

# Supporting Documentation Director's Report

## Global Ends Policy

- School has not been in session so there is nothing to report on events or activities.

## Language Arts and Mathematics Ends Policy

- Benchmark testing was submitted last board meeting
- We have received only the raw scores for the CRT testing which do not give us state scores or any individual student scores. Raw only give us a percentage of competency. The information on the CRT scores is, therefore, incomplete and cannot be reported on at this time until the state gets us these results.

## Science, Arts and Technology Ends Policy

- Same as Language Arts and Math

## Enrollment Ends Policy

- At this time I don't have detailed information regarding enrollment. My plan is to have the office staff obtain the reason for leaving Lakeview at the time of checkout. If they don't officially check out through Lakeview, we will follow up with a call. This information will be recorded and analyzed monthly in administrative meeting. Deanne Monson will provide these numbers at the board meeting.

Grade	Current Enrollment	Waitlist
K		
1		
2		
3		
4		
5		
6		
7		

8		
9		
Total		

### Parent Satisfaction Ends Policy

I am in the process of finding a parent to head up SAC. My goal is to have SAC up and running the first month of school. When we return to school, I will have a better idea of which parent(s) will be willing to chair SAC as well as work on the committees.

### Special Education

I received a copy of the letter from Glenna Gallow which was sent to Le Sieurs stating that Lakeview has completed all compliance issues and that the case was now closed. As an aside, Le Sieurs will not be returning to Lakeview this next year because they have moved to Sandy and will be attending Canyons School District.

### Staff Updates (new)

1<sup>st</sup> grade- Carolyn Hilbig (Russ)

2<sup>nd</sup> grade- Brittany Greco  
Shayla Stapley

3<sup>rd</sup> grade – JoDeene Edrington

4<sup>th</sup> grade – Charli Hansen

Middle School Science- Robert Grieder

Middle School Math- Corey Fullmer

### Special Education

Ashley Hintz – Lead Teacher

Michelle Dancourt

### Education Coordinator Report—August 2010

Working on this summer...

- Creating Language Arts Benchmark Assessments for 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> grades (Megan E. assisting)
- Creating Fluency Benchmark assessments
- Preservice preparation
- Character Education -6 Pillars of Character/Character Counts
  - Cost ??? not in the proposed budget
  - App. Cost to get started - \$2,000- \$3,500

### Facilities Management report

July 19, 2010

Director: Bud Stone

Manager: Bryan Ettinger

## **Summer Project Status Report**

All carpets have been shampooed; this include: hallways, classrooms, and pod areas.

We have completed the hard floor maintenance. This includes stripping the old wax off and re-applying several new coats followed by buffing to polish.

Floors with new wax are the art room, science room, hallways, cafeteria, middle school kitchen, 5-6 pod, 3-4 pod and the K-2 pod.

The fencing along the southeast play ground has been extended to 6 feet for safety purposes.

A large section of fence on the south side of the field has been replaced. This was required to move the fence to the actual property line. Our property was surveyed prior to lots being sold in the neighboring development; the fence was found to be on their property.

I have painted the curbing to reflect the proper caution areas and no parking zones around the school. This includes parking lot striping to help direct traffic flow through our parking lot and carpool zones. The curbing along 400 North has a new coat of red paint also.

I am currently working on getting two sections of concrete poured in the north playground area. This will replace the grass area between the sidewalk and the concrete border. This will help with snow removal and connect the black top to the sidewalk.

We have received some of the building materials for the two alcove enclosures. It looks like these will be complete before school starts.

All the required interior painting will be complete by July 25<sup>th</sup>. This includes all the bathrooms, sections of hallways, and numerous walls throughout the school. We have also painted all the required walls in the classrooms. All the classroom walls have been cleaned. The school lunch room has received special attention; the walls have been completely repaired and repainted, the floors have been stripped and re-waxed and all the lunch tables have been thoroughly cleaned.

All the deep cleaning has been completed which has been extensive.

Landscape maintenance continue. We have had numerous sprinkler repairs this summer. We will be planting several new trees and replacement shrubs soon and adding more play chips in the side playground.

I have enrolled Ginger and Carl in continuing education classes which will cover up-to-date cleaning and janitorial maintenance techniques. Ginger has attended several classes this summer and Carl has attended one to date. They will be scheduled for more as they become available. I will also be attending some of these workshops.

We have had several volunteer families come in and help with various tasks. It has been wonderful to have them contribute to the school and be willing to spend some of their summer with us. Carl and Ginger have worked very hard and with additional help from Tara

Fillmore have stayed right on schedule and done a fantastic job.

### Business Manager Report

Here is my preliminary report. I would like to be able to give you a more concise and well written one, but I don't have much time today.

#### Things Accomplished This Month:

1. Ordered Emergency Kits for every classroom
2. Ordered 40 new laptops for 20,660.00
3. Completed the teacher image without RenWeb
4. Placed curriculum orders for Kathryn Stone
5. Ordered new laptop cart
6. Checked on Benefits and recomend staying
7. Payroll Complete
8. Updated LVAfileserver to Server 2008 R2 to improve imaging computers
9. Scheduled the install for Wifi
10. Purchased and inventoried 50 new math books.
11. Created and uploaded our Transparancy data.
12. Created and submitted our AFR (Budget) for FY11&FY10

If you would like to I can simply submit this report later, but in the sake of time, this will do.

JAMES FILLMORE

## Board Reports

Tina Smith

"Over the last two months, I have been able to attend the state charter school conference and attend some great workshops that helped me to increase my knowledge in certain areas and sharpen my skills which I hope will allow me to be a more effective board member. I also had the chance at the conference to begin networking with some other charter school board members. This was really worth while! From this, I hope to work with the UAPCS and other charter school board members to start a monthly/quarterly meeting for board members where we can get together share ideas, provide additional training to each other etc. I am excited about this possibility.

I met with April Thompson to review and evaluate the board and its performance. From that meeting we were able to create a strategic plan for the board for the 2010-1011 school year. We presented it to the rest of the board of trustees and together we reviewed the board's goals and desired outcomes (Ends Policies) and the board's job responsibilities as a governing board. We are moving away from administrative responsibilities to governing responsibilities which are to define policies, delegate responsibilities and to monitor the school's outcomes. We will also increase our activities in developing community support, financial support (finding sponsors or grants for the school) and political support for the charter movement. We are excited as we move forward in this direction and are confident that this will increase the efficiency and leadership of the school and help us rise to the next level of greatness.

April Thompson and I also met with Mr. Stone to communicate the contents of our meeting and the board's strategic plan. We also reviewed various concerns and issues that arise during the summer and offered our support in resolving these situations. Mr. Stone also too a moment to share with us how great his staff was, how dedicated they are and how hard they work - and we all look forward to the many wonderful events that the teachers and staff will create!

