



# Lumen Scholar Institute Board of Directors Meeting

**Date:** February 19, 2026

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

**Meeting ID:** 907 831 9259

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

**Excused Board Members:** Annie Astle

**Others In Attendance:** Hannah Dorius, Priscilla Stringfellow, Dawn Benke, Ken Jeppesen

## MINUTES

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### CALL TO ORDER

At 3:12 PM Nancy Willison called the meeting to order.

### AUDIT PRESENTATION & TRAINING

Ken Jeppesen presented the audit report. The audit was uneventful; there were no findings in the 2024/2025 audit. The income statement and other financial statements were reviewed in detail. The Report on Internal Control Over Financial Reporting was a clean report. In addition to auditing standards, other items are tested such as budgetary compliance, fraud risk assessment, cash management, crime insurance for public treasurers, internal control systems, and public education programs. There were no issues.

Ken Jeppesen left the meeting at 3:25PM.

### REPORTS

- Directors Report

Kristy Gordon reviewed the Director's Report with the board. The administration is evaluating technology needs for staff and students. The SHiNE updates are communicated via the newsletter. Feedback has been positive. A math curriculum review is underway to provide the students the best possible instruction.

Stephanie Hansen joined the meeting at 3:32PM.

Ashley Baxter joined the meeting at 3:37PM.

- Finance Report

Dawn Benke reported on the current financials to the board. As of January 31<sup>st</sup>, the school is 58% through the fiscal year, with finances overall on track. Local revenue is above budget, and federal revenue is proceeding as expected. Compared to last year at this time, cash has increased significantly.

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

- 2026/2027 School Year Calendar

Kristy Gordon presented the 26/27 calendar to the board. The Board must approve the annual school calendar that meets the state requirements of 180 days. This calendar reflects the last year's calendar which worked well.

*Nancy Willison made a motion to approve the 2026/2027 School Year Calendar. 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.*

- **2026/2027 School LAND Trust Plan**  
Jennifer Blake presented the 2026/2027 School LAND Trust Plan to the board. The goals for the plan were reviewed with the board as well as action steps to ensure these goals are achieved.

*Laura Black made a motion to approve 2026/2027 School LAND Trust Plan. Stephanie Hansen seconded. Motion passes unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.*

- **Helpside Professional Employer Agreement**  
Kristy Gordon and Hannah Dorius presented the Professional Employer Agreement between the school and Helpside. Helpside provides comprehensive services, including payroll, 401(k) benefits, FMLA administration, unemployment support, and workers' compensation coverage, and has consistently delivered high-quality services at competitive rates.

*Laura Black made a motion to approve Helpside Professional Employer Agreement and authorize the board chair to sign. Nancy Willison seconded. Motion passes unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.*

- **Student Conduct & Discipline Policy**  
Priscilla Stringfellow presented the Student Conduct & Discipline Policy. This amendment brings the policy in line with current state law. Several definitions were added to the policy.

*Jenn Singletary made a motion to approve Student Conduct & Discipline Policy. 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.*

- **Policy Review: Donation & Fundraising**  
Under Utah governance requirements, certain Board policies must be reviewed periodically. The Donation & Fundraising Policy is currently due for its scheduled review. Currently, no revisions are recommended, and no Board action or vote is

required.

**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 4:04 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. 52-4-205(1)(a) with the closed session located via zoom. Stephanie Hansen seconded. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye. Motion passed unanimously.*

*At 3:18 PM Stephanie Hansen made a motion to move out of closed session. Nancy Willison seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye; Jenn Singletary, Aye; Laura Black, Aye.*

#### **CALENDARING**

- The next board meeting will be held on April 16, 2026 at 3:00PM.

#### **ADJOURN**

*At 4:27 PM Nancy Willison 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:** February 26, 2026

**Location:** Via Teleconference

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**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 19<sup>th</sup> day of February 2026.

*Nancy Willison*

Nancy Willison, Board President