Board of Trustees

05/11/2023 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==)

1. Board Meeting Welcome and Roll Call   5

2. Pledge of Allegiance 🔗   6

3. Public Comment   7
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.
- 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.

The public may also reach the Board by emailing feedback@lumenscholar.org(https://simbli.eboardsolutions.com/SU/KbutjKplusohc1qUv0plusslshplusiy5A==) .

4. Consent Calendar   8

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a. Continuous School Improvement (CSI) Plan   29
   The school will be receiving $65K in additional funds once the CSI plan is approved.

These are Title I restricted funds. There are other funds that will be distributed to the school in subsequent years for the continued implementation of the CSI plan.

b. Teacher and Student Success Act (TSSA) Plan 📎

c. Mental Health Screening Determination 📎
H.B. 403 – a bill passed during Utah's 2023 legislative session – requires each LEA governing board to make a determination by July 1, 2023 as to whether the LEA will participate or not participate in administering a USBE-approved mental health screening program during the 2023-2024 school year.

LEAs are not required to implement a mental health screening program, but if an LEA elects to do so, it must follow a variety of rules and requirements, including training, notification, and consent requirements. LEAs may change their determination from year to year as to whether they will participate or not participate in mental health screenings, and each year LEAs must report to the USBE whether they are maintaining or changing their mental health screening participation status from the previous year. The USBE has provided a link to a Qualtrics Survey whereby LEAs can report their determination.

Included is a Mental Health Screening Guidebook containing helpful information about mental health screenings for students, including what mental health screenings are and are not, benefits and costs of administering mental health screenings, and different methods of mental health screenings schools can use. The Guidebook also includes a sample Implementation Plan for those LEAs who choose to administer mental health screenings as well information for parents. The Guidebook further contains a number of hyperlinks to resources about mental health screenings.

d. Policy 0235: Technology and Network Protection and Internet Safety Renewal 📎
No changes recommended to the policy. The board is required to review and reapprove the policy annually.

7. Board Business

a. Training: Budgeting Basics 📎

b. Calendaring 📎
Next Board Meeting: June 15, 2023 at 3 PM

Graduation: May 18, 2023

2023-2023 Meeting Schedule

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

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/OD2KpwSZB2MDl4VqxRZNiA==

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.

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4. Consent Calendar

4. a. April 20, 2023 Board Meeting Minutes 📎

Supporting Documents

📄 2023.04.20 Board Meeting Minutes DRAFT - LSI

Meeting Minutes

📄 04/20/2023 - Board of Trustees

MEETING MINUTES

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

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.

MEETING MINUTES

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Kara Finley
Platte Nielson

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.

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a. Policy 0255: Public Education Materials Development

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Motion made by: Ms. Amber Wright
Motion seconded by: Ms. Nancy Willison
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Motion seconded by: Ms. Nancy Willison
Voting:

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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.

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Motion made by: Ms. Nancy Willison
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Ms. Nancy Willison - Yes

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Motion passed.

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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.

5. Reports

5. a. Administrative Report

Contact Person

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

5. a. i. Positive Behaviors Plan Report 📎

Contact Person

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

Supporting Documents

📄 Positive Behaviors Plan Year End Report 2022-2023

Lumen Scholar Institute
Positive Behaviors Plan
Year End Report 2022-2023

This plan has been developed by the school counselor in collaboration with the administration, considering input from teachers, parents, and students.

Lumen Scholar Institute is a virtual school that teaches courses using synchronous and asynchronous teaching methods. Lumen implements the following strategies to encourage and promote positive student learning.

- Structure and Routine - Classes are taught using a live-online model for most classes. Students have a class schedule and are expected to be in class at specified times, taught live by a teacher. Classes are small, allowing teachers to get to know students individually. This is key in allowing teachers to note any unusual behavior from students and alert the school counselor to possible mental health issues.
    - **REPORT** - The average class size remained small for the 2022-23 school year, with an average of 11 students per class. 83% of our courses are taught live online.

- Structured Zoom meetings - Lumen utilizes a structured Zoom meeting. This approach creates a group norm that promotes positive peer interaction. All backgrounds on cameras are consistent and plain. The chat feature is regulated by the teacher and monitored by administrators. Classroom participation is recognized and rewarded. Lumen believes that positive peer pressure is the best way to encourage students.
    - **REPORT -** We continued to use and refine our Zoom meetings throughout the year, including creating approved backgrounds and monitoring the chat and the videos.

