



**Lakeview Academy  
POLICY COMMITTEE**

**September 2, 2026 7:00 p.m.  
527 W 400 N Saratoga  
Springs, Utah**

**Lakeview Academy Mission:**

Develop Capable, Confident, and Contributing members of society through learning experiences that foster growth, creativity, and character development.

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**BEGIN TIME: 7:07PM**

**END TIME: 7:50PM**

**IN PERSON ATTENDANCE:** Michael Hinckley, Janessa Hintze, Beckie Brammer, Debbie Perkins, Rick Veasey, Nicole Desmond

**ONLINE:** None

**ABSENT:** Cody Burgess, George Britton

**Policy Committee Structure and Process**

The committee discussed establishing an ongoing Policy Committee responsible for regularly reviewing and updating school policies. The committee agreed that policy review should be a continuous process, with committee membership rotating as member terms expire.

The committee reviewed the requirement to annually review certain state-required policies, which are identified on the policy tracking spreadsheet. Members will be assigned policies individually for review prior to committee meetings. This approach was selected to improve efficiency and allow members to review policies based on their individual interests and areas of expertise.

The committee also discussed the use of state-provided sample policies. Members will compare sample policies with current statutes and legislative requirements. When appropriate and consistent with the school's needs, the committee will recommend adopting state sample policies unless there is a specific reason to deviate from them.

The committee agreed that meetings should generally be kept to less than one hour to maintain efficiency and focus. Meetings will generally be scheduled on Wednesdays prior to Board meetings to allow sufficient time for committee recommendations to be reported to the Board.

**Policy Organization and Website Management**

The committee discussed the need to standardize the formatting, organization, and naming conventions of school policies. Current policies vary significantly in structure and format, which can make them difficult for parents, staff, and other stakeholders to locate and understand.

The committee discussed implementing a standardized numbering system organized by policy categories, along with version control to document policy reviews and revisions. Consistent formatting and naming conventions will improve accessibility and assist with tracking policy updates over time.

## MINUTES

The committee also discussed reorganizing the policy section of the school website. Policies will be grouped logically by category using the new numbering system. The Assistant Secretary will manage policy updates to ensure that only Board-approved policies are published.

The committee discussed creating a private or “sandbox” webpage that can be used to review policy formatting and organization before changes are made available to the public. The Office Manager will assist with uploading and formatting policies on the school website, with all policy changes requiring Board approval before publication.

### **Policy Review Assignments and Timeline**

The committee distributed initial policy review assignments based on members' interests and areas of expertise. Policies discussed for assignment included fee waivers, internet and online access, open enrollment, parental leave, school security, attendance, and bullying.

The committee agreed that members will initially review one policy each to evaluate the amount of time and work required. After the first review cycle, the committee will determine whether members can reasonably take on additional policies.

Future committee meetings will generally be held every three to four weeks. The next meeting is scheduled for September 23 via Google Meet. The committee intends to schedule meetings and policy reviews to allow adequate time for inclusion in Board packets and presentation to the Board.

### **Technology and Documentation Practices**

The committee agreed to use Microsoft Word with Track Changes for policy revisions. Microsoft Word was preferred because it provides greater consistency in formatting and allows committee members and the Board to clearly identify proposed changes.

The committee also discussed the potential use of AI tools to assist with meeting minutes, transcription, policy drafting, task tracking, and summarization. Zoom recordings and AI transcription tools were discussed as possible options. The committee agreed to review existing school software licenses before purchasing additional software and acknowledged the importance of exercising caution when using AI tools with proprietary or confidential information.

The committee discussed establishing a committee secretary position to assist with recording meeting minutes and tracking action items. The committee may recommend that the Board appoint a secretary for the Policy Committee. A final decision will be made following Board feedback.

### **Policy Content and Compliance Considerations**

The committee discussed the importance of maintaining policies that are broad enough to provide administrative flexibility while keeping detailed procedures separate when appropriate. Specific procedures may be included in documents such as the family handbook or administrative procedures rather than within Board policies.

The committee also discussed technology use policies, including language addressing devices such as smartwatches. Policies should provide clear expectations while allowing reasonable exceptions for medical devices, individual health plans, and other necessary accommodations.

## MINUTES

The committee agreed that maintaining school-specific policies is beneficial even when applicable state laws already exist. School policies provide an accessible reference for parents, students, and staff and assist with transparency and audit requirements. The committee will review policies for unnecessary duplication while generally maintaining policies that provide clear guidance to the school community.

### **Historical Records and Document Management**

The committee discussed the importance of locating and preserving historical versions of school policies for audit purposes and institutional continuity. Efforts are underway to locate previously approved policies through Google Drive, Board minutes, and other archived records.

A central Google Drive folder will be established to organize current policy drafts, historical versions, and policy tracking documents. The committee will also coordinate with Board assistants and previous Policy Committee members to locate archived documents and unfinished policy drafts.

Centralizing policy records and maintaining version history will support continuity as committee membership changes and will help prevent duplication of work.