



Board of Trustees Annual Meeting

06/15/2023 03:00 PM

Anchor Location: 1353 W 760 N

Orem, Utah 84057

This meeting will be held via teleconference.

MEETING MINUTES

[CLICK HERE TO WATCH THE LIVE BROADCAST.](#)

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
- Dawn Benke
- Janey Stoddard
- Krystal Taylor

1. Board Meeting Welcome and Roll Call

Karen Aston called the Board of Trustees meeting to order at 3:04 PM.

2. Pledge of Allegiance

3. Public Comment

No public comment.

4. Consent Calendar

a. May 11, 2023 Board Meeting Minutes

Motion: I move to approve the consent calendar, consisting of the May 11, 2023 Board Meeting and Closed Session Minutes.

Motion made by: Ms. Nicole de la Vega

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.

5. Reports

a. Administrative Report

The administrative team reported on the current state of the school. Enrollment numbers were reported along with marketing efforts. There are ongoing events including parades and a firefly challenge that will have prizes available.

b. Finance Report

i. Fraud Risk Assessment and Board Member Annual Commitment to Ethical Behavior

Dawn Benke reviewed the Fraud Risk Assessment and the annual commitment to ethical behavior. The risk factor is low and in good standing. Board members will review and sign the applicable documents.

6. Voting Items

a. 2022-2023 Amended Budget

b. 2023-2024 Budget

Dawn Benke reviewed the 2022-2023 Amended Budget and the 2023-2024 Budget. The budget is in good standing and operating as expected.

Motion: I motion to approve the 2022-2023 Amended Budget and the 2023-2024 Budget.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

c. Eide Bailly Audit Engagement

The Eide Bailly Audit Engagement letter will be sent directly to the board for review and signature.

Motion: I motion to approve the Eide Bailly Engagement Letter.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

d. Board of Trustees Terms and Elected Officers

Motion: I motion to discuss the Board of Trustees Terms and Elected Officers.

Motion: I motion to approve the Board of Trustees Terms and Elected Officers as discussed.

Motion made by: Ms. Andrea Urban

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 and Elected Officers will be as follows:

Karen Aston; President

Rachel Skinner; Vice President

Amber Wright; Financial Coordinator/Treasurer

Nancy Willison; Secretary

Nicole de la Vega; Member

Motion passed.

e. Chief Administrative Officer Employment Agreement and Compensation

Motion: I motion to approve the Chief Administrative Officer Employment Agreement and Compensation as discussed.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes

Ms. Karen Aston - Yes

Ms. Amber Wright - Yes

Ms. Nicole de la Vega - Yes

Ms. Nancy Willison - Yes

Motion passed.

f. Health Education Curriculum Materials Review Committee

Mr. Seal reviewed the membership composition.

Motion: I motion to approve the Health Education Curriculum Materials Review Committee as presented.

Motion made by: Ms. Andrea Urban

Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Andrea Urban - Yes

Ms. Rachel Skinner - Yes
Ms. Karen Aston - Yes
Ms. Amber Wright - Yes
Ms. Nicole de la Vega - Yes
Ms. Nancy Willison - Yes

Motion passed.

g. Policy 1010: Observations and Medical Recommendations by School Personnel Amendment

The board reviewed the policy and clarified the training elements within the guidelines.

Motion: I motion to approve Policy 1010: Observations and Medical Recommendations by School Personnel

Motion made by: Ms. Andrea Urban
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.

7. Board Business

a. Training: Utah Open and Public Meetings Act

The board reviewed the annual Utah Open and Public Meetings Act training materials.

b. Calendaring

The annual calendar for upcoming board meetings was established.

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

Motion: At 4:07 PM I make a motion to move into 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 Insitute.

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.
Entered closed session at 4:07PM

Motion: I make a motion to come out of closed session.

Motion made by: Ms. Andrea Urban
Motion seconded by: Ms. Nicole de la Vega

Voting:

Ms. Andrea Urban - Yes
Ms. Rachel Skinner - Yes
Ms. Karen Aston - Yes
Ms. Amber Wright - Yes
Ms. Nicole de la Vega - Yes
Ms. Nancy Willison - Yes

Motion passed.
Closed session adjourned at 4:13PM

9. School LAND Trust Council

No discussion

10. Adjourn

Motion: I make a motion to adjourn.
Motion made by: Ms. Andrea Urban
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.