



Lakeview Academy Board of Trustees Meeting

September 1, 2011

527 West 400 North Saratoga Springs Utah

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

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|-------|---|------|
| I.    | Roll Call   | 6:00 |
| II.   | Executive Session   |      |
|       | 1. Strategic Development Planning and training  |      |
|       | 2. Questions about the agenda   |      |
| III.  | If needed a motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.          |      |
| IV    | Action if any from closed session.  |      |
| V     | Welcome to General Session  | 7:00 |
| VI.   | Pledge of Allegiance  |      |
| VII.  | Reports   | 7:05 |
|       | 1. Director Reports   |      |
|       | 2. Board Reports  |      |
|       | 3. Financial Reports  |      |
|       | a. Cash Flow Report   |      |
| VIII. | Charter/Governance Training   | 7:30 |
|       | 1. Open Meeting Law- Who needs it   |      |
| IX.   | Public comment not related to items on the agenda, each comment is limited to two minutes.  | 8:00 |
| X.    | Board Business  | 8:15 |
|       | 1. Representatives to UAPCS   |      |
|       | Resolution to appoint the following people to vote at UAPCS meetings for Lakeview Academy: Rick Vessey, Tina Smith, and Lincoln Fillmore. |      |
| XI.   | Consent Agenda  | 8:20 |
|       | 1. Workers Compensation Fund  |      |
|       | 2. Squire Financial Audit Contract  |      |
|       | 3. Squire Fall Enrollment Audit Contract  |      |
|       | 4. 2011-2012 Board Calendar   |      |
|       | 5. June 2011 Financials   |      |
|       | 6. Building Change Order  |      |
|       | 7. Benefits and Leave Policy  |      |
|       | 8. Purchase Policy  |      |
|       | 9. Grievance Policy   |      |
|       | 10. Intro Transportation and Energy Middle School Class   |      |
|       | 11. Spanish 3 Middle School Class   |      |
|       | 12. Communication Middle School Class   |      |
| XII.  | Action Items  | 8:20 |
|       | 1. Reading Intervention Proposal  |      |
| XIII. | New Business  |      |
| XIV.  | Adjourn   | 9:00 |

**Lakeview Academy Board Meeting**  
**Public Comment and Pattern of Formality Guidelines**

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

**Public Comment**

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

**Order of Debate**

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

**Pattern of Formality**

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