



## The Center for Creativity, Innovation, and Discovery Board Agenda

**Thursday, January 23, 2025  
Public Session from 6:00 - 8:30 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 6:05 PM
- b. Roll call

In attendance: Laura Kohler, Barbara Lundberg, Nikki Despain, Peter Gerdes, Kyle Glass (via Zoom) Melia Balls (Executive Director), Megan McGrath, Lynn Raymond, Nate Adams (Business Manager), Mickie Balls (Board Recorder), Mandy Kapp (PTO President), and a few members of the public. Don Linford joined at 6:27 PM and his tardy was excused. Samantha Pooler was absent and unexcused.

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

- a. Approval of minutes from October 24, 2024 and December 5, 2024 board meetings
- b. Acknowledgement of receipt of Executive Report

Peter Gerdes moved to approve the minutes and Barbara Lundberg seconded the motion. 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](mailto:laura.kohler@ccidschool.org).

No public comment was given

### **4. Achieving the School's Mission and Vision: Peter Gerdes, Board Member, 6:20 - 6:25**

Peter talked about that the mission of CCID can be summed about by the word "Innovation". He shared his thoughts on the fieldwork experience

**5. Finance Committee Report: Nate Adams, Business Manager, Kyle Glass, Treasurer, 6:25 - 6:40**

- a. Monthly Financial Report
- b. FY25 Budget Update

We lost over \$300K in state funds and over 80K in SPED funds. Our enrollment has dramatically decreased in the past 5 years. The goal is to keep lunch payments up to date to give a better reflection in the budget. Kitchen staff budget numbers are high and After School Club aides numbers are low. With Melia back, she and Nate can work on those items. Health insurance has been coming in under budget and will hopefully help the bottom line. The supplies and materials line is green and could also benefit the bottom line in the long run. Overall our bottom line is negative but we are hoping to turn it up a little more throughout the end of the school year. Nate wants to start putting a conservative budget together so we aren't facing budget cuts in the Fall. We know that state funding will be minimal so we will start with a bare bones budget. Melia will forward updates from UAPCS during the legislative session. Peter asked Nate what number he would recommend using for the student count number. Nate said they will use waitlist numbers and intent to return numbers to plan conservatively. Peter asked Nate what impacts enrollment? Nate responded:

- COVID
- Homeschooling options
- Small growth (low birth numbers)

Mountainville & Valley Academy could be a good resource for us of schools that have reformed their schools to increase their enrollment. Peter wondered if a merge with Intech has been considered to offer a full continuum of grade levels. Melia responded that we currently do have a good working relationship with Intech. This could be a continued idea and discussion at the strategic planning meeting on Feb. 8

**PTO Report: Mandy Kapp (Added to the agenda)**

- First Winter Celebration of Learning was well attended and busy. PTO would like to find a way to get people looking at other projects. The pregnancy COVID tests were not well received. Tamy Bunnell organized volunteer bingo and it got lots of attention from parents.
- PLP grants happened in December and 2 grants were awarded. There was a low amount of applications for round 1, so round 2 is being heavily advertised to students. Applicants will present to the PTO on February 14.
- Penny Wards, School dance, and Literacy night are the upcoming events that PTO is currently planning. Literacy night will include Dyslexia screeners.
- Peter mentioned that at PTO events he has noticed that there is potential 2

Venmo accounts to purchase items. He suggested that parents would appreciate clarity with where funds are going and which account is the PTO account. Lynn responded that in the future we will be moving to a more organized payment system for these events.

- Nikki expressed the idea of having a potential PLP seminar to educate parents on PLPs, how PLP grants work, and how to support their child with PLPs

## **6. LAND Trust Plan, 2025-26, First Consideration: Melia Balls, Executive Director, 6:40 - 6:55**

The 24-25 plan hasn't been evaluated yet and is due for evaluation in February. The 25-26 plan will be similar to the 24-25 plan in that we will be allocating the funds to support RTI with salaries and benefits to hire RTI aides. No vote was necessary on this matter. The information to consider Melia included to discuss with the board will be removed from the plan before it is submitted.

