LAKEVIEW ACADEMY

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527 West 400 North, Saratoga Springs, UT 84045 | 801.331.6788 | Lakeview-Academy.com

Policy Type: Governance Process
Policy Title: Global Governance Process Policy
Originally Effective: March 5, 2009
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The purpose of the board, on behalf of the citizens of Utah and the students and families Lakeview Academy exists to serve, is to see to it that Lakeview Academy (1) achieves what its mission — the results specified in the board's Ends policies — and (2) avoids unacceptable actions and situations, as prohibited in the board's Executive Limitations policies.

This Global Governance Process policy addresses a third, distinct area of board responsibility: how the board organizes and conducts its own work — separate from the results the school must produce (Ends) and the boundaries placed on the Executive Director and Business Administrator (Executive Limitations). Accordingly, the board adopts the following:

1. Governing Style

The board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on: strategic vision rather than internal preoccupation; encouragement of diverse and respectful viewpoints; strategic leadership rather than administrative detail; a clear distinction between board and Executive Director roles; collective rather than individual decisions; and a focus on the future rather than the past. Accordingly:

1.1 Group Responsibility. The board exercises authority only as a group. No officer, individual board member, or committee may speak or act on behalf of the board unless specifically authorized by board action.

1.2 Initiation of Policy. The board is the primary initiator of policy and will not merely react to staff or administrative recommendations.

1.3 Policy Focus. Board discussion and decisions will address policy at the broadest level appropriate, not administrative or programmatic detail that belongs to the Executive Director and Business Administrator.

1.4 Board Discipline. The board will enforce upon itself whatever discipline is needed to govern well, including attendance, preparation for meetings, and adherence to its own governance policies until they are formally amended.

1.5 Self-Assessment. The board will periodically evaluate its own performance and adherence to this policy, including a review following each strategic planning retreat.

2. Board Job Products

On behalf of its owners, the board has direct responsibility to produce:

2.1 Linkage with Ownership. Proactive engagement with families, staff, the community, and the school's authorizer to understand their perspectives before finalizing Ends policies, and to report back on

organizational performance. Individual board members do not substitute their own views for this process, nor act on stakeholder input outside of a board decision.

2.2 Written Governing Policies. Policies in each of the board's four required categories: Ends, Executive Limitations, Governance Process, and Board–Executive Director Linkage.

2.3 Assurance of Executive Performance. Rigorous monitoring of the Executive Director and Business Administrator's performance against Ends and Executive Limitations policies.

3. Agenda Planning and Annual Cycle

3.1 Annual Work Plan. The board will maintain an annual cycle that includes an ongoing comprehensive review of Ends policies, and required state policies, alignment with the charter renewal and Utah State Charter School Board reporting calendar, and periodic review of Executive Limitations and Governance Process policies.

3.2 Monitoring Calendar. The board will maintain a written monitoring calendar specifying which policies are monitored, how often, and by which method — internal report, external report, or direct board inspection.

3.3 Consent Agenda. Routine or previously approved items will be handled through a consent agenda, preserving meeting time for policy deliberation.

3.4 Submitting Agenda Items. Any board member may request an item be placed on a future agenda by submitting it to the Board Chair no later than 10 days before the meeting.

3.5 Executive Session. The board may convene in executive session for matters permitted under the Utah Open and Public Meetings Act (e.g., personnel, pending or threatened litigation, real property, and security).

4. Board Officers' Roles and Responsibilities

4.1 Officers. The board's officers — Chair (President), Vice Chair, Secretary, and Treasurer, or as otherwise defined in the bylaws — are selected as provided in the bylaws.

4.2 Chair's Authority. The Chair's authority is limited to making process decisions within topics already covered by board policy, and to certifying and representing official board decisions to outside parties. The Chair has no authority to make Ends or Executive Limitations decisions individually, and no authority to supervise, direct, or evaluate the Executive Director outside of board-authorized action.

4.3 Presiding Over Meetings. The Chair (or Vice Chair in the Chair's absence) presides over board meetings, ensuring deliberation is fair, open, and thorough, while remaining timely and on point.

4.4 Delegation. An officer may delegate elements of their role but remains accountable to the board for how that delegated authority is used.

5. Board Members' Code of Conduct (Board Agreements)

The board commits itself, and each of its members, to ethical, businesslike, and lawful conduct, and to disciplined use of authority. This code constitutes the board's governance agreements — the shared commitments board members make to one another about how they will work, distinct from personal rapport or social norms. Accordingly:

5.1 Loyalty. Board members owe undivided loyalty to Lakeview Academy's mission and Ends, unconflicted by personal interest or loyalty to any individual constituency, staff member, or outside organization.

5.2 Conflict of Interest. Board members will annually disclose relationships, financial interests, or affiliations that could reasonably be seen as a conflict, and will recuse themselves from deliberation and voting on any matter involving an unavoidable conflict. No board member will use board position to obtain employment or contracts for themselves or a family member. Board members will annually sign the Conflict of Interest statement.

5.3 One Voice. Board members have no individual authority over the school or its staff except when the full board has explicitly delegated it. Interactions with the Executive Director, staff, families, or the public must reflect board-authorized positions rather than personal opinion presented as board opinion.

5.4 Support of Board Decisions. Once the board has acted, members will publicly support the legitimacy of that decision, even if they personally voted against it, while preserving their right to have registered dissent during deliberation.

5.5 Confidentiality. Board members will protect confidential information discussed in executive session or otherwise designated as sensitive, particularly matters involving personnel, legal exposure, or student safety. Board members will annually sign a confidentiality agreement

5.6 Stakeholder Engagement. Board members will engage respectfully with families, staff, and the community, consistent with the board's stated positions, and will direct individual concerns to the appropriate board or staff channel.

5.7 Preparation and Attendance. Board members will review materials in advance, attend board meetings and required training, and come prepared to deliberate in good faith.

6. Board Committees

Board committees will be used sparingly, and only to support the board's own policy work — never to duplicate or exercise authority already delegated to the Executive Director. Accordingly:

6.1 Committees. The board will maintain only those standing committees necessary to support governance-level work (for example, an Audit Committee and a Policy Committee), plus ad hoc committees for time-bound tasks such as an Executive Director search or retreat planning.

6.2 No Independent Authority. Committees may study, discuss, and recommend, but may not act, speak, or make decisions on the board's behalf, and may not direct or evaluate the Executive Director or staff.

6.3 Sunset. Ad hoc committees dissolve automatically upon completion of their assigned task unless renewed by board action.

6.4 Annual Review. The board will review its committee structure at least annually to confirm each committee is performing governance-level work rather than operational oversight of staff.

7. Governance Investment

Because the quality of the board's governance directly affects the quality of the school, the board will invest appropriately in its own capacity. Accordingly:

7.1 Orientation and Training. New board members will receive orientation in the Policy Governance model and Lakeview's specific policies. Members will receive periodic continuing governance education.

7.2 Monitoring Assistance. The board may engage outside assistance — such as an independent financial audit or academic performance review — to strengthen the reliability of the information it uses to monitor Ends and Executive Limitations compliance.

7.3 Budgeting for Governance. The board will budget appropriately for its own governance activities, including retreats, training, and monitoring assistance, as part of the annual budget process.

Certification

The undersigned officers and/or directors of Lakeview Academy certify that this Global Governance Process policy was duly adopted by the board as of October 8, 2026, superseding the Global Governance Process policy dated March 5, 2009.

Signature: _____
Print Name: _____
Title: Board Chair / President Date: _____

Signature: _____
Print Name: _____
Title: Board Secretary Date: _____