



Board of Trustees

03/27/2023 10:00 AM




1353 W 760 N




Orem, Utah 84057

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
<p>The Board of Trustees encourages public engagement and places public comment on the agenda at the Board's discretion.</p> <ul style="list-style-type: none"> • Members of the public wishing to speak to the Board must state their name for the official meeting record. • Speakers will be given up to three (3) minutes to address the Board. Speakers representing large groups may request up to six (6) minutes to address the Board. • The public may address any issue not already included on the agenda. • The Board 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 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 public comment period. • Persons who disrupt Board meetings will be removed from the meeting. • The presiding Board officer, at his/her discretion, reserves the right to end public comment at any time. <p>The public may also reach the Board by emailing feedback@lumenscholar.org (https://simbli.eboardsolutions.com/SU/KbutjKplusohc1qUv0plusslshplusiy5A==)</p>	
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<ul style="list-style-type: none"> • Final report for 2021-2022. • Establishing the 2023-2024 plan. • Discuss safety principles (digital safety), if needed. 	
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a. 2023-2024 School LAND Trust Plan	25
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<p>Policy 0900: Banking and Financial Management states "School credit cards and purchase cards shall only be issued with the formal approval of the Board and with proper justification."</p>	
d. Policy 0340: Supervision of Students at School-Sponsored Activities 	33
<p>USBE rule R277-605 requires that school coaches and designated school leaders supervise students (on their team, in their club, etc.) at all times while on school-sponsored activities and for as long as their students are on school grounds following school-sponsored activities, subject to the school's policy. This policy explains these supervisory responsibilities, but also states that parents/guardians are responsible to pick up their children promptly after school-sponsored activities or make arrangements for someone else to pick up their child promptly after the activities.</p> <p>This policy also spells out the process school coaches and leaders will follow if parents/guardians are late to pick up their children, including calling parents/guardians, emergency contacts, or, if neither parents/guardians or emergency contacts can be reached, calling DCFS.</p>	
e. Policy 0445: Dropout Prevention and Recovery 	34
<p>Schools serving students in grades 9-12 are required to offer dropout prevention and recovery students to 9-12 students who meet certain criteria. The criteria include, but are not limited to, 9-12 students who drop out before receiving a diploma (or in the case of a K-9 school, who drop out before completing 9th grade) or who are at risk of dropping out due to low academic performance, poor behavior, or excessive absenteeism. Such LEAs are also required to have a policy on dropout prevention and recovery services. This policy explains the circumstances under which a student should be offered dropout prevention and recovery services and what those services entail.</p>	
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<p>Next Board Meeting: April 20, 2023 at 3 PM</p>	
9. Closed Session in Accordance with the Utah Open and Public Meetings Act	37
<p><i>A motion to enter a closed session in accordance with Utah Code 52-4-205 for one of the allowed purposes:</i></p> <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> 	

- *To discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(l)(d).*
- *To discuss the deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(l)(f).*

10. Adjourn

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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

Contact Person

Andrea Urban, Board President

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

4. a. February 16, 2023 Board Meeting Minutes

Supporting Documents

 2023.02.16 Board Meeting Minutes DRAFT - LSI

Meeting Minutes

 02/16/2023 - Board of Trustees



This meeting will be held via teleconference.

MEETING MINUTES

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

Excused:

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
Platte Nielson

1. Board Meeting Welcome and Roll Call

Andrea Urban called the Board of Trustees meeting to order at 3:02 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. 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

Motion passed.

a. January 19, 2023 Board Meeting Minutes

5. Reports

a. Administrative Report

Kristy Gordon provided an update on the current state of the school, including assessment scheduling, building changes underway, storage units, and enrollment progress.

b. Finance Report

Dawn Benke reviewed the current financial reports, including the progress halfway through the school year. The expenses for the year were explained, and the lease recording has changed on the balance sheet. The net income and property services were explained.

6. Voting Items

a. Bank Account Signers

The recommended financial standards were outlined according to the established policies. It is recommended to update the bank account signers as an appointment by position.

Motion: I move to approve the individuals serving as Board President and Board Treasurer as the bank account signers.

The board discussed signers and access to the account in case of incapacitation.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Amber Wright

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Motion passed.

b. Policy 0565: Reuse and Disposal of Textbooks

Policy 0565: Reuse and Disposal of Textbooks is required as schools are prohibited from disposing of textbooks without first notifying all other schools in the state of the intent to dispose of the textbooks, unless the textbooks have been damaged, mutilated, or worn out. The school has been following these practices already and there is an individual at the state coordinating these efforts.

