



Lakeview Academy Board of Trustees Meeting
September 10, 2026 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

2. Pledge of Allegiance

3. Reports

- a. Board Member's Reports
 - i. Open Meeting Training
 - ii. Board Observation report and assignments
- b. Director Report
- c. Board Committee Reports
 - i. Policy Committee
 - 1) Minutes September 2, 2026
 - ii. Expansion Committee
 - iii. Financial Audit Committee
- d. July 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

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.

5. Consent Agenda

- a. Minutes June 25, 2026
- b. Minutes Aug. 1, 2026
- c. Select Health Contract
- d. Blind Mule Behavioral Services Contract
- e. Minutes Aug. 13, 2026
- f. Arbitrage Compliance Services Contract

6. Action Items

- a. Droplet

- b. Teacher and Student Success Plan (TSSA) Frame work
- c. Teacher and Student Success Plan (TSSA) Spend Plan
- d. LEA Specific license approval
- e. Policy Committee Pact (amended)
- f. Proposal for Continued Governance Support

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.

8. Adjourn



**Lakeview Academy
POLICY COMMITTEE**

**September 2, 2026 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.

BEGIN TIME: 7:07PM

END TIME: 7:50PM

IN PERSON ATTENDANCE: Michael Hinckley, Janessa Hintze, Beckie Brammer, Debbie Perkins, Rick Veasey, Nicole Desmond

ONLINE: None

ABSENT: Cody Burgess, George Britton

Policy Committee Structure and Process

The committee discussed establishing an ongoing Policy Committee responsible for regularly reviewing and updating school policies. The committee agreed that policy review should be a continuous process, with committee membership rotating as member terms expire.

The committee reviewed the requirement to annually review certain state-required policies, which are identified on the policy tracking spreadsheet. Members will be assigned policies individually for review prior to committee meetings. This approach was selected to improve efficiency and allow members to review policies based on their individual interests and areas of expertise.

The committee also discussed the use of state-provided sample policies. Members will compare sample policies with current statutes and legislative requirements. When appropriate and consistent with the school's needs, the committee will recommend adopting state sample policies unless there is a specific reason to deviate from them.

The committee agreed that meetings should generally be kept to less than one hour to maintain efficiency and focus. Meetings will generally be scheduled on Wednesdays prior to Board meetings to allow sufficient time for committee recommendations to be reported to the Board.

Policy Organization and Website Management

The committee discussed the need to standardize the formatting, organization, and naming conventions of school policies. Current policies vary significantly in structure and format, which can make them difficult for parents, staff, and other stakeholders to locate and understand.

The committee discussed implementing a standardized numbering system organized by policy categories, along with version control to document policy reviews and revisions. Consistent formatting and naming conventions will improve accessibility and assist with tracking policy updates over time.

MINUTES

The committee also discussed reorganizing the policy section of the school website. Policies will be grouped logically by category using the new numbering system. The Assistant Secretary will manage policy updates to ensure that only Board-approved policies are published.

The committee discussed creating a private or “sandbox” webpage that can be used to review policy formatting and organization before changes are made available to the public. The Office Manager will assist with uploading and formatting policies on the school website, with all policy changes requiring Board approval before publication.

Policy Review Assignments and Timeline

The committee distributed initial policy review assignments based on members' interests and areas of expertise. Policies discussed for assignment included fee waivers, internet and online access, open enrollment, parental leave, school security, attendance, and bullying.

The committee agreed that members will initially review one policy each to evaluate the amount of time and work required. After the first review cycle, the committee will determine whether members can reasonably take on additional policies.

Future committee meetings will generally be held every three to four weeks. The next meeting is scheduled for September 23 via Google Meet. The committee intends to schedule meetings and policy reviews to allow adequate time for inclusion in Board packets and presentation to the Board.

Technology and Documentation Practices

The committee agreed to use Microsoft Word with Track Changes for policy revisions. Microsoft Word was preferred because it provides greater consistency in formatting and allows committee members and the Board to clearly identify proposed changes.

The committee also discussed the potential use of AI tools to assist with meeting minutes, transcription, policy drafting, task tracking, and summarization. Zoom recordings and AI transcription tools were discussed as possible options. The committee agreed to review existing school software licenses before purchasing additional software and acknowledged the importance of exercising caution when using AI tools with proprietary or confidential information.

The committee discussed establishing a committee secretary position to assist with recording meeting minutes and tracking action items. The committee may recommend that the Board appoint a secretary for the Policy Committee. A final decision will be made following Board feedback.

Policy Content and Compliance Considerations

The committee discussed the importance of maintaining policies that are broad enough to provide administrative flexibility while keeping detailed procedures separate when appropriate. Specific procedures may be included in documents such as the family handbook or administrative procedures rather than within Board policies.

The committee also discussed technology use policies, including language addressing devices such as smartwatches. Policies should provide clear expectations while allowing reasonable exceptions for medical devices, individual health plans, and other necessary accommodations.

MINUTES

The committee agreed that maintaining school-specific policies is beneficial even when applicable state laws already exist. School policies provide an accessible reference for parents, students, and staff and assist with transparency and audit requirements. The committee will review policies for unnecessary duplication while generally maintaining policies that provide clear guidance to the school community.

Historical Records and Document Management

The committee discussed the importance of locating and preserving historical versions of school policies for audit purposes and institutional continuity. Efforts are underway to locate previously approved policies through Google Drive, Board minutes, and other archived records.

A central Google Drive folder will be established to organize current policy drafts, historical versions, and policy tracking documents. The committee will also coordinate with Board assistants and previous Policy Committee members to locate archived documents and unfinished policy drafts.

Centralizing policy records and maintaining version history will support continuity as committee membership changes and will help prevent duplication of work.



