



Quest Academy

Annual Board Meeting Minutes

Tuesday, June 12, 2012

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

In Attendance: Brice Mindrum, Heidi Jex, Toni Christensen, Penn Bradshaw, Brandy Beckman, Lani Rounds (Principal), Vicki Barlow (Asst. Principal), Gabe Clark (AW), Dawn Kawaguchi (AW, 6:12 p.m.) and Michele Kersey Smith (6:21 p.m.)

Excused: Bob Blakely

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 – Brandy Beckman

Penn Bradshaw made a motion to change the order of the agenda and start with the (REPORTS) “State of the School”. Toni Christensen seconded the motion. Motion passed unanimously.

REPORTS

➤ Administration

- State of the School – Vicki Barlow
 - ✓ May 14 & 15 – We had our Kindergarten Round-Up. Parents and students were scheduled in 30 minute increments to be tested, meet with their teacher, take a tour of the school and a parent powerpoint presentation.
 - ✓ May 16th – GeoCache Club went on their hike to Waterfall Canyon
 - ✓ May 17th – Final Jr. High activity at Boondocks in Kaysville. We had close to 50 students in attendance.
 - ✓ May 18th – In addition to our school carnival being held, the 4th grade had their own version of Pioneer Day complete with a pioneer themed economics fair and various discovery centers.
 - ✓ May 21-22 – First grade classes presented their operas which are written and performed by the first graders including the scenery.
 - ✓ May 22nd – The 5th graders had their maturation presentation with their parents.
 - ✓ In addition to aforementioned items, our last week of school was filled with many activities from field trips, class plays, hobby fairs, biography museums for the entire student body. We had students everywhere visiting and taking in the culminating projects of other students at Quest.
 - ✓ FYI – We will be sending out a survey to the parents regarding the lunch program. We want to get a feel how the parents are feeling about this to get a feel for whether or not we want to continue with the lunch program. We will have quite an increase in the lunch cost for next year plus they

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will not be providing a lunch person so we will have to incur that cost. Lani is worried how this will affect our free & reduced lunch kids.

- ✓ Since school has been out, our IT instructional coaches have already offered trainings. This week our faculty is involved in common core training and we have teachers that involved in the upcoming Singapore Math training.

Heidi Jex made motion to continue with the POQA Report. Toni Christensen has seconded the motion. Motion passed unanimously.

- **Parent Organization** – Toni Christensen
 - School Carnival did very well. The weather cooperated and we had long lines for tickets since parents didn't want to buy them in advance because of the weather. We have already booked and scheduled the carnival for next year.
 - Field Day – The theme was "Around the World in 80 Days". Each class performed a skit or a song from a different country. They had it broken up into hemispheres. The fire truck didn't show up because they had another emergency.
 - We are getting ready to have our board and committee heads meet to plan the events for next year. We hope to have that done before July.
 - Lani added that the 6th through 8th graders had their Field Day across the street at the park. They had lots of games and we ordered pizzas. It was a riot!
 - Overall POQA ended the year at \$12,000. We are working on getting a quote for the curbing.

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

- Ratify New Hires
 - Brittany Zimmerman - recess
 - Ivy Cady - 8th TA and Detention
 - Breeze Smuin - 1st grade
 - Megan Dunmeyer - 1st
 - Tiffany McMillin - 3rd
 - Kristy Hutchinson - 3rd
 - Amanda Favero - 5th
 - Sally Hansen - 5th
- Approve Board Meeting Minutes from May 8, 2012
- Accept Closed Session Affidavit from May 8, 2012
- Ratify Lani to start spending the \$100,000 allocated for furniture purchasing plan

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

- Discuss and Vote on Mtn. States Book Depository purchase not to exceed \$10,000 – Lani explained that this will be curriculum books for 7th, 8th and 9th graders. **Penn Bradshaw made a motion to approve the Mtn. States Book Depository purchase not to exceed \$10,000. Heidi Jex seconded the motion. The votes were as follows:**

Brice Mindrum – Aye

Heidi Jex – Aye

Toni Christensen – Aye

Penn Bradshaw – Aye

Brandy Beckman – Aye

Motion passed unanimously.

