



# Quest Academy

## Board Meeting Minutes

### Tuesday, August 14, 2012

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

**In Attendance:** Ken Bradshaw, Penn Bradshaw, Brice Mindrum, Toni Christensen, Michele Kersey Smith, Heidi Jex, Beckie Eastman, Lani Rounds (Principal), Vicki Barlow (Assistant Principal), Gabe Clark (AW) and Sheldon Killpack (AW)

*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.*

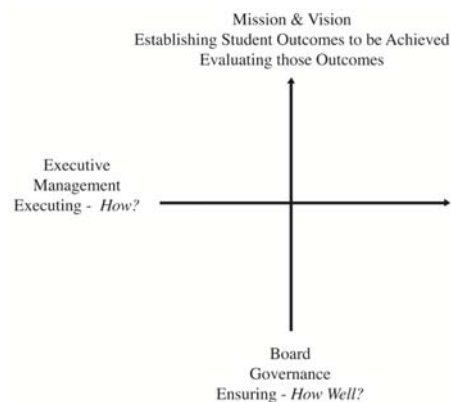
## Minutes

**6:00 p.m. – CALL TO ORDER – Ken Bradshaw**

Penn Bradshaw made a motion to reconvene as a board. Beckie Eastman seconded the motion. Motion passed unanimously.

### **PROFESSIONAL DEVELOPMENT**

- *2012-2013 Board Training* – Ken explained that the board must go through an annual open meetings training. Ken gave the board the option of watching the hour presentation or emailing each board member the presentation to watch on their own time. At the next board meeting, Ken will have affidavits for each board member to sign stating that they have done this. Ken also had a second board training. This training focuses on Brian Carpenter's policy vs. management. These are the three main topics that the board discussed.
  1. Progress toward charter goals
  2. Performance of the school leader (Principal)
  3. Performance of the Board



**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.

The board used the words “how well” and “how will” as well as “ensuring” and “executing”.

**Michele Smith made a motion to approve the CONSENT ITEMS. Heidi Jex seconded the motion. Motion passed unanimously.**

- Ratify New Hires
  - Brandy Beckman – Jr. High Secretary
  - Ashlie Cashin – 2nd
  - Crystal Isakson – Kitchen
- Approve Board Meeting Minutes from June 12, 2012
- Ratify the One-Year First Digital Contract to expire on June 30, 2013

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

- Discuss and Vote on the Bullying & Hazing Policy Revision A – Lani explained that the state requires clearer definitions of bullying. **Beckie Eastman made a motion to approve the amended Bullying and Hazing Policy. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Zions Bank Merchant Account – Lani explained that we want to be able to accept debit & credit cards for school fees and in order to do this, we have to set up a completely different account (merchant account). Zions Banks requires the board approval to do this. Ken wanted to know what they were charging for the transaction fee. It’s either a fixed fee or a percentage. Lani stated that the set up fee of \$170 was waived. She explained that for now they will only be using it for registration. **Penn Bradshaw made a motion to approve the Zions Bank merchant account. Beckie Eastman seconded the motion. Motion passed unanimously.**

#### **REPORTS**

- **Board of Directors**
  - Review 2012-2013 Budget as of July 31, 2012 – Brice briefly reported on the budget as of July 31<sup>st</sup>. This is a slow month for us financially. There isn’t a lot going in or out. We’ve approved most of the cost over the last few board meetings for setting up the school so there isn’t a lot changes in what you are seeing on the budget. Currently, the auditors are looking at last year’s expenses. The end of the year budget for last year should be included in next month’s board packet. Brice has asked Ryan to prepare for the board a three year projected budget for next month so that they can see that we need to do in order to save enough money to purchase the jr. high building. Ken has been discussing this with Sheldon and would like a report on funding possibilities on the next board agenda. **Heidi Jex made a motion to accept the budget report. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- **Parent Organization** – Toni Christensen
  - We are very busy, really busy
  - Curbing has been installed in the playground
  - We now have the backroom off of the gym for storage as well as the old copier
  - Full line of clothing coming out this weekend
    - ✓ We are sporting our new logo
    - ✓ Just in time for “Back to School Night”
  - We are going to change our “Walk A Thon” into a 5K which will be on a Saturday
  - Fundraising is also talking about changing the “Spelling Challenge” and turning it into a “Read A Thon”
  - Penn stated that, “Our parents are wonderful!”

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➤ **Administration**

- State of the School – Vicki Barlow
  - ✓ June was the month of trainings
    - ★ Common Core Academy
    - ★ Principal’s Training and Secretaries Training by AW
    - ★ Blogger training by Nicki Slaugh
  - ✓ Smartboard & Clicker Training by Nicki Slaugh in July
  - ✓ July 26<sup>th</sup> – Community Open House for the new school – there was a great turn out and well received
  - ✓ August 9<sup>th</sup> – 6<sup>th</sup> thru 9<sup>th</sup> grade Registration
    - ★ Pick up schedule
    - ★ Pay fees
    - ★ Try out new locker locks
  - ✓ Intervention training this week with staff assistants
  - ✓ The next two days we will have all-day training with teachers at QA
  - ✓ Thursday is Back to School Night
  - ✓ Lani is looking forward to next summer

**There was no PUBLIC COMMENT.**

**OTHER BUSINESS ITEMS (For Discussion Only)**

- Calendaring Items – Ken Bradshaw
  - Next Meeting September 11, 2012

*Sheldon reported that there is a \$30 a month fee and there is a transaction fee but he doesn’t know what it is. He will have Brad send the information to the board. Sheldon made a brief presentation to Lani from Academica West.*

**6:42 PM – Brice Mindrum made a motion to ADJOURN. Michele Smith seconded the motion. Motion passed unanimously. (Duration 41:42)**

**AUGUST ACTION ITEMS:**

1. The board would like to know what the transaction fee is for the merchant account – **Brad**
2. Ken would like the a report on the building purchase option on the next board agenda – **Dawn & Sheldon**

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