



**The Center for Creativity, Innovation, and Discovery
Board Agenda**

**Thursday, December 4, 2025
Public Session from 6:00 - 7:50 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>

1. Opening Business: Barbara Lundberg, Board Chair, 6:00 - 6:05

- a. Call to order at 6:02 PM
- b. Roll call
 - i. Barbara Lundberg, Kyle Glass, Julie Lamara (On Campus), Kyle Glass, Peter Gerdes (via zoom), Melia Balls (Executive Director), Megan McGrath (Director of Curriculum & Instruction), Lynn Raymond (Director of Education Technology, and Assessment), Bill Graham (Dean of Students & Families), Mickie Balls (Board Recorder),
 - ii. Members of Public: Kira Robinson (prospective board member), Tamra Bunnell (PTO President), Kathleen Whisenhunt (staff member)

2. Consent Agenda: Board of Directors, 6:05 - 6:10

- a. Approval of minutes from October 23, 2025 board meetings
 - i. The minutes from October 2024 were distributed to the board members instead of the minutes from October 2025. The correct minutes will be shared and this vote will be tabled for the January board meeting.
- b. Acknowledgement of receipt of Executive Report
 - i. Barbara acknowledged the receipt of the Executive Report

3. Public Comment: Members of the Public, 6:10 - 6:20

- a. The public is welcome to send written comments to
barbara.lundberg@ccidschool.org
 - i. No public comment was given

4. Achieving CCID's Mission and Vision: Barbara Lundberg, 6:20 - 6:25

- Barbara shared her excitement about the Heiress project and how well it ties into the mission and vision of the school.

5. PTO-Flight CREW Report Tami Bunnell, PTO President, 6:25 - 6:30

- Tamra shared that there has been some hiccups with the reception and distribution of the funds from the fall fundraising efforts. She wants to make sure we are being accountable to the donors to build trust and build community involvement. The fall auction was the best auction we have ever had. There was not a single company that declined to donate when approached. The money will be used to fund PLP related purchases.
- Tamra shared that she is still trying to get Flight Crew up and going. Her hope is that it will be a better version of the PTO.

6. Finance Committee Report: Nate Adams, Business Manager; Kyle Glass, Treasurer, 6:30 - 6:40

- a. FY25 Monthly Budget Update
 - i. Nate shared that the true up numbers were kind to CCID. The revenue from the original projection until now increased by about \$100,000. The budget has been adjusted since then based off of the true up numbers. There will be a few other smaller true up numbers by the end of December, but they won't make a huge impact.
- b. General Finance Report
 - i. Nate shared that when we look at the bottom line, we are within our goal. We are well above the "break even" point. Nate shared that even though we have made it to this point, we will not be spending "willy nilly". We want to make sure we are preserving that 5% reserve. However, we are in a position where we don't need to pinch pennies or make budget cuts.
 - ii. Nate explained that the Federal funds are in the red because they fund "after the fact". So as we go throughout the year it will move in a positive direction.
 - iii. There was a question about where "local revenues" come from. Nate explained that our interest bearing accounts and those kinds of things that are not state funding are considered "local revenues".

7. Executive Report: Melia Balls, Executive Director, 6:40 - 7:00

- a. Melia shared that are true up numbers have our current enrollment at 279.
- b. Robbie Williams secured a half page ad in the Hometowns magazine and will be hosting open houses as a marketing effort.

- c. The Tinker Space will be opening to the public for STEM classes in January. Coupons for these classes will be included with the January ad in the Hometown magazine
- d. 2025-26 Competitive Grant Applications and Awards
 - i. Melia took time to explain which grants are being applied for and what the funding would be for.
 - 1. School-Based Mental Health Grant
 - 2. Intention to apply for the Digital Teaching and Learning Grant
- e. Peter asked about marketing efforts to increase hybrid numbers and target homeschooling families. Melia explained that the hybrid model serves a niche of students that no other school has. There are 12 students currently enrolled in the hybrid model and a majority of them have severe health issues. Melia feels like currently the hybrid model is meeting students and families needs. Barbara explained that the marketing committee is wanting to bump the enrollment/lottery dates to be more competitive with other charter schools in the area. Now that those efforts have been accomplished, they are going to focus the marketing efforts on the hybrid model. Lynn explained that he has a connection through his niece with a homeschooling Co-Op on the north end of the valley. Barbara stated that once the marketing team has materials prepared for homeschooling families, she would pass them along to Lynn to share with his connections. Tamra shared her experience with the hybrid model and suggested that it would be a good way to market to homeschooling families. Barbara shared concerns about making it look like the hybrid model is "customizable" to everyone. Barbara asked to flush out the details a little bit more to ensure accuracy for marketing efforts.
- f. Peter asked if there are long-term marketing efforts planned. Melia explained that they are looking at hosting an annual "Giving Gala". Parents, community members, business people, etc buy tickets to the gala and the proceeds support the school. Tamra shared ideas of making it more of a paid to participate STEM event instead of a Gala that may be more enticing to the community.
- g. Peter asked what the process is right now to retain individual families currently. Melia explained that if a student is currently enrolled, they are allowed to stay without going through the lottery process again. There is also the sibling lottery that helps get siblings enrolled to potentially have complete families enrolled. Melia explained that the office ladies are contacting current families to complete the priority enrollment (current students and siblings) process. Every family is contacted either by email or phone call by January 1. Peter suggested a "client management" check

in multiple times per year to check on how things are going and possible areas for improvement. Melia shared the idea of "Muffins with Melia" to reach out to the public and get their feedback. Melia also explained that family events present a natural opportunity for families to interact with admin and share their feedback. Barbara asked about the progress on installing a capstone project to increase retention. Melia explained that it is in the works for 8th grade students and that StoryCon has become a capstone event for middle school students.

