



Board of Trustees

10/20/2022 03:00 PM

Anchor Location: 1353 W 760 N




Orem, Utah 84057



This meeting will be held via teleconference.

AGENDA

CLICK HERE TO WATCH THE LIVE BROADCAST.

(<https://simbli.eboardsolutions.com/SU/UbK4bzVubPi0fU0RldpoZQ==>)

1. Board Meeting Welcome and Roll Call	5
2. Pledge of Allegiance 	6
3. Public Comment	7
The Board of Trustees encourages public engagement and places public comment on the agenda at the Board's discretion.	
<ul style="list-style-type: none"> • Members of the public wishing to speak to the Board of Trustees must state their name for the official meeting record. • Speakers will be given up to three (3) minutes to address the Board of Trustees. Speakers requesting large groups may request up to six (6) minutes to address the Board of Trustees. • The public may address any issue not already included on the agenda. • The Board of Trustees will not take public comment on personnel issues or statements regarding the character, professional competence, and the physical or mental health of an individual during a board meeting. • The Board of Trustees is unable to deliberate or take action on items raised during the public comment period that are not on the meeting agenda. • The board does not respond to comments or questions posed by an individual during the during the public comment period. • The presiding board officer, at his/her discretion, reserves the right to end public comment at any time. 	
The public may also reach the Board by emailing feedback@lumenscholar.org(https://simbli.eboardsolutions.com/SU/KbutjKplusohc1qUv0plusslshplussy5A==)	
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The school has been provided with an opportunity to lower costs with Executech based on usage. Attached are the two quotes for consideration.	
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<i>A motion to enter a closed session in accordance with Utah Code 52-4-205 for one of the allowed purposes:</i>	
<ul style="list-style-type: none"> • <i>To discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a).</i> • <i>To discuss collective bargaining pursuant to Utah Code 52-4-205(l)(b).</i> • <i>To discuss pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(l)(c).</i> • <i>To discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(l)(d).</i> • <i>To discuss the deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(l)(f).</i> 	
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Updates from the USBE School LAND Trust Office:	
1. What's New	
Video(https://simbli.eboardsolutions.com/SU/OGT2OUGblwAjcwsV1plusTGpQ==) : (https://simbli.eboardsolutions.com/SU/OGT2OUGblwAjcwsV1plusTGpQ==) A 6-minute video highlighting minor changes to the program this year.	
2. Live online council training: Annual council member trainings are available on the following dates. Email invites will be sent out to all council members on October 21 st (following the Oct. 20 th deadlines):	
1. Nov. 9 (12 pm)	
2. Nov. 9 (7 pm)	
3. Nov. 14 th (12 pm)	
4. Nov. 14 th (7 pm)	



10. Adjourn

33

In compliance with the Americans with Disabilities Act, individuals needing special accommodations for this meeting should call (801) 987-9497 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-207.



1. Board Meeting Welcome and Roll Call

2. Pledge of Allegiance

Supporting Links

USA Flag - <https://simbli.eboardsolutions.com/SU/OD2KpwSZB2MDI4VqxRZNiA==>

3. Public Comment

Quick Summary / Abstract

The Board of Trustees encourages public engagement and places public comment on the agenda at the Board's discretion.

- Members of the public wishing to speak to the Board of Trustees must state their name for the official meeting record.
- Speakers will be given up to three (3) minutes to address the Board of Trustees. Speakers requesting large groups may request up to six (6) minutes to address the Board of Trustees.
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4. Consent Calendar

4. a. September 15, 2022 Board Meeting Minutes

Supporting Documents

 2022.09.15 Board Meeting Minutes DRAFT - LSI

Meeting Minutes

 09/15/2022 - Board of Trustees



MEETING MINUTES

Board of Trustees
09/15/2022 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
Jonathan Seal, Director Grades 9-12
Kara Finley
Dawn Benke

1. Board Meeting Welcome and Roll Call

Andrea Urban called the Board of Trustees meeting to order at 3:06 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. 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.

a. August 18, 2022 Board Meeting Minutes

5. Reports

a. Administrative Report

The administrative team provided an update on the current state of the school, including enrollment, recruitment, beginning of year assessments, and state correspondence and audits. The first few weeks of school went very smoothly, and the process is improved annually. A new event calendar has been launched on the website with the goal of increasing student participation.

b. Finance Report

Dawn Benke reviewed the monthly budget reports, anticipated revenue and expenses, and operating cash.

6. Board Business

a. Calendaring

The next board meeting is scheduled for October 20, 2022 at 3 PM.

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

No closed session held.

