



## **Board of Trustees**

**04/20/2023 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==>)

<b>1. Board Meeting Welcome and Roll Call</b>	<b>5</b>
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<b>3. Public Comment</b>	<b>7</b>
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"> <li>• Members of the public wishing to speak to the Board must state their name for the official meeting record.</li> <li>• 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.</li> <li>• The public may address any issue not already included on the agenda.</li> <li>• 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.</li> <li>• The Board is unable to deliberate or take action on items raised during the public comment period that are not on the meeting agenda.</li> <li>• The Board does not respond to comments or questions posed by an individual during the public comment period.</li> <li>• Persons who disrupt Board meetings will be removed from the meeting.</li> <li>• The presiding Board officer, at his/her discretion, reserves the right to end public comment at any time.</li> </ul>	
The public may also reach the Board by emailing <a href="mailto:feedback@lumenscholar.org">feedback@lumenscholar.org</a> ( <a href="https://simbli.eboardsolutions.com/SU/KbutjKplusohc1qUv0plusslshplussy5A==">https://simbli.eboardsolutions.com/SU/KbutjKplusohc1qUv0plusslshplussy5A==</a> )	
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LEAs are required to develop and maintain a policy regarding public education materials that are developed with LEA funds. This policy explains how public education materials developed with the school's funds are shared with third parties, including by way of a CC-BY license. The policy describes how a CC-BY license works, how third parties must give proper	

attribution to the school and author(s) when using their materials, and how the school may not charge other educators in Utah public schools for using their materials under a CC-BY license. This policy also specifies that school employees may not develop “sensitive materials” with school funds. It further sets forth the rules related to employees developing public education materials without school funds.

- b. Policy 0260: Language Access  22

Last year the legislature enacted a bill (HB 302) that requires each LEA to adopt a policy addressing the LEA’s communication and assistance to students who are learning English and their parents. The bill (now codified in Utah Code § 53G-7-223) requires that the policy include certain provisions on an LEA’s use of interpreters and translators for school activities and documents. The bill also requires that the USBE create a model policy covering the language assistance requirements, which the USBE has now completed. This policy is based on the USBE’s model policy and requires the school to, among other things, designate a Language Access Coordinator, determine the primary language spoken by a student and his/her parent within 30 calendar days of a student’s enrollment, provide interpretation services during regular business hours to students and their parents who require such services to communicate with the school about critical information, and provide translations of school materials to students and their parents who require the translations to communicate effectively with the school. This policy is required to be reviewed by the school on an annual basis.
- c. Policy 0340: Supervision of Students at School-Sponsored Activities  27

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.
- d. Policy 0525: Assessment of Student Achievement (Standard Test Administration and Testing Ethics) Amendment  30

R277-404 contains requirements related to schools’ administration of statewide assessments. This policy amendment references and describes many of those requirements and addresses how the school will comply with them, including with respect to the school’s statewide assessment plan, student participation in statewide assessments, and student exemptions from taking statewide assessments. The policy also states that the school will comply with the USBE’s Standard Test Administration and Testing Ethics Policy, which is required by R277-404.
- e. Policy 0910: General Financial Amendment  34

Each LEA that receives restricted federal funds is required to have a time and effort policy.

This policy addresses the requirements the school must follow in documenting how restricted federal funds are spent, particularly in connection with using such funds for employee compensation. The additions to Policy 0910 and the accompanying admin regulation are meant to satisfy this policy requirement and help ensure that the school spends restricted federal funds properly and that all expenditures of such funds are backed up by accurate and sufficient documentation.

<b>7. Board Business</b>	<b>41</b>
a. Calendaring	42
Next Board Meeting: May 11, 2023 at 3 PM	
Graduation: May 18, 2023	
<b>8. Closed Session in Accordance with the Utah Open and Public Meetings Act</b>	<b>43</b>
<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"> <li>• <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></li> <li>• <i>To discuss collective bargaining pursuant to Utah Code 52-4-205(l)(b).</i></li> <li>• <i>To discuss pending or reasonably imminent litigation pursuant to Utah Code 52-4-205(l)(c).</i></li> <li>• <i>To discuss the purchase, exchange, or lease of real property pursuant to Utah Code 52-4-205(l)(d).</i></li> <li>• <i>To discuss the deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(l)(f).</i></li> </ul>	
<b>9. School LAND Trust Council</b>	<b>44</b>
<b>10. Adjourn</b>	<b>45</b>

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**

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## 2. Pledge of Allegiance

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### Supporting Links

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

### 3. Public Comment

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#### 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.
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feedback@lumenscholar.org(<https://simbli.eboardsolutions.com/SU/KbutjKplusohc1qUv0plusslshplusi5>).

