DRAFT MINUTES
The Center for Creativity, Innovation, and Discovery
Thursday, June 22, 2023
Public Session from 6:00-7:30 PM
Location: 170 W. Spring Creek Pkwy, Providence, UT 84332

In compliance with the Utah State Open and Public Meetings Act, this is a meeting for the Governing Board 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 take an action 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.

Virtual attendance option: Put Zoom link here

Agenda Item (Presenter)	Time	Minutes
Call to Order/ Roll Call (Board Chair: Laura Kohler)	1 min	Called to Order: Laura Kohler 6:11 PM Board Member Attendees: Laura Kohler, Nicole Despain, Barabara Lundberg, Darren Parry, Don Linford, Jeff Biesinger, Kyle Glass Excused Board Members: Mi'Kel Price Admin Attendees: Megan McGrath, Bill Graham, Melia Balls Public Attendees: Cindy Phillips
CCID's Mission and Vision (Nicole Despain)	5 min	Nicole Despain read the Mission & Vision to the members of the board and other attendees to keep in my throughout the meeting.
Approval of minutes (Board Chair: Laura Kohler) ● May 25, 2023	2 min	● Nicole Despain motioned to accept the minutes from last month's meeting ● M/S: Barabara Lundberg ● Ayes: Nicole Despain, Darren Parry, Barabara, Don Linford ● Motion passed
Public Comment Period (Public attendees)	10 min	● None
Finance Report: FY2022-23 Monthly Update (Board Treasurer: Kyle Glass, Business Manager: Jeff Biesinger)	10 min	● Jeff Biesinger discussed the Fraud Risk Assessment. He anticipates that we will receive all the points on the assessment this year. Discussed the checks and balances that are in place to prevent fraud at the LEA. ● Jeff Biesinger discussed the Final FY 23 Budget ○ Overall we are down about $200,000 from where we were projected to be ○ Stipends, bonuses, personal time have been taken down ○ Eliminated the year end bonus due to salary

    raises
  - We over budgeted for health insurance
  - 300’s: We allotted more in SPED contracted services
  - 400’s: Construction, lawn care, snow removal ended up being more than expected (Still within budget)
  - We have bumped up internet cost budget
  - 600’s:
    - BOY classroom supplies have been purchased with an order coming later in the year.
    - Food costs have increased more than anticipated.
    - Maintenance & Cleaning supplies were out of hand at the beginning of the year; those costs tapered off.
    - 2 larger purchases have been made for the curriculum with one more upcoming.
  - 700’s: Money designated to help fill need for Chromebooks (Estimated $42,00)
  - Contingency: If we spend 1 penny more than what we have budgeted we get in trouble; if we spend less there is no consequence. So the contingency is put in place as a cushion.
- Nicole moved to approve the Final FY 23 Budget
  - M/S Darren Parry
  - Aye: Don Linford, Barabara Lundberg
  - Abstained: Kyle Glass
  - Motion passed
- Jeff Biesinger discussed the Initial FY 24 Budget
  - No big changes in salaries from FY 23 to FY 24
  - Invested more money into administration
    - Goal to alleviate pressure off of teachers
  - Benefits are staying similar to the FY 23 figures
  - We will be paying a consultant for SPED Director services more than we have in the past
  - 400’s:
    - Cabinetry project
    - Sound dampening boards in Cafeteria and Tinker Space
  - 500’s:
    - Student transportation & Fieldwork budget has been increased
      - Hope to add more to it in the future
  - 600’s
    - Supplies & Materials has been increased to accommodate starting a band program

		■ Possible curriculum purchase depending on the timing of the one curriculum purchase that is in the works. ○ 700's ■ Funds to replace chromebooks were written in with a good amount of padding ○ Contingency will be written in at the end of the year as we know more certainly about costs. ● Don Linford moved to approve FY 24 Budget ○ M/S Nicole Despain ○ Ayes: Darren Parry, Kyle Glass, Barbara Lundberg ○ Motion passed
Executive Report (Executive Director: Melia Balls)	15 min	● We are planning possible open house dates ● We are working on arranging the Kindergarten room to accommodate full time Kindergarten for next year ● Megan, Lynn, and Bill attended UPACS conference ● Assessment to Achievement had their first meeting ○ Conference in SLC with 10 CCID team members ○ This is a four year commitment ○ We analyzed data and realized every grade level has made growth ● The Director of Curriculum & Instruction (Megan): ○ PD and induction ● Dean of Students (Bill) ○ Managing waitlist ○ Kindergarten enrollment ● Director of Technology & Assessment (Lynn) ○ Data Privacy ○ Expanding Network ○ Becoming SIPA compliant ○ Tech Crew & Tech Ambassadors to maintain technology ● Looking to contract with Blind Mule for MTSS needs ● Go Guardian was purchased to replace Securely ○ In compliance with SIPA ○ Internet safety ● Expanding network and adding phones so there are 2 in each classroom ● Classroom carpets have all been cleaned and the hallways will be cleaned over 4th of July ● Touch up painting is completed ● Admin has all been moved into their new offices ● Art room floor epoxy has been completed ● Cubicles have been purchased, assembled, and they extra parts have been sold to another charter school ● We have bids coming in to put walls in to make Lynn's office ● The custodial crew are working on the outdoor areas

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We purchased two more tables for the cafeteria. All students will eat in the cafeteria next year
The parking lot is currently being restriped
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<tr><td>Board Training: Audits (Consultant: Cindy Phillips)</td><td>15 min</td><td>Cindy Phillips gave a training on the role and purpose of the Board Audit Committee. The process of school Audits was explained. The standards of Auditing were reviewed

The Board must have an Audit Committee
Can be based on a recommendation from the Audit Committee, but the contract comes from the Board
The Audit Committee oversees the audit, discusses with admin about controls over finances, how admin uses money, how to reduce risks and liability, oversees compliance
Does not follow OGMA
Allows for the committee to talk about things that maybe the public shouldn’t hear
corrections, finances, etc.
Role of staff:
Audit chair can invite anyone to committee meetings (business manager, executive director)
Internal auditor of specific programs can be invited by the executive director at the request of the audit committee chair
External Audits require the board to hire an external auditor
Financial statement Audit
Federal Compliance Audit
State Compliance Audit
Check enrollment lists against students in class
Board Chair and Administrators are often interviewed to determine any conflicts of interests
All Audit information is packaged into one and submitted to the state and available to the public
USBE Auditor/ US Dept. of Ed Auditors:
RISE/WIDA Audit
Land Trust Audit
SPED Audit
Evaluate 2-3 programs to get a small snapshot of the overall state of the school
The Audit does not provide:
An opinion on internal controls
An opinion on internal programs under admin control
Committee Members, and Auditor must be independent
The Audit Committee functions as an independent forum for internal or external
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		auditors ○ the LEA must provide a hotline independent from administration for stakeholder to report concerns ■ Board auditors committee listed ■ State hotline
Executive Session: To discuss the character, competence, or mental or physical health of an individual; and to discuss potential pending litigation.		● None needed
Housekeeping and Adjournment (Board Chair: Laura Kohler)	2 min	Don Linford: Asked about being made aware of conferences that might be advantageous for board members to attend for trainings Barbara Lundberg moved to close the meeting 7:58 PM