



## The Center for Creativity, Innovation, and Discovery APPROVED BOARD MINUTES

Thursday, May 29, 2025

Public Session from 6:00 - 8:35 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>

**There was an error and no audio recording was made**

### 1. Opening Business

*Laura Kohler, Board Chair 6:00 - 6:05 a. Call to order at 6:23 PM*

b. Roll call:

Kyle Glass

Laura Kohler

Barbara Lundberg

Melia Balls (Executive Director)

Megan McGrath (Director of Curriculum & Instruction)

Jeff Reece (will present later in the meeting)

Julie Lamara (Presented later in the meeting)

### 2. Public Comment 6:05 - 6:15 a. Limit of 2 minutes per person or group.

b. Maximum 5 individuals or groups.

c. The public is welcome to send written comments to [laura.kohler@ccidschool.org](mailto:laura.kohler@ccidschool.org)

No public was in attendance and no public comment was given.

### 3. Consent Agenda

*Board of Directors 6:15 - 6:20 a. Approval of minutes from April 24, 2025 board meeting*

b. Acknowledgement of receipt of Executive Report

Barbara moved to approve the minutes and the receipt of the executive report. Kyle seconded the motion. Barbara abstained from the vote since she was absent from the last meeting, due to this these items will need to be voted on at the next meeting.

### 4. Achieving CCID's Mission and Vision

*Kyle Glass, Treasurer 6:20 - 6:25*

Kyle commented on the positive progress with marketing efforts and the support the board gives to the school.

## **5. Finance Committee Report**

*Nate Adams, Business Manager; Kyle Glass, Treasurer 6:25 - 6:40 a.* Monthly

Financial Report

b. FY25 Budget Update

- We are 96% of what we forecasted for local revenues. State revenues are doing well. Time and effort numbers are coming in and will be input into the federal revenue soon.
- Megan & Nate are working on finishing the Innovation Grant.
- Our compensation are right about where they should be. The Kitchen Staff line item has gradually increased over what was expected at the beginning of the year. It was increased by approximately \$16,000
- Nate discussed the red highlighted items that indicate that those line items have met their budget amount.
- The 600 line items will have more coming out of it with in the next little bit as people use up their classroom budget money.
- Overall there are several line items that we can use to put money back into the bottom line.
- The bottom line is currently at -\$183,563 which is an improvement from where we began the year. We might not break even, but we will get fairly close. ● We will be planning conservatively for the budget for next year so we hopefully will have more enrollment numbers by October 1 than our predicted budget. c. FY26

Preview

- The FY26 budget is being built around 300 students. It is drastically lower than last year's budget. The plan is to budget conservatively so we have more wiggle room.
- There was a 4% WPU increase this year.
- The Flexible Allocation line was increased by quite a bit
- The Charter School Base-Funding line was increased by 9%
- Health insurance will greatly impact the budget for FY26. If we stick with our current plans we would face a 21% increase in premiums. We are exploring a few different options to see how we can keep those costs down.
- The bottom line for this budget right now we are -\$17,000. Before the increase to insurance we were at \$0
- This budget is a living, breathing document that will change quite a bit even after it is voted on at the June meeting until true up numbers are given on October 1.

## **6. Land Development**

*Jeff Reece 6:40 - 6:55*

- Jeff has proposed a community garden between CCID, USU, and the community.
- The land across the street would be used to house 2 hydroponic units to generate

food.

