Approved Minutes - May 23, 2024

Public Session from 6:00-8:20 PM

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

https://ccidschool-org.zoom.us/j/4105970538?pwd=K3RVT3M5ZnRVd3lyWVJOUlBURG12UT09 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. Please step outside with noisy children or to speak amongst yourselves in order to maintain a quiet atmosphere for the meeting. 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 Chair	Laura Kohler called the meeting to order at 6:05 PM In attendance: Laura Kohler, Nikki Despain, Don Linford, Barabar Lundberg, Mi'Kel Price, Kyle Glass (via Zoom) Melia Balls (Executive Director) Megan Lonsdale (Director of Curriculum & Instruction) (via Zoom), Bill Graham (Dean of Students), and Lynn Raymond (Director of Technology & Assessment) was out sick Mickie Balls (Board Recorder), Nate Adams (Business Manager)

Consent Agenda:
Board of Directors
● Approval of minutes from April 25, 2024 Board Meeting
● Receipt of Executive Report

Barbara moved to accept the minutes from last meeting. Nikki seconded the motion. Don abstained from voting since he wasn't in attendance at last board meeting. The motion carried.

Public Comment Period Public Attendees No public comment was given

Achieving CCID's Mission and	Kyle loves hearing how little our students are on campus lately because they are out and about on fieldwork. He feels like this past month CCID has really spread its wings and soared with fieldwork opportunities for students.
Board Elections Laura Kohler, Board Chair,	Laura informed the board that we will be needing to fill the Chair, Vice-Chair, and Treasurer positions. Cindy suggested beginning elections with the Chair position and working down the line with appointments to fill the positions. Laura informed the board of the duties of each roll: ● Treasure: Chair of the audit committee, reports what happens in finance committee and the audit committee, serves as an overseer, discuss authorization of purchases that aren't in the current budget ● Vice Chair: The vice-chair steps in when the chair is unable to fulfill their duties. It is assumed that this position is in training to step into the chair when they are finished serving in that capacity. Serves on the finance, audit, and executive committee ● Chair: is on all committees, answers the board emails, and is in contact with the executive director. Laura reviewed the terms for the current board members. Mi'Kel will be the only board member transitioning off the board in November 2024. All other board members terms go into 2025 or later. Barabara reminded the board about the idea to recruit board members via the Phoenix Press and Laura mentioned possibly having a booth at back to school night. Barbara suggested that she could serve as the vice chair with Laura as the chair and learn from her. Kyle does not mind serving as the treasurer another year, but he is willing to give up that position to another if there is someone willing to do it. Don would like to stay in the School Excellence committee and reevaluate next year as to whether he would like to have a leadership position on the board. Laura Kohler moved to nominate herself to be chair for another year. Mi'Kel seconded the motion. The motion carried unanimously Laura moved to nominate Barabara Lundberg as Vice Chair. Mi'Kel seconded the motion and the motion carried unanimously. Laura moved to nominate Kyle Glass as Treasurer. Barabara Lundberg seconded the motion and the motion carried unanimously.
Finance Committee Report Laura Kohler and Kyle Glass, Finance Committee Chairs, Nate Adams, Business Manager ● FY24 Monthly Budget Update ● General Finance Report	Laura made a note to fix the date for the June Board meeting to June 20, 2024. Nate discussed details of the 2024 Fiscal year budget. The state gave us a lump sum of money to

	spend our “Grow Your Own Teacher” money to fund the education of our employees to help them complete classes. Due to the circumstances of employees participating in this program we had

Board Training: Charter School Budgets Cindy Phillips	to revise this line in the budget. The budget has been edited and the number in the budget is correct. Cindy added that these kinds of funds should be budget neutral. Nate discussed that in line 710 we placed more money into the Land Improvements & Building budget to cover the expenses for the roof and HVAC repairs. It is estimated that this amount should cover those costs. Nate asked for questions and Laura asked what percent that puts us at. Nate responded that it puts us at 2.38% The 2025 budget is being based on 340 student enrollment. We are forecasted at 3.4% as of now. That could change based on actual enrollment numbers, staff, etc. Don asked where Melia made cuts. Melia explained that next year K-2 will have 1 teacher and 1 aide per grade. Third grade will have 2 teachers. 4-5 grade will have 1 teacher and 1 aide per grade. 6-8 grade will have 2 teachers per grade. The aides will operate under the supervision and direction of the teacher. Don asked what the impacts of this would be. Melia asked Mickie to comment on how she feels this will impact the classroom. Mickie explained that it will change the collaborative efforts of teachers but it could create a positive collaborative relationship that will help with vertical alignment. Cindy explained that this model allows us to get a better student to teacher ratio at a price you can afford. Melia explained that she is being very conservative with staffing to avoid layoffs at the beginning of the year or middle of the year. Nate explained that health benefits went up by 16.5%. Melia put it out to market and shopped around and our current plan is still the cheapest, but the increase will definitely impact the budget. Laura Cindy gave a training to the board on Charter School Budgets. She explained that all schools must have a budget officer which is typically the treasurer. The Treasurer ensures that by June 1st the budget is prepared and presented to the board. Budgets are filed with the school's Executive Director for public inspection at least 15 days before the date of the budget hearing meeting where the board will be adopting the budget. Cindy suggested posting the budget hearing meeting on the school's social media so the public is aware that it will be being discussed. Don asked about the importance of the public being invited to budget hearing meetings. Cindy explained that it gives the public an opportunity to review and express their opinions on how the school's money is being prioritized. All budget hearings must be a public meeting in compliance with OPMA. Public notice of the hearing should be posted 10 days prior to the meeting with a copy of the budget summary and the meeting agenda. The board acts as a directive to the administration. The finance committee is aware of all revisions to the budget and brings those to the attention to the board. If the board is being kept apprised of everything that has changed and how the budget is trending then a final form of the budget can be adopted before June 30. The board can adopt an amended budget at any time as necessary. The final budget is the original budget that reflects all revisions made throughout the year. We overestimate in the final budget to ensure we don't incur any findings in our audits for coming over budget on a line item. There should be two people involved with the tracking of funds and expenses (ex: business manager and school administration). This ensures that no one person is controlling money with no controls or oversight. Within 5 days of providing the monthly budget report to the governing board, the business manager or budget officer should make a copy of the budget reports available for public review. Cindy clarified that posting it on UPN is good, but also posting it to the school website makes it easier for our public to view. Only the board voting as a whole has the authority to create, approve, or amend a budget.

