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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)

- |       |   |      |
|-------|---|------|
| I.    | Roll Call   | 6:00 |
| II.   | If needed a motion to enter a closed session for the purpose of discussion of litigation matters, acquisition of real property, or authorized personal issues.          |      |
| III.  | Action if any from closed session.  |      |
| IV.   | Executive Session   |      |
|       | 1. Strategic Development Planning and training  |      |
|       | a. School Network update time clock, down time  |      |
|       | b. Building updates   |      |
|       | 2. Questions about the agenda   |      |
| V.    | Welcome to General Session  | 7:00 |
| VI.   | Pledge of Allegiance  |      |
| VII.  | Reports   | 7:05 |
|       | 1. Director Reports   |      |
|       | a. School Network update, time clock, down time   |      |
|       | 2. Board Reports  |      |
|       | a. Great things We have seen  |      |
|       | 3. Financial Reports  |      |
|       | a. Monthly Report, Balance Sheet, Cash Flow, Account Reconciliation, Check Register   |      |
|       | b. Development of revised 2011-2012 budget  |      |
| VIII. | Charter/Governance Training   | 7:30 |
|       | 1. Parent Involvement SAC   |      |
| XIX.  | Public comment not related to items on the agenda, each comment is limited to two minutes.  | 8:00 |
| X.    | Board Business  | 8:15 |
|       | 1. Board Roles  |      |
|       | 2. Charter Training schedule review   |      |
|       | 3. Review Best Practices Handbook   |      |
| XI.   | Consent Agenda  | 8:30 |
|       | 1. July 2011 Financials   |      |
|       | 2. August 2011 Financials   |      |
|       | 3. September 1, 2011 Minutes  |      |
|       | 4. Insurance for Portable   |      |
|       | 5. Gifted and Talented  |      |
| XII.  | Action Items  | 8:35 |
|       | 1. Enrollment and Lottery Policy Proposal   |      |
|       | 2. Charter amendment  |      |
|       | 3. Financial Planning and Budgeting Policy  |      |
|       | 4. Asset Protection Policy  |      |
|       | 5. Financial Conditions and Activities Policy   |      |
|       | 6. Compensation and Benefits Executive Limitation Policy  |      |
| XIII. | New Business  | 9:25 |
|       | 1. Appointment of SAC members   |      |
|       | a. Rachael Cochran, Rachael Chatfield, Kelli Boren, Jamie Holt, Melanie Olney, Kelly Allred, Troy Gustafson, Delana Smith, LeAnn Peterson, Julie Walker, Bohdana Allman |      |
| XIV.  | Adjourn   | 9:30 |

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

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

**Public Comment**

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

**Order of Debate**

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

**Pattern of Formality**

1. The President should be addressed as Mister or Madam President as appropriate.
2. Wait to be acknowledged verbally or with a nod before speaking by the President.
3. Speak only to the President or 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 breaches 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."



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## October Directors Report

### 1. Please list activities and programs completed this month that support:

#### a) Global Ends policy

We continue to serve students K-9 from the community and surrounding area of Saratoga Springs.

#### b) Language Arts and Mathematics Ends Policy

CRT results from the 2010-2011 year were shared at the last board meeting. I have a PowerPoint prepared to post on our school website and am working with IT to have it posted.

DIBELS testing was completed and have measured students reading. Scores indicate that we have 78 students in K-6 identified as intensive and 104 as strategic. Students that are intensive participate in our reading intervention program (Read naturally), those that are strategic will likely participate in STAR, but may be offered Read Naturally instead if that meets their needs better.

#### c) Science, Arts, and Technology Ends policy

Our programs are being executed well. Students are participating in science daily. Resources are being added to help them deepen their understanding of State Core concepts. CRT results will be included in the power point mentioned above. Technology at LVA continues to grow. We have significantly improved our wireless infrastructure by added Xirus routers. UEN will be installing our fiber optic connection towards the end of this month. We have put back in operation, several of the student mobile labs and should have them all in operation by the next board meeting. Our arts program is wonderful. Students are preparing for concerts, participating in plays and musical express. Their art work is on display throughout the school.

#### d) Enrollment Ends Policy

Enrollment numbers are listed in the chart below. We are nearing our yearly reporting of student enrollment. At this time we have filled 730 of the 750 seats given LVA. We are very pleased with the growth of enrollment and the future enrollment of next year.

Grade	Current Enrollment	Waitlist (2011-12)	Spots Offered	Projected Enrollment
K	76	166	0	76

1	75	102	0	75
2	75	92	0	75
3	100	27	0	100
4	101	2	0	100
5	99	0	0	100
6	75	0	1	75
7	61	0	0	75
8	47	0	0	50
9	21	0	0	24
<b>Total</b>	<b>730</b>	<b>389</b>	<b>1</b>	<b>750</b>

**e) Parent Satisfaction Ends Policy**

I am pleased to announce Rachel Cochran as LVA's SAC chair. She and I have met and filled the remaining seats. We were thrilled with the support given by parent volunteers to help this committee be filled. We will be meeting next month to establish roles and responsibilities. We will also coordinate our efforts for the year.