Motion: I move to approve Policy 0565: Reuse and Disposal of Textbooks.

It was clarified the school will also be developing and adopting administrative regulations.

Motion made by: Ms. Karen Aston

Motion seconded by: Ms. Andrea Urban

Voting:

Ms. Andrea Urban - Yes
Ms. Rachel Skinner - Yes
Ms. Karen Aston - Yes
Ms. Amber Wright - Yes
Ms. Nicole de la Vega - Yes

Motion passed.

c. Policy 0700: Student Transportation

The school has to have a policy on school buses even though Lumen Scholar Institute doesn't own or operate a bus. This policy also addresses how the school handles transportation of students to and from such things such as field trips and extracurricular activities and sets forth the applicable rules and standards related to such transportation.

Motion: I move to approve Policy 0700: Student Transportation.

The possibility of needing to provide transportation to homeless students was considered.

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

Motion passed.

d. Policy 0930: Proper Use of Public Funds and Assets

The policy addresses what the school can and cannot do with respect to providing enrollment incentives to students, including when providing equipment to students. If the school provides such equipment to students, the equipment remains the property of the school and parents/guardians of students who damage school equipment may be financially responsible for the cost of repair or replacement. The school has been careful about not offering incentives to students for enrollment.

Motion: I move to approve Policy 0930: Proper Use of Public Funds and Assets.

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

Motion passed.

7. Board Business

a. Calendaring

The next board meeting is scheduled for March 27, 2023 at 10 AM in person at the school.

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

No closed session held.

9. School LAND Trust Council

The School LAND Trust Council business will be held at the next board meeting.

10. Adjourn

Motion: I move to adjourn the board meeting.

Motion made by: Ms. Rachel Skinner

Motion seconded by: Ms. Nicole de la Vega

Board of Trustees meeting adjourned at 3:48 PM.

DRAFT



Board of Trustees
02/16/2023 - 03:00 PM
Anchor Location: 1353 W 760 N
Orem, Utah 84057

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MEETING MINUTES

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Motion made by: Ms. Rachel Skinner

Motion seconded by: Ms. Karen Aston

Voting:

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Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes



Motion passed.

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Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Amber Wright

Voting:

Ms. Andrea Urban - Yes

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It was clarified the school will also be developing and adopting administrative regulations.

Motion made by: Ms. Karen Aston

Motion seconded by: Ms. Andrea Urban

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

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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

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Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Nicole de la Vega

Voting:



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a. Calendaring

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Motion made by: Ms. Rachel Skinner

Motion seconded by: Ms. Nicole de la Vega

Board of Trustees meeting adjourned at 3:48 PM.

5. School LAND Trust Council

Quick Summary / Abstract

- Final report for 2021-2022.
- Establishing the 2023-2024 plan.
- Discuss safety principles (digital safety), if needed.

6. Reports



6. a. Administrative Report

Contact Person

Kristy Gordon, Chief Administrative Officer

Amy Hart, K-8 Principal

Jonathan Seal, 9-12 Principal

6. b. Finance Report

Contact Person

Dawn Benke, Academica West

Supporting Documents



LSI Monthly Financials

Lumen Scholar Institute Statement of Activities

Created on March 11, 2023
For Prior Month

	Annual June 30, 2023 Budget	Year-to-Date February 28, 2023 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	20,000	12,304	61.5 %
Revenue From State Sources	3,908,955	2,567,645	65.7 %
Revenue From Federal Sources	93,521	2,906	3.1 %
Total Income	4,022,476	2,582,855	64.2 %
Expenses			
Instruction/Salaries	2,291,843	1,377,594	60.1 %
Employee Benefits	442,196	201,808	45.6 %
Purchased Prof & Tech Serv	464,423	334,523	72.0 %
Purchased Property Services	193,264	119,813	62.0 %
Other Purchased Services	107,764	65,660	60.9 %
Supplies & Materials	485,000	406,837	83.9 %
Property	0	10,913	0.0 %
Debt Services & Miscellaneous	9,267	1,632	17.6 %
Total Expenses	3,993,757	2,518,780	63.1 %
Total Net Income	28,719	64,075	223.1 %

Lumen Scholar Institute
Statement of Financial Position
Created on March 11, 2023
For Prior Month