Finance & Accounting Report

Summary, Notes & Action Items

Prepared by: Nicole Desmond
Business Manager
Month Ending: July 31, 2026

Notes

Reporting

- Bond Compliance items submitted in July: Allotments, FY26 Final and FY27 Original Budgets, FY26 Q4 Financials
- 2026 Q2 Payroll Reports: Federal, State and Unemployment
- Reports to the State: Budgets to UPEFS and State Auditor, Money Management Report, FY26 Q4 Transparency upload

Balance Sheet

- Days Cash on Hand: **176***

*based on FY27 Original Budget expenses excluding estimated construction costs

Income Statement

ADJUSTMENTS TO PRIOR PERIODS

- 223 - Increase in expense due to recording retention amount at year end

- 134 - Slightly high due to pre-service trainer costs
- 180 - Slightly high due to Kagan conference in July
- 195 - Slightly high due to pre-service training supplies
- 203 - Slightly high due to chart of account changes that expense online subscriptions to textbooks rather than software
- 204 - High due to beginning of year book purchases
- 208 - High due to beginning of year folder purchases by SAC

CURRENT PERIOD NOTES

- 026 - Flexible Allocation program number changed and will be reported here instead of Line 038
- 032 - Negative amount due to FY26 receivable - will be received in August
- 034 - Land Trust is always received in a lump sum at the beginning of the year
- 072/074 - Negative amounts due to FY26 receiveables - will be received in August

Action Items

Lakeview Academy of Science, Arts and Technology
Balance Sheet - Board Report
07/01/2026 to 07/31/2026

	Current Month YTD DRAFT	Prior Month YTD FINAL
Assets		
Cash		
Operating cash		
Checking	6,303,092	6,054,502
Savings	825,454	825,174
Cash on Hand	300	300
Total Operating cash	7,128,846	6,879,976
Restricted cash		
Bond Principal	315,567	283,373
Bond Interest	481,730	338,939
Bond Reserve	2,300,137	2,299,095
Bond escrow - project	4,147,614	5,031,302
Repair and replacement	175,583	175,560
Expense fund	182,366	179,201
Analyzed checking	50	50
Total Restricted cash	7,603,048	8,307,521
Total Cash	14,731,894	15,187,497
Accounts receivable		
State	3	49,872
Federal	0	29,314
Sales tax receivable	2,181	830
Total Accounts receivable	2,184	80,015
Prepaid and other assets		
Prepaid expense	83,219	9,789
Total Prepaid and other assets	83,219	9,789
Total Assets	14,817,297	15,277,301

Lakeview Academy of Science, Arts and Technology
Balance Sheet - Board Report
07/01/2026 to 07/31/2026

	Current Month YTD DRAFT	Prior Month YTD FINAL
Liabilities and fund balance		
Liabilities		
Accounts payable		
Accounts payable	1,550,841	1,659,655
Payroll and benefits payable	-	893
Purchasing liabilities	21,854	23,103
Total Accounts payable	1,572,695	1,683,651
Other current liabilities		
Accrued salaries and wages	4	319,199
Accrued withholdings	339	2,067
Other accrued benefits	-	94,205
Deferred revenue	-	13,826
Total Other current liabilities	342	429,297
Total Liabilities	1,573,038	2,112,948
Fund balance		
Beginning fund balance	13,164,353	24,744,856
Net income	79,906	(11,580,503)
Total Fund balance	13,244,259	13,164,353
Total Liabilities and fund balance	14,817,297	15,277,301

Lakeview Academy of Science, Arts and Technology
Income Statement - Board Report
07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Actual YTD	Original Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
Net Income (Loss)						
Revenue						
002 Local Revenue						
005 Interest Income	38,070	365,000	10.43%	38,070	29,061	30,196
006 Activities - After School Programs	640	77,500	0.83%	640	400	12,950
008 Student Fees-Secondary (not K-6)	1,725	53,000	3.25%	1,725	24	8,358
009 Local Donations	477	46,200	1.03%	477	50	208
010 Income- Sales & Rentals	1,682	10,000	16.82%	1,682	173	1,725
011 Other Local Income	28	1,000	2.80%	28	-	5
012 Lunch Fee Student	14,740	173,700	8.49%	14,740	(13,927)	11,708
013 Lunch Fee Non Student	-	1,000	-	-	-	131
Total 002 Local Revenue	57,361	727,400	7.89%	57,361	15,780	65,281

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	Actual YTD	Original Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
021 State Revenue						
022 Regular School Programs K-12	431,331	5,365,377	8.04%	431,331	368,354	370,186
024 Educator Salary Adjustment	63,126	757,508	8.33%	63,126	60,905	60,905
025 Class Size Reduction K-8	39,569	474,727	8.34%	39,569	34,678	34,448
026 Charter School Administration	53,023	133,745	9.50%	53,023	10,110	10,110
027 Charter- Local Replacement	367,605	4,796,820	7.66%	367,605	318,962	318,962
028 Special Education	68,196	854,374	7.98%	68,196	69,473	66,492
030 Students At-Risk	10,850	130,199	8.33%	10,850	9,020	9,020
031 Student Health and Counseling	-	53,368	-	-	9,015	13,250
032 Teaching & Learning	(2,098)	132,891	-1.58%	(2,098)	7,861	15,333
033 BTS Arts	-	25,000	-	-	2,243	2,243
034 School LAND Trust Program	208,097	209,130	99.51%	208,097	-	-
035 Teacher & Student Success	-	333,906	-	-	26,204	26,204
036 Teacher Salary Supplemental Program	3,115	37,327	8.34%	3,115	3,191	3,191
037 State Prevention Programs	-	5,000	-	-	-	-
038 Other State Revenue	1,133	433,484	12.59%	1,133	34,785	31,785
039 Lunch-State Liquor Tax	-	102,000	-	-	41,253	7,324
Total 021 State Revenue	1,243,946	13,844,856	8.98%	1,243,946	996,055	969,454

