



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

June 25, 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 at 6:03 PM

1.2. Roll Call

- Barbara Lundberg
- Mickie Balls (Board Recorder)
- Melia Balls (Executive Director)
- Bill Graham (Dean of Students & Families)
- Megan McGrath (Director of Curriculum & Instruction)
- Lynn Raymond (Director of Technology)
- Kira Robinson
- Julie Lamarra
- Prospective Board Members

2. Consent Agenda, Board of Directors

2.1. Approval of minutes from from May 28, 2026 board meeting

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

2.2. Approval of minutes from from April 23, 2026 board meeting

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

2.3 Acknowledgement of receipt of Executive Report

- The receipt of the Executive Report was acknowledged by Barbara

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

- No public comment was given as there weren't any members of the public present.

4. Achieving the School's Mission and Vision, Julie Lamarra, Board Member

- Julie shared the value of the experiential learning students' can attain at CCID.

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

- Nate explained that the budget will end on June 31 and the new budget starts July 1. Melia asked about repair costs that occur now before the budget ends, and Nate stated that those will hit this budget and work themselves out in the audit process.

5.1. Update on Account Balances

- We have several green items that indicate underspending and savings. From these savings, thank you stipends were provided to staff members. Nate is in the process of completing the reimbursable grants. The bottom line is currently at \$223,375 which is over the 5% goal of \$223,375.

5.2. Final approval of FY26 budget for State Submission

- Kyle moved to approve the 2026-2025 budget for State Submission. Barbara seconded the motion and the motion carried unanimously.

6. Budget Hearing, Second Consideration of Budget for School Year 2026-27, Board of Directors. The public may provide comments during this portion of the Meeting.

- Nate prefaced the budget by saying that we don't have a crystal ball and cannot foretell what our enrollment counts will look like for October 1. If

you October 1 count is higher than October 1 2025, we get more funding. We base our revenues off of what we think our enrollment will look like for next school year. As we approach August and get more of a feel of what enrollment looks like, we can adjust the budget accordingly. Kyle added that the budget we see tonight will not be the same budget that the board approves at the end of the school year next June. Nate anticipates the bottom line going up depending on the reality of enrollment.

- Kyle moved to approve the 2026-2027 budget. Kira seconded the motion and the motion carried unanimously.

7. Consideration and Interview of Potential New Board Member, Board of Directors

- John Sismondi introduced himself as having 25 years of semi-conductor manufacturing management. Through that time he also served on HOA committees, HOA president, and HOA treasurer in the state of Washington. He sold real estate for 20 years. He moved to his retirement home in the area about 4 years ago and has plenty of time to be involved in the board. John is Julie Lamarra's father. He has a degree in Business Management and Economics. He currently has a grandson and great-nephew attending the school.
- Kyle asked what might draw John to serving on the CCID board. John stated that being retired he is a little bored and is excited to actively contribute to the community. He wants to see the school excel for the benefit of his grandson.
- Kira asked what John likes that CCID offers that other schools don't. John replied that he really likes the fieldwork opportunities that CCID provides their students. He believes that education is very important.
- Julie shared that John has been an active participant in the CCID community since moving here as he has attended several events with his grandson
- Julie moved to accept John onto the board. Kira seconded the motion and the motion carried unanimously.

8. Consideration of Process for Evaluation of Executive Director, Barbara Lundberg, Board Chair

- Barbara shared that because we are missing some pieces of the evaluation the board will need to decide if they would like to hold a special meeting in July to conduct the evaluation, or the board could also discuss the evaluation in closed session August, but would need to extend Melia's compensation agreement in the meantime. Currently, the board still needs to collect the parent survey and Melia's self-evaluation before they can go

through the evaluation process. Barbara said that Cindy sent some sample rubrics from other schools that are used to evaluate executive directors. All the board members expressed the desire to stick with the rubric Julie created as it fits the needs of CCID and has been tweaked by the board extensively. Kyle expressed that if the board decided to give Melia a pay raise that she would miss out on 1 month of that pay raise. Barbara stated that they could move to approve back pay in August if needed.

