

Quest Academy

Annual Board Meeting Minutes

Tuesday, June 12, 2018

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, Steven Reeve, Jade Beckman, Penn Bradshaw, Ken Bradshaw

Excused: Brittney Hale

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

6:00 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. Penn Bradshaw seconded the motion. Motion passed unanimously.

- Approve May 8, 2018 Board Meeting Minutes

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

- Discuss and Vote on Final Amended 2017-2018 Budget – Jade Beckman reviewed the amended 2018-19 budget. He made a note regarding the investments line item that includes PTIF savings and restricted funds. He also mentioned that there is also a second restricted funding that is earmarked for the bonding. There is also a one-time occurrence loan proceeds account items that is required by the state. Ken mentioned the audit letter that was received by USBE last week and the importance of amending budgets. Ryan Smith stated that the reimbursement and payment for the HVAC system included in the budget. **Jade Beckman made a motion to approve the final amended 2017-2018 budget as presented. Penn Bradshaw seconded the motion. Motion passed unanimously.**

NOTE: The Board reserves the right to take final action on any item on the agenda.

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

- Discuss and Vote on 2018-2019 Annual School Budget – Jade Beckman reviewed the 2018-2019 budget. It is a very conservative budget. We have estimated the same budget as this year with a 4% increase. Ken shared an exchange of emails between S&P regarding their upcoming review due on June 25th and a summary of items that they are requesting. **Jade Beckman made a motion to approve the proposed annual operating budget for the 2018-2019 school year. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss and Vote on PTIF Resolution – Jade Beckman stated that PTIF now has an online system that requires the board president to authorize individuals to make changes to users. **Michele Kersey Smith made a motion to approve PTIF Resolution authorizing Jade Beckman, Ryan Smith and Brad Taylor to administer the school’s PTIF account on behalf of QA. Penn Bradshaw seconded the motion. The votes were as follows:**
 - Penn Bradshaw – Aye**
 - Jade Beckman – Aye**
 - Steve Reeve – Aye**
 - Debbie Kingsford – Aye**
 - Michele Kersey Smith – Aye**
 - Ken Bradshaw – Aye****Motion passed unanimously.**

Ken pointed out that there was an error in the self-populated form. Dawn made a change to the resolution to state that Ken is the board president so that Ken can sign it properly.
- Discuss and Vote on Reading Curriculum not to exceed \$11,000 – Angelee Spader stated that last year we purchased the reading curriculum “Wonders” for grades 1-5 and now we want to purchase Wonders for kindergarten. This curriculum is written to the Utah Core. **Penn Bradshaw made a motion to approve the Reading curriculum for kindergarten from McGraw Hill not to exceed \$11,000. Michele Kersey Smith seconded the motion. The votes were as follows:**
 - Penn Bradshaw – Aye**
 - Jade Beckman – Aye**
 - Steve Reeve – Aye**
 - Debbie Kingsford – Aye**
 - Michele Kersey Smith – Aye**
 - Ken Bradshaw – Aye****Motion passed unanimously.**
- Discuss and Vote on Amended 2018-2019 Fee Schedule – Nicki Slaugh reviewed the changes to the 2018-2019 fee schedule. There was a discussion on what is Rocketbook. This notebook allows you take handwritten notes and then it instantly sends it to their google drive. **Penn**

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Bradshaw made a motion to approve amended 2018-2019 fee schedule. Steve Reeve seconded the motion. Motion passed unanimously.

- Discuss and Vote on Edgenuity Annual Subscription not to exceed \$35,000 – Nicki Slauch stated that this will be an annual fee. This is the amazing math program and it also allows our students to take the extra online classes for 9th grade credits. It is split into GenEd (\$17.5k) and SpEd (\$5.5k). **Michele Kersey Smith made a motion to approve the Edgenuity annual subscription in the amount of \$23,000. Debbie Kingsford seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Steve Reeve – Aye

Jade Beckman – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

- Discuss and Vote on Reading Plus Annual Site License in the amount of \$6,600 – Nicki Slauch reviewed the annual subscription for reading. This program is used in the 6th through 9th grade. **Penn Bradshaw made a motion to approve Reading Plus annual site license in the amount of \$6,600. Steve Reeve seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Steve Reeve – Aye

Jade Beckman – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

- Discuss and Vote on Preparation of Site for Portable not to exceed \$99,000 – Dave Bullock stated that the SpEd addition was denied by the state. This was upsetting for the administration and SpEd. The school is still growing and we still have a need for more room with for the SpEd department. He reviewed the changes with the rooms and they will be moving a kindergarten class and a 5th grade class to the portables. Dave stated that he asked AW to get this information quickly. He reviewed the site prep bids and the work that will be required to install the portables. He also mentioned that the site prep work will be for three portables but we are only bringing in one portable next year. Butler General came in as the lowest bid for the site prep. There was a discussion on the future plans. Dave reviewed the portable classroom contracts in which William Scottsman was the lowest bid. The last part of this project is for installation and connection for the portables. **Jade Beckman made a**