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	Actual YTD	Original Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
071 Federal Revenue						
072 IDEA B- Disabled	(28,171)	153,765	-18.32%	(28,171)	28,171	76,272
074 Title I Disadvantaged	(913)	35,000	-2.61%	(913)	913	7,638
075 Title II Teacher Improvement	-	6,550	-	-	8,161	-
076 Title IV Student Support	-	10,000	-	-	-	-
078 National School Lunch Progam	-	167,200	-	-	46,699	12,686
073 ESSER CARES Program	-	-	-	-	421,241	-
Total 071 Federal Revenue	(29,084)	372,515	-7.81%	(29,084)	505,186	96,596
091 Other Revenue						
092 Proceeds from Bond Issuance	-	-	-	-	2,795,000	-
097 Budget From Surplus	-	3,390,290	-	-	-	-
Total 091 Other Revenue	-	3,390,290	-	-	2,795,000	-
Total Revenue	1,272,224	18,335,061	6.94%	1,272,224	4,312,021	1,131,331

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	Actual YTD	Original Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
Expense						
102 Salaries 100						
103 Wages-Business Admin & Support	14,045	188,540	7.45%	14,045	13,250	31,328
104 Wages-Principals & Directors	35,747	406,927	8.78%	35,747	29,007	54,342
105 Wages-Instructional Support	22,755	299,745	7.59%	22,755	21,385	30,925
106 Wages-Teachers	11,750	4,275,885	0.27%	11,750	19,123	416,444
107 Wages-Teachers-Special Ed	1,524	271,907	0.56%	1,524	4,698	22,883
108 Wages-Substitute Teacher	-	155,000	-	-	1,000	21,373
109 Wages-Support Services Students	344	222,202	0.15%	344	3,359	22,492
110 Wages-Admin Support Staff	5,866	167,423	3.50%	5,866	6,741	17,827
111 Wages-Aides & Paraprofessionals	2,481	1,049,019	0.24%	2,481	7,590	97,975
112 Wages-SpEd Aide & Paraprofess	833	303,941	0.27%	833	4,280	34,146
113 Wages-Maintenance	14,425	234,752	6.14%	14,425	31,722	18,872
115 Wages-Food Services	5,606	168,399	3.33%	5,606	6,021	18,473
Total 102 Salaries 100	115,376	7,743,740	1.49%	115,376	148,176	787,080
121 Benefits 200						
122 Retirement Programs	6,888	432,605	1.59%	6,888	51,685	44,375
123 Social Security & Medicare Tax	7,039	592,396	1.19%	7,039	56,117	57,193
124 Health Benefits	22,259	1,095,963	2.03%	22,259	119,007	67,965
125 Workers Comp	-	14,927	-	-	-	348
126 Unemployment Insurance	34	14,488	0.23%	34	695	716
127 Other Employee Benefits	(138)	-	-	(138)	291	(14)
Total 121 Benefits 200	36,081	2,150,379	1.68%	36,081	227,796	170,582

Lakeview Academy of Science, Arts and Technology
Income Statement - Board Report
07/01/2026 to 07/31/2026
8.33% of the fiscal year has expired

	Actual YTD	Original Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
131 Purchased Prof & Tech Services 300						
132 Management & Business Services	1,900	25,000	5.32%	1,900	1,900	1,900
133 Instructional Services	-	7,000	-	-	-	680
134 Employee Training & Development	3,900	31,100	19.12%	3,900	-	-
135 Contracted Professional Services	100	220,000	0.05%	100	1,491	15,446
136 Administrative Support Services	-	4,000	-	-	-	-
137 Computer and Tech Services	5,344	85,000	6.29%	5,344	5,344	5,494
138 Legal and Accounting	-	35,000	-	-	-	750
139 Other Purchased Services	3,061	41,100	7.45%	3,061	967	2,151
Total 131 Purchased Prof & Tech Services 300	14,305	448,200	3.19%	14,305	9,702	26,421
151 Purchased Property Services 400						
152 Utilities Expenses	3,421	76,320	4.48%	3,421	2,592	2,925
153 Repair & Maint- Comp & Tech	-	20,000	-	-	-	4,763
154 Repair & Maint- Facilities	13,975	195,000	7.17%	13,975	73,128	2,998
155 Repair & Maintenance - Other	55	5,000	1.10%	55	2,187	-
156 Lease- Rent Expense	-	5,000	-	-	-	-
Total 151 Purchased Property Services 400	17,451	301,320	5.79%	17,451	77,907	10,686
171 Other Purchased Services 500						
173 Insurance Expense	-	70,660	-	-	-	-
174 Telephone & Internet	899	7,000	12.84%	899	464	464
176 Postage & Mailing Expense	-	5,000	-	-	-	2,241
178 Copy and Print Services	10	5,200	0.20%	10	-	1,794
179 Advertising- Administration	-	10,000	-	-	-	-
180 Travel- Staff Travel & Mileage	1,871	14,800	12.64%	1,871	902	-
181 Travel- Field Trips	1,000	100,000	1.00%	1,000	-	23,948
Total 171 Other Purchased Services 500	3,779	212,660	1.78%	3,779	1,366	28,447

Lakeview Academy of Science, Arts and Technology
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8.33% of the fiscal year has expired

	Actual YTD	Original Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
191 Supplies 600						
192 Classroom	11,825	285,000	4.15%	11,825	25,505	48,660
193 Enhancement Supplies	353	-	-	353	-	2,771
194 Employee Motivation	378	75,000	0.50%	378	111	4,876
195 Employee Training Supplies	4,380	22,000	19.91%	4,380	-	1,132
197 Administration Supplies	1,670	31,000	5.39%	1,670	6,319	915
200 Maintenance & Custodial Supplies	2,619	130,000	2.01%	2,619	8,081	7,322
202 Energy-Electricity & Natural Gas	11,475	255,000	4.50%	11,475	10,043	16,520
203 Textbooks & Instructional Software	43,162	200,000	21.58%	43,162	35,599	60,326
204 Library Books & Supplies	2,992	11,000	27.20%	2,992	-	395
205 Computer and Tech Supplies	49,172	400,000	12.29%	49,172	97,970	13,218
207 Parent Organization Supplies	-	5,000	-	-	-	720
208 Student Program Supplies	3,589	12,500	28.71%	3,589	-	475
209 Student Motivation Supplies	-	7,000	-	-	-	245
212 Lunch Program Supplies	-	231,417	-	-	36,010	12,833
Total 191 Supplies 600	131,614	1,664,917	7.91%	131,614	219,639	170,407
221 Property (Equipment) 700						
222 Land & Site Improvement	-	-	-	-	(32,198)	-
223 Buildings	871,911	3,390,290	25.72%	871,911	1,516,259	551,144
224 Equipment- Instruction	-	250,000	-	-	-	-
227 Equipment- Facilities	-	-	-	-	42,930	-
Total 221 Property (Equipment) 700	871,911	3,640,290	23.95%	871,911	1,526,992	551,144