- A 15-minute break between classes - Classes are structured with at least a 15-minute break in between. Students are encouraged to walk around, get a snack, and interact with family.
    - **REPORT -** Parents report the break between classes is helpful for their student(s).

- Private Teacher Office Hours - Students and parents can schedule one-on-one meetings with teachers during designated office hours. The flexibility of online scheduling allows parents to join from home or work. This individual attention helps students connect with adults and gain the confidence to ask questions. Parents regularly rate Lumen teachers with high ratings for their caring and compassionate teaching style.
    - **REPORT** - 57% of parents report that staff and students listen to each other, so there is room for improvement. 66% of parents feel comfortable talking to an

employee of the school. There is no data to indicate how many parents and students use private office hours with teachers. This needs to be considered for future years.

- Creating Meaningful Relationships - Lumen does this in two ways. As a virtual school, students work and schooling at home. Lumen encourages and promotes family interaction and involvement in the schooling process. Parents are included in all communication with students, and many siblings school together in the same room. Lumen is a strong proponent of family bonding and has high regard for family time, recognizing the critical protective factor families are in the lives of adolescents. Strong family bonds are a high deterrent to negative mental health challenges in teens.
    - **REPORT -** 60% of parents feel that Lumen emphasizes respecting all students. This creates a safe learning environment and promotes positive student-to-student relationships. 67% of parents feel that Lumen staff does a good job of helping support parents with their children's education. Only 50% of parents feel that staff contacted them regarding positive things their child has done, so there is room for improvement.

- Regular Social Activities - Lumen holds monthly in-person activities for students. These activities allow students to connect with peers in their classes personally. Activities are structured and supervised by caring staff.
    - **REPORT** - Lumen offered 51 in-person activities to students in grades K-12. Events were live and supervised by staff. Activities were a wonderful way for students to meet in person and develop relationships and social skills.

- Low Student-to-Counselor Ratio - Lumen has a licensed school counselor dedicated to all 7 - 12 students. The student-to-counselor ratio is 1 to 250, which is the American School Counselor recommended ratio for effective support by the school counselor. Personal, yearly meetings are held with each family to discuss college and career plans and mental health support. Parents report deep appreciation for these meetings as meaningful ways to discuss post-high school plans with their students and seek help for struggling students.
    - **REPORT** - 100% of juniors and seniors met with the counselor; some multiple times; however, not all students in other grades had an opportunity to meet. The counselor met with all students who reached out and scheduled an appointment and with all students who are considered 'high risk,' but there were many students who did not have a meeting. This was an area of weakness for this school year. Plans are already in place to improve these numbers for next year.

- Service Opportunities - As part of the monthly activities, Lumen actively seeks and provides opportunities for students to serve throughout the community. Students regularly report that the service learning at Lumen is one of their favorite parts of being a Lumen student.
    - **REPORT** - Students had the opportunity to participate in several service learning activities this year. Students decorated the main street food pantry windows for

Christmas and helped prepare food boxes and organized the thrift store. Students also had the opportunity to write and take cards to the elderly.

- Designated Positive Behavior Specialist - the school counselor has been designated to administer the Positive Behaviors Plan. At the end of each year, the counselor will ensure that the following is submitted to the state:

    - A written report to the school's governing board detailing how the positive behaviors plan was implemented in the prior year.

- The school's governing board will submit an annual report to the USBE confirming that Lumen has an approved Positive Behaviors Plan.

Studies have shown that the above methods, when used together, are effective in helping students develop positive mental health attitudes, resist negative peer pressure, create meaningful relationships, and increase protective factors, all of which lowers the likelihood of substance abuse and risky behaviors.

Lumen is committed to the positive mental health of its students and families and continuously looks for ways to improve its program to provide a high-quality, virtual schooling environment.

