Lumen Scholar Institute
Board of Directors Meeting

Date: June 18, 2026
Anchor Location via Teleconference: https://us02web.zoom.us/j/85350660271
Meeting ID: 853 5066 0271
In Attendance: Nancy Willison, Ashley Baxter, Laura Black, Annie Astle, Stephanie Hansen, Jenn Singletary
Excused Board Members:
Others In Attendance: Kristy Gordon, Jennifer Blake, Jonathan Seal, Hannah Dorius, Priscilla Stringfellow, Dawn Benke

MINUTES

CALL TO ORDER

Nancy Willison called the meeting to order at 3:04PM.

CONSENT ITEMS

- May 27, 2026 Board Meeting & Closed Session Minutes
  The board reviews and approves the minutes from the May 27, 2026 Board Meeting and Closed Session.

  Nancy Willison made a motion to approve the May 27, 2026 Board Meeting & Closed Session Minutes. Jenn Singletary seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

PUBLIC COMMENT

- Elementary Science Curriculum – Mystery of Science
- 6th–8th Grades Into Reading Curriculum – Into Literature

The board provides the public an opportunity to comment on the proposed Elementary Science Curriculum (Mystery of Science) and the proposed 6th–8th Grade Reading Curriculum (Into Literature), as required by state law prior to board approval. There were no public comments.

TRAINING

- Open and Public Meetings Act Training

Priscilla Stringfellow presented the Open and Public Meetings Act Training. Utah Code § 52-4-104 requires all members of a public governing body to complete annual training on the Open and Public Meetings Act (OPMA). The training covers requirements for conducting public business openly and allowing public attendance at meetings where official action or deliberations occur.

REPORTS

- Director's Report
  - Title IX Report

Kristy Gordon presented the Director's Report Kristy reported on several items including enrollment trends and graduation rates. Lumen Scholar Institute achieved 100% graduation for the year. Kristy Gordon also presented the Title IX Report and the Math Competency Report. Academic excellence goals and strategic priorities were presented including strengthening leadership/organization stability, strengthening academic systems and student support, and increase student, family, and school connection.

- Finance Report
    - Fraud Risk Assessment
    - Annual Commitment to Ethical Behavior

      Dawn Benke presented the Fraud Risk Assessment. This assessment is required to be conducted once per year. Lumen Scholar Institute is considered "very low risk". The board will also sign an Annual Commitment to Ethical Behavior.

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

- 2025/2026 Amended Budget

  This budget amendment reflects final adjustments to the current school year's financials based on actual revenues and expenditures. Variances from the originally approved budget are primarily due to enrollment changes, program costs, staffing adjustments, and unanticipated expenses and/or savings. Board approval is requested to formally adopt the revised figures and close out the prior fiscal year.

  Nancy Willison made a motion to approve the 2025/2026 Amended Budget. Laura Black seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- 2026/2027 Proposed Budget

  The proposed 2026/2027 budget is balanced and designed to support Lumen Scholar Institute's mission while ensuring compliance with all financial policies and regulations. Board review and approval are requested to authorize implementation for the upcoming fiscal year.

  Jenn Singletary made a motion to approve the 2026/2027 Proposed Budget. Laura Black seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- Audit Engagement Letter (Statement of Work)

  Eide Bailly, a regional CPA firm, has performed the school's audit attestation services in prior years. Services include audited financial statements, agreedupon procedures for student enrollment, state compliance procedures, and a single audit if federal expenditures exceed $1 million. The board approves the engagement annually; a designee will sign the engagement letters at a later date.

Laura Black made a motion to approve the Audit Engagement Letter (Statement of Work). Nancy Willison seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- AW Special Education Services Contract
  Kristy Gordon presented the AW Special Education Services Contract. The board reviews and approves a Special Education Services Agreement with AW to ensure qualified personnel and resources are in place to support students with individualized education programs (IEPs) for the upcoming school year.