- Kids often don't see the full cycle of planting and harvesting. However, the hydroponic units allow for a weekly plant and a weekly grow. This allows for students to learn about the full cycle and provide food for the lunch program. • The hydroponic units will be completely solar powered, which will be another learning experience for the students.
- A portion of the food grown will come to the school for lunches, a portion will be donated to the food bank, a portion will be sold by students at the garden's marketing in an entrepreneurial experience.
- The plan will also include an outdoor learning space and a community garden space.
- This would be a 3 year plan to have everything built and in place. • Jeff approached Melia to bring this program to CCID. He will provide the capital to begin the program at CCID.
- Greenbox will provide the maintenance of the solar, Bruce at USU will provide maintenance of the hydroponic units, and Jeff will provide the funding for the overhead costs.
- Jeff stated that the challenge will be in the details of a 3 party agreement. Seeking permitting from Providence could be cumbersome.
- Melia & Jeff are working on a document with the building & land committee. There could also be some water rights issues that we would need to address. • Megan shared the possibility of issues with "non-compete" clauses. • Laura asked that since this will be a Master Thesis project, how will that impact the program once the project is over? Jeff responded that the master plan would be the thesis project and the overall project would be maintained outside of that. • Kyle wants to ensure that there is no liability to the school or maintenance. Jeff responded that the school would maintain the grass and grounds of the space and ensure that it would be a educational experience for students. • Lynn expressed that the city has approached the school and requested that something be done to manage that land better. This plan helps to manage that space.
- Jeff explained that there will be a full-time employee employed by USU and paid by him. Their responsibilities will be to maintain the hydroponic units and to manage the program.
- Kyle asked about zoning law issues. Lynn responded that
- Kyle is concerned about the safety of the solar power batteries. Jeff indicated that the batteries can be a safety concern, but Greenbox will be getting those provided to us at cost or donated.
- Jeff would like Kyle to be involved in further conversations as a risk manager. • Laura advised to move to table this conversation and move for a vote later in the meeting.
- After voting Julie Lamara onto the board, we resumed the conversation about the partnership with USU, Greenbox, and CCID.
- Barbara moved to continue the conversation with Jeff. Kyle seconded the motion and the motion carried unanimously.
- Lynn asked when this would need to come back to the board for approval to fit

within Jeff's timeline. Jeff noted that it could be included in the agenda at the August meeting.

## **7. Academic Excellence Committee Report**

*Peter Gerdes, Committee Chair 6:55 - 7:05*

- Megan shared on behalf of the Academic Excellence Committee. It has been agreed that the committee would like to put a time into the daily schedule where students can receive intervention across grade-levels. It will likely be dubbed "Phoenix Flex".
- We will be departmentalizing. In first through third grade, students will have a Phonics & Writing teacher, a Reading Comprehension teacher, and a Math teacher. 4th & 5th will be departmentalizing. This will allow us to have departments where ELA teachers can discuss ELA related topics, Math teachers can discuss Math related topics, and so on. It will allow for a lot of expertise.

## **8. Building and Facilities Committee Report**

*Samantha Pooler, Committee Chair 7:05 - 7:10*

- Laura reported on behalf of the Building and Facilities committee. She shared that the committee rewrote the goals for the committee
- The committee has written a plan to bring us into compliance with the safety bill mandates.
- We need to invest in a brush hog for the tractor that would allow us to eliminate the thistle from the property across the street to avoid fines from the city.
- The committee will be working on establishing a rotating schedule and reserve study for maintenance events such as painting, recarpeting, etc.
- There is a five year goal for renovations of classrooms.
- Julie moved to approve the changes to the facilities goals for the strategic plan. Barabara seconded the motion. The motion passed unanimously.

## **9. School Culture Committee Report**

*Laura Kohler, Committee Chair 7:10 - 7:20*

- Discussion on data collection occurred.

## **10. Board Recruitment and Development Report**

*Laura Kohler, Committee Chair 7:20 - 7:30*

- Laura introduced Julie Lamara as a candidate for the board. Julie shared a bit about herself. She has a background in education, she taught at InTech, she is currently teaching in outdoor design and development. She now has her PhD. She has taught 15 different courses including a Connections course for Freshman. She has a deep background in classroom management and place-based learning.
- Barbara moved to approve Julie Lamara as a new board member. Kyle seconded the motion and the motion carried unanimously.

## **11. Executive Report**

*Melia Balls, Executive Director 7:30 - 7:45*

- Melia explained we had our first budget hearing tonight and we will have our second hearing at our June meeting.
- Melia reviewed the enrollment report for 25-26 school year. Our intent to enroll is currently at 309.

## **12. Report on Curriculum and Grants, SY25-26**

*Megan McGrath, Director of Curriculum and Instruction 7:45 - 7:50*

- A grant to provide a literacy coach for 3 years is in limbo. Megan will report back with results.
- Schola Marketing & Outreach Grant
  - We are 1 of 2 recipients
  - We will receive professional development beginning in June and coaching.
  - We will receive expert guidance in enrollment funnel optimization, authentic storytelling campaigns, data-driven decision making, Parent Experience and Engagement
  - The CCID marketing team will attend the UAPCS Conference in June for the kickoff
- Personalized Math Software Grant
  - We will receive 30 licenses for My Math Academy for K-2 students valued at \$1,350. Our students will have their licenses through the summer as well as our incoming Kindergarten.
  - We will receive 78 licenses for IXL for 3-8 grades students valued at \$1,033.50.
- Computing Partnership Grant
  - This is our second STEM Action Center Grant.
  - This is a donation from CacheMakers valued at \$12,000
  - This will expand our Makerspace in the Tinker Space.
  - We will leave the Tinker Space available after school for the community. The rest of the school building would be closed off.
  - Across 3 school years, we will receive \$95,700 from the STEM Action Center.
  - We will have community partnerships with SkyAir, Ag in the Classroom, and 4H.
  - Barbara asked if the partnerships that are being developed for the project developing in the pond area could be a part of this. Megan responded that those relationships could possibly be developed.
  - The layout of the Tinker Space is under discussion. There will be a grand reveal when it is finished.
- Professional Learning Grant
  - This outlines professional development opportunities over the course of 2 years that would train teachers how to use the tools in the Tinker Space and learn about classroom integration for those tools. This would ensure that the tools in the Tinker Space would not go unused.
  - This grant will be used to provide materials and establish a STEM Library

