



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

**WE DID NOT HAVE AN AUDIO RECORDING OF THIS  
MEETING**

**August 27, 2025**

**Public Session from 6:00 - 8:00 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:**

**BOARD MEETING ZOOM LINK**

**1. Opening Business: Barbara Lundberg, Board Chair**

1.1. Call to Order

1.2. Roll Call

- Barbara Lundberg
- Julie Lamara
- Kyle Glass
- Peter Gerdes
- Melia Balls (Executive Director)
- Bill Graham (Dean of Students)
- Lynn Raymond (Director of Technology & Facilities)
- Megan McGrath (Director of Curriculum, Instruction, & Assessment)

## 2. Consent Agenda: Board of Directors

### 2.1. Approval of minutes from from June 30, 2025 board meeting

- Kira Robinson was visiting to observe the board meeting to determine if she would like to join as a board member.
- Kyle moved to approve the minutes and Julie seconded the motion. The motion passed unanimously..

### 2.2. Acknowledgement of receipt of Executive Report

- **Public Comment: Members of the Public.** The public is welcome to send written comments to [barbara.lundberg@ccidschool.org](mailto:barbara.lundberg@ccidschool.org).
  - Tamra Bunnell sent a message to the board which was read in by Melia. She expressed concern about honesty with parents in regards to finances, budget, and enrollment. She also wants to ensure that the school is in compliance with SPED Law.
- **Achieving the School's Mission and Vision, Barbara Lundberg Board Chair**
  - Barbara shared thoughts on project based learning from our charter. This is the most meaningful piece of our charter to her.
- **Update on Freight Farm Project- Jeff Reece, Melia Balls**
  - Other names are being discussed for this project.
  - Melia got approval from Providence City to move the shipping containers here.
  - Jeff found a crane and truck to move the shipping container here.
  - Melia, Lynn, and Bill went to Heber and saw the freight farm in action. After that visit, it was determined that even if the project were to fail the shipping containers could be sold for a profit for the school.
  - Jeff is passionate about educating children about producing their own food. He is the financial benefactor of the project. He will hire a project manager.
  - Within the next two weeks we should have the shipping containers in place. The containers will be put in place by using a crane to lift them over the fence.
  - Greenbox solar is donating the power for the freight farm.
  - Jeff is working on a landscape design plan to beautify the area around the freight farm. He will bring that plan to the board for discussion.
  - Barbara expressed concern with Jeff not being here and transparency with the board and the progress of the project.
    - Kyle also expressed similar concerns and wants to ensure that we are not putting the school in a situation to be liable

- Melia shared that Jeff should be in attendance at the next meeting
- Peter suggested using the freight farms as a highlight and branding opportunity for the school
- **Finance Committee Report, Nate Adams, Business Manager, Kyle Glass, Treasurer**
  - FY 26 Monthly Financial Report
    - There is not a lot of action happening as it is the first month of the fiscal year.
    - Our first revenue came in.
    - School Land Trust typically comes in within the first month of year. However, there was a hang up with the state so we should see it on our August report.
  - Update on Miscellaneous Budget Items, FY25 and FY26
    - We are looking at continued preparation for our October 1 count. We have to ensure that 300 students are accurate and make adjustments as needed.
    - We are currently slightly in the negative due to a loan on our building. We have two loans that finance our building. The majority of the loan is with the USDA. The loan with Live Oak Bank moved to a higher interest rate, which increased the payment by \$63,170. Nate is currently working to figure out creative ways to work this increase into the budget.
      - Barbara asked if we will be looking into refinancing. Nate expressed that it wouldn't hurt to ask, but that he doesn't think it would move the meter a ton in our favor.
    - Peter asked based on history if we will make it to our October 1 count? He also asked if it would be better to budget based on 280.
      - Nate explained that come October 1 your budget is set. There is a lot of gray area up until that October 1 date. To move the budget daily or weekly would not be manageable.
      - Melia explained that we went from 282 to 284 this week.
      - Bill explained that historically we will see a jump in numbers as students struggle to adjust to other school situations. He also explained that our drop off of students who enrolled but did not come should come to a stop soon.
      - Kyle explained that when he started on the board we had enrollment in the 400s and now we are aiming at 300. This means we are working with a smaller budget naturally.