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- Discuss and Vote on Technology Purchase not to exceed \$219,000 – Lani explained that she has been working with Ryan, Brice and Jake. We are going to go with the virtual environment. We will have a really strong back end infrastructure and that’s where the data will be housed and the kids will have netbooks that are thin client (all software is on the server). The back end (beefing up the servers) is the majority of the cost. This will provide what we need to back up the system that we currently have. The cost also includes additional teacher computers as well as iPads for all teachers which they will use as their interactive whiteboard slate because it was cheaper than a slate. Some of this will be paid through a technology grant and some through Trust lands. **Brice Mindrum made a motion to approve the technology purchase not to exceed \$219,000. Penn Bradshaw seconded the motion. The votes were as follows:**
 - Brice Mindrum – Aye**
 - Heidi Jex – Aye**
 - Toni Christensen – Aye**
 - Penn Bradshaw – Aye**
 - Brandy Beckman – Aye****Motion passed unanimously.**
- Discuss and Vote on the 2011-2012 Final Amended Budget – Brice stated that things don’t look much different from last month. Ryan did move some money around and has been requesting draw downs. They had a chance to meet before each of them went out of town. **Penn Bradshaw made a motion to approve the 2011-2012 final amended budget. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss and Vote on the 2012-2013 Annual Budget – Brice explained that this is going to be a lean year. Lani is cutting everywhere that she can. We will probably have a couple of very lean years. There was a brief discussion on salaries. Brice wanted to make sure that everyone knew this was a projected budget. **Heidi Jex made a motion to approve the 2012-2013 annual budget. Brice Mindrum seconded the motion. Motion passed unanimously.**
- Discuss and Vote on 2012-2013 Custodial Contract – Lani briefly reviewed the custodial contract for both buildings. Jr. High monthly fee is \$3,301 and elementary monthly fee is \$2,669.33. These contracts are for ten months out of the year. It provides a day porter. Teachers will have to vacuum some. They will do a “super cleaning” twice a month. There have quoted a few additional recommended items which are optional. Those items are windows, carpet extraction, strip & wax floors and bathroom tile cleaning & sealing. When you add all of the extra items in it exceeds what we have budgeted for the year. There was a discussion on using other vendors for the additional recommended items and just approve the monthly cleaning service. **Penn Bradshaw made a motion to approve the custodial contract for monthly services and the July carpet cleaning and “strip & wax” floor cleaning. Toni Christensen seconded the motion. Motion passed unanimously.**
- Discuss and Vote on 2012-2013 Parent Handbook K-5 and Parent Handbook 6-9 – Lani explained that they broke down the parent handbooks because the 6-9 handbook has specific things for these students. The 6-9 handbook includes the discipline section explaining “zap sheets” & detention and Walk of Fame. This year we have included in handbook the Compact, Computer Acceptable Use Agreement and Library disclosure. At the end of the handbook, there is one acknowledgement of reviewing the parent handbook as well as the aforementioned that the student and the parents must sign and return to the school. If they don’t bring it back then they will not go to the library and they don’t use the computers, etc. We will also have the teachers especially in the 6-9 grades make the parent handbook part of their quizzes, etc. Penn suggested that Vicki assign each department a section to cover so that you know that they will be going over

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every part of the handbook. They will give these out at Back to School night. **Penn Bradshaw made a motion to approve the 2012-2013 Parent Handbook K-5 and Parent Handbook 6-9. Heidi Jex seconded the motion. Motion passed unanimously.**

- Accept Brandy Beckman's Resignation effective June 30, 2012 – Penn explained that Brandy will be resigning from the board as of June 30th because she has accepted a job at Quest Academy as the secretary at the Jr. High. She brings a lot of experience to the Jr. High. She is also moving her children to Quest. **Penn Bradshaw made a motion to accept Brandy Beckman's resignation effective June 30, 2012. Heidi Jex begrudgingly seconded the motion. Motion passed unanimously.**
- Ratify all Board Members and Terms – Brandy explained that Beckie will be back on the board to replace Bob Blakely. Penn is renewing her term. Toni is returning as the POQA president. **Heidi Jex made a motion to approve the board members and terms as follows: Beckie Eastman – *NEW* 4-Year Term to expire June 2016, Penn Bradshaw – *NEW* 4-Year Term to expire June 2016, Toni Christensen – *NEW* 1-Year Term to expire June 2013, Ken Bradshaw – Replacing Brandy Beckman and finishing her term to expire June 2014, Brice Mindrum – June 2013, Heidi Jex – June 2015, Michele Kersey Smith – June 2013**
- Discuss and Vote on Executive Board Positions – Brandy highly recommended that the board nominate Ken Bradshaw as president and to keep the rest of the positions as is. **Toni Christensen made a motion to have the following as the executive board:**
 - **President – Ken Bradshaw**
 - **Vice President – Penn Bradshaw**
 - **Secretary – Heidi Jex**
 - **Financial Coordinator – Brice Mindrum****Heidi Jex seconded the motion. Motion passed unanimously.**

REPORTS continued

- **Academica West**
 - 2012-2013 Board Meeting Schedule – Dawn asked the board if they were fine with the board meeting schedule of the second Tuesday of every month except for July and December. Your yearly board meeting schedule must be posted on your website to stay in compliance. After a brief discussion, the board would like to keep the current schedule.

There was no PUBLIC COMMENT.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendar Items – Brandy Beckman
 - Next Meeting August 14, 2012
- Board Presentation – On behalf of the board, Penn made a presentation to Brandy to thank her for her services on the board. She was the person with the first vision of the school.

6:46 p.m. – Toni Christensen made a motion to ADJOURN. Penn Bradshaw seconded the motion. Motion passed unanimously.

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