Lakeview Academy of Science, Arts and Technology
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	Actual YTD	Original Budget	% of Budget YTD	Current Month DRAFT	Prior Month FINAL	Two Months Prior FINAL
241 Other Objects 800						
242 Dues and Fees	1,800	25,800	6.98%	1,800	(50)	1,170
243 Interest Paid- Loans	-	1,553,940	-	-	-	-
244 Principal Paid- Loans	-	375,000	-	-	-	-
245 Other Debt Service Fees	-	25,000	-	-	181,684	-
246 Contributions pass through	-	100	-	-	-	-
Total 241 Other Objects 800	1,800	1,979,840	0.09%	1,800	181,634	1,170
Total Expense	1,192,317	18,141,346	6.57%	1,192,317	2,393,212	1,745,937
Total Net Income (Loss)	79,906	193,715	41.25%	79,906	1,918,808	(614,606)



Lakeview Academy Board of Trustees Meeting
June 25, 2026 at 7:00 p.m.
527 W 400 N Saratoga Springs, Utah

Lakeview Academy Mission:

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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.

BEGIN TIME: 7:00PM

END TIME: 7:44PM

IN PERSON ATTENDANCE: Aaron Glass, Michael Hinckley, Nicole Desmond, Rick Veasey and Kassy Oveson

ONLINE: Ashley Hintze, Tina Smith

ABSENT: Daniel Dunn

Community Members: Cece Benson, Cody Burgess

1. Welcome and Roll Call
2. Pledge of Allegiance
3. Reports
 - a. Director's Report

The director reported the school successfully closed the year with strong academic gains and near-full enrollment, supporting next year's budget planning. Students growth and achievements from end of year testing showed notable progress, fulfilling key academic goals highlighted by the administration. Lakeview earned a state recognition certificate for Acadience reading progress, marking improvements for several grades that reflect enhanced instructional support.

The director reported that teacher hiring is nearly complete with all positions filled, ensuring staff readiness for the upcoming year.

- b. Board Member's Reports
 - i. Board Retreat Update

The board gave a proposed budget for retreat to the business manager. A board dinner has been scheduled for July 31st. Details will be shared with the board. The all day retreat has been scheduled for August 1st. The board members will help with the preparation for the conference working with Viridis.

- ii. CAP report and assignments

The board reported that the CAP report is helpful for tracking events and observations and would like to continue this form next school year.

iii. Acadience Reading Spring 2026 Progress Monitoring Rates

The board was shown the certificate and the director reported on how much work went into receiving it.

vi. OPMA Update

The board reviewed Open Meeting Law (OMPA) training and identified minor procedural improvements to meeting minutes and agendas to ensure full compliance and transparency.

v. UAPCS Conference take aways

Lakeview's business manager received the Business Manager of the year award.

The board members reported the value of attending the Charter School conference, which enhanced understanding of governance, ethics and compliance issues crucial for sustained organizational integrity. It was recommended that more board members attend next year and encourage more teachers to go.

c. Board Committee Reports

i. Policy Committee

The policy chair extended offers to 3 parents and 2 staff for the committee. The committee will schedule a meeting once the board approves. The plan is to start with the bullying regulations to align with recent state guidance.

ii. Expansion Committee

The board closed on the final financing transaction for the expansion, with significant contributions from finance, legal and administrative teams ensuring a smooth closure. S&P completed a draft review of the 2015 and 2016 bonds, and results to be shared at the next meeting.

The administration reported that construction is progressing well toward the substantial completion date of September 16, after which a certificate of occupancy is expected, followed by punch list item fixes.

Summer projects include remodeling existing classrooms with door and wall moves and carpet replacement, temporarily affecting campus appearance by improving school function long-term. Everything is on budget and on schedule.

iii. Financial Audit Committee

No comments.

d. April & May 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

The financial reports include information from April and May. Finances show stability with favorable cash flow and budgets alignment. The August meeting will include the final end of year financials. An adjustment in professional development and marketing was clarified by the business manager as related to software and initiatives approved last fall, explaining a larger budget line item.

MOTION BY: Aaron Glass moved to accept the financial and accounting reports.

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

No Vote: None

Abstain: None

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 comments

5. Public Hearing

- a. FY26 Revised Budget
- b. FY27 Proposed Budget

The business manager said the 2026 revised budget was tightened to reflect actual project costs and final payrolls, with some construction costs possibly moving into the next fiscal year's budget depending on final invoicing.

The 2027 proposed budget was prepared using enrollment projections of 1,215 students, with added funds for facility repairs, field trips, classroom supplies and employee training including the board retreat and a Kagan conference.

A board member asked about employee motivation costs. The Business Manager explained it is to cover food for luncheons, teacher appreciation week and special events including the school's 20th anniversary celebration, planned to boost staff morale.

A board member asked about library spending. It was explained that library spending focuses primarily on books (about 60%) and software, maintained at steady levels to ensure up-to-date resources with ongoing assessment of circulation and category coverage.

No public comment.

6. Consent Agenda

- a. Minutes May 14, 2026
- b. Phase I ESA report
- c. Richard Hagen Contract FY27-FY29
- d. Viridis Board Retreat Contract
- e. Physicians Contract FY27

No Comments

MOTION BY: Tina Smith moved to approve the consent agenda.

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

No Vote: None

Abstain: None

MOTION PASSES

7. Action Items

a. FY26 Revised Budget

See summary under the public hearing section.

MOTION BY: Michael Hinckley moved to approve the FY26 Revised Budget.

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

No Vote: None

Abstain: None

MOTION PASSES

b. FY27 Proposed Budget

See summary under the public hearing section.

