

Executive Director’s Report
Center for Creativity, Innovation, and Discovery
September 25, 2025 Board Meeting

Achieving CCID’s Mission and Vision

The Administration has implemented a number of initiatives to support the achievement of CCID’s mission and vision. The administration has implemented the guideline of weekly on campus and monthly of campus fieldwork. To date, every class has completed on campus fieldwork and our Kindergarten off campus fieldwork. There have been guest speakers, Bike Utah, and various on campus fieldwork explorations. We will be providing a full day Professional Development on Friday September 26 where we will train teachers on our new science curriculum, do some work with the six working geniuses and talk about school safety.

Enrollment Report

The school’s enrollment at the writing of this report is 280. While the enrollment is lower than expected for this school year, the reduced student numbers have provided teachers with an opportunity to give students more personal attention and individualized instruction. The challenge with lower enrollment numbers has been ensuring that revenues and expenses are aligned while still preserving the courses and opportunities that enrich students’ learning at the school. The Administration has begun to adjust expenses to ensure achievement of these dual goals.

	Total Registered Students	Hybrid Students
Kinder	28	0
1st	23	0
2nd	26	0
3rd	21	0
4th	37	0
5th	30	3
6th	36	0
7th	53	3
8th	26	4
Total	280	10

LAND Trust Final Report (2024-25 Plan)

The Administration has provided a LAND Trust final report for the 2024-25 LAND Trust plan as a separate board document attached to the board email for September’s board meeting.

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. It also includes documentation from the individuals we are requesting LEA specific licenses for. The board must approve any LEA-Specific licenses prior to the Administration requesting these from the USBE. Should these not be approved, we will not be in compliance with state licensing requirements and will need to change teaching assignments and reduce unlicensed teachers agreements and hire new, licensed teachers.

Definition of At-Risk Students at CCID

The Administration is recommending that CCID's Board of Directors consider that students who are at risk of not accomplishing grade-level achievement in reading and math be identified as "at-risk for academic failure." The Administration also recommends that the board direct Administration to ensure that students who are at risk for not accomplishing grade-level achievement in reading and math be identified; and that available resources be organized and directed to a multi-tiered system of support (MTSS) that uses data-driven, problem-solving, and evidence-based instructional practices to provide remediation.

Safety Requirements

The Administration is wanting to make the Board of Directors aware of the safety requirements that have been put in place due to recent legislation. Legislation requires an armed guardian or School Resource officer on campus bell to bell. We can not afford, nor can the Cache County Sheriff's Office provide a School Resource Officer. Therefore, we have two individuals who serve as school guardians at CCID. These individuals have been trained by the Sheriff's office to serve in the role of school Guardian. Additionally, we are required to have a secure entry and not allow anyone in the school without scanning their identification. We are in the process of training office personnel, students, and staff about these safety and security protocols. If anyone sees an individual on campus without a visitor badge, they are to report this to the office. The school safety specialist will then confirm the identity of the person and their purpose for being on campus. We have received two different grants to cover the costs of the required security upgrades.

Marketing Updates

The marketing committee has been working hard to recruit students. We have had both group training as well as individual office hours with Schola (the Marketing company we received the grant from) to discuss our enrollment funnel and where we can focus our efforts on recruiting and retaining students. We have streamlined our enrollment inquiry process, updated our website, and developed a social media calendar to increase our posts on social media. We also have a flyer that is being sent direct mail to targeted families in cache valley.

Policy Review

The Administration is also asking the board to approve four new policies to support best practices at the school:

[Bullying, Cyberbullying, and Harassment Policy](#) (Revised)

This policy has been updated based on feedback from Becca Rae, Bullying and Behavior Specialist at the USBE. The policy now includes a process for creating an action plan when an incident is verified and a requirement to update parents regarding implementation of an action plan.

[Code of Conduct Policy](#) (Revised)

This policy has been updated to clarify the manner in which teachers are properly to communicate with students. The following section in bold has been clarified:

Staff Requirements

Per Utah Admin. Code R277-322 and Utah Code §80-2-602, the school explicitly requires staff members to do the following:

- Report any suspicion of child abuse to the proper authorities per the school's Child Abuse and Neglect Reporting Policy;
- Annually read and sign all policies related to identifying, documenting, and reporting child abuse; and,
- For an employee or contractor, annually attend abuse prevention training required in Utah Code §53G-9-207.
- **Appropriately use electronic devices for communication with students through the school's email account or an account approved by the administration which includes more than one adult for group communication when students are involved;**
- Report any suspicion of bullying to the administration per the school's Bullying Policy.

[Educational Services Outside of an Educator's Regular Employment](#) (New)

This policy is new to CCID and is required by Utah Admin. Code R277-107, to provide guidelines for employees who provide or participate in public education-related services or activities outside of their regular employment.

These policies will be provided to the board individually as part of the board email.