**2. Please provide information and updates from the following departments:**

- a) **Business/finance/IT** – No major updates at this time. We will be reviewing the school budget after funding streams are finalized from enrollment. This will occur in early October. IT projects are underway. Carry over funds from ARRA have been spent on the plan to increase audio enhancement devices in our classrooms and in our school. The ARRA funds dictate where they should be installed, but we feel they will be well utilized in the rooms set out by the plan. These include fiber optic install, new switches and stronger wireless to maximize fiber optic speeds, new tech in portables, additional mobile lab, and others. Students will be benefiting from these new resources and will further realize the mission of LVA.
- b) **Business Manager-** This month has been full of projects for the business office. Some of these projects this month were: updating records for new hires, completed the enrollment process for the new benefit year, continuing to tie up loose ends for the audit, and cleaning up enrollment/payments benefits. The 401K contributions for employees were reconciled for last fiscal year, and payment sent to the 401K company. Each employee who had contributions was given a detailed summary of their contributions and payout amount. I have found that as soon as one project ends, another begins. On that note, we have been notified by Workers Compensation that we have been randomly selected for an audit. That process should be well underway, by the time of the board meeting.

This month the reports submitted this month are slightly different. The Income Statement is still included, along with the Balance Sheet and Statement of Cash Flows. The new reports are the Bank Reconciliation for the main checking account, and a Check

Register. The Bank Statement report shows not just that the account has been reconciled, but also a list of outstanding checks. You will see that there are some checks still in the register from 2009. When the audit is complete and the books are closed out, these checks will be cleared as unclaimed property. The Check Register is a list of all checks written or voided for the month. Including these two reports in the monthly reporting should allow the board to be better informed regarding the financial operations of the school.

- c) **Facilities** – Portables are complete. We are finalizing all details for furnishing and occupying the rooms. They look fantastic. The facility manager and I are conducting walk-thru's to stay on top of campus needs.
- d) **Special Education** – No major updates for this program. Ms. Hintze is attending our Special Education Director's meetings and the Voices trainings that accompany them.
- e) **Office (dates of school events, state reports, accreditation)** – Picture retakes will be on October 11<sup>th</sup>. Professional Development day for teachers is on October 19<sup>th</sup>. Fall break will be October 19<sup>th</sup> – 23<sup>rd</sup> for students. October 31<sup>st</sup> will be our schools Halloween Carnival by our Student Council. Booths, haunted house, games and even throwing a pie in my face will be available. This will be a wonderful event for our families and the community.  
The state requires our CACTUS information to be finalized by October 1 and this will be completed.
- f) **Staff updates** – We have filled the Elementary Spanish teacher position. Lori Richardson is doing a terrific job with our kids. We have offered our part-time MS Science position to a candidate. He comes to us with several years of experience, both in Utah and other states. He will be entering the classroom in a few days. We hired Abigail Purdie to be our 4<sup>th</sup> grade aide for Ms. Street. There are no more open positions for Lakeview Academy at this time.

### 3. Toot your Horn!

- a) LVA's 5<sup>th</sup> graders had a terrific camp out experience. They learned all about safety, gps mapping, native American studies, Utah history, environmental sciences, friendship, leadership, team building and so much more. I had the pleasure of attending portions of this trip and want to commend our teachers and parents for executing such a meaningful and lasting experience of our kids.
- b) We have several after school clubs meeting right now. It has been great to offer many choices for our students. We have plays, musical express, orchestra, band, volleyball, cheer, chess, robotics, and French. Thank you to the great folks helping our kids participate in this wide variety of events.
- c) Teachers were challenged by our MS students in a softball game. I am pleased to announce that we teachers kept tradition alive by defeating the students. While we adults needed extra Advil that evening, we were all able to come to work the next day without serious injury. That is the real victory.



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## Board Reports

I love this time of year – the weather is cooler, the leaves are changing to bright reds, oranges and yellow and there is a general excitement for the upcoming holidays. In addition to those beautiful things, I am especially grateful for the feeling of enjoyment, empowerment and enthusiasm that I feel as I interact with everyone at school. The sense of pride and teamwork throughout the school has never been stronger and is evident in the student's happy faces as they work in their classes, from the teachers, aides and staff who feel supported and appreciated and finally from an administration who continually raves about the wonderful students, teachers, aides and staff at Lakeview; my deepest thanks to all of you who work so hard to make this happen.

Over the last month I have continued to work with the portable committee on final preparations (obtaining insurance for the building, final inspections/ walk through as well as final financial aspects) for the portables to become occupied by our very patient 5th grade students and teachers. They look wonderful and will be a great place of learning for our 5th grade.

I have worked with the board on an article for publication in a new charter school magazine that will be circulated throughout the state which communicates and shares "Best Practices" ideas for charter school boards, Directors, teachers and parents. I am not sure when the magazine will be printed but I will be sure to make copies of the magazine available for those of you who are interested when I find out the specific details.

The state has recently implemented an on-line training program for board members. It consists of a series of tests and tutorials which will allow board members greater access to tools that will strengthen their ability to perform their responsibilities. We as a board are participating in this training program.

The state has also updated their accountability standards for all charter schools. It is called the "Utah Best Practices Guidance Handbook" and will replace the previous set of accountability standards for charter schools. I have been reviewing it and working to understand what impact this will have on Lakeview's programs – if any.

I continue to attend the monthly charter association meetings, assist with financial matters and needed and work with Mr. Veasey on various issues and items. I continue to work with the board as we have finalized our roles, responsibilities and job descriptions for the 2011-2012 school year.