Budget Hearing: FY25 Budget Considered, Public Comment Allowed Board of Directors, Nate Adams, Business Manager,	

Melia Balls, Executive Director	
Policy Review: ● First Consideration: CCID Finance Policy ● Reconsideration: Student Acceleration and Retention Policy	Melia explained that the Finance Policy is long and something that the board will need to review for now and vote on at next month's meeting. She asked for any comments on the finance policy as of now. No questions were asked Nikki moved to approve the Student Acceleration and Retention Policy and Don seconded the motion. The motion carried and Barabara abstained from voting.

Enrollment Report Melia Balls, Executive Director **Executive Report** Melia Balls, Executive Director **Consideration of CCID's Strengths, Weaknesses,** Board of Directors **Opportunities, and Threats (S.W.O.T.)** and Melia Balls, Executive Director **Reconsideration of Strategic Plan and Potential Action** Board of Directors & Executive Director **Report on Decisions concerning Roof Repair, HVAC Replacement, and RFPS** Facilities Committee, Laura Kohler, Board Building Officer **Consideration of Administration of Mental Health Screening for FY25** Melia Balls (Executive Director)	As of today we are enrolled at 346 students for 2024-2025. The policy review and budget information was already discussed prior in the meeting. The admin team submitted a SWOT report to the board to review as they continue to strategically plan. Melia informed that board that if a board member would like to discuss the SWOT report or strategic plan items they can book an appointment with her via the link on her email signature. Melia gave an update on the HVAC and roof repair saga. We have learned that we do have leaks in our roof, but overall the roof is in good shape. We have pulled the RFP because 2 other companies have come in and told us the roof is in good condition and that the significant leaks are around drains and vent pipes. The vent pipes don't have collars and the caulking has cracked. We are now getting bids to put collars on and repair the caulking with sealant material that will be conducive to the expanding and contracting required with weather. We are waiting for a bid back on those repairs. Our policy indicates that we need to send an expense over $5,000 to the finance committee and over $50,000 goes out to RFP. Melia expects that the expense will go to the finance committee, but thinks it should come in under $50,000 and avoid needing to go out to RFP. We want both projects to happen and be paid out by June 30, 2024 so that they can be included on the 2024 fiscal year budget. We still have 4 weeks to complete the project. If it does come in over $50,000 and has to go out to RFP, it will have to go on next year's budget. The Mental Health Screening is something that students can opt into. The board voted not to participate last year. The school is only required to notify parents if there are any findings but is not required to provide services for those students. CCID administration is suggesting that the board approve doing a mental health screener at CCID. The USBE has approved around 25 screeners schools can use. Brittany has recommended 4 of the screeners for CCID to use. Brittany suggested multiple screeners because of the variety of ages of students we serve. Melia asked where the Sharp survey fits into this. Cindy said the Sharp survey is already

	approved to be used by USBE and requires parent permission to opt in. Nikki moved to allow CCID to conduct Mental Health Screeners and Barabara seconded the motion.

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.	Barbara Lundberg moved to enter executive session to discuss the character, competence, or mental or physical health of an individual with Kim Hebert in attendance. Nikki Despain seconded the motion. Roll call vote: Kyle Glass (aye), Barabara Lundberg (aye), Don Linford (aye), Laura Kohler (aye), Nikki Despain (aye). At 8:58 the board moved back into open session to go back into closed session. Don Linford moved to enter executive session to discuss the potential pending litigation. Nikki Despain seconded the motion. Roll call vote: Kyle Glass (aye), Barabara Lundberg (aye), Don Linford (aye), Laura Kohler (aye), Nikki Despain (aye). 9:15 back to open session. Indisputable motion to adjourn this meeting.
Housekeeping and Adjournment Laura	