#### 4. Consent Calendar

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#### 4. a. March 27, 2023 Board Meeting Minutes

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##### Supporting Documents

 2023.03.27 Board Meeting Minutes DRAFT - LSI



## **MEETING MINUTES**

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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  
Janey Stoddard  
Dawn Benke  
Kara Finley  
Platte Nielson

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### **1. Board Meeting Welcome and Roll Call**

Andrea Urban called the Board of Trustees meeting to order at 10:24 AM.

### **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 - Abstain

Motion passed.

#### **a. February 16, 2023 Board Meeting Minutes**

## 5. School LAND Trust Council

The goals for the current year and progress for the previous years were reviewed. Testing frequency and monitoring along with the interventions in place were considered. The administration discussed school-level assessments and how they are administered. The first goal will remain the same with an adjustment to the staff language. The second goal and corresponding MAP growth data were examined, and small groups are supporting outstanding growth. The second goal will remain the same with a similar update to the staff verbiage. Digital safety and monitoring is in place and the school will continue teaching it annually and providing resources.

## 6. Reports

### a. Finance Report

Dawn Benke reviewed the current financial reports, including the income in relation to the expenses at this point in the school year and the reason for any discrepancies. The lease is recorded as a fixed asset and a long-term liability, which impacts the net income.

Break from 11:14 AM to 11:44 AM.

### b. Administrative Report

The administrative team reported on the current state of the school, including test administration throughout the state and preparations for the end of the school year. The school is looking at how to appropriately integrate AI technology.

## 7. Voting Items

### a. 2023-2024 School LAND Trust Plan

The goals will be as discussed with more focus on the MAP testing.

Motion: I move to approve the 2023-2024 School LAND Trust Plan.

The board clarified the broadening of the employees being able to be utilized.

Motion made by: Ms. Karen Aston

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.

### b. Technology and Warehouse Purchase Plan

Kristy Gordon explained the additional technology and storage needs at the school and the associated costs, including scales, inventory carts, crates, and shelves. Elementary technology and using Chromebooks for a three-year life

cycle and the cost of the devices was discussed. A new teacher technology set up has been piloted and the cost for integration was provided. Vehicle usage at the school and the potential for purchasing a small box truck to meet school needs was considered.

Motion: I move to approve the Technology and Warehouse Purchase Plan up to \$300,000.

The Chromebooks life cycle and wear and tear will be tested by the school. The funding source for expenses and the impact on the budget and reserves was discussed by the board. The board talked about the practicality of a box truck in comparison to vans and trailers.

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

Ms. Nancy Willison - Yes

Motion passed.

#### **c. Purchase Cards**

The individuals who should have purchasing cards and the additional cards proposed by job duties were outlined. This allows for flexibility for the school and the receipt management system will be utilized for reconciliation.

Motion: I move to approve the Purchase Cards.

Motion made by: Ms. Rachel Skinner

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

Ms. Nancy Willison - Yes

Motion passed.

Break from 12:27 PM to 1:16 PM.

### **8. Board Business**

#### **a. Calendaring**

The next board meeting is scheduled for April 20, 2023 at 3 PM.

The following board meeting has been rescheduled for May 11, 2023 at 3 PM.

## 9. Voting Items

### a. Policy 0340: Supervision of Students at School-Sponsored Activities

The proposed policy is required for adoption and the requested changes were reviewed by administration. The expectations for student pick up and standards were considered.

Motion: I move to approve Policy 0340: Supervision of Students at School-Sponsored Activities.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Nancy Willison

The concerns with the policy were discussed, along with contacting DCFS and age-appropriate responses.

Voting tabled to an upcoming board meeting and motion failed.

### b. Policy 0445: Dropout Prevention and Recovery

The policy is required for adoption and while the school currently has a plan, the policy needs to be adopted at the board level. The school is held responsible for drop out students and the policy explains the circumstances under which a student should be offered dropout prevention and recovery services and what those services could include.

Motion: I move to approve Policy 0445: Dropout Prevention and Recovery.

The school does request documentation whenever a student leaves the school and services have been declined in previous instances when offered to students who could benefit.

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.

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

No closed session held.

## 11. Adjourn

Motion: I move to adjourn the board meeting.

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

Board of Trustees meeting adjourned at 1:40 PM.