## **7. Executive Report: Melia Balls, Executive Director, 6:55 - 7:10**

Melia began her report by reviewing the enrollment and marketing efforts with the board. She brought the idea of creating a hybrid model to the board's attention so that they are not thrown off by the discussion of this idea in upcoming meetings and conversations. This would require a charter amendment through our charter authorizer. Hybrid model is a very new idea and it's something that will require a lot of planning and would require us to make a change to our charter through our authorizer. We will be surveying parents and teachers about the possibility of a hybrid model. Our numbers grew when we offered an online component during COVID. Kyle asked if this would affect our testing. Lynn explained that we would have to have things in place to ensure that our students remain caught up like mandatory office hours. Kyle asked if online student numbers would go towards our WPU. The answer was yes, those students would increase our WPU. Barbara asked if there is a percentage of students we would ideally want to have online vs on campus. Melia explained that this is still an idea in its infancy and that those kinds of things would still need to be fleshed out. Lynn explained that this would require extreme amounts of planning and marketing to be successful, so if it is the route we choose to take we would need to start as soon as possible. Laura responded that we will discuss the idea of a hybrid model at the Strategic Planning Meeting in February. Kyle asked if we currently have the resources necessary for a hybrid model. Lynn explained that we would have to determine the parameters of what hardware we would provide and that our software and licensing resources are in place. Kyle asked if we are losing focus on hands-on learning with a move to this model. Peter wondered what other solutions have been thought of, if any, and what we can do to

probe the success of a hybrid model.

**8. Enrollment and Student Retention: Melia Balls, Executive Director, 7:10 - 7:20**

This was included in the Executive report

**9. Powerschool Update: Lynn Raymond, Director of Education Technology and Assessment, 7:20 - 7:30**

Lynn explained that Powerschool has a secondary support company that has access to their information worldwide. An executive of that support company had a breach of their credentials and they had access to all of Powerschool's information. It was an organized crime that was committed. The criminals contacted powerschool and proved they had the data. Powerschool paid an undisclosed amount of money to have the information kept private.

Powerschool is offering identity protection for the next few years. Our school does not collect social security numbers, but medical information, emergency contacts, addresses and contact info was taken. The faculty information that was taken was nothing more than what can be found on the school website. This is the biggest world wide breach of student information in history.

**10. Marketing Committee Report: Barbara Lundberg, Marketing Committee Chair, 7:30 - 7:50**

Bookmarks have been created to distribute to preschools to recruit incoming Kindergarteners. A pamphlet has been created to target more middle school aged students. We have never had advertising materials, so this is a great step in the right direction. There is an enrollment poster that will be hung in the vestibule. We will have a social media add and a radio go live soon.

Barbara has been working on something to make the reflective material in the vestibule more welcoming and a marketing piece of the school. She has a great design that will be the transparent material with circles that are mirrors, circles that are photos of what is happening at the school, and a professional doorbell sign. Melia mentioned that Intech has been having informational meetings for potential incoming students. Mickie mentioned doing something similar and having teachers share with potential incoming families what our school is all about. Barbara stated that as a marketing committee we are making progress in communicating our mission and vision to the community. Kyle mentioned keeping our vision and marketing in the strategic planning meeting. Barbara wanted to address the matter of a budget for marketing with the board. We need to be able to pay for printing

materials, wraps, social media ads, radio ads, etc. Barbara's question is what would a number be for a marketing budget? Melia said currently things are being cut off due to true-up numbers. Barbara rebutted that it is enrollment season and we need to invest in this to grow. Melia will look at our budget and figure out a number. Peter mentioned that having a board member handling all of the marketing may not be ideal and suggested that maybe a full-time or even part-time marketing position be considered. Peter mentioned creating videos of a "day in the life of a CCID student" This could be another idea that is a continued discussion at the Strategic Planning Meeting. The budget for marketing will continue to be discussed during the Marketing Committee meeting

**11. Update on FY25 and FY26 Grants: Melia Balls, Executive Director, 7:50 - 8:00**

**12. Policies for Review and Consideration: Board of Directors, 8:00 - 8:10**

- a. School Disciplinary Guidelines (New Administrative Guideline)
- b. Learning Materials Selection and Review Policy (Revised)
- c. Title IX Policy Against Sexual Harassment (New Policy)

The School Disciplinary Guidelines was included in the Executive report for the board's information and does not need to be voted on.

For the Learning Materials Selection and Review Policy and the Title IX Policy Against Sexual Harassment

Nikki moved to approved the Learning Materials Selection and Review Policy and the Title IX Policy Against Sexual Harassment

**13. Board Training: Laura Kohler, Board Chair, 8:10 - 8:25**

- a. Child Trafficking Prevention Training

Laura led the board through the training materials provided by Cindy Phillips

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

There was no need for closed session during this meeting

**15. Housekeeping and Adjournment: Laura Kohler, Board Chair, 8:25 - 8:30**

- a. February meeting: Thursday, February 27, 2025
- b. Board Strategic Planning meeting: Saturday, February 8, 2025 9:00 am
  - i. Committees to prepare for strategic plan

Laura made an indisputable motion to adjourn the meeting at 8:27 PM