	Period Ending 02/28/2023 <small>Actual</small>	Period Ending 02/28/2022 <small>Actual</small>
Assets & Other Debits		
Current Assets		
Operating Cash	1,945,435	1,969,116
Accounts Receivables	862	6,226
Other Current Assets	5,367	5,366
Total Current Assets	<u>1,951,664</u>	<u>1,980,708</u>
Net Assets		
Fixed Assets	608,389	107,720
Depreciation	(165,237)	(56,835)
Total Net Assets	<u>443,152</u>	<u>50,885</u>
Total Assets & Other Debits	<u>2,394,816</u>	<u>2,031,593</u>
Liabilities & Fund Equity		
Current Liabilities	49,548	(32,736)
Long-Term Liabilities	<u>385,201</u>	<u>0</u>
Fund Balance	<u>1,895,992</u>	<u>1,677,363</u>
Net Income	64,075	386,966
Total Liabilities & Fund Equity	<u>2,394,816</u>	<u>2,031,593</u>

7. Voting Items

7. a. 2023-2024 School LAND Trust Plan



7. b. Technology and Warehouse Purchase Plan

Contact Person

Kristy Gordon, Chief Administrative Officer

7. c. Purchase Cards

Contact Person

Kristy Gordon, Chief Administrative Officer
Dawn Benke, Academica West


Quick Summary / Abstract

Policy 0900: Banking and Financial Management states "School credit cards and purchase cards shall only be issued with the formal approval of the Board and with proper justification."

Supporting Documents

 Purchasing Cards - Proposal (Pcards) - Google Sheets

Policies

 Policy 0900: Banking and Financial Management

Purchasing Cards (pcards) - Proposal						
Employee Position	Single Transaction Limit	Monthly Total Transaction Limit	Primary Purpose			
Chief Administrative Officer	\$8,000.00	\$25,000.00	Miscellaneous school needs related to administrator's duties, subscriptions, shipping, student purchases, etc.			
Principal, K-8	\$3,000.00	\$5,000.00	Miscellaneous school needs related to administrator's duties			
Principal, 9-12	\$3,000.00	\$5,000.00	Miscellaneous school needs related to administrator's duties, rental of testing locations, facility needs, etc.			
Employee #1	\$500.00	\$1,000.00	Miscellaneous school needs related to administrative support			
Employee #2	\$3,000.00	\$12,000.00	Miscellaneous school needs related to administrative support and event planning			
Employee #3	\$500.00	\$1,000.00	Musical Theater related purchases			
Notes						
The school will no longer use check out pcards which have been available for employees to check out if needed.						
Each purchasing card will have their own account within the receipt management system.						

Policy 0900: Banking and Financial Management

Status: ADOPTED

Original Adopted Date: 05/10/2016 | Last Revised Date: 01/19/2023 | Last Reviewed Date: 01/19/2023

Policy

1. General:
 - a. Accounting policies and financial reporting adopted by Lumen Scholar Institute (school) should be consistent with a special purpose governmental entity that engages in business-type activities. The Board of Trustees (Board) has oversight of the management of the school inclusive of establishing the governance structure and the financial management policies as set forth in the school's charter.
2. Budgeting:
 - a. The school's Chief Administrative Officer is appointed as the school's budget officer. Before June 1 of each year, the budget officer shall, with the help of the business office, prepare a tentative budget for the next fiscal year, with supporting documentation, to be submitted to the Board. The tentative budget and supporting documents shall include the following items:
 - i. The revenues and expenditures of the preceding fiscal year;
 - ii. The estimated revenues and expenditures of the current fiscal year;
 - iii. A detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year; and
 - iv. The estimated financial condition of the school at the close of the current fiscal year.
 - b. The tentative budget for the next fiscal year shall be filed with the school's Chief Administrative Officer for public inspection at least 15 days before the date of the tentative budget's proposed adoption by the Board.
 - c. Before June 30 of each year, the Board will review and adopt the budget for the next fiscal year in an open and public meeting (any final amended budget for the current fiscal year must also be adopted by June 30). By the sooner of July 15 or 30 days of adopting the budget, the Board will file a copy of the adopted budget with the state auditor and the Utah State Board of Education.
 - d. The business office staff or budget officer shall provide each Board member with a report, on a monthly basis, that includes the following information:
 - i. The amounts of all budget appropriations;
 - ii. The disbursements from the appropriations as of the date of the report; and
 - iii. The percentage of the disbursements relative to the approved budget as of the date of the report.
 - e. The school's fiscal year (budget year) is July 1 through June 30. Budgets are reviewed and amended as necessary throughout the fiscal year. The appropriate accounting period is used for all adjusting entries and accruals.
 - i. School administration shall follow all budgets approved by the Board.
3. Bank Accounts:
 - a. The Board may authorize bank accounts for general or specific purposes. School assets shall be kept at any bank or financial institution that is approved by the State Money Management Council as defined in Utah's State Money Management Act. All bank accounts shall be reconciled as often as statements are available, typically monthly.
4. Investments:
 - a. The school shall follow state law and rule as outlined by statute (including the State Money Management Act), administrative rules, and the rules of the State Money Management Council in investing school cash assets.
5. Petty Cash:
 - a. A petty cash fund may be established by the school for incidental, non-recurring cash advances, local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request. A petty cash fund shall maintain a balance of approximately \$250 and in no event shall the fund exceed \$500. No individual payment from a petty cash fund shall be greater than \$100. Petty cash funds are recorded on the balance sheet as a cash account. The petty cash account is balanced periodically by the business office.

