



Quest Academy

Board Meeting Minutes

Tuesday, November 13, 2012

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

In Attendance: Brice Mindrum, Heidi Jex, Ken Bradshaw, Penn Bradshaw, Michele Kersey Smith, Beckie Eastman, Lani Rounds (Principal), Vicki Barlow (Asst. Principal), Dawn Kawaguchi (AW) and Toni Christensen (6:02 p.m.)

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 of Directors. Michele Kersey Smith seconded the motion. Motion passed unanimously.

Brice Mindrum made a motion to approve the CONSENT ITEMS. Penn Bradshaw seconded the motion. Motion passed unanimously.

- Approve Board Meeting Minutes from October 10, 2012
- Ratify the Principal Evaluation committee (comprised of Beckie Eastman, Heidi Jex and Toni Christensen) be organized, documents be forged and they will report back at the next board meeting

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

- Discuss and Vote on the Principal Evaluation Tool – Beckie referred to Heidi to lead this discussion. Heidi handed out a draft outline of the principal evaluation tool. This is just a start. Most of the information came straight from the charter. Beckie would like to see something that states balancing personal life and professional life. They wanted to put measureable items in the evaluation tool. It was suggested that the board can survey the staff as a part of the evaluation. Ken recommended that the committee include a couple of staff members (a teacher and an hourly employee). Ken would like Beckie and Lani to get together to select the employees and then meet again to work on this and then bring it back to the next board meeting.
- Discuss and Vote on Cleaning Carpets and Floors not to exceed \$8,100 – Lani stated that she has received two bids. After talking to Vicki and Angelee, they have decided that they probably only need the common areas cleaned. Because there is a large difference in the price, Lani would like to bring the “not to

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exceed” amount down to \$6,400. However, she doesn’t know about the product that they are going to use on the floor. Until we find out about the concrete sealer, we don’t want to accept the lower bid. Lani is planning on having this done over the Christmas break. There was a discussion on the RFP process. **Brice Mindrum made a motion that upon receiving new bids that are in writing with what the school is requesting a floor cleaning service, to be approved by the financial coordinator not to exceed \$8,100. Beckie Eastman seconded the motion. Motion passed unanimously.**

REPORTS

➤ **Board of Directors**

- Review 2012-2013 Budget as of October 31, 2012 – Brice briefly reviewed the budget as of October 31st. Funds have been borrowed from reserves for the Jr. High building start up expenses. **Brice Mindrum made a motion to approve the amended budget for the 2012-2013 School Year as stated in board packet. The votes were as follows:**

Brice Mindrum – Aye

Heidi Jex – Aye

Penn Bradshaw – Aye

Toni Christensen – Aye

Michele Kersey Smith – Aye

Beckie Eastman – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

➤ **Parent Organization** – Toni Christensen

- Oct 15-17: Book Fair in conjunction with Parent Teacher conference. We had a fair in both buildings. It was a huge success
- Oct 22-26: Positive ME Week. Last year this replaced Red Ribbon Week. We had many activities including a choir performance, an anti-bullying videos, poster contest, etc.
- Oct 26: At the Positive Me Assembly they announce the winners of the Focus on the Arts Contest (Reflections)
- Nov 8: Movie Night at Cinepoint 6 in which they showed “Brave”. We had about 230 attend.
- Nov 13-14: Donuts at Dawn
- We are working on a teacher wish list. We are using money that was earned from our “Family Pictures Night” to help fulfill the teachers’ needs.

➤ **Administration**

- Faculty/Staff Survey Results – Lani stated that she and Vicki send out two faculty surveys a year. She briefly reviewed the faculty/staff survey results. The teachers would like more instructional materials. Lani stated that she and Vicki may be asking Brice for money for this. Teachers would like more iPad training and additional prep time. Lani has made some adjustments in the elementary to try and accommodate this request.

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- State of the School – Vicki Barlow
 - ✓ Oct 15-17: Parent teacher Conferences
 - ✓ Formal observations completed in October
 - ✓ Oct 26: Student council sponsored a “Halloween Hop” for the 7-9 students. We had a great turnout.
 - ✓ Through HouseBill 513 we received a reading grant. It is a computer based intervention program in which the grant is paying for 216 licenses which is all of K-1. This is a five year program but the legislature has only funded it for the first year and then they will review to see if they want to continue. It is called Waterford Early Learning. The state will be looking at our data so if students miss a day they have to make it up.
 - ✓ QA 2.0 – Pride Patrol Club (6-9th grade Club) they will be planning activities and service projects.
 - ✓ QA 2.0 – “Rams Pride” program in which the student council and advisors can give out a Rams pride ticket for students who are showing pride with cleanliness in the school. Once a student turns in their ticket into the office, they receive a ticket to give out to another student showing pride.
 - ✓ QA 2.0 students earned a free dress down day for keeping the restrooms graffiti free since it has been a problem in the K-4 building.
 - ✓ QA 2.0 – 62% of the students made the honor roll or high honor roll this first term which is an amazing accomplishment for them.

There was PUBLIC COMMENT made by Chessa Shorten.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Next Meeting January 8, 2013 – Ken announced that the board will not be meeting in December. **Toni Christensen made a motion to cancel the December meeting. Heidi Jex seconded the motion. Motion passed unanimously.**
 - Ken informed the board that he has met with Sheldon and a representative of Vectra Bank. He explained that he is moving forward on purchasing the Jr. High building. We are going to have to have two loans. One from the bank and one from investors. They have agreed to reduce the interest rate from the investors to 9.5% so we are moving forward. In order for Vectra to do the banking they require an independent appraisal. Ken has received an email with the cost for the independent appraisal and the due diligence fee. The objective is to have everything in place before the end of the year so that we don’t have to pay property tax. There was a discussion on due diligence. Because we are not meeting in December, we will need to authorize the building representative and a member of the board to commit to doing this and then ratify it in January. **Penn Bradshaw made a motion to approve**

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the appraisal cost and due diligence fee as well as have both Ken Bradshaw and Brice Mindrum represent the board on the building purchase. Michele Kersey Smith seconded the motion. The votes were as follows:

**Brice Mindrum – Aye
Heidi Jex – Aye
Penn Bradshaw – Aye
Toni Christensen – Aye
Michele Kersey Smith – Aye
Beckie Eastman – Aye
Ken Bradshaw – Aye**

Motion passed unanimously.

Beckie Eastman made a motion to leave the public meeting and convene in an executive CLOSED SESSION to discuss an individual’s character, professional competence, or physical or mental health of one or more individuals. Michele Kersey Smith seconded the motion. Motion passed unanimously.

Penn Bradshaw made a motion to leave the executive closed session and reconvene in our public meeting and ADJOURN. Toni Christensen seconded the motion. Motion passed unanimously.

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