5. b. Finance Report 📎

Contact Person

Dawn Benke, Academica West

Supporting Documents

📄 LSI Monthly Financials

Lumen Scholar Institute
Statement of Activities
Created on May 10, 2023
For Prior Month

	Annual June 30, 2023	Year-to-Date April 30, 2023	
	Budget	Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	20,000	18,299	91.5 %
Revenue From State Sources	3,908,955	3,166,696	81.0 %
Revenue From Federal Sources	93,521	2,906	3.1 %
Total Income	4,022,476	3,187,901	79.3 %
Expenses			
Instruction/Salaries	2,291,843	1,810,024	79.0 %
Employee Benefits	442,196	266,202	60.2 %
Purchased Prof & Tech Serv	464,423	397,546	85.6 %
Purchased Property Services	193,264	154,115	79.7 %
Other Purchased Services	107,764	87,556	81.2 %
Supplies & Materials	485,000	445,872	91.9 %
Property	0	10,913	0.0 %
Debt Services & Miscellaneous	9,267	2,318	25.0 %
Total Expenses	3,993,757	3,174,546	79.5 %
Total Net Income	**28,719**	**13,355**	**46.5 %**

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

	Period Ending 04/30/2023 Actual	Period Ending 04/30/2022 Actual
Assets & Other Debits		
Current Assets		
Operating Cash	1,867,572	1,778,355
Accounts Receivables	1,334	6,930
Other Current Assets	5,366	5,366
Total Current Assets	1,874,272	1,790,651
Net Assets		
Fixed Assets	608,389	107,721
Depreciation	(165,237)	(56,835)
Total Net Assets	443,152	50,886
Total Assets & Other Debits	**2,317,424**	**1,841,537**
Liabilities & Fund Equity		
Current Liabilities	22,876	53,328
Long-Term Liabilities	385,201	0
Fund Balance	1,895,992	1,677,363
Net Income	13,355	110,846
Total Liabilities & Fund Equity	**2,317,424**	**1,841,537**

6. Voting Items

6. a. Continuous School Improvement (CSI) Plan

Contact Person

Kristy Gordon, Chief Administrative Officer

Quick Summary / Abstract

The school will be receiving $65K in additional funds once the CSI plan is approved. These are Title I restricted funds. There are other funds that will be distributed to the school in subsequent years for the continued implementation of the CSI plan.

6. b. Teacher and Student Success Act (TSSA) Plan 📎

Contact Person

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

Supporting Documents

📄 FY23TSSA Plan (1)

Teacher And Student Success Act (TSSA) Plan

School Year: 2023-2024
School: Lumen Scholar Institute

General Information - Senate Bill 149 creates the Teacher and Student Success Act (TSSA), which allows the State Board of Education to distribute funds from the Teacher and Student Success Account to the boards of local education agencies. It requires the board of a local education agency to create guidelines for creating school outcome-based program plans and requires a school to make an outcome-based program plan to use program money.

Goal-Based on School Needs:

1. **Maintain student reading literacy in Kindergarten through 6th grades, using 1st through 3rd grade as our target population.**
   a. **Measurements**: At the end of the academic year, 60% or more of the 1st through 3rd-grade students will demonstrate progress as measured by the approved State and School assessments.

2. **Increase student Math progress toward grade level in 3rd through 11th grades, using 6th and 9th grades as our target population.**
   a. **Measurements**: By the end of the academic year, at least 60% of 6th and 9th-grade students will demonstrate academic progress, as measured by the approved State and School assessments.

Action Steps:
- Instructional mentors will provide teachers with professional learning opportunities to implement a researched-based curriculum and effective teaching practices.
- Teachers will implement new interactive instructional strategies.
- Teachers will use data to work directly with students to assist in their achieving the outlined academic goals.

Budget:
- The school will use 10% of TSSA funds for instructional technology.
- The school will allocate 40% of the TSSA funds to pay salaries for teachers who support interventions.
- The school will use 50% of TSSA funds to enhance existing programs.

6. c. Mental Health Screening Determination 📎

Contact Person

Platte Nielson, Academica West

Quick Summary / Abstract

H.B. 403 – a bill passed during Utah's 2023 legislative session – requires each LEA governing board to make a determination by July 1, 2023 as to whether the LEA will participate or not participate in administering a USBE-approved mental health screening program during the 2023-2024 school year.