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motion to approve Butler General for site preparation work not to exceed \$99,000; William Scottsman for the lease of the portable and allow the principal to execute the lease on behalf of the school; and expenditure of an amount not to exceed \$10,000 for fire monitoring installation and connection. Michele Kersey Smith seconded the motion. The votes were as follows:

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Steve Reeve – Aye

Jade Beckman – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

- Discuss and Vote on Portable Classroom Contract – There was no further discussion. See above for motion.
- Discuss and Vote on Installation and Connection for Portable not to exceed \$10,000 – There was no further discussion. See above for motion.
- Discuss and Vote on Asphalt Replacement Project not to exceed \$25,000 – Dave Bullock reviewed the asphalt replacement project. After the asphalt is complete, the parking lot will need to be restriped. **Michele Kersey Smith made a motion to approve Anderson Asphalt not to exceed \$25,000 for crack seal, slurry seal, and re-striping. Debbie Kingsford seconded the motion. The votes were as follows:**

Penn Bradshaw – Aye

Jade Beckman – Aye

Steve Reeve – Aye

Debbie Kingsford – Aye

Michele Kersey Smith – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

- Discuss and Vote on Technology Purchase not to exceed \$350,000 – Tammy Mindrum briefly reviewed the technology purchase for the GenEd. There are a small portion of SpEd purchases (\$78k) added to this as well. **Penn Bradshaw made a motion to approve the technology purchase not to exceed \$350,000. Michele Kersey Smith seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Steve Reeve – Aye

Jade Beckman – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

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- Discuss and Ratify Board Terms and Board Officers – Ken Bradshaw reviewed the terms and positions. **Michele Kersey Smith made a motion to ratify the terms and positions as indicated below:**
 - **Kristin Schill** – ***NEW* 1-year term to expire June 2019**
 - **Ken Bradshaw** (*President*) – ***NEW* 4-year term to expire June 2022**
 - **Brittany Hale** – **June 2021**
 - **Michele Kersey Smith** – **June 2021**
 - **Penn Bradshaw** (*Vice Pres.*) – **June 2020**
 - **Jade Beckman** (*Financial Coordinator*) – **June 2020**
 - **Steven Reeve** (*Secretary*) – **June 2019**

Penn Bradshaw seconded the motion. Motion passed unanimously.
- Discuss and Vote to Ratify Principal for the 2018-2019 School Year – There was no further discussion. **Michele Kersey Smith made a motion to ratify Dave Bullock for the 2018-2019 school year. Penn Bradshaw seconded the motion. Motion passed unanimously.** Ken wanted to add a second part to this voting item that includes Dave’s salary. He proposed that Dave receive the same cost of living raise that the rest of the employees received. **Michele Kersey Smith made a motion to award Dave Bullock a 4% increase in salary and make a change to the budget. Penn Bradshaw seconded the motion. Motion passed unanimously.**

REPORTS

- **Administration**
 - State of the School – Dave Bullock summarized the end of the year and the excitement of the school. SAGE will not be issuing a grade for the school this year. This is also the last year for SAGE. They have replaced SAGE with RISE and another test. Dave also mentioned that there was an email that went out today regarding Ms. Kucharski remembrance event next week.
- **Board of Directors**
 - Update on Financial Audit Letter FY17 – Jade Beckman stated that this was already discussed with the amended budget.
- **Parent Organization** – Debbie Kingsford/Kristin Schill
 - This last Book Fair funds went back into the classes
 - Teacher Appreciation went very well. We brought back the taco truck and the teachers have requested to have it back every year. This was an all-you-can-eat.
 - The Carnival was very successful. It was the best Carnival that we have ever had. It was not a fundraiser and it still made \$1,800
 - With the extra money they put it into the Q2 library and tablets for Jen Jones’ after school program
 - Island Splash came for the last day of school
 - We ended with a bang and everything turned out great.

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- Penn thanked the POQA and told them that they have done an amazing job this year.

There was no PUBLIC COMMENT

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Scheduled Electronic Board Meeting – Both Nicki and Angelee have curriculum that they would love to approve before the end of the month. Dawn will send out a calendar invite to everyone.
 - No July Board Meeting – HAGS
 - Next Board Meeting – August 14th

7:07 PM – Michele Kersey Smith made a motion to ADJOURN. Steve Reeve seconded the motion. Motion passed unanimously. (Duration 1:07:32)

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