  Nancy Willison made a motion to approve the AW Special Education Services Contract. Jenn Singletary seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- 2026/2027 TSSA Plan
  The Teacher and Student Success Act (TSSA) requires the board to annually review and approve the Teacher and Student Success Plan. Kristy Gordon presented the 2026-2027 plan to the board. The plan outlines how TSSA funds will be allocated to support student achievement and teacher effectiveness, with amendments made as needed to align spending with identified priorities.

  Laura Black made a motion to approve the 2026/2027 TSSA Plan. Annie Astle seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- Mystery of Science Curriculum
  Dr. Blake presented its proposed Elementary Science Curriculum (Mystery of Science) for board approval. Per state law, the board must approve each curriculum prior to implementation, and the school must allow public comment at no fewer than two board meetings. Prior to this board meeting, the teachers voted on this curriculum.

  Nancy Willison made a motion to approve the Mystery of Science Curriculum. Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- 6th–8th Grades Into Reading Curriculum – Into Literature

The board previously approved the Into Reading curriculum for Elementary grades. Administration now requests approval to expand the use of the Into Literature curriculum to grades 6–8. This meeting constitutes the second public comment opportunity as required by state law.

Nancy Willison made a motion to approve the 6th–8th Grades Into Reading Curriculum – Into Literature. Jenn Singletary seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- SHiNE Policy
  The SHiNE Policy is required to be updated or re-approved annually. The updated policy adds provisions addressing prorated salary supplement payment when a teacher's employment ends before the supplement is paid, or when a teacher begins employment after the certified list is finalized. Additional minor revisions are recommended by accounting and legal counsel.

  Nancy Willison made a motion to approve the SHiNE Policy. Laura Black seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- Zoom Invoice
  This item was dismissed.

- Award RFP for Education Service Provider
  The Evaluation Committee recommends that the board award the contract for Education Service Provider services to AW Services for a period of five years. Proposals were evaluated on cost, quality of services, responsiveness, references, and capacity to meet the school's educational service needs.

  Nancy Willison made a motion to approve the Award RFP for Education Service Provider. Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- School Vision Document
  Stephanie Hansen presented the School Vision Document for Lumen Scholar Institute. The document articulates the school's long-term direction, core values, and educational priorities, serving as a guiding framework for administrative decisions, strategic planning, and community communication.

  Stephanie Hansen made a motion to approve the School Vision Document. Ashley Baxter seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- Sex Education Committee
  The board reviews and approves the annual membership of the Sex Education Curriculum Committee, composed of at least three parents, one health professional, one school health educator, and one administrator, with at least as many parent members as school employee members.

  Laura Black made a motion to approve the Sex Education Committee. Nancy Willison seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

- Board Member Terms and Officers
  The board reviews member terms to ensure continuity, effective governance, and compliance with bylaws. As terms expire, the board may fill vacancies or reappoint members willing to continue serving, and elects officers as applicable. Nancy Willison nominated Laura Black as the Chair, Jenn Singletary as the Vice Chair, and Ashley Baxter as the Financial Coordinator.

  Nancy Willison made a motion to approve the Laura Black as Board Chair, Jenn Singletary as Vice Chair, and Ashley Baxter as the Financial Coordinator. Annie Astle seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

  Nancy Willison made a motion to approve Stephanie Hansen for a 3-year term ending 06.30.2029. Annie Astle seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

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 52-4-205(1)(a).

> *At 4:39PM Nancy Willison made a motion to convene in 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 52-4-2(1)(a). Laura Black seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.*
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> *At 5:09PM Nancy Willison made a motion to leave the closed session and re-enter the general meeting. Laura Black seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.*

- Director Employment Agreement
  This item was discussed in closed session.

  Nancy Willison made a motion to approve the Director Employment Agreement. Annie Astle seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

CALENDARING

- 2026/2027 Board Meeting Calendar
  The board reviewed the 2026/2027 annual board meeting calendar.

ADJOURN

At 5:11PM Nancy Willison made a motion to adjourn the meeting. Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Nancy Willison, Aye; Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

Lumen Scholar Institute
Board of Directors
Closed Session Statement
Date: June 18, 2026
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 June 2026.

Laura Black (Jun 19, 2026 17:40:19 MDT)
Laura Black, Board President