LEAs are not required to implement a mental health screening program, but if an LEA elects to do so, it must follow a variety of rules and requirements, including training, notification, and consent requirements. LEAs may change their determination from year to year as to whether they will participate or not participate in mental health screenings, and each year LEAs must report to the USBE whether they are maintaining or changing their mental health screening participation status from the previous year. The USBE has provided a link to a Qualtrics Survey whereby LEAs can report their determination.

Included is a Mental Health Screening Guidebook containing helpful information about mental health screenings for students, including what mental health screenings are and are not, benefits and costs of administering mental health screenings, and different methods of mental health screenings schools can use. The Guidebook also includes a sample Implementation Plan for those LEAs who choose to administer mental health screenings as well information for parents. The Guidebook further contains a number of hyperlinks to resources about mental health screenings.

Supporting Documents

📄 MH Screening Guidebook

School-Based Mental Health Screening Guidebook:
Implementation Plan

This document serves as an outline for Local Education Agencies (LEAs) to fill in their implementation plan for school-based mental health screening.

Outline your plan in preparation of roll out:

▶ Start small, as a pilot
- Such as: one grade level in one school at a time

▶ Consider rolling out your plan in phases, gradually scaling up as your resources and capacity allow

▶ Include the WHO, WHAT, WHEN, WHERE, WHY

▶ Consider forming a stakeholder group to inform your decision making:
- Parents, students, teachers, administrators, mental health professionals in the school and/or the community.

▶ Think through your community partnerships to support this work and invite them into this process. Remember, you don't have to do this alone!

Questions to answer as part of your plan:

What tool(s) are you going to use? USBE Approved Tools

What conditions are you going to screen for? USBE Approved Conditions

Who is going to administer and score the screening tool(s)?

Same day review of results is necessary to ensure safety for those who indicate a high risk. Administering and scoring can be done by different people or the same people.

What is your plan for triaging?

What services will be provided in the school?

What community partnerships do you have in place for referrals?

How will parent consent be obtained?

How will you advertise screening to parents?

How will results be shared with students and parents?

Who will collect the required data?

Resource:

- [School Mental Health Quality Guide: Screening](#)
- [SHAPE District Assessment (Page 11)](#)

If you have questions or need additional clarification please reach out to:

Michelle Knight

SBMH Program Manager

Michelle.knight@schools.utah.gov

School-Based Mental Health Screening Guidebook:
Parent Information

The purpose of this document is to be a sample flier for LEAs to provide to parents about screenings.

What is mental health screening?

Screening is a process for evaluating the possible presence of a particular problem. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

Screening is not an assessment or a diagnosis.

What is consent?

Parental consent must be obtained within 8 weeks prior to administering the mental health screener. A separate consent form is required for each screening and cannot be combined with other consent forms. Parental consent must be obtained regardless of the age of the student.

What's the process?
(This process should summarize your implementation plan.)

Are you diagnosing my child?

No. Screening is the process by which the presence of a particular problem is identified. Further assessment would need to be completed in order for a diagnosis to be provided.

Will I receive the results of my child's screening?

Yes, schools are required to provide the results of the screening if a potential mental health condition is indicated. Results and resources will be provided to the student and parent including any services that can be provided by the school mental health provider or by a partnering entity.

What do the results of the screening mean?

The results may indicate the possible presence of a concern and will help you to determine if your student may benefit from a full assessment.

Do I need to pay for this?

Screening is free for students.

Other questions?

Resource:

- School Mental Health Quality Guide: Screening SHAPE District Assessment (Page 11)

School-Based Mental Health Screening Guidebook:
Methods of Screening

The purpose of this document is to help LEAs determine the method of screening that best fits their needs and resources.

1. **Grade level/Classroom:** Announced, advertised, offered to a smaller selection of students based on other data such as school discipline data, SHARP data, administrator/teacher buy in, parent buy in, etc.

   A. **Considerations**
   - ▶ This will require time taken out of the school day (BUT NOT ALOT!)
   - ▶ Screening could take place on multiple days as needed or on one day.
     - • If all in one day, where will students go whose parents didn't give consent?
   - ▶ Consent will have to be received prior to the date of the screening.
   - ▶ Teachers may need to administer the survey and SBMH professional reviews results and responds
     - • Reviewing results needs to happen same day to ensure students needs are triaged and addressed immediately
     - • Note: students at imminent risk of harming themselves or others should receive immediate follow-up within 24 hours
   - ▶ Parents will need to be contacted separately regarding the results of the screening

2. **Screening events:** announced, advertised, offered to the entire student population (at the district/LEA level, school level, multiple schools at once, etc). Held on specific dates and times throughout the school year. Parents may sign up to attend or just show up. Parents accompany the child so consent can be signed at the event.