Tina Smith  
Board President

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Tina Smith

I have been filling out Birthday Cards to pass out at the next luncheon for the teachers. I was looking at different possibilities to hand out as gifts to the teachers, but the candy bars seem to be a hit, so I think we'll stick with those. I have reviewed the new handbook and gone through the required training.

I have also helped Tina with whatever she has needed, mostly bouncing ideas back and forth.

Julie Anderegg  
Lakeview Academy

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This month I have worked closely with Mrs. Black and Rick to ensure financials are in order. We are preparing an updated budget for the school year, and will have solid numbers after Oct 1st enrollment numbers are submitted.

We are in good financial standing. I look forward to a successful school year.

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Cory Thorson

I have been busy working on updating documents for the state.

Joylin Lincoln

Over the course of the last month, I have tried to stay abreast of issues going on within the school. Based upon what I have heard, seen, and read, things seem to be going fairly well. I did have my school picture taken also.

Alan Daniels

I have been dealing with e-mail issues this month. I hope that we are able to solve them in the weeks to come.

Justin Turner



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Lakeview Academy Board of Trustees Meeting  
September 1, 2011  
Meeting Minutes

I. **Roll Call**  
Tina Smith, Julie Anderegg, Cory Thorson, Joylin Lincoln, Justin Turner, Alan Daniels

II. **Executive Session**

3. **Strategic Development Planning and training**

**Justin Turner** commented that his kids have told him that school lunches are better this year.

**Tina Smith** notices that in general there has been an excitement in the halls and she has been approached at WalMart with good things. She loves the positive things she's hearing about in the teacher meetings. Teachers and the aides are feeling more empowered and are feeling like they have a say and that Rick is a great leader. The teachers have a sense of hope about things even if they might not be going so well at this time.

**Rick Veasey** feels the start of school has been very successful. He can feel the difference in the meeting with the staff and things have been going in the right direction. Autumn has been great at getting new enrollment if students leave. Rick is trying a new app with the Ipad with his walk-through in the classes. He wants to try a few apps before spending money. SAC is on his mind and wants to get that addressed. He will show CRT's in the director's report portion of the General Session. Next week the portables will be delivered. That will take care of some concerns parents and teachers have had so far. 5<sup>th</sup> grade teachers have been great about moving and their temporary class rooms.

**Justin Turner** inquired about the amount of homework the average student should be required to do at home. Rick stated that with the new schedule there would be more time for students to complete work in the class and the students that stay on task should not have a problem completing all their work. He reminded them there should be 20min. of reading done at home.

**Julie Anderegg** would like to see the SAC committee be trained when it is formed. Rick stated there would be training when the committee is formed and they will be learning together. Tina stated there is a SAC booklet that will help. Julie said last year there was not enough training on the SAC committee.

**Justin Turner** questioned about the problems with the insurance paperwork and if it was taken care of. He was informed the paperwork was there all the time and things are straightened out now.

**Enrollment:**

**Rick Veasey** inquired as to how long the school will continue to enroll students. It was explained that the school will enroll students up to February 1<sup>st</sup>. The families who are currently enrolled will have a deadline to re-enroll. Joylin Lincoln informed Rick that according to State law the school may not un-enroll students until written notice is given that they are withdrawing from the school.

**Justin Turner** brought to the Board's attention that the year in which changes were made to the amendments was not listed. There was continued discussion as to how to implement changes. Joylin stated she would go back and look at the situation and suggested adding a date line by the signature line.

4. **Questions about the agenda**

**Fee Waiver Policy:**

**Rick Veasey** stated that the Musical Express teacher has asked for an increase on the fee of \$25 to go to \$35. Tina informed him that the increase of any fees had to be brought before the board to be approved. Therefore, Musical Express may not raise the fee till it is approved. Also parents may apply for a fee waiver for the fees.

A list of assurances would be coming soon.

**Justin Turner moved to table the fee waiver policy and Assurances to action item number two. The vote was unanimous.**

**Cory Thorson** stated that the lease for the portable was in the budget that was approved. He also noted that the carry over requirement came back higher than expected. It was stated that that would be addressed in October.

**Tina Smith** asked of any of the lease money would come from the carry over. Cory stated yes but the carryovers needs to come from this year's budget. Rick Veasey will work on where the budget cuts need to be.

## **Feed back on Executive Sessions**

Question was: Are the Executive Sessions productive and how could they be changed to be more productive. **Cory Thorson** stated he felt the Executive Sessions were going good and having them just before the General Session was working.

**Julie Anderegg** agrees with Cory and also thinks the emails are good too.

## **Charter Training—**

**Julie Anderegg** feels Tina does a good job with the training and maybe should do it every meeting.

**Rick Veasey** thinks the training should be done a rotation basis and that it is helpful for all in the room.

**Justin Turner** likes the Charter Training to be done in the General Session. He feels it might be better at a different section of the agenda.

**Tina Smith** stated she is developing a Board training packet.

**Julie Anderegg moved to table the Board Roles – Review and Adjust to be item number 1 during new business. The vote was unanimous.**

## **II. If needed a motion to enter a closed session for the purpose of discussion of litigation matters, or authorized personal issues.**

**A closed session was not necessary.**

IV Action if any from closed session.

