



The Center for Creativity, Innovation, and Discovery DRAFT Board Meeting Minutes

Thursday, October 23, 2025
Public Session from 6:00 - 8:30 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=K3RVT3M5ZnRVd3IyWVJOUIBURG12UT09>

1. Opening Business

Barbara Lundberg, Board Chair

6:00 - 6:05

a. Call to order

- Barbara called the meeting to order at 6:22 PM

b. Roll call

- Barbara Lundberg, Julie Lamara, Kyle Glass (via zoom)
- Bill Graham Dean of Students
- Melia Balls Executive Director
- Mickie Balls Board Recorder
- Peter Gerdes joined in person at 6:31 PM

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
barbara.lundberg@ccidschool.org

No public comment was given.

3. Consent Agenda

Board of Directors

6:15 - 6:20

- a. Approval of minutes from September 28, 2025 board meeting
 - Jule moved to approve the minutes and kyle seconded the motion. The motion carried unanimously.
- b. Acknowledgement of receipt of Executive Report
 - The receipt of the Executive Report was acknowledged by Barbara Lundberg.

4. Achieving CCID's Mission and Vision

Julie Lamarra

6:20 - 6:25

- Julie gave a handout to the board members which is included in the board files and attached in the [minutes](#). The handout outlines CCID's identity framework and goals for the school culture committee. A strength snapshot was included along with benchmarks for evaluation of CCID's culture. The goal is to get the community that is present in the building regularly to implement the culture vision. Julie's intent was to make the culture vision accessible and actionable without adding extra work for staff. Kyle asked about including RISE within the framework. Ule said she believes components of RISE are implicitly in the framework, but she will make them explicit in the vision.

5. Finance Committee Report

Nate Adams, Business Manager; Kyle Glass, Treasurer

6:25 - 6:40

- a. Monthly Financial Report
- b. FY26 Budget Update

- The budget was revised to be based off of 300 students. Julie asked how the government shutdown will impact the funding of our budget. Melia explained that IDEA funds are the only funds that would be impacted by the shutdown, but we only claim those annually. We made our annual IDEA claim prior to the shut down, so we won't have to make that claim for another 10-11 months. Barbara asked about what creative tweaks had been made to the budget. Melia explained that we are no longer paying SPEDCO due to the skills and expertise of Lindsey Pooler. The allotted amount for snow removal/landscaping was cut down due to the purchase of the tractor. The PD budget was also limited, and Megan will be conducting PD. Fieldwork is happening in the valley due to cost of travel. The Yukon is being used a lot for transportation. The bottom line of the budget is in the positive, but there is not much cushion. Peter asked about using SLC Express or finding local alternatives for fieldwork. Melia explained that they have explored the cost of SLC Express but found that it was comparable to the price of leaving the valley with a bus from CCSD. Melia narrated several fieldwork experiences that were moved from out of the valley to comparable local venues. Melia explained that at the next legislative session they will be discussing transportation options and needs for charter schools. Barbara suggested that board members lobby the legislature in regards to transportation on behalf CCID.

6. Academic Excellence Committee Report

6:40 - 6:55

Peter Gerdes, Committee Chair

- Peter outlined the six targeted areas the Academic Excellence Committee has been working on and who is working on each area:
 - Power Hour (Kathleen & Paige)
 - Supplemental Information (Melia)
 - PLPs (Robbie)

- Fieldwork (Molly was requested to be added to this committee to due to her expertise and success with fieldwork)
- Parent Involvement (Rachel)
- STEM Accreditation (Megan)
- Peter explained that parent involvement is a large issue impacting academic excellence. Kyle asked about an encourage number of parent hours that had been mentioned in the past. Melia explained that there is an encouraged number of hours but no way to enforce completion of those hours. Peter expressed that there seems to be some confusion among parents with the Flight Crew rebranding of the PTO. He explained that we need to have more targeted asks for parent involvement to be successful. The curated “Connections” list of parents needs to be utilized more effectively. Peter suggested that if Tamara Bunnell is being paid to be the Parent Liaison, she should manage and promote the use of the Connections Database. A discussion was had regarding donations and fundraising to support academic programs. Peter suggested establishing a fundraising committee who could host a fundraising gala. Barbara added that the members of the fundraising committee could be identified as parents with fundraising expertise/experience from the Connections Database. Barbara volunteered to recreate the Connections Survey and supply a QR Code for the Fall Festival to begin entering parents into the database.

