



MEETING MINUTES

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

This meeting will be 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

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.