DRAFT

## 5. Reports

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## **5. a. Administrative Report**

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### **Contact Person**

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



## 5. b. Finance Report

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### Contact Person

Dawn Benke, Academica West

### Supporting Documents



LSI Monthly Financials

# Lumen Scholar Institute

## Statement of Activities

Created on April 10, 2023  
For Prior Month

	Annual June 30, 2023 Budget	Year-to-Date March 31, 2023 Actual	% of Budget
<b>Net Income</b>			
Income			
Revenue From Local Sources	20,000	15,356	76.8 %
Revenue From State Sources	3,908,955	2,875,484	73.6 %
Revenue From Federal Sources	93,521	2,906	3.1 %
Total Income	<u>4,022,476</u>	<u>2,893,746</u>	<u>71.9 %</u>
Expenses			
Instruction/Salaries	2,291,843	1,577,908	68.8 %
Employee Benefits	442,196	232,302	52.5 %
Purchased Prof & Tech Serv	464,423	376,252	81.0 %
Purchased Property Services	193,264	138,284	71.6 %
Other Purchased Services	107,764	82,042	76.1 %
Supplies & Materials	485,000	433,367	89.4 %
Property	0	10,912	0.0 %
Debt Services & Miscellaneous	9,267	2,083	22.5 %
Total Expenses	<u>3,993,757</u>	<u>2,853,150</u>	<u>71.4 %</u>
<b>Total Net Income</b>	<u><b>28,719</b></u>	<u><b>40,596</b></u>	<u><b>141.4 %</b></u>

**Lumen Scholar Institute**  
**Statement of Financial Position**  
**Created on April 10, 2023**  
**For Prior Month**

	Period Ending 03/31/2023 <u>Actual</u>	Period Ending 03/31/2022 <u>Actual</u>
<b>Assets &amp; Other Debits</b>		
Current Assets		
Operating Cash	1,894,557	1,900,577
Accounts Receivables	1,217	6,589
Other Current Assets	5,367	5,366
Total Current Assets	<u>1,901,141</u>	<u>1,912,532</u>
Net Assets		
Fixed Assets	608,389	107,721
Depreciation	(165,237)	(56,835)
Total Net Assets	<u>443,152</u>	<u>50,886</u>
<b>Total Assets &amp; Other Debits</b>	<b><u>2,344,293</u></b>	<b><u>1,963,418</u></b>
<b>Liabilities &amp; Fund Equity</b>		
Current Liabilities	22,504	53,328
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>40,595</u>	<u>232,727</u>
<b>Total Liabilities &amp; Fund Equity</b>	<b><u>2,344,293</u></b>	<b><u>1,963,418</u></b>

## 6. Voting Items

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## **6. a. Policy 0255: Public Education Materials Development**

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### **Contact Person**

Platte Nielson, Academica West

### **Quick Summary / Abstract**

LEAs are required to develop and maintain a policy regarding public education materials that are developed with LEA funds. This policy explains how public education materials developed with the school's funds are shared with third parties, including by way of a CC-BY license. The policy describes how a CC-BY license works, how third parties must give proper attribution to the school and author(s) when using their materials, and how the school may not charge other educators in Utah public schools for using their materials under a CC-BY license. This policy also specifies that school employees may not develop "sensitive materials" with school funds. It further sets forth the rules related to employees developing public education materials without school funds.

### **Supporting Documents**



Lumen Policy 0255 Public Education Materials Development

## 6. b. Policy 0260: Language Access

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### Contact Person

Platte Nielson, Academica West

### Quick Summary / Abstract

Last year the legislature enacted a bill (HB 302) that requires each LEA to adopt a policy addressing the LEA's communication and assistance to students who are learning English and their parents. The bill (now codified in Utah Code § 53G-7-223) requires that the policy include certain provisions on an LEA's use of interpreters and translators for school activities and documents. The bill also requires that the USBE create a model policy covering the language assistance requirements, which the USBE has now completed. This policy is based on the USBE's model policy and requires the school to, among other things, designate a Language Access Coordinator, determine the primary language spoken by a student and his/her parent within 30 calendar days of a student's enrollment, provide interpretation services during regular business hours to students and their parents who require such services to communicate with the school about critical information, and provide translations of school materials to students and their parents who require the translations to communicate effectively with the school. This policy is required to be reviewed by the school on an annual basis.

### Supporting Documents



Lumen Language Access Policy



Lumen Language Access Policy

## **Policy 0260: Language Access**

**Original Adopted Date:** \_\_\_\_\_

### **Purpose**

The purpose of this policy is to help ensure that Lumen Scholar Institute (the “School”) provides access to its services, programs, and activities to persons who have limited English proficiency and understand languages other than English.

### **Definitions**

For purposes of this policy, the following terms have the following meanings:

“Primary language” means the first language spoken by a student and a student’s parent/guardian.

“Interpretation” means simultaneous communication between a speaker of English and a speaker of another language.

“Translation” means written communication wherein the written words of one person are communicated to others in writing in a different language.