7. Report on Lottery procedures

6:55-7:00

Melia Balls, Executive Director

- Our lottery is currently the last one conducted in the local area. We want it to be moved up to create more demand and urgency. Priority enrollment will be November 1- December 19 for current students to identify if they plan on returning. The Kindergarten lottery will be conducted prior to the 1-8 grade lottery. Robbie would like to host events for the owners/managers/teachers of Pre K/Daycare programs so that they can promote CCID to potential incoming Kindergarteners from their programs. These events would take place prior to January 31. Our otter would still be conducted after Edith Bowen, but at the same time as Bear River Charter School.

8. Update on Emergency Preparedness and reunification

7:00-7:05

Melia Balls, Executive Director

- Melia explained that we need to have 3 reunification locations identified. Admin is working on developing CCID’s reunification plan using the “I Love You Guys” RMS. Julie asked about communication with parents during emergency events. Melia explained the process for communicating. She also explained that the school will have to conduct an initial campaign for parents to opt in for mass text alerts for emergency situations. After the initial opt in campaign, the mass texting opt in can become part of the student enrollment process.

9. Executive Report

7:05 - 7:15

Melia Balls, Executive Director

- Melia explained that CCID is in their third year of the A2A program. A2A conducted their site visit on Wednesday and that data will be shared at the next A2A meeting.
- October 1 enrollment was 280. The budget was based off 300. When true-up numbers come, with the creative cuts, the budget should be in the positive.
- Melia explained to the board the percentage of teachers currently working under an associates teaching license and a professional teaching license. She explained that those working under an associate license are currently in the APPL program, and once that program is completed they will receive a professional license. Peter asked how CCID compares to other schools in regards to licensure. He also asked what happens when a teacher doesn't complete the APPL program. Melia explained that if a person doesn't complete the program they can no longer be a teacher of record. Bill shared the percentages of associate teachers at other schools, and we are comparable to those percentages.
- Peter asked about the state of the Hybrid model. Melia shared about some hybrid students with attendance issues that returned to in-person school. Barbara shared that the marketing team would like to target the Hybrid model next and get the word out to homeschool communities.

10. General Education Provisions Act (GEPA) Statement

7:15 - 7:20

- Melia reviewed the GEPA statement. Barbara asked how many students are on free and reduced lunch currently. Melia explained that about 33% of students are on free or reduced lunch and approximately 12 families use the CCID clothes and food pantry.

11. Policies for Review and Consideration

Board of Directors

7:20 - 8:00

- Bullying, Cyberbullying, and Harassment Policy (Revised)*- Tabled from last month. Clarifications and "not required to investigate" added to policy
- Artificial Intelligence Policy (NEW)*

- Kyle asked about enforcement of this policy. Melia explained that consequences will be discussed with teachers and in accordance with the Academic Integrity policy. Melia also explained that CCID will be implementing AI into the curriculum as it will be something that will be a large part of students' everyday lives.

c. *Parental Notification Policy(NEW)*

d. *Records Management Policy*

e. *Reunification Plan*

Kyle moved to approve all policies listed above. Julie seconded the motion and the motion carried unanimously.

12. Board Training

Melia Balls, Executive Director

8:15 - 8:30

- Conflict of Interest Training

- Melia share the State of Utah Conflict of Interest policies with the board. Board members were issued their conflict of interest disclosure forms to

complete. The completed forms were collected by Mickie at the close of the meeting and are included in the board file with this meeting's materials.

b. School Land Trust Training

- The board viewed the school land trust training video. Barbara clarified that the board serves as the school land trust committee.

13. 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.

- No executive session was needed.

14. Housekeeping and Adjournment

Barbara Lundberg, Board Chair

8:30 - 8:35

a. Next meeting: December 4, 2025

- Barbara adjourned the meeting with an indisputable motion at 8:15 PM.