



MEETING MINUTES

Board of Trustees Annual Meeting

06/23/2022 03:00 PM

Anchor Location: 1353 W 760 N

Orem, Utah 84057

This meeting was held via teleconference.

Attendees

Voting Members

Ms. Andrea Urban, President

Ms. Rachel Skinner, Vice President

Ms. Karen Aston, Secretary

Ms. Amber Wright, Treasurer

Ms. Nicole de la Vega, Board Member

Ms. Nancy Willison, Board Member

Others in Attendance

Kristy Gordon, Chief Executive Officer

Amy Hart, Director Grades K-8

Sherry Harward, Enrollment Advisor

Kara Finley

Travis Jones

Kim Dohrer

1. Board Meeting Welcome and Roll Call

Andrea Urban called the Board of Trustees meeting to order at 3:09 PM.

2. Pledge of Allegiance

3. Public Comment

No public comment.

4. Consent Calendar

Motion: I move to approve the consent calendar.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Karen Aston

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Abstain

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Not Present

Motion passed.

a. May 26, 2022 Board Meeting Minutes

5. Reports

a. Administrative Report

The school is preparing for the upcoming school year packing boxes, getting the events calendar finalized, and there is a big focus on retention. Sherry Harward shared current enrollment numbers and trends. The onboarding process was outlined, and internal processes are continually being improved.

b. Finance Report

The monthly budget report was provided.

i. Fraud Risk Assessment and Annual Board Member Commitment to Ethical Behavior

The board is required annually to complete the Fraud Risk Assessment to determine a risk score. The score was explained, specifically the areas where points weren't received.

Each board member will review the Code of Conduct Policy and sign the annual commitment to ethical behavior.

6. Voting Items

a. 2021-2022 Amended Budget

The amended budget for the current school year was reviewed in relation to the previous year and upcoming budget. Revenues in relation to expenses were considered, and the budget was as anticipated in May. The school has adequate cash on hand and the budget for next year is very conservative. The areas of revenue and expenses for the 2021-2022 school year were explained as well as the end of year balance.

Motion: I move to approve the 2021-2022 final amended budget.

Motion made by: Ms. Rachel Skinner

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

b. Board Members, Terms, Elected Officers, and Committees

The board considered current terms and the renewal time frame as well as keeping the elected officers the same for next year.

Motion: I move to renew Andrea Urban and Rachel Skinner as members of the Lumen Scholar Institute Board of Trustees for an additional five-year term and renew elected officers as currently constituted.

Motion made by: Ms. Amber Wright

Motion seconded by: Ms. Karen Aston

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

c. Mastery Connect

Amy Hart discussed how Mastery Connect will be used with Canvas to verify alignment of standards.

Motion: I move to approve Mastery Connect and related expenses for five years.

It was clarified that Mastery Connect could be applied to all areas of instruction. This provides assessments teachers can use to determine if they have met standards. The quizzes are created by experienced educators and can be tailored by school teachers.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

d. Go Math

Go Math curriculum was implemented last year in grades K-8 and the school is satisfied with the first year outcomes.

Motion: I move to approve the Go Math curriculum and expenses for the next five years.

The purchase was in the budget for last year and this is the main math curriculum.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Rachel Skinner

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

e. Math 180

Math 180 is an intervention program in combination with Go Math for grades K-8.

Motion: I move to approve the Math 180 curriculum and expenses for five years.

It is a full intervention program and this will be the first year of implementation.

Motion made by: Ms. Rachel Skinner

Motion seconded by: Ms. Nancy Willison

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

7. Board Business

a. Open Meetings Act Training

The board was trained on the Utah Open and Public Meetings Act, including convening a quorum, holding board meetings publicly and transparently, posting requirements, records maintenance, and closed sessions.

b. Calendaring

The next board meeting is scheduled for Thursday, July 21, 2022 at 3 PM.

8. Closed Session in Accordance with the Utah Open and Public Meetings Act

No closed session held.

9. School LAND Trust Council

No School LAND Trust business.

10. Adjourn

Motion: I move to adjourn the board meeting.

Motion made by: Ms. Rachel Skinner

Motion seconded by: Ms. Nicole de la Vega

Motion passed.

Board meeting adjourned at 6:44 PM.