

Quest Academy Annual Board Meeting Minutes Tuesday, June 15, 2021

Location: Quest Academy, 4828 West 4000 South, West Haven, UT 84401

In Attendance: Steve Reeve, Brett Greenwell, Shawn Miehke, Brittney Hale (5:14 p.m.)

Excused: Michele Kersey Smith

Others in Attendance: Dave Bullock, Angelee Spader, Nicki Slaugh, Dawn Kawaguchi, Stacey Phillips, 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

2020-2021 Board Priorities

State Accountability
Fiscally Sound
Personalized Learning/Individualized Learning
Brand Awareness

5:10 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

CONSENT ITEMS

- *May 11, 2021 Board Meeting Minutes* – There was no further discussion.
 - *May 11, 2021 Closed Meeting Affidavit* – There was no further discussion.
- Brett Greenwell made a motion to approve the consent items. Shawn Miehke seconded the motion. The votes were as follows:**
- Steve Reeve – Aye**
 - Brett Greenwell – Aye**
 - Shawn Miehke – Aye**
- Motion passed unanimously.**

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

- *2020-2021 Final Amended Budget* – Ryan Smith reviewed the final amended budget. The state statute states that the actual expenditures cannot exceed the budgeted expenditures. **Shawn Miehke made a motion to approve the final amended budget for the 2020-2021 school year. Brett Greenwell seconded the motion. The votes were as follows:**
 - Steve Reeve – Aye**

Brett Greenwell – Aye

Shawn Miehle – Aye

Motion passed unanimously.

2021-2022 Annual School Budget – Ryan Smith reviewed the annual operating budget for the coming year. He worked with the administration to come up with a list of their needs including staffing which is the largest single item and all the wants and needs for the coming year. The preliminary budget is showing about a \$300k surplus which is in compliant with the bond covenants. *Brittney Hale entered the board meeting at 5:14 p.m.*

Brett Greenwell made a motion to approve the proposed annual operating budget for the 2021-2022 school year. Shawn Miehle seconded the motion. The votes were as follows:

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehle – Aye

Motion passed unanimously.

- Audit Engagement Letters – Ryan Smith stated that each year the school is required by the state to have a financial audit performed by a third party. Eide Bailly has been doing the audit for the school for the past few years. **Shawn Miehle made a motion to approve the engagement of services provided by Eide Bailly for the year ending June 30, 2021 and allow the Board President to sign on behalf of the school. Brittney Hale seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehle – Aye

Motion passed unanimously.

- Amended Budgeting Policy – Ryan Smith stated that during the Title I monitoring visit this year, the state recommended that the school adopted a policy that states how the school handles maintenance of effort (MOE). There was a discussion on maintenance of effort. **Brittney Hale made a motion to approve the amended Budgeting Policy. Brett Greenwell seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehle – Aye

Motion passed unanimously.

- Award IFB for LVP Flooring – Dr. Dave stated that the board approved the purchase of the LVP Flooring but because of the cost we had to post an “Invitation for Bid”. We only had one response for this from Adam Interiors. **Brett Greenwell made a motion that the Board award the contract on the Invitation for Bids for LVP Flooring to Adams Interiors, LLC and authorize Dr. Dave Bullock to enter into a contract with Adams Interiors, LLC on behalf of the School. Brittney Hale seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

- Annual Software Subscription Purchases – Dr. Dave stated that these two software subscriptions have been used every year. These two items combined are over \$25k and from the same vendor so it requires board approval. **Shawn Miehke made a motion to approve the annual software subscription purchases not to exceed \$28,500. Brittney Hale seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

- Amplify Science Curriculum for Grades 3-5 – Dr. Dave stated that this curriculum that will meet the new science standard curriculum. We will be paying half of the total cost with this year's funds and half of next year's funds for this curriculum purchase. This curriculum subscription will be for 5-years. **Brett Greenwell made a motion to approve the Amplify science curriculum and materials purchase not to exceed \$65,000. Brittney Hale seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

- Schools Cubed Onsite Training with Pati Montgomery – Dr. Dave stated that because we have ESSER funds we will be able to have this training. Pati Montgomery will help us revamp our ELA in our early childhood grades K-3. This is about 16 visits throughout the year and includes professional development. **Shawn Miehke made a motion to approve the Schools Cubed agreement not to exceed \$35,000 and authorize the Principal to sign the agreement on behalf of the school. Brett Greenwell seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

- Sex Ed Committee Membership – Dr. Dave stated that in the past the membership has been very specific with names but with Dawn's help we have made this a little simpler. We have put positions instead of name since people change all of the time. They include the administration, health teacher and community council members. **Brittney Hale made a motion to approve the 2021-2022 Sex Education Instruction Committee Membership with the following positions: (3) Administrators, (1) Health Teacher, and (4) Community Council Members. Shawn Miehke seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