V **Welcome to General Session**

VI. **Pledge of Allegiance**

VII. **Reports**

### **4. Director Reports**

**Mr. Veasey** reviewed how the CRT is used for the benefits of the students. He also reviewed how the CRT reports are read. There were some concerns about how the student scored last year. Math and Science is being concentrated on is the school improvement plan. There does seem to be a gap in scores when they split in genders. In general the girls out preformed the boys. **Mr. Veasey** went over the scores according to gender and also how Lakeview compares to other schools. He feels these reports will help them know what need to be addressed in the school improvement plan as to how we might close the gaps. The teachers are also able to pull up these reports.

**Mr. Veasey** also went over the SIP and what needs to be addressed. The school will be doing skills training and have increased personal responsibility for school-wide performance. Enrollment is at 720 students with 5 offers out today. The 5<sup>th</sup> grade has 5 empty seats 7<sup>th</sup> has 15, 8<sup>th</sup> has 4 all with no waiting list. Family referral is going to be our best recruiting. He is hoping that some of those students that left will find that they want to come back.

**Staffing—**Lori Richardson was hired part time. There is still an opening for a middle school part time teacher.

**Mr. Veasey** has a few interviews but has not found anyone to fill it as yet. There is a sub which is taking over the class till someone is hired.

**Tina Smith** would like some of the CRT score information if not all on the website. **Mr. Veasey** would like to put it on as a slide show.

### **5. Board Reports**

**Board Reports can be found in the supporting documentation for the September 1, 2011 agenda packet.**

### **6. Financial Reports**

**a.**

**Mandy Black** stated there was a problem with the Peachtree program so the complete reports were not available for this month. She felt confident that the problem would be solved and the report will be ready for the October meeting.

**Joylin Lincoln** will put July's budget in next month's packet.

**Lincoln Fillmore** introduced Max Meyer from Charter Solution. Max will now be over out school so Lincoln will not be seen as much. Lincoln explained how the mistake with the paperwork came about

with the insurance company. Paperwork was completed in the proper amount of time and the company itself had misplaced it but has since been found and there was an apology received. Lincoln suggested we look for another provider. Tina asked that Max submit some suggestions for the new providers in April.

#### VIII. Charter/Governance Training

##### 1. Open Meeting Law- Who needs it

**Joylin Lincoln conducted the annual Open Meeting Law training for board members as required by state statute.**

The following were the sections which were covered:

- Declaration of the public policy.
- Training
- Meeting open to the public –Exceptions
- Public Notice of meetings – Emergency meetings.
- Written minutes of open meetings – Public records – Recording of meetings.
- Closed Meeting help upon vote of members – Business – Reasons for meeting recorded.
- Purposes of closed meetings.
- Record of closed meetings.
- Electronic meetings – Authorization – Requirements.
- Chance or social meetings.
- Electronic meetings for charter schools – Pilot program.
- Electronic message transmissions.
- Disruption of meetings.
- Enforcement of chapter – Suit to compel compliance.
- Action challenging closed meeting.
- Criminal penalty for closed meeting violation.

**The Open Meeting Law and Definitions can be found in the supporting documentation for the September 1, 2011 agenda packet.**

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

**Harmony Seiter** e-mailed in the following comment:

I will not be able to attend the board meeting on September 1<sup>st</sup>. However, there is one point I would like to bring to the attention of the school and the board. Since the opening of the Thunder Ridge Elementary traffic on 400 North has been frustrating to say the least. The congestion has turned a 10 minute round trip into a 30-40 minute trip for my family now. I have emailed the Director of City Planning and would urge the school and the board of trustees to appeal to the city to look at possible solutions to the traffic congestion we are bound to experience throughout the entire school year.  
Thanks for your time and consideration.

#### X. Board Business

##### 1. Representatives to UAPCS

Resolution to appoint the following people to vote at UAPCS meetings for Lakeview Academy: Rick Veasey, Tina Smith, and Lincoln Fillmore.

**Cory Thorson moved to pass the resolution to allow the following people to vote at UAPCS meetings for Lakeview Academy: Rick Veasey, Tina Smith, and Max Meyers. The vote was unanimous.**

##### 2. Tina Smith proposed that we appoint Julie Anderegg at the Board Vice President.

**Alan Daniels moved to appoint Julie Anderegg to be Lakeview Academy's Board of Trustees Vice President.**

#### XI. Consent Agenda

6. Workers Compensation Fund- Passed
7. Squire Financial Audit Contract - Passed
8. Squire Fall Enrollment Audit Contract - Passed
  
9. 2011-2012 Board Calendar - Passed

10. June 2011 Financials- Passed
11. Building Change Order -Passed
12. Benefits and Leave Policy - Passed
13. Purchase Policy - Passed
14. Grievance Policy -Passed
15. Intro Transportation and Energy Middle School Class - Passed
16. Spanish 3 Middle School Class - Passed
17. Communication Middle School Class- Passed

**Justin Turner moved to approve the consent agenda (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). The motion passed unanimously.**

## XII. Action Items

### 1. Reading Intervention Proposal

**Ashley Hintze** has researched and found the Read Naturally program to be the program she would recommend. The program supports the 5 components that is recommended for national requirements on reading. The main focus is teacher modeling. The progress is tracked daily.

**Justin Turner** inquired if the program was just auditory and what grades will be included? Ashley informed him they have chosen to have the program that requires more interaction with the teachers. The school will purchase the K-7 programs.