8. School LAND Trust Council

The state has reached out to make sure the School LAND Trust is updated on the website and to get contact information for the individuals serving on the committee.

9. Adjourn

Motion: I move to adjourn the board meeting.

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.

Board meeting adjourned at 3:37 PM.



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Kara Finley
Dawn Benke

1. Board Meeting Welcome and Roll Call

Andrea Urban called the Board of Trustees meeting to order at 3:06 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. 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.



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09/15/2022 - 03:00 PM
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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.

Board meeting adjourned at 3:37 PM.

5. Reports

5. a. Administrative Report

Contact Person

Kristy Gordon, Chief Administrative Officer
Amy Hart, K-8 Principal
Jonathan Seal, 9-12 Principal

Quick Summary / Abstract

- October 1 Enrollment
- Utah Grants

5. b. Finance Report

Contact Person

Dawn Benke, Academica West

Supporting Documents



LSI Monthly Financials

Lumen Scholar Institute

Statement of Activities

Created on October 11, 2022
For Prior Month

	Annual June 30, 2023 Budget	Year-to-Date September 30, 2022 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	20,000	3,060	15.3 %
Revenue From State Sources	3,908,955	1,046,207	26.8 %
Revenue From Federal Sources	93,521	0	0.0 %
Total Income	<u>4,022,476</u>	<u>1,049,267</u>	<u>26.1 %</u>
Expenses			
Instruction/Salaries	2,291,843	386,962	16.9 %
Employee Benefits	442,196	55,220	12.5 %
Purchased Prof & Tech Serv	464,423	145,483	31.3 %
Purchased Property Services	193,264	46,244	23.9 %
Other Purchased Services	107,764	40,559	37.6 %
Supplies & Materials	485,000	301,139	62.1 %
Property	0	10,913	0.0 %
Debt Services & Miscellaneous	9,267	2,877	31.0 %
Total Expenses	<u>3,993,757</u>	<u>989,397</u>	<u>24.8 %</u>
Total Net Income	<u><u>28,719</u></u>	<u><u>59,870</u></u>	<u><u>208.5 %</u></u>

Lumen Scholar Institute
Statement of Financial Position
Created on October 11, 2022
For Prior Month

	Period Ending 09/30/2022 <small>Actual</small>	Period Ending 09/30/2021 <small>Actual</small>
Assets & Other Debits		
Current Assets		
Operating Cash	1,834,902	1,913,905
Accounts Receivables	113,737	5,565
Other Current Assets	5,366	79,264
Total Current Assets	<u>1,954,005</u>	<u>1,998,734</u>
Net Assets		
Fixed Assets	608,390	107,721
Depreciation	(165,237)	(56,835)
Total Net Assets	<u>443,153</u>	<u>50,886</u>
Total Assets & Other Debits	<u>2,397,158</u>	<u>2,049,620</u>
Liabilities & Fund Equity		
Current Liabilities	56,094	(25,556)
Long-Term Liabilities	<u>385,202</u>	<u>0</u>
Fund Balance	<u>1,895,992</u>	<u>1,677,363</u>
Net Income	<u>59,870</u>	<u>397,813</u>
Total Liabilities & Fund Equity	<u>2,397,158</u>	<u>2,049,620</u>

6. Voting Items

6. a. LEA-Specific Licenses

Contact Person

Kristy Gordon, Chief Administrative Officer
Amy Hart, K-8 Principal
Jonathan Seal, 9-12 Principal

Supporting Documents

 Lumen Scholar Institute LEA-Specific Spreadsheet 10.14.2022

Policies

 Policy 0325: LEA-Specific Educator License Policy

Last Name	First Name	Years Approved (1, 2, 3)	Is this a RENEWAL Request from SY20-21? (Y/N)	License Area 1	Endorsement 1	Endorsement 2	Rationale/Motions
Arnoldsen	Tana	3	N		Social Studies Composite		Educator has submitted endorsement to USBE to be qualified in this area.
Blake	Jennifer	3	N	Secondary	Language Arts	Social Studies Composite	Educator has minor in history and has taught secondary History before and also taught English in secondary setting. Educator is looking at options to become licensed in these areas.
Foust	Alexis	3	N		Earth Science 2		Educator is looking at options to become licensed. This rationale falls under the Eminence Guidelines

Policy 0325: LEA-Specific Educator License Policy

Status: ADOPTED

Original Adopted Date: 05/27/2021 | **Last Revised Date:** 04/21/2022 | **Last Reviewed Date:** 04/21/2022

Purpose

Lumen Scholar Institute (the “School”) is committed to employing educators who are properly licensed and qualified for their positions. This policy is adopted in accordance with Rule R277-301 and governs the School’s application for LEA-specific educator licenses and its employment of educators on such licenses.

