

Committee: Policy Committee Pact  
Approved:



## **PURPOSE**

The Lakeview Academy Policy Committee (PC) is a Lakeview Academy Board-appointed committee created to assist the Board in the effective discharge of its governance and oversight responsibilities relating to the policy development process at Lakeview Academy.

The PC is responsible for developing, reviewing, updating, and maintaining policies to assist the Board and the administration in executing its duties ethically, in compliance with state law, and in accordance with Lakeview Academy's charter.

This document establishes the role and responsibilities delegated by the Board to the PC and outlines its membership and structure.

## **KEY RESPONSIBILITIES**

1. Understand the Board Governance Model
2. Establish a policy development process.
3. Develop policies that align with the school's mission, vision, and strategic objectives, comply with state and federal laws and regulations, and are relevant to meet present needs.
4. Stay current on pertinent state and federal laws and regulations and inform the Board of necessary policy changes and updates.
5. Update and review policies for accuracy/compliance by generating a quarterly policy review schedule.
6. Seek feedback from Lakeview Academy stakeholders on proposed policies as determined by the committee.
7. Recommend policy changes to the Board as necessary.
8. Evaluate the committee's performance on an annual basis.

The PC will consider, evaluate, and report on, as required, any matters expressly referred to the committee by the Board. Ultimately, the responsibility for review, adoption, and implementation of all Lakeview Academy policies remains with the full Board

## **MEMBERSHIP**

The Policy Committee comprises no more than nine (9) and no less than three (3) committee members. To ensure proper representation from the school community, the Lakeview Academy Director, Business Manager, and one current elementary and middle school teacher will be members of the committee. The Lakeview Academy Director will solicit interest from the educators in joining the committee. A small stipend for the educator's participation may be Provided. Proposed committee members and respective terms are listed below:

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1. Committee Member (Board), 2-year term.
2. Committee Member (Parent), 2-year term.
3. Committee Member (Board), 1-year term.
4. Committee Member (Parent), 1-year term.
5. Committee Member (Parent), 1-year term.
6. Elementary teacher, 1-year term.
7. Middle School teacher, 1-year term.
8. Lakeview Academy Director, indefinite term
9. Lakeview Academy Business Manager, indefinite term

Committee members will annually select the following officers for the committee:

1. Chair: Oversees the policy committee and ensures it is functioning properly. Guides the policy development and decision-making process within the committee structure.
2. Vice-Chair: Assists the chair and performs their duties in their absence.
3. Secretary: Prepares the agenda with the committee chair, keeps minutes of the meetings, and distributes them to the committee members and the Board.

Members agree to abide by the code of conduct outlined in the Board Members' Code of Conduct Policy and sign the Lakeview Academy Policy Committee Acknowledgement form, agreeing to the specific roles and responsibilities of the committee as delegated by the board. The acknowledgment form will be signed and submitted to the Board before the first committee meeting.

## **MEETINGS**

PC meetings will be convened at least monthly or as needed to execute the committee's key responsibilities outlined above. The quorum of the meeting consists of a simple majority of the appointed committee members. In the absence of the Chair, the vice-chair will chair the meeting.

The committee may elect to conduct meetings by telephone or videoconference, provided that all committee members involved in the meeting are able to participate in the discussion.

Minutes will be prepared within a reasonable time, as agreed upon by the committee members, following each meeting. Following review by the committee and approval from the committee chair, the committee secretary submits the minutes to the committee members and [bot@lakeview-academy.com](mailto:bot@lakeview-academy.com).

## **CONFLICT OF INTEREST**

Committee members must:

- Disclose to the committee any actual or potential conflict of interest that may exist as soon as they become aware of the issue.

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- Sign Lakeview Academy's Conflict-of-Interest form and submit it to the Board before the first committee convening.
  - o Professional relations are acceptable – Personal relationships are not.

### **SCOPE, ACCESS, AND AUTHORITY**

The PC is authorized to investigate any matter within the scope of its delegated responsibilities and make appropriate recommendations to the Board.

Except as expressly stated in this Pact or by the Board, the PC has limited delegated authority and exists predominately to provide recommendations to the Board on issues within the purview of the Committee.

### **REPORTING**

As outlined above, the committee minutes are submitted to the committee members and Board within a reasonable time following each meeting. Following review by the committee and approval from the committee chair, the minutes are submitted to bot@lakeview-academy.com for review at the next scheduled board meeting.

PC will prepare and submit policy updates, recommendations, and additional reports to the Board as appropriate to bot@lakeview-academy.com for the next scheduled Board Meeting.

Through the above protocols, all matters relevant to the committee's role and responsibilities will be reported to the Board.

### **CERTIFICATION**

The Undersigned officers and or directors of Lakeview Academy certify that this Policy Committee Pact was duly adopted as of **Month, Date, Year**, and replaces all previous approved Policy Committee Pacts.

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

Print Name: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

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

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