

**Lumen Scholar Institute
Board of Directors Meeting**

Date: September 18, 2025

Board Members in Attendance: Nancy Willison, Jenn Singletary, Laura Black

Others in Attendance: Kristy Gordon, Krystal Taylor, Priscilla Stringfellow, Dawn Benke, Stephanie Hansen, Annie Astle, Ashley Baxter, Jennifer Blake

Via Teleconference

MINUTES

CALL TO ORDER

Nancy Willison called the meeting to order at 3:07PM.

CONSENT ITEMS

- July 15, 2025 Board Meeting Minutes

Laura Black made a motion to approve the July 15, 2025 Board Meeting Minutes. Jenn Singletary seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye.

PUBLIC COMMENT

There were no comments.

REPORTS

- Director Report

- Early Learning Plan

Kristy Gordon presented the Director Report and reported on the 24/25 and 25/26 Early Learning Plans. The plan is targeting 2nd grade math scores. Data is used to determine which goals are chosen to be goals in the Early Learning Plan. The school's enrollment is currently around 450 students. Jennifer Blake is the assessment director and presented data to the board.

- Finance Report

Dawn Benke presented the Finance Report to the board. The current financials as of August 31st were presented. At that point, the school year was 16.9% of the way through. Several items are slightly high for this time of year but that is expected. Revenues and expenses are looking very good for this time of year.

VOTING & DISCUSSION ITEMS

- Property and Liability Insurance Renewal

Dawn Benke presented the Property and Liability Insurance Renewal. There was a slight increase in the insurance premium that is primarily due to claims in the industry and inflation.

Nancy Willison made a motion to approve Property and Liability Insurance Renewal. Jenn Singletary seconded. Motion passed unanimously. Votes were as

follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye.

- LEA Licenses
Kristy Gordon presented the LEA Licenses. Concurrent Enrollment teachers need additional licensing to teach on the secondary level.

Nancy Willison made a motion to approve an LEA License for Jeounghoon Oh. Laura Black seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye.

- Policies:
 - Reporting of Suspected Child Abuse and Neglect Policy
Priscilla Stringfellow presented the Reporting of Suspected Child Abuse and Neglect policy. New language needed to be added to better explain and clarify that child abuse by a staff member will be reported to the school administration as well. New training requirements are also required based on recent law.
 - Technology and Network Protection and Internet Safety Policy
Priscilla Stringfellow presented the Technology and Network Protection and Internet Safety policy. Allowable reasons to use cell phones in school were added into the policy. If there is an imminent emergency or safety threat, to respond to a schoolwide emergency or respond to a crisis line, and if it's a medical necessity.
 - Rescind Kindergarten Toilet Training Policy
Priscilla Stringfellow suggested the board rescind the Kindergarten Toilet Training Policy. Because the school is an online school, this policy is unnecessary.

Laura Black made a motion to approve the Reporting of Suspected Child Abuse and Neglect Policy, approve the Technology and Network Protection and Internet Safety Policy, and rescind the Kindergarten Toilet Training Policy. Jenn Singletary seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye.

- New Board Member Consideration
A board meeting will be scheduled in the coming weeks for further board member consideration. This item was tabled.

CLOSED SESSION- closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

At 4:00PM, Nancy Willison made a motion to move into closed session for the sole purpose of discussing the character, professional competence, or physical

or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a) via electronic meeting. Laura Black seconded. Motion passed. The votes were as follows: Nancy Willison, Aye; Laura Black, Aye; Jenn Singletary, Aye.

At 4:43PM, Nancy Willison made a motion to move out of closed session. Laura Black seconded. Motion passed. The votes were as follows: Nancy Willison, Aye; Laura Black, Aye; Jenn Singletary, Aye.

CALENDARING

The next regularly scheduled board meeting is scheduled for November 20, 2025. An additional board meeting will be set for board member consideration prior to the November meeting.

ADJOURN

At 4:59PM Nancy Willison made a motion to adjourn the meeting. Jenn Singletary seconded. Motion passed. The votes were as follows: Nancy Willison, Aye; Laura Black, Aye; Jenn Singletary, Aye.

Lumen Scholar Institute Board of Directors Closed Session Statement

Date: September 18, 2025

Location: Via Teleconference



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Lumen Scholar Institute entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-205(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 18th day of September 2025.

Nancy Willison
Nancy Willison (Sep 19, 2025 11:23:22 MDT)

Nancy Willison, Board President