

# APPROVED MINUTES

The Center for Creativity, Innovation, and Discovery

October 26, 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=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		
<b>Call to Order/ Roll Call Chair</b>		Called to order at 6:08 by Laura Kohler on October 26, 2023.
<b>Consent Agenda:</b>		In attendance:
	Board of Directors	
<ul style="list-style-type: none"><li>● Receipt of Executive Report</li></ul>		<ul style="list-style-type: none"><li>● Nikki Despain</li></ul>
<ul style="list-style-type: none"><li>● Approval of minutes from September 28, 2023 Board Meeting</li></ul>		<ul style="list-style-type: none"><li>● Mi'Kel Price</li><li>● Laura Kohler</li><li>● Barbara Lundberg</li><li>● Don Linford</li><li>● Darren Parry</li><li>● Melia Balls (Executive Director)</li><li>● Lynn Raymond (Director of Technology &amp; Assessment)</li><li>● Cindy Phillips (Consultant)</li><li>● Mickie Balls (Board Recorder)</li></ul>
		Excused:
		<ul style="list-style-type: none"><li>● Kyle Glass</li></ul>
		Barabara moved to approve the minutes from last month's meeting. Don seconded the motion. The motion carried unanimously.

**Public Comment Period** Public Attendees • No public comments

<b>Achieving CCID's Mission and Vision</b> Kyle Glass, Treasurer • Kyle will do his Mission and Vision presentation next month.		
<b>Finance Committee Report</b>		
• FY24 Budget Update	Kyle Glass,  Treasurer,  Finance Chair	• Laura will be presenting Jeff's presentation to the board in his absence.
• General Finance Report	Committee Jeff Biesinger,  Business  Manager	• Laura reported that most of Jeff's information will be covered in Melia's director's report.

**Special Education Report** Patsy Milligan, Director of

Special Education

- Patsy will share her Special Education presentation at next month's meeting

**School Excellence Committee Report** Don Linford, School

Excellence

Committee Chair,

Melia Balls,

Executive Director

- Don reported on the progress of the School Excellence Committee.
- The primary objective of the School Excellence Committee is to measure how well the school is doing, not to dictate how the school will meet its goals.
- Don Linford is the chairperson for the School Excellence Committee with Darren Parry, Mi'Kel Price, Melia Balls, Megan McGrath, and a potential parent representative serving on the committee.
- Don explained the committee procedures that the committee follows during their meetings and how

they will function.

- Don introduced the Performance Indicators drafted by the School Excellence Committee. Melia clarified the importance of teacher training in the CCID teaching model and retaining teachers with that training. She also explained that the reasoning behind having a standard of weekly fieldwork is to ensure that those critical experiences are happening.
- Don explained the proposed Risk Indicators. Melia expounded on Chronic Student Absenteeism. She defined Chronic Absenteeism as a child absent more than 10% of the school year. Melia also explained that a goal regarding teacher unplanned absences was included with the intent to maintain teacher mental and physical health. Don also explained that measures such as a larger sub pool can be put in place to allow for these goals to be attained.
- Don explained that they will be meeting 2 more times before the

next board meeting.

They will come with a formal proposal that will then be voted on at the following board meeting.

## CCID Restructuring Based on Enrollment

### Numbers

Melia Balls,

Executive Director

- Melia reported that last month due to enrollment being down, we had to restructure. The budget was redone based off of the Oct. 1 enrollment count.
- Staff members were reconfigured. 2 support staff members were let go along with 2 classroom teachers and repurposed 1 staff member into the kitchen.
- Melia mentioned the need to retain staff members with backgrounds in Math and mental health.
- There has been a budget created with revenues and a surplus that are similar to years past.
- By December 1, our numbers will be finalized by the state. We will then know what our allocation is for the remainder of the year.
- To the best of Melia's knowledge, she does not expect any further cuts or budget changes.
- Barabara asked if the positions that were dissolved were filled positions or if they were positions that were not filled currently. Melia clarified that positions

were filled, and five staff members were let go.

- Melia explained the criteria they looked at when making these budget cuts.
- Melia explained the building, salaries, and benefits make up 85% of the budget. Cutting in other areas can make an impact, but the biggest impact is made by making adjustment to those areas.
- In her executive director report Melia reported:
- The A2A committee participated in a conference in Salt Lake this month. She explained that we will be participating in this program for the next 4 years and working towards achievement goals.
- We have an MTSS team composed of the RTI coordinator, administrations, school nurse, and teachers. This committee's purpose is to ensure that students are getting what they need.
- In regards to attendance letters are sent home at 5 and 10 days, phone calls are made by the office and the counselor. Counselors are checking in with parents to see what we can do at a school to help get students to school. An impact is being seen because of these efforts.
- Place-based learning

is a huge aspect of

CCID's teaching method. Melia explained some of the recent fieldwork experiences that students throughout the school have participated in. Fieldwork experience varied from off and on campus.