**Alan Daniels** wondered if there was any of the staff that had used the program and if so, what kind of results did they see? Ashley has used it before and found it to be a very successful program.

**Cory Thorson** asked what budget line item it would be funded from? Mr. Veasey stated it would be mostly funded from a reading grant and there would be plenty of funds to cover the cost incurred.

**Tina Smith** thanked Ashley for the written proposal and how well it was written. Tina asked about the training and would this program be implemented easily. Ashley informed Tina that there is local training and also video training. Tina also asked if the proposed \$2000 would cover all cost. Ashley stated it did cover the program.

**Justin Turner** asked if the \$2000 also covered the cd players that would be needed? Ashley stated that it did not.

**Alan Daniels** asked how many would be needed. Ashley thinks it will be 10 or less.

**Joylin Lincoln moved to approve Read Naturally as curriculum for a reading intervention program. The vote was unanimous.**

### 2. Fee waivers Policy

**Rick Veasey** stated that the Musical Express teacher has asked that the fee be raised to \$35 due to the cost of running and growing the program.

**Erin Johnson** asked if Holly would send out an e-mail about the tryouts so all would be notified about the tryouts and stating it would be \$35 now? Holly stated she would.

**Kelli Boren** has concerns about the fee being so much more than the other activities and would like to know why it has to be so much. Joylin feels it is because every time they perform a song they have copy right issues and it cost more to run than the other programs.

**The Fee waiver policy was tabled from the executive session and added as action item number 2.**

**Cory Thorson moved to approve the fee waiver policy with the change of the musical express fee being increased to \$35.00 a semester. The vote was 5-1 with Tina Smith voting no.**

## XIII. New Business

The board of trustees went over Board Member Job Descriptions, and made changes to the Governing board Roles and Responsibilities document to reflect the current members on the Board of Trustees.

## XIV. Adjourn

The meeting was adjourned at 8:40.



**Proposal Title: Lottery and Enrollment Policy**  
**Submitted by: Diane Thurmond**  
**Sponsoring Administrator: Richard Veasey**

**Proposal Abstract/details:**

This is a policy to address the acceptance of students after the October student count at LVA. This policy is required.

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

**1) Proposal supports the charter by..?(Please site reference page)**

This policy adjustment is to support LVA in building quality programs and increase student success.

**2) Proposal supports ends policy**

- 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...**

All ends policies are supported when students at LVA can receive high academic rigor, well-funded programs, and experience well-established relationships among peers.

**3) Are funds being requested? If so how much and from what budget category?**

No

**4) Does this replace a current program or policy? If so, please attach a redline version of requested changes.**

Yes. Mainly, it is amending sections of current policy.

**5) If a new program/policy, please attach the policy or program proposal.**

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

**7) Please attach any relevant information and all supporting documentation - As LVA approaches its full enrollment number, we want to focus our efforts on building and sustaining quality programs. The purpose for this amendment is to allow LVA to focus our efforts on building the capacity of our students from the start of the year through the end. It is an unnecessary hardship on LVA and its stake holders to continue enrolling new students after the October enrollment count. Students experience a more consistent classroom experience and continue their studies with fewer interruptions. Teachers can**

pace their lessons with greater focus and rely more heavily on data driven instruction. We would also anticipate the increase of our schools state assessment scores. Programs of LVA will be properly funded for a year's operation (often new students will be in need of school resources and the school will encumber new expenses that are not offset by new income). The policy change will allow for our families to obtain full enrollment by accepting siblings when space becomes available. These new students will be in a family that already participates in our programs and is integrated into our school. This change should ultimately allow us to improve the implementation of our Mission and therefore further create an environment that the community is highly interested in joining. We believe we will see greater interest from the community and enrollment at LVA. As we build, they will come.

**Portion of the Policy to amend:**

**Lottery and Enrollment Policy**

There is one section that we seek change:

4) In the case of grades that are not full at the time of the initial lottery, applications will continue to be taken after the initial lottery until ~~February 1<sup>st</sup>~~ the October student enrollment count of the current school year. Students will be accepted in to the school in the order their...Students will not be admitted after ~~February 1<sup>st</sup>~~ the October student enrollment count unless ~~space~~ it is a student in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> tiers of our waitlist and space is available in both the current grade and the subsequent grade for the following school year.

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Policy Type: Required Policy  
Policy Title: Lottery and Enrollment Policy

- 1) **Please be aware that registration in the lottery does not rollover from one year to the next; for consideration, you must re-register for the enrollment lottery each academic year unless you already have students currently attending Lakeview Academy.**
- 2) Only applications received prior to the end of the initial or "open" enrollment deadline (to be determined each year) are eligible to participate in the initial lottery.
- 3) Any applicants who are not accepted into the school during the initial lottery and any applications received after the open enrollment deadline will be placed on a general wait list. (Please see General Wait List below.)
- 4) In the case of grades that are not full at the time of the initial lottery, applications will continue to be taken after the initial lottery until February 1<sup>st</sup> of the current school year. Students will be accepted into the school in the order their applications are received. Siblings of post-lottery applicants will also be accepted if space is available. If no seats in a sibling's grade are available, the sibling will be placed at the end of any existing sibling wait list for that grade. Students will not be admitted after February 1<sup>st</sup> unless space is available in both the current grade and the subsequent grade for the following school year.
- 5) The school shall conduct an initial lottery each year after February 15<sup>th</sup>. This lottery will include all grades in which the number of applicants meets or exceeds the number of seats available. To determine the number of seats available, the school will:
  1. First place all students **currently** enrolled in the school who have requested enrollment in the following school year.
  2. Second place all students from founding council lists and current board members.
  3. Third place all children of Lakeview Academy employees, who desire to come to Lakeview Academy.
  4. Fourth place siblings of currently enrolled students. If the number of applicants exceeds the number of seats available they will be placed on an ordered sibling wait list. When a seat becomes available, students will be notified in order by phone or mail.