MOTION BY: Michael Hinckley moved to approve the FY27 Proposed Budget.

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

No Vote: None

Abstain: None

MOTION PASSES

c. Updated Sshine Policy

The Sshine stipend policy was amended to clarify eligibility for stipend applies only to grades 7-9, not including sixth grade, ensuring compliance with state definitions for secondary education. Teachers eligible for the stipend receive a monthly payout, evenly distributed over pay periods, reflecting a change from prior lump-sum payments. The state determines the ratio and amounts.

MOTION BY: Aaron Glassl move to accept the Sshine policy.

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

No Vote: None

Abstain: None

MOTION PASSES

d. Policy Committee Members

A policy committee member introduced himself to the board sharing his 14 years of cybersecurity experience and enthusiasm for contributing his expertise to board policy.

MOTION BY: Aaron Glass move to approve the following individuals to serve on the Policy

Committee: Janessa Hintze (two year term), George Britton (one year term), and Cody Burgess (one

year term)

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

No Vote: None

Abstain: None

MOTION PASSES

MOTION BY: Aaron Glass moved to approve as representatives from the school staff: Becky Brammer (one year term) and Debbie Perkins (one year term).

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

No Vote: None

Abstain: None

MOTION PASSES

e. Fraud Risk Assessment

The business manager worked with the board treasurer to complete the Fraud Risk Assessment, affirming controls and compliance measures are in place and consistent with state mandates. A copy was given to the board.

MOTION BY: Michael Hinckley moved to accept the Fraud Risk Assessment.

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

No Vote: None

Abstain: None

MOTION PASSES

f. Parent Elect position

The new elected parent representative is welcomed, enhancing board diversity and parent involvement. The new parent elect expressed strong personal connection to the school aiming to contribute positively from this new role.

MOTION BY: Aaron Glass moved that the board accept and certify the results of the Parent Representative Board Member Election and appoint Cecelia Benson to serve as the Parent Representative on the Board of Trustees with a term starting July 1, 2026 and ending in June 2028.

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

No Vote: None

Abstain: None

MOTION PASSES

8. 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.

No closed session was called.

9. Adjourn

MOTION BY: Tina Smith moved to adjourn.

END TIME: 7:44pm

Draft



Lakeview Academy Board of Trustees Retreat
August 1, 2026 8:30AM-5:30PM
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.

BEGIN TIME: 8:39AM

END TIME: 4:30PM

IN PERSON ATTENDANCE: Ashley Hintze, Tina Smith, Aaron Glass, Michael Hinckley, Cece Benson, Nicole Desmond, Rick Veasey and Kassy Oveson.

ONLINE: None

ABSENT: Daniel Dunn

Community Members: William Evans (presenter)

1. Welcome and Roll Call

2. Pledge of Allegiance

3. Public Comments

None

4. Action Items

a) Charter School Board Building Officer (CSBBO)

The current CSBBO's students have transitioned from the school. The board discussed the need for the new CSBBO to be someone on the board. The board suggested Tina be moved to CSBBO because she has been involved with the expansion project from the beginning.

MOTION BY: Michael Hinckley moved to remove Lindsay Condie as Lakeview Academy's Charter School Board Building Officer (CSBBO), effective immediately, with our sincere thanks for her service throughout the expansion process, and appoint Tina Smith, effective immediately, as the new CSBBO to serve for the remainder of the expansion project.

Yes Vote: Ashley Hintze, Tina Smith, Aaron Glass, Michael Hinckley, Cece Benson

No Vote: None

Abstain: None

MOTION PASSES Yes

5. Board Training

The retreat emphasized strengthening governance practices, defining strategic priorities, policy frameworks for strategic oversight and enhancing accountability mechanisms to guide Lakeview's future.

a) Mission and Vision

The board discussed the mission and vision of the school. The board's purpose should be anchored to achieving the school's mission for all governance decisions and strategic planning.

b) Governing Board Member Surveys

William interviewed various board members previous to the retreat and the results were shared with the board.

c) Themes

The key themes were listed as: Governance practices, institutional knowledge, stakeholder understanding, growth & rising competition, desire for faster decisions & real accountability, deepening information sharing and recommitting to the mission and vision of the charter.

d) Presentation by School Director on State of the School

The director reported that student enrollment is steady and reaches budget projections. The teacher retention rate is strong at 90% with turnover mainly personal. We have a few veteran teachers with up to 20 years tenure at Lakeview. The director explained the priority is love of learning over test scores. The school maintains small class sizes with a 1:14 adult-student ratio and upper grades caps at no more than 28 students per class.

e) Policy Review

The school policies were discussed, finding that many are outdated on the website. The board members and policy committee are to identify and retire outdated policies, consolidate, reorganize and digitize governance documents.

The board has a recently appointed policy committee which will start with the state mandated policies and new legislative requirements. The board plans to implement a continuous policy review cycle managed by a standing policy committee to maintain currency and compliance. Procedures will be developed to clarify how policies are submitted, reviewed and approved to streamline governance processes.

f) Planning

The board members were asked to list 3 strategic priorities for a 3-5 year goal. The board converged on these priorities: Policy Review & Management, Board Onboarding & Training, Director Report Expectations & Evaluation.

6. Adjourn

MOTION BY: Ashley Hintze moved to adjourn.

END TIME: 4:30PM

Draft



Lakeview Academy Board of Trustees Meeting
August 13, 2026 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.

BEGIN TIME: 7:10 PM

END TIME: 7:30 PM

IN PERSON ATTENDANCE: Ashley Hintze, Tina Smith, Michael Hinckley, Nicole Desmond, Rick Veasey and Kassy Oveson

ONLINE: Daniel Dunn

ABSENT: Aaron Glass, Cece Benson

Community Members: None

1. Welcome and Roll Call
2. Pledge of Allegiance
3. Reports
 - a. Board Member's Reports
 - i. Board Retreat Takeaway

The board gave positive feedback including policy improvement and alignment setting a foundation for upcoming board work. The board is expecting deliverables from William within a month.

