

Proposal for Continued Governance Support

Prepared for the Lakeview Academy Governing Board

Prepared by William Evans | August 2026

Dear Lakeview Academy Governing Board,

Thank you again for the work you put into your strategic planning retreat. You left that day with three clear priorities:

- refining and sustaining your policies,
- strengthening board training and onboarding,
- and setting clear expectations for your two direct reports.

Frameworks earn their keep in the follow-through: the committee meetings, the drafts that need another pass, the trainings that need to be built and delivered. This proposal outlines how I can continue supporting the board through that work over the next year.

Purpose & Approach

The goal of this engagement is simple: keep the board's momentum from the retreat from stalling out once the excitement of the day fades. Most strategic plans lose steam not for lack of good ideas, but for lack of a steady hand keeping the committees on schedule, the drafts moving, and the board's own practices improving alongside its policies. My role would be to stay close to the plan we built together — the Strategic Plan Framework, the Implementation Timeline, and the KPI rubrics — and help the board execute against it.

Scope of Services

Based on where the board is in its three-year plan, I propose the following areas of ongoing support:

Committee & Board Meeting Support

Attend and advise the Policy Committee and the Training & Development Committee on a recurring basis, and attend select full board meetings tied to strategic-plan milestones (e.g., policy adoption, training plan approval, direct-report evaluations). This keeps the committees on the cadence laid out in the Implementation Timeline and gives the board a consistent resource for questions between meetings.

Policy Drafting & Review

Continue drafting and refining the Global Governance Policy, the Global Ends Policy, and the Executive Limitations policies through board adoption, and help the Policy Committee stand up the recurring review cycle identified in the plan.

Board Training & Onboarding Delivery

Design and help deliver the onboarding curriculum for new board members and the ongoing governance trainings identified in the plan (Policy Governance Model, charter law and requirements, enrollment and funding), and support the Training & Development Committee in evaluating and refining both over time.

Direct Report Evaluation Support

Help the board finalize job descriptions and Executive Limitations policies for the Executive Director and Business Administrator, build the KPI-based evaluation framework, and facilitate the annual evaluation process itself.

Optional Add-On: Annual Strategic Check-In

As a separately scoped add-on, I can facilitate a yearly half- or full-day session with the board to review progress against the three-year plan, recalibrate KPIs and timelines, and carry the momentum from this year's retreat into the next.

Optional Add-On: School Leader Support

As a separately scoped add-on, I can support the Executive Director in creating professional development and PLC trainings to help the faculty and staff have a more robust understanding of the ends, and where they have flexibility within the structure.

Engagement Structure

I recommend structuring this as a monthly retainer, which gives the board predictable access to support throughout the year rather than re-engaging me project by project. A retainer engagement would include:

- A set number of advising hours each month (committee prep, drafting, ad hoc questions).
- Attendance at agreed-upon committee and board meetings.
- A response window for ad hoc requests between meetings.
- A brief quarterly written check-in comparing progress to the Implementation Timeline and KPI targets.

I'd suggest an initial 12-month term aligned to the board's September–August meeting cycle already reflected in the plan, with a check-in at renewal to adjust scope as priorities shift from year 1 to years 2 and 3.

Fee Structure

Pricing below is left as a placeholder for you to finalize before this proposal is shared.

Item	Fee
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Monthly Retainer (committee support, policy drafting, training design, direct-report evaluation support)	\$2,500 / month
Additional hours beyond retainer scope	\$150 / hour
Optional Add-On: Annual Strategic Check-In (facilitated session)	\$2,000 flat fee
Optional Add-On: School Leader Support (Quarterly)	\$500/per PD

Term & Renewal

This engagement would run for an initial 12-month term, renewable by mutual agreement. At renewal, we would review progress against the three-year plan together and adjust the scope of services and retainer to match what the board needs for the year ahead.

Next Steps

Please review this proposal and let me know if you have questions or would like to adjust the scope. If it looks right to you, we can finalize fees and put a start date on the calendar — ideally in time for the September board meeting, so this support lines up from the very start of Year 1 of your plan.

Thank you again for the trust you've placed in me. I'm looking forward to continuing this work together.

Sincerely,

William Evans

For Lakeview Academy Governing Board:

Name: Ashley Hintze

Title: Board Chair

Date: _____

For the Consultant:

Name: William Evans

Title: President

Date: _____