6. Cash Handling and Cash Receipts:
 - a. Wherever possible, duties such as collecting funds, maintaining documentation, preparing deposits, and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of the school, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented. School staff shall follow established procedures (internal controls) for the handling of cash receipts as outlined in the cash handling and receipt procedures set forth in the school's General Financial-Cash Management administrative regulation. The school will comply with all applicable state and federal laws.
 - b. All funds shall be kept in a central, secure location until they are deposited in a school-approved fiduciary institution. Funds should be deposited daily or at least once every three banking days after receipt, in compliance with Utah Code § 51-4-2(2)(a). Unauthorized school employees should never hold funds in any unapproved location for any reason. Periodic and unscheduled audits or reviews should be performed for all cash activity. All payments of school fees, if any, shall correspond with the approved fee schedule, as required by Utah Administrative Code Rule R277-407.
7. Vending Machines:
 - a. Vending machines are to be administered by the Chief Administrative Officer with the assistance of the business office and other school administrators. Two persons shall be present when removing cash from vending machines and delivering it to the school office for recording using the cash handling and receipts procedures. Accurate inventories of goods stocked and sold from vending machines are to be kept. Vending machine stock shall be stored adequately to minimize shrinkage and the program should be reviewed at least annually.
8. Financial Statement Reporting:
 - a. The business office is required to maintain supporting records in sufficient detail to prepare the school's financial statements, including:
 - i. Monthly:
 1. Internally generated Income Statement, including budget vs. actual comparison and adequate notes and explanations;
 2. Balance Sheet;
 3. Cash Flow Statement; and
 4. Transaction Register.
 - ii. Annually:
 1. Financial statements for audit, with supporting statements as needed; and
 2. Annual budget.
 - b. The school will provide financial reporting in a manner consistent with the basis of accounting as required by generally accepted accounting principles (GAAP), as applicable to the school.
 - c. The school will ensure that audits of the school's financial reporting, compliance, and performance are done in accordance with generally accepted auditing standards (GAAS) and generally accepted government auditing standards (GAGAS).
 - d. The school follows the governmental accounting standards board (GASB) as its basis of accounting.
 - e. The school will provide data and information consistent with budgeting, accounting (including the uniform chart of accounts for LEAs), and auditing standards for Utah LEAs provided online annually by the Utah State Superintendent of Public Education.
9. Capitalization of Property:
 - a. All tangible personal property, land, capital improvements or buildings with a useful life of more than three years and a unit acquisition cost that exceeds the \$5,000 depreciation threshold established by the Board are recorded and capitalized on the property schedule. The asset capitalized cost includes actual tax, shipping/handling, and other expenses incurred to bring the asset ready for its intended use. Additionally, these policies apply to capital assets:
 - i. All capitalized assets will be depreciated using the straight-line method of depreciation in accordance with such asset's useful life and the applicable governmental and financial accounting standards;
 - ii. The depreciation expense will be recorded in the statement of revenues, expenses, and changes in

net assets;

- iii. The school maintains records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government contracts;
- iv. Upon receipt, all property that qualifies as necessary to include on the property schedule, or has reasonable possibility of theft, or is required by law, must be properly labeled with asset ID tags;
- v. Assets purchased or received that cost less than the depreciation threshold will be expensed in the period purchased;
- vi. No item on the property schedule shall be removed from the premises without prior approval from the Board. Procedures for asset disposal must comply with state or federal law or regulation where appropriate. All Assets shall be disposed consistent with applicable regulations of any restricted funds with which they were purchased, according to state or US Department of Education General Administrative Regulations;
- vii. Gains and losses from the sale or other disposition of property are recorded as revenue in the year in which they occur, and are reflected as such on applicable financial statements; and
- viii. A physical inventory of property included on the school's property schedule is performed on an annual or every two-year basis and is reconciled to the property schedule and general ledger of the school.

