

**Executive Report**  
**August 28, 2025 Board Meeting**  
**Center for Creativity, Innovation, and Discovery**

**Welcome Back**

CCID welcomed teachers back to the school with a different focus this year. We wanted to give teachers as much time in their classrooms to prepare as possible. The Administration also used contract time in August to provide teachers with state-required training and to introduce new policies, procedures, and expectations. All staff members were given the Six Working Genius assessment to help them learn the types of tasks that bring them joy and that don't. We will be using this model throughout the school year to focus on helping teachers feel supported and get joy from their jobs.

**Enrollment Update**

As of the writing of this Executive Report, CCID's enrollment stands at 282 students. We have 13 students enrolled in the Hybrid learning mode. The approved budget is based on 300 students. Administration is prioritizing expenditures that support the school's mission and vision but necessarily reduced expenditures in specific areas in order to ensure that the school is fiscally sound and that expenditures are sustainable.

	Registered New Students	Hybrid Students	Total
Kinder	28	0	28
1st	23	0	23
2nd	25	0	25
3rd	21	0	21
4th	36	0	36
5th	34	5	34
6th	36	0	36
7th	51	2	53
8th	20	5	25
Total		12	282

**Marketing Efforts**

The Administration is working with the board's Marketing Committee to promote CCID at community events. So far this season, CCID has attended the Sauerkraut Days Parade in Providence and the Apple Days Parade in River Heights. We will attend the Founders' Day Parade in Wellsville and the Brigham City Peach days parade. The Administration will also hold an open house at the school. The marketing team has created ads that will help to

support the school's visibility on social media. There are additional marketing efforts that the team will be implementing going forward.

### **Intermountain Healthcare Telehealth Services**

After several months of negotiation between our lawyers, Risk Management Lawyers and Intermountain Healthcare's lawyers, we have officially signed to be a remote site for Intermountain Healthcare's telehealth program. This will allow students and staff to complete telehealth visits, have standing orders for over the counter medications like tylenol and ibuprofen, and get certain tests including strep and Urine tests. The whole goal in mind when this was implemented was to help combat rising school absenteeism rates and based on their data they've collected, 96% of participants in the program remain in school. Wasatch County School District saved 5500 days of school during the 2023-24 school year. It minimized work disruptions for parents/employers. Helps provide accurate and timely diagnosis and treatment by healthcare providers resulting in students staying in or returning to school sooner, and increased teacher satisfaction (decreased student absenteeism, increased instruction time.)

### **Responsible Technology Use Policy**

The Administration has brought an updated *Responsible Technology Use Policy* to the board for its approval. This new policy, and its administrative implementation, will bring the school into CIPA compliance. The Administration has already planned for administrative procedures for employees and students that support compliance with the new *Responsible Technology Use Policy*. In support of better procedures, the school's Director of Educational Technology has worked alongside other administrators on how to improve CIPA compliance and implementation at the school. The Administration has already planned additional training for employees and students within the first days of school and throughout the school year.

### **Notice of New Employee Handbook and Agreements and Assurances Process**

The Administration has updated CCID's *Employee Handbook*. This document is an internal document that includes protocols and procedures for employees, expectations of professionalism, and administrative policies related to such items as paid time off (PTO), employee harassment, LEA reporting, separation and termination, and the grievance process for employees. The updated handbook provides the Administration and employees with a common language for discussing employment issues and better guides Administrators' and employees' professional practices at the school.

The Administration has gathered acknowledgements and agreements from employees related to confidentiality, professional conduct, conflict of interest disclosures, acknowledgement of at-will employment status, and acknowledgement of receipt and understanding of the *Employee Handbook*.

### **LEA-Specific Licenses**

The Administration is requesting that the Board of Directors approve an LEA-Specific License for specific teachers as presented in a separate document. That document also describes the

reasons for which the Administration is requesting the licenses. The board must approve any LEA-Specific licenses prior to the Administration requesting these from the USBE.

**Background Check and Reporting Policy**

(Revised as indicated below)

- Administrative Discretion: The policy now clarifies what sort of discretion the administration has per §53G-11-405(3) when considering the results of background checks
- Identification of Risk Mitigation Strategies: The policy now lists the specific privacy risk mitigation strategies that the school uses.
- Addition of Clarifying Language Based on Individual's Duties: The policy now includes language noting that the review of a potential employee's background check should be based on that individual's duties at the school: "The background check review for each individual will take into consideration the individual's specific duties and responsibilities at the school."

### **Concussion and Head Injury Policy (New)**

This policy outlines what the responsibility of the school and of the parents are when a child is thought to have a concussion. It states the process for students to return to school.

### **Learning Materials Selection and Review Policy (Revised)**

With the new guidelines recently passed by the USBE concerning the allowance of students' personal books on campus, I have revised the Learning Materials Selection and Review Policy accordingly. The only changed language in the policy is the paragraph below:

#### **Student-Owned Books for Personal Use**

The school allows students to have books in their possession that have been purchased or borrowed from a public library for personal use, even if those books have been prohibited as instructional material from specific LEAs or statewide. The school does not allow titles that have been prohibited statewide to be used for school or class assignments.

### **Hiring and Employment Policy**

- Clarifies the Definition of "Exempt Employee": The definition now indicates that a minimum salary is required for an employee to be classified as exempt under FLSA; and that the school should document the classification of each employee. (The school already documents the classification of employees in their signed agreements with the school).

### **Nondiscrimination Statement**

(Revised as below)

- Adjustment to Nondiscrimination Statement: The school's current Nondiscrimination Statement within the policy only references "federal law." The revision incorporates a reference to state law in its statement based on the Utah Antidiscrimination Act: "In accordance with federal and state law."