



Quest Academy
Board Meeting Minutes
Tuesday, September 8, 2009

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

In Attendance: Heidi Jex, Natalie Williams, Ken Bradshaw, Penn Bradshaw, Beckie Eastman, Brandy Beckman, Michele Kersey, Catherine Montgomery (Principal), Gabe Clark (AW), and Dawn Kawaguchi (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

6:03 p.m. – CALL TO ORDER – Brandy Beckman

Ken Bradshaw made a motion to convene the regular Quest Academy Board Meeting Session. Penn Bradshaw seconded the motion. Motion passed unanimously.

Ken made a motion to move into an Executive Session (Closed Session) for the purchase or sale of real estate. Penn seconded the motion. Motion passed unanimously.

CLOSED SESSION – To discuss the building purchase with Brent Van Alfen

6:37 p.m. Roll call

CONSENT ITEMS – Beckie made a motion to approve all consent items. Michele seconded the motion. Ken abstained from voting since he was not present at last Board Meeting. Motion passes with majority vote of six “ayes” and one “abstain”.

- Approve Board Meeting Minutes from August 11, 2009
- Accept Closed Board Meeting Affidavit from August 11, 2009

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

- Discuss and vote to approve the Wellness Policy – Catherine reviewed the Wellness Policy. It was brought before a committee of parents, Beckie representing the Board and Catherine. Catherine stated that they went with a no food for parties policy. Catherine also mentioned that they are doing the Gold Metal Schools this year and this policy fits in with that. Ken made a motion to approve the Wellness Policy. Michele seconded the motion. Motion passed unanimously.

There was discussion on doing a special birthday table once a month and receiving a cupcake as part of their lunch. There was discussion on having this special birthday

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treat because that a child with an allergy would be singled out from the special treat. There was discussion on what else could be done instead of a birthday treat.

Penn has made a motion to put together a Birthday Celebration Policy for the POQA celebration committee. It should include that each child receive the following: Name on school bulletin board, special classroom party, birthday table in the cafeteria (one day per month) where students will be given regular lunch, and free dress day on the specified birthday celebration day by giving them a special button or badge to show that they have a birthday that month. Michele seconded the motion. Motion passed unanimously.

- Discuss and nominate a Building Officer – Gabe explained that the state office of education is requiring all charter schools to have a building officer. The state charter school facilities people will correspond with in the event of construction or renovation. Heidi nominated Ken Bradshaw to be the building officer. Penn seconded the motion. Motion passed unanimously.

- Ratify purchase of start-up school supplies from Office Depot – Ken made a motion to ratify the purchase of start-up supplies from Office Depot. Penn seconded the motion. The votes were as follows:
 - Heidi – Aye
 - Natalie – Aye
 - Ken – Aye
 - Penn – Aye
 - Beckie – Aye
 - Brandy – Aye
 - Michele – AyeMotion passed unanimously.

- Discuss and vote to approve Reliable Networks scope of work – Beckie asked if this is the company that we are going to stay with the entire year with a maintenance contract. Catherine explained that she would like to but would also like to wait until after their work is complete before she makes that final decision. Catherine stated that if they do decided to stay with Reliable Networks she would recommend to the Board that they pay the monthly service price of \$850 instead of paying them hourly (on an as needed basis). Catherine explained that this company was much better to work with since they listened to what we wanted instead of telling us what we needed. Ken made a motion to ratify and approve the Reliable Networks invoices and scope of work. Penn seconded the motion. The votes were as follows:
 - Heidi – Aye
 - Natalie – Aye
 - Ken – Aye
 - Penn – Aye
 - Beckie – Aye
 - Brandy – Aye
 - Michele – AyeMotion passed unanimously.

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REPORTS

➤ **Board Report**

- Review and Accept 2009-2010 Budget (as of August 31, 2009) – Heidi asked Gabe to review the budget. Gabe reported that there was not much movement in the budget. There was question on one of the line items brought up by Penn. Gabe explained that it was a subtotal of the Principal and secretaries salaries that wasn't supposed to be shown on the budget. Ken asked where the unappropriated surplus of last year's money on the budget. Ken made a motion to table of approval of the budget until the Admin and Secretaries line is taken out and the surplus is shown on the budget. Beckie seconded the motion. Motion passed unanimously.

➤ **Parent Organization Report** – Natalie reported that they will have meetings every month. Every other month they will have a morning meeting and the off-set month have an evening meeting so that more parents can come. Meetings are the first Tuesdays of every month. Next meeting will be October 6th at 6:00 p.m.

- Proposed budget for the year
- Surplus of \$11,000 this year
- All committees have been assigned w/ committee heads
- Voted on purchasing risers
- Choir starting up (Tiffany Johnson and Becky Chase)
- Purchasing movie rights (up to \$500) so that they can show movies and teachers can show movies in the classroom
- Book Fair coming up
- Fantastic Fundraising Committee headed by Natalie Christensen

➤ **Principal Report**

- Review of upcoming activities for September and October
- NOTE that there is not going to be a Halloween carnival this year – the POQA will be doing a Walk-A-Thon instead for the fall fundraiser.
- October 9th – Movie Night
- Review of enrollment – Would like to be at 525 because that's what the budget is based on (still need about 38 students)
- Possibly having a small kindergarten class which will be in breakout room – secretaries will be making phone calls this week to see if they are still interested
- Application for additional students for 2011-12 which was approved and needs to be signed and returned to the state by tomorrow. Ken made a motion that the chair be authorized to sign and that Gabe to find a place to interlineate the necessary number that we were approved. Michele seconded the motion. Motion passed unanimously.
- Thanks to parent volunteers
- STAR and DIBELS Testing completed
- Review of Northwest Association of Accredited Schools committee. Michele recommended that Catherine have people in the community and maybe a city official. They will be going to training.
- Preparing for the flu season. Will be getting hand sanitizers for the common areas. There was a suggestion to send out a letter to the parents. Brandy suggested that there is a service that will come to Parent Teacher Conference and give flu shots for \$25 and they also take most insurances
- Review of Principal's 2009-2010 Goals – Catherine apologized to the Board because she thought that she would just present and review them here at the

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Board Meeting and she read in the minutes that she was suppose to have them to the Board by September 1st.

- ✓ Students meet U-Pass standards and make AYP
- ✓ All teachers will be licensed and highly qualified or make adequate progress towards ARL
- ✓ Increase learning outcomes for students with learning challenges
- ✓ Improve communication with the school, parents and board

The Board would like to add the attendance rate to the goals.

There was discussion on the wetness of the grass and how it will affect the Walk-A-thon. Catherine said that she will talk to the “Grass Guy” and find out what’s going on since she stated that they have been watering the grass three times a day after laying the new sod.

PUBLIC COMMENT (Comments will be limited to items not on the agenda- 3 min. each)
There was public comment given by Natalie Christensen.

7:54 p.m. – Ken made a motion to leave the public meeting and enter into an executive meeting to discuss character, professional competence, or physical or mental health of an individual. Penn seconded the motion. Motion passed unanimously. (*Duration 1:18:45*)

CLOSED SESSION – To discuss personnel issues

ADJOURN 8:57 p.m. – Beckie made a motion to adjourn the Board Meeting. Ken seconded the motion. Motion passed unanimously.

September Action Items

1. Email Natalie Frogtummy info – Dawn
2. Information of the company who gives flu shots to Catherine – Brandy
3. October 9th Walk A Thon – Grass is very wet and there are muddy areas – Trent

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