- This grant is valued at \$26,683.00

### **13. Policies for Review and Consideration**

*Board of Directors 7:50 - 8:00 a.* Board of Directors Code of Ethical Conduct (New Policy)

b. Facilities Usage Policy (New Policy)

- Melia presented the revisions to the Facilities Usage Policy. The revisions were made to reflect the current law.
- Barbara asked if renting out our building could be used as revenue. The answer was that it can be but they have to provide their own liability insurance. ● Barbara questioned the clause that states the school cannot be used on Sundays or holidays. She advised taking that language out

c. Paid Professional Hours for Educators Policy (New Policy)

- This has been known as the 32 hour pay in the past. The law now requires a policy for transparency.

d. Safe Schools, Discipline and Behavior, and Emergency Interventions Policy (Revised Policy - Second Revision)

- This policy was revised to reflect the current laws including physical restraint and seclusion.

e. Salary Supplement for Highly Needed Educators Policy (New Policy)

- This policy delineates CCID's highly needed educators.

- The facilities usage policy will go back for revision and will not be voted on tonight. ● Barbara moved to approve the Paid Professional Hours for Educators Policy, Safe Schools, Discipline, and Behavior, and Emergency Interventions policy, and the Salary Supplement for Highly Needed Educators Policy. Kyle seconded the motion. Julie abstained and the motion carried.

### **14. Board Elections**

*Laura Kohler, Board Chair 8:00 - 8:15*

- Laura stated that she needs to step down as the board chair and step down from the board.
- Laura nominated Kyle to stay in as the treasurer.
- Laura nominated Barbara to be the board chair.
- Laura stated that Peter will remain the Academic Excellence committee chair
- Laura stated that Sam will remain the Facilities committee chair
- Laura suggested that Julie become the School Culture Chair
- Laura suggested to Barbara that as she adds more board members she delegate some of the committee chair roles
- Julie moved to approve the nominations as noted above. Barbara seconded the motion. The motion carried unanimously.

### **15. Board Training**

*Laura Kohler, Board Chair 8:15 - 8:30* a. Audit Committee members

b. Fraud Risk Assessment

- Laura reviewed the Fraud Risk Assessment. We did not receive points for line number 8 “Does the entity have a formal internal audit function?” because we are not required to.
- Our current audit committee members are currently Kyle Glass (Chair) and Laura Kohler.

c. Member Ethics and Code of Conduct Policy

- Laura reviewed the Board of Directors Code of Ethical Conduct. She encouraged all board members to review that document which can be found in Melia’s email of board meeting documents for tonight’s meeting.
- Kyle asked about the ramifications or consequences of not adhering to the code of conduct outlined in the document. Laura clarified that those ramifications are outlined in the bylaws.

## **16. Executive Session**

*Board of Directors time varies* a. Closed in accordance with the Utah Open and Public Meetings Act for the purpose of discussion of litigation matters, acquisition of real property or authorized personnel issues.

- Executive session was needed to discuss personnel issues.
  - Laura Kohler: aye
  - Julie Lamara: aye
  - Barabar Lundberg: aye
  - Kyle Glass: aye
  - Nate Adams was invited
  - The board entered executive session at 8:51 PM
  - The board exited executive session at 9:27 PM
- Barbara moved to approve the salary for Melia Balls as discussed in closed session. Julie seconded the motion. The motion was approved unanimously.

## **17. Housekeeping and Adjournment**

*Laura Kohler, Board Chair 8:30 - 8:35* a. June meeting: June 26, 2025

- Barbara suggested talking to Greenbox about adding solar to our building to decrease our power costs and improve the budget.
- Laura made an indisputable motion to adjourn the meeting at 9:30 PM