



# Quest Academy

## Board Meeting Minutes

### Tuesday, February 9, 2016

**Location:** Quest Academy, 4862 West 4000 South, West Haven, UT 84401

**In Attendance:** Nicole Maxfield, Michele Kersey Smith, Heidi Jex, Jade Beckman, Ken Bradshaw, Ryan Tippetts, Dave Bullock, Vicki Barlow, Dawn Kawaguchi, Gabe Clark, Nicki Slaugh, Tammy Mindrum

**Excused:** Penn Bradshaw and Brice Mindrum

*The mission of Quest Academy is to provide students a challenging, technology rich environment, enabling young citizens to become leaders prepared for the challenges of an evolving global community.*

## Minutes

**6:00 PM – CALL TO ORDER** – Ken Bradshaw

**Heidi Jex made a motion to convene as the Quest Academy Board. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

**Michele Kersey Smith made a motion to approve the CONSENT ITEMS. Heidi Jex seconded the motion. Motion passed unanimously.**

- Approve January 12, 2016 Board Meeting Minutes

### **BUSINESS ITEMS (To Be Discussed and/or Voted Upon)**

- Discuss & Vote on Electronic Meetings Policy – Ken Bradshaw reviewed the amended Electronic Meetings Policy. **Jade Beckman made a motion to approve the amended Electronic Meetings Policy. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss & Vote on GRAMA Policy – Ken Bradshaw reviewed the GRAMA Policy. This policy will replace the Records Management Policy. **Jade Beckman made a motion to approve the GRAMA Policy. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss & Vote to Rescind the Records Management Policy – There was no further discussion. **Heidi Jex made a motion to rescind the Records Management Policy. Nicole Maxfield seconded the motion. Motion passed unanimously.**
- Discuss & Vote on 5-Year Tech Plan – Jade Beckman fully disclosed and credited the work for this plan to Tammy and Nicki. An inventory was taken of all the technology in the school which includes the age of all items. The idea of this plan is to give the board an idea of what would

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needs to be budgeted to keep the technology where we think it need to be. The first two years will be focused on replacing the older technology and the third and fourth years will be getting the school to a one to one technology platform per student. Bottom line, the plan is counting on the community council's annual trustlands money allocated to technology (approx. \$57,000) plus roughly \$110-\$115,000 from the general budget to be spent on technology a year. We do not know how this will work five years from now with the way technology changes but we use a first in first out model. Jade stated that this is what we would be looking at when it comes time to set the budget for next year.

**Heidi Jex made a motion to approve the 5-Year Tech Plan in principle pending two things. One, that we get a chance to review the numbers and secondly understanding that there is going to be dependent on the budget each year. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

- Discuss & Vote on IP Address purchase not to exceed \$14,000 – Tammy Mindrum stated that the school has outgrown the network with the addition of all the new devices that were brought in this year. She is proposing upgrading the network plus replacing all of the access points, ports, switches, etc. **Nicole Maxfield made a motion to approve the IP Address and the necessary hardware and software purchase not to exceed \$14,000. Michele Kersey Smith seconded the motion. The votes were as follows:**

**Nicole Maxfield – Aye**  
**Michele Kersey Smith – Aye**  
**Heidi Jex – Aye**  
**Jade Beckman – Aye**  
**Ken Bradshaw – Aye**

**Motion passed unanimously.**

- Discuss & Vote on Additional monthly professional development time – Nicki Slaugh reviewed the addition of another early out day to add professional development for training on STEM for the teachers. Ryan Tippetts reviewed the results of the survey. The parents were in favor of all early out Fridays by a majority vote. However, Ryan T. stated that there wasn't a majority of families that voted. Dr. Dave stated that the recommendation from the administration is to only have two early out days. There was a discussion on teacher prep time. There was a brief discussion on kinder early out days. Ryan T. stated there are 34 hours different from the two calendars. There was discussion on the four legislative days and how they can be used for snow days if they are not all used. There was further discussion on adding a second day and how this will benefit the teachers and students. There was discussion on burning out the administration with planning for the additional

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professional development. **Heidi Jex made a motion to table the additional monthly professional development time until next month. Nicole Maxfield seconded the motion. Jade Beckman opposed. Motion passed with a four to one vote.**

- Discuss & Vote on 2016-2017 School Calendar – There was no further discussion. **Nicole Maxfield made a motion to table the 2016-2017 School Calendar. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss & Vote on 2016-2017 School Fee Schedule – Vicki Barlow reviewed the recommended 2016-2017 school fee schedule. There is an addition of a \$15 STEM fee for 7-9<sup>th</sup> grade. Vicki added that QA's fees are much lower than the neighboring Jr. Highs. Michele Kersey Smith proposed that the STEM fee be increased to \$20. There was discussion increasing the STEM fee. **Jade Beckman made a motion to approve the 2016-2017 School Fee Schedule with the amendment of \$20 for the STEM fee. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Tuition Reimbursement for Ronda Hills – Dave Bullock reviewed Ronda Hills tuition reimbursement request. The total reimbursement amount per the policy would be \$450. **Michele Kersey Smith made a motion to approve tuition reimbursement for Ronda Hills in the amount of \$450. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss & Vote to Begin Refinancing Building Debt. – Ken Bradshaw reviewed the process of starting bonding from the state. If this is the direction that the board would like to go then the board needs to issue an RFP to solicit professional financial services. **Jade Beckman made a motion to move forward on issuing an RFP to start the initial financing process by getting an advisor to help us through this process. Heidi Jex seconded the motion. Motion passed unanimously.**

## REPORTS

- **Board of Directors**
  - Review 2015-2016 Budget as of January 31, 2016 – Ken stated that Brice Mindrum was asked to be excused so this will be presented at the next meeting.
  - Annual Open Meetings Act Training/Review – Ken Bradshaw stated that he sent out all board members the annual open meetings act training. He gave a deadline of finishing by Friday. Please send all signed training affirmations to Dawn.
- **Parent Organization** – Nicole Maxfield

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- Gala (March 21<sup>st</sup>) tickets on sale on Feb 16<sup>th</sup> (limited seating)
- We will be selling bricks for the marquee right away
- STEM Clubs are up and running
- Feb 16<sup>th</sup> Spirit Night at Xaxbys

➤ **Administration**

- State of the School – Dr. Dave
  - ✓ Review of the STEM designation process. The school has been moved up to a Silver STEM.
  - ✓ STEM clubs in full swing with some changes in the Jr. high
  - ✓ Becca Ingersol came up with a fundraiser “Can the Principals”. The student body was asked to collect canned goods. There were several levels of achievement that if reached the administration would have to perform an act of some kind. All levels were met with over 750 cans. There will be an assembly on Friday where the administration will be demonstrating all of the levels of achievement.

**There was no PUBLIC COMMENT.**

Ken made a comment regarding introducing the STEM process with the faculty. He is very happy with the way it has gone. He thanked the administration for embracing it and Nicki for fronting it. We’ve done some amazing work at the school. “STEM is where we are going. Teach Like a Champion is the horse that we are going to ride to get there.”

**OTHER BUSINESS ITEMS (For Discussion Only)**

- Calendaring Items – Ken Bradshaw
  - Next Board Meeting – March 8<sup>th</sup>

**The EXECUTIVE SESSION** was not needed

**6:53 PM – Michele Kersey Smith made a motion to ADJOURN. Nicole Maxfield seconded the motion. Motion passed unanimously. (Duration 52:07)**

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