

Quest Academy Board Meeting Minutes Tuesday, November 10, 2020

Location: Quest Academy, 4828 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: Steve Reeve, Brittney Hale, Brett Greenwell, Shawn Miehle, Michele Kersey Smith (6:05 pm)

Others in Attendance: Nicki Slaugh, Dave Bullock, Angelee Spader, Dawn Kawaguchi, Gabe Clark, Ryan Smith, Stacey Phillips, Ken Jeppesen

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

2020-2021 Board Priorities

State Accountability
Fiscally Sound
Personalized Learning/Individualized Learning
Brand Awareness

6:03 PM – CALL TO ORDER – Steve Reeve

PUBLIC COMMENT – *This was the first public comment period held for the 2021-2022 Fee Schedule and Fee Waiver Policy. Nicki reviewed the changes for the 2020-2021 Fee Schedule. She worked with Platte to update some key words in each category (in expenditures) to give her more flexibility to purchase more items. The only fee that changed was 8th grade which lowered the total fee. Dave stated that any time we talk about the fee schedule we have to have to re-approve the Fee Waiver Policy.*

REPORTS

➤ **Eide Bailly**

- *Review of FY20 Audit* – Ken Jeppesen stated that this is the standard board letter that we send out with every audit. He summarized the letter. We always declare our independence. He also stated that if there was an issue or difficulty that the board would have known long before now. There was good cooperation from the school and AW. Ken then discussed the actual 2020 Financial Statement. The first independent audit report was a clean opinion (it's an unmodified report and there are no issues). Ken reviewed the Statement of Financial Position (*highlights include \$4.4 million of unrestricted cash, \$1 million of restricted cash and \$3.8*

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million of net assets); Statement of Activities; Statement of Functional Expenses; Statement of Cash Flows (*This is meaningful cash terms – highlights include net cash of operating activities \$1.3 million*); and Notes to Financial Statements. He reviewed (8) notes including Principal Activity and Significant Accounting Policies, Liquidity and Availability (*This is a required footnote for non-profits which tells the reader that you have resources of \$4.6 million available*), Property and Equipment (*Assets being depreciated over the life but nothing of note*), Bonds Payable (*Bond information including the statement that lets the bond holders know that the school is in compliance with their covenants as defined in their bond payable agreement*), Net Assets and Donor Restrictions (*this includes Special Education and some Food Service restricted funding*), Employee Benefits, Concentration, and Subsequent Events. The second independent audit report is required for public entities that looks at internal controls. They choose a few transactions and follow them from beginning until the end to make sure that all key controls have been done (i.e. collecting bids, board approvals). This was also a clean report. The third and final independent audit report is required from the State Compliance Audit Guide on internal controls over compliance. This year they reviewed the following areas: Budgetary Compliance, Open and Public Meetings Act, Fraud Risk Assessment, Cash Management, School Fees, Minimum School Program – Unrestricted Programs, and Minimum School Program – Special Education and Teacher & Student Success Act. There was some extra digging that needed to be done but after all that extra digging, they didn't have any findings. This was a clean opinion. There were no questions from the board. *Ken Jeppesen was excused at 6:19 p.m.*

➤ **Board of Directors**

- Financial Review – Michele Kersey Smith stated that when she spoke with Ryan, he was still finalizing things. She didn't see any red flags. The school is in really good shape. Ryan Smith added that school is really good shape as you can see from the financials presented. As far as the budget goes, the monthly allotment didn't include the funding based on the October 1 count so the financials do not include a true picture of funds. We hope to see that in the November allotment report. Michele thanked Ryan for all his hard work. Steve gave a hats off to the administration and AW for helping us stay fiscally minded and appropriate.

➤ **Principal – Dave Bullock**

- State of the School
 - ✓ We did manage to have the Halloween Parade where parents gathered on the outside of the school and students were able to march around with their costumes to keep the normalcy with the ongoing pandemic.
 - ✓ Nicki reported on Boys Basketball. We found out that for our away games we could not have any visitors not even parents. We had to get creative but Jen Jones found a way to live stream it. The best part was that we needed a commentator and Casey Arrington was the announcer. He was so legit. You could close your eyes and it was like you were actually there. Nicki's son scored 42 points.

- ✓ Celebrating Teachers – At the beginning of the year we typically pass the WPU increase to the employees, but we didn't this year. Dave stated that he has been working with Ryan to be able to give our employees bonuses since we weren't able to give raises to the teachers. They are working on a fun little package for teachers that includes a holiday mask along with a check. We want to get them passed out next week to help lift spirits before Thanksgiving.
- POQA Update
 - ✓ We are still waiting to receive the prizes for the cookie dough fundraiser that we did but those should come any day now. It was a very successful fundraiser and we raised over \$30k. Angelee stated that they had an Ice Cream Party for the highest class in each grade last week.