This summer I have also had the opportunity to serve on a UAPCS committee for the purpose of revising the association's Bi-laws. We have met several times this summer and it has been a unique experience to work with other board members, directors from other charter schools. I continue to assist Cory and James with the weekly financial tasks that arise as well as read and study books and information regarding governance, leadership and education."

Tina Smith  
Board President  
Lakeview Academy

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April Thompson

It has been a busy summer. I attended the Charter School Conference at the Provo Marriott in June. I participated in several sessions about how to be a more effective board member in many different areas. I have been reading as much as possible about governance and my role in moving the process ahead this year. I meet with Tina to evaluate the board and come up with a strategic plan for the board for the 2010-2011 school year. We met as a board in June to discuss our ideas and also reevaluate board duties. Many of my duties were changed. I have been

drafting a letter to the parents to include in the beginning of the year packet. I have been working on a presentation for the Aug. board meeting for the charter training section. I will also be attending more state meetings next year.

April

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Cory Thorson

From: Cory Thorson

Sent: Tuesday, July 20, 2010 10:07:48 PM

To: Alan Daniels; April Thompson; Joylin Lincoln; Tina Smith

Subject: Report to the Board

Auto forwarded by a Rule

Nothing notable new

here is the non-notable notes:

- \* We got new checks for the new school year. Green, two signature lines
- \* Current policy does not require two signatures, but I'd like to change that. Joylin, would you please send me an electronic copy of the policy I need to red line for next meeting?
- \* Big purchases in the technology arena: router, video cards to allow for Windows 7
- \* been a quite month. sorta nice.

My community-board assignment:

- \* need more information on what I am required to do
- 

Joylin Lincoln

I have spent the summer working on updating our files.

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Alan Daniels

Board Report

During the months of June/July I was able to attend the UAPCS conference. I attended courses related to Title I funding, school safety, using social media to promote your school, why charter schools fail. All classes were informative, and help to gain a new perspective in some areas. I also met with the board to go over roles of each member, and areas of oversight, as well as other matters. As the school year approaches, I look forward to a great year at Lakeview as we reach for higher standards and accountability.

Thanks,

**Alan Daniels**

## Representatives to Utah Association of Charter Schools

The governing board of Lakeview Academy has designated the following individuals, in descending order, as designees to the Utah Association of Public Charter Schools. These individuals are authorized to vote on behalf of Charter Academy on Association matters.

1. The School Director, Bud Stone: Email Address [bstone@lakeview-academy.com](mailto:bstone@lakeview-academy.com)
2. The Board President, Tina Smith : Email Address: [tsmith@lakeview-academy.com](mailto:tsmith@lakeview-academy.com)
3. The Business Officer, currently Lincoln Fillmore: Email Address: [lincoln@chartersolutions.org](mailto:lincoln@chartersolutions.org)

In the event of change in personnel the individual serving in the above named positions are designated as UAPCS designees and have the authority to vote on behalf of Lakeview Academy and represent the school in all Association matters.

Sincerely,

Tina Smith  
President of the Board of Trustees

**Lakeview Academy Board of Trustees Meeting**

**November 5, 2009**

**Minutes**

**I. Roll Call**

**II. Board Training**

1. Answering the Key Questions- Strategic Planning  
Lincoln Fillmore of charter solutions did some board and administration governance training.

**III. Work Session**

1. Board Appointments
2. Committee Updates
3. Background Checks

**IV. Welcome to General Session**

**V. Pledge of Allegiance**

**VI. Charter Training**

1. Internet Site  
This item was tabled at this time.

**VII. Directors Report (these reports are given orally)**

1. Elementary Director  
Please refer to packet for written report.
2. Middle School Director  
Please refer to packet for written report

**VIII. Reports (these reports are for Q and A only)**

1. Financial Report
2. Enrollment Report  
Several questions were asked about why enrollment is low in grades 1 and 4. The BOT was also concerned that 12 students withdrew during the last month.
3. State Financial and Enrollment Report
4. Annual Financial Report
5. Annual Program Report
6. Annual Northwest Association of Accredited Report
7. Middle School Benchmark Testing Report
8. Office Manager, Business Manager, Facilities Manager, SAC and Board Member reports  
Please refer to packet for written reports.

**VIX. Board Business**

**1. Board Appointments**

**Alan Daniels made a motion to appoint Cory Thorson as the board treasurer and April Thompson as the board vice president. The vote was unanimous.**

**2. Committee Updates**

There were no committee updates

**3. State School Board Meeting- November 6**

**X. Public comment not related to items on the agenda all items are limited to 2 minutes**

There was no public comment

**XI. Consent Agenda**

1. Dress Code Policy
2. Fee wavier compliance letter
3. Zion's Internet Banking Agreement
4. Occupational Therapy Contract
5. School Fees

- a. Art club \$5.00
- b. Band Club \$10 a month
- c. Ski \$90.00 plus rental fee
- d. Sports team \$50.00
- e. Chess Club \$5.00
- f. Cheer \$100
- g. Math \$5
- h. Geography \$5
- i. Modern dance \$5

**Joylin Lincoln moved to approve the consent agenda. The vote was 4-1 with Alan Daniels voting no.**

**XI. Study Items**

**1. Serving With Smiles at Lakeview Academy Proposal**

Jennifer Poulson made a presentation about her organization. This will be discussed in an administrative meeting.

**3. 2009-2010 Budget cuts**

These are purposed budget cuts from the administration in case we need to make some budget cuts this year.

**4. Part Time Enrollment Policy**

Joylin Lincoln introduced this policy. The BOT made some minor changes to change the word of contract to standard written agreement at the table in purple ink.

**Alan Daniels moved to approve the part time enrollment policy with the changes made in purple. The vote was unanimous.**

**5. Global Executive Limitations Policy**

Joylin Lincoln will change this policy to read within 24 hours of making a decision. This policy will come back as an action item at the next board meeting.

**6. PALS Policy**

Discussion was held on class a misdeemed or felony. This policy will come back as an action item on the next agenda.

**7. Assessment Goals for the Charter**

Discussion was held on what the standards should be. The administration will get back to the bot with what they think would be reasonable. This proposal will come back as an action item.

**8. Bonding of Treasurer**

This does not require a vote from the bot. We will wait until risk management has come up with an answer on who at the school should be bonded and then we will follow their advice.

**XII. Action Items**

**1. Motion to repeal the student council policy and delegate the authority of the student council to the directors.**

**Cory Thorson made a motion to repeal the student council policy and delegate the authority of the student council to the administration. The vote was unanimous.**

**XIII. New Business**

**1. Kelly Educational Services**

Deanne Monson will check with Kelly Educational Services and see why their presentation is different than the contract they sent us.