- h. Julie asked for an update on the hydroponic containers. Melia explained that they are waiting on Providence City.

8. Student Life Update: Bill Graham, Dean of Students, 7:00 - 7:10

- a. Bill explained that teachers have been discussing CHAMPS in the classroom and he has been reinforcing those expectations on the announcements. There has been a reduction in suspensions from last year to this year by about half.
- b. There are a few students currently on attendance contracts and some hybrid students that have been moved to campus to improve their attendance. Barbara asked about the specific attendance rules. Bill explained that a letter goes out when a child misses 5 consecutive days, a parent meeting is scheduled when a child misses 10 consecutive days, after 10 days without contact in any form the child is unenrolled from school. Melia explained that the state has a list of approved excused absences. Julie asked about partial day attendance. Melia explained that in the state of Utah if a child attends for 5 minutes they are considered present for the day.
- c. Book fair before Thanksgiving was successful and we got a little over \$1200 in Scholastic dollars. Each teacher was given \$50 to spend for their classrooms and volunteers were rewarded with some Scholastic dollars as well.
- d. 6th graders went to the space walk on fieldwork. PE went to the USU basketball game. Middle school went to Seven Brides for Seven Brothers. First grade had a fieldwork experience at Stokes Nature Center.
- e. Behavior and Positive Culture at CCID is being fostered by dress up days, Spirit wear days, and other whole school activities.
- f. Upcoming fieldwork: 6th grade will be going to USU to do the flight simulator, 7th grade will be going to Hyrum to do several fieldwork activities
- g. Robotics clubs will be starting up after winter break along with ESports.

9. Instructional Coaching at CCID: Megan McGrath, Director of Curriculum and Instruction, 7:10 - 7:20

- a. Megan shared that for the first time ever there is a writing curriculum for K-3. Phonics curriculum has been applied in 4-5 grades. A different math curriculum has been being piloted in a few different grades. Melia shared some digital tools and AI tools that are being implemented both in the hybrid model and on campus. Testing will begin next week and test administration will be discussed tomorrow at the end of PD. Teachers have been doing STEM PD. All teachers have learned sublimation skills and are currently doing sublimation projects with their classes.

10. Board Business: Barbara Lundberg, Board Chair, 7:20 - 7:30

- a. Consideration of board member committees and sustainable board structure.
 - i. Barbara introduced Kira Robinson as a potential board member. She asked Kira to share her background with the board and why she is interested in being on the board. Kira shared that she has a 3rd grader currently enrolled at CCID and will have a Kindergartener next year. She shared that she is a social worker working in North Logan. She explained that she wants to be more involved in the school and support the students as much as she can. Kira wants to be part of the positive change at CCID. Barbara asked the board to ask Kira questions they may have. Kyle asked what reason she would want to be committed to the board. Kira explained that she would love to be on the board to make a positive impact on the school. Barbara shared that Kira has been investigating joining the school board since August. Kira feels like she can be impactful in making positive change at the school by being on the board.
 - ii. Barbara reminded the board that we are looking for more candidates for the board. The goal is to be at 7 members.
 - iii. Barbara shared that they will have a closed session to vote. Barbara moved to enter closed session. She invited all board members to attend.
 1. Roll Call Vote: Peter Gerdes (aye), Kyle Glass (aye), Julie Lamara (aye), Barbara Lundberg (aye)

11. Board Policy Review: Board of Directors,

- a. No policies to review this month
 - i. Barbara asked about the updates to the grievance policy for staff members. Melia explained that those policies are administrative guidelines and don't need board approval. The policy has been updated to reflect the changes Melia and Barbara discussed but did

not come to the board for approval. Barbara asked Melia to share the updated policy with the board. Melia agreed to share the policy at the next board meeting.

- b. Sex Ed Committee needs to meet before next month to discuss the curriculum.

12. Board Training: Board of Directors, 7:35 - 7:40

- a. Board Training, Child Abuse and Sexual Abuse Prevention,
- b. Certification in advance through [this link](#).
- c. Board members were instructed to send their certificates to Mickie via email.

13. Executive Session: Board of Directors, time is variable

- a. Closed in accordance with the Utah Open and Public Meetings Act
- b. The board entered closed session in accordance with the Utah Open and Public Meetings Act at 7:40 PM.
- c. The board returned from executive session at 7:48 PM. The board voted to add Kira Robinson to the board.
- d. Barbara excused all administrators and she moved to enter closed session again.
 - i. Roll Call Vote: Barbara Lundberg (aye), Julie Lamara (aye), Kira Robinson (aye), Kyle Glass (aye), Peter Gerdes (aye)
- e. The board entered closed session accordance with the Utah Open and Public Meetings Act at 7:51 PM
- f. The board exited closed session at 7:39 PM
- g. The board will be having a special meeting January 19, 2025 at 11:00 AM at USU and will immediately be entering closed session. No public elements will be discussed at this meeting.

14. Housekeeping and Adjournment: Barbara Lundberg, Board Chair, 7:45 - 7:50

- a. Barbara moved to adjourn the meeting at 7:41 PM
- b. Next meeting: January 22, 2026 at 6:00 pm
- c. Board mission and vision thought: Peter Gerdes