



The Center for Creativity, Innovation, and Discovery

DRAFT Minutes

January 22, 2026

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:

1. Opening Business: Barbara Lundberg, Board Chair

1.1. Call to Order

- Barbara Lundberg called the meeting to order at 6:08 PM

1.2. Roll Call

- Barbara Lundberg, Julie Lamara, Kira Robinson present in person
- Kyle Glass present via zoom
- Peter will be joining late
- Nate Adams (Finance Manager) present via zoom
- Mickie Balls (Board Recorder), Melia Balls (Executive Director), Megan McGrath (Director of Curriculum & Instruction)

2. Consent Agenda: Board of Directors

2.1. Approval of minutes from from December 4, 2025 board meeting

- Kyle moved to approve the minutes. Julie seconded the motion. The motion carried unanimously

2.2. Acknowledgement of receipt of Executive Report

- Barbara acknowledged the receipt of the executive report

3. Public Comment: Members of the Public. The public is welcome to send written comments to **barbara.lundberg@ccidschool.org**.

- Public comment was read by Barbara Lundberg sent by Sara Dupree. The comment was recording outdoor play and requesting more recess time for elementary students. She listed some of the benefits of outdoor playtime.
- Barbara reminded the board that we don't respond immediately to public comment, but hear them and can respond at later meetings since they are not agenda items.

4. Achieving the School's Mission and Vision, Peter Gerdes, Board Member

5. Finance Committee Report, Nate Adams, Business Manager, Kyle Glass, Treasurer

a. FY 26 Monthly Financial Report

- The latest budget reflects the true-up numbers and grants that have been received.
- The biggest jump we saw was in SPED funding that increased by \$70,000
- We will be receiving our update on IDEA funds within the next month or possibly into March.
- Title 1 funding has been updated on the budget.
- Nate shared that there are no real concerns regarding the day to day things. He believes that we should be able to shave even a little more off and add it to the bottom line.
- Barbara asked a question on behalf of Peter regarding how the budget has become balanced given the budget issues we were facing at the beginning of the year. Nate explained that the biggest increase to the budget was the SPED true-up numbers that work on a 5 year count. Nate supposes that the numbers that just true-up showed a larger SPED population than the previous numbers. Nate also stated that there were creative cuts and reconfiguring to the budget.

b. Update on Account Balances

6. LAND Trust Plan, 2026-27 School Year, First Consideration, Board of Directors

- Barbara gave a brief explanation of School LAND Trust funds and the Boards role as the LAND Trust committee.
- Melia explained the goals for LAND Trust funds for 2026-2027 and the action plan to reach those goals.
- Funding would be used to send students to StoryCon and to hire qualified support personnel to support MTSS efforts.
- Melia suggested to Peter to bring this plan to the Academic Excellence meeting to ensure that they are pleased with how the funds are being spent and if they are effectively supporting the academic needs of the school.
- The LAND Trust Plan can be reviewed again at the February meeting and could be voted on at the February or March meeting.
- Melia shared that the state sent certificates to recognize the growth in Kinder (15%) and 3rd grade (10%)

7. Recommended School Calendar, 2026-27 School Year, Board of Directors

- Melia shared the two options for the calendar for next school year. She will share

it with teachers to get their opinions. The board discussed the pros and cons of both. Melia explained that the calendar options are trying to balance the calendars for Cache and Logan City School District. The calendar will be discussed again at the next meeting.

8. UAPCS Statewide Enrollment and Funding Update, Melia Balls, Executive Director

- The school pays to be a part of UAPCS. UAPCS provides training, APPEL programs, legislative updates, and professional development conferences. UAPCS sent out information explaining the difference in funding for charter schools and traditional school districts. Because of the state-wide decrease in enrollment, the legislature is pushing to decrease funding for next year. Barbara sent out an email with a google form that can be filled out to help get more equitable funding to school districts. The link was also sent to parents.

9. Executive Report and Enrollment Report, Melia Balls Executive Director

- Melia shared the current enrollment numbers and the enrollment numbers for next year. Melia explained that there are 2 new middle schools opening up and that could impact the undecided numbers. The retention numbers are significantly better than last year. Julie asked about the number of students we will be losing. The rate of attrition is significantly less than where we were at last year. Melia shared that students and families will be interviewed for testimonials that will be shared for marketing on social media.
- Melia proposed renewing the consultant agreement with Cindy Phillips to support the development of policies and administrative guidelines. This will further be discussed in closed session.
 - After exiting closed session, Kyle moved to renew the contract with Cindy Phillips through the remainder of this budget year. Julie seconded the motion and it passed unanimously.

10. Board Training, Governance vs. Management, Cindy Phillips,

- Cindy will be sharing a document with the board via Barbara that gives more information on the training topic
- Cindy gave a training session. The slides will be attached to the meeting documents.

Consultant

11. Policy Review, Board of Directors

- 11.1. Bullying, Cyberbullying, and Harassment Policy (Review)
- 11.2. Copyright Policy (Updated)
 - Updated to reflect current laws and technology use
 - Julie suggested to clarify that copyright applies to tangible materials
- 11.3. Fee Schedule and Fee Waiver Policy (Updated)
 - Updated to reflect Board Rule and be in compliance.
- 11.4. Fundraising Policy (Updated)
- 11.5. Gender Non-Discrimination Policy (Revised)
 - Clarifies the requirement that parents' request and agree to any use of a student's preferred name prior to the use of that name in informal records.
- 11.6. Reporting Violations of Law and Rule (New)
 - Brings the school into compliance with new code
- 11.7. Title I Parent and Family Engagement Policy (Updated)
 - This policy has not been updated since 2017, so it was time. The changes reflect current laws.
- 11.3. Title I School - Parent Compact (New)
 - Outlines the manner in which parents, school staff, and students have the responsibility for improving student academic achievement in order to meet state academic standards.
 - Eventually the Title 1 committee will review the compact and make changes.
- Kyle moved to approve the Bullying, Cyberbullying, and Harassment Policy, Fee Schedule and Fee Waiver Policy, Fundraising Policy, Gender Non-Discrimination Policy, Reporting Violations of Law and Rule, Title I Parent and Family Engagement Policy, Title I School - Parent Compact, and with revisions the Copyright policy. Julie seconded the motion, and the motion carried unanimously.

12. Discussion of Evaluation Process for Executive Director, Barbara Lundberg, Board Chair

- Barbara explained that the Strategic Plan states the goals that the board uses to evaluate the Executive Director. The Strategic Plan is a living document that is able to be changed as committees grow and adapt to the needs of the school.
- Julie created a rubric to use as a tool for evaluating the Executive Director. Melia shared that she is excited about having feedback to know how to learn and grow. Julie reviewed the rubric with the board members and it is attached with the board documents.
- In regards to surveys used as evidence, the board will have a further discussion

to determine the details to make those effective evaluation tools.

- Barbara asked for board members to take time to review and send edits or possible additions by the next board meeting. The board will vote on the implementation of the rubric at the next meeting.

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

- Kira moved to enter closed session in accordance with Utah Open and Public Meetings Act. Peter seconded the motion.
- Roll Call Vote: Barbara (aye), Julie (aye), Kira (aye), Peter (aye), Kyle (aye)
- The board entered closed session at 8:33 PM
- The board exited closed session at 8:54 PM

14. Housekeeping and Adjournment: Barabara Lundberg, Board Chair

- Barbara moved to end the meeting at 8:54 PM