individual members or the entire board at risk of civil or criminal penalties. The board has 3 fiduciary duties that they are obligated to uphold: oversight, loyalty, and obedience. Cindy expounded with examples and non-examples of the fiduciary duties. Cindy's slide show is linked here for further details and references:

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 of real property.	No executive session was needed.
Housekeeping and	Board retreat will be April 13, 2024 with more details to come. Cindy informed the board that the administrative team will be providing a proposed strategic plan to the board for them to use as a jumping off point for their upcoming strategic planning meeting. The next board meeting will be held on March 28, 2024 Board elections will take place at the Board Meeting on April 25, 2024 Laura closed the meeting at 8:27 PM