- ii. CAP report and assignments
 - iii. Conflict of Interest

Routine procedural tasks were addressed, including conflict of interest form distribution and calendar scheduling. The board members were requested to complete & return conflict of interest forms before leaving. Assistant will distribute forms and manage the google calendar for event sign-ups.

b. Director Report

The director confirmed enrollment exceeded target. There are waitlists remaining in some grades. This enrollment level supports covering planned expenses comfortably. It was reported that families and teachers had high enthusiasm during back-to-school events, boosting community engagement.

The director reported that accreditation preparations are underway with committees formed and meetings scheduled targeting the early November visit. The sessions with the assigned accreditation leads have already begun. Board member support will be requested for information gathering and possibly onsite interviews during the visit.

The administration anticipates a busy fall combining accreditation, construction completion and an open

house.

- c. Board Committee Reports
 - i. Policy Committee

The committee chair will schedule the first policy committee meeting soon now that school is back in session.

- ii. Expansion Committee

The board reviewed ongoing construction and safety compliance challenges affecting classroom usage. The fire marshal's inspection remains incomplete due to unresolved issues with strobes and relays in the alarm system. Electrical contractors and the construction company are actively troubleshooting these complex problems. Until approval, three middle school classes will be relocated to alternative space.

- iii. Financial Audit Committee

The audit committee is actively engaged in the ongoing annual financial audit, with no concerns raised.

- d. June 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. Aegis Q3 Report
 - viii. Annual Program Reports

The June financial reports confirmed financial health with the expected shifts in cash metrics due to budget increases. The report showed solid cash on hand and acceptable budget variances closing FY26. All revenue and expense lines remained within approved ranges. Budget variances were mostly related to updated USBE finance reporting guidelines, not operational issues.

The Business Manager reported that next month's reports will reflect a decrease in days cash on hand due to the increased FY27 budget baseline. This is a natural effect of scaling the budget, not a sign of reduced liquidity.

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

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

No Vote: None

Abstain: None

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 comments

5. Consent Agenda

- a. Minutes June 25, 2026
- b. Minutes Aug. 1, 2026
- c. Select Health Contract
- d. Blind Mule Behavioral Services Contract

June minutes and August minutes were reviewed. The August 1st minutes need to remove color and spelling corrections. **MEETING STOPPED RECORDING HERE!**

MOTION: Tina Smith moved to approve the consent agenda with administrative items corrected.

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

No Vote: None

Abstain: None

MOTION PASSES

6. Action Items

- ~~a. Teacher and Student Success Plan (TSSA) Frame work~~
- ~~b. Teacher and Student Success Plan (TSSA) Spend Plan~~

~~Ashley Hintze table 6a and 6b (((need exact wording)))~~

The Board Chair tabled these items. The information will be presented at the next Board meeting.

- c. Droplet

It was recommended that the Business Office begin digitizing some of the most frequently used forms. Droplet is an online platform designed to simplify forms, approvals, and workflows in one centralized location. The platform will allow the Business Office to create digital forms and streamline the submission, approval, and processing procedures. Asked if the board would approve a contract for a 3 form trial for one year.

MOTION: Michael Hinckley moved to approve the Droplet contract for three forms for a one-year trial period.

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

No Vote: None

Abstain: None

MOTION PASSES

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.

No closed session was called.

8. Adjourn

MOTION: Tina Smith moved to adjourn.

END TIME: 7:30PM

Draft

One Platform, Limitless Use Cases



Business /

Finance

- Purchase requests
- Reimbursement requests
- Payroll authorization
- Budget transfer
- Mileage reimbursement
- Conference travel
- Fundraising forms
- P-Card: New setup or change
- New vendor forms
- Pre travel approvals
- Lost/missing receipt form
- Gasoline purchase log
- Timesheets / time & effort

Human Resources

- Employee Action System / PAF
- Leave of absence / FMLA
- Onboarding packets
- Name/address change
- Request to post job
- Teacher contracts
- Salary adjustment
- Sick leave bank application
- Volunteer application
- HSA enrollment
- Long-term disability claim

Operations / IT

- Field trip requests
- Incident reporting
- Work orders
- Maintenance tickets
- Transportation request
- Print shop requests
- Asset management
- Title IX workflow
- Building access request
- Software/hardware requests
- Acceptable use policies
- Lost/stolen/vandalized items



Contract Proposal

1020

PREPARED BY

Mahonri Pacanos
mahonri@droplet.io
2701 N. Thanksgiving Way
Lehi, UT 84043

PREPARED FOR

Kassy Oveson
koveson@lakeview-academy.com

Lakeview Academy

Effective Dates: 09/04/2026 — 09/03/2027 (12 months)

Proposal Expires: 8/31/2026

PRODUCTS

Droplet Base - Per Form × 3

\$4,500.00

\$10,500.00 Discount Applied

Professional Service Hours × 3

\$0.00

One-Time Fee

\$750.00 Discount Applied

\$4,500.00

\$11,250.00 in Total Discounts

PAYMENTS

Payment Due
10/05/2026

PO Number

--

Add the PO Number, if known.

RENEWAL

\$4,500.00

\$10,500.00 in Annual Savings

AUTO-RENEWAL

The products identified as recurring or usage-based in this contract shall automatically renew on the anniversary date of its commencement, extending the term for an additional **12 month(s)**. If the customer wishes to cancel the contract, they must do so by providing written notice at least **30 day(s)** before the end of the current term.

STANDARD TERMS

Please review this proposal, its payment terms, and the attachments below carefully. When you click "ACCEPT" at the bottom of this proposal, you expressly agree that:

- You have reviewed this proposal in detail and are doing so on behalf of the customer or organization named above.
- You have reviewed, in full, the attachments in this proposal; and based on that review, you agree to be bound by the terms contained therein and this proposal for the services Droplet will provide to you.
- Your acceptance of this proposal, documented by clicking "ACCEPT" below, constitutes your valid and binding signature and consent, given on behalf of the customer or organization named above.

[No File]

Option to upload custom files

Press CTRL+P (On a
Windows Machine) or
CMD+P (On a Mac) to
Preview/Print a Copy of
this form.