All remaining seats will be assigned by a lottery.
- 6) The school will place general applicants starting with the 9th grade proceeding in descending order to the lower grades until the maximum enrollment is met. Siblings of students in the upper grades will receive preferential enrollment as space is available. As we proceed to each new grade to lottery, it will be clearly stated how many seats remain to be filled.
- 7) A sibling wait list will be generated for those applicants whose older siblings are accepted, and there are no seats available in the required grade. (Please see Sibling Wait List below.)

- 8) *ALL* offers of acceptance shall be made in the order of the lottery results and established preferences and wait lists. *NO OFFER SHALL BE MADE TO A STUDENT NOT PROPERLY ENTITLED TO THE NEXT AVAILABLE SEAT.*
- 9) Notification of acceptance will be mailed to all students offered seats for the initial lottery process; subsequent offering notifications will be made by phone. Notification will **not** be sent to those on the general wait list. All applicants offered seats are required to respond to this offer of acceptance in one of three ways:
- a. If you accept the offer, turn in a completed registration packet for each student enrolled by the last business date listed on the acceptance letter. If we do not receive completed registration packets from you by this date, we will assume that you decline enrollment, even if you do not follow one of the two decline methods outlined below, your seat(s) will be offered to the next student(s) in line. Notification for subsequent acceptance will be made via phone calls. Once the family has been notified by conversation or message a minimum of 24 hours will be given to accept or reject the position offered. If we do not hear from you within the stated time frame, your position will be offered to the next student in line.
  - b. If you decline the offer for enrollment, email [enrollment@lakeview-academy](mailto:enrollment@lakeview-academy) with “Decline” in the subject line and the names of your students in the body of the message. OR
  - c. Call the school at 331-6785.

All declined seats will be offered to the next student(s) on the appropriate wait list.

#### **Wait Lists**

1. Students currently enrolled in the school who have requested enrollment in the following school year.
2. Students from founding council lists and current board members.
3. Students of Lakeview Academy employees, who desire to come to Lakeview Academy.
4. Siblings of currently enrolled students. If the number of applicants exceeds the number of seats available they will be placed on an ordered sibling wait list. When a seat becomes available, students will be notified in order by phone or mail.
5. All other students who are not accepted in the initial lottery will be placed on a numbered wait list. Those who apply after the open enrollment period will be placed next on the list in the order of application.

The Undersigned officers and or directors of the Lakeview Academy Board of Trustees certify that this Lottery and Enrollment Policy was duly adopted as of November 6<sup>th</sup> and replaces all previously passed Lottery and Enrollment Policies.

Signature: Julianne Kicklighter

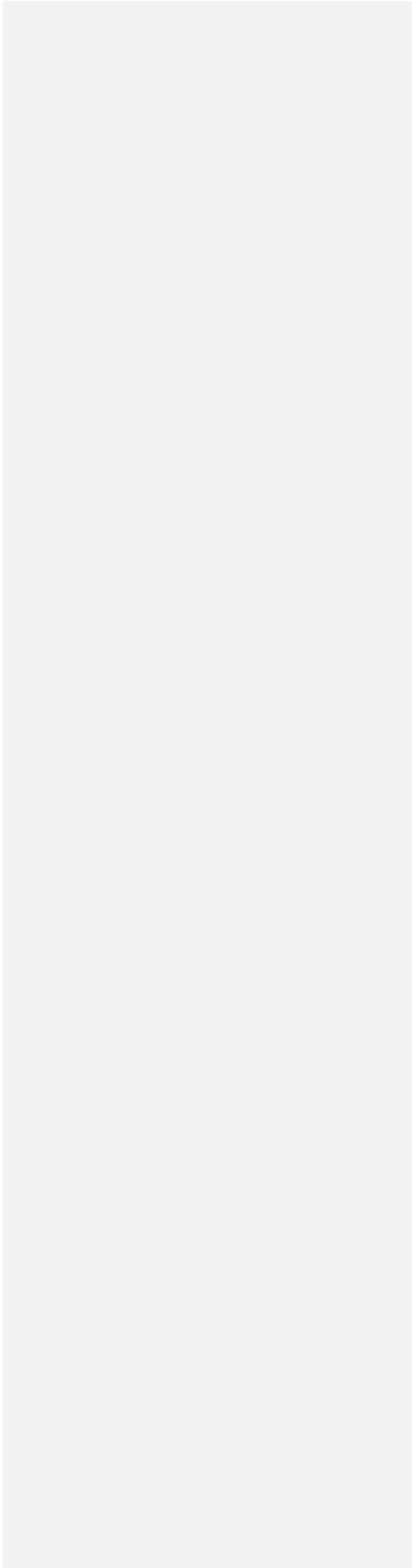
Print Name: Julianne Kicklighter

Title: Board President

Signature: Tina Smith

Print Name: Tina Smith

Title: Board Vice President





**Proposal Title:** Charter Amendments affecting Sample Lesson, SAC, and Board of Trustees  
**Submitted by:** Joylin Lincoln and Tina Smith  
**Sponsoring Administrator:** Rick Veseay

**Proposal Abstract/details:**

The first change would delete the sample lesson plan from the charter located on pages 16-23. This lesson plan reflects core knowledge which is not a Lakeview Academy curriculum. We will not need to replace this lesson plan with another lesson plan because the state no longer requires a sample lesson plan be part of our charter.