**Review of Teacher Licensing** Megan McGrath, Director of

Curriculum and  
Instruction

- Melia presented Megan's presentation.
- 80% of teachers hold a professional license
- 4% of teachers hold an associate license
- 8% of teachers hold an LEA-Specific License

**Recategorizing a Board Policy to an**

Melia Balls,

**Administrative Policy**

Executive Director

- Infants and Breastfeeding in the Workplace (Revised)

- Melia requested that the Infants & Breastfeeding in the Workplace be recategorized to an administrative policy instead of a board policy.

**Policy Review**

Laura Kohler,

- Child Abuse Reporting Policy (Revised)
- Chromebook Policy (Proposed to Sunset)
- Civility Policy (Proposed to Sunset)
- Capital Expenditures Policy (Revised)
- CNP Procurement Policy (Revised)
- Code of Conduct Policy (Revised)

Chair, and

Members of the

Board

- Laura called for a motion. Nikki moved to approve that the Infants and Breastfeeding in the Workplace policy be recategorized as an administrative policy and Mi'Kel seconded. The motion carried unanimously.

**Board Training**

Cindy Phillips

- Melia proposed to the Child Abuse Reporting, Capital Expenditures, CNP Procurement, Code of Conduct Policies be

- Governance vs. Management -

Understanding the Difference

approved and that the

Civility and  
Chromebook policies  
be sunsetted.

- Barbara moved to  
sunset the  
Chromebook policy,  
Don Linford second  
and the motion carried  
unanimously.

- Nikki moved to sunset the Civility policy. Barabara seconded and the motion carried unanimously.
- Mi'Kel moved to approve the Child Abuse & Neglect reporting policy. Barabara seconded and the motion carried unanimously.
- Barbara moved to approve the Capital Expenditures policy. Nikki seconded and the motion carried unanimously.
- Barabara moved to adopt the CNP Procurement policy. Don seconded and the motion carried unanimously.
- Nikki moved to adopt the code of conduct policy. Mi'Kel seconded and the motion carried unanimously.
  - Cindy added that the State Board of Education revised so many standards that it necessitated that we change our policy.
- Cindy Phillips presented the board training for the month regarding Governing vs Managing. She addressed possible misunderstandings that arise because of the people and experiences that comprise the board. The meaning of the board is not to manage but to govern. The tendency



to manage must be intentionally resisted. When boards manage and don't govern, they interfere with the administration of the school. When the board is governing and not managing, it allows the administration to do their jobs without constantly having to ask board permission. When boards try to manage there becomes problems of clarity and who has responsibility. Remaining a governing board eliminates giving the board too much responsibility and power. Governance rules ensure that the board can only do things within a proper process. Parents on a board need to be especially careful along with all board members that their single voice is not speaking for the school board. Committees allow for a workshop forum for board members, administrators, and others to collaborate and then bring ideas and proposals to the board. All board members have the right to meet with administration and express ideas, but cannot come in with an heir of authority demanding for suggestions to be implemented. A board member cannot approve or insist an idea be implemented. Committees do not



make decisions as a single committee group, but can take recommendations to the board for approval through a vote. The board can then approve or reject the ideas presented. The board and administration must learn how to navigate the intersection of governance and management. There is an interdependent relationship between the board and administration. Boards need to ensure that the school accomplishes the outcomes for which it was created and that the school avoids the things that should be avoided (liability). The board defines the outcomes. The job of ensuring has little to do with HOW things are going to be done. The board expresses outcomes; administration manages the process to achieve the outcomes (the how). The board can evaluate how well the executive director is achieving the outlined outcomes from the board. The board should avoid discussing how something is being done but should ask how well something is being done. The board exists to govern. The board should ensure that the right outcomes occur asking how well. Reflect on your board actions yearly through

a board evaluation (Does your board govern or manage? How much time has your board spent in your last three meetings discussing processes vs outcomes? Does our Executive Director have examples of times when the board or an individual board member has interfered with management?) Cindy mentioned that the culture of the board could be lifted up by training in Bryan Carpenter's best practices for charter schools. She suggested to Melia that some of his books be purchased for the board to reference now and into the future as we continue to add and change board members throughout the years.

**Executive Session:** To discuss the character,

Chair

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.

- Laura asked if there was a need for an executive session. Melia expressed that she did not have a need to go into executive session unless the board did. There was no executive session needed.

**Housekeeping and Adjournment Chair** • Laura reminded the board that we will

meet the Thursday after Thanksgiving, we will not meet in December, and we will reconvene the 4th Thursday of January.

- Laura called for a motion to close the meeting. Barabara moved to close the meeting. The meeting was closed.