Developing youth who are
**CAPABLE
CONFIDENT &
CONTRIBUTING**

Policy Type: Required Policy
Title: Teacher and Student Success Framework
Effective: September 10, 2026

Pursuant to UCA 53G-7-1304 and the Teacher and Student Success Act, Lakeview Academy adopts the following framework within which school administration may develop a Teacher and Student Success Plan (“Plan”). Upon approval from the Board, the Plan will become Lakeview Academy's Teacher and Student Success Plan.

The goal of the plan shall be to improve school performance or student academic achievement and may contain any number of the following strategies:

1. personnel stipends for taking on additional responsibility outside of a typical work assignment;
2. professional learning;
3. additional school employees, including counselors, social workers, mental health workers, tutors, media specialists, information technology specialists, or other specialists;
4. technology;
5. before- or after-school programs;
6. summer school programs;
7. community support programs or partnerships;
8. early childhood education;
9. class size reduction strategies;
10. augmentation of existing programs;
11. any other strategy reasonably designed to improve school performance or student academic achievement.

Before the governing board approves the school’s teacher and student success plan, the LEA shall verify that if a school’s third grade students score below the statewide reading benchmark goal, the TSSA plan allocates at least 50% of the program funds toward evidence-based literacy strategies and practices as described in 53G-7-1304(2)(3e).

Funding received pursuant to the school plan may not be used:

1. to supplant funding for existing education programs;
2. for board or school-wide administration costs;
3. for capital expenditures.

The Director shall:

1. submit this adopted framework to the State Board of Education;
2. post this framework and the Plan on the school’s website; and
3. include the Plan in the parent/student handbook.

Motion 050919 of 1 3 Motion 050919

FY27 Teacher and Student Success Plan

GOAL	TOTAL ALLOCATION
Increase school performance and student academic achievement by one percent as measured by Acadience/IXL/RISE assessments.	\$333,934

PLAN ELEMENTS

Strategy	Specific activities and personnel	Element Allocation
Increase educator salaries	Salary increases for all educators	40% of total - \$133,574

Strategy	Specific activities and personnel	Element Allocation
Provide coaching, training, and curriculum support to teachers and instructional aides in Reading and Math.	Educational Coordinators (Sare, Segbefia) Math Specialist (Brammer, Perkins)	\$111,902 (includes benefits)

Strategy	Specific activities and personnel	Element Allocation
Provide academic supports – IXL, Character Ed, STEM II	IXL (Fryday), Character Ed (K. Lee), STEM II (N. King)	\$44,800 (includes benefits)

Strategy	Specific activities and personnel	Element Allocation
Provide library staff to support reading programs and increase access students have to reading material appropriate for their level.	Media Center Aide (Knapp)	\$13,936 (includes benefits)

Strategy	Specific activities and personnel	Element Allocation

Strategy	Specific activities and personnel	Element Allocation

Committee: Policy Committee Pact
Approved:



PURPOSE

The Lakeview Academy Policy Committee (PC) is a Lakeview Academy Board-appointed committee created to assist the Board in the effective discharge of its governance and oversight responsibilities relating to the policy development process at Lakeview Academy.

The PC is responsible for developing, reviewing, updating, and maintaining policies to assist the Board and the administration in executing its duties ethically, in compliance with state law, and in accordance with Lakeview Academy's charter.

This document establishes the role and responsibilities delegated by the Board to the PC and outlines its membership and structure.

KEY RESPONSIBILITIES

1. Understand the Board Governance Model
2. Establish a policy development process.
3. Develop policies that align with the school's mission, vision, and strategic objectives, comply with state and federal laws and regulations, and are relevant to meet present needs.
4. Stay current on pertinent state and federal laws and regulations and inform the Board of necessary policy changes and updates.
5. Update and review policies for accuracy/compliance by generating a quarterly policy review schedule.
6. Seek feedback from Lakeview Academy stakeholders on proposed policies as determined by the committee.
7. Recommend policy changes to the Board as necessary.
8. Evaluate the committee's performance on an annual basis.

The PC will consider, evaluate, and report on, as required, any matters expressly referred to the committee by the Board. Ultimately, the responsibility for review, adoption, and implementation of all Lakeview Academy policies remains with the full Board

MEMBERSHIP

The Policy Committee comprises no more than nine (9) and no less than three (3) committee members. To ensure proper representation from the school community, the Lakeview Academy Director, Business Manager, and one current elementary and middle school teacher will be members of the committee. The Lakeview Academy Director will solicit interest from the educators in joining the committee. A small stipend for the educator's participation may be Provided. Proposed committee members and respective terms are listed below:

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1. Michael Hinckley (Board), 2-year term.
2. Janessa Hintze (Parent), 2-year term.
3. George Britton (Parent), 1-year term.
4. Cody Burgess (Parent), 1-year term.
6. Debbie Perkins (Elementary teacher), 1-year term.
7. Beckie Brammer (Middle School teacher), 1-year term.
8. Lakeview Academy Director, indefinite term
9. Lakeview Academy Business Manager, indefinite term

Committee members will annually select the following officers for the committee:

1. Chair: Oversees the policy committee and ensures it is functioning properly. Guides the policy development and decision-making process within the committee structure.
2. Vice-Chair: Assists the chair and performs their duties in their absence.
3. Secretary: Prepares the agenda with the committee chair, keeps minutes of the meetings, and distributes them to the committee members and the Board.

Members agree to abide by the code of conduct outlined in the Board Members' Code of Conduct Policy and sign the Lakeview Academy Policy Committee Acknowledgement form, agreeing to the specific roles and responsibilities of the committee as delegated by the board. The acknowledgment form will be signed and submitted to the Board before the first committee meeting.

MEETINGS

PC meetings will be convened at least monthly or as needed to execute the committee's key responsibilities outlined above. The quorum of the meeting consists of a simple majority of the appointed committee members. In the absence of the Chair, the vice-chair will chair the meeting.

The committee may elect to conduct meetings by telephone or videoconference, provided that all committee members involved in the meeting are able to participate in the discussion.

