



Quest Academy

Board Meeting Minutes

Tuesday, November 10, 2009

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

In Attendance: Heidi Jex, Natalie Williams, Beckie Eastman, Ken Bradshaw, Penn Bradshaw, Michele Kersey Smith, Lani Rounds (Principal), Vicky Barlow (Asst. Principal), Dawn Kawaguchi (AW) and Gabe Clark (AW)

Excused: Brandy Beckman

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

6:02 p.m. – CALL TO ORDER – Penn Bradshaw

CONSENT ITEMS – Ken Bradshaw made a motion to approve all consent items. Michele Kersey seconded the motion. The votes were as follows:

Heidi Jex – Aye
Natalie Williams – Aye
Beckie Eastman – Aye
Ken Bradshaw – Aye
Penn Bradshaw – Aye
Michele Kersey – Aye

Motion passed unanimously.

- Approve Board Meeting Minutes from October 13, 2009
- Accept Closed Board Meeting Affidavit from October 13, 2009
- Approve Electronic Board Meeting Minutes from October 16, 2009
- Ratify the purchase of the Scholastic Guided Reading program in the amount of \$5,470.56
- Ratify the purchase of library software (WeDo Classroom Starter Sets in the amount of \$1,809.95
- Ratify the purchase of Mindstorms NXT Classroom Starter Sets <Science Software> in the amount of \$3,869.95)
- Ratify Catherine Montgomery's separation agreement

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

- Ratify a purchase offer for our building and authorize a member (Brandy) of the board to execute an agreement within parameters established by the board – Ken stated that the Board needs to appoint a member to work with Gabe and sign off on material. Beckie

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Eastman made a motion that Ken Bradshaw represents the board to work with Gabe Clark with Academic West to ratify the purchase offer for our building and have the authority to sign on behalf of the Board. Michele Kersey seconded the motion. Motion passed with a majority vote.

- *Discuss and vote on authorizing a board member to select and execute an engagement agreement with a firm to conduct USDA feasibility study after consultation with Providence Financial* – Ken Bradshaw made a motion to authorize himself to represent the Board to work with Gabe Clark on the USDA study working with the financial advisors. Beckie Eastman seconded the motion. Motion passed unanimously. Gabe asked that the minutes reflect that the Board considered the Lease vs. Buy analysis and the uses of funds spreadsheet. Ken explained that he and Gabe have reviewed the options many times and that the Board has also seen and reviewed the analysis table. Ken Bradshaw made a motion that the Lease vs. Buy analysis table should be included as part of the minutes. Beckie Eastman seconded the motion. Motion passed unanimously.
- *Discuss and vote on the Birthday Celebration Policy* – Gabe explained that he has put together the Birthday Celebration Policy per the Board requests. He stated that he sent out the policy to the board and that Natalie had some comments on the policy. He asked Natalie to share with the Board her comments. Natalie stated that her understanding was that the teacher should make a big deal about the child's birthday in the classroom without treats. There was discussion on whether or not to take out the sentence regarding celebrating birthdays in the classroom. Ken Bradshaw made a motion to table this policy until after Natalie Williams (representing POQA) and Lani Rounds work together with Gabe Clark at Academica to come up with a sentence regarding celebrations in the classroom. Michele Kersey seconded the motion. Motion passed unanimously.
- *Discuss and vote on Employee Handbook Policies* – Ken stated that he received a document with suggestions on comp time and bereavement leave for the employee handbook. Ken reviewed the employee handbook suggestions. He recommends adding “three days for spouse or child/step-child. Regarding comp time, the suggestion states “some hourly employees may choose to earn comp time.” Ken stated that all hourly employees should earn comp time according to the FLSA unless you are in an exempt position. He explained that you cannot forfeit comp time. Ken recommends that we should not allow our employees to work overtime. There was discussion on who is exempt from overtime. There was discussion on using your comp hours if you have it instead of taking time without pay. There was discussion on if the employment agreements for the faculty and staff state that they must have prior approval for overtime hours. There was discussion on excessive absences. Ken would like to change the absent percentage to 5%, add three days for spouse or child/step-child, and redraft the comp time information. Ken Bradshaw made a motion to table the Employee Handbook Policy suggestions until he and Gabe have a chance to rework some of the wording and Ken can get a resolution drafted. Beckie Eastman and Michele Kersey have seconded the motion. Motion passed unanimously.
- *Discuss and vote on expenditure of Trust Lands money* – Gabe explained that earlier this year the trust lands committee put together a plan that included a budget and identified what they were going to be spending the money. Gabe explained that the

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Purchasing and Disbursement Policy would still need to be followed for any purchases. Lani reported that she has already purchased items that were in the plan. Gabe stated that as long as they were specifically written in the plan then it shouldn't need Board approval as long as the trust lands budget was approved by the Board. Ken Bradshaw made a motion to ratify any authorization that Lani Rounds has done on the trust lands funds at this point and secondly, to allow Lani Rounds independent purchasing authority as long it is consistent with a board approved budget and specific line items to that funding account. Michele Kersey seconded the motion. Motion passed unanimously.

