



Quest Academy

Annual Board Meeting Minutes

Tuesday, June 21, 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 with one or more of their members.

In Attendance: Michele Kersey Smith, Brice Mindrum, Jade Beckman, Nicole Maxfield, Heidi Jex, Penn Bradshaw, Ken Bradshaw

Others in Attendance: Ryan Tippetts, Dave Bullock, Nicki Slaugh, Vicki Barlow, Dawn Kawaguchi, 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.

Penn Bradshaw made a motion to approve the CONSENT ITEMS. Michele Kersey Smith seconded the motion. Motion passed unanimously.

- Approve May 10, 2016 Board Meeting Minutes

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

- Discuss and Vote on Final Amended 2015-2016 Budget – Brice Mindrum reviewed the final amended 2015-2016 budget. The goal is to make sure that we don't spend more than we have budgeted for. Everything is completely in line as expected. **Michele Kersey Smith made a motion to approve the final amended 2015-2016 budget. Heidi Jex seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Brice Mindrum – Aye

Jade Beckman – Aye

Nicole Maxfield – Aye

Heidi Jex – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

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.

Motion passed unanimously.

- Discuss and Vote on 2016-2017 Annual School Budget – Brice Mindrum reviewed the 2016-2017 budget. It is a very conservative budget. Brice stated that this next year the school will be funded on ADM. There was a discussion on how the ADM will affect the school. There was a discussion on the reclassification of the local replacement funding. **Jade Beckman made a motion to approve the 2016-2017 annual school budget. Brice Mindrum seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Brice Mindrum – Aye

Jade Beckman – Aye

Nicole Maxfield – Aye

Heidi Jex – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

- Discuss and Vote to Engage School's Auditor – Ken Bradshaw stated that it is time to engage the school's auditor. At this juncture, it is too late to make a change but Ken would like to look at the selection process for next year. There was a discussion on the role of the audit committee. **Penn Bradshaw made a motion to approve the engagement of services provided by Eide Bailly for the year ending June 30, 2016 and allow the Board President to sign on behalf of the school. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

- Discuss and Vote on Discovery Education purchase not to exceed \$9,000 – Nicki Slauch stated that we need to updated the social studies curriculum. It is an e-book (web-based) to be used with iPads and includes a 3-year subscription. The nice thing about this is that it will always be updated. There will be videos, pictures and be interactive plus it has an emphasis on literacy and writing and it is all inquiry based. Ken asked if the purchasing process has been done or if this company is on the state contract. There was a discussion on how many bids are required. **Penn Bradshaw made a motion to table the Discovery Education purchase until the purchasing policy has been followed and then have an electronic vote. Heidi Jex seconded the motion. Motion passed unanimously.** *Dave Bullock stated that he would like to approve this before the end of the month because it is budgeted in this year's budget.*

- Discuss and Vote on Houghton Mifflin Harcourt (Code X) purchase not to exceed \$12,000 – Nicki Slauch reviewed the HMH (Code X) purchase. This is an ELA curriculum to align with the 6-8 standard that has

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quarterly benchmarks and formative assessments built in. It is very rigorous and aligns with the standard core. **Michele Kersey Smith made a motion to table the Houghton Mifflin Harcourt (Code X) purchase until the purchasing policy has been followed and then have an electronic vote. Nicole Maxfield seconded the motion. Motion passed unanimously.**

- Discuss and Vote on Schoolwide Leveling Curriculum (Fountas) not to exceed \$11,500 – Vicki Barlow reviewed the Fountas benchmark leveling curriculum. We currently are using A to Z and it doesn't align well with the common core. Vicki stated that she will need to check to see if this vendor is on the state list or if she needs to collect more bids. These kits are for K-5 but we can purchase an additional kit for 6th. **Penn Bradshaw made a motion to table the Schoolwide Leveling Curriculum (Fountas) not to exceed \$11,500 until the purchasing policy has been followed and then have an electronic vote. Heidi Jex seconded the motion. Motion passed unanimously.**

- Discuss and Ratify Board Members and their Terms – Ken Bradshaw reviewed the board members and their terms. Heidi stated for the record that she is no longer a parent at the school. There was a discussion on how board members are elected. **Michele Kersey Smith made a motion to ratify the following board members and their terms as follows.**

- **Tammy Paulson – *NEW* 1-year term to expire June 2017**
- **Jade Beckman – *NEW* 4-year term to expire June 2020**
- **Penn Bradshaw – *NEW* 4-year term to expire June 2020**
- **Michele Kersey Smith – June 2017**
- **Brice Mindrum – June 2017**
- **Ken Bradshaw – June 2018**
- **Heidi Jex – June 2019**

Brice Mindrum seconded the motion. Motion passed unanimously.