The School acknowledges that the purpose of LEA-specific educator licenses is to allow the School to hire otherwise qualified educators during the period that they are preparing and completing requirements to qualify for an associate educator license or a professional educator license.

Policy

Applying for an LEA-Specific Educator License

The School’s administration will propose to the Board of Trustees (the “Board”) candidates for an LEA-specific educator license as the need arises.

When the administration proposes a candidate for an LEA-specific license, they will follow the procedures below and provide the Board with an explanation and rationale for requesting an LEA-specific educator license under the criteria contained in this policy.

When the Board determines that it is appropriate under this policy, the Board will approve the request for an LEA-specific educator license in a public meeting. Approval will take place no more than 60 days prior to submitting the application to the USBE on behalf of the candidate.

The Board will apply for the LEA-specific educator license for one, two, or three years as requested by the administration and approved by the Board, and in accordance with R277-301-7.

The School may not issue an LEA-specific license area of concentration to an educator for the license areas identified in R277-301-7, including special education, pre-school special education, deaf education, school psychologist, school social worker, audiologist, speech language therapist, or speech language pathologist.

In accordance with R277-301-8, the Board may request an eminence designation for an LEA-Specific license, license area, or endorsement for a teacher whose employment with the School is no more than 37% of a teacher’s regular instruction load.

Criteria for Employing Educators with an LEA-Specific Educator License

The School will use the following processes and consider the following criteria in determining whether to employ an educator and apply for an LEA-specific educator license:

1. Vet each candidate and contact references in order to verify that they are a strong candidate. In particular, ensure that the candidate does not have any prior misconduct that would impair their success in teaching.
2. Interview each candidate and verify that they support the School’s focus.
3. Consider the extent to which each candidate has training in the content area and the ability to facilitate student learning in that content area.
4. Consider the extent to which each candidate has experience and the ability to effectively teach courses.
5. Consider whether the LEA-specific educator license is sought in a content area in which there is a shortage of qualified educators in the state.

The School will also ensure that a candidate for an LEA-specific educator license has completed (or will timely complete) the required criminal background check and educator ethics review described in R277-301-7.

Educator Preparation and Support

Within the first year of employment, the School will train each educator holding an LEA-specific educator license on:

- (a) educator ethics;
- (b) classroom management and instruction;
- (c) basic special education law and instruction; and
- (d) the Utah Effective Teaching Standards described in R277-530.

Website Posting

This policy will be posted on the School's website.

The School will also prominently post the following information on its website:

- (a) disclosure of the fact that the School employs individuals holding LEA-specific licenses, license areas, or endorsements;
 - (b) an explanation of the types of licenses issued by the USBE;
 - (c) the percentage of the types of licenses, license areas, and endorsements held by educators employed in the School based on the employees' FTE as reported to the USBE Superintendent; and
 - (d) a link to the Utah Educator Look-up Tool provided by the USBE Superintendent in accordance with Subsection R277-312-7(6).
-

6. b. Executech IT Services Agreement

Contact Person

Jonathan Seal, 9-12 Principal

Quick Summary / Abstract

The school has been provided with an opportunity to lower costs with Executech based on usage. Attached are the two quotes for consideration.

Supporting Documents



Monthly Quotient quote_ Lumen Scholar Institute - Executech Managed IT Services - Monthly



Annual Commitment Quotient quote_ Lumen Scholar Institute - Executech Managed IT Services - A.

Lumen Scholar Institute - Executech Managed IT Services - Monthly



Managed IT Services - Monthly Agreement

Executech's Managed IT Services Agreement is designed to provide the necessary end user and IT infrastructure support your business needs to run optimally.

As part of this service offering, Executech provides unlimited remote Service Desk Support to take care of your day-to-day end-user needs. In addition, this package includes up to [20] hours each month of Senior Engineering or On-Site Support at no additional premium.

Includes anti-virus, spam filtering, ransomware protection, periodic QA reviews, and remote monitoring management (RMM) tool. RMM creates an environment that is easy to maintain. RMM provides system management of computers and servers, a ticketing system, and in-depth reporting. Monitors updates, backup, and antivirus. Performs automatic updates, patch management, inventory management, and network health reporting. Allows control over what software is allowed on the network. Automates system management and repairs. Enables remote access, allowing our team to work without disrupting employees.

