

Quest Academy

Board Meeting Minutes

Tuesday, August 13, 2019

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: Brittney Hale, Steve Reeve, Brett Greenwell, Clint Weston, Michele Kersey Smith, Nicole Shelman

Others in Attendance: Nicki Slaugh, Dave Bullock, Angelee Spader, Dawn Kawaguchi, Gabe Clark, Ryan Smith, Shirley Atkinson, Kim Dohrer

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

6:07 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

REPORTS

➤ Parent Organization

- Update on POQA – Nicole Shelman (POQA Treasurer)
 - ✓ August Events:
 - ★ Aug 12th – Jr. High registration where we sold merchandise, Chick Fil A and snow cones
 - ★ Aug 16th – Back to School Night for the elementary where we will be selling the same items as jr. high registration
 - ★ Uniform Exchange
 - ★ August 26th – Kindergarten Parent Social
 - ★ August 26th – Kicking off our Notebook fundraiser
 - ✓ POQA has an outside audit performed for 2018-19 school year. Report was received back last month. Nicole reviewed the recommendations given by the independent auditor. Tax filings were also prepared to be sent into the IRS. Nicole will be meeting on Friday with last year's treasurer to go over the information.
 - ✓ A new Square account has been opened for this year and last year's account was closed.
 - ✓ Update on current account balance in savings (\$10,007.23) and checking (\$5,001.25).

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call Dawn Kawaguchi at (801) 444-9378 to make appropriate arrangements.

- ✓ We are working on finalizing the budget for this upcoming school year.
- ✓ There was a discussion on how the audit findings effect the school.
- **Academica West**
 - *Financial Review* – Ryan Smith stated that there isn't much going on budget wise this month except for utilities and administration salaries. We are in the process of the school's financial audit. WE typically receive the audit report in October and results should be presented to the board at the November meeting.
- **Administration**
 - *State of the School* – Dr. Dave Bullock
 - ✓ We have been working on putting back together Q1 since the construction.
 - ✓ Dave asked Nicki to review the Jr. High registration. This year it was done at night instead of during the day. Something new this year was that the 6th graders had their own registration where they were introduced to their teachers. They were also able to walk through their first day of school and open their lockers. There was an open house for 7-9. They received many compliments on the new format.
 - ✓ New apparel this year and a new academic logo. Celebrating our academic side.
 - ✓ New teachers training was today. There will be many trainings this week with the staff.
 - ✓ Back to School Night for the elementary is on Friday.
 - ✓ New workout gym for employees on the Q2 stage so that the teachers can be healthy role models for our students.

Michele Kersey Smith made a motion to approve the CONSENT ITEMS. Clint Weston seconded the motion. Motion passed unanimously.

- New Hires
 - Haley Schaeffer – Janitorial
 - Austin Spader – Janitorial
 - Spencer Spader – Janitorial
 - Nicole Boucher – Substitute
 - Quinn Erhart – Substitute
 - Susan Hales – 5th grade Teacher
 - Gaylynn Appolonie – PE/Recess
- Approve April 9, 2019 Closed Session Affidavit
- Approve June 11, 2019 Board Meeting Minutes
- Approve June 11, 2019 Closed Session Affidavit

