



Lumen Scholar Institute Board of Directors Meeting

Date: November 20, 2025

Anchor Location via Teleconference: <https://us02web.zoom.us/j/9078319259>

Meeting ID: 907 831 9259

In Attendance: Nancy Willison, Stephanie Hansen, Annie Astle, Ashley Baxter, Jenn Singletary, Laura Black

Others In Attendance: Kristy Gordon, Dr. Jennifer Blake, Platte Nielson, Priscilla Stringfellow, Dawn Benke, Mandy Kartchner, Akriti Sharma, Krystal Taylor

MINUTES

CALL TO ORDER

At 3:02 PM Nancy Willison called the meeting to order.

CONSENT ITEMS

- September 18, 2025, Board Meeting and Closed Session Minutes
 - September 30, 2025 Board Meeting and Closed Session Minutes
 - November 7, 2025 Board Meeting and Closed Session Minutes
- Laura Black made a motion to approve the above listed minutes. Nancy Willison seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.*

PUBLIC COMMENT

There were no comments.

REPORTS

- Director Report
Kristy Gordon reported on new structures implemented to strengthen staff communication, including designated weekly support times for teachers and daily SHINE leadership huddles to improve alignment and consistency. She shared that regular SHINE reports have begun for both staff and parents to increase transparency and rebuild trust, while the team prepares for upcoming professional development focused on strengthening instruction across all tiers. Enrollment remains steady at 454 students, and continued work is being done to support compliance in Special Education, ELL, FERPA, and assessment processes. Dr. Blake shared a shining star for elementary.
- Finance Report
Dawn Benke presented the monthly financials. As of October 31, 2025, total revenue is at 35.1% of the annual budget, with state funding representing the largest portion of income. Total expenses are currently at 21.9% of the budget, resulting in a positive net income of approximately \$793,000. The organization maintains a strong financial position with approximately \$3.93 million in operating cash and a total fund balance of \$3.46 million.

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 3:22 PM Nancy Willison made a motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a) with the closed session located via zoom. Laura Black seconded. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye. Motion passed unanimously.

At 4:28 PM Nancy Willison made a motion to move out of closed session. Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.

Annie Astle left the meeting at 4:20 PM.

VOTING & DISCUSSION ITEMS (to be discussed and/or voted on)

- Policies:

- Grievance Policy
- Hotline Complaint Policy
- Bullying & Hazing Policy
- Paid Postpartum & Recovery Leave Policy
- Instructional Materials Policy
- Parent and Family Engagement Policy

Several policies were revised to align with recent legislative and USBE rule changes. Updates include new definitions and requirements related to bullying and hazing (SB 223), the adoption of a required hotline complaint process (R277-123), clarification of paid parental and postpartum leave as 15 contract days per period, and updated code citations within the Instructional Materials Policy following HB 21. The Grievance Policy was adjusted to align titles of administration throughout and to clarify the process.

Nancy Willison made a motion to approve the above listed policies. Jenn Singletary seconded. Motion passes unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.

REPORTS

- Director Report

Mandy Kartchner provided information on the current improvements taking place throughout the Special Education Department. Staff are working hard to align processes with required regulations.

VOTING & DISCUSSION ITEMS

- Ratify Professional Development Purchases

Dr. Blake and Kristy Gordon discussed the need for a professional development conference. This multi-day event will take place prior to the winter break.

Nancy Willison made a motion up to \$60,000 for the professional development purchase. Jenn Singletary seconded. Motion passes unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.

CALENDARING

- The board will gather in December for a brief meeting. The next standard board meeting will be held on February 19, 2025 at 5:00PM.

ADJOURN

At 5:21 PM Jenn Singeltary made a motion to adjourn. Laura Black seconded. Motion passes unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.

**Lumen Scholar Institute
Board of Directors
Closed Session Statement**

Date: November 20, 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 20th day of November 2025.

Nancy Willison

Nancy Willison (Dec 1, 2025 19:32:51 MST)

Nancy Willison, Board President