**XIV. Work Session**

- 1 Board assignments
- 2 Bonding of treasurer
- 3 Password
- 4 Elementary Special Education Issue

5. Bond Report
6. Building Report
7. 2009-2010 Budget updates
8. Transition with Budget
9. Policy Review
10. Business Intelligence

**XIV. Adjourn**

**Lakeview Academy Board of Trustees Work Session**  
**November 25, 2009 at 10:00 a.m.**  
**minutes**

- I. Develop Drafts of Board Goals (Ends Policies)**  
Tina Smith, April Thompson, and Joylin Lincoln worked on draft copies of all of these. These will be presented to the rest of the BOT on December 3, 2009 for further development.
  
- 11. Review Governing Style Policy and set up Calendar for Policy Review**  
This was tabled
  
- III. Review all Policies**  
This was tabled
  
- IV. New Business**  
No new business
  
- V. Adjourn**

Lakeview Academy Board of Trustees Meeting

March 4, 2010

Minutes

**I. Roll Call**

Tina Smith, April Thompson, Alan Daniels, Cory Thorson, Joylin Lincoln

**II. Work Session**

**1. Strategic Governance Planning**

We will have BOT meetings the first Thursday of April, May, and June.

**2. Questions about the agenda**

Due to time this item was tabled.

**3. Social Networking**

Due to time this item was tabled.

**4. Business Intelligence**

Cory Thorson will address this issue with the administration.

**5. Professional Development: Differentiated Instruction Proposal**

This item will be discussed during the study items section of the agenda.

**III. Motion to enter a closes session for the purpose of discussion of litigation matters, acquisitions of real property or authorized personal issues.**

**Alan Daniels made a motion to enter into a closed session for the purpose of discussion of litigation matters, acquisitions of real property or authorized personal issues.**

Tina Smith	Aye
April Thompson	Aye
Cory Thorson	Aye
Joylin Lincoln	Aye
Alan Daniels	Aye

**IV. Action if any from closed session**

No action

**V. Welcome to General Session**

**VI. Pledge of Allegiance**

**VII. Reports (these reports are given orally)**

**1. Elementary Director**

Please refer to written report in packet.

**2. Middle School Director**

Please refer to written report in packet.

**3. Special Education Report**

Mr. Stone reported that the state has currently found our special education program out of compliance with state law. He then reported on the efforts being made to correct the problem and bring Lakeview Academy back into compliance.

**4. Board President's Report**

Please refer to written report in packet.

**VIII. Additional Reports** (these reports are provided in the board packet and are for Q and A from board members only. If a member of the public has a question about any of these reports the question can be asked during the public comment portion of the meeting)

**1. Financial Report**

**2. Withdrawal Data 2008-2009 Report**

**3. Middle School Math Benchmarks**

**4. Elementary Math Benchmarks**

**5. Elementary DIBELS Benchmarks**

**6. BOT Survey**

VII. Board Business

1. **Board Elections**

Joylin Lincoln will coordinate with Penny Ralphs to have the elections at the May board meeting.

VIII. Public comment not related to items on the agenda, each comment is limited to two minutes.

No public comment

Joylin Lincoln moved to remove the salary wage agreement template and the academic calendar from the consent agenda and make them action items #2 and #3. The vote was unanimous.

IX. **Consent Agenda**

1. **Salary Wage Agreement** Template moved to action item #2

2. **Charter Amendment- Assessment Goals** passed

3. **January 7, 2010 minutes** passed

4. **December 3, 2010 minutes** passed

5. **November 30, 2009 minutes** passed

6. **Academic Calendar** moved to action item #3

7. **Trustlands Grant** passed

Alan Daniels moved to approve the consent agenda. The vote was unanimous.

X. **Action Items**

1. **Annual Fundraiser**

Joylin Lincoln moved to approve the Annual Fundraiser proposal. The vote was unanimous.

2. **Salary Wage Agreement Template**

April Thompson moved to table the salary wage agreement template with the option of approving it via e-mail and then placing it on the next board meetings consent agenda. The vote was unanimous.

3. **Academic Calendar**

Changes were made to the academic calendar that missed the deadline, so it will be an action item at the next board meeting.

XI. **Study Items**

1. **Professional Development: Differentiated Instruction Proposal**

Tina Smith will review this proposal with the administration and brainstorm different ways to implement it and then it will come back as an action item.

2. **Treatment of Student Policy Change Proposal**

Joylin Lincoln introduced the changes to this policy. It will come back as an action item during the April 2, 2010 bot meeting.

3. **Algebra A Class Proposal**

This proposal will come back as an action item on the April 2, 2010 bot meeting.

4. **5th Grade Camp**

Cory Thorson had some concerns about sending our students overnight. This proposal will need to be looked at by risk management before the bot can vote on it.

6. **Facilities Use Policy**

This policy needs to be fine-tuned with regards to the requirements of the bond and needs to be looked at by risk management.

7. **2009-2010 Amended Budget**

This item was tabled to be a study item on the April 2, 2010 agenda due to time.

XII. **Motion to enter a closes session for the purpose of discussion of litigation matters, acquisitions of real property or authorized personal issues.**

Alan Daniels made a motion to enter into a closed session for the purpose of discussion of litigation matters, acquisitions of real property or authorized personal issues.

Lakeview Academy BOT Agenda August 5, 2010

Supporting Documentation

Tina Smith	Aye
April Thompson	Aye
Cory Thorson	Aye
Alan Daniels	Aye
Joylin Lincoln	Aye

XIII. Action if any from Closed Session

**Joylin Lincoln made a motion regarding item #1 to approve the recommendations in the grievance report with the additional timelines discussed to be followed. The vote was unanimous.**

**Alan Daniels made a motion regarding item #3 to approve the decision and timelines as discussed in the closed session. The vote was 4-0 with Joylin Lincoln abstaining.**

XIV. New Business

XV. Adjourn

Lakeview Academy Board of Trustees Meeting

March 23, 2010

Minutes

- I. Roll Call  
**Tina Smith, Joylin Lincoln, Cory Thorson, Alan Daniels, April Thompson**
- II. Public Comment not related to items on the agenda, each comment is limited to two minutes.  
**No public comment**
- III. Motion to enter to a closed session for the purpose of discussion of litigation matters, or authorized personal issues.  
**Cory Thorson moved to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**
- |                       |            |
|-----------------------|------------|
| <b>Tina Smith</b>     | <b>Aye</b> |
| <b>April Thompson</b> | <b>Aye</b> |
| <b>Cory Thorson</b>   | <b>Aye</b> |
| <b>April Thompson</b> | <b>Aye</b> |
| <b>Joylin Lincoln</b> | <b>Aye</b> |
- IV. Action if any from closed session  
**No action taken**
- V. Adjourn

Lakeview Academy Board of Trustees Meeting

April 2, 2010

Minutes

I. **Roll Call**

Tina Smith, April Thompson, Cory Thorson, Joylin Lincoln, Alan Daniels

II. **Public Comment not related to items on the agenda, each comment is limited to two minutes.**

No public comment

III. **Motion to enter to a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**

**Alan Daniels made a motion to enter into a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**

Tina Smith	Aye
April Thompson	Aye
Alan Daniels	Aye
Cory Thorson	Aye
Joylin Lincoln	Nay

IV. **Action Items**

**1. 5th Grade Camp**

Cory Thorson was not sure that tax dollars are best spent on co-ed slumber parties.

