



# Quest Academy

## Board Meeting Minutes

### Tuesday, May 10, 2016

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

**NOTE:** It is possible that the QA Board of Directors may be utilizing an electronic meeting component

**In Attendance:** Michele Kersey Smith, Nicole Maxfield, Jade Beckman, Penn Bradshaw, Ken Bradshaw, Heidi Jex (6:03 p.m.)

**Excused:** Brice Mindrum

**Others in Attendance:** Ryan Tippetts, Dave Bullock, Nicki Slaugh, Vicki Barlow, Dawn Kawaguchi, Gabe Clark, Ryan Smith

*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

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

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

- Approve April 12, 2016 Board Meeting Minutes

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

- Discuss and Vote on a Financial Advisor – Ken Bradshaw briefly reviewed the process of the RFP for a financial advisor to prepare to qualify for state's credit enhancement program. Ken stated that there is a short list of advisors that are eligible to do this. He reviewed the two proposals that were submitted (Lewis, Young, Robertson & Burningham and Verapath). There was discussion on the cost difference and the companies in general. Ken stated that he has worked with LYRB but they both seem to be very reputable. **Jade Beckman made a motion to engage Veripath as the financial advisor to try and get the school's bond refinanced. Heidi Jex seconded the motion. Motion passed unanimously.**

**NOTE:** *The Board reserves the right to take final action on any item on the agenda.*

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

- Discuss and Vote on Budget Officer – Ken Bradshaw stated that due to a state code change the board must appoint a budget officer. The recommendation is to appoint the principal. **Penn Bradshaw made a motion to approve the principal as the budget officer. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Audit Committee Selection – Ken Bradshaw stated that due to a state code change the board must select an audit committee. Three members of the board can be on this committee. It was recommended to appoint the financial coordinator. Ken asked for other volunteers. Jade and the POQA representative. **Penn Bradshaw made a motion to appoint the financial coordinator (Brice Mindrum), Jade Beckman and POQA representative for the audit committee. Michele Kersey Smith seconded the motion. Motion passed unanimously.** Ken mentioned that the law states that there should be an audit director. He would like Gabe to look into this to make sure that the financial coordinator can be the audit director. There was discussion on understating what an internal audit contains.
- Discuss and Vote on APlus Benefits Professional Employer Agreement – Ken Bradshaw stated that the school has always used APlus Benefits as their PEO. According to state law we are required to send this out to bid every five years. AW has done this and APlus is still the best option for this type of service. The agreement terms are the same. **Heidi Jex made a motion to accept and authorize approve the new APlus Benefits Professional Employer Agreement. Penn Bradshaw seconded the motion. Motion passed unanimously.**

*Ken made a change in the agenda due to the fact that Ryan Smith has asked to be excused from the meeting early.*

## **REPORTS**

- **Board of Directors**
  - Review 2015-2016 Budget as of April 30, 2016 – Since Brice was excused from this meeting Ryan Smith reported on the budget as of April 30, 2016. Ryan informed the board that there is one area that seems over budget but it's really not. He said that the state is requiring the school to report money that is coming from the local school district as local revenue which has been put under state revenue. This is just a movement of money and we will make that amendment next month. There was a brief discussion on the this year's surplus as well as the overall surplus.

Ryan Smith was excused at 6:32 p.m.

**NOTE: The Board reserves the right to take final action on any item on the agenda.**

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

## **BUSINESS ITEMS (Cont.)**

- Discuss and Vote on Amended Administration of Medication Policy – Penn Bradshaw reviewed the amended Administration of Medication Policy. This policy was amended to include the seizure medication. **Michele Kersey Smith made a motion to approve amended Administration of Medication Policy. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Sod and Ground Prep not to exceed \$40,000 – Dave Bullock reviewed the bids for the ground prep and sod. Dave would like to go with Dahl but that would be contingent upon when they could start the project. Ryan Tippetts added that they may need to spend extra money on the ground work and detention pond. Nicole added that the soil is high in alkaline and very hard.  
**Penn Bradshaw made a motion to approve the sod and ground prep purchase not to exceed \$40,000. Nicole Maxfield seconded the motion. The votes were as follows:**
  - Nicole Maxfield – Aye**
  - Michele Kersey Smith – Aye**
  - Jade Beckman – Aye**
  - Heidi Jex – Aye**
  - Penn Bradshaw – Aye**
  - Ken Bradshaw – Aye****Motion passed unanimously.**

## **REPORTS (Cont.)**

- **Academica West**
  - Update on UCAP – Dawn Kawaguchi wanted to check with the members to see if they were able to log into the website. Heidi was able to login. The Bradshaw's have requested to be reset. Everyone else seems to be fine.
- **Parent Organization** – Nicole Maxfield
  - Carnival on May 20<sup>th</sup>
    - ✓ Dunking Tank
    - ✓ Craft Booths
    - ✓ Food trucks
    - ✓ Bounce house, climbing walls, games, etc.
  - Volunteer appreciation tonight
    - ✓ 11,112 hours
  - Still working on the brick – a parent is going to lay the bricks
    - ✓ Bricks will be for sell at the carnival
    - ✓ Brick colors chosen to match the school

**NOTE: The Board reserves the right to take final action on any item on the agenda.**

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

- Pictures from the Gala are available for purchase online at Square.com
- Coming up – Field Day
- Tammy Paulson will be the new POQA president for next year and will sit on the board of directors.

➤ **Administration**

- State of the School – Dr. Dave
  - ✓ Review of Past Events
    - ★ “May the 4<sup>th</sup> Be with You” celebration
    - ★ Breakfast with the Ogden Chamber of Commerce
      - ✿ Nicki will be co-chair of the Ogden Chamber of Commerce next year with DaVinci Academy
    - ★ May 6<sup>th</sup> – Kindergarten Round Up with student assessments
  - ✓ Enrollment review – currently over 1,000 students. Vicki has been working hard to keep enrollment this year due to ADM next year.
  - ✓ SAGE testing scores are coming in and are looking very good. Science is completed. ELA will be completed this week and next week we will start math.
  - ✓ Casey Arrington added that the 9<sup>th</sup> grade SpEd students are 30% proficient in science which is up from 0% last year. Inclusion is working!

**There was no PUBLIC COMMENT.**

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

- Calendaring Items – Ken Bradshaw
  - Next Board Meeting – June 14<sup>th</sup> (Annual Meeting)
  - Ken Bradshaw and Jade Beckman will not be at the June meeting

**There was no need for an EXECUTIVE SESSION.**

**6:58 PM – Heidi Jex made a motion to ADJOURN. Penn Bradshaw seconded the motion. Motion passed unanimously.**

**May Action Items:**

1. Look into making sure that the financial coordinator can be the audit director – **Gabe**
2. Report on SAGE scores compared to last two years – **Dave**

***NOTE: The Board reserves the right to take final action on any item on the agenda.***

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.