



Lakeview Academy Board of Trustees Meeting

November 13, 2025 at 7:00 p.m.

527 W 400 N Saratoga Springs, Utah

Lakeview Academy Mission:

Develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity, and character development.

Lakeview Academy's Board of Trustees Role:

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 and Roll Call

BEGIN TIME: 7:02PM

IN PERSON ATTENDANCE: Ashley Hintze, Michael Hinckley, Aaron Glass, Daniel Dunn, Tina Smith, Lindsay Condie, Nicole Desmond, Kassy Oveson, and Rick Veasey

ONLINE: None

ABSENT: None

Community Members: Jennifer Moulder, Stephanie Frome

2) Pledge of Allegiance

3) Professional Development

- a) UAPCS Training
- i) Open Meeting Training

4) Reports

- a) Director's Report

The enrollment report was given. Lakeview is only enrolling siblings of current students at this time.

Lindsay asked if we keep data on students who don't come back to the school after summer. Rick said they keep records, but not necessarily the reasons. Some families don't respond.

Tina asked about enrollment being 1,095 although it was projected to be 1,146. Rick replied that a conservative decision was made not to increase class sizes to 28 students this year, which would have added about 100 students.

Lindsay inquired regarding next year's enrollment goal. Rick said depending on teachers hired, he may plan to make a new 4th and 5th grade classroom.

Rick reported that the Veterans day assembly was a success with 41 veterans attending. The Thanksgiving lunch was also successful.

Lindsay inquired about parents eating with students during Thanksgiving lunch as it was before covid. It was suggested to start it again.

Tina talked about implementing a marketing plan to be proactive instead of reactive. News was received of new charter schools entering the market. Marketing strategies were discussed. The need to let the community know what we have to offer is important. It was suggested that we invest in booths during community events such as the easter egg hunt and the new library opening.

Next year is Lakeview's 20 year anniversary. Rick plans to reach out to SAC to put together a celebration committee. The expansion committee suggested that community outreach will increase with hosting more theater events, space camps and other various experiences once expansion is complete.

Rick stated that a new digital marquee would help greatly with advertising.

Aaron asked where the responsibility of marketing lay and inquired if a marketing committee was needed. It was suggested that the board tells Rick what they want to see and he comes up with how to do it.

Stephanie Frome, a parent in the community explained why she sent students to Mountain Sunrise, a non technology school. She suggested looking at why people are leaving and possibly filling the gap.

- b) Board Member's Reports
 - i) CAP report and assignments

Tina and Aaron participated in the finance training.

Michael attended the halloween parade. Observed that the halloween carnival was well attended. Rick said they opened the second floor and changed concessions to grab and go.

Aaron and Lindsay attended the Disney presentation and said it was well done and well received. They would like to see more of those shows come to Lakeview.

- ii) Christmas staff appreciation lunch

Christmas staff lunch is planned for Dec. 5th. Aaron researched restaurants and suggested the board goes with Olive Garden.

Ashley got some prizes and plans to order more. She asked for decorating ideas. Ashley said she would reach out to SAC and put something in the weekly newsletter.

- iii) Conflict of Interest forms

Conflict of Interest forms were given at the meeting to board members. They are to be signed and returned to the Business Office.

- iv) Board Officer Election Discussion
- v) Board Committee appointments

Aaron asked how the board typically fills the vice chair and chair roles. It was noted that the process has historically been informal, involving open discussion, a motion and a vote.

Tina emphasizes the importance of understanding the responsibilities before assigning the roles. She recommended holding a board retreat to build rapport, discuss skills and get to know each other. Tina said the board needs to select a date and move forward. The retreat can be the board with observers allowed. Evening was preferred, with the sessions under 2 hours.

Rick asked if the board could collect member skills. Tina will send out the appropriate board skills form. Lindsay has gathered initial agenda items and will send them out to begin the discussion.

The board discussed scheduling and confirmed that a quorum is 4 of 6 members. The board will aim to complete committee appointments after the retreat.

- c) Board Committee Reports
 - i) Policy Committee

No comment

- ii) Expansion Committee
 - (1) Naming in stewardship

Brent or Mike gave a quick update on the construction. 50% of the project has been completed. The East classroom and North additions are nearing completion and will be ready to use in early spring 2026. The South addition (Theater) has all CMU blocks complete. Working on roof trusses and framing.

A 26 day extension was approved. The substantial completion is pushed to the second week of September 2026. Final completion target is October 2026.

The committee has weekly meetings and pictures of projects. They will start sharing those with the board as requested.

The financial spreadsheet was broadcast at the meeting. David explained its structure and the allocation of contingency funds. He also explained the static tab of the spreadsheet, showing the total project cost and changes in spending categories. The construction cash flow tab tracks monthly draws and expenditures and shows the allocation and depletion of bond funds. The cost detail tab tracks individual invoices and draws and the contingency and permitting tab tracks reallocations of contingency funds. The spreadsheet is updated and sent to the committee monthly.

The bond project fund is 50% drawn and projected to be depleted by early July 2026. The plan for a second funding phase was part of the original plan. Planning to potentially refund the 2015 bonds for economies of scale. The board was informed that bond issuance takes 3-6 months. Targeting a June 2026 pricing is advantageous due to market activity and aligns with the cash-flow timeline.

Tina asked if another rating process needs to be done. David confirmed that we would need to do the process again because it is a new bond.

Enrollment projections up to the 26-27 school year were discussed. It was suggested to increase marketing efforts to attract more students. The committee will develop strategies and present a timeline to the finance committee.