**Joylin Lincoln moved to approve the proposal for 5<sup>th</sup> grade camp as outlined with the additional requirement that busses be required for transportation and that all parents be made aware of the checkout process. The vote was 4-1 with Cory Thorson voting no.**

**2. Academic Calendar**

Joylin Lincoln introduced the calendar and let the rest of the board know that a snow day had been omitted on purpose. The administration says that a snow day has never been used and felt it was unnecessary to schedule one.

**Alan Daniels moved to approve the academic calendar. The vote was unanimous.**

**3. Salary Wage Template**

The BOT discussed the salary wage template and Joylin made the agreed upon changes in purple pen.

**Alan Daniels moved to approve the salary wage template with the changes that were made with the mighty purple pen. The vote was unanimous.**

V. **Study Items**

1. Charter Solutions Proposal

Lincoln Fillmore made a presentation to the BOT of how his company can save charter schools money.

III. **Motion to enter a closes session for the purpose of discussion of litigation matters, or authorized personal issues.**

**Alan Daniels made a motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**

Tina Smith	Aye
April Thompson	Aye
Cory Thorson	Aye
Alan Daniels	Aye
Joylin Lincoln	Aye

IV. **Action if any from closed session**

**A motion was made to move to one director. The vote was 3-1 with Tina Smith not voting and Joylin Lincoln voting no.**

**A motion was made to ratify the decision on the PIP. The vote was 4-1.**

V. **Adjourn**

Lakeview Academy Board of Trustees Meeting  
May 6, 2010  
Minutes

**I. Roll Call**

Tina Smith, April Thompson, Joylin Lincoln, Alan Daniels  
Cory Thorson was excused

**II. Motion to enter a closed session for the purpose of discussion of litigation matters, acquisitions of real property or authorized personal issues.**

April Thompson made a motion to enter a closed session for the purpose of discussion of litigation matters, acquisitions of real property or authorized personal issues.

Tina Smith	Aye
April Thompson	Aye
Joylin Lincoln	Aye
Alan Daniels	Aye

Cory Thorson joined the meeting during the closed session.

**III. Action if any from closed session**

Joylin Lincoln moved to allow the director to hire an assistant as he choose with the recommendation that he go through a hiring process. The vote was 4-1 with Alan Daniels voting no.

**IV. Work Session**

1. Strategic Governance Planning
2. Questions about the agenda

**V. Welcome to General Session**

**VI. Pledge of Allegiance**

**VII. Reports (these reports are given orally)**

1. Elementary Director

Bud Stone reported that the school is currently in the middle of the CRT testing. He is still looking to hire one more third grade teacher.

2. Middle School Director report

Penny Ralphs reported that field trips have been going great and that the 7<sup>th</sup> grade math team just won a competition.

**VIII. Additional Reports** (these reports are provided in the board packet and are for Q and A from board members only. If a member of the public has a question about any of these reports the question can be asked during the public comment portion of the meeting)

1. Financial Report

Joylin commented that the budgets in the packet were incorrect. James Fillmore handed out new budgets.

2. Benchmark 7<sup>th</sup> grade English report

Tina Smith commented on the huge leaps the 7<sup>th</sup> graders have made this year and thanked Mrs. Loveless for all of her hard work. Joylin Lincoln wanted to know when we could expect the benchmarks for the 8<sup>th</sup> and 9<sup>th</sup> grades. Mrs. Ettinger responding that she has to rewrite the test.

**VII. Board Business**

1. Board Elections –Announcement of special election in the fall
2. Appointment of new board member

**Cory Thorson moved to appoint Alan Daniels as a board member with a term that will expire in June of 2015. The vote was unanimous.**

**VIII. Public comment not related to items on the agenda, each comment is limited to two minutes.**

Mrs. Van Tassel personally feels that the Board of Trustees did not follow the charter when they chose not to rehire Ms. Ralphs.

**IX. Consent Agenda**

1. 7<sup>th</sup> grade Science Proposal- passed
2. MOU Contract with USU- passed

**April Thompson moved to approve the consent agenda. The vote was unanimous.**

**X. Action Items**

**1. Professional Development: Differentiated Instruction Proposal**

Tina Smith introduced the professional development proposal. Discussion was held about if this was the best use of funds.

**Joylin Lincoln moved to not approve the professional development proposal. The vote was unanimous.**

**2. Motion to abolish Student Recognition Policy**

Joylin Lincoln introduced this policy. Under true governance this should be an administrative procedure not a board policy.

**Cory Thorson moved to retire the Student Recognition Policy. The vote was unanimous.**

**3. Treatment of Student Policy**

**Alan moved to approve the Treatment of Student Policy**

**4. Facility Use Policy**

Alan Daniels introduced this policy. Joylin Lincoln wondered if it should have been written as an executive limitation.

**Cory Thorson moved to table the Facility Use Policy until it is rewritten as an executive limitation. The vote was unanimous.**

**5. Report Cards**

Joylin introduced this proposal. It will allow for the administration to have control over the report cards.

**Alan Daniels moved to approve the report card proposal which will allow the administration to now have the power to modify the report card as long as the integrity of the report card and its purpose, as outlined in the charter, is not changed or altered. This will allow the administration to make slight adjustments to the report card in order to make it more clear to parents and allow teachers to best communicate student progress. It is recommended that changes to the report card occur at the beginning of a grading term as opposed to the end of a term so that clear expectations can be communicated to parents and students. The Board of Trustees will need to be informed of all changes to the report card via e-mail so that they are never caught off guard when dealing with the public. The vote was unanimous.**

**6. Algebra A Class Proposal**

This course would allow for students who are struggling with mathematics to have a longer time to learn the concepts.

**Joylin Lincoln moved to approve the Algebra A Class proposal using the approved algebra texts. The vote was unanimous.**

**XI. Study Items**

**1. Increasing Interest Income with PTIF Fund**

Joylin Lincoln wanted to know if this was federally insured. This proposal will come back as an action item.

**2. Fundraiser Policy**

The BOT did not see the need to make any new changes so this policy will come back as an action item.

