



## MEETING MINUTES

**Board of Trustees**  
**01/19/2023 03:00 PM**  
Anchor Location: 1353 W 760 N  
Orem, Utah 84057

This meeting was held via teleconference.

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### 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 Administrative Officer  
Amy Hart, Director Grades K-8  
Jonathan Seal, Director Grades 9-12  
Dawn Benke  
Kara Finley  
Ken Jeppesen

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### 1. Board Meeting Welcome and Roll Call

Andrea Urban called the Board of Trustees meeting to order at 3:04 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. Amber Wright

Motion seconded by: Ms. Nancy Willison

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Abstain

Ms. Karen Aston - Abstain

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

#### a. December 15, 2022 Board Meeting Minutes

## 5. Audit Presentation

Ken Jeppesen from Eide Bailly reviewed the audit report. The new portions of the audit letter were explained, and a clean opinion was issued. Financial reports were detailed, specifically the revenues, expenses, and notes. Internal controls and state compliance requirements were also audited.

*Ken Jeppesen left the board meeting at 3:18 PM.*

## 6. Reports

### a. Administrative Report

The school year is progressing well, and advertising campaigns for next year are underway. The construction has temporarily been put on hold. Current student enrollment and retention was shown, and the board discussed typical student enrollment and potential influencing factors. Acadience results were provided along with how the data will be used to improve student learning.

### b. Finance Report

Dawn Benke reviewed the current financial reports, including progress for this far in the school year, revenues, and expenses. The balance sheet compares the assets and liabilities to last year and was explained.

## 7. Voting Items

### a. Policy 0425: School Fees and Waivers

Lumen Scholar Institute does not charge fees. The board reviewed 0425: School Fees and Waivers Policy and no changes are needed.

Motion: I move to renew Policy 0425: School Fees and Waivers.

Motion made by: Ms. Rachel Skinner

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.

### b. Policy 0900: Banking and Financial Management

The update to the policy increases capitalization of property from one year to three years and from a unit acquisition cost of \$2,500 to \$5,000.

Motion: I move to approve the amended Policy 0900: Banking and Financial Management.

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.

**c. 2023-2024 Academic Calendar**

The academic calendar for the 2023-2024 school year was provided and outlined by Kristy Gordon.

*Rachel Skinner left the board meeting at 3:48 PM.*

Motion: I move to approve the 2023-2024 Academic Calendar.

Motion made by: Ms. Karen Aston

Motion seconded by: Ms. Andrea Urban

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Not Present

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

**d. LEA-Specific Licenses**

An LEA-Specific License was requested for Stacey Koller for three years as a new teacher who is eminently qualified.

Motion: I move to approve an LEA-Specific License for Stacey Koller.

Motion made by: Ms. Nancy Willison

Motion seconded by: Ms. Karen Aston

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Not Present

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

**8. Board Business**

**a. Calendaring**

The next Board Meeting is scheduled for February 16, 2023 at 3 PM.  
A School LAND Trust work session will be scheduled.

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

No closed session held.

**10. School LAND Trust Council**

No School LAND Trust Council business conducted.

**11. Adjourn**

Motion: I move to adjourn the board meeting.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Nicole de la Vega

Board of Trustees meeting adjourned at 3:54 PM.