



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

August 26, 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:

<https://ccidschool>

[org.zoom.us/j/4105970538?pwd=K3RVT3M5ZnRVd3lyWVJOUiBURG12UT09](https://zoom.us/j/4105970538?pwd=K3RVT3M5ZnRVd3lyWVJOUiBURG12UT09)

1. Opening Business, Barbara Lundberg, Board Chair

1.1. Call to Order at 6:09 PM

1.2. Roll Call

- Members of Public: Samantha Bush, Janie Magallanes, Tamra Bunnell, Holly Conger
- Board Members: John Sismondi, Barbara Lundberg, Kira Robinson, Kyle Glass, Julie Lamarra
- Melia Balls (Executive Director)
- Mickie Balls (Board Recorder)
- Prospective board member: Jacob Boyce

2. Consent Agenda, Board of Directors

2.1. Approval of minutes from from June 25, 2026 board meeting

- Kira moved to approve the minutes. John seconded the motion and 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.

- No public comment was given.

4. Achieving the School's Mission and Vision, Kira Robinson, Board Member

- Kira shared her thoughts regarding creativity at the school and the excitement she has for the school year.

5. Vote on appointment of new board member Jacob Boyce

- Jake introduced himself to the board. He is an uncle to CCID students. This will be a new experience for him and he hopes to be a help to the school. He serves on the board of a small Box Elder charity.
- Julie asked why Jake wants to serve. Jake thinks it will be a great experience to learn and grow along with the other board members.
- Barbara asked what skills Jake brings to the board. Jake has some background in marketing and presentations. He has a Business Administration degree from Weber State.
- Jake asked how long the commitment time is. Barbara explained that it is a 2 year term commitment. Jake followed up with asking how many board members there are/how many are ideal. Barbara explained that 7 has proved to be the ideal number, so the board is trying to build to get to that number.
- John moved to appoint Jacob Boyce as a member of the board. Julie seconded the motion and the motion carried unanimously.

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

6.1. FY27 Monthly Budget Update and Account Balances

- Melia gave a run through of the budget. It is a very clean budget because the school year just began. Nothing has really been drawn out because we are only a week into the school year. Everything is currently on track.
- The finance committee will be having a conversation about purchasing a mini bus after the October count is in. The money would come from the reserves. Melia would feel better waiting until after October first, however Barbara feels like if the money would be coming from reserves it might be better to hop on it when the opportunity arises. Jake asked about maintenance costs and insurance. Melia said that would be considered in the finance committee's decision. Barbara added that it would be a wash with the cost of renting district busses for field work. Melia explained that there are several staff members that would be willing to obtain their CDL to drive the mini bus for fieldwork opportunities. Bill explained those that would be getting their CDL will be covered by CCID. Bill said he would obtain his CDL personally, but that they could look into the costs and how to cover them. The board gave the administration approval to continue pursuing the purchase of a bus. Barbara asked that the admin also prepare costs of possibly hiring a driver, obtaining CDLs, insurance, etc. This topic will be explored further at the next board meeting.

6.2. Update on Miscellaneous Budget Items, FY26 and FY27

- We are right in our target range for FY27

6.3. Update on Audit Timing and Progress

- The audit is in progress but not completed. When it is completed it will come out to the board.

7. Report on Mandatory August Training and Professional Development for 2026-27 School Year, Melia Balls, Executive Director

- All mandatory training has been completed. Some of them were created into Canvas modules for easy tracking.

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

- Admin strived to give teachers ample time in their classrooms prior to the start of the school year. Contract time in August was used to complete mandatory training.
- Enrollment is currently at 278 students and the budget is based at 279 students. We have been anticipating the opening of the new middle schools. Both middle schools have over-enrolled, so that may play in our favor as parents and students see large classes at the new middle schools.
- Melia listed the parades that the student council attended as a marketing effort. We did receive 5 new students after the Providence parade.
- The marketing team will be meeting soon to create a marketing plan for the school year.
- We have a new student information system. We are now using the state provided system Aspire and integrates well with Frog Tummy (website manager).

9. LEA-Specific Licenses and Endorsement Requests, Melia Balls, Executive Director

- Melia sent information to the board listing the qualifications of the people they are seeking LEA-Specific Licenses prior to the board meeting.
- Barbara asked logistically how the nurse can be a nurse while being a teacher in the classroom. Melia explained that during that time a second individual from the office will cover nurse duty. If an emergency were to occur, the nurse would leave class and that would be covered by someone in the office while the nurse attended to the emergency.
- Julie moved to approve the LEA-Specific Licenses as outlined and Kira seconded. The motion passed unanimously.

10. Board Consideration and Approval of Internal Cardiac Emergency Response

Plan, Barbara Lundberg, Board Chair, and Board of Directors

- Melia informed the board that by law CCID is required to have a defibrillator to all areas on campus within a certain amount of time. It is not possible currently to get to all areas of campus from the office area where the defibrillator is currently located. Melia is writing a grant to get 2 more defibrillators on campus to make accessibility possible. Kira asked if the devices will still be purchased if we don't receive the grant money. Melia explained that we have a really good chance of receiving the grant because we are Title 1 and rural. However, if we did not receive the grant, Melia feels like it would be prudent to purchase the devices regardless of grant money to be safe.

11. Policy Review, Board of Directors

11.1. Artificial Intelligence Policy (Revised)

- Includes provisions from the new law passed this legislative session.
- Barbara is concerned that this policy simply checks state boxes and doesn't outline the "CCID way" for AI usage. She would like an explicit statement about students being required to complete cognitive work instead of using AI to replace the thought process. The board had a discussion about students' use of AI. Barbara suggested specifying grade levels and levels of usage (k-3 no AI, 4-5 learning to use AI as a tool, 6-8 integration AI as a tool in projects). Julie suggested emphasizing AI literacy. It was decided that Melia will take the board's suggestions, review the policy, and bring it back to the board at the next board meeting with more specific guidelines for CCID teachers.

11.2. Balanced Instructional Technology Use Policy (New)

- This policy came out of 2026 legislation. There was a lot of debate during the legislative session regarding technology use in K-3. Technology should not be used as a "babysitter" but should be used as a teacher lead educational tool. Barbara suggested that we also add CCID specific details to the policy. Barbara also added that there are specific courses listed that are only offered for 9th grade and up, so it doesn't apply to CCID. Melia will review the policy to make it more CCID centric, and bring it back to the next board meeting for approval.

11.3. Title IX Policy Against Sexual Harassment (Revised)

- This policy added new headings and clarified the appeal process. Barara asked if every employee understands that every employee is a title IX reporter. Melia explained that that information was covered in the beginning of the year mandatory trainings. Kyle moved to accept the Title IX Policy Against Sexual Harassment. Julie seconded the motion, and the

motion passed unanimously.

12. Board Training: Utah Open and Public Meetings Act (OPMA), Melia Balls, Executive Director

- Melia conducted the OPMA training as distributed by Cindy Phillips.

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

- Barbara moved to enter closed session and invite all board members and Melia in compliance with OPMA
- Aye: Julie Lamarra, Kyle Glass, John Sismondi, Kira Robinson, and Jacob Boyce

14. Housekeeping and Adjournment, Barabara Lundberg, Board Chair