- *Ratify Board Members & their Terms* – Steve Reeve stated that every year we must approve the new terms and ratify the current terms. **Brittney Hale made a motion to approve Brittney Hale for a new 4-year term to expire June 2025 and Michele Kersey Smith for a new 4-year term to expire June 2025 and ratify Shawn Miehke with a term to expire June 2024, Brett Greenwell with a term to expire 2024, and Steve Reeve with a term to expire June 2023. Brett Greenwell seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

- *Discuss & Vote on Board Officers* – Steve Reeve reviewed the current board officers. He asked if the members would like to make any changes. **Shawn Miehke made a motion to keep the board officers as they are currently with Steve Reeve as the President, Brittney Hale as the Vice President, Michele Kersey Smith as the Financial Coordinator and Brett Greenwell as the Secretary. Brittney Hale seconded the motion. The votes were as follows:**

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

5:32 PM – Brett Greenwell made a motion to BREAK for dinner. Brittney Hale seconded the motion. The votes were as follows:

Steve Reeve – Aye

Brittney Hale – Aye

Brett Greenwell – Aye

Shawn Miehke – Aye

Motion passed unanimously.

The board meeting resumed at 6:35 PM

ANNUAL BOARD TRAINING

- *Review Board Member Agreement & Sign* – Steve Reeve handed out the Board Member Agreement and asked if there were any questions. He briefly reviewed the agreement. Dawn will send Michele hers through DocuSign. She gathered the signed agreements from the board.
- *Annual Policies, Plans & Procedures Training* – Gabe Clark reviewed the Attendance Policy and the Arrest Reporting Policy. Attendance data probably wasn't true picture of what attendance is typical for the school.

- Annual Open & Public Meetings Act Training – Gabe Clark reviewed definitions including, public policy, a meeting, electronic messages, convening, and a quorum. He went over notice requirements, electronic meetings including anchor location requirements, required open meeting records, closed session requirements including recordings of closed sessions except for personnel and security. Gabe also mentioned the new requirements of public availability of records which include pending minutes within a reasonable time, approved minutes and meeting materials which include board packets and all materials presented at the meeting, and recordings within 3 business days. He passed out an Affirmation of Training to all members to sign.
- Annual Fraud Risk Assessment Review – Ryan Smith stated that the state auditor’s office requires all public bodies to do a self-evaluation fraud risk assessment. Ryan stated that the only thing that the school doesn’t have a is formal internal audit function because it’s on there for certain dollar amount that is much higher than any charter school that he’s aware of. It’s typically for large districts. There was a discussion on who is on the audit committee.
 - Sign Annual Statement of Ethical Behavior

RETREAT TRAINING

- State of the School – Dr. Dave
 - Fun end of the year activities. The best part was that we could see all the students faces. Both schools did talent shows
 - All state assessments have been done and we are still waiting to see scores
 - A lot of moving around in classrooms so that painting can be done
 - Nicki has been doing her professional develop in June with her teachers so that they have all summer to let the information marinate as well as build their lessons around the goals. We focused on “Being the One” and a lot of group work focusing on interdisciplinary lessons. Work as team on subject instead of in isolation through the standard. We are using 1=Emerging, 2=Developing, 3=Mastering, and 4=Extending instead of 1-4.
 - New Quest logoed apparel
- Define Community Collaboration – This was brought up in our closed session last month for Dave’s evaluation. The board would like to define this so that it will be clear to Dave. There was a discussion on what to hold Dave accountable for. The community collaboration may not be the right fit for Dave and this school. The board would like Shawn, Brett, Stacey and Dave figure out the computer standard.
- Goal Setting – Dave and the administration are looking at what are the needs of this year and what is the focus. He would like to make the school goals based on the literacy goals that the school submits to the state but ultimately it comes down to successfully implementing the things they learn from Pati. There was a discussion on how to measure the strategies that Pati has taught.
 - Acadience Literacy Goals K-3
 - Implementing the new Computer Science Standards K-5
 - Continue Computer Science Integration in grades 6-9
- Next Steps
 - Revise the Director Evaluation (Committee: Brett, Shawn, Dave & Stacey)
 - Dave will decide on what he reports on every board meeting

- Winter Retreat Discussion
 - ✓ Technology Plan/Wish List
 - ✓ What does technology look like? How are using the computers/programs?
 - ✓ End Result/Goal/Product
 - ★ Look at your mission/vision statement

OTHER BUSINESS ITEMS (For Discussion Only)

- Set 2021-2022 Board Calendar – Dawn Kawaguchi
- Calendaring Items – Steve Reeve
 - August PreBoard Meeting – July 27th @ 3:30 p.m.
 - Next Board Meeting – August 10th
 - West Haven Days – June 21st

8:16 PM – Brett Greenwell made a motion to ADJOURN. Brittney Hale seconded the motion. The votes were as follows:

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

Motion passed unanimously.