

Quest Academy

Board Meeting Minutes

Tuesday, October 10, 2017

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, Debbie Kingsford, Brittney Hale, Jade Beckman, Penn Bradshaw, Ken Bradshaw

Others in Attendance: Nicki Slaugh, Dave Bullock, Angelee Spader, 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

6:04 PM – CALL TO ORDER – Ken Bradshaw

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

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

- Approve September 12, 2017 Board Meeting Minutes

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

- Discuss and Vote on Appointment of New Board Member with a term to expire June 2019 – Last board meeting Ken announced that Heidi has decided to step down from the board. Ken Bradshaw asked the board if they had any names to bring to the board for appointment. Since no one had any names, he passed out a resume for Steven Reeve. He has a son at the school. Ken briefly reviewed his resume. **Jade Beckman made a motion to approve the appointment of Steven Reeve to fill the unexpired term to expire in June 2019. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Employee Compensation Plan – Jade Beckman emailed the board four different compensation scenarios last night. These scenarios were discussed by the board. There was discussion on steps and lanes with teachers vs. staff members; years of service vs. hard working employees that contribute; sustainability of salaries and supporting the students' needs. Nicki added that there are three separate

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groups here. Teachers, support staff (secretaries, mentors, kitchen staff, etc.) and the TA's. The TA's receive bonuses throughout the year that the other two groups do not receive. Ken has directed Dave to ask the teachers for their input on what would keep them here. Jade will rework the scenarios for next month. The board would also like Nicki to send in writing the bonus program for the TA's that is already in place. **Jade Beckman made a motion to table the amended Employee Compensation Plan until next month. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

- Discuss & Vote on Utah Consolidated Application Plan – Dr. Dave reviewed the Utah Consolidated Application Plan. This is the budget for the federal and state funding that the school will receive this year. Ryan stated that this hasn't changed from year to year. The state has already received the school's budget but now they want it itemized out on how the money is going to be allocated. **Michele Kersey Smith made a motion to approve the Utah Consolidated Application Plan. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended SpEd Policies & Procedures Manual – Casey Arrington reviewed the amended SpEd Policies & Procedures Manual. There were small changes such as changing USOE to USBE. There has been additional information added to the current manual. Casey also added that there will be more changes to this manual next year because the state is changing the specific learning disability qualifications (SLD's). He also reassured that the SpEd department is doing this manual to a "t". The SpEd department is audited every year. Casey stated that there are about ten areas that the state looks at and they pick an area each year. This year they are auditing transitions. Quest has been a level one for the past five years which is the best that you can be. **Michele Kersey Smith made a motion to approve the amended SpEd Policies & Procedures Manual. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Tuition Reimbursement Request – Dr. Dave reviewed the Tuition Reimbursement Policy and has met with Nicki Slaugh, Angelee Spader and Brandy Beckman. They have submitted their receipts and unofficial transcripts. He has discussed the budget for these reimbursements with Ryan. These three are the only ones expected since they are graduating this year. Moving forward, the employees would need to talk to Dave and get approval first. Because Ken, Penn and Jade have to recuse themselves from voting on Brandy's tuition reimbursement, they will need to hold off on voting until they have the entire board present. **Penn Bradshaw made a motion to approve the Tuition Reimbursement Request for Nicki Slaugh. Brittany Hale seconded the motion. Motion passed unanimously.**

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- Discuss & Vote on Tuition Reimbursement Request – There was no further discussion. **Penn Bradshaw made a motion to approve the Tuition Reimbursement Request for Angelee Spader. Jade Beckman seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Tuition Reimbursement Request – There was no further discussion. **Michele Kersey Smith made a motion to table the Tuition Reimbursement Request for Brandy Beckman until the next meeting. Debbie Kingsford seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Administration of Medication Policy – Ken passed a revised copy of this policy. He reviewed the changes he has made which are substantive. **Penn Bradshaw made a motion to approve the amended Administration of Medication Policy. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

REPORTS

- **Parent Organization** – Debbie Kingsford
 - In September, the Student Council sponsored a Dress Down Day for hurricane victims. They were able to donate \$1,500.
 - Cookie dough sales are over. We raised close to \$29,000. This means besides the 5K, there are no other fundraisers for the rest of the year. Many rewards were given out. First grade won for the top selling grade for selling (686) tubs of cookie dough. They will be rewarded a dress down day. Eight classes sold 150+ tubs and will be rewarded an ice cream party.
 - POQA will be implementing grants for teachers since the fundraiser was so successful.
 - As a reward, POQA is hosting a Movie Night at CinePoint 6. They have rented out three theatres with three different movies to choose from.
 - Coming soon Skate Night
 - Special Dress Down Day this week for a staff member that is having surgery
 - Dress Down Day's the rest of the month will be a canned food drive to help for the food pantry
- **Board of Directors**
 - Review 2017-2018 Budget as of Sept. 30, 2017 – Jade has glanced at the budget but hasn't really looked at it so he has asked Ryan if there is anything of note. Ryan stated that they will have the ADM adjustment next month. The building has been booked but not completed. AW is still working through it. FY2017 audit is in the final stages and should be done soon. IRS Reporting is coming up. Jade Beckman reviewed the profit and loss budget.
 - Introduce Capstone Project – Penn stated that this is coming soon.

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➤ **Administration**

- Update on TLC Teacher Evaluation Data – Dave reviewed the TLC evaluation data. New teachers were trained at the beginning of the year on TLC. In September, they reviewed five key skills that you should have to start the school year for classroom management. The five skills were:

- ✓ 100 Percent
- ✓ Sweat the Details
- ✓ Do It Again
- ✓ Threshold
- ✓ Do Now

These skills were being observed for each teacher. Dave reminded the board that it is typical that all skills are not met with each observation. Formal observations will be done this month. There was a discussion on the observations made by Debbie and Penn. Kristen Hales asked if the kitchen staff can participate in TLC.

- Update on Teacher Qualification Data – Dave asked to table update until next month. **Michele Kersey Smith made a motion to table the teacher qualification data. Debbie Kingsford seconded the motion. Motion passed unanimously.**
- State of the School – Dave Bullock
 - ✓ The end of the term is approaching and next week is Fall Break
 - ✓ TLC Skills for the month of October
 - ★ What to Do – reviewed skill
 - ★ Tight Transitions – new skill
 - ✓ Cross Country took second place in region. Two students medaled at State. Nicki would like to give a shout out to the coach and new PE teacher for doing such a great job with the students.
 - ✓ Two competitive Lego leagues (5th – 6th grade team and 7th -8th grade team)
 - ✓ CyberPatriots has started
 - ✓ Testing in rooms instead of the lab
 - ✓ Working on students’ morale to get them excited to be at Quest. We have “Pride Cards” at the jr. high and “Student of the Week” in elementary.
 - ✓ Working hard to improve and be the best school. We want to be **“THAT SCHOOL!”**
 - ✓ Nicki stated that QA has moved from C to a B for their school grade. Jade would like a breakdown of the scores.

There was no PUBLIC COMMENT.

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OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Next Board Meeting – November 14th

There EXECUTIVE SESSION was not needed.

7:13 PM – Michele Kersey Smith made a motion to ADJOURN. Penn Bradshaw seconded the motion. Motion passed unanimously. (Duration 1:09:59)

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