



Quest Academy

Board Meeting Minutes

Tuesday, August 13, 2013

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

In Attendance: Heidi Jex, Jade Beckman, Michele Kersey Smith, Edwina Green, Penn Bradshaw, Ken Bradshaw, Dave Bullock (Principal), Vicki Barlow (Asst. Principal), Dawn Kawaguchi (AW), Ryan Smith (AW) and Kim Dohrer (AW)

Excused: Brice Mindrum

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

6:04 PM – CALL TO ORDER – Ken Bradshaw

CONSENT ITEMS

- Ratify New Hires
 - Nicole Guerra – 3rd Grade
 - Erica Waddell – 3rd Grade
 - Carson Christensen – 6th Grade
 - Kristen Hales – Staff Assistant
 - Carla Stokes – Staff Assistant
 - Mary Trujillo – Staff Assistant
 - Jenn Medell – Staff Assistant
- Approve Board Meeting Minutes from June 11, 2013
- Ratify the adoption of the Annual Board Meeting schedule (Monthly on the 2nd Tuesday @ 6 PM)
- Ratify the cancelation of the July Board Meeting

Penn Bradshaw made a motion to approve the CONSENT ITEMS above. Michele Kersey Smith seconded the motion. Motion passed unanimously.

- Ratify the establishment of a three person subcommittee to work with administration to decide on any purchases that need approval in the interim during the summer “closed” period – Ken gave a brief explanation why this was on the agenda. **Heidi Jex made a motion to approve the ratification of the three person subcommittee to work with the administration to decide on any purchase that need approval in the interim during the summer closed period. Penn Bradshaw seconded the motion. Motion passed unanimously.**

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

- Discuss and Vote on NEW Board Member Eddie Green replacing Kristen Hales as POQA Representative with a 1-year term expiring June 2014 – There was no further discussion. **Penn Bradshaw made a motion to approve Eddie Green as the POQA Representative with a 1-year term expiring June 2014. Jade Beckman seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Administrator Stipend increase – Ken briefly explained that the board would like to increase the monthly stipend for the administration by \$300. **Penn Bradshaw made a motion to increase all three administrators' \$300 a month for their stipend. Michele Kersey Smith seconded the motion. The votes were as follows:**
 - Heidi Jex – Aye**
 - Jade Beckman – Aye**
 - Michele Kersey Smith – Aye**
 - Edwina Green – Aye**
 - Penn Bradshaw – Aye**
 - Ken Bradshaw – Aye****Motion passed unanimously.**
- Discuss and Vote on 2013-2014 School Fee Schedule – Ken explained that there was a need to change the school fees for the coming year because some of the fees were for classes that are no longer offered and some new classes that needed fees. **Heidi Jex made a motion to approve the 2013-2014 School Fee Schedule effective July 1, 2013. Michele Kersey Smith seconded the motion. Motion passed unanimously.** Jade made a comment that these fees were a pretty good deal for a public Jr. High.
- Discuss and Vote on ThyssenKrupp Gold Service Agreement for Jr. High elevator – Ken explained that service agreement on the elevator has expired. He stated that he authorized it over the summer so it wouldn't lapse. **Penn Bradshaw made a motion to approve the ThyssenKrupp Gold Service Agreement for the Jr. High elevator and also ratify the signing of the agreement in July. Jade Beckman seconded the motion. Motion passed unanimously.**
- Discuss Community Council – Ken briefly reviewed the need for the community council. He stated that the board discussed approaching the parents who applied for the board position. Ken would like the administration to put together the council identifying parents off of that list and a faculty person. The board will appoint one of its members and bring the names for the community council at the next board meeting. There was a brief discussion on the number of people that the body must have. **Jade Beckman made a motion to authorize the creation of the community council and direct the administration to identify a proposed set of parents, faculty and administration at the next meeting. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Grievance Committee Procedures – Ken explained that at the end of last year a member of the public requested the need for a grievance committee. After looking through the charter, he stated that there is a grievance process in the charter and there is also a Grievance Policy for

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Parents. Therefore there is no need for a Grievance committee since it is already in place.

REPORTS

➤ **Board of Directors**

- Review 2013-2014 Annual Budget as of July 31, 2013 – In Brice’s absence, Ken asked Ryan to report on the budget. He briefly reported on the budget as of July 31st. The cash balance is up this month and should be maintained. Upcoming items are the UCA budget that Ryan will work with the administration and there will be a revised budget after the October 1 count. The good news is that the school ended up with a surplus last year.

➤ **Parent Organization** – Eddie Green

- Aug 15th – Back to School Night
- Aug 19th – First Day of School
- Aug 30th – Welcoming Party is a Swim Party
- Upcoming events for September:
 - ✓ Family Movie Night
 - ✓ Walk A Thon

➤ **Administration**

- State of the School – Dave Bullock
 - ✓ Professional Development for teachers so that they have the most updated skills and techniques
 - ★ Love & Logic – Nine specific skills taught for classroom management skills
 - ★ Blog training for new teacher
 - ★ Teach Like a Champion – 49 different techniques
 - ✓ Back to School Night – two group sessions start at 5:30 for A-L and the rest at the second session. This will be held in the Jr. high gym.
 - ✓ First through Fifth grade training that is generating great collaboration
 - ✓ Prep time for teachers – Recess and PE are now before lunch which will give teachers about 55 minutes of prep time. Teachers and TAs will help out in the lunchroom
 - ✓ Janice Newton & Stacie Henrie piloted a math program (MyMath) last year and they presented it to the administration. We will now be implementing this program. It is written to the common core. Provides resources to integrate the curriculum throughout all different content areas. We are doing science and social studies simultaneously.
 - ✓ Professional Learning Community (PLC’s) – Combined faculty meetings plus each grade levels will meet four times a month. Bullock K-2, Tippetts 3-5 and Barlow 6-9

PUBLIC COMMENT was made by Jamie Jacques.

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OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - First Day of School – August 19, 2013
 - Next Meeting September 10, 2013

6:30 PM – Heidi Jex made a motion to ADJOURN. Penn Bradshaw seconded the motion. Motion passed unanimously. (Duration 26:27)

August Action Items:

1. Recommendation of parents & teachers for Community Council – **Administration**
2. Board member recommendation for Community Council – **Ken**

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