   B. **Considerations:**
   - ▶ Could result in data being skewed. It's possible that certain populations may not engage for a variety of reasons
     - • Language barriers
     - • Unsure of the process

- Misperceptions of what a screening is and its purpose
▶ Parents and their students can complete the screener virtually and then come to the school to review/discuss their results
  - If they don't show up, who will follow up with them about their results?
▶ Parents and their students can come to the event, complete the screener, then review their results with a professional
▶ Event must be staffed by appropriate personnel which could be an added cost (stipends, additional contracted time, etc)
  - Grant funding is available to support these costs.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment (Page 11)](#)

School-Based Mental Health Screening Guidebook:
Talking Points for Boards

The purpose of this document is for LEAs to have talking points to present to their Board in regards to screening.

Screening is a process for evaluating the possible presence of a particular problem. The intent of mental health screening is to determine the possible presence of a mental health concern and to determine if the student may benefit from a full assessment. Mental health screening may only happen after the students' parents opt into a mental health screening program or event, giving active consent.

Screening is not an assessment or a diagnosis.

Benefits of screening

▶ Support a Multi-tiered System of Supports (MTSS)
▶ Inform Prevention and Early Intervention Strategies
▶ Identify concerns specific to certain grades or classrooms
▶ Identify students with highest well-being
▶ Identify students at risk for a mental illness or harm to self or others
▶ Make economically sound decisions
▶ Improve Access to Mental Health Supports

See the School Mental Health Quality Guide: Screening for more details

Costs of screening

Grant funding is available to support screening implementation and for "qualifying parents".

• Most screening tools are available for free, but some require purchasing.
• Stipends for school staff to support screening events may be required if offered outside contract time
• Additional funds for contracted services may be required

Liability of conducting screening

[53F-2-522](#)

> *"A school employee trained in accordance with rules made by the state board under [Subsection (3)(a)(iii)](#), who administers an approved mental health screening in accordance with this section in good faith, is not liable in a civil action for an act taken or not taken under this section."*

Connecting it to Child Find

▶   Mental health screenings are one way to identify students with a possible presence of a disability, which is our responsibility. It supports our Child Find efforts but isn't the only way.

▶   In accordance with the requirements of Part B of the IDEA and the USBE Special Education Rules, each LEA implementing a mental health screener must have policies and procedures in place to ensure that any student suspected of having a disability, and who may need special education and related services, is identified, located, and evaluated consistent with the LEA's Child Find system.

Resource:

- [School Mental Health Quality Guide: Screening SHAPE District Assessment (Page 11)](#)

6. d. Policy 0235: Technology and Network Protection and Internet Safety Renewal 🔗

Contact Person

Platte Nielson, Academica West

Quick Summary / Abstract

No changes recommended to the policy. The board is required to review and reapprove the policy annually.

Policies

📄   Policy 0235: Technology and Network Protection and Internet Safety

Policy 0235: Technology and Network Protection and Internet Safety	**Status:** ADOPTED
Original Adopted Date: 08/11/2015 | **Last Revised Date:** 07/21/2022 | **Last Reviewed Date:** 07/21/2022	

Policy

Lumen Scholar Institute's Board of Trustees recognizes that students need to be proficient users of information, media, and technology to succeed in a digital world. Therefore, Lumen will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is Lumen's goal to provide students with rich and ample opportunities to use technology for important purposes in school just as individuals in workplaces and other real-life settings. Lumen technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their education.

Internet safety is a priority at Lumen. As a result, Lumen will use reasonable efforts to (1) prevent user access over its computer network to inappropriate material via the Internet, e-mail, or other forms of direct electronic communications; (2) prevent unauthorized access and other unlawful online activity; (3) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (4) comply with the Children's Internet Protection Act.
The Board of Trustees delegates responsibility to the Chief Administrative Officer to create strong electronic educational systems that support innovative teaching and learning; to provide appropriate staff development opportunities that promote appropriate, responsible, and safe technology, network, and Internet use; and to develop procedures to support this policy.
Legal References: 18 USC §§ 2510-2522, Electronic Communication Privacy Act; 47 USC § 254, Children's Internet Protection Act .

