

Lumen Scholar Institute Board of Directors Meeting

Date: September 17, 2026

Anchor Location via Teleconference: <https://us02web.zoom.us/j/85350660271>

Meeting ID: 853 5066 0271

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

Others in Attendance: Kristy Gordon, Jennifer Blake, Jonathan Seal, Platte Nielson, Hannah Jones, Priscilla Stringfellow, Dawn Benke, LeAnn Evans, Mrs. Johnson, Mrs. Blackburn

MINUTES

CALL TO ORDER

Laura Black called the meeting to order at 3:04 PM.

PUBLIC COMMENT

There were no public comments.

CONSENT ITEMS

- June 18, 2026, Board Meeting Minutes
The board reviews and approves the minutes from the May 27, 2026, Board Meeting and Closed Session.
Ashley Baxter made a motion to approve the June 18, 2026, Board Meeting Minutes. Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Annie Astle, Aye; Ashley Baxter, Aye.

REPORTS

- Director's Report
Director Kristy Gordon presented the Director's Report, covering progress on the Board's eight Lumen Vision areas (Students, Teachers, Curriculum, Technology, Connection, Empowerment, Communication, and Stability). Enrollment is at 473 students as of September 16, up from 447 a year prior, with summer withdrawals down from 83 to 62. All 44 certified teaching positions are filled with no vacancies. There is a total of 95 students with IEPs, 20.1% of enrollment. Special Education had a full staff retention with no complaints or findings. A report was given on previously Board-approved purchases including curriculum materials, technology devices fully deployed, and the Learn to Ride program, which enrolled 30 students and drove roughly 20 new student enrollments worth approximately \$97,000 in new revenue. Kristy Gordon provided an overview of two upcoming external reviews — the State Charter School Board five-year review on September 30 and the Cognia accreditation review the week of October 26. Dr. Jennifer Blake, Elementary Principal, presented the K-5 Principal's Report, detailing curriculum implementation (HMH Into Reading, Go Math, Waggle), the SHINE Time intervention rollout, technology deployment, new

teacher onboarding, ongoing professional learning, and family engagement efforts, noting that the elementary priority this fall is building consistency and evidence around systems now in place. Jonathan Seal, Secondary Principal, presented the 6-12 Principal's Report, covering curriculum implementation (Into Literature, Go Math), the rollout of Tier II/III intervention with an initial reading focus in grades 6 and 9, the launch of a flexible schedule with a positive student and family reception, upcoming 9th grade College and Career Readiness sessions, and the School Improvement Plan goals tied to Cognia standards.

- Finance Report

Dawn Benke presented the Financial Executive Summary for September, covering the Statement of Activities and Statement of Financial Position through August 31, 2026. Overall, the school is 16.7% of the way through the fiscal year, with revenue at 16.8% and expenses at 18.4% of budget. Local revenue is running at 49.3% due to conservative budgeting of interest income, which is coming in higher than expected, while federal revenue remains at 0% pending application approvals and will build later in the year as reimbursements are received. Salaries and benefits are at 7% of budget, reflecting only one paycheck cycle so far, with costs expected to rise as the year progresses. Purchased property services are at 92% of budget, largely due to summer building renovations, and the Property category is at 215% of budget because previously approved computer purchases met the capitalization threshold and were recorded there rather than in supplies, which does not represent unexpected spending. On the Statement of Financial Position, comparing August 31, 2026, to August 31, 2025, cash is down about \$126,000 due to larger purchases made over the past year, fixed assets increased with the addition of an ice machine and several capitalized dirt bikes, current liabilities rose due to higher outstanding credit card charges, and long-term liabilities increased following the recording of a new lease liability, which will decrease as lease payments are made.

- Committee Reports

The Executive Committee has been meeting monthly to exchange information and have completed making a director evaluation. Stephanie Hansen gave an update on the academic excellence committee informing the board that all the goals have been set for the upcoming school year. Quarterly meetings are scheduled for each committee.

Annie Astle left the meeting at 2:45 PM.

VOTING & DISCUSSION ITEMS

- One Digital Invoice

The One Digital Invoice is for insurance coverage through previously named

“American Insurance & Investment” now “One Digital”. Approval of the invoice is being requested in the amount of \$25,791.00. Board members reviewed the invoice distributed in the board documents.

Ashley Baxter made a motion to approve the One Digital Invoice. Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- Building Security Update Quote

Two quotes for Building Security Updates from TCI were reviewed by board members. The total cost of the two quotes is \$46,307.51. Safety grant funds were awarded to the school; the funds will be used to attain these building updates.

