



Lakeview Academy Board of Trustees Meeting
May 11, 2023, at 7:00 p.m.
527 W 400 N Saratoga Springs, Utah

The mission of Lakeview Academy is to develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity, and character development.

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.

Supporting Documents, Recordings, Minutes, and Financial Reports may be found a one of the following lakeview-academy.com, the Utah public notice website, or by emailing bot@lakeview-academy.com.

1. Welcome and Roll Call (7:00 p.m.)
2. Pledge of Allegiance
3. Reports (7:10 p.m.)
 - a. Director's Report
 - b. Board Member Reports
 - c. Board Updates
 - d. Financial & Accounting Reports
 - i. Financial Scoreboard
 - ii. Annual Financial Metrics
 - iii. Balance Sheet Report
 - iv. Income Statement Report
 - v. Consolidated Annual Program Report (APR)
 - vi. Check Register Report
 - vii. P-Card Purchase Reports
4. Motion to Accept the Financial and Accounting 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, you may email your comments to bot@lakeview-academy.com to be included in the minutes. Please submit your comments two hours (5:00 p.m.) before the start of the meeting.
5. Public Hearing
 - a. 2022-2023 Amended Budget
 - b. 2023-2024 Budget
6. Study Items
 - a. Computer Use Policy & Internet Safety
7. Action Items (7:50 p.m.)
 - a. Out of School Time Programs Policy
 - b. Adult Education Student Participation in Graduation Activities Policy
 - c. Work Based Learning Program Policy
 - d. Foreign Exchange Student Policy
 - e. Grievance Policy
 - f. Plan for College and Career Readiness Implementation Policy
 - g. Financial Oversight Compliance with Laws Policy
 - h. Procurement Policy
 - i. Human Resource and Payroll Policy
 - j. Financial Oversight Policy
 - k. Ethics and Whistleblower Policy
 - l. Financial Business Office Policy
 - m. Audit Committee Policy
 - n. Special Education Handbook
 - o. Child abuse and Reporting Policy
8. Board Business (9:30 p.m.)
 - a. Board Member Appointments
 - i. Alan Daniels
 - ii. Rene Christiansen
 - b. Enhancement Updates
 - c. Training Updates
 - d. Board Calendar
9. Closed Session (9:35 p.m.)
 - 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
 - d. Action may be taken regarding authorized personnel issues
10. Adjourn (10:00 p.m.)

Lakeview Academy Board Meeting
Public Comment and Pattern of Formality Guidelines

The following guidelines that were taken from Robert's Rules of Order and modified by Lakeview Academy.

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 is 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 wishes 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 the public comment section 2.
4. The item will 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, 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 if there is any objection to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. However, if even one member objects, 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 by the President before speaking.
3. Speak only to the President or through him/her.
4. Avoid personalizing an issue; speak to the subject, not the person you disagree with. An example 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 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 in unfounded, "the point of order is not well taken."

Questions Board Members Consider When Making Decisions

1. How will the decision affect the school?
2. How does this decision relate to our mission statement and philosophy?
3. What's the potential for legal problems if I vote yes? What if I vote no?
4. Does this decision affect:
 - The students and families we serve. How?
 - Lakeview Academy's staff? How?
 - The community? How?
 - The Board of Trustees itself? How?
 - Is the impact on any of these groups negative? If it is, will the decision benefit significantly more people than it will harm?
5. Have we voted on this matter before? If yes, why are we considering it again? How have the conditions changed?
6. Do I have all the necessary information to make a sound decision? What questions should I ask before making this decision?
7. If someone asked me to justify why I made this decision, can I explain my decision?