- Discuss and vote on Arrest Reporting Policy Rev A – Ken Bradshaw recommended that the Board adopt the Arrest Reporting Policy Revision A as presented. Beckie Eastman made a motion to approve the Arrest Reporting Policy Revision A as presented. Michele Kersey seconded the motion. Motion passed unanimously.
- Discuss and vote on Purchasing and Disbursement Policy Rev B (to include Assistant Principal as a purchase order signer) – Ken Bradshaw made a motion that the Purchasing and Disbursement Policy be amended to include the Vice Principal/Assistant Principal as a purchase order signer and have legal counsel for AW draft it accordingly. Michele Kersey seconded the motion. Motion passed unanimously.
- Discuss and vote on Library Policies and Procedures – Ken asked if this is a critical policy. If it is not he requested that we table it until the Board has a chance to go over it more thoroughly. Lani stated that the Librarian has worked hard on this but the most critical piece is the parent book challenge policy/form. Michele Kersey made a motion to table the Library Policies and Procedures until next meeting. Beckie Eastman seconded the motion. Motion passed unanimously.
- Discuss and vote on the Utah Consolidated Application – Lani explained that she and Vicky put this together and Kim Dohrer with Academica West gave some great suggestions that they took into consideration. Lani reviewed the Utah Consolidated Application Plan. Ken Bradshaw made a motion to approve the Utah Consolidated Application for 2009. Beckie Eastman seconded the motion. Motion passed unanimously.
- Discuss parent survey questions – Lani reviewed the Parent Survey. She explained that she took the questions that she was given from Gabe and made some changes. She reviewed the changes that she made. Beckie Eastman made a motion to adopt and publish the Parent Surveys as presented by Lani Rounds. Ken Bradshaw seconded the motion. Motion passed unanimously. The Board asked Lani to send the survey out as soon as possible.
- Discuss First Draft of 2010-2011 Calendar – Lani asked the Board about the professional development days. She explained that it is a large amount of hours and asked if they have the budget for it. Because of the indefinite amount of professional development days for next year, the board would like Lani and Vicky to rework the calendar. Beckie Eastman made a motion to table both calendars until January. Heidi Jex seconded the motion. Motion passed unanimously.
- Discuss First Draft of 2011-2012 Calendar – See above for motion.

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REPORTS

- Board Report
 - *Review and accept 2009-2010 budget (as of October 31, 2009)* – Heidi stated that she receives the budget in advance but not much information is given. Gabe informed the Board that the budget will need to be revised in January after revenues are lowered. Ken Bradshaw made a motion to have Heidi and another representative from the Board to meet with Academica to review the budget along with the current administration. Michele Kersey seconded the motion. Michele Kersey has volunteered to be the second representative. Motion passed unanimously.
- Parent Organization Report *by Natalie Williams*
 - Parents have been participating
 - Review of items purchased with POQA money
 - ✓ Four risers purchased
 - ✓ Background Screen
 - ✓ Interactive white boards
 - ✓ Flip cameras
 - ✓ Sound system
- Principal Report *by Lani Rounds*
 - QA Deseret News article
 - Virtual Field Trips by Dawn Wright
 - PLC time – TA's are working everywhere in the school to give teachers an hour and a half of prep time a week. Lani and Vicky are filling in the gaps where needed. This is to compensate for the early out Wednesdays that they don't have this year. They are also giving teachers the opportunity to win extra prep time with RAM tickets.
 - 503 students

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

6:56 p.m. – Ken Bradshaw made a motion to close the public meeting and move to an executive closed session to discuss the character, professional competence, or physical or mental health of an individual(s). Heidi Jex seconded the motion. Motion passed unanimously.

CLOSED SESSION – To discuss the character, professional competence, or physical or mental health of an individual(s)

7:45 p.m. Ken Bradshaw stated that the Board was in an executive closed session to discuss the character, professional competence, or physical or mental health of an individual.

Lani reported to the Board that she has asked Shane Scamahorn to be the Building Facilities Manager.

Lani asked the Board to consider hiring RBM Building Services to clean the building. She would also like to hire a 3 hour aide to help with washing down lunch tables. RBM also offers a 4 hour porter. The overall savings by using the aide would be \$9,000 and the overall savings

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for using the porter would be \$600. Ken Bradshaw made a motion to support the recommendation from the Principal to hire RBM Building Services and to hire a 3 hour aid. Beckie Eastman seconded the motion. The votes were as follows:

Heidi Jex – Aye
Natalie Williams – Aye
Beckie Eastman – Aye
Ken Bradshaw – Aye
Penn Bradshaw – Aye
Michele Kersey – Aye

Ken asked Dawn with Academica to put this on the consent items in January for ratification since it was not an agenda item.

ADJOURN 7:49 p.m. Ken Bradshaw made a motion to adjourn this meeting. Beckie Eastman seconded the motion. Motion passed unanimously.

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