



Quest Academy

Board of Director's Meeting Minutes

Tuesday, November 11, 2014

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

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

Excused: Tabitha Grahn

Others in Attendance: Ryan Tippetts (Q1 VP), Dave Bullock (Principal), Vicki Barlow (Q2 VP), Dawn Kawaguchi (AW), Gabe Clark (AW), Ryan Smith (AW;)

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 of Directors. Penn Bradshaw seconded the motion. Motion passed unanimously.

Penn Bradshaw made a motion to approve the CONSENT ITEMS. Heidi Jex seconded the motion. Motion passed unanimously.

- Approve October 14, 2014 Board Meeting Minutes

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

- Discuss & Vote on Amended 2014-2015 Budget – Brice briefly reviewed the amended budget as of October 31st. It reflects the October 1 count and the numbers reflect what has actually been spent. **Jade Beckman made a motion to approve the amended 2014-2015 budget. Michele Kersey Smith seconded the motion. The votes were as follows:**

Brice Mindrum – Aye
Michele Kersey Smith – Aye
Jade Beckman – Aye
Heidi Jex – Aye
Penn Bradshaw – Aye
Ken Bradshaw – Aye

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 & Vote on Issuing an RFP for a financial advisor to assist in possible refinancing of our debt – Ken asked Jade to present this information regarding refinancing the schools bonds. Jade stated that the board has the potential to refinance their current debt on the building with the Utah Financing Authority which will save the school a significant amount of money per year. As we move forward toward this the board will need to hire a financial advisor. There are only three providers designated financial advisors that have been approved by the state to participate. **Brice Mindrum made a motion to approve to issue an invitation to bid for a financial advisor to assist in possible refinancing of our debt. Jade Beckman seconded the motion. Motion passed unanimously.**
- Discuss & Vote on New/Amended policies governing financial matters – Ken presented two new policies that will be required by the state to refinance. The first is the Financial, Debt, Risk Management and Disclosure Procedures Plan and the Board Member and Administration Succession Policy. Ken stated that board has already adopted several policies that touch on all of these issues but in order to get in line with what the state and fed want the board to do the policies had to be cleaned up. Penn asked if there were any current policies that conflict the information in the policies presented. Ken stated that he was not aware of any but the board can motion that if there is such a conflict that the terms of these two policies would apply and trump those conflicts if any. **Brice Mindrum made a motion to approve the Financial & Risk Management Plan Policy and Succession Plan Policy. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Catastrophic Leave Proposal – Dr. Dave reviewed the current leave policy. Since catastrophic leave is given at some of the districts and other charter schools, the administration would like to propose a catastrophic leave for QA. Dave feels like this may be a great opportunity for teachers and an enticing tool for recruitment. Dave reviewed the catastrophic leave proposal. The board would like to take out the word “teacher” and insert the word “benefited employee”. There was a brief discussion on how this may affect the budget down the road and the Family Medical Leave Act. **Jade Beckman made a motion to approve the Catastrophic Leave Proposal including the word change as discussed. Heidi Jex seconded the motion. Motion passed unanimously.**

REPORTS

- **Parent Organization** – Tammy Paulson presented the POQA report in Tabitha’s absence.

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- Past Events:
 - ✓ Nov 11th – Spirit Night Dinner @ Dicky’s BBQ
 - ✓ Nov 7th – Family Skate Night @ Classic Skating
- Upcoming Events:
 - ✓ Nov 17th-20th – Book Fair
 - ✓ Nov 17th-18th – Grand Lunch
 - ✓ Nov 20th – Activities will be held
 - ✓ Each grade will be participating in a “Holiday Basket Giveaway Fundraiser”. Students can buy votes and the winning grade will receive 25% of the profits for the teachers in that grade. There will also be a winner of all of the baskets.

➤ **Administration**

- SAGE Data – Ryan demonstrated how to access the SAGE data for the State of Utah on USOE’s website. Dave stated that the DWA will be replaced with a SAGE test for writing. It will now be a college ready test. Grades 3-12 will be required to take this new test. In the past it was only the 5th & 8th grades. Nicki stated that the new test will be assessing the “six traits”. She also went through the some of the tools that they will be using to aid in this teaching. There was a discussion on how all teachers will be teaching writing. Dave presented a comparison of QA scores with the state average and neighboring schools (Elementary and Jr. high). There was discussion on how the administration will be getting this information out to parents.
- State of the School – Dr. Dave
 - ✓ Interim SAGE testing started this week
 - ✓ Formal observation are continuing until Winter Break
 - ✓ Halloween festivities review. Parade was loud. The Jr. High was included.

There was no PUBLIC COMMENT.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - No Board Meeting in December
 - Next Board Meeting – January 13, 2015
 - ✓ Come prepared for the audit report!

6:44 PM – Heidi Jex made a motion to leave the public meeting and convene an executive CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual

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pursuant to Utah Code 52-4-205(I)(a). Penn Bradshaw seconded the motion. The votes were as follows:

**Brice Mindrum – Aye
Michele Kersey Smith – Aye
Jade Beckman – Aye
Heidi Jex – Aye
Penn Bradshaw – Aye
Ken Bradshaw – Aye**

Motion passed unanimously.

6:50 PM – Penn Bradshaw made a motion to leave executive session and reconvene as the Quest Academy Board in public meeting. Jade Beckman seconded the motion. The votes were as follows:

**Brice Mindrum – Aye
Michele Kersey Smith – Aye
Jade Beckman – Aye
Heidi Jex – Aye
Penn Bradshaw – Aye
Ken Bradshaw – Aye**

Motion passed unanimously.

Ken stated for the record that while in executive session there were not decisions made nor did the board enter into any contracts or agreements. There was a board assignment given to Heidi.

6:50 PM – Penn Bradshaw made a motion to ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously.

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