### **Policy**

#### Language Access Coordinator

The School’s Chief Administrative Officer shall designate a Language Access Coordinator who is responsible for implementing this policy at the School and ensuring that any necessary training on the policy is provided. The Language Access Coordinator may also recommend updates or changes to this policy in an effort to make the policy more effective.

#### Notification to Employees

The School shall notify its employees of this policy, the rights of parents/guardians and students to receive language assistance services, and the proper procedures to access language assistance services as outlined in this policy.

#### Determination of Primary Language

Within thirty (30) calendar days of a student’s enrollment (or re-enrollment) in the School, the School shall determine the primary language spoken by the student and the student’s parent/guardian, and if such language is not English, whether the student and parent/guardian require language assistance to communicate effectively with the School.

The School shall maintain a current record of the primary language of each parent/guardian of students enrolled in the School.

### Obligation to Provide Language Assistance Services

The School shall, consistent with this policy and applicable law, provide translation and interpretation services to students and parents/guardians who require language assistance in order to communicate effectively with the School.

#### *Interpretation Services*

The School shall provide interpretation services during regular business hours to parents/guardians and their students who require such services in order to communicate with the School regarding critical information about the students' education. Depending upon availability, such interpretation services may be provided at the School, a reasonable location agreed upon by the School and a student's parent/guardian, or virtually.

The School shall provide the interpretation services described above for School activities, including but not limited to:

- (a) classroom activities;
- (b) impromptu and scheduled office visits or phone calls;
- (c) enrollment or registration processes;
- (d) the Individualized Education Program (IEP) process;
- (e) student educational and occupational planning processes;
- (f) fee waiver processes;
- (g) parent engagement activities;
- (h) student disciplinary meetings;
- (i) community councils (if any);
- (j) board meetings;
- (k) other School activities; and
- (l) other interactions between the parents/guardians of a student learning English and educational staff at the School.

#### *Translation Services*

The School shall provide translations of School materials to parents/guardians and their children who require them to communicate effectively with the School, and such materials include, but are not limited to:

- (a) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications;
- (b) assignments and accompanying materials;
- (c) report cards or other progress reports;
- (d) student discipline policies and procedures;
- (e) grievance procedures and notices of rights and nondiscrimination;
- (f) parent or family handbooks;
- (g) requests for parent permission; and
- (h) any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents/guardians and family.



### *Centrally Produced Critical Communications*

The School shall identify documents that it distributes or electronically communicates to parents/guardians containing critical information regarding their child's education, including, but not limited to, documents pertaining to:

- (a) registration, application, and selection;
- (b) standards and performance (e.g., standard text on report cards);
- (c) conduct, safety, and discipline;
- (d) special education and related services; and
- (e) transfers and withdrawals.

The School shall procure translations of the applicable critical communications listed above in a timely manner, in each of the covered languages, and work to make such translations available to parents/guardians and students of the School.

### *Student-Specific Critical Documents*

Where required under this policy, the School shall provide parents/guardians with a translation of important documents that contain individual, student-specific information regarding, but not limited to, their student's:

- (a) health;
- (b) safety;
- (c) legal or disciplinary matters; and
- (d) entitlement to public education or placement in any special education, English language learner or non-standard academic program.

### Qualifications of Interpreters and/or Translators

Individual interpreters and translators provided by the School do not have to be certified unless certification is required by law. However, they should be competent and, where possible, have experience providing interpretation or translation services for school activities and materials listed in this policy. Where deemed appropriate by the School's Chief Administrative Officer or Language Access Coordinator, the School may utilize online translation services such as Google Translate or Microsoft Translator to translate School materials or documents described in this policy.

The School shall follow its Special Education Policies and Procedures Manual when providing interpretation and translation services for students with disabilities.

### **Complaints**

If any parent/guardian or student feels that they are not receiving the language assistance services set forth in this policy, they may address those concerns through the School's Stakeholder Grievance Policy.

### **Annual Review of Policy**

The School shall review this policy for efficacy on an annual basis. As part of this review, and for purposes of evaluating the effectiveness of this policy, the School may consult with its stakeholders and community members, refugee resettlement agencies, immigration services organizations, ethnic based community organizations.

## **6. c. Policy 0340: Supervision of Students at School-Sponsored Activities**

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### **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

## Policy 0340: Supervision of Students at School-Sponsored Activities

Original Adopted Date: \_\_\_\_\_

### Purpose

The purpose of this policy is to outline the supervisory responsibilities of Lumen Scholar Institute (the "School") coaches and other designated School leaders (e.g., advisors, assistants, activity leaders, etc.) in connection with School-sponsored activities. Another purpose is to provide standards of behavior and conduct that such School coaches and designated leaders must follow.

