



The Center for Creativity, Innovation, and Discovery

August 22, 2024

Public Session from 6:00-8:00 PM

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

DRAFT BOARD MINUTES

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 | Materials/ Notes |
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| <p>Call to Order/ Roll Call/Pledge of Allegiance Chair</p> | <p>Laura Kohler called the meeting to order at 6:22 PM. In Attendance:</p> <ul style="list-style-type: none"> • Melia Balls (Executive Director) • Megan McGrath (Curriculum Director) • Nikki Despain • Barbara Lundberg • Kyle Glass • Nate Adams (Business Manager) • Mickie Balls (Board Recorder) |
| <p>Consent Agenda: Board of Directors</p> <ul style="list-style-type: none"> • Approval of minutes from June 20, 2024 Board Meeting | <p>Table on account of the board did not receive them to review</p> |
| <p>Public Comment Period Public Attendees</p> | <p>No public in attendance</p> |
| <p>Achieving CCID's Mission and Vision B</p> | <ul style="list-style-type: none"> • Barabara really enjoys the experiential and integrated learning that takes place at CCID. |

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| <p>Finance Committee Report: Laura Kohler, ● FY25 Budget Update Finance Chair, Nate Adams, ● General Finance Report Business Manager</p> | <ul style="list-style-type: none"> ● Not a lot of expenses were put in for this budget report. However, after this month the budget will be “more entertaining” ● ‘24 audit is underway. The state has everything they need to get that completed here in the next couple of months ● The roof repair and HVAC repair went on fiscal year ‘24 ● The ‘25 budget is shaping up to look really good. |
| <p>Marketing Committee Update and Enrollment Report Barbara Lundberg, Marketing Chair, Melia Balls, Executive Director</p> | <ul style="list-style-type: none"> ● The marketing committee was unable to meet ● The student council participated in Providence Sauerkraut Days parade and gained student enrollment from that ● The student council will be participating in River Heights Apple Days this week ● We budgeted at 340 students and are currently enrolled at 348 ● We will continue to enroll to ensure we will meet our numbers for the October deadline ● We have stickers and magnets to distribute to students, parents, and teachers |

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| <p>Executive Report Melia Balls, Executive</p> | <ul style="list-style-type: none"> ● The roof and HVAC project is completed and looking good ● The admin team went on an admin retreat up Logan Canyon and established goals and to-do lists for the year. |
| <p>Compliance with School Safety Amendments and Related Deadlines Melia Balls, Executive Director, Lynn Raymond, Director of Educational Technology</p> | <ul style="list-style-type: none"> ● Bill, Lynn, Kent, and Melia went to the school safety training with the Sheriff’s office to ensure that CCID is in compliance with the new state safety legislation. Safety will be a big focus for this school year. We’ve added the reflective glass at the front. This helps limit the view of the front office from the outside. New walkie talkies were purchased for the school that are very durable and have a long range. We will eventually be purchasing a radio for the office that will connect with the radios at the sheriff’s office. Statewide we will be moving to a Standard Response Protocol. Barbara voiced a concern that the safety measures being put into place kind of take away the warm and welcoming atmosphere at the school. She asked if there is a way to make sure that the school is still an inviting place. Melia said that the Sheriff’s office praised us for having our Safe |

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| | <p>ID system in place. She agreed that it is a hard balance of ensuring we are safe and following the laws and still be welcoming. Barabara and Melia decided to meet during the marketing committee about ways to help the school still be an inviting environment. Kent receives a weekly to-do list from the sheriff's office to get us in compliance with the safety measures. Melia expressed that angry parents or custodial issues are a more likely threat to us than an active shooter. A couple things slated to happen with safety money is to add to the intercom system so that it covers the entire building, updating the camera system, and adding the radio connected to the Sheriff's department. We will be doing one safety drill a month. It is recommended that we do some of our drills unannounced, which will have a large impact on our neurodivergent students. Admin plans to conduct those unannounced drills close to the end of the day to mitigate the effects on students.</p> |
| <p>Policy Review Board of Directors</p> <ul style="list-style-type: none"> ● General Education Provisions Act (GEPA) Statement (Revised) ● Student Membership Policy and Procedures (revised) ● Removal of Policy on School Land Trust (this policy has been replaced by Trust Land Council Policy (already approved) ● Removal of Continuity of Education Plan (obsolete policy) ● Removal of ELL Learner Policy (this policy has been replaced by Language Access and English Learner Policy) ● Removal of School Fee Policy and School Fee Spend Plan ● Removal of School Plan for CCID (2019) ● Placement of CCID Strategic Plan on Board webpage <p>Notice of New Administrative Guidelines Melia Balls,</p> <ul style="list-style-type: none"> ● Personal Student Device Policy Executive | <ul style="list-style-type: none"> ● Student Membership Policy and Procedures: Laura asked how many students are taking advantage of being allowed to take individual classes on campus. Melia responded that we do not currently have any students using that. We do have a few students in Kindergarten going part day, but slowly moving to full day. ● The Continuity of Education Plan was put into place during COVID and is now obsolete ● Nikki moved to approve the policy review section of the agenda. Barabara seconded the motion and the motion carried unanimously. <ul style="list-style-type: none"> ● Governor Cox requested that all schools have an updated policy on cell phones. We have an "away for the day" policy now. It has been well received by students and parents. ● Last year's employee handbook had been updated with all the new laws and legislation. The Parental Leave policy has |

