

The Center for Creativity, Innovation and Discovery Board Meeting

Governing Board Meeting Minutes - Monday, 7-12-2017

Logan Public Library, 6p-8p

Board Members in Attendance:

Missy Shunn-Mitchell (by Skype)

Karen Steele

Jen Walker

Bryan Morgan

Laura Banda, Executive Director

Dave Anderson (Excused)

Additional Attendees:

Rick Steele, CSBO

Jeff Biesinger, Red Apple

Audrey Gifford, Office Manager

Additionally Included as Attachment: Sign In Sheet of Public Attendees

Item		Action / Timeline
Welcome and Roll Call The meeting was called to order at 6:01 by Chairman, Melissa Shunn-Mitchell		no
Laura reviewed minutes from CCID Board Meeting June 28, 2017. Motion to approve 6/28/17 minutes from CCID Board Meeting. M / S: Karen / Jen Vote: Aye Unanimous		Yes
Public Comment There is no public comment at this time		no

Reports

Director's Report:

Laura:

- A draft of the invite for the Ribbon Cutting was shared, need to notify the neighborhood.
- Discussion regarding after school fee based program. Propose 7-8 week cycle; Monday - Thursday
- Purchasing has begun including tech
- Reviewing and creating policies and plans will bring for review.
- Karen will cover the remaining items for the kitchen program (forms, etc),
- Applied for FSLP, BRHD coming 27th of July for inspection
- SPED, IEP's are starting to be received
- Will hand deliver release for records and hand pick them back up

Building Officer's Report; Rick:

- As of 7/6, east wing painted, admin area a work in progress. Landscape contractors onsite, asphalt coming next week; Parent that is donating trees wants to meet to decide when and where—parent needs to meet with Steve and Wes; 100 Trees planned donated.
- Looking for appliances and file cabinets any 4 drawer need 14. Refrigerators, W&D;
- Volunteer Committee Report; Steph is out of town; Karen will follow up about getting volunteers for 8th and 9th

Business Update; Jeff:

- Red Apple is preparing payroll set up-official first working day is July 31.
- implementation grant given to Rebecca funds will be provided in August;
- ACH for turn in today so funding should start last day of this month
- Training planned next week for Laura, Bryan and Audrey for Bill.com.

Yes

<ul style="list-style-type: none"> • Board members should be approving and signing separate from whomever cuts the check; Spencer Adams will be the business manager moving forward, he currently works with Bear River, and Ogden Prep. DNO insurance paperwork filled out, working on getting coverage, Risk Management already has a piece in it, this is a back up DNO. Treasure's bond working on too. • Missy: Tax ID exempt number, is not updated yet; She needs to request a copy of the determinations letter, small fee required, 6-8 weeks will get copy in the mail. After we can apply for our State exemption number, money will be reimbursed. 		
<p>Board Member Reports:</p> <p>Bryan/Fundraising</p> <ul style="list-style-type: none"> • Book Drive discussed • Anticipate November dinner, get onto the calendar. • Discussion regarding fundraising goals <p>Karen/community relations:</p> <ul style="list-style-type: none"> • Parents asking around for volunteers. Creating lists of things that will need to be done before school starts for parents to help assemble. <p>Review of Board Policies</p> <p>Discussion began regarding Dress Code and policy modified as noted.</p>		no

<p>Board Business—Laura</p> <p>Motions to accept the remaining board business as presented by Laura to enter into agreement as necessary for the school,</p> <p>M/S Bryan/ Jen</p> <p>Unanimous Aye in favor</p> <ul style="list-style-type: none"> ● Office Depot, Staples, Davis County School District Agreements—finalizing contracts so things can be ordered. ● Copy / Fax Machine Agreements—Discussion regarding bids and comparable copy machines <p>Motion to give Laura permission to enter into an agreement with Valley Office Systems provided they meet terms.</p> <p>M/S Bryan/Missy</p> <p>Unanimous Aye in favor</p> <ul style="list-style-type: none"> ● ELA / Math Curriculum Purchase—need to order, training scheduled. Requesting approval for CPM, Bridges and Phonics program ● Mand / CPR Training Agreements—Risk can do trainings for free, must look into CPR, etc ● Emergency Connect Ed system - Request for approval ● Book Checkout System--cost is \$50. Library Committee really interested in using it. Would need to get barcodes, great help for parent volunteers ● LifeTouch Agreements (Picture/Yearbook) <p>Campus activity discussion:</p> <ul style="list-style-type: none"> ● Davis SD has been big help for supplies, ● Facilities manager coming in to review site and needs ● Discussion of hiring outside contractor for yards or purchase of a lawn equipment. Would still need morning snow removal. 		<p>Yes</p>
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Consent Agenda

- Board policies approved as presented except for number 1, 2, 3, 4, 6, 19, 20

Motion to approve Consent Agenda

M/S Karen/Jen

Unanimous Aye in favor

Policy Discussion:

Discussion regarding Facility Rental Fee

Including, what rooms to rent, Will we allow staff to tutor on campus? What should we charge? Will it include Facility cleaning fee? Should there be a CCID Families private use instead of a group use. Private use would still need deposit.

Discussion about how CacheMakers would play a role in using the space

Motion that we pass the CCID rentals fees with the changes as discussed;

M/S Jen/Karen

Unanimous Aye in favor

Fee Schedule—Discussion regarding fees for students in K-5, and what would be acceptable.

Motion to accept with changes discussed

M/S Karen/Jen

Unanimous Aye

Field Trip Policy

Need risk management link for driver training, Adding indemnify language, will look like the 6th grade form but more generic for all field trips. We want to let parents know at least a week in advance. Although there is a general Field Trip form to be signed, Risk Mgmt wants one for every trip.

No motion on the policy.

Volunteer policy—Discussion regarding the need to add Raptor System into policy.

Motion to accept the volunteer policy with the addition of Raptor;

Yes

<p>M/S Bryan/Jen Unanimous Aye</p> <p>Travel Policy Discussion regarding reimbursement form added, Change principal to Executive Director. No motion on the policy.</p> <p>Student Dress Code—Adding to include make sure students don't have distracting or excessive clothing, skate shoes—"heelies", adding extra wording to number 11 to include "personal body modification with gang affiliation". Adding that sexually suggestive clothing is not allowed as well; Motion that we approve the dress code for students as discussed</p> <p>M/S Jen/Karen Unanimous Aye in favor</p> <p>Safe Walking and Biking Policy Discussion regarding children checking themselves out during the day. No policy is needed, CCID will not implement this procedure. No motion.</p> <p>Governing Board meeting called to close at 8:34pm</p>		
<p>Closed Session</p> <ul style="list-style-type: none"> ● A motion to enter a closed session in accordance with Utah Code 52-4-205 for the purpose of discussion of litigation matters, acquisition of real property or authorized personnel issues. ● Action, if any, from closed session 		
<p>Adjourn</p>		