1. Electronic Resources: Procedure:
   These procedures are written to support the electronic resources of the school and to promote positive and effective digital citizenship among students and staff. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

2. Network:
   Lumen's network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, websites, web mail, groups, wikis, etc.). Lumen reserves the right to prioritize the use of, and access to, the network. All use of the network must support education and research and be consistent with the mission of Lumen.
   a. Acceptable network use by Lumen students and staff includes but is not limited to:
      i. Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;

      ii. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;

      iii. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

      iv. Staff use of the network for incidental personal use in accordance with all Lumen policies and guidelines; and

      v. Connection of any personal computer or electronic device is subject to all guidelines in this document.

   b. Unacceptable network use by Lumen students and staff includes but is not limited to:
      i. Personal gain, commercial solicitation and compensation of any kind;

      ii. Liability or cost incurred by Lumen;

      iii. Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from the Director or his/her designee;

      iv. Support or opposition for ballot measures, candidates and any other political activity;

      v. Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and

changes to hardware, software, and monitoring tools;

    vi. Unauthorized access to other Lumen computers, networks and information systems;

    vii. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;

    viii. Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);

    ix. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and

    x. Attaching unauthorized equipment to Lumen network. Any such equipment will be confiscated and destroyed.

c. Lumen will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. Lumen will not be responsible for unauthorized financial obligations resulting from the use of, or access to, Lumen computer network or the Internet.

3. Internet Safety: Personal Information and Inappropriate Content:
   a. Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, e-mail, social media, instant messaging, chat rooms or as content on any other electronic medium;

   b. Students and staff should not reveal personal information about another individual on any electronic medium;

   c. No student pictures or names can be published on any class or Lumen website unless the appropriate permission has been verified; and

   d. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

4. Filtering and Monitoring:
   Filtering appliances are used to block or filter Internet access to visual depictions that are obscene, are child pornography, or are harmful to minors in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites:
   a. Any attempts to defeat or bypass Lumen Internet filter or conceal Internet activity are prohibited, such as proxies, https, special ports, modifications to Lumen browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;

   b. E-mail inconsistent with the educational and research mission of Lumen will be considered SPAM and blocked from entering Lumen e-mail boxes;

   c. Parents/Guardians must provide supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to Lumen computers;

   d. Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of Lumen; and

   e. Staff must make a reasonable effort to become familiar with the Internet and to effectively monitor, instruct and assist students with respect to their use of the Internet.

5. Educating:
   a. Lumen staff must regularly educate its students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

6. Copyright:
   a. Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States

Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

7. Network Security and Privacy:
   a. System logins and accounts are to be used only by the authorized owner of the account, for authorized Lumen purposes. Students and staff are responsible for all activity on their account and must not share their account password; and

   b. Administration shall ensure that school faculty, staff, and students are trained in proper network security procedures, including the protection of passwords and the prohibition of the use of another user's network account.

8. Student Data is Confidential:
   a. Lumen staff must maintain the confidentiality of student data in accordance with the Family Educational Rights and Privacy Act (FERPA), Chapter 9 of Title 53E of the Utah Code, and Utah Administrative Code Rule R277-487.

9. No Expectation of Privacy:
   a. Lumen provides the network system, e-mail and Internet access as a tool for education and research in support of Lumen's mission. Lumen reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:
      i. The network;

      ii. User files and disk space utilization;

      iii. User applications and bandwidth utilization;

      iv. User document files, folders and electronic communications;

      v. E-mail;

      vi. Internet access; and

      vii. Any and all information transmitted or received in connection with network and e-mail use.

* No student or staff user should have any expectation of privacy when using Lumen's network. Lumen reserves the right to disclose any electronic message to law enforcement officials or third parties to the extent permitted by law. Documents may be subject to the public records disclosure laws of the State of Utah.

10. Archive and Backup:
    a. Regular backup shall be made of all Lumen materials (including e-mail correspondence) for purposes of public disclosure and disaster recovery.

