



The Center for Creativity, Innovation, and Discovery

DRAFT MINUTES

Thursday, December 5, 2024

Public Session from 6:00 - 8:15 PM (MDT)

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

Members of the public may attend in person or view the meeting live at:

<https://ccidschool-org.zoom.us/j/4105970538?pwd=K3RVT3M5ZnRVd3lyWVJOUiBURG12UT09>

1. Opening Business: Laura Kohler, Board Chair, 6:00 - 6:05

- a. Call to order by Laura Kohler at 6:16 PM
- b. Roll call
 - Excused from the board is Sam Pooler, Peter Gerdes and Nikki Despain is unexcused
 - Barbara Lundberg was in attendance in person and Don Linford and Kyle Glass were present via zoom
 - Bill Graham (Dean of Students), Melia Balls (Executive Director), and Lynn Raymond (Director of Technology & Assessment) were in attendance with Megan McGrath excused
 - Mickie Balls was in attendance as the board recorder

2. Consent Agenda: Board of Directors, 6:05 - 6:10

- a. Approval of minutes from October 24, 2024 board meetings
 - b. Acknowledgement of receipt of Executive Report
- Kyle moved to approve the consent agenda and Barbara seconded it. The motion passed unanimously.

3. Public Comment: Members of the Public, 6:10 - 6:20

- a. The public is welcome to send written comments to laura.kohler@ccidschool.org.

Laura Kohler decided to give Mandy Kapp all ten minutes of the public comment session to represent the group of parents present. She shared that she and many of the parents present are new to CCID and the school community. All the parents have backgrounds with education and chose CCID to help reach the goals that they were wanting to achieve for their students. Prior to coming to the school they specifically asked about bullying and safety issues, they were assured that we don't have any that has been proven to be false. Mandy feels that they were promised

something that isn't reality. She believes that the structure of the hierarchy of the school causes issues to communication with all stakeholders. Admin and teachers need to have a relationship of complete trust. Behavioral issues are hugely impacting the success of CCID and the retention of strong families and students at CCID. The parents feel like the numerous behavioral issues lead to lack of quality learning opportunities that follow the CCID charter. The parents feel like currently (pre-CHAMPS) the environment in 2-4 are chaotic and not conducive to learning and hands-on experiences. CCID needs to value their high quality students and family that make great and lasting contributions. We need to have a way to seek compliance for family support and involvement. This is a CHOICE school and it needs to be treated as such and by treating it as such it will create a better reputation for the school. Students and teachers need to have a safe environment. Teachers need to be valued and not be treated as a babysitter in an unsafe environment with students that are violent and dangerous. The parents present are willing and ready to help, but all parents need to be involved and teachers and admin need to be on the same page. Laura clarified that the board is not allowed to respond too much to public comments, but assured them that they are heard and thanked them for their comments.

4. Report on Charter Conference: Don Linford, 6:20 - 6:25

- Don works with Schools of the Future at USU as a side gig. With that, he went to the NEXT conference. The essence of the conference was aligning school practices with their "preaching" or vision statements. They discussed how to measure success. Those measurements must be based off your vision/charter, and your parents/community. Members of the board and admin added their comments about the value of parents and the value of networking with other schools to seek solutions to issues we are facing. Don proposed possibly sending a board to the NEXT conference. Melia said that once we have our true-up numbers at the end of December we can discuss the budget for sending a board member to that conference.

5. PTO Report: Mandy Kapp, PTO President, 6:25 - 6:30

- Mandy shared that the PTO is down to approximately 4 people. Fall festival was a super success bringing in over \$6,000. PTO had businesses sponsor booths at the festival and got donations from businesses that sponsored booths. Book Fair was successful sale-wise, but as a PTO they were not happy with the books that were sent. Mandy shared that she would love to be able to share their feedback with scholastic and get different books for the next book fair. There was a miscommunication with the order for Spirit Wear, so the PTO did a pre-order.

Only two people did the pre-order. Mandy shared that she doesn't believe that email is a successful form of communication. Melia added that texts might work better. Mandy said that she would love to do a student design contest for Spirit Wear. She would like to have a reward, but cash is not an option. PTO has been super busy doing Fall Festival, Red Ribbon Week, Kindness Week, and will be doing the Staff Holiday party. Mandy voiced a concern about access to PTO funds and taking things off of Admin's plate. The idea was shared about possibly being a "non-profit", "foundation", or a "booster club" and it was suggested that this conversation continue in a PTO meeting.

6. Finance Committee Report: Nate Adams, Business Manager; Kyle Glass, Treasurer, 6:30 - 6:40

- a. FY25 Monthly Budget Update
- b. General Finance Report
 - This report was from the last committee meeting in October. The Federal Revenue line showing \$0 is not atypical for this time of year because they usually pay at the end of the year. Once true-up numbers, our numbers will look a little better.

