



**The Center for Creativity, Innovation, and Discovery
DRAFT BOARD MEETING
MINUTES**

**Thursday, June 26, 2025
Public Session from 6:00 - 8:00 PM (MDT)
Original meeting rescheduled for
Monday, June 30, 2025
Public Session 10:00 (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=K3RVT3M5ZnRVd3IyWVJOUiBURG12UT09>

1. Opening Business, Barbara Lundberg, Board Chair

- a. Call to order
- b. Roll call
 - Barbara Lundberg
 - Kyle Glass
 - Julie Lamara
 - Samantha Pooler
 - Nate Adams (Business Manager)
 - Melia Balls (Executive Director)
 - Lynn Raymond (Director of Technology & Assessment)
 - Bill Graham (Dean of Students)
 - Megan McGrath (Director of Curriculum)
 - Mickie Balls (Board Recorder)

2. Consent Agenda, Board of Directors

- a. Approval of minutes from May 29, 2025 board meeting
- b. Acknowledgement of receipt of Executive Report
 - Kyle moved to approve the minutes and Julie seconded the motion. The motion carried unanimously.
 - Kyle moved to accept the executive report and Julie seconded the motion. The motion carried unanimously.

3. Public Comment, Members of the Public (ten minutes). The public may also

send written comments to barbara.lundberg@ccidschool.org.

- No public comment as no public was in attendance
- Kathleen Whisenhunt joined the public session at 11:18 AM

4. Achieving the School's Mission and Vision, Samantha Pooler, Board Facilities Committee and School Culture Committee Chair.

5. Finance Committee Report, Nate Adams, Business Manager, Kyle Glass, Treasurer

- a. Monthly Financial Report
- b. General Finance Report, FY25 Budget
 - What we are looking to approve is the last 2 columns

6. FY25 and FY26 Budget Hearing, Nate Adams, Business Manager, and Board of Directors

- Contingencies are built in on purpose so we don't go over budget
- The timing of our projects is key. We want to make sure we have projects recorded in the correct fiscal year. (If most of the asphalt was done in June we would record it in June, but if it hasn't been started yet we would record it in the next fiscal year)
- We've been aware that fiscal year '25 would yield a deficit, but Melia and Nate have been working to limit our deficit as best they can. We don't want to have a deficit every year because it won't be sustainable. Currently our deficit is at -\$245,000. Nate does not predict that with our actual numbers that we would break even, but our budget for fiscal year '26 is looking better.
- Kyle asked if other schools are facing a similar situation. Nate responded that yes other schools are also facing a deficit due to enrollment/over staffing/SPED funds.
- Kyle followed up by asking where did we get off with our budget? Were we just off in our projections? Nate explained that we had a huge drop in our average daily membership compared to two years ago. This also impacted our SPED numbers and projections for that. This makes it critical to keep a close eye on those numbers leading up to the October 1st date when we finalize our true-up numbers.

- Julie asked about potential causes for the attrition rate. Melia explained how the school was enrolled and functioning 5 years ago during COVID and factors coming out of COVID that lead to attrition of our enrollment.
- Because we will be ending in a deficit, we will be taking money out of our reserves.
- Kyle moved to approve the CCID FY25 Budget. Julie seconded the motion. The motion carried unanimously.
- Nate reviewed the FY26 Budget
- The FY26 budget is based off an enrollment of 300 students
- The FY26 budget has more colors to help track multiple grants that will be contributing to the budget. FY26 is the last year for the mental health grant.
- We want to operate at 3% of our revenues. This will allow us to build our reserves back up from having to dip into them for FY25. Currently we have about 2.7 million dollars in our reserves (Zions Bank and our PTIF)
- Melia asked what we would do with that much money in our reserves. Kyle said he doesn't feel as if we have a high amount of reserves. Nate added that the reserves can be used to help pay for things should there come a need to use that to pay for repairs, paying faculty, expanding facilities, etc. Having a strong amount in reserves allows us to reach out to investors to help with projects in the future.
- Julie asked about the benchmarks at the bottom of the budget and how we reach those benchmarks? She clarified: What's the plan to get and maintain reserves? Nate explained that first and foremost we do not want to take any necessary resources from students. We have to allocate specific funds to SPED. Restricted funds will not increase this year. We have to look at our student count and what are the resources allocated to that. We have to ask if we are overstaffed. We have to be able to pivot while still valuing our staff. Enrollment is huge in how the budget plays out. Melia explained that this year we had 5 teachers that won't be returning and they were not replaced with new teachers. Current staff roles were adjusted to fill those teachers' positions (Departmentalization). We will be enrolled at 30 less students than less year.
- Julie asked if we are actively seeking out grants. Melia explained that last month Megan shared the number of grants we have

received and that admin and Nate are continuing to write and explore more grant opportunities. She also explained that we have never had donors, but in the future we can explore having donor relationships with business and community partners.