### Policy

The School, School coaches, and other designated School leaders shall comply with Utah Administrative Code Rule R277-605.

### Supervision of Students

School coaches and other designated School leaders shall diligently supervise the students under their care or control at all times while on School-sponsored activities, including but not limited to supervising such students:

- (a) on the field or court, or at other competition or performance or activity sites;
- (b) in locker rooms (as appropriate), seating areas, eating establishments, and lodging facilities; and
- (c) while traveling.

School coaches and other designated School leaders are responsible for a student who is under their care or control for as long as a student remains [on site](#) following a School-sponsored activity, subject to the following:

Deleted: on School grounds

- (a) After a School-sponsored activity is over, parents/guardians are responsible to pick up their child promptly after the activity or make arrangements for someone else to pick up their child promptly after the activity; and
- (b) If a child has not been picked up within **[15]** minutes of the School-sponsored activity ending, School coaches or other designated School leaders will contact the student's parent/guardian by telephone. If the student's parent/guardian cannot be reached by telephone, School coaches or other designated School leaders will contact, by telephone, the emergency contact(s), if any, designated by the student's parents/guardians. If neither the parent/guardian nor an emergency contact can be reached or are able to pick up the student in a timely manner, School coaches or other designated School leaders may contact the police or the Division of Child and Family Services (DCFS) to report the situation.

Deleted: on School grounds

If parents/guardians experience an emergency that causes them to run late or to be unable to have their child picked up within **[15]** minutes of a School-sponsored activity ending, they should notify the School coach or other designated School leader as soon as possible.

### Behavior and Conduct

School coaches and other designated School leaders shall be exemplary role models to students and shall not use alcoholic beverages, tobacco, controlled substances, or participate in [any](#) sexual [or other inappropriate](#) relationships while on School-sponsored activities. School coaches and other designated School leaders shall act in a manner consistent with Utah Code § 53G-8-209 and shall not:

Deleted: promiscuous

- (a) use foul, abusive, or profane language while engaged in School-related activities; or
- (b) permit hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order Utah law.

School coaches and other designated School leaders shall abide by the rules pertaining to athletic and activity clinics set forth in R277-605-5. School coaches shall satisfy all of the training requirements listed in R277-605-6, and the School shall maintain verification of the coaches' compliance with the training requirements.

## **6. d. Policy 0525: Assessment of Student Achievement (Standard Test Administration and Testing Ethics) Amendment**

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### **Contact Person**

Platte Nielson, Academica West

### **Quick Summary / Abstract**

R277-404 contains requirements related to schools' administration of statewide assessments. This policy amendment references and describes many of those requirements and addresses how the school will comply with them, including with respect to the school's statewide assessment plan, student participation in statewide assessments, and student exemptions from taking statewide assessments. The policy also states that the school will comply with the USBE's Standard Test Administration and Testing Ethics Policy, which is required by R277-404.

### **Supporting Documents**



Lumen Policy 0525 Standard Test Administration and Testing Ethics

### **Policies**



Policy 0525: Standard Test Administration and Testing Ethics

## Policy 0525: Assessment of Student Achievement

Deleted: Standard Test Administration and Testing Ethics

Original Adopted Date: 08/11/2015 Last Revised Date: // Last Reviewed Date: //

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### Purpose

Lumen Scholar Institute (the "School") is required to measure student achievement, including by way of administering statewide assessments. When administered properly, statewide assessments give students an opportunity to demonstrate what they know and can do. In addition, the results of statewide assessments provide the School not only important data about their students' proficiency, but also valuable information that can be used to guide and improve instruction in the School.

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The purpose of this policy is to help ensure that the School conducts statewide assessments in a fair and ethical manner and in compliance with applicable law and Utah State Board of Education ("USB" rule. The School intends for this policy to comply with the requirements of Utah Administrative Code Rule R277-404.

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### Policy

#### Statewide Assessment Plan

The School shall develop a plan to administer statewide assessments. The plan shall include at least the following:

Deleted: In accordance with Utah State Law (Utah Code 53A-1-608; Board Rule R277-473-9, R277-404), we will adhere to the Standard Test Administration and Testing Ethics Policy as found online at the following: ¶  
<http://www.schools.utah.gov/sage/Resources/EthicsPolicy.aspx>

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- (a) The dates the School will administer statewide assessments;
- (b) Professional development for an educator to fully implement the assessment system;
- (c) Training for an educator, appropriate paraprofessional, or third-party proctor in the requirements of assessment administration ethics; and
- (d) Training for an educator and an appropriate paraprofessional to use statewide assessment results effectively to inform instruction.