- Peter asked if it makes sense to build the budget on a smaller number than 300?
  - Nate agreed that working with the most realistic number available is what we want to do. He added that he and Melia can start looking at a budget based on 285 and continue that conversation as the numbers continue to fluctuate. Nate stated that we cannot turn a negative budget again this year.
  - Peter asked if there would be a way to quickly pivot to include the large homeschooling community in the hybrid program.

## **7. Flight CREW-PTO update- Tamra Bunnell**

- Melia read in the Flight CREW update from Tamra Bunnell (Flight Crew PTO president)
- Flight CREW is the new and improved PTO inspired by our mascot and student CREWs. There will be multiple different parent crews parents can join to help the school function.
- Flight CREW will have a launch meeting Wednesday September 3 at 6:00 PM
- Tamra is also working as a parent liaison between parents and admin.

## **8. Marketing Committee Update- Barbara Lundberg**

- We now have full-time employees that have marketing duties as a part of their job.
  - Miss Holly is working on content creation
  - Robby has a degree in marketing and is utilizing that
  - Alexis is digitizing things for the hybrid model
  - Janie is the content poster
- Melia explained that retention needs to be evaluated. We can only recruit so many new students.
  - Robbie is working on sending out a mailer within the week
  - There are signs and posters posted around the school with QR codes to encourage enrollment
- Barbara explained that the marketing team is looking at branding features of the school to fit us and reinforces our vision (phoenix related)
  - Peter asked about using CCID over other terms. He encouraged keeping CCID at the forefront.
- The marketing team has a calendar of posts that will be created and shared on multiple platforms

## **9. Enrollment Report, Melia Balls, Executive Director**

- Melia explained that enrollment update was written in the executive report. There are 12 students enrolled in hybrid and 285 enrolled students total.
- The charter allows us to have 30 students per teacher, but our rooms do not accommodate that. There is a balancing act of keeping enrollment up, employing enough teachers, and keeping students in a comfortable environment.
- Melia feels like it is very doable for us to get up to the 300 number by October 1
- Peter asked about front loading our younger grade levels to grow our numbers and possibly including a pre-K.
  - Melia explained that she has reached out to our authorizer about including a preschool but it could not be facilitated with school funds.
  - Julie asked about establishing partnerships with existing preschools.
  - Melia also explained that based on the WPU we get more money for older students.
- Peter expressed that it would be wise to have capstone projects or trips that families look forward to for each grade level to promote retention.

## **10. Facilities and Building Report, Lynn Raymond, Director of Technology and Facilities**

- Lynn explained that in the past a lot of outside companies were brought in to complete services for us (sprinkler systems, lawn care, snow removal, etc.) and those services come at a higher cost. Last year we bought the equipment and have been bringing those tasks in house. There is a new shed being installed behind kindergarten to house the equipment. There is a pad that was poured for the shed to sit on. Now we will have a great place to store the equipment the school has purchased. Jeffery has been doing an excellent job at maintaining the lawn and landscaping. We now service our own heating and air conditioning units now.

## **11. Review and Approval of Early Literacy Plan, Megan McGrath, Director of Curriculum, Instruction, and Assessment Board of Directors**

- Megan explained the benchmark goals for the state's early learning plan.
- In 2025 we had a huge increase in our fluency putting us at 61.5%
- Megan explained that due to legislation all classrooms use state-approved curriculum for literacy instruction.
- Evidence based intervention programs are also outlined in the early learning plan. Acadience data is used to determine which interventions students need.
- Illustrative Mathematics is used for Tier 1 instruction along with other intervention programs.
- A lot of the literacy components have been struck out of the plan and it has a big focus on math.

