



Lakeview Academy Board of Trustees Meeting

October 9, 2014

527 West 400 North Saratoga Springs Utah

(All times listed are approximate and the board reserves the right to vote on any item on the agenda)

The purpose of the board, on behalf of the citizens of Utah, is to see to it that Lakeview Academy (1) achieves what it should according to the Lakeview Academy Charter and state laws and (2) avoids unacceptable actions and situations.

1. Welcome & Roll Call (7:00 p.m.)
2. Pledge of Allegiance (7:00 p.m.)
3. Charter Training (7:05 p.m.)
4. Reports (7:10 p.m.)
 - A. Director's Report
 - B. Board Member's Report
 - C. Financial Report Ending August 31, 2014
 - a. Balance Sheet Report Ending August 31, 2014
 - b. Cash Flow Report Ending August 31, 2014
 - c. Income Statement Report Ending August 31, 2014
 - d. Reconciliation Report Ending August 31, 2014
5. Governance Training (7:45)
6. Consent Agenda (8:00 p.m.)
 - A. Financial Report Ending August 31, 2014
 - B. Minutes September 11, 2014
7. Action Items (8:00 p.m.)
 - A. Kimball Property Maintenance Contract
8. Public Comment (8:10 p.m.) The public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please be mindful of the length of the board meeting and be concise.
9. Policy Review (8:15 p.m.) Time has been set aside to discuss several policies. How does this policy support the charter, global policies, state law, and governance? Is it effective? How do we know it is effective (direct inspection, data, audit)? Do we need to make any changes?
 - A. Communication and Support of the Board of Trustees Policy
 - B. Emergency Director Succession Policy
 - C. Facility Use Policy
 - D. Administration of Medication Policy
10. Board Business (8:45 p.m.)
 - A. Board Event Schedule
 - a. October 14th: Cross Country State Meet
 - b. October 15th: 5th grade Maturation Program 6:30
 - c. October 22nd: Volley Ball Game
 - d. October 27-31st: Red Ribbon Week
 - e. October 31st: Halloween Fall Carnival
 - f. November 13th: Board Meeting
 - B. A motion to enter a closed session in accordance with Utah Code 52-4-205 for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.
 - C. Action if any from closed session
10. Adjourn (9:00 p.m.)

Lakeview Academy Board Meeting
Public Comment and Pattern of Formality Guidelines

The following are guidelines that were taken from Robert's Rules of Order and modified to assist the Lakeview Academy Board in running efficient meetings:

Public Comment

1. During the agenda under the Public Comment section, the public may address any issue not related to items already on the agenda. Please state your name for the official minutes. Please be mindful of the length of the board meeting and limit your comments to two minutes.
2. After an item has been introduced and debated by the board, the President will call for Public comment on that item only. Each public attendee shall have the opportunity to speak two times on the same issue on the same day. It shall proceed that everyone will be given their first opportunity to speak before anyone will be given their second opportunity.
3. To maintain order, if someone from the public is out of order, the President will verbally counsel them by calling, "point of order."

Order of Debate

1. The item will be introduced by the sponsor if the sponsor is not present then the President will assign someone to do the introduction.
2. Members debate the item (unless no one wished to debate it). Each member is allowed two separate opportunities to speak on the item.
3. The President will then open the item up for Public Comment following the directions in public comment section 2.
4. The item will then be opened up to the Board for additional debate if necessary.
5. A member makes a motion by saying, "I move that..." if it is long; it should be prepared in writing and given to the President or Secretary. If no motion is made then the item dies, and no further debate will occur.
6. Another board member may amend the motion. If the motion is amended the President asks is their any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however the amendment is subject to debate and vote like any other motion.
7. If the motion is amended the President may open it up to further board comment if necessary.
8. The President will then call the question and take a vote on the item.
9. The President announces the vote.

Pattern of Formality

1. The President should be addressed as Mister or Madam President as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the President.
3. Speak only to the President or through him/her.
4. Avoid personalizing any issue; speak to the subject, not the person you disagree with. An example of this would be if you believe something said to be untrue, you would say, I believe the member is mistaken instead of saying something was a lie.
5. If anyone breeches Robert's Rules or for example speaks out of turn, it is called a point of order and will be corrected by the President or any other board member that catches it. One would say, "Point of Order" The President would acknowledge the person and they would say what breach occurred. The President would then say "the point of order is well taken" or in unfounded, "the point of order is not well taken."

Questions Board Members Consider When Making Decisions

1. How will the decision affect the school?
2. How does this decision relate to our mission statement and philosophy?
3. What's the potential for legal problems if I vote yes? What if I vote no?
4. Does this decision affect:
 - a. The students and families we serve? How?
 - b. Lakeview Academy's staff? How?
 - c. The community? How?
 - d. The Board of Trustees itself? How?Is the impact on any of these groups negative? If it is, will the decision benefit significantly more people than it will harm?
5. Have we voted on this matter before? If yes, why are we considering it again? How have the conditions changes?
6. Do I have all the information I need to make a sound decision? What questions should I ask before making this decision?
7. If someone asked me to justify why I made this decision, can I explain my decision.