



Quest Academy

Board Meeting Minutes

Tuesday, September 10, 2013

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

In Attendance: Brice Mindrum, Heidi Jex, Eddie Green, Michele Kersey Smith, Jade Beckman, Penn Bradshaw, Ken Bradshaw, Ryan Tippetts (Asst. Principal), Dave Bullock (Principal), Vicki Barlow (Asst. Principal), Dawn Kawaguchi (AW) and Gabe Clark (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 p.m. – CALL TO ORDER – Ken Bradshaw

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

CONSENT ITEMS

- Approve Board Meeting Minutes from August 13, 2013 – There was no further discussion. **Penn Bradshaw made a motion to approve the Board Meeting Minutes from August 13, 2013. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Ratify the authorization of the creation of the community council and direct the administration to identify a proposed set of parents, faculty and administration at the next meeting – Ken briefly explained that this was discussed in the last meeting and this meeting the administration was going to recommend the people for the community council. Ryan briefly explained that the community council will be a great opportunity for parents' voices to be heard and to work with teachers and other staff. There are many decisions that will be made by the community council. Two of the most important are Trustland funds and Safety Plan for the school. The following individuals have agreed to serve on the council:
 - Stacy Henry (5th grade teacher) – Chair
 - Jamie Jacques (Employee & Parent)
 - Tammy Mindrum (Employee & Parent)
 - Laura Neeley (Parent)
 - Lisa Blakely (Parent)
 - Heidi Jex (Board member & Parent)
 - Dave Bullock (Principal)

Penn Bradshaw made a motion to ratify the authorization of the creation of the community council. Jade Beckman 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.

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

- Discuss and Vote on Community Council Recommendations – See above for discussion. **Heidi Jex made a motion to approve the community council members as presented by the administration and that the community council will serve as the Trustlands committee. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Cash Handling Policy – Ken has asked Gabe to present the next few policies. Ken has reviewed all of the policies and has made minor changes. Gabe explained that the next four policies (Cash Handling, Donation & Fundraising, Ethics and Procurement) are required by a recent State Board of Education rule. He briefly reviewed those four policies. The next three policies are E-Rate Policies that are required for E-Rate funding. There are a lot of hoops that must be jumped through to receive the benefit. These policies are similar to some of the ones that were just reviewed. **Penn Bradshaw made a motion to approve the Cash Handling Policy, Donation & Fundraising Policy, Ethics Policy, Procurement Policy, E-Rate Gift Policy, E-Rate Procurement Policy, E-Rate Record Retention Policy. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Donation & Fundraising Policy – See above for discussion and vote.
- Discuss and Vote on Ethics Policy – See above for discussion and vote.
- Discuss and Vote on Procurement Policy – See above for discussion and vote.
- Discuss and Vote on E-Rate Gift Policy – See above for discussion and vote.
- Discuss and Vote on E-Rate Procurement Policy – See above for discussion and vote.
- Discuss and Vote on E-Rate Record Retention Policy – See above for discussion and vote.
- Discuss and Vote on Uniform Policy Revision G – Ken read the “one line” change to the Uniform Policy Revision G. It states, “Students may not wear ear gauges or jewelry with protruding spikes.” The administration will make sure that the parents receive the information quickly. **Penn Bradshaw made a motion to approve the Uniform Policy Revision G. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Designated E-Rate Signer for School – Ken asked Gabe to present this item. Gabe explained that there are many documents that need to be signed and this is just a formality to authorize a designated signer for the school. Ken opened this for the board to nominate someone. **Brice Mindrum made a motion to approve Dave Bullock as the designated E-Rate signer for the school. Jade Beckman seconded the motion. Motion passed unanimously.**
- Discuss CRT and DWA scores – Penn passed out information on the CRT and DWA scores. She reviewed the scores for each grade. Penn briefly reviewed the scores. She also explained how the administration can use this information to pinpoint the students who need interventions. Dave stated that he has already addressed the information in his last staff meeting. There were so many students that were a “2b” which are students who were only one or two points below the sufficient level.

REPORTS

- **Board of Directors**
 - Review 2013-2014 Annual Budget as of August 31, 2013 – Brice briefly reviewed the budget as of August 31st. There isn't a whole lot to report at this point.

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- **Parent Organization** – Eddie Green
 - Started a Monthly Newsletter
 - **Sept 7:** Back to School Stomp for 7th-9th graders that went really well
 - **Sept 16:** Spirit Night at Riverdale Chick-Fil-A. You can turn in your receipt at the Quest table for a chance to win a \$15 gift card. 20% of your purchase goes to the school.
 - **Sept 16-20:** Spirit Week where t-shirts will be sold before and after school
 - **Sept 19:** Movie Night
 - **Sept 27:** Walk a Thon
 - Survey sent out on to parents to find out where they want the fundraising to go towards this year. Also included on the survey was Dollar Dress Down Days. We should have the results next month.
- **Administration**
 - State of the School – Dave Bullock
 - ✓ High fives to the assistant principals
 - ✓ Successful “Back to School” experience
 - ✓ Started observations in classrooms by administration
 - ✓ First Stomp experience at QA – it hasn’t changed much
 - ✓ “Teach Like a Champion” update

Ken stated that this was not on the agenda but he asked each board member if they had any questions or comments. Eddie commented that she has seen firsthand that “Teach Like a Champion” is being implemented in the classroom. Jade stated that the school is developing a culture of excellence. Penn said that it is very “blissful” to come into the school. The administration, teachers and students are all working very well together. The transition has been very smooth and everyone is very happy. Ken stated that excellence starts at the top and that there is a sense of a team environment in the whole universe that is Quest.

There was no PUBLIC COMMENT.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Next Meeting October 8, 2013

6:45 PM – Heidi Jex made a motion to ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously. (Duration 44:15)

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