These changes to the charter regarding SAC will allow for us to appoint members of the SAC. It will also allow for SAC to be the liaison between the school community and the director, instead of the Board of Trustees. The last change regarding SAC is to delete a section that defines insubordination.

The changes for the Board would be the removal of a board member for conflict of interest. Currently State law is very clear that on a relative or board member cannot receive financial gain from the school. State law also spoken on what a board member is to do if there is a conflict of interest. Currently a board member can be removed for conflict of interest; however if a board member follows the state law they regarding conflict of interest they should be allowed to remain on the board.

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

**8) Proposal supports the charter by..?(Please site reference page)**

These are proposed changes to the charter.

**9) Proposal supports ends policy**

- 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...**

**10) Are funds being requested? If so how much and from what budget category?**

No funds are being requested.

**11) Does this replace a current program or policy? If so, please attach a redline version of requested changes.**

**We will delete the lesson plan on pages 16-23.**

### Lakeview Academy Site Advisory Council

The Site Advisory Council (SAC) will consist of a minimum eight members comprised of five selected parents of currently active students, two elected faculty members and the School Director who will serve as an ex officio member. Some of the responsibilities of the SAC are:

- Act as liaison between the general school community and the Director
- Guide the school in supporting the charter and achieving the mission statement
- Act as committee advisors who will oversee and delegate authority to sub-committees. For specific information regarding committee organization and responsibilities, please see section on committees.
- Recommend procedure and policy changes
- Make sound financial decisions using the budgets given to various committees.
- Assist in State reporting

Election and Term for the Site Advisory Council:

To establish the Site Advisory Council service rotation, the initial term of service for the *appointed* Members will be as follows:

Parent Member "A"– Two year term  
Parent Member "B"– One year term  
Parent Member "C" – Two year term  
Parent Member "D" – One year term  
Parent Member "E" - Two year term  
Faculty Member "F" – One-year  
Faculty Member "G"- Two-year term

Elections for SAC openings will be held each spring at an annual all-school meeting of parents and faculty. SAC members elected at the annual meeting will serve for a two-year term. Each family will have one vote, regardless of how many students they have enrolled at Lakeview Academy, to cast for the parent positions up for election on SAC. Each faculty member will have one vote to cast for the Faculty position on SAC. For more information regarding elections see Election Policy.

A SAC member may maintain his or her position for up to one year after their last child is no longer enrolled in the school if the Board of Trustees approves the extension. A member whose term has expired may also receive an extension of their term if the member is currently working on an assignment. The term may be extended for up to one year.

#### Removal from Office

A member of SAC may be removed from office for:

- Has been declared of unsound mind by a final order of court
- Has been convicted of a felony
- The SAC Member resigns
- Death
- The SAC Member is voted off by the a 2/3 majority vote of the Board of Trustees by for a violation under Disciplinary Action
- Conflict of interest

#### *Disciplinary Action:*

Members of the Board of Trustees may elect to apply disciplinary action including, but not limited to removal from office for any Member of SAC who violates one or more of the following:

- Acting beyond scope of authority of SAC
- Failure to fulfill assigned responsibilities
- Acts of insubordination
- Operates counter to the charter
- The SAC Member has failed to attend two or more of SAC's regular meetings in any calendar year without being excused by the SAC President

- Has been charged with a felony
- Non-compliance with confidentiality rules for the SAC (See SAC manual)
- Unprofessional behavior

### **Page 28-29**

#### Removal from Office

A trustee may be removed from office for:

- Has been declared of unsound mind by a final order of court
- Has been convicted of a felony
- The Trustee resigns
- Death
- The Trustee is voted off by the Board of Trustees by 2/3rds majority vote for a violation under Disciplinary Action
- ~~Conflict of interest~~

\*\*The Board of Trustees decides who shall be President/CAO if the President is removed from office.

**12) If a new program/policy, please attach the policy or program proposal.**

NA

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

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



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Policy Type: Executive Limitations  
Policy Title: Financial Planning and Budgeting  
Effective: \_\_\_\_\_

*Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board's Ends priorities, risk fiscal jeopardy, or fail to be derived from a multiyear plan.*

Accordingly, he or she shall not:

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operation items, cash flow, and disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Reduce the current assets at any time to less than twice current liabilities [or allows cash to drop below a safety reserve of less than \$\_\_\_\_\_ at any time].
4. Provides less for board prerogatives during the year than is set fort in the cost of Governance policy.
5. Fail to have the budget approved by the board according to Utah law. ( I added this one and it needs some language revision- like what law requires it to be adopted by July 1)

#### **Certification**

The Undersigned officers and or directors of Lakeview Academy certify that this Financial Planning and Budgeting Policy was duly adopted as of October 6, 2011 and replaces all previous Financial Planning and Budgeting Policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