Minutes will be prepared within a reasonable time, as agreed upon by the committee members, following each meeting. Following review by the committee and approval from the committee chair, the committee secretary submits the minutes to the committee members and bot@lakeview-academy.com.

CONFLICT OF INTEREST

Committee members must:

- Disclose to the committee any actual or potential conflict of interest that may exist as soon as they become aware of the issue.
- Sign Lakeview Academy's Conflict-of-Interest form and submit it to the Board before the first committee convening.

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- o Professional relations are acceptable – Personal relationships are not.

SCOPE, ACCESS, AND AUTHORITY

The PC is authorized to investigate any matter within the scope of its delegated responsibilities and make appropriate recommendations to the Board.

Except as expressly stated in this Pact or by the Board, the PC has limited delegated authority and exists predominately to provide recommendations to the Board on issues within the purview of the Committee.

REPORTING

As outlined above, the committee minutes are submitted to the committee members and Board within a reasonable time following each meeting. Following review by the committee and approval from the committee chair, the minutes are submitted to bot@lakeview-academy.com for review at the next scheduled board meeting.

PC will prepare and submit policy updates, recommendations, and additional reports to the Board as appropriate to bot@lakeview-academy.com for the next scheduled Board Meeting.

Through the above protocols, all matters relevant to the committee's role and responsibilities will be reported to the Board.

CERTIFICATION

The Undersigned officers and or directors of Lakeview Academy certify that this Policy Committee Pact was duly adopted as of September 2, 2026 and replaces all previous approved Policy Committee Pacts.

Signature: _____

Print Name: _____

Title: _____

Signature: _____

Print Name: _____

Title: _____

CAPABLE. CONFIDENT. CONTRIBUTING.

Proposal for Continued Governance Support

Prepared for the Lakeview Academy Governing Board

Prepared by William Evans | August 2026

Dear Lakeview Academy Governing Board,

Thank you again for the work you put into your strategic planning retreat. You left that day with three clear priorities:

- refining and sustaining your policies,
- strengthening board training and onboarding,
- and setting clear expectations for your two direct reports.

Frameworks earn their keep in the follow-through: the committee meetings, the drafts that need another pass, the trainings that need to be built and delivered. This proposal outlines how I can continue supporting the board through that work over the next year.

Purpose & Approach

The goal of this engagement is simple: keep the board's momentum from the retreat from stalling out once the excitement of the day fades. Most strategic plans lose steam not for lack of good ideas, but for lack of a steady hand keeping the committees on schedule, the drafts moving, and the board's own practices improving alongside its policies. My role would be to stay close to the plan we built together — the Strategic Plan Framework, the Implementation Timeline, and the KPI rubrics — and help the board execute against it.

Scope of Services

Based on where the board is in its three-year plan, I propose the following areas of ongoing support:

Committee & Board Meeting Support

Attend and advise the Policy Committee and the Training & Development Committee on a recurring basis, and attend select full board meetings tied to strategic-plan milestones (e.g., policy adoption, training plan approval, direct-report evaluations). This keeps the committees on the cadence laid out in the Implementation Timeline and gives the board a consistent resource for questions between meetings.

Policy Drafting & Review

Continue drafting and refining the Global Governance Policy, the Global Ends Policy, and the Executive Limitations policies through board adoption, and help the Policy Committee stand up the recurring review cycle identified in the plan.

Board Training & Onboarding Delivery

Design and help deliver the onboarding curriculum for new board members and the ongoing governance trainings identified in the plan (Policy Governance Model, charter law and requirements, enrollment and funding), and support the Training & Development Committee in evaluating and refining both over time.

Direct Report Evaluation Support

Help the board finalize job descriptions and Executive Limitations policies for the Executive Director and Business Administrator, build the KPI-based evaluation framework, and facilitate the annual evaluation process itself.

Optional Add-On: Annual Strategic Check-In

As a separately scoped add-on, I can facilitate a yearly half- or full-day session with the board to review progress against the three-year plan, recalibrate KPIs and timelines, and carry the momentum from this year's retreat into the next.

Optional Add-On: School Leader Support

As a separately scoped add-on, I can support the Executive Director in creating professional development and PLC trainings to help the faculty and staff have a more robust understanding of the ends, and where they have flexibility within the structure.

Engagement Structure

I recommend structuring this as a monthly retainer, which gives the board predictable access to support throughout the year rather than re-engaging me project by project. A retainer engagement would include:

- A set number of advising hours each month (committee prep, drafting, ad hoc questions).
- Attendance at agreed-upon committee and board meetings.
- A response window for ad hoc requests between meetings.
- A brief quarterly written check-in comparing progress to the Implementation Timeline and KPI targets.

I'd suggest an initial 12-month term aligned to the board's September–August meeting cycle already reflected in the plan, with a check-in at renewal to adjust scope as priorities shift from year 1 to years 2 and 3.

Fee Structure

Pricing below is left as a placeholder for you to finalize before this proposal is shared.

Item	Fee
------	-----

Monthly Retainer (committee support, policy drafting, training design, direct-report evaluation support)	\$2,500 / month
Additional hours beyond retainer scope	\$150 / hour
Optional Add-On: Annual Strategic Check-In (facilitated session)	\$2,000 flat fee
Optional Add-On: School Leader Support (Quarterly)	\$500/per PD

Term & Renewal

This engagement would run for an initial 12-month term, renewable by mutual agreement. At renewal, we would review progress against the three-year plan together and adjust the scope of services and retainer to match what the board needs for the year ahead.

Next Steps

Please review this proposal and let me know if you have questions or would like to adjust the scope. If it looks right to you, we can finalize fees and put a start date on the calendar — ideally in time for the September board meeting, so this support lines up from the very start of Year 1 of your plan.

Thank you again for the trust you've placed in me. I'm looking forward to continuing this work together.

Sincerely,

William Evans

For Lakeview Academy Governing Board:

Name: Ashley Hintze

Title: Board Chair

Date: _____

For the Consultant:

Name: William Evans

Title: President

Date: _____