- Discuss and Ratify Board Officers – There was no further discussion. **Michele Kersey Smith made a motion to keep the current officers as presently constituted on the agenda.**

- **President – Ken Bradshaw**
- **Vice President – Penn Bradshaw**
- **Financial Coordinator – Brice Mindrum**
- **Secretary – Heidi Jex**

Jade Beckman seconded the motion. Motion passed unanimously.

REPORTS

- **Parent Organization** – Nicole Maxfield
 - The carnival raised over \$7,000

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- This was the best year that we've ever had. We have close to \$33,000 in the bank right now. We will need to keep \$10,000 in the bank. The extra money will go to field trips and STEM.
- The bricks are still being sold as a fundraiser.
- The gala was the biggest fundraiser this year

➤ **Administration**

- State of the School – Dr. Dave
 - ✓ Sod is in motion and being delivered. It should be finished in the next few days.
 - ✓ Summer cleaning (floors & carpet) is underway and should be finished up this week.
 - ✓ Carnival was good and all administrators were involved in the dunking.
- SAGE Comparison – Dr. Dave reviewed the SAGE scores for this year compared to last year by showing a graph comparison. State averages will not be available until later this year. These are raw scores so it should only get better.
 - ✓ ELA – Very good
 - ✓ Math – Overall improvement in math
 - ✓ Science – Great improvement especially in the Jr. high

There was no PUBLIC COMMENT.

There was a discussion on scheduling an electronic board meeting because there is a large technology purchase that didn't get on the agenda. Ken discussed making a motion to tentatively approve a technology purchase not to exceed \$220,000 predicated on that the board receive the information prior to the electronic board meeting. Jade stated that he will not be available on Friday.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Electronic Board Meeting – June 24th @ 10 a.m.
 - No July Board Meeting – HAGS
 - Next Board Meeting – August 9th

6:45 PM – Penn Bradshaw made a motion to enter into an EXECUTIVE SESSION pursuant to UCA §52-4-205 (1)(a) to discuss the character, professional competence, or physical or mental health of an individual. Brice Mindrum seconded the motion. Motion passed unanimously

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7:04 PM – Michele Kersey Smith made a motion to leave the EXECUTIVE SESSION and RECONVENE the board meeting. Penn Bradshaw seconded the motion. Motion passed unanimously

BUSINESS ITEMS (Continued)

Discuss and Vote on Principal's Employment Agreement – Ken Bradshaw stated that Dave will not have a signed agreement just yet. Instead, he would like Dave to get with Academica West and find a good principal employment agreement that has the necessary measurement of metrics. Once this is done it will need to be brought to the board for review and approval. Ken also stated this has been a phenomenal year and the emphasis and direction that the board wanted the school to go in has come to fruition. In recognition of that, the board would like to take a moment and recognize a couple of specific individuals for specific things. For Casey and Diane Arrington, the board would like to award them with a one-time bonus of \$1,000 net each. The inclusion program simply accomplished more this year than it has in most years combined. Second, QA is now one of 19 schools in the state that is a certified STEM school. Nicki has made this happen. To thank her for that the board is going to give her a one-time net bonus of \$1,500. And to the captain of the ship driving this whole thing, Dave will be awarded a \$2,000 net bonus.

7:09 PM – Penn Bradshaw made a motion to ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously.

June Action Items

1. Check with Gabe on the purchasing policy (how many bids required for purchases under \$50,000) – **Gabe**
2. Schedule Electronic Board Meeting (Friday, June 24th) – **Dawn**

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