The School shall submit the plan to the USBE by September 15 each year.

At least once each year the School shall provide professional development and training on statewide assessment administration as required by R277-404. The School shall use the Standard Test Administration Testing Ethics Policy for such professional development and training.

#### Student Participation in Statewide Assessments

- (a) With the exception of those students described in subsection (b) immediately below and exempted students, the School shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies.
- (b) A student's IEP team, English Learner Team, or Section 504 accommodation plan team shall determine an individual student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.
- (c) An educator may use a student's score on a statewide assessment to improve the student's academic grade for or demonstrate the student's competency within a relevant course. However, a student's score on a statement assessment may not be used in determining whether the student may advance to the next grade level.

- (d) The School may not provide a nonacademic reward to a student for taking a statewide assessment.

#### Student Exemption from Statewide Assessments

- (a) A student's parent has the right to exempt the student from a statewide assessment in accordance with Utah Code § 53G-6-803 and the exemption procedures in R277-404. The School shall not impose procedures beyond those in R277-404 to exercise this right nor may the School impose any penalty or adverse consequences upon a student who is exempted.
- (b) School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students exempted from taking a statewide assessment.
- (c) The School may allow a student who has been exempted from a statewide assessment to be physically present in the room during test administration. The School shall ensure that exempted students who are in attendance are provided with an alternative learning experience during test administration.

#### Other Requirements

The School shall comply with all applicable requirements in R277-404, including adhering to the USBE's Standard Test Administration and Testing Ethics Policy which is incorporated by reference in the rule.

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**Policy 0525: Standard Test Administration and Testing Ethics**

**Status:** ADOPTED

**Original Adopted Date:** 08/11/2015

**Purpose**

**Policy**

In accordance with Utah State Law (Utah Code 53A-1-608; Board Rule R277- 473-9, R277- 404), we will adhere to the Standard Test Administration and Testing Ethics Policy as found online at the following:

<http://www.schools.utah.gov/sage/Resources/EthicsPolicy.aspx>(<https://simbli.eboardsolutions.com/SU/UdAG0ZGslshJVScxGGfFE1Hhg==>)

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## **6. e. Policy 0910: General Financial Amendment**

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### **Contact Person**

Platte Nielson, Academica West

### **Quick Summary / Abstract**

Each LEA that receives restricted federal funds is required to have a time and effort policy. This policy addresses the requirements the school must follow in documenting how restricted federal funds are spent, particularly in connection with using such funds for employee compensation. The additions to Policy 0910 and the accompanying admin regulation are meant to satisfy this policy requirement and help ensure that the school spends restricted federal funds properly and that all expenditures of such funds are backed up by accurate and sufficient documentation.

### **Supporting Documents**

 Lumen Time and Effort Documentation Admin Regulation

 Policy 0910 General Financial (with revisions April 2023)

## Regulation 0910-R(3): Time and Effort Documentation

Original Adopted Date: \_\_\_\_\_

1. All employees paid in whole or in part with federal funds, and employees whose salaries are used to meet a matching/cost sharing requirement, are required to provide time and effort documentation that accurately/reasonably represents the work that has been performed during the period being reported on.
  - A. **Semi-Annual Certification** – This certification must be submitted by/for employees who spend 100% of their time and effort on a single federal program during the six-month period being reported on.
    - i. Semi-Annual Certifications will be submitted for the periods July 1 through December 31, and January 1 through June 30.
    - ii. Semi-Annual Certifications must be submitted after the last day of the period being reported (after the fact).
    - iii. Semi-Annual Certifications must be submitted on an approved form.
    - iv. Forms will include:
      1. Name of employee;
      2. Title of employee;
      3. Period being reported on;
      4. A certification statement stating the employee has spent 100% of their time on the stated program;
      5. Name of the program worked on;
      6. Whether time, effort, and salary are being used for cost sharing or matching purposes, and if so, for which program(s);
      7. Signature of employee;
      8. Date signed by employee (note: cannot be dated prior to the end of the period covered by the certification);
      9. Signature and title of employee's direct supervisor; and
      10. Date signed by supervisor (note: cannot be dated prior to the end of the period covered by the certification).
  - B. **Personnel Activity Report (PAR)** – This report must be submitted by/for employees that:
    - i. Meet at least one of the following criteria:
      1. Work on multiple federal awards;
      2. A federal award and a non-federal award;
      3. Employees that work on a single federal award, but are paid for indirect cost activities AND direct cost activities;
      4. Employees that work on two or more indirect cost activities that are allocated using two different allocation bases; or
      5. An employee that works on a federal award but on an unallowable activity and a direct or indirect cost activity.
    - ii. PARs will be submitted on a monthly basis.
    - iii. PARs must be submitted after the last day of the month being report on (after the fact).
    - iv. PARs must be submitted using an approved form.
    - v. Forms will include:
      1. Employee's name;
      2. Period being reported on (e.g., January 1 through January 31, 2023);