10. Liabilities:

- a. Encumbrances, debt or other obligations are recognized and measured in conformity with GAAP in both the modified and full accrual bases of accounting, as applicable. Liabilities also include certain other deferred amounts that are not obligated but are recognized and measured in conformity with GAAP. The Board and administration, in consultation with accounting firms, will determine liabilities as needed for financial statements.

11. Accounts Payable:

- a. Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable. Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis, considering critical disbursements, including payroll and tax obligations, etc.

12. Use Of School Credit and Debit Cards:

- a. Debit cards are only authorized with Board approval. School credit cards and purchase cards shall only be issued with the formal approval of the Board and with proper justification. The cost/benefit to the school should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued, they should be assigned to specific school employees and should be used only for school-related expenditures.
- b. All charges must be supported by transaction-level invoices (point-of-sale receipts) or travel reports to be eligible for payment by the school. Monthly credit card statements are reconciled by cardholders to point-of-sale receipts and travel reports. They are reviewed and approved monthly by appropriate supervisors in consultation with business office staff.

13. Accrued Liabilities:

- a. Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs. The portion of any teacher, or other employee, whose salaries are paid over a period different than during which work was performed, are accrued at the end of the fiscal year for which services were rendered.

14. Debt:

- a. Short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year. All short-term and long-term debt must be approved by the Board in accordance with school policy. Loan agreements approved by the Board shall be in writing and specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule. School administration may not enter into loan agreements without Board approval.

15. Net Assets:

- a. Net assets are recorded in accordance with GASB. Net assets include the following:
 - i. Unrestricted;

ii. Restricted; and

iii. Investment in Capital Assets, net of related debt.

16. Consistency in Cost Accounting:

- a. Practices used by the school in estimating costs in grant/contract proposals are consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by the school in accumulating and reporting actual costs are consistent with its practices used in estimating costs in its grant and contract proposals.
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7. d. Policy 0340: Supervision of Students at School-Sponsored Activities

Contact Person

Platte Nielson, Academica West

Quick Summary / Abstract

USBE rule R277-605 requires that school coaches and designated school leaders supervise students (on their team, in their club, etc.) at all times while on school-sponsored activities and for as long as their students are on school grounds following school-sponsored activities, subject to the school's policy. This policy explains these supervisory responsibilities, but also states that parents/guardians are responsible to pick up their children promptly after school-sponsored activities or make arrangements for someone else to pick up their child promptly after the activities.

This policy also spells out the process school coaches and leaders will follow if parents/guardians are late to pick up their children, including calling parents/guardians, emergency contacts, or, if neither parents/guardians or emergency contacts can be reached, calling DCFS.

Supporting Documents



Lumen Policy 0340 Supervision of Students at School-Sponsored Activities Policy

7. e. Policy 0445: Dropout Prevention and Recovery

Contact Person

Platte Nielson, Academica West

Quick Summary / Abstract

Schools serving students in grades 9-12 are required to offer dropout prevention and recovery students to 9-12 students who meet certain criteria. The criteria include, but are not limited to, 9-12 students who drop out before receiving a diploma (or in the case of a K-9 school, who drop out before completing 9th grade) or who are at risk of dropping out due to low academic performance, poor behavior, or excessive absenteeism. Such LEAs are also required to have a policy on dropout prevention and recovery services. This policy explains the circumstances under which a student should be offered dropout prevention and recovery services and what those services entail.

Supporting Documents



Lumen Policy 0445 Dropout Prevention and Recovery Policy

8. Board Business



8. a. Calendaring

Quick Summary / Abstract

Next Board Meeting: April 20, 2023 at 3 PM

9. 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(I)(a).*
- *To discuss collective bargaining pursuant to Utah Code 52-4-205(I)(b).*
- *To discuss pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(I)(c).*
- *To discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(I)(d).*
- *To discuss the deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(I)(f).*

10. Adjourn
