



## MEETING MINUTES

**Board of Trustees**  
**05/11/2023 03:00 PM**  
Anchor Location: 1353 W 760 N  
Orem, Utah 84057

This meeting was held via teleconference.

---

### Attendees

#### Voting Members

Ms. Andrea Urban, President  
Ms. Rachel Skinner, Vice President  
Ms. Karen Aston, Secretary  
Ms. Amber Wright, Treasurer  
Ms. Nicole de la Vega, Board Member  
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  
Michelle Leonard  
Dawn Benke  
Kara Finley  
Platte Nielson  
Janey Stoddard  
Krystal Taylor

---

### 1. Board Meeting Welcome and Roll Call

Karen Aston called the Board of Trustees meeting to order at 3:07 PM.

### 2. Pledge of Allegiance

### 3. Public Comment

No public comment.

### 4. Consent Calendar

Motion: I move to approve the consent calendar, consisting of the April 20, 2023 Board Meeting Minutes.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Nancy Willison

Voting:

Ms. Andrea Urban - Not Present

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

**a. April 20, 2023 Board Meeting Minutes**

**5. Reports**

**a. Administrative Report**

The administrative team reported on the current state of the school, including the last day of live classes, the end of state assessments, and preparations for next year.

**i. Positive Behaviors Plan Report**

The written positive behaviors plan report was provided to the board and outlines how programs have been implemented. Michelle Leonard reported on the successes and areas of focus for next year, including teacher office hours, relationship building, and social activities. The school has a great student to teacher ratio and all juniors and seniors were able to meet with a counselor.

*Andrea Urban joined the meeting at 3:20 PM.*

The school is celebrating teacher appreciation week and is so grateful for the incredible staff. Teacher Tara Hoffman was recognized for the incredible academic achievement her students attained this year.

**b. Finance Report**

Dawn Benke reviewed the current financial statements for this point in the school year in relation to the income and expenses. The board was reminded of the impact of the lease on the financial position.

**6. Voting Items**

**a. Continuous School Improvement (CSI) Plan**

The school is in the process of meeting with the state to develop the CSI plan and will bring it to an upcoming board meeting.  
Voting tabled.

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

The TSSA plan has been updated for the 2023-2024 school year and the budget updates were outlined.

Motion: I move to approve the Teacher and Student Success Act (TSSA) Plan.

Motion made by: Ms. Amber Wright

Motion seconded by: Ms. Andrea Urban

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

The board clarified the interventionists are teachers under the TSSA Plan. The goals align with the School LAND Trust Plan.

Motion passed.

**c. Mental Health Screening Determination**

A recent bill requires the board to determine annually whether the LEA will participate in administering a USBE-approved mental health screening program.

*Platte Nielson joined the meeting at 3:49 PM.*

Motion: I move to participate in the mental health screening program for the 2023-2024 school year.

Motion made by: Ms. Nicole de la Vega

Motion seconded by: Ms. Nancy Willison

Voting:

Ms. Andrea Urban - No

Ms. Rachel Skinner - No

Ms. Karen Aston - No

Ms. Amber Wright - No

Ms. Nicole de la Vega - No

Ms. Nancy Willison - No

The board discussed potential liability on the school and providing services appropriate at a school level. The administrative team has considered the workload and implementation and doesn't believe it would be appropriate to participate at this time.

Motion failed.

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

The board is required to review and renew the policy annually and no changes are recommended.

Motion: I move to renew Policy 0235: Technology and Network Protection and Internet Safety.

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.

*Platte Nielson left the meeting at 3:48 PM.*

## 7. Board Business

### a. Training: Budgeting Basics

Dawn Benke provided training to the board on the compliance requirements of a budget, including how a tentative budget is prepared and what must be included. Factors considered in the creation of a budget include enrollment, attrition, allocations, expenses, priorities and goals, MOE, and program restrictions.

### b. Calendaring

The board reviewed the 2023-2024 meeting schedule and will move forward with it as scheduled.

The next board meeting is scheduled for June 15, 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

Motion: I move to enter a closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(l)(a) with an anchor location at Lumen Scholar Institute.

Motion made by: Ms. Karen Aston

Motion seconded by: Ms. Rachel Skinner

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.

Entered closed session at 3:58 PM.

Motion: I move to adjourn the closed session.

Motion made by: Ms. Karen Aston

Motion seconded by: Ms. Rachel Skinner

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

Closed session adjourned at 4:23 PM.

## 9. School LAND Trust Council

The School LAND Trust reports and plan have been submitted.

## 10. Adjourn

Motion: I move to adjourn the board meeting.

Motion made by: Ms. Rachel Skinner

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

Board meeting adjourned at 4:24 PM.

DRAFT

**Lumen Scholar Institute  
Board of Directors  
Closed Session Statement**



**Date:** May 11, 2023

**Anchor Location:** 1353 W 760 N; Orem, Utah 84057

---

**CLOSED SESSION SWORN STATEMENT:**

At a duly noticed public meeting held on the date listed above, the board of directors for Lumen Scholar Institute entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-205(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 11<sup>th</sup> day of May, 2023.

\_\_\_\_\_  
Andrea Urban, Board President

DRAFT