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

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- *Discuss & Vote to Ratify Nicole Shelman to Replace Kelly Moore as the POQA Representative with term expiring June 2020* – Steve Reeve explained that Kelly Moore’s wife will be working at the school as a substitute and a board member can’t have a family member working at the school, so he has resigned. Nicole is the representative that will be taking his place on the board. **Michele Kersey Smith made a motion to ratify Nicole Shelman to replace Kelly Moore as the POQA representative with term expiring June 2020. Brittney Hale seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Butler Construction not to exceed \$30,000* – Angelee Spader stated this bill does not require board approval because the bill came in under the allotted threshold.
- *Discuss & Vote on Amended Early Literacy Plan* – Angelee Spader stated that the Early Literacy Plan approved by the board in June but when it was sent in the state wanted more information on what programs were going to be used on Tier 1 and Tier 2. They included that information and now they are sending it back to the state. **Brett Greenwell made a motion to approve the amended Early Literacy Plan. Clint Weston seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Amended Electronic Resources Policy* – Gabe Clark stated that the changes here were legislative changes but in making these changes Nicki wanted to update the use of cell phones in school. Phones are allowed in specific classrooms and in the halls. They are not allowed in gym class or during lunch. Nicki reviewed the disciplinary and consequences for using their cell phone when they are not allowed. There was a discussion on smart watches. There was a discussion on search and seizure of phones. Gabe mentioned that the changes made for the phones were sent out to the board but it’s not the one in the board packet. Gabe reviewed those provisions. **Brittney Hale made a motion to approve the amendments to the Electronic Resources Policy. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Amended Child Abuse & Neglect Reporting Policy* – Gabe Clark stated that both the amended Child Abuse & Neglect Reporting Policy and the amended Sexual Abuse & Molestation Prevention Policy now must include employee training and they have added human trafficking to that. Gabe added that these changes are from the legislature. **Michele Kersey Smith made a motion to approve the amendments to the Child Abuse & Neglect Reporting Policy. Clint Weston seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Amended Sexual Abuse & Molestation Prevention Policy* – There was no further discussion. See above for discussion. **Brett Greenwell made a motion to approve the amendments to the Sexual Abuse & Molestation Prevention Policy. Brittney Hale seconded the motion. Motion passed unanimously.**

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- Discuss & Vote on Staff Code of Conduct Policy – Gabe Clark stated that this was an administrative procedure. There were changes to the legislature that now require it to be a board policy. These staff code of conduct to identify where the line is on boundary violations including appropriate conduct between teachers and students. It also requires annual staff training. **Clint Weston made a motion to approve the amended Staff Code of Conduct Policy. Brittney Hale seconded the motion. Motion passed unanimously.**

BOARD TRAINING

- Board Needs Assessment – Kim passed out a puzzle for the each of the board to put together on the 7 Principles of the Board. She asked the board to explain what each principal means.
 - Principle #1 – Govern as stewards rather than as stakeholders
 - Principle #2 – Establish organizational purpose
 - Principle #3 – Fiduciary responsibility
 - Principle #4 – Delegate authority and ensure accountability
 - Principle #5 – Speak and act as one
 - Principle #6 – Spend the Board’s time only on things that matter
 - Principle #7 – Commit resources and time to developing good board governance

Kim passed out a board effectiveness quiz for each member to take. She reviewed the (14) questions with the board. The board may want to discuss an onboard training for new board members in the future other than AW training. There was a discussion on Exhibit A.
- Administrative Recommended Goals – Dave reviewed his recommended goals as follows:
 - DIBELS goals – see Early Literacy Plan
 - STEM Re-designation alignment/evaluation
 - Number of students per grade – four classes per section except for kindergarten [*This is a two-year goal*]
 - Google certification (All teachers schoolwide)
- Timeline Priorities/Master Plan – Kim asked the board to come up two priorities each that would be accomplish in the next five years. This will help see if the board and the administration goals line up.
 - Student growth in numbers
 - Keep numbers small
 - Staff & admin retention
 - Keep ahead of the tech changes
 - Equitable funding
 - Jr. High career experience
 - Technology certifications (What else is there besides Google?)
- Next Steps – This is what we will be doing in the next couple of meetings. You can add to the priorities.

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- Re-look at priorities
- Set timeline priority
- Identified as your KEY ELEMENTS (Exhibit A)

OTHER BUSINESS ITEMS (For Discussion Only)

- *Introduce Nextcloud & Credentials* – Dawn Kawaguchi stated that AW has cloud storage that she is putting the board packets, audited financial statements, policies and other important documents and the board can access them. She passed out credentials for each board member and administrator so that they could logon and access the cloud. Dawn also stated that if there are other documents that the board would like to see put in there please let her know.
- *Calendaring Items* – Steve Reeve
 - September PreBoard Meeting – August 27 @ 3:30 p.m.
 - Next Board Meeting – September 10th

8:00 PM – Brett Greenwell made a motion to ADJOURN. Brittney Hale seconded the motion. Motion passed unanimously. (Duration 1:54:05)

August Action Items:

1. Discuss possible onboard training for new board members – **Steve**
2. Relook at board timeline priorities, set priorities and identify key elements (Exhibit A) at an upcoming board meeting – **Steve**