7. Executive Report: Melia Balls, Executive Director, 6:40 - 7:10

- a. Update on Purchase of Grounds Utility Vehicle
 - At last board meeting the board approved the purchase of up to \$30,000 to acquire a vehicle to haul kayaks and students for a fieldwork and a land work utility vehicle for the needs of school. The admin found 2 vehicles that fit the bill and spend \$29,000. Melia has made all of the updates with Risk Management to include the new vehicle. It will not appear until next year.
- b. Update on Cafeteria Equipment Repair
 - We received a bill for over \$4,000 for the dishwasher. Nate & Melia called the company and they sent the repair reports. Melia and Chef Stephanie reviewed the reports and they are contesting the laboring charges as the repair person did not actually work on the dishwasher for the time that was charged. Melia is continuing to investigate but wanted to make the board aware of the charge
- c. 2024-25 Competitive Grant Applications and Awards
 - i. School-Based Mental Health Grant
 - We did not receive this grant money
 - ii. Suicide Prevention Grant
 - We did not receive this grant money
 - iii. Intention to apply for the Digital Teaching and Learning Grant

- Admin is deciding whether we are applying or not and if the time to apply would be worth it. It could go towards lots of technology needs and would be a great benefit. It would be a \$15,000 award. Lynn added that sometimes grants are matching grants, meaning the school has to pay the same amount towards the same purpose to get the funding. So admin is weighing if receiving that money would fit into our budget.

8. Student Life Update: Bill Graham, Dean of Students, 7:10 -

7:20

a. CHAMPS, Behavior and Positive Culture at CCID

- CHAMPS has been running for about a month now. At the beginning there was an uptick in behaviors with students testing boundaries. There has been another uptick in behaviors since coming back from Thanksgiving break. Mickie gave a run down of how CHAMPS is implemented in each lesson and how the positive and deductive continuums operate. Bill continued that this was put into place to have a common plan across the school. Bill shared that typically he makes 100 suspensions each year, but this year he is already at 76 suspension before the 75th day of school. Megan has discovered an awesome student of recommendation program that we will be implementing to recognize good behavior and achievement. Those will be rolled out during staff meeting tomorrow.

9. Instructional Coaching at CCID: Megan McGrath, Director of Curriculum and Instruction, 7:20 - 7:30

- 1. Coaching update: Our average teaching experience time is on the lower side. Megan currently serves as a non-evaluative administrator and fulfills a coaching role for our teachers. Megan has been using a strategic model to scaffold coaching for teachers that has been successful with teachers she has been coaching in Math instruction. This has given us a full coaching model and plan that can be used with other teachers in the future.

10. Board Business: Laura Kohler, Board Chair, 7:30 - 7:45

- a. Consideration of board member committees and sustainable board structure
- Laura shared that we do have committees that board and admin both serve on and all parties have to be actively involved and happening. Committees should also have parents on them to support.
- Laura would like for the committees to take ownership in bits and pieces of the strategic plan
- Laura shared a list of the committees and who serves as the chair. There is a listy accessible on the school website (thank you, Lynn!)

11. Board Policy Review: Board of Directors, 7:45 - 7:55

- a. Financial Policy, removal of language related to “time and effort” signatures
 - This policy puts our procedure for “unsalaried” employees to sign off on their hours formally into policy
- b. Student Data Privacy and Security: Governance Policy and Plan, revised and updated
 - The state requires a notice be posted on the school web page to inform parents, and the director of technology and assessment must participate in training from the state.
- c. Time and Effort Policy, new policy required by auditors and Special Education Section at USBE.
 - The single signature language is insufficient for the state and needs to be amended to be “two signatures”

Melia stated that the admin is seeking approval of all three of the policies.

Kyle moved to approve the policy and barbara seconded the motion.
The motion carried unanimously.

12. Board Training: Board of Directors, 7:55 - 8:00

- a. Board Training, Child Abuse and Sexual Abuse Prevention, b. Certification in advance through <https://educators.pcautah.org>
 - Laura reminded the board that she sent the link out via email and that the board will need to complete this trainings on their own time. Send the certificate to Laura when you complete the training. Also, please complete your conflict of interest form and trainings sent via email from Laura and send them to Laura once you have completed them. The email was sent out on Monday 12/2.

13. Executive Session: Board of Directors, time is variable a. Closed in accordance with the Utah Open and Public Meetings Act

- No closed session was needed

14. Housekeeping and Adjournment: Laura Kohler, Board Chair, 8:00 - 8:05

- a. When2Meet for Board Strategic Planning Retreat 2025 to be sent out

- Please email Laura with your Saturday availability in January & February
- b. Next meeting: January 23, 2025 at 6:00 pm
- c. Board mission and vision thought: Peter Gerdes

Laura made an indisputable motion to end the meeting at 7:52 PM