



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

September 24, 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 6:07 PM

1.2. Roll Call

- John Sismandi, Jacob Boyce, Julie Lamarra, Barbara Lunberg, Kira Robinson, Kyle Glass (Board Members)
- Sara Dupree (Potential board member)
- Kathy Heninger (Member of the public/notary)
- Melia Balls (Executive Director)
- Mickie Balls (Board Recorder)
- Megan McGrath (Director of Curriculum & Instruction)
- Bill Graham (Dean of Students)
- Nate Adams (Finance Manager)

2. Consent Agenda, Board of Directors

2.1. Approval of minutes from from August 27, 2026 board meeting • Kira moved to approve the minutes, John 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**](mailto:barbara.lundberg@ccidschool.org).

- No public comment was given.

4. Achieving the School's Mission and Vision, Barbara Lundberg, Board Chair

- Barbara shared an experience a student had with writing in the outdoor classroom to illuminate aspects of the vision statement.

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

5.1. FY27 Monthly Budget Update

- The current budget is based on 279 and we are currently sitting at 275, which will take approximately \$16,000 off of the bottom line in the budget. So it will be a conversation as to which line items that money is taken from. Julie asked about CCID's trend with enrollment. Melia explained that across the board enrollment is down, we are currently where we were last year. Nate explained some of the factors impacting enrollment (homeschooling, decreased birthrate, etc.)

5.2. FY27 Update on Account Balances

- So far we are just 2 months into reporting for this budget. We are sitting in between our 3% and 5% goal numbers.
- Nate is very curious to see where we land next week on October 1.
- Nate explained the account balances are outlined on the budget summary each month.

5.3. Report on Audit Timing and Progress

- Nate explained that the financial part of the audit will be uploaded to the state next week and then certified by Melia. After that, the auditors will move onto the compliance piece of the audit.

6. Swearing in of Board Members- Emily Daines, Notary Public • Melia

explained that by law our board members must be sworn in by a notary. After that any sworn in member of the board can swear in new board members. Mickie will document and keep record of when each board member was sworn in.

- Tonight Julie Lamarra, Barbara Lundberg, Kyle Glass, John Sismandi, Jacob Boyce, and Kira Robinson were sworn in by the notary public present at the board meeting.
- All of the required notary documentation was signed during the board meeting.

7. Consideration and Possible Approval of Purchase of Fieldwork Transportation Vehicle, Board of Directors

- Melia reached out to risk management for guidelines so that we can follow the rules when purchasing a fieldwork transportation vehicle.
- Bill explained that the bus they have been looking at is still available on KSL. Bill also outlined that we spend, on a light year, about \$8,000 through Cache for

bussing.

- Bill has been looking at a “party bus” that has a wheelchair ramp. Through chatGPT he came up with a pros/cons list of a purchase of this sort. After the initial investment of purchasing a bus, annually it would cost \$8,000-\$10,000 annually for the costs of the bus.
 - Barbara wants to ensure that full time employees are on campus and not constantly being pulled away to drive the bus, which may bring up a need for the fieldwork coordinator to be the bus driver or another position to be created.
 - Currently, Cache does not have the capacity to bus our students. However, even when they do, we are limited by time in regards to the fieldwork opportunities we can use the buses for.
 - Kira expressed a concern of the annual cost for maintaining the bus. She’s wondering if it is realistic to keep it in the budget annually. Melia and Bill explained that we have an annual budget for transportation that would be allotted towards this vehicle. Nate explained that he believes we can include an annual line item in the budget for having a bus driver and the maintenance once we get through the first year and have a baseline.
 - Bill also suggested that with the initial investment money, we wrap the bus so it is also a marketing tool.
 - Jacob asked if the bus could be used to alleviate the transportation issue within the community? Nate said he would advise against that due to the safety issues and insurance issues.
 - Kira asked if the purchase of the bus would prohibit the ability to give teachers raises. Melia explained that we have funds available right now to purchase the bus, and it would not impact the budget for teachers. Kira clarified that she is asking about the future of the budget and teacher salaries. Nate assured the board that the first priority in every budget meeting is the staff.
 - Sara asked if there are grants that could go towards the fieldwork expenses. Melia explained that she recently wrote a fieldwork related grant, so that is a possible source of funding for fieldwork.
 - Nate advised the board that a vote will be needed as this purchase was not included in the budget. Nate did give a warning that he is not a bus expert, but suggested that \$30,000 would be a decent initial investment number (purchase, wrap, insurance). Nate also feels like if the bus ever needed to be sold, this price point wouldn’t be impossible to sell.
 - Kyle moved to allow the administration in the pursuit of purchasing a fieldwork vehicle, Kira seconded the motion. The motion carried unanimously.
- 8. Update and Possible Action on Hydroponics Project, Liam Reece, Hydroponics Representatives, Board of Directors**

- Melia explained that the hydroponic units were manufactured in 2004 and the electric and water flowing through the same area is a concern to Cache County. In order to get the units up to date would cost up to 10 million dollars. The power needs of the units is huge and would require solar panels across the entire area. It is proposed to sell one hydroponics container and then use those funds to move the other unit and retrofit it to be a staging/planting area for the school garden. Then the surrounding area would become a park to fulfill the needs of CCID students, teachers, and families. A survey will be sent to families to determine wants/needs in the park. These changes will still allow students the opportunity to learn about hydroponics and farming. Barbara suggested taking a walking tour next board meeting to get a visual of all of these projects.