**3. Dress Code Policy**

The BOT would like to make the following changes to this policy

- a. leggings may be worn
- b. dress down days are up to the director
- c. light pink should be changed to pink
- d. jackets in the classroom may be worn in the same colors as shirts

This policy will come back as an action item.

**5. 2010-2011 Budget**

Tabled

**6. 2009-2010 Amended Budget**

Tabled

XII. Motion to enter a closes session for the purpose of discussion of litigation matters, acquisitions of real property or authorized personal issues.

**April Thompson moved to enter a closed session for the purpose of discussion of litigation matters, acquisitions of real property, or authorized personal issues.**

**Tina Smith Aye**

**April Thompson Aye**

**Joylin Lincoln Aye**

**Cory Thorson Aye**

**Alan Daniels Aye**

XIII. Action if any from Closed Session

**Cory Thorson moved to have a temporary hiring freeze for administrative staff until we receive reasonable projections that enrollment will be at least 690. . The vote was 3-2 with Tina Smith and April Thompson voting no.**

**Joylin Lincoln moved that know additional administrative staff is hired until a discussion regarding budget and enrollment can be held in a public meeting. The vote was 4-1 with Alan Daniels voting no.**

XIV. New Business

XV. Adjourn

Lakeview Academy Board of Trustees Meeting

May 19, 2010

Minutes

**I. Roll Call**

Tina Smith, April Thompson, Alan Daniels, Joylin Lincoln  
Cory Thorson was excused.

**II. Motion to enter a closes session for the purpose of discussion of litigation matters, or authorized personal issues.**

Alan Daniels made a motion to enter into a closed session for the purpose of discussion of litigation matters, or authorized personal issues.

Tina Smith	Aye
April Thompson	Aye
Joylin Lincoln	Aye
Alan Daniels	Aye

**III. Action if any from Closed session**

No action was taken

**IV. New Business**

No New business

**V. Adjourn**

**I. Roll Call**

Tina Smith, April Thompson, Joylin Lincoln, Alan Daniels  
Cory Thorson was excused.

**II. Pledge of Allegiance**

**III. Reports**

1. Enrollment Report 2010-2011

**IV. Public comment not related to items on the agenda, each comment is limited to two minutes.**

**V. Consent Agenda**

1. Pitney Bowes Lease for Postage Meter- moved to action item #3
2. Speech Therapy Contract- passed
3. Race to Top Grant- passed

**Alan Daniels moved to remove the Pitney Bowers Lease for Postage Meter from the consent agenda and make it action item number 3. The vote was unanimous.**

**Alan Daniels moved to approve the consent agenda. The vote was unanimous.**

**VI. Action Items**

**1. Fundraising Policy**

This policy is the same as before it was just rewritten as an executive limitation.

**Alan Daniels moved to approve the Fundraising Policy. The vote was unanimous.**

**2. Dress Code Policy**

Joylin Lincoln introduced the changes to this policy.

**April Thompson moved to approve the Dress Code Policy. The vote was unanimous.**

**3. Pitney Bowes Lease for Postage Meter**

**Joylin Lincoln moved to table the Pitney Bowes Lease for Postage Meter Proposal. The vote was unanimous.**

**VII. Study Items**

**1. Algebra A Text Book Proposal**

This proposal needs to be in the proper form for the BOT to vote on it. If it is resubmitted by May 28, 2010 at 3:00 it will be placed on the June 3, 2010 agenda.

**2. Character Education Proposal**

This proposal needs to go through the curriculum review process before the BOT will vote on it. Once it has been through the process it may come before the BOT for approval.

**3. Introduction To Communications Technology Class Proposal**

This proposal will be an action item on June 3, 2010.

**4. Middle School Credit Requirements and Reciprocal Credit Agreement Policy**

This policy will be an action item on the June 3, 2010 agenda.

**5. Transcript Proposal**

This proposal needs minor changes made to it. Joylin Lincoln will get with Deanne Monson and make the changes on May 28<sup>th</sup> so that it can be an action item on the June 3, 2010 agenda.

**6. Bullying and Hazing Policy**

Joylin Lincoln will double check some of the wording with the state law. This policy will be an action item on the June 3, 2010 agenda.

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**7. Code of Conduct Discipline Policy**

Joylin will make sure that the wording in this policy and the Bulling and Hazing Policy are the same and then this policy will come back as an action item on the June 3, 2010 agenda.

**8. Administration of Medication Policy**

This item was tabled.

**9. Family Handbook**

This item was tabled.

**10. Substitute Handbook**

This item was tabled.

**11. Employee Handbook**

This item was tabled

**12. Special Education Handbook**

The changes made to this handbook need to be redlined in the most current Handbook. Joylin Lincoln will e-mail Deanne Monson the most current electronic copy of this handbook.

**VIII. Public Hearing**

**1. 2009-2010 Amended Budget**

Everyone in attendance was allowed to comment on all of the line items that they had a problem with. James Fillmore made the corrections that were agreed upon. The 2009-2010 Amended Budget will be an action item on the June 3, 2010 agenda.

**2. 2010-2011 Budget**

Everyone in attendance was invited to comment on any line item of the 2010-2011 Budget. James Fillmore made corrections that the BOT agreed upon. The 2010-2011 budget will be an action item on the June 3, 2010 agenda.

VIX. Motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues. **Alan Daniels made a motion to enter a closed session for the purpose of discussion of litigation matters or authorized personal issues.**

<b>Tina Smith</b>	<b>Aye</b>
<b>April Thompson</b>	<b>Aye</b>
<b>Joylin Lincoln</b>	<b>Aye</b>
<b>Alan Daniels</b>	<b>Aye</b>

**X. Action if any from closed session**

No action was taken

**XI. New Business**

The race to the Top grant is due shortly. Please read it ASAP

**VIX. Adjourn**

Lakeview Academy Board of Trustees Meeting

June 3, 2010

Minutes

**I. Roll Call**

Tina Smith, April Thompson, Cory Thorson, Joylin Lincoln, Alan Daniels

**II. Work Session**

**1. Educational Coordinator Report**

This report will now be a standard feature of the BOT meetings. Kathrin Stone will keep the board aware of how she is spending her time and then we will discuss any concerns that she or the board has. Kathrin Stone went over the Dibbles report. Next year they will do the end of year test in April so that it does not conflict with CRT's. She also presented the Pre-service schedule for the 2010-2011 school year..

**2. Strategic Governance Planning**

This will also become a standard feature of the BOT meeting. It will replace the old Director meetings. This will allow Bud Stone the opportunity to discuss any issues that the board needs to be made aware of, because from time to time there may be sensitive employment issues we will always list the possibility of a closed session on the agenda. It was discussed that the course catalogue that was sent out to parents of the middle school needs to reflect the policy with regards to release time.

