



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

Lakeview Academy Board of Trustees Meeting
527 West 400 North Saratoga Springs, Utah
MARCH 14, 2019

MINUTES

1. Welcome and Roll Call (7:09PM)

Tyler Shimakonis, Alan Daniels, Natalie Steed, Jamie Holt

Excused: LaRie Nelson, Peter Chamberlain, Nikki Harding

Rick Veasey, Perry Godger, Nicole Desmond, Mandy Black, Mandy El Hatha, Lisa Heath

2. Pledge of Allegiance (7:09 PM)

3. Board Training

Mandy Black has begun training again for newer board members.

The Snyder Scenario- how to evaluate a director. Created by Lincoln Filmore and Max Meyer.

To evaluate a director the expectations and measurable goals should be known ahead of time. Any changes, actions or outcomes should be documented and the HR department (Charter Solutions). Evaluations should be done consistently so that expectations are collaborative instead of reprimanding. Keeping in mind what data and principles are available and what the school's mission and goals are.

The Snyder Scenario referred to Quin Snyder the head coach for the Utah Jazz. His first year was a horrible year, and if he had been evaluated on win/losses he would have been let go. The evaluation of his role as head coach was based upon other criteria. The Director has the authority to delegate a task to someone but the accountability for that task stays with him. To evaluate a director known criteria, reliable data, established timelines and adopted policies (rules under which the director operates) are all needed for effective evaluation. Consider the previous year's evaluation, cover all aspects of the board's mission, and don't refrain from using the year-long collection of data. No one person on the Board is over the Director. One board member may act as a liaison, but the board collectively works to collaboratively work with the Director to change/update policies. Data should be collected constantly, board meetings, at school functions, any time there is an opportunity to see the school's efficiency. Using well-defined parameters, the director should submit monthly reports that are clear, concise, consistent and moving towards the goals that have been set. Analyze the data submitted and what standards were met (any rational reasons why standards were not met?). Were there any extra responsibilities the director took on that added to his 'plate' and thus some other areas were not as tightly focused on and be understanding of all the director takes on to help the school succeed. Any decisions or changes that need to be adopted should be done in a public meeting.

Evaluating the board and their effectiveness is part of helping/supporting the director in their roll.

4. Reports (7:43 pm)

a. Director's Report

Rick would like to point out that everything that was in the training is in his report. The current year enrollment looks typical with less than 3.5% withdrawal. The lottery has been run and places have been offered and the numbers will shift as places are accepted. The 'fluff' part of his report includes the Girls Basketball team were State Champions (undefeated) and shirts have been ordered for them to wear.

b. Board Member Reports

Jamie showed the new website and needs to upload the policies to the new website so it can be launched.

c. Financial Reports Ending January 31, 2019

Tyler says cash on hand is up to 155 days on hand.

Nicole says the budget looks good and just the bonding and other variables with the new campus.

- i. Balance Sheet Report Ending January 31, 2019
- ii. Income Statement Report Ending January 31, 2019
- iii. Check Register Report Ending January 31, 2019

5. Public Comment No public comment.

6. Board Business (7:59pm)

Alan relating back to the director's report and the construction update and the cost per square foot has gone up. Alan will send

7. Consent Agenda

- a. Minutes February 21, 2019
- b. Income Statement Report Ending January 31, 2019
- c. Signed Arch Nexus Contract

**TYLER MAKES A MOTION TO APPROVE THE CONSENT AGENDA.
TYLER, ALAN, NATALIE, JAMIE (4-0 AYE)
MOTION PASSED.**

7. Action Items

- a. Land Trust Progress Report

Rick pulled up the Land Trust Report for the money we were given and what is being used. The goal was to use the money for laptops, projectors, and technology.

- b. Land Trust Plan

Rick pulled up the Land Trust Plan with the goal of "Lakeview Academy will increase student accessibility to technology learning tools and devices. We will increase the number of tablet devices available for students. We will replace aging laptops to make each student experience more reliable and successful. We will increase the number of projectors in the building for student projects and learning use. The increase in technology devices will allow our students to meet the Charter goal that each student completes a technology project each year." Typically the laptops in the school are replaced at 1/3 of them per year. Alan asked for feedback from the board.

TYLER MAKES A MOTION TO APPROVE THE LAND TRUST PLAN FOR 2019-2020 ACADEMIC YEAR.

**TYLER, ALAN, JAMIE, NATALIE (4-0 AYE)
MOTION PASSED.**

- c. Criminal Background Checks and Reporting Policy

A redlined version of the Criminal Background Checks with added clarification for screening, self-disclosure was submitted by the attorney's office. Rick does not have access to any teacher's background checks, those are held at the BCI database. The five-page application is retained on file but no background checks are ever printed onto paper. Once employment is terminated the application/file is shredded.

Rick is the only one who deals with this policy and if any person had a grievance then the grievance policy would bring the issue to the board.

TYLER MAKES A MOTION TO APPROVE THE CRIMINAL BACKGROUND CHECKS AND REPORTING POLICY AS REDLINED AND DISCUSSED.

**TYLER, ALAN, NATALIE, JAMIE (4-0 AYE)
MOTION PASSED.**

- d. Parent Assisted Learning (PALS) Volunteer Policy

A redlined version was submitted by the hired attorney's office. Some small grammatical changes were made.

Discussion about 'badges' were discussed as there are 'volunteers' and 'visitors' that visit the school. The definition of a 'volunteer' is significant unsupervised access to students. A visitor is supervised, such as a presenter in a class, a veteran who comes to talk to the students. A visitor invited by a teacher goes through the Raptor system and will be supervised the entire time they are at the school. PALS 1 volunteers will use the Raptor system and will not have significant unsupervised access to students. PALS 2 example would be a field trip or substitute teaching. In the Raptor system, there is a verification of PALS certification so the staff will know and it prints on the badge. Rick is working on training families that come in on training. The first time a volunteer or Visitor comes in its an extra 2 minutes to drop in the Driver's License and every time after that it's much faster. The badge that prints out has the name/date/picture/designated location the person should be in. Every parent will need to have a current sticker for the assigned task. Natalie asked if there will still be a separate system for tracking hours? Yes. For now. The Raptor system is for verifying credentials and maybe upgrade to tracking hours but it was expensive. So the computer to log volunteer hours will remain at the front desk for now.

The Raptor system also has a custom field for any other reason's a person would not be permitted into the school.

**NATALIE MAKES A MOTION TO APPROVE THE PARENT ASSISTED LEARNING POLICY WITH
THE REDLINE CHANGES AND DISCUSSION
TYLER, NATALIE, ALAN, JAMIE (4-0 AYE)
MOTION PASSED.**

8. Closed Session

9. Adjourn (8:54 pm)
Tyler makes a motion to adjourn.