

**Quest Academy
Annual Board Meeting Minutes
Tuesday, June 14, 2022**



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

In Attendance: Brittney Hale, Shawn Miehke, Brett Greenwell, Steve Reeve (via Phone; 5:21 p.m.)

Excused: Michele Kersey Smith

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

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

2021-2022 Board Priorities

State Accountability
Fiscally Sound
Personalized Learning/Individualized Learning
Brand Awareness

5:04 PM – CALL TO ORDER – Brittney Hale

There was no PUBLIC COMMENT.

5:06 PM – Brett Greenwell made a motion to enter 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) located in the Q1 library. Shawn Miehke seconded the motion. The roll call votes were as follows:

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

Motion passed unanimously.

5:56 PM – Brittney Hale made a motion to exit CLOSED SESSION. Brett Greenwell seconded the motion. The votes were as follows:

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

Motion passed unanimously.

REPORTS

➤ Administration

- State of the School – Dave Bullock updated the Board on the **Positive Behavior Plan**. He referred to the packet for the updates on each area. The only area that they are still planning on building is a Jr. High SEL program. They are currently looking for a program that meets the needs of their students. We will continue this plan for next year. Stacey informed the board that the Board will need to report to the State that they approved the plan and that Dave updated the Board on the program.

CONSENT ITEMS

- May 10, 2022 Electronic Board Meeting Minutes – There was no further discussion.
- Amended 2022-2023 School Calendar – There was no further discussion. **Brittney Hale made a motion to approve the consent items. 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.**

VOTING ITEMS

- 2021-2022 Final Amended Budget – Ryan Smith stated that this budget is put together to satisfy state statute. The statute requires that the actual expenditures do not exceed the budgeted expenditures. It gives a pretty good indication of where the budget will end up.
- 2022-2023 Annual School Budget – Ryan Smith reviewed the proposed budget for the coming year. He has worked with the administration to incorporate the changes that they would like to do including staffing, compensation and purchases in order to keep the school running. We have budgeted approximately \$333k surplus. This is a very conservative budget. There was a discussion on the total cash on hand and the long-term plan. **Brett Greenwell made a motion to approve the 2021-2022 Final Amended Budget and approve the 2022-2023 Annual School Budget. 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.**
- Re-Approve Electronic Resources Policy – Gabe Clark reviewed the current Electronic Resources Policy. It is required to be reviewed and re-approved annually. There are no recommended changes at this time.
- Re-Approve Parent & Family Engagement Policy – Gabe Clark reviewed the Parent & Family Engagement Policy. It is required to be reviewed and re-approved every two years. This policy is tied to the “Every Student Succeeds Act” (ESSA) and Title I, Part A funding. There are currently no recommended changes. **Shawn Miehke made a motion to Re-**

Approve the Electronic Resources Policy and Re-Approve the Parent & Family Engagement Policy. 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.

- Annual Software Subscription Purchases – There was no need for a vote on this item.
- Sex Ed Committee Membership – Dr. Dave stated that this committee is already in place. Each year we need to approve the membership. It will consist of the same individuals as it did this year. It is recommended that the board approve the 2022-2023 Sex Education Instruction Committee Membership with (3) Administrators, (1) Health Teacher, and (4) Community Council Members. **Brett Greenwell made a motion to approve the Sex Education Instruction Committee Membership as discussed [(3) Administrators, (1) Health Teacher, and (4) Community Council Members]. 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.

- Ratify Board Members & their Terms – Steve Reeve reviewed the current terms with Michele Kersey Smith for a new 4-year term to expire June 2026 and ratify Brittney Hale with a term to expire June 2025, Shawn Miehle 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. **Shawn Miehle made a motion to ratify the board members and their terms as discussed [Michele Kersey Smith for a new 4-year term to expire June 2026; Brittney Hale with a term to expire June 2025; Shawn Miehle 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]. 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.

- Discuss & Vote on Board Officers – Steve Reeve led a discussion at changing the board officers or keeping them the same. There was a discussion on adjusting the board meetings to every other month. **Brittney Hale made a motion to retain Board officers as their current positions. 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.

6:21 PM – Brett Greenwell made a motion to take BREAK. 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.

7:14 PM – Brittney Hale made a motion to RECONVENE the board meeting. 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.

ANNUAL BOARD TRAINING

- Review Board Member Agreement & Sign* – Steve Reeve asked the board members to review and re-sign the Board Member Agreement. It is same agreement. It's just an annual recommitment.
- Annual Policies, Plans & Procedures Training – Gabe Clark stated that the board is required to review some policies every year or a certain duration of time. The following policies were reviewed this year.
 - **Attendance Policy** – It is required to review this policy annual. Gabe reviewed the Attendance Policy. It is required to review the attendance data for the current. There was a discussion on unexcused absences.
 - **Donation & Fundraising Policy** – This is also required to be reviewed annually. This policy gives you guidelines on how the school solicits and receives a donation and handles fundraising.
 - **Sex Education Instruction Policy** – This policy and data are required to be reviewed every two years. The board reviewed data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, plus the number of pornography complaints or other instances reported in the School. The committee was approved today.
 - **Student Conduct & Discipline Plan/Policy** – An annual report of all out-of-school suspensions and expulsions and submit it to the Board. For each suspension or expulsion, the report indicated the student's race, gender, disability status, and age/grade, as well as the reason for the discipline, the length of the discipline, and a statement as to whether the student was referred to the Board.
 - **Arrest Reporting Policy**
- Annual Open & Public Meetings Act Training – Gabe Clark reviewed the Open and Public Meeting Act provisions including definitions, notice of requirements, electronic meetings, required open meetings records, and closed session requirements. There was a discussion on how many meetings the board is required to have each year which the OPMA doesn't

require but it does in the School's Exhibit A. The board members also signed an Affirmation of Training.

- Annual Fraud Risk Assessment Review – Ryan Smith reviewed the fraud risk assessment. The school scored 375/395. The only item that the school did not have in place is a formal internal audit function because the school is not required to have one. It's only required for large districts. Ryan also reviewed the separation of duties. He asked the board to review the Ethics Policy which is in the meeting materials and then sign the annual commitment to ethical behavior.

STRATEGIC BOARD TRAINING

- Board Self-Evaluation – Gabe had the board fill out a self-evaluation. The board reviewed the self-evaluation and each board member discussed areas that they felt unsure.
- What Does the Board Want to Know? – There was no further discussion.
- Goal/Priority Alignment (Board priorities, Director's goals/evaluation, et al.) – There was no further discussion.
- Next Steps – There was a discussion on the new schools that will be open by 2024 in this neighborhood and brand awareness.

DISCUSSION ITEMS

- Set 2022-2023 Board Calendar – Dawn Kawaguchi
- Calendar Items – Steve Reeve
 - Next PreBoard Meeting – June 26th @ 3:30 p.m.
 - Next Board Meeting – August 9th

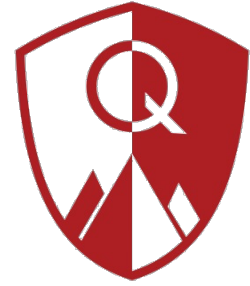
8:26 PM – Brett Greenwell made a motion to ADJOURN. Brittney Hale seconded the motion. The votes were as follows:

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

Motion passed unanimously.

**Quest Academy
Board of Directors
Closed Session Statement
Tuesday, June 14, 2022**

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



CLOSED SESSION SWORN STATEMENT:

*At a duly noticed public meeting held on the date listed above, the board of directors for **QUEST ACADEMY** entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).*

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 14 day of June, 2022, at **West Haven, Utah.**


Steve Reeve
Board Chair