**3. Questions about the agenda**

No questions were entertained at this time.

**III. Motion to enter a closes session for the purpose of discussion of litigation matters, or authorized personal issues.**

**A motion was made to enter a closed session of the purpose of discussion of litigation matters or authorized personal issues.**

<b>Tina Smith</b>	<b>Aye</b>
<b>April Thompson</b>	<b>Aye</b>
<b>Cory Thorson</b>	<b>Aye</b>
<b>Joylin Lincoln</b>	<b>Aye</b>
<b>Alan Daniels</b>	<b>Aye</b>

**IV. Action if any from Closed session**

No action was taken at this time.

**V. Welcome to General Session**

Alan Daniels was excused from the meeting.

**VI. Pledge of Allegiance**

**VII. Reports (these reports are given orally)**

**1. Elementary Director Report**

Bud stone reported that Lakeview did very well on the recent IOWA tests. That we scored above the national average. The fence was improperly installed along the back property line and will need to be moved. The cost to move the fence will be about \$4500. The enrollment report that was included in the packet is as of May 20<sup>th</sup>, we move have lost several more students since then.

**2. Middle School Director report**

Penny Ralphs went over the report that was submitted in the packet.

**VIII. Additional Reports (these reports are provided in the board packet and are for Q and A from board members only. If a member of the public has a question about any of these reports the question can be asked during the public comment portion of the meeting)**

**1. Financial Report**

Tina Smith wanted to know if the fees in line 340.23 reflected the sweep account that we no longer use. James Fillmore respond with an affirmative. Cory Thorson wanted to know if we were well stocked at the school in case of an emergency because line item 600.24 still has quite a bit of money in it. James Fillmore will check into this. Cory Thorson would like for Bud Stone to keep us updated on any attempts being made to reduce the energy usage of Lakeview Academy.

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## **2. DIBELS Report**

Kathrin Stone introduced the DIBELS Report. She is aware that the scores dropped at the end of the year. She believes this is due to when the test was given. Next year she would like to give the test right before spring break so that it does not conflict with the state mandated CRT's.

## **3. Math Benchmark Report**

6<sup>th</sup> Grade made some big jumps this year. Everyone is pleased with the improvement that is being made in mathematic instruction.

## **VII. Board Business**

### **1. Board Meeting Proposals**

Joylin Lincoln went over the board meeting proposal forms and that they need to be attached to each proposal for the bot meetings and that it is critical that everything be submitted by the deadline so that she can get the documents ready for the board meeting.

## **VIII. Public comment not related to items on the agenda, each comment is limited to two minutes.**

## **IX. Consent Agenda**

1. Introduction to Communications Technology **passed**
2. Transcript Proposal- **passed**
3. Teacher Stipends- **passed**
4. Middle School Credit Requirements and Reciprocal Credit Agreement Policy- **passed**
5. Charter Solutions Contract- **passed**

**A motion was made to approve the consent agenda. The vote was unanimous.**

## **X. Action Items**

### **1. Increasing Interest Income with PTIF Fund**

James Fillmore introduced this proposal. The Board discussed this proposal at length concerning if it is the best place to invest Lakeview Academy's money. No motion was made so the matter died.

### **2. 2009-2010 Amended Budget**

**A motion was made to pass the 2009-2010 Amended Budget. The vote was unanimous.**

### **3. 2010-2011 Budget**

**A motion was made to pass the 2010-2011 budget. The vote was unanimous.**

### **4. Administration of Medication Policy**

**A motion was made to approve the Administration of Medication Policy. The vote was unanimous.**

### **5. Bullying and Hazing Policy**

Joylin introduced this policy and let the rest of the board know that the language about calisthenics was written into the state law so we were unable to change it but that the word brutality in the same paragraph defines that calisthenics can be done for PE not punishment.

**A motion was made to approve the bullying and hazing policy with the requirements that all administrative procedures required by this policy be in place by the start of the 2010-2011 school year. The vote was unanimous.**

### **6. Code of Conduct**

**A motion was made to approve the Code of Conduct/Discipline Policy. The vote was unanimous.**

### **7. Family Handbook**

Discussion was held about if school lunches should be able to be charged in the last weeks of school.

**A motion was made to approve the Family Handbook with the changes made in purple. The vote was 3-2 with Cory Thorson and Alan Daniels (via email vote) opposing the approval of the Family Handbook.**

### **8. Substitute Handbook**

**A motion was made to approve the Substitute Handbook. The vote was unanimous.**

### **9. Employee Handbook**

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**A motion was made to approve the Employee Handbook. The vote was unanimous.**

**XI. Study Items**

**A motion was made to table all study items. The vote was unanimous.**

1. Compensation and Benefits Policy
2. Board President's Role Policy
3. Board Members' Code of Conduct Policy
4. Board Committee Principles Policy
5. Global Governance-Management Relationship Policy
6. Unity of Control Policy
7. Accountability of the Director Policy
8. Delegation to the Director
9. Monitoring Director Performance Policy
10. Financial Planning and Budgeting Policy
11. Financial Conditions and Activities Policy
12. Asset Protection Policy

**XII. Motion to enter a closes session for the purpose of discussion of litigation matters, or authorized personal issues.**

**A motion was made to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**

**Tina Smith     Aye**  
**April Thompson Aye**  
**Joylin Lincoln  Aye**  
**Cory Thorson   Aye**

**XIII. Action if any from Closed Session**

**A motion was made to lift the hiring freeze on administrative staff. The vote was unanimous.**

**A motion was made to have Tina Smith right follow up letters to all participates involved in filled grievances. The vote was unanimous.**

**XIV. New Business**

No new Business

**XV. Adjourn**

Lakeview Academy Board of Trustees Meeting  
June 26, 2010  
527 West 400 North Saratoga Springs Utah  
Minutes

I. Roll Call 3:00  
 Tina Smith, April Thompson, Cory Thorson, Joylin Lincoln, Alan Daniels

II. Public comment not related to items on the agenda, each comment is limited to two minutes.  
 No public comment

III. Work Session/ Strategic Governance Planning

1. Review Ends Policies/policy discussion

Joylin Lincoln gave a presentation on how Lakeview Academy governance policies are set up. She went over how the State Law, the Charter, Ends Policies, Executive Limitation Policies, Governance Process Policies, Governance-Management Relationship Policies, Required Policies, and Administrative Procedures work together to fulfill the mission of Lakeview Academy. She stressed that as a board it is actually harder to be a governing board as opposed to an administrative board, and that as a governing board we do not wash our hands of the day to day activities at Lakeview Academy. We are responsible to guide and ensure that the Lakeview Academy achieves what it should (fulfill the charter.).