Sr. Engineering includes escalated support tickets, server troubleshooting, server-side/O365 reconfigurations of account or software settings, etc. Unused Sr. Engineering hours do not roll over from month to month. Any hours that exceed the monthly amount will be billed at \$130/hr.

Projects, hardware, email, backup, and other products and services are to be charged separately.

The agreement covers up to [84] workstations and [1] servers. Each additional workstation or server will increase the monthly fee by \$50/month.

6,625.00
x 1
6,625.00
per month

FROM
Client Success
Executech
www.executech.com

PHONE
800.400.7554

FOR
Lumen Scholar Institute

TO
Jonathan Seal

EMAIL
jseal@lumenscholar.org

ADDRESS
1353 W 760 N,
Orem
Utah 84057

PHONE
801-987-9497 ext. 103

QUOTE NUMBER
1004940

DATE
September 27, 2022

VALID UNTIL
November 11, 2022 at 4:00 PM

[Download PDF](#)

Sophos: Intercept X Advanced

Intercept X Advanced brings together next generation endpoint protection and ransomware protection. By combining cutting-edge technologies, such as deep learning and endpoint detection and response, Intercept X delivers unmatched protection against unknown malware, exploits, and ransomware.

Sophos Product Info Slick

4.00
x
Choose quantity
840.00
per month

ConnectWise Automate

Executech uses this tool to create an environment that is easy to maintain.

Provides system management of computers and servers, ticketing system, and in-depth reporting. Monitors updates, backup, and antivirus. Performs automatic updates, patch management, inventory management, and network health reporting. Allows control over what software is allowed on the network. Automates system management and repairs. Enables remote access, allowing our team to work without disrupting employees. Licensed per node per month.



3.00
x 229
687.00
per month

Total excluding tax

\$8,152.00
per month

Managed IT Services Terms and Conditions

Please terms and conditions here: <https://www.executech.com/managed-it-services-terms>

Prices are good for 30 days from the date of the quotation. Labor is not included in hardware estimates unless stated. State and local sales tax will be added as required.

Ask a Question

Lumen Scholar Institute - Executech Managed IT Services - Monthly

Total excluding tax \$8,152.00 per month

Additional comments

Optional

Your order/reference number

Optional

☐ Yes, I Jonathan Seal agree to and accept this quote, on October 4, 2022 at 11:40 AM.

Accept Quote

[Decline this quote...](#)

Lumen Scholar Institute - Executech Managed IT Services - Annual



Managed IT Services - Monthly Agreement

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6,625.00
x 1
10% discount
5,962.50
per month
(for 12 months)

FROM
Client Success
Executech
www.executech.com

PHONE
800.400.7554

FOR
Lumen Scholar Institute

TO
Jonathan Seal

EMAIL
jseal@lumenscholar.org

ADDRESS
1353 W 760 N,
Orem
Utah 84057

PHONE
801-987-9497 ext. 103

QUOTE NUMBER
1004934

DATE
September 27, 2022

VALID UNTIL
November 7, 2022 at 10:00 AM

[Download PDF](#)

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[Sophos Product Info Slick](#)

4.00
x
Choose quantity
840.00
per month

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3.00
x 229
687.00
per month

		Total excluding tax	\$1,527.00 per month
		Subtotal, includes discount of 662.50	5,962.50
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Ask a Question

Lumen Scholar Institute - Executech Managed IT Services - Annual

Total excluding tax \$1,527.00 per month
Total excluding tax \$5,962.50 per month (for 12 months)

Additional comments

Optional

Your order/reference number

Optional

☐ Yes, I Jonathan Seal agree to and accept this quote, on October 4, 2022 at 11:41 AM.

Accept Quote

[Decline this quote...](#)

7. Board Business

7. a. Calendaring

Quick Summary / Abstract

Next Board Meeting: November 17, 2022 at 3 PM

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

Quick Summary / Abstract

A motion to enter a closed session in accordance with Utah Code 52-4-205 for one of the allowed purposes:

- *To discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a).*
- *To discuss collective bargaining pursuant to Utah Code 52-4-205(l)(b).*
- *To discuss pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(l)(c).*
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- *To discuss the deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(l)(f).*

9. School LAND Trust Council

Quick Summary / Abstract

Updates from the USBE School LAND Trust Office:

1. What's New Video(<https://simbli.eboardsolutions.com/SU/OGT2OUGblwAjcwsV1plusTGpQ==>) : (<https://simbli.eboardsolutions.com/SU/OGT2OUGblwAjcwsV1plusTGpQ==>) A 6-minute video highlighting minor changes to the program this year.
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