Lindsay raised the issue of naming and stewardship, mentioning the need for a clear process. It was suggested to create a new policy to govern the naming of school facilities. It was proposed that we wait for the policy committee to be created before finalizing the policy. The board would like the committee to be formed in January.

iii) Financial Audit Committee

No comment

d) September Financial & Accounting Reports

- i) Financial Scoreboard
- ii) Monthly Financial Metrics
- iii) Balance Sheet Report
- iv) Income Statement Report
- v) Check Register Report
- vi) P-Card Purchase Reports
- vii) Q1 Program report
- viii) Q1 Aegis Review

e) Annual Financial Reports

- i) Annual Scoreboard
- ii) Governance Letter
- iii) FY2025 Audited Financial Statements

The annual audit was completed and came back clean. The E-rate subsidy is no longer included in the federal expenditure report, eliminating the need for a single audit.

The program reports were explained.

Aaron asked about sweep accounts. Nicole explained that funds are held in a sweep account to earn interest. US Bank is providing a proposal to improve rates and other banking options. This will be presented to the board at a different meeting.

MOTION BY: Michael Hinckley moved to accept the financial and accounting reports.

Yes Vote: Ashley Hintze, Michael Hinckley, Aaron Glass, Daniel Dunn, Tina Smith

No Vote: None

Abstain: Lindsay Condie

MOTION PASSES

4) Public Comment: The public may address any issue unrelated to items already on the agenda.

Participants are asked to state their names for the official minutes, and please be concise. If you cannot attend the meeting, email your comments to bot@lakeview-academy.com to be included in the minutes. Please submit your comments no later than two hours prior to the start of the meeting.

No comment

5) Consent Agenda

- a) Minutes October 9, 2025

No comments

MOTION BY: Aaron Glass moved to accept the consent agenda.

Yes Vote: Ashley Hintze, Michael Hinckley, Aaron Glass, Daniel Dunn

No Vote: None

Abstain: Lindsay Condie and Tina Smith

MOTION PASSES

6) Action Items

- a) Criminal Background Checks and Arrest Reporting - Policy update

Rick said the code changed regarding employees that are younger than 18 no longer need a background check. Therefore we needed to update our background check policy to reflect it. A redline proposal was given to the board. Rick explained that everything else is the same in the policy except the under 18 portion.

Lindsay asked about those employees turning 18 while employed. Nicole said once an employee turns 18 they will need a background check.

It was pointed out that juvenile records are protected, making fingerprint checks for minors ineffective.

MOTION BY: Tina Smith moved to approve the updated Criminal Background Checks and Arrest Reporting policy.

Yes Vote: Ashley Hintze, Michael Hinckley, Aaron Glass, Daniel Dunn, Tina Smith, Lindsay Condie

No Vote: None

Abstain: None

MOTION PASSES

- b) Firearm Safety Curriculum

Rick presented the new state legislation requiring annual firearm safety instruction for students Grades K-6 and once in three years for 7-12th grades. A state-approved, age appropriate curriculum must be used. Rick presented an approved curriculum. Any use of a different curriculum or adjustments to timing must be submitted to the state for approval. This is required for this school year.

Ashley asked about parental consent forms and how to track student participation. Rick clarified that the program is opt-in.

Rick asked the state if any licensed teacher may deliver the curriculum or if a trained professional is required such as a School Resource Officer (SRO).

Ashley asked if other curriculum options exist. Rick responded that none are currently available.

Lindsay asked whether using an alternative curriculum would have additional state requirements. Rick said that there are no additional requirements at this time and read the relevant legislative language.

Tina asked if SAC had a chance to review the material. Rick said no, he has not yet contacted the SRO for input on parent reception of the curriculum. She emphasized that highly involved parents could be a valuable voice and ambassadors within the community.

Aaron emphasized that the curriculum is state-approved and opt-in. Parents uncomfortable with their

student participation can decline.

Michael expressed comfort with the program as presented.

Lindsay would like the SRO's opinion on this curriculum compared with other possible programs.

Ashley expressed preference for having the SRO deliver the instruction.

Lindsay asked how the instruction could be tailored for students with varying levels of exposure to firearms, including students who have never seen or handled a gun.

Aaron suggests reviewing alternative curriculum, if available, and discussing who would deliver the instruction.

The board requested that Rick conduct additional research and return with more information in January.

The board tabled the vote on the Firearm Safety Curriculum

- c) Board Committees Pacts
 - i) Financial Audit Committee
 - ii) Expansion Committee
 - iii) Policy committee

Agenda items C will be on the board retreat agenda.

- d) Board Committee Appointments
 - i) Financial Audit Committee
 - ii) Expansion Committee
 - iii) Policy committee

Agenda items D will be on the board retreat agenda

- e) Board Officer Election

Agenda items E will be on the board retreat agenda

7) Closed Session

- a) A motion to enter a closed session per Utah Code 52-4-205 to discuss litigation matters, acquisition of real property, or authorized personnel issues (all motions, except the motion to exit the closed session, will be made in an open meeting).
- b) Return to Open Meeting
- c) Action may be taken regarding litigation matters, acquisition of real property, or authorized personnel issues.

IN PERSON ATTENDANCE: NA

ONLINE ATTENDANCE: NA

INVITED GUEST: NA

No closed session was conducted.

8) Adjourn

MOTION BY: Tina moved to adjourn.

END TIME: 9:23PM