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| <ul style="list-style-type: none"> • Required Updates to Employee Handbook <p style="text-align: right;">Director, Bill Graham, Dean of Students</p> | <p>been updated this year to match the new laws and legislation passed this year in regards to paternity, maternity, and post-partum leave. The teachers have access to the Employee Handbook online and hard copies are available in the faculty lounge.</p> <ul style="list-style-type: none"> • Barbara asked how many new teachers we have on staff this year. Melia named all of the teaching staff placements. Barbara requested that the new teachers be given PD opportunities to understand our charter, mission, and vision. Melia and Megan ensured that those opportunities are in the works. Melia added that teachers are required to do field work opportunities weekly with at least one off campus experience monthly. Those are being recorded via an online form. |
| <p>Review of Early Literacy Plan Megan,</p> | <ul style="list-style-type: none"> • Explained that we met all 3 of our school specific goals. We did not meet the state growth goal. Over the last legislative session the state took away the Reading growth goal and kept the Math growth goal. We did not meet the growth goal for Early mathematics, which puts us in a system of supports. • Updates to the Early Learning Plan from June: • The original goal for first grade was a growth goal. Due to longitudinal data showing declines in growth over the past 2 years, the state recommended we have a maintenance goal for first grade this year. Kyle asked for an explanation for the decline in mathematics since we are a STEM school. Megan explained that up until last year we have not had much PD and support for teachers in regards to academics. She also explained that the Acadiance Math assessment is developed by psychologists and not by mathematicians. Kyle is concerned that we are putting focus on fieldwork and projects and falling behind in math. He feels like there is a disconnect that need to be addressed. Megan explained that we have been battling a mind set from the past that standardized tests were evil and unimportant. Kyle explained that he thinks we are getting in a rut, and Laura asked what exactly Kyle is looking for? Kyle really would like answers as to why we are not succeeding in mathematics. • Megan explained her plan for reaching our math goals: <ul style="list-style-type: none"> ○ Shannon Olson is hired for Early Math support ○ K-2 classrooms will be using counting collections in their classroom for early numeracy support ○ K-5 classrooms will be using Building Fact Fluency to build compilation fluency ○ Megan explained the Math RTI resource page that is available to teachers. Part of this allows teachers access to assessments and |

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| | <p>student-facing trackers to encourage growth. Another aspect shows teachers learning progressions to guide teachers as they promote students' growth in mathematics.</p> <ul style="list-style-type: none"> ○ Megan wrote and received a UCTM Large Materials grant which will be used to purchase materials to promote computation skills ○ We have a new Math and Literacy software for K-5. This software is a lot more child friendly and informative for parents. ○ The National Math Foundation Grant will specifically help third graders in a kinesthetic way learn multiplication and become fluent with it. ○ The Innovation Grant will be used to implement BiteSized Science, Morning Tutoring 7:15-8:15, Crazy 8 Math Club, Early Literacy After School Tutoring with Bridge to Writing, Math Tutoring with SpringMath, and Upper Grade Literacy Tutoring with Rewards Curriculum ○ We have new K-5 Reading curriculum called Into Reading. Barabara asked if we change curriculum often. Megan and Melia explained that we have changed recently due to changes in the senate bills. The board and administration agreed that consistency is important and we do not foresee changing curriculum until our contract expires in 4 years. <ul style="list-style-type: none"> ● Melia expressed that we have not been making it in Math, but Megan has put solid plans in place to help teachers reach the goals in the Early Learning Plan. ● Don expressed that it is critical that we look at this information as part of the School Excellence committee. ● Nikki thinks it is impactful that at the very beginning when the numbers dropped Megan set a maintenance goal. ● Nikki moved to approve the Early Learning Plan. Don seconded the motion and the motion carried unanimously. |
| <p>Beginning of School Year Updates Administration</p> | <p>All beginning of the school year updates were given during the Executive Director Report</p> |
| <p>Request for Board Approval on LEA-Specific Licenses Melia Balls, Executive Director</p> | <p>The LEA Specific licenses approved last year will remain valid for 3 years. So no new licenses need to be approved.</p> |
| <p>Board Training: Open and Public</p> | <p>Laura gave training on Open & Public Meetings Act:</p> <ul style="list-style-type: none"> ● We must have a quorum present. In our case that would be 3 people |

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| | <ul style="list-style-type: none"> • We have the option to do workshops and exclusively execute sessions. These are required to have a public comment • Reasonable opportunities should be given for public comment. Items not on the agenda cannot be voted on nor can the board take action on those items. • Public entities have to give notice and post on the public notice website • Emergency meetings should be a rare occurrence and happen with less than 24 hours notice. A majority of board members have to approve the emergency board meeting. • When the meeting is posted it must include a copy of the agenda • Boards cannot take final action on an item unless the item is on the agenda • Minutes have to be posted as soon as possible but it must be within 30 days. Minutes get posted as pending approval and then posted as approved minutes within 3 days after approval. • A complete and unedited recording must be posted to the public notice website within 3 days • Closed meetings can be held if a quorum and the board votes to go into closed session and they can only go into closed session to go into closed session for approved reasons. Legal and Real Estate matters can be recorded on a separate recording. All matters regarding character and competency cannot be recorded • Electronic Meeting requirements state that we must have a hub location where the public can attend in person. In Person sessions are required in order to go into executive sessions. |
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| <p>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.</p> | <ul style="list-style-type: none"> • Kyle moved to enter closed session and Don seconded the motion. <ul style="list-style-type: none"> ○ Nikki, Barabara, Don, Kyle voted aye. ○ The motion carried and the board entered executive session • At 8:35 the board returned from closed session • Don moved to approve the compensation package for Melia Balls. Barabara seconded the motion. The motion carried unanimously. |
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Housekeeping and Adjournment Chair

Laura moved to undisputedly end the meeting.