11. Disciplinary Action:
    a. All users of Lumen electronic resources are required to comply with Lumen policy and procedures and to agree to abide by the provisions set forth in Lumen's Computing Device Policy and Agreement. Violation of any of the conditions of use explained in this or any other policy related to Electronic Resources may be cause for disciplinary action, up to and including suspension or expulsion from school and suspension or revocation of network and computer access privileges for students, and up to and including termination of employment for employees.

7. Board Business

7. a. Training: Budgeting Basics 🔗

Contact Person

Dawn Benke, Academica West

Supporting Documents

📄 Lumen Budget Training

BUDGETING 101

Lumen Scholar Academy

Compliance

- Utah Code Title 53G, Chapter 7, Part 3

- R277-484-3 Table 1

- LEA's Policies

Tentative Budget

- Prepared by budget officer
- Submitted to board before June 1
- Available for public inspection 15 days prior to proposed adoption
- Uploaded to USBE and OSA within 30 days of adoption or by July 15

Tentative Budget

- **Must Include**
  - Revenues and expenses from prior fiscal year
  - Estimated revenues and expenses for current fiscal year
  - Estimated financial condition for current fiscal year
  - Estimated expenses for next fiscal year

Example

For Approval at June 28, 2021 Board Meeting

	Year Ending 6/30/2021 CY Approved	Year-to-Date 6/30/2021 CY Amended	Year Ending 6/30/2022 FY22 Proposed INITIAL	07/01/2020 through 5/31/2021 CY Actuals YTD
Net Income				
Income				
Revenue From Local Sources	106,168	16,596	15,000	17,289
Revenue From State Sources	2,763,895	2,695,728	2,972,280	2,460,039
Revenue From Federal Sources	149,354	256,917	291,239	146,206
Loan Proceeds	164,680	63,000	0	63,000
Total Income	3,184,097	3,032,241	3,278,519	2,686,534
Expenses				
Instruction/Salaries	962,300	1,077,430	1,159,399	858,805
Employee Benefits	261,325	278,760	304,931	209,438
Purchased Prof & Tech Serv	268,200	182,404	216,000	134,009
Purchased Property Services	950,447	819,085	1,113,210	709,397
Other Purchased Services	81,800	163,223	171,700	128,412
Supplies & Materials	301,600	287,934	145,300	263,431
Property	65,000	96,149	8,000	96,046
Debt Services & Miscellaneous	107,254	96,320	121,200	87,460
Total Expenses	2,997,926	3,001,304	3,239,740	2,486,999
Total Net Income	**186,171**	**30,937**	**38,779**	**199,535**

Factors to Consider

- Enrollment
- Attrition
- Legislative estimate
- Program allocations
- Prior year actuals
- Current year actuals

- Upcoming expenses
- Board priorities
- School needs
- MOE
- Program Restrictions

7. b. Calendaring 📎

Quick Summary / Abstract

Next Board Meeting: June 15, 2023 at 3 PM

Graduation: May 18, 2023

2023-2023 Meeting Schedule

Supporting Documents

📄 2023-2024 Board Meeting Schedule - LSI

BOARD OF TRUSTEES ANNUAL MEETING SCHEDULE

Below are the tentative Lumen Scholar Institute Board of Trustees meeting dates for the 2023-2024 school year. Meetings are tentatively scheduled on the third Thursday at 3:00 PM every month and will continue as long as business requires. These dates are subject to change and additional meetings may be held. All meetings will be posted on the Utah Public Notice Website.

Meetings will generally be held at, or with an anchor location at, 1353 West 760 North, Orem, UT 84057. Meetings may also be held at different locations as specified by the Board of Trustees.

July 20, 2023 at 3:00 PM
(if needed)

August 17, 2023 at 3:00 PM

September 21, 2023 at 3:00 PM

October 12, 2023 at 3:00 PM

November 16, 2023 at 3:00 PM

December 14, 2023 at 3:00 PM

January 18, 2024 at 3:00 PM

February 15, 2024 at 3:00 PM

March 21, 2024 at 3:00 PM

April 18, 2024 at 3:00 PM

May 23, 2024 at 3:00 PM

June 20, 2024 at 3:00 PM

8. 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).*

9. School LAND Trust Council

10. Adjourn