3. A certification statement stating that the distribution of the employee's time is an accurate representation of the work performed;
  4. Whether time, effort, and salary are being used for cost sharing or matching purposes, and if so, for which program(s);
  5. Distribution of time (by percentage e.g., 70% Title I, 30% Special Education) by account, function, program, location;
  6. Time being reported must represent but cannot exceed 100%;
  7. Must coincide with one or more pay periods;
  8. Signature of employee;
  9. Date signed by employee (note: cannot be dated prior to the end of the period covered by the PAR);
  10. Signature and title of employee's direct supervisor;
  11. Date signed by supervisor (note: cannot be dated prior to the end of the period covered by the PAR); and
  12. Sick time, vacation time, etc. must be coded proportionally to the different programs.
2. Payroll records must reconcile with the time and effort documentation.
  3. A reconciliation of payroll records and time and effort documents will be done on a quarterly basis. Adjustments will be made and discussed, as necessary.
  4. If an employee's salary is being used for cost sharing/matching purposes, then this needs to be identified on the employee's time and effort certification form. Once a salary has been used for matching purposes or a portion of the salary, then the salary, or portion thereof, that has been used may not be used as matching/cost sharing funds for another program.
  5. If assignments change, it is the school's responsibility to inform the school's business administrator so that payroll records, budgets, etc. can be updated.
  6. Upon termination of employment, an employee must submit their final time and effort documentation prior to receiving their final payment.
  7. Procedures will be periodically reviewed by school administration. Updates due to changes in rules or regulations will be made in a timely manner, as necessary.
  8. Employees will receive appropriate training on time and effort documentation.
  9. The school will keep a copy of all time and effort documentation (Semi-Annual Certifications, PARs, payroll reports, etc.) in accordance with the school's record retention practices or 3 years, whichever is greater (See 2 C.F.R. § 200.333).

## Policy 0910: General Financial

Original Adopted Date: 08/11/2015 | Last Revised Date: \_\_\_\_\_ | Last Reviewed Date: \_\_\_\_\_

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1. Internal Controls:
  - a. Internal Controls are an integral part of Lumen Scholar Institute's (school) "control environment" to ensure the school's assets are safeguarded and to minimize risk. Internal controls consist of well-crafted policies, procedures, guides (guidelines) and forms indicating *how we're supposed to do it*. They also include implementation and practices (modeling) by leadership and school staff *How we actually do it*. *How we're supposed to do it* and *how we actually do it* should be the same in almost all circumstances. Internal controls are developed for the purpose of:
    - i. Protecting against waste of resources through inefficiencies;
    - ii. Protecting resources against embezzlement, bribes, theft or other types of fraud;
    - iii. Protecting against poor management, carelessness and unintentional errors;
    - iv. Securing compliance with both law and rules of the state, policies of the school and the audit requirements of the State of Utah pertaining to "public funds";
    - v. Protecting against loss or destruction of records;
    - vi. Ensuring data reliability and accuracy; and
    - vii. Evaluating the level of performance of the school's operations;
  - b. Under the direction of the Board of Trustees (Board), the school is required to establish and maintain adequate accounting records and implement internal control policies & procedures. Internal control consists of six components: control environment, risk assessment, control activities, information and communication, segregation of duties and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance;
  - c. The Board and all levels of administration and instructional staff are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability. The Board and administration are also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct. Any employee with reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the school or to the Utah State Board of Education;
  - d. Internal controls provide schools with the foundation to properly safeguard assets, implement policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information; and
  - e. The policies outlined herein will be reviewed at least annually. Employees involved in the processes and procedures associated with these policies will be trained at least annually in their duties.
2. Governing Board Authority:

- a. The Board is responsible for the operation of school in accordance with state and federal laws. The Board is also responsible for operating the school in accordance with the representations made in its charter. Specifically, the Board shall have the sole authority to approve and will incorporate into its own minutes such matters as:
    - i. Change of the school's name, with the authorizer and other entities;
    - ii. Adoption and amendment of the annual budget;
    - iii. Selection or termination of key employees; the Chief Administrative Officer;
    - iv. Key employees' salary and benefits changes;
    - v. Incur debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter;
    - vi. Investment policies, depository and investment banks;
    - vii. Purchase or sale of real property;
    - viii. Review and acceptance of interim monthly financial statements;
    - ix. Selection of the school's auditor (CPA firm); and
    - x. Service on the school's audit committee;
  - b. The Board shall approve purchases as set forth herein; and
  - c. The Board may review any transaction or account of the school at its discretion.
3. Administrative Authority:
- a. Administration shall adopt procedures to implement these policies consistent with all applicable laws and regulations, and those procedures are incorporated herein by reference; and
  - b. The Chief Administrative Officer is authorized by the Board to execute all legal transactions for the school, with the exception of certain capital purchases and indebtedness, etc., noted herein. The Chief Administrative Officer is also authorized to make all purchases and disbursements necessary for the operation of the school, so long as the purchases have been approved as set forth herein. The Chief Administrative Officer and business office staff may independently report on financial transactions directly to the Board periodically in a public board meeting. Both the Chief Administrative Officer and the employee(s) within the business office may report to the Board independently if requested, or if they deem appropriate on certain matters, or in any case where mismanagement or fraud is suspected.
4. Purchasing Levels:
- a. The responsibility for approving purchases is delegated by the Board as set forth below:
    - i. All purchases up to \$8,000 must be approved by the Chief Administrative Officer;
    - ii. All purchases between \$8,000 and \$12,000 must be approved by either the Board President *or* the Board Treasurer;
    - iii. All purchases between \$12,000 and \$16,000 must be approved by the Board President *and* the Board Treasurer; and
    - iv. All purchases above \$16,000 must be approved by a majority vote of the Board.
5. Compliance with Laws:
- a. The school will follow all applicable laws and regulations that govern charter schools within the State of Utah. The school shall comply with Title IX and shall not discriminate

- on the basis of sex in education programs. Applicable federal laws and regulations will be adopted as federal program funds and grant funding is received; and
- b. The school will comply with the Government Records Access Management Act (GRAMA) upon receipt of a proper request for school records under GRAMA by a person or entity. Additionally, records will be available to the Utah State Board of Education, State Charter School Board or other governmental entity as required.
  - c. With federal funds, before any expense is proposed in a budget or allocated as an expense, administration shall ensure that the spending meets the federal requirements of supplementing, not supplanting state funding. When budgeting or allocating personnel, services, or other expenses for any restricted program, administration shall ensure:
    - i. That the school meets Maintenance of Effort requirements in prior years for applicable programs (see FiCAM p. 39 paragraph 1);
    - ii. That federal dollars are allocated to expenses that would not be provided absent the federal funds; and
    - iii. That charges to federal awards for salaries and wages are based on records that accurately reflect the work performed, and that the school recognize and follow the Uniform Administrative Requirements pertaining to the Standards for Documentation of Personnel Expenses as contained in 2 C.F.R. § 200.430(i). Accordingly, documentation of personnel expenses shall:
      1. Be supported by a system of internal controls which provides reasonable assurance that charges are accurate, allowable, and allocable;
      2. Be incorporated into the school's official records;
      3. Reasonably reflect the total activity for which the employee is compensated;
      4. Encompass both federally-assisted and all other activities compensated by the school;
      5. Comply with the established accounting policies and practices of the school; and
      6. Support the distribution of the employee's salary or wages among specific activities or cost objectives.
6. Political Contributions:
- a. No funds or assets of the school may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. Following are examples of prohibited activities:
    - i. Contributions by an employee that are reimbursed through expense accounts or in other ways;
    - ii. Purchase of tickets for political fundraising events; and
    - iii. Contributions in-kind, such as lending employees to political parties or using the school's assets in political campaigns.
7. Record Keeping:

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- a. To provide an accurate record of all financial transactions (a good audit trail), the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by state law applicable to charter schools. This includes recordkeeping in both the modified and full-accrual bases of accounting. Audited financial statements certified by an independent auditor will be prepared annually using the accrual basis of accounting. Further, the school specifically requires that:
  - i. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the school;
  - ii. Receipts and disbursements must be fully and accurately described in the books and records;
  - iii. No false or fictitious vendors, invoices or entries may be made on the books or records nor any false or misleading reports issued; and
  - iv. Purchase orders and requisition requests must identify the fund, function, location, program, and object or revenue code to which the purchase is to be booked.

8. Record Retention and Disposal:

- a. Records are maintained for the minimum period according to state law and the guidelines of the Utah State Archives. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods or consistent with state law:
  - i. For three years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:
    - 1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
    - 2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
    - 3. Permanently: Audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.
- b. The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained according to state law.



## 7. Board Business

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## 7. a. Calendaring

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### Quick Summary / Abstract

Next Board Meeting: May 11, 2023 at 3 PM

Graduation: May 18, 2023

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

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### 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).*
- *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).*

## 9. School LAND Trust Council

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## 10. Adjourn

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