- Kyle moved to extend Melia Balls' compensation agreement until the end of August. Julie seconded the motion and the motion carried unanimously.
- The board decided that the parent survey will go out in August with the data ready to be evaluated at the August board meeting. Melia will submit her self-evaluation by the end of July. Barbara stated that the recommendations in the staff survey cannot be included until after the board discusses recommendations.

9. Consideration of Participation in State's Mental Health Screening, Melia Balls, approved by Board of Directors

- Melia explained that the state requires the board to discuss the School-based mental health survey and decide if they would like the school to participate. Melia shared that she would love to continue to do it as it helps the school catch kids that might fall through the cracks. Kira moved to allow CCID to participate in the State's Mental Health Screening. Julie seconded and the motion carried unanimously.

10. Discussion of Teacher and Staff Survey Results, Julie Lamarra, Board Member, Melia Balls, Executive Director, Barbara Lundberg, Board Chair

- Kyle shared that the number of responses seemed low, so maybe there's a large group that didn't have something to share. He thought that this could give us a more negative reflection.
- Kira played Devil's advocate and stated that the survey was sent out a bit late and could have been an oversight.
- In the survey there was a note about ethics in assessments. Megan asked for some clarity in that situation because she has to address those things and report to the state as needed. Julie gave some insight and Megan was able to understand the situation a little bit more.
- Julie shared that there are several concerns across support staff and teaching staff about retaliation and favoritism.
- Melia shared that the admin team is working on a clear delineation of roles to provide clarity to staff, teachers, and parents. It also gives a path of escalation.

- Barbara asked if we should send the survey out again to give more data points in August. The board decided to resend it again in December and not in August.
- Through the discussion, the board decided to send out the surveys through the board emails. Melia also clarified that all emails were active until this past week. So everyone should have had access to the email when it went out. Lynn shared that sometimes disgruntled employees can use their emails maliciously. Melia shared that after conducting an exit interview it was best to shut down the email for that employee because of the information they had access to.
- Barbara thanked Julie for compiling all the survey information.

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

- Melia reviewed the enrollment numbers. Currently for 4-5 grades there will be 3 teachers and a support staff to accommodate the 68 students in those grade levels. Melia also reminded the board that there are two new middle schools opening which could impact our enrollment numbers. There have not been any additional teachers/staff for the middle school grade levels until the enrollment numbers are more concrete.
- CCID is again the Silver winner in the Best of Northern Utah Charter School Division.
- Melia explained the professional development opportunities that have been happening over the month.
- Currently the ballistic coating on the windows does not meet the requirements from the state. Safe Haven came to look at the windows and gave a quote to get the windows up to standard. Melia suggested doing it piece by piece to get it up to standard quickly.
- Melia gave a Title IX update. Bill and Melia attended the Title IX training this school year. The staff was trained on title IX and satisfies the training for the school year.
- Melia gave an update on the Hydroponics Growth Containers. Details are listed in the Executive Report.
- Frogtummy has been hired as a website design team to re-do the website.
- We will no longer be using PowerSchool as the SIS. We will be using Aspire which will flow well with Frogtummy on the school website.

12. Policy Review, Board of Directors

12.1. Personal Student Device and Cell Phone Policy (New)

- We have had this in place as an administrative guideline and now due to legislation it needs to be a board approved policy.

- The policy now meets all the legislative requirements.
- 12.2. Safe Schools, Discipline, and Behavior Policy (Review)
- The definition of burglary was left the same because it's the state's definition. However the link has been updated and is now working.

Kira moved to approve the Personal Student Device and Cell Phone Policy and the Safe Schools, Discipline, and Behavior Policy. John seconded and the motion carried unanimously.

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

- No closed session was needed

15. Housekeeping and Adjournment, Barabara Lundberg, Board Chair

- Barbara made an undisputed motion to adjourn the meeting at 7:52 PM.