



Policy Type: Governance-Management Relationship  
Policy Title: Board Agenda  
Effective: March 10, 2016

To accomplish its job with a governance style consistent with board policies, the board will follow an annual agenda that completes re-exploration of the Ends policies annually and continually improves board performance through board education and enriched input and deliberation.

Accordingly,

1. The board will work on a fiscal year cycle concluding each year on the last day of June so that administrative planning and budgeting can be based on accomplishing one-year segments of the board's most recent statement of long-term Ends policies.
2. The cycle will start with the board's development of its agenda for the next year.
  - a. Consultations with selected groups at Lakeview Academy, or other methods of gaining ownership input, will be determined and arranged in the first quarter, to be held during the balance of the year.
  - b. Governance education and education related to ends determination (for example, presentations by futurists, demographers, advocacy groups, and staff) will be arranged in the first quarter, to be held during the balance of the year.
3. The Board will give public notice by August 15 of its annual meeting schedule specifying the date, time, and place of its meetings. In addition, the board will give not less than 24 hours public notice of the agenda, date, time and place of its meetings.
4. Throughout the year, the board will attend to agenda items as expeditiously as possible. Items to be considered for the agenda must be e-mailed to [bot@lakeview-academy.com](mailto:bot@lakeview-academy.com) by the current deadline along with all supporting documentation. Emergency items will be determined and added to the agenda under the discretion of the Board President.
5. Director and Board monitoring will be included on the agenda if monitoring reports show policy violation or if policy criteria are to be debated.
6. To free the Board's time for discussing matters they can affect (i.e. the future), a consent agenda is a tool that can eliminate the need to review what has happened in the past. The consent agenda is a SINGLE ITEM that encompasses all the things the



board would normally approve with little comment and is voted on with a single vote to approve the consent agenda.

- a. If an item does seem to require discussion/clarification, one of the following methods should be followed:
  - i. If items that require clarification, or for which a board member has a question, that clarification must be requested before the meeting. An item cannot be pulled from the consent agenda just to have a question answered. That sort of information gathering should happen ONLY before the meeting.
  - ii. If there is an item about which a board member disagrees, or believes requires discussion, then a request is made at the board table to pull that one item from the consent agenda for discussion. The remainder of the items are voted on and approved, and only that single item is held out for discussion.

### **Certification**

The undersigned officers and/or directors of Lakeview Academy certify that this Board Agenda policy was duly adopted as of March 10, 2016 and replaces all previous Board Agenda policies.

Signature: \_\_\_\_\_ Peter Chamberlain

Print Name: \_\_\_\_\_ Peter Chamberlain

Title: \_\_\_\_\_ Board Member

Signature: \_\_\_\_\_ Alan Daniels

Print Name: \_\_\_\_\_ Alan Daniels

Title: \_\_\_\_\_ Board Chair