CONSENT ITEMS

- October 13, 2020 Board Meeting Minutes – There was no further discussion.
- October 13, 2020 Closed Session Affidavit – There was no further discussion. **Michele Kersey Smith made a motion to approve the CONSENT ITEMS. Brittney Hale seconded the motion. Brittney Hale made a motion to approve the CONSENT ITEMS. Brittney Hale seconded the motion. The votes were as follows:**
 - Steve Reeve – Aye**
 - Michele Kersey Smith – Aye**
 - Brittney Hale – Aye**
 - Brett Greenwell – Aye**
 - Shawn Miehke – Aye****Motion passed unanimously.**

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

- Discuss & Vote on LEA Definition for “At Risk” – Dr. Dave stated that they have been asked by the state to approve a specific definition for “At Risk” and what that means when we say “At Risk” students. The proposed definition of an “at risk” student is, “*At Quest Academy, at-risk of academic failure means any student who scores below proficient on a State or LEA approved assessment*”. Dave thanked Stacey Phillips for her help with the definition. **Michele Kersey Smith made a motion to approve the proposed definition of an “at-risk” student in regards to EARS (Enhancement for At-Risk Students) funding as stated. Brett Greenwell seconded the motion. The votes were as follows:**
 - Steve Reeve – Aye**
 - Brittney Hale – Aye**
 - Brett Greenwell – Aye**
 - Shawn Miehke – Aye**
 - Michele Kersey Smith – Aye****Motion passed unanimously.**
- Discuss & Vote on Sex Education Curriculum & Maturation Education – Dr. Dave stated that they have used the same state approved textbook by Prentice Hall for several years. Mr. Roskelly covers chapters 18 and 19. Chapter 18 talks about heredity and reproduction and chapter 19 talks about pregnancy, birth and childhood. These are both 8th grade and 9th

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grade topics. In 9th grade there is also a power point on contraceptives that the teacher goes over that is very informative. Parents are able to choose what they would like their student to receive instruction in and what they would not. Consent forms have already been sent out to parents by Mr. Roskelly. All of the curriculum has been approved by the state and the committee. **Brittney Hale made a motion to approve the sex education instruction curriculum and maturation education materials. Brett Greenwell seconded the motion. The votes were as follows:**

Steve Reeve – Aye
Brittney Hale – Aye
Brett Greenwell – Aye
Shawn Miehke – Aye
Michele Kersey Smith – Aye

Motion passed unanimously.

- *Discuss & Vote on 2021-2022 School Calendar* – Angelee Spader reviewed the 2021-2022 school calendar. It looks very similar to this year. The first day will be August 18th. Short days the whole first week of school. Kindergarten starts the following week. Parent Teacher Conference will be a little different next year. They will be on a Wednesday and Thursday. We will get out early on those days so that the teachers will have a few hours to plan and then a professional development day on Friday. No students just teachers. This will be October and February. Spring Break will be April 4-8. It aligns with DSD but WSD hasn't published their calendar yet. We will end on May 27th before Memorial Day. There was a discussion on the two extra professional development days (total of 6) and if we will have them again – which right now it was only for this year due to COVID. Dave added that at the last professional development day the teachers put together a snow day plan and a two-week shutdown with eLearning plan (elementary only). Even though we have no current COVID cases we wanted to be prepared. Brett gave kudos to the administration to be ahead of the curve and being prepared. **Brett Greenwell made a motion to approve the 2021-2022 School Calendar. Shawn Miehke seconded the motion. The votes were as follows:**

Steve Reeve – Aye
Brett Greenwell – Aye
Brittney Hale – Aye
Shawn Miehke – Aye
Michele Kersey Smith – Aye

Motion passed unanimously.

- *Discuss & Vote Exhibit A* – Dr. Dave stated that Exhibit A has finally been approved. We have been talking about this process for over a year. This allows us to update our charter and what we can be accountable for. Dave said that Kim Dohrer at AW was a big help with this. **Michele Kersey Smith made a motion to approve Exhibit A to the Charter Agreement with the Utah State Charter School Board. Brittney Hale seconded the motion. The votes were as follows:**

Steve Reeve – Aye
Brittney Hale – Aye
Brett Greenwell – Aye
Shawn Miehke – Aye

Michele Kersey Smith – Aye

Motion passed unanimously.

- *Discuss & Vote on Amended and Restated Bylaws* – Gabe Clark stated that these changes are to make sure that the bylaws are consistent with the changes in the Exhibit A. The changes are minor to remove the reference to having the POQA person on the board and clarify the number of board members so that everything is consistent with the Exhibit A. **Brittney Hale made a motion to approve the Amended and Restated Bylaws. Brett Greenwell seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Michele Kersey Smith – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

There was a brief discussion on the POQA member who is currently on the board.

OTHER BUSINESS ITEMS (For Discussion Only)

- **Calendaring Items – Steve Reeve**
- Next PreBoard Meeting – December 15th @ 3:30 p.m.
 - Next Board Meeting – January 12th (Winter Retreat)

6:54 PM – Brittney Hale made a motion to enter into a CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) via Zoom. Shawn Miehke seconded the motion. The votes were as follows:

Steve Reeve – Aye

Michele Kersey Smith – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

7:26 PM – Brett Greenwell made a motion to exit the CLOSED SESSION and ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously.