



## MEETING MINUTES

**Board of Trustees**  
**04/20/2023 03:00 PM**  
Anchor Location: 1353 W 760 N  
Orem, Utah 84057

This meeting was held via teleconference.

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### Attendees

#### Voting Members

Ms. Karen Aston, Secretary  
Ms. Amber Wright, Treasurer  
Ms. Nicole de la Vega, Board Member  
Ms. Nancy Willison, Board Member

#### Excused Voting Members

Ms. Andrea Urban, President  
Ms. Rachel Skinner, Vice President

#### 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

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### 1. Board Meeting Welcome and Roll Call

Karen Aston called the Board of Trustees meeting to order at 3:05 PM.

### 2. Pledge of Allegiance

### 3. Public Comment

No public comment.

### 4. Consent Calendar

Motion: I move to approve the consent calendar.

Motion made by: Ms. Amber Wright

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

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

## 5. Reports

### a. Administrative Report

The administrative team reported on the current state of the school, including testing and end of year events.

### b. Finance Report

Dawn Benke reviewed the current financial statements, including the revenue for this point in the school year. The areas that are higher than anticipated were explained. Overall, the school is on track for the year financially.

## 6. Voting Items

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

This policy explains how public education materials developed with the school's funds are shared with third parties, including by way of a license. The school may not charge other educators in Utah public schools for using their materials and school employees may not develop sensitive materials with school funds. It also outlines rules related to employees developing public education materials without school funds.

Motion: I move to approve Policy 0255: Public Education Materials Development.

Motion made by: Ms. Amber Wright

Motion seconded by: Ms. Nancy Willison

Voting:

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

### b. Policy 0260: Language Access

This is a required policy to address communication and assistance to students who are learning English and their parents. This policy is required to be reviewed by the school on an annual basis.

Motion: I move to approve Policy 0260: Language Access.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Nancy Willison

Voting:

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

This policy is based on the USBE's model policy and requires the school to designate a Language Access Coordinator, determine the primary language spoken by a student and his/her parent, and provide translations of materials to students and their parents who require the translations to communicate

effectively with the school. The school is asking as part of the registration process what primary language is spoken in the home.

Motion passed.

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

This policy explains the supervisory responsibilities of designated school leaders, but also states 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. The board has previously looked at the policy and updates were shown.

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

Motion made by: Ms. Nancy Willison

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

The board considered the time frame for pickup after the conclusion of school-sponsored activities and the process for staff.

Motion passed.

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

This policy amendment references and describes requirements related to schools' administration of statewide assessments and addresses how the school will comply with the requirements, including with respect to the school's statewide assessment plan, student participation in statewide assessments, and student exemptions from assessments.

Motion: I move to approve Policy 0525: Assessment of Student Achievement (Standard Test Administration and Testing Ethics) Amendment.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Amber Wright

Voting:

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Updates were made to the policy for better readability.

Motion passed.

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

The policy updates address the requirements the school must follow in documenting how restricted federal funds are spent, particularly in connection with using such funds for employee compensation, and time and effort tracking.

Motion: I move to approve the amendment to Policy 0910: General Financial.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Amber Wright

Voting:

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

The certification time frames were discussed and may be included as part of the regulations.

Motion passed.

**7. Board Business**

**a. Calendaring**

The next Board of Trustees meeting is scheduled for May 11, 2023 at 3 PM.

Graduation will be held on May 18, 2023.

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

No closed session held.

**9. School LAND Trust Council**

No School LAND Trust business.

**10. Adjourn**

Motion: I move to adjourn the board meeting.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Amber Wright

Board of Trustees meeting adjourned at 3:45 PM.