9. Review of Previously Approved 2026-27 TSSA Plan and Expenditures, Melia Balls, Executive Director, Board of Directors

- Melia explained the focus of the TSSA Plan. Due to the budget outlined in the plan, teacher pay was increased to match CCSD. This funding will not change this year based on October 1 count. It would change next year.

10. Executive and Enrollment Report, Melia Balls, Executive Director ●

Enrollment is currently at 275. Kindergarten enrollment across the valley is low. It is a curious trend according to Melia. Barbara stated that we want to have our enrollment evenly spread. Melia reminded the board to be cautious that our highest enrolled grade is 8th grade, and these students will be leaving at the end of the year.

- Melia explained that all of the fieldwork experiences that have occurred already, have been walking experiences due to the busing issues. Barbara asked about the requirements for fieldwork. Megan explained that they are not putting a number on it because they were noticing fieldwork opportunities that were not reaching learning outcomes. This year, they have seen an increase in fieldwork and more quality fieldwork opportunities happening across the board. Molly being the fieldwork coordinator has helped immensely with the fieldwork opportunities.
- Melia explained that as a school, they are trying to make partnerships with the community. The Boys & Girls Club and 4H uses the facility per the Facility Usage policy. This partnership brings the community into the school, but is also a source of revenue for the school. The Girl Scouts will be partnering with CCID shortly. Melia is continuing to explore more partnership opportunities. These partnerships are also a great marketing opportunity. Other marketing ideas were shared and will be discussed at the next marketing meeting.
- Makerspace classes are available in the Tinkerspace after school for the

community. There are multiple classes available. Megan explained which classes are available.

- Through the Cache Valley Days of Service, we had over 120 volunteers come and filled a dumpster with noxious weeds that they removed from the butterfly habitat. This was another great community partnership.
- Melia explained what the funding from the Utah Division of Outdoor Recreation Youth Engagement Grant would be used to purchase kayaks, binoculars, and other outdoor learning tools. All the details are outlined in the Executive Report.

11. Preliminary Report on Student Academic Outcomes, 2025-2026 Data, Megan McGrath, Curriculum and Assessment Director

- Megan explained by the end of last year, that 83% of our 3rd graders were reading in the blue on Acadience (which is above the state goal of 80%) • For students in K-3 each student as a Reading Learning Plan in place to help maintain and reach these goals.
- Megan reviewed the Acadience Reading and Math testing scores for K-3 with the board. The Acadience Math is not required by the state this year, but CCID decided to use it as a growth measurement tool.
- Megan reviewed the RISE scores with the board. Due to the Math scores, the curriculum in middle school math was changed, support has been given to that teacher, and “Math Tutorial” class was added to the 6th grade course load. Megan also explained that stamina and resiliency is an issue that is reflected in the RISE scores.

12. Consideration and Approval of Renewing Agreement with Education Consultant, Melia Balls, Executive Director

- Melia explained that Cindy Phillips is currently our Education Consultant Agreement. Melia recommended to the board to renew our contract with her to maintain her services.
- Kira moved to approve renewing the agreement with Cindy Phillips and Julie seconded the motion. The motion carried and Kyle abstained.

13. Policy Review, Board of Directors

13.1. Artificial Intelligence Policy (Revised)

- Includes changes based on board feedback
- Barbara shared that she wants the objective clarified (student use and teacher use delineated), a unified approach for the school outlined, CCID philosophy and priorities outlined and AI's relationship with that, and

insurance of age appropriate usage.

- Julie asked how much more delineated Barbara would want the teacher and student use to be as it is in two separate sections in the document. ●

Julie also stated that the Balanced Instructional Technology Use Policy works hand in hand with AI Policy as it is a piece of technology and puts into place the guidelines that Barbara was suggesting.

- Melia explained that Megan would be in charge of compliance with these guidelines as the Director of the Curriculum and Instruction. The GoGuardian system tracks the student usage of AI.

13.2. Balanced Instructional Technology Use Policy (New)

- Ensures that technology is only used as necessary in the classroom.

13.3. Bullying, Cyberbullying, and Harassment Policy (Revised)

- Edited definitions

13.4. Code of Conduct Policy (Revised)

- Edited to be consistent with state changes

13.5 Trust Land Council Policy (Revised)

- Edited definitions, specific membership requirements, clarifications on election requirements, and clarity on procedures.
- Melia and Barbara explained the Land Trust Council operations at CCID.
- Melia explained that the revised content does not impact the Land Trust Council at CCID.

Jacob Boyce moved to approve the AI Policy, Balanced Instructional Technology Use Policy, Bullying, Cyberbullying, and Harassment Policy, Code of Conduct Policy, Trust Land Council Policy. Kira seconded the motion and the motion carried with Kyle abstaining.

13. Board Training: LAND Trust and Trust Land Council Training, Melia Balls, Executive Director

- Melia conducted the LAND Trust and Trust Land Council Training via the slides distributed.

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

- Barbara moved to enter closed session and invited all current board members.
- Aye: Kira Robinson, Barbara Lundberg, John Sismandi, Julie Lamarra, and Jacob Boyce.

15. Housekeeping and Adjournment, Barabara Lundberg, Board Chair

- The board returned from closed session at 10:46PM and Barbara made an indisputable motion to adjourn.