- Board meeting proposal form  
 The Board reviewed the Board Meeting Proposal form. It is expected that all proposals to be placed on the agenda will accompany the new form and be submitted by the 20<sup>th</sup> of the preceding month to be placed on the agenda.
- Directors report form  
 The Board discussed the new monthly director's report form. The purpose of this form is to help the director and the board focus on achieving the ends policies.

2. Board Roles

- Charter review  
 Tina Smith informed the rest of the board that we need to be focus in five areas:
  1. We need passion for the mission of Lakeview Academy and its success.
  2. We need to inspire those we come in contact with about the greatness of Lakeview Academy.
  3. We need to follow up and trust those we give assignments to.
  4. We need to build relationships with those that attend and work at Lakeview Academy.
  5. We need to create sustainability at Lakeview Academy.
- Board Assignments/Lanes  
 Board Assignments can be broken down into 6 areas. These were discussed and the following assignments were made.

**Board Roles**

<b>Governance</b>		<b>Develop</b>	
<b>Define</b>		<b>Community Support</b>	
Agenda Packet	Tina, Joylin	Newsletter	Alan
Governance Training	Tina, April	State meetings/UAPCS	Tina ,April, Joylin
Charter Training	April	B-day Cards	April
Policy Development	Tina, April, Joylin, Cory, Alan	Faculty Meetings	Tina, April, Joylin, Cory, Alan
		School Events	Tina, April, Joylin, Cory, Alan
		Luncheons	Tina, April, Joylin, Cory, Alan
		Letters (parents & staff)	April
<b>Delegate</b>		<b>Financial Support</b>	
Facilities	Alan	Sign Checks	Tina, Cory
Records	Joylin	Financial checks and	Tina, Cory

balances

Legal	Joylin
State meeting Postings	Joylin
Contracts	Tina

**Monitor**

Monthly Board	Tina, April, Joylin,
Member Report	Alan, Cory
Meeting Minutes	Joylin
Board Meeting	Tina, April, Joylin,
evaluations	Alan, Cory
Director Evaluations	Tina, April, Joylin,
	Alan, Cory
Surveys	Alan
Check BOT	Cory
Policy Evaluation	Tina, April, Joylin,
	Alan, Cory
Board Evaluations	Tina, April, Joylin,
	Alan, Cory

**Political Support**

Advocacy with State      Cory

3. Director Expectation

Tina Smith and April Thompson will meet with Bud Stone in the following weeks and go over the expectations listed below.

- Report on board planning session
- Introduce form changes to forms
- Go over items we need updates on

IV. Study Items

1. Compensation and Benefits Policy

This policy will be reviewed at a later date.

2. Board President's Role Policy

This policy will be an action item in August.

3. Board Members' Code of Conduct Policy

This policy will be checked for compliance with the state law and then be an action item in August.

4. Board Committee Principles Policy

This policy was previously passed in March of 2009.

5. Global Governance-Management Relationship Policy

This policy will be an action item in August.

6. Unity of Control Policy

This policy will be an action item in August.

7. Accountability of the Director Policy

This policy will be an action item in August.

8. Delegation to the Director

This policy will be an action item in August.

9. Monitoring Director Performance Policy

This policy will be reviewed at a later date.

10. Financial Planning and Budgeting Policy

This policy will be reviewed at a later date.

11. Financial Conditions and Activities Policy

This policy will be reviewed at a later date.

12. Asset Protection Policy

This policy will be reviewed at a later date.

XII. Motion to enter a closes session for the purpose of discussion of litigation matters, or authorized personal issues.  
**No motion was made.**

XIII. Action if any from Closed Session

XIV. New Business

Tina Smith handed each board member a packet to be read over the summer. It will be part of our governance training in August.

XV. Adjourn

## Board Calendar

August 5, 2010  
September 2, 2010  
October 7, 2010  
November 4, 2010  
January 6, 2010  
February 3, 2010  
March 3, 2010  
April 7, 2010  
May 5, 2010  
June 2, 2010

District/Charter School  
Reading Improvement Plan  
*Supporting SB230-2004*

2010-2011

District/Charter School: Lakeview Academy  
Contact Person: Kathryn Stone  
Email: kstone@lakeview-academy Phone: 801-331-6788

**\*\*Revised Goals: K (Phonemic Awareness- PSF), 1<sup>st</sup> (Fluency-ORF), 3rd (Fluency-ORF)**

**Kindergarten:** Assessment Measure: DIBELS (End-of-Year) LNF, PSF and NWF.

**Standard IV: 4000-04 Students use phonics and other strategies to decode and spell unfamiliar words while reading and writing.**

Objective 1: 4000-0401 Demonstrate an understanding of the relationship between letters and sounds.

- a. Name all upper-and lower-case letters of the alphabet in random order.
- b. Match consonant and short vowel sounds to the correct letter.
- c. Blend simple cvc sounds into one-syllable words.

Objective 2: 4000-0402 Use knowledge of structural analysis to decode words.

- a. Identify and read grade level contractions and compound words.
- b. Identify sound patterns and apply knowledge to decode one-syllable words (e.g., blends, digraphs, vowel patterns, r-controlled vowels).

- c. Demonstrate an understanding of representing same sound with different patterns by decoding these patterns accurately in one-syllable words (e.g., ee, ie, ea, e)
- d. Use knowledge of root words and suffixes to decode words (i.e., -ful, -ly, ---- -er).
- e. Use letter patterns to decode words (e.g., phonograms/word families/onset and rime: -ack, -ail, -ake)

**Standard 3 (Phonological and Phonemic Awareness): Students develop phonological and phonemic awareness.**

Objective 4: (C) Blend individual phonemes to make words (e.g., /s/.../a/.../t/).

**Goal:**

- At least 82% (or a greater % than 2009-2010) at Benchmark in Phoneme Segmentation Fluency on End-of-Year DIBELS Assessment (80% at Benchmark on end-of-year 2009-2010)

**First Grade:** Assessment Measure: DIBELS (End-of-Year) NWF and ORF

**Standard IV: 4010-04 Student use phonics and other strategies to decode and spell unfamiliar words while reading and writing.**

Objective 2: 4010-0402 Use knowledge of structural analysis to decode words.

- a. Identify and read grade level contractions and compound words.
- b. Identify sound patterns and apply knowledge to decode one-syllable words (e.g., blends, digraphs, vowel patterns, r-controlled vowels).
- c. Demonstrate an understanding of representing same sound with different patterns by decoding these patterns accurately in one-syllable words (e.g., ee, ie, ea, e)
- d. Use knowledge of root words and suffixes to decode words (i.e., -ful, -ly, ---- -er).
- e. Use letter patterns to decode words (e.g., phonograms/word families/onset and rime: -ack, -ail, -ake)

**Goal:**

- At least 77% at Benchmark (or a greater % over 2009-2010) of first grade students meeting Benchmark for Oral Reading Fluency on End-of-Year DIBELS Assessment (75% Benchmark at end of 2009-2010 school year)
- Small group instruction/book club for all students at least 4 days per week.
- Text reading at least 45 minutes daily (buddy, individual, small group instruction, *only counting time student has read individually*).