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Policy Type: Executive Limitations  
Policy Title: Asset Protection  
Effective: \_\_\_\_\_

*The Director shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.*

Accordingly, he or she shall not:

1. Fail to insure against theft and casualty loss to at least 80 percent of replacement value and against liability losses to board members, staff, and the organization itself in an amount greater than the average for comparable organizations.
2. Allow un-bonded personnel access to material amounts of funds.
3. Subject plant and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the organization, its board, or its staff to claims of liability.
5. Make any purchase
  - a. Wherein normally prudent protection has not been given against conflict of interest;
  - b. Of over \$\_\_\_\_\_ without having obtained comparative prices and quality (need to check state purchasing law)
  - c. Of over \$\_\_\_\_\_ without a stringent method of assuring the balance of long-term quality and cost.
6. Fail to protect intellectual property, information, and files from loss or significant damage.
7. Receive, processes, or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.
8. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating, or in non-interest bearing accounts except when necessary to facilitate ease in operational transactions.
9. Endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

(Deciding that it is not needed means the board is satisfied for the Director to be limited to the prior limitation. If the policy is necessary and sufficient control, the Director will have the right to use any reasonable interpretation of its narrower language. If still grater control of Director options is needed, further definition of this policy is required.)

#### **Certification**

The Undersigned officers and or directors of Lakeview Academy certify that this Asset Protection Policy was duly adopted as of October 6, 2011 and replaces all previous Asset Protection Policies.

Signature: \_\_\_\_\_

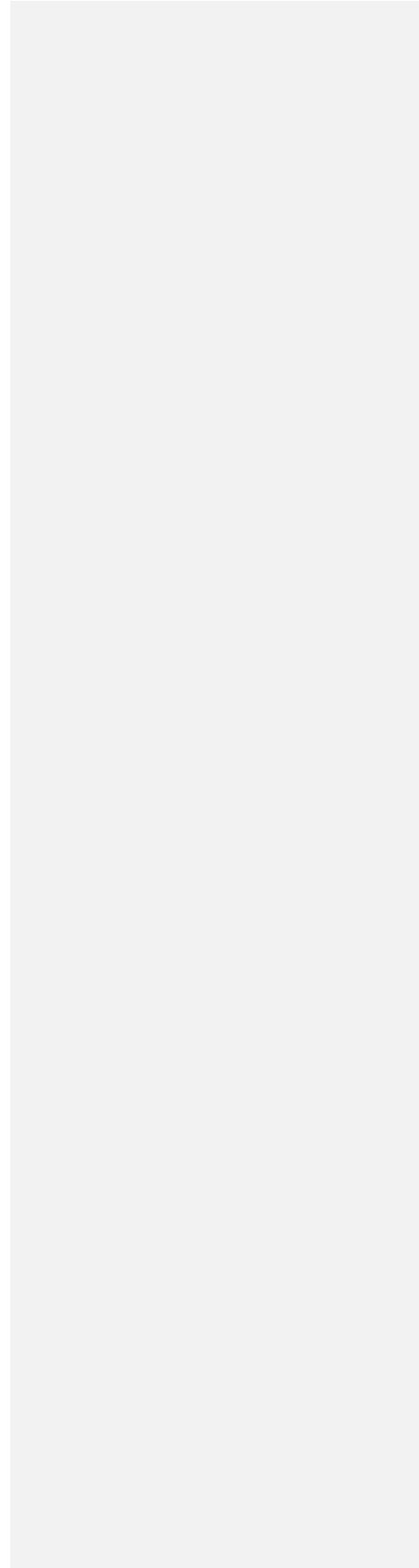
Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_





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Policy Type: Executive Limitations  
Policy Title: Financial Conditions and Activities  
Effective: \_\_\_\_\_

*With respect to the actual, ongoing financial conditions and activities, the Director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from the charter, board priorities established in Ends policies.*

Accordingly, he or she shall not:

1. Expend more funds than have been received in the fiscal year to date unless the debt guidelines (to follow) are met.
2. Indebted the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within sixty days.
3. Use any long-term reserves.
4. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balance by certain, otherwise unencumbered revenue within thirty days.
5. Fail to settle payroll and debts in a timely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
7. Make a single purchase or commitment of greater than \$\_\_\_\_\_.
8. Acquire, encumber, or dispose of real property.
9. Fail to aggressively pursue receivables after a reasonable grace period.
10. Operate without a purchase procedure that meets the board-appointed auditor's standards.

#### **Certification**

The Undersigned officers and or directors of Lakeview Academy certify that this Financial conditions and Activities Policy was duly adopted as of October 6, 2011 and replaces all previous Financial conditions and Activities Policies.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_



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Policy Type: Executive Limitations  
Policy Title: Compensation and Benefits  
Effective: \_\_\_\_\_

*With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Director shall not cause or allow jeopardy to fiscal integrity or public image.*

Accordingly, he or she shall not:

1. Change his or her own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensations and benefits that deviate materially from the geographic or professional market for the skills employed.
4. Create compensation obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.
5. Establish or change pension benefits.

**Certification**

The Undersigned officers and or directors of Lakeview Academy certify that this Compensation and Benefits Executive Limitation Policy was duly adopted as of October 6, 2011 and replaces all previous Compensation and Benefits Executive Limitation Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_