- Kyle moved to accept the FY26 budget and Julie seconded the motion. The motion carried unanimously.

7. Consideration of Teacher and Student Success Framework Policy and Plan, Melia Balls, Executive Director, and Board of Directors.

- Melia reviewed a few parts of the executive report which included the enrollment report. The enrollment report includes rollover students, registered new students, hybrid students, and pre-registered students. Currently we are enrolled at 40 students in 4th grade. Admin will be sending out hybrid information letters to 4-6 grade families to inquire if any of those families would be willing to enroll in the hybrid program.
- Melia shared that we were the silver winner for the Best of Northern Utah awards for charter schools. Megan will be making a social media post to share that news.
- CCID was accepted to be part of the ARISS. We will need to beef up our Science education plan. Miss Molly & Miss Adee will be working on that plan to get us prepared to work with that program.
- Over the summer and the end of the school year teachers participated in lots of professional development opportunities
- Melia explained the changes to the Facilities Usage policy, Teacher and Student Success Framework policy and plan, Admissions and Enrollment policy, Conflict of Interest policy, Constitutional and Religious Freedom policy, Fee Schedule and Fee Waiver Policy (revised)
- Kyle asked about the hybrid students listed on the enrollment report. He wanted to know if these are new students and if we get full WPU for those hybrid students. Melia shared that we do get full WPU and that some of the hybrid students are returning students who selected to do hybrid model. The hybrid model is being advertised by parades and radio ads
- Kyle moved to approve the Student Success Framework Policy and Plan and Julie seconded the motion. The motion carried unanimously.

8. Second Review of Fee Schedule and Spend Plan, FY 2026. Public Comment will be allowed during the Fee schedule discussion for a period of time set by the

Board Chair at the meeting.

- Melia reviewed the Fee Schedule and Spend Plan. Barbara asked about supplies and if we can ask for donations for those supplies. Melia explained that the \$79 Elementary Science, Artm STEM optional donation goes towards those supplies. Barbara requested that we also send out a list of suggested supply donations items because sometimes thats more approachable for families.
- Melia explained that the legislation that outlines what is required changed, but our listed fees have not changed.
- Kyle asked if the donations offset the costs for us doing these programs. Kyle is wondering if parents are taking advantage of programs that are being financially supported by parents. Melia stated that we do need to be better about asking for donations. Kyle wants to ensure that these programs are adding to the deficit.
- Julie moved to approve the Fee Schedule and Spend Plan for FY 26 and Kyle seconded the motion. The motion carried unanimously.

9. Policies for Review and Consideration, Board of Directors

9.1. Admissions and Enrollment Policy, Revised

- Not a new policy just updated law

9.2. Conflict of Interest Policy - Federal Awards, New

- Added because we didn't have a policy to justify the conflict of interest form we fill out.

9.3. Constitutional and Religious Freedom Policy, New

9.4. Fee Schedule and Fee Waiver Policy, Revised

9.5 Time and Effort Policy and Procedure, New

- Kyle moved to accept the policies: Admissions and Enrollment policy, Conflict of Interest policy, Constitution and Religious Freedom policy, Fee Schedule and Fee Waiver Policy, Time & Effort Policy and Procedure policy. Sam seconded the motion. The motion carried unanimously.

10.Facilities Usage Policy Discussion, Board of Directors

11.Executive Session, Closed in accordance with the Utah Open and Public Meetings Act, Board of Directors

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12. Housekeeping and Adjournment: Barbara Lundberg, Board Chair

- The upcoming calendar for board meetings will be coming soon. Plan on meeting August 28, 2025 at 6:00 PM
- Barbara moved to adjourn the meeting at 11:26 AM

8. Policy Review, Board of Directors

- 8.1. [Admissions and Enrollment Policy](#), Revised Policy
- 8.2. [Board of Directors' Code of Ethical Conduct](#), Second Reading
- 8.3. [Conflict of Interest - Federal Awards Policy](#), First Reading
- 8.4. [Facilities Usage Policy](#), Second Reading
- 8.5. [Paid Professional Hours for Educators](#), Second Reading
- 8.6. [Safe Schools, Discipline, and Behavior Policy, and Emergency Safety Interventions](#), Second Reading
- 8.7. [Salary Supplement for Highly Needed Educators Policy \(SHINE\)](#), Second Reading

3. Policy Review: Board of Directors

- 10.1. Admissions and Enrollment Policy, Revised
- 10.2. Conflict of Interest Policy - Federal Awards, New
- 10.3. Constitutional and Religious Freedom Policy, New
- 10.4. Fee Schedule and Fee Waiver Policy, Revised