**Third Grade:** Assessment Measure: DIBELS (End-of-Year) ORF  
**Standard V (Fluency):** Students develop reading fluency to read aloud grade level text effortlessly without hesitation.

Objective 1: Read aloud grade level text with appropriate speed and accuracy.

**Goal:**

- At least 67% at Benchmark (or a greater % over 2009-2010) of first grade students meeting Benchmark for Oral Reading Fluency on End-of-Year DIBELS Assessment (65% Benchmark at end of 2009-2010 school year)
- Small group instruction/book club for all students at least 4 days per week.
- Text reading at least 45 minutes daily (buddy, individual, small group instruction, *only counting time student has read individually*).

Policy Type: Governance Process

Policy Title: Board President's Role

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*The board president assures the integrity and fulfillment of the board's process and, secondarily, occasionally represents the board to outside parties.*

Accordingly,

1. The job result of the Board President is that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
  - a. Meeting discussion content will be only issues that, according to board policy, clearly belong to the board to decide, not the Director.
  - b. Deliberation will be fair, open, and thorough but also timely, orderly, and to the point.
2. The authority of the board president consists in making decisions that fall within topics covered by the charter, board policy on Governance Process and Governance-Management Relationship, except where the board specifically delegates portions of this authority to others. The board president is authorized to use any reasonable interpretation of the provisions in these policies.
  - a. The board president is empowered to chair board meetings with all the commonly accepted power of that position (for example, ruling, recognizing)
  - b. The board president may represent the board to outside parties in announcing board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him.
  - c. The board president may delegate this authority but remains accountable for its use.

Policy Type: Governance Process

Policy Title: Board members' code of conduct

*The board commits itself and its members to ethical, businesslike, and lawful conduct. Including proper use of authority and appropriate decorum when acting as board members*

Accordingly,

1. Members must represent unconflicted loyalty to the interests of the ownership (citizens of Utah). This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards and staffs. It also supersedes the personal interest of any board member acting as a consumer of the organization's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
  - a. There must be no self-dealing or any conduct of private business or personal service between any board member and the organization, except as procedurally controlled, to assure openness, competitive opportunity, and equal access to inside information.
  - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation.
  - c. Board members must comply with Lakeview Academy Conflict of Interest Policy. .
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
  - a. Members' interactions with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
  - b. Members will give no consequence or voice to individual judgments of the Director or staff performance.
4. Members will respect the confidentiality appropriate to issues of sensitive nature.
5. Members may not make any unilateral decisions on behalf of the board.

Policy Type: Governance-Management Relationship

Policy Title: Global Governance-Management Relationship Policy

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*The board's sole official connection to the operating organization, its achievement, and conduct will be through Lakeview Academy Director.*

Policy Type: Governance-Management Relationship

Policy Title: Unity of Control

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*Only decisions of the board acting as a body are binding on the Director.*

Accordingly,

1. Decisions or instructions of individual board members, officers, or committees are not binding on the Director except in rare instance when the board has specifically authorized such exercise of authority.
2. In the case of board members or committees requesting information or assistance without board authorization, the Director can refuse such requests that require, in the Director's opinion, a material amount of staff time or funds, or are disruptive.

Policy Type: Governance-Management Relationship

Policy Title: Accountability of the Director

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*The Director is the board's only official link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Director.*

Accordingly,

1. The board will never give instruction to persons who report directly or indirectly to the Director, with the exception of the business manager.
2. The board will refrain from evaluating, either formally or informally, any staff other than the Director, Educational Coach, and Business Manager.

*The board will instruct the Director through written approved policies that prescribe the organizational ENDS to be achieved and describe organizational situations and actions to be avoided, allowing the Director to use any reasonable interpretation of these policies.*

Accordingly,

1. The board will develop policies instructing the Director to achieve certain results, for certain recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels and will be called Ends policies.
2. The board will develop policies that limit the latitude the Director may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies.
3. The board will develop policies required by law or deemed necessary. These policies will be developed systematically from the broadest, most general level to more defined levels and they will be called Required policies.
4. As long as the Director uses any reasonable interpretation of the charter, the board's ENDS policies, the Executive Limitation policies, and the Required policies the Director is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.
5. The board may change its Ends, Executive Limitations, and Required policies, thereby shifting the boundary between board and Director domains. By doing so, the board changes the latitude of choice given to the Director. But as long as any particular delegation is in place, the board will respect and support the Director's choices.

## **Board Meeting Proposal Form**

**Proposal Title:** Moving Funds from Checking to Money Market  
**Submitted by:** James Fillmore  
**Sponsoring Administrator:** James Fillmore

**Proposal Abstract/details:** In the interest of complying with our state auditors, as well as increasing our revenue, I would like to propose we move 250,000.00 from our checking account to a Money Market account with Zions Bank.

Selecting Zions to be the bank makes my process in keeping our files up to date much easier, it also makes accessing the funds simpler because they will be at the same bank. The account that is being offered is returning a rate of .07% right now. It will not be a huge increase but all 250,000.00 will be completely FDIC insured.

Currently our entire account, regardless of the amount, is covered by the FDIC, because the account is a non interest bearing account. Moving the 250,000.00 will simply allow us to increase the amount of money we have. We could in theory move the amount of interest that we get each month to our checking account so that we are never have more than 250,000.00 in our account, but I believe that could do that once a year.

I have attached a copy of a letter that was drafted by Jim Tusiton, who is our bank rep at Zions bank. He did a wonderful job of explaining risk to us and I hope that this letter clears up all questions.

**Please provide information to the following questions:**

- 1) **Proposal supports the charter by..?(Please site reference page) N/A**
- 2) **Proposal supports ends policy N/A**
  - a.  **Global Ends Policy**
  - b.  **Language Arts and Mathematics Ends Policy**
  - c.  **Science, Arts, and Technology Ends Policy**
  - d.  **Enrollment Ends Policy**
  - e.  **Parent Satisfaction Ends Policy**

**It supports this ends policy by...**

- 1) **Are funds being requested? If so how much and from what budget category? Yes,** 250,000.00 but it does not mean that money will be spent simply put in a different location.
- 2) **Does this replace a current program or policy? If so, please attach a redline version of requested changes.** Nope.
- 3) **If a new program/policy, please attach the policy or program proposal.**

**4) Please attach any other options that may be considered.**

**Please attach any relevant information and all supporting documentation**