Stephanie Hansen made a motion to approve the Building Security Update Quotes for a total of \$46,307.51. Ashley Baxter seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- Storage Unit Rentals

The Board was asked to approve the school's storage unit leases for 2026-2027, covering two 30-foot units plus a small unit at Eagle Mountain for Learn to Ride motorcycles and gear, and three units at Alpine Storage for Musical Theater sets and costumes, student activities and event supplies, and general school inventory. Combined, the leases total \$1,967 per month, or \$23,604 annually.

Ashley Baxter made a motion to approve the Storage Unit Rentals. Jenn Singletary seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- Professional Development Conferences

Dr. Jennifer Blake proposed sending 14 elementary teachers, one support staff member, and four administrators to the GYTO Fest 2027 conference in Grapevine, Texas (June 27–30, 2027) to strengthen Tier I instruction and deepen the school's Five to Thrive practices. The conservative budget estimate is \$33,838, or about \$1,880 per participant, covering registration, travel, lodging, and meals.

Jenn Singletary made a motion to approve the Professional Development Conferences Purchases up to \$40,000. Ashley Baxter seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- Technology Purchasing Plan

Jonathan Seal proposed the Technology Purchasing Plan to the board. The Technology Purchasing Plan asks the Board to decide between two device reserve levels for the computer fleet.

Jenn Singletary made a motion to approve the Technology Purchasing Plan not to exceed \$250,000. Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- 2026-2027 LEA Specific Licenses

There are (4) LEA Specific Licenses being requested for approval for the 2026-2027 school year. The license areas, and endorsements shall be valid for three (3) academic years as indicated on the attached spreadsheet which contains the associated educator information and rationale for the request.

Laura Black made a motion to approve the 2026-2027 LEA-Specific Licenses.

Stephanie Hansen seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- Amended TSSA Framework

The TSSA framework is required to be updated to include a Literacy Achievement in accordance with SB 241 (2026) and State Rule R277-927. The Plan has been updated to address the school's progress toward statewide literacy proficiency goals and if the school fails to meet statewide literacy goals, the school must dedicate at least 50% of TSSA funds toward evidence-based literacy interventions and practices as described in 53G-7-921304(2)(e).

Stephanie Hansen made a motion to approve the Amended TSSA Framework.

Ashley Baxter seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- Board Committee Organization

3 committees were previously organized including the Academic Excellence Committee, the Financial Accountability Committee and the Executive Committee. The board will review the committee compositions and vote to re-establish the committees with their current board members and add an additional activities committee. Now the board would like to move forward with the committees functioning as listed:

- Executive Committee: Laura Black & Jenn Singletary
- Finance Committee: Ashley Baxter (Chair of Committee) and Laura Black
- Academic Excellence Committee: Stephanie Hansen (Chair of Committee) & Annie Astle
- Activities Committee – Ashley Baxter (Chair of Committee) & Stephanie Hansen

Ashley Baxter made a motion to approve the Board Committee Organization as discussed. Jenn Singletary seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

- Policies

Platte Nielson summarized the changes being made to the Amended Sex Education Instruction, Procurement, Technology and Network Protection and Internet Safety, and Bullying, Cyberbullying, Harassment, Hazing and Retaliation Prohibition policies. The board reviewed the policy changes.

- Amended Sex Education Instruction Policy
- Amended Procurement Policy
- Amended Technology and Network Protection and Internet Safety Policy
- Amended Bullying, Cyberbullying, Harassment, Hazing and Retaliation Prohibition and Prevention Policy

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

- Policies

Platte Nielson then reviewed the changes to the Banking and Financial management policy, the Executive Limitations policy, and Payroll policy. Board members reviewed each policy and the changes.

- Amended Banking and Financial Management Policy
- Amended Executive Limitations Policy
- Amended Payroll Policy

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

- Policies

Lastly, Platte Nielson reviewed the changes to the Food and Beverage Preparation policy and the Dual Enrollment and Split Enrollment policy.

- Amended Dual Enrollment and Split Enrollment Policy
- Amended Food and Beverage Preparation and Service Policy

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

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).

This item was tabled.

CALENDARING

The next board meeting is scheduled for November 19, 2026, at 3:00PM.

ADJOURN

At 4:11 PM Stephanie Hansen made a motion to adjourn. Jenn Singletary

seconded. Motion passed unanimously. Votes were as follows: Jenn Singletary, Aye; Laura Black, Aye; Stephanie Hansen, Aye; Ashley Baxter, Aye.

DRAFT