- Our goals outlined in the early learning plan is
  - 1st grade will maintain their number of students that perform at or above on grade level on the Advance Quantity Discrimination portion of the Acadience Math Assessment
  - 2nd grade will maintain their number of students that perform at or above grade level on the Computation portion of the Acadience Math Assessment.
- Barbara asked for more information about the subject-based grouping now in place this year
  - Megan explained 1-3 is functioning as a grade band where one teacher teaches phonics/writing, reading comprehension, and math. These students go back to homeroom for health, social studies, and science/
  - 4-5 functions as a grade band. One teacher teaches Math & Phonics, one teacher teaches history and ELA, Molly teaches STEM
  - Barbara asked about how this new set up will impact fieldwork
    - Melia explained that there is a fieldwork coordinator to help facilitate fieldwork experiences, but Wednesday has also been dedicated as a fieldwork day to help with coordination within gradebands.

## **12. LEA-Specific License and Endorsement Requests, Melia Balls, Executive Director**

- Melia explained that the legislature allows LEAs to give teachers specific licenses based on their qualifications. We are currently asking for LEA specific licenses for:
  - Adeline Croft (Middle School Science)
  - Emily Danes (Middle School FACs)
  - Brittany Boyce (6th grade Health)
  - Bill Graham (Elementary Keyboarding and PE)
- The board should ask themselves if they feel there is compelling evidence that the people presented are qualified.
- Julie asked for qualifications and felt that the vote should be postponed to the next meeting
  - Barbara asked if we would be ok to vote at the next meeting and still have things processed by the October 1 date.
- The topic was tabled for the next meeting.

## **13. Policy Review, Board of Directors**

### **13.1. Background Check and Reporting Policy (Revised)**

- Clarifies the discretion administration admin has when considering the result of background checks
- Policy lists risk mitigation
- Peter moved to approve the Background Check and Reporting Policy and Julie seconded the motion. The motion was carried unanimously.

### **13.2. Hiring and Employment Policy (Revised)**

- The revised policy clarifies the definition of “exempt employee”
- Barbara brought a typo to Melia’s attention. Melia will edit it.
- Julie moved to approve the Hiring and Employment Policy and Kyle seconded. The motion carried unanimously.

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

- Peter moved to approve the Concussion and Head Injury Policy and Kyle seconded. The motion carried unanimously

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

- The revised policy gives clarification about books brought in for personal use
- Julie moved to approve the Learning Materials Selection and Review Policy and Kyle seconded. The motion was carried unanimously.

### **13.5. Nondiscrimination Statement (Review)**

- Revised to include Federal & State law

- Julie moved to approve the nondiscrimination statement and Kyle seconded. The motion was carried unanimously.

**13.6. School Threat Assessment Policy (updated)**

- Recent legislation made revisions to this policy necessary.
- The school will conduct risk assessments on students that pose a threat to the school.
- Julie asked about the roles of the multi-disciplinary team and was seeking clarification of the roles of the non-teaching staff. She feels it would be necessary that all employees should report these kinds of concerns.
- Melia will make the recommended changes
- Julie moved to approve the School Threat Assessment policy with the addition of the staff member or employee clause. Peter seconded. The motion carried unanimously

**13.7. Suicide Prevention Policy (new)**

- Melia explained that we did not have a suicide prevention policy and that it would be wise to have one in place.
- Julie moved to approve the Suicide Prevention policy and Peter seconded. The motion passed unanimously

**11. Board Training: Open and Public Meeting Act (OPMA), Melia Balls, Executive Director**

- Cindy was unavailable, so we will move our training to next month.

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

- Barbara moved to enter closed session with board members only to discuss the character and competency of an individual.

**13. Housekeeping and Adjournment: Barabara Lundberg, Board Chair**

- The board exited closed session at 8:47 PM
- Barbara moved to end the meeting at 8:47 PM