

Quest Academy

Board Meeting Minutes

Tuesday, March 12, 2019

Location: Quest Academy, 4862 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: Steve Reeve, Brett Greenwell, Michele Kersey Smith, Brittney Hale, Kim Stuart

Excused: Clint Weston

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

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

6:02 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

REPORTS

➤ Parent Organization

- Update on POQA – Kim Stuart
 - ✓ March 22nd is Family Skate Night @ Classic Skating in Layton. This is free to QA families.
 - ✓ Appreciation for Brittany Hales for the great job with our dances. They made enough money to purchase two new laptops with label printers to replace the help counter for each building and an iPad for POQA to use for transactions.

➤ Board of Directors

- Discuss Board Vacancies – Steve Reeve reviewed the current members terms. Steve's term expires at the end of June. There was a discussion on how the board wants to move forward with this process. The current bylaws state that board members have no term limits. There was a discussion on what other schools do and if board officers should have term limits as well.
- Review 2018-2019 Budget as of February 29, 2019 – Michele Kersey-Smith reviewed the finances as of February 29th. The finances are about the same as they were last month. Ryan Smith added that he

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and Dave have been working on a projected budget to work with instead of doing a full amended budget that will show what the anticipated finances will shake out to be by the end of the year.

➤ **Administration**

- State of the School – Dr. Dave Bullock
 - ✓ Twelve employees attended a two-day Utah Coalition for Educational Technology (UCEF) training. Some of the individuals that attended will be presenting what they learned the other educators what they've learned and what they can implement into the classrooms. Nicki and Maui were chosen to be presenters at the conference.
 - ✓ Our Pirated! performance will be Friday and Saturday
 - ✓ Soccer tryouts were today and the team will be posted tonight
 - ✓ Nicki added that Edgenuity came out to tour the school last month to see their math program. She and a couple other teachers also went down to an Edgenuity conference in Arizona to train their salesmen how to use their product. They will be having some other schools come to visit their school to see how their math program works.
 - ✓ Lego League qualified in region and placed first in State but did not go to Nationals but they did very well. CyberPatriots got first in State also but did not make it to the next round.
 - ✓ Rube Goldberg qualified first in State and will be flying out April 6th to go to Nationals in Lawrenceburg, IN. There will be some fundraising this month to help pay for the travel expenses.

BOARD TRAINING

- Annual LAND Trust Training – Steve Reeve stated that he received an email that stated as the board president, he is responsible for making sure that the board is trained on SLT. It also included a YouTube training video for him to view. Steve along with Gabe reviewed the background on how the LAND trust came to be. He encouraged the members to watch the video when the can find some time.
- Bond Training – Ryan Smith gave a refresher on QA's bonds which is the mortgage on Q1 and Q2. He explained why the school [board] decided to bond their buildings. Gabe gave a brief history on the building leasing and financing. Ryan reviewed the requirements (covenants) that the school must hold to in order to keep their bond rating.
 - Debt service coverage requirement = ratio of 105%. The school is currently at 114.10%.
 - Limitations on incurrence of long-term indebtedness
 - Cash on Hand of 30 days of the sum of the operating expense

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The current S&P rating is BBB-. Ryan reviewed the last S&P report that was issued in October 2018. This report is issued annually. He also included in his packet for the board the state charter school performance standards financial performance and sustainability and their last report. Ryan reviewed the items that AW must disclose every month on behalf of the school to the trustee (US Bank) and they prepare a report to present to the bond holders. He also included a financial events calendar for the board. Kim wanted to know if the trustee is the one who monitors to make sure that the school is following all of the guidelines.

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

- Approve February 12, 2019 Board Meeting Minutes
- Ratify Revised Tuition Reimbursement Agreement

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

- Discuss and Vote on Elementary Renovations subject to an Invitation to Bid – Dr. Dave explained that AW does an annual facility walk through to give recommendations on what could be replaced. Dave would like to replace the carpet and wallpaper in Q1 because they are over 11-years old. He is recommending requesting bids from vendors. Gabe gave the board a spreadsheet to see the breakdown of estimated costs. The funding would come out of 2019-20 budget. Dave stated that the administration feels that they can get by with only getting one portable (2 classrooms). This would save half the money that they were going to spend on the second portable. Dave is recommending a not to exceed amount of \$160k which includes a contractor to manage the project, wallpaper, flooring, installation and hiring labor to move furniture. **Kim Stuart made a motion to approve the purchase of wallpaper and flooring not to exceed the amount of \$160,000 subject necessary to appropriate procurement process. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Site Prep RFP Evaluation Committee – Gabe Clark stated that the is to form an evaluation committee to review and make a recommendation for the site prep RFP. You will need three people to review and score the proposals and one person to review and score the cost. Responses for the RFP have a deadline of March 28th. There was a discussion on who should be on the committee. **Brittney Hale made a motion to designate Kirk Blake, Dave Bullock and Michele Kersey Smith to serve as the evaluation committee for the RFP for portables site prep and Clint Weston as the cost evaluator. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss and Vote on SLT Committee Membership – Dr. Dave stated that Community Council serves as the SLT committee and the sex education

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instruction committee. They met this morning to review and approve the SLT plan and sex ed. curriculum. He is recommending that the board approve the committee members listed in the packet. Michele asked if there are teachers on the committee. Dave stated that there are employees but not teachers. However, teachers have attended the meetings but are not on the committee. **Michele Kersey Smith made a motion to approve the individuals identified as members of the School LAND Trust committee. Brittney Hale seconded the motion. Motion passed unanimously.**

- Discuss and Vote on 2019-2020 School LAND Trust Plan – Dr. Dave stated that the committee met this morning to approve this plan. He reviewed the SLT plan for the 2019-20 school year. He stated that most of this information was discussed last month with the 3-year tech plan. After the technology for this plan will be purchased, we will be to our goal of 1:1 technology for our students. Moving forward, we will just be replacing old technology. This plan also includes the last six smart tvs to complete tvs in every classroom. These computers will be used to help increase math and language arts scores to use the programs purchased for those areas. **Michele Kersey Smith made a motion to approve the 2019-2020 School LAND Trust Plan. Kim Stuart seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Audit Committee – Ryan Smith stated that audit committee's role is the oversight of the audit, financial reporting and internal controls. Two board members should be on this committee. Ryan is recommending appointing this committee by position also recommending the financial coordinator and vice president. **Michele Kersey Smith made a motion to approve the membership of the school audit committee to be the financial coordinator and the vice president. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Tuition Reimbursement for Angelee Spader – Dave Bullock stated that the form is filled out and the receipts are included in the packet. Dawn included the previous form in the packet since Angelee was grandfathered into the policy. Angelee will receive 75% reimbursement. Gabe would like to use the new agreement. **Brett Greenwell made a motion to approve the tuition reimbursement for Angelee Spader [in the amount of \$5,002.50]. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Amended Student Conduct & Discipline Policy – Gabe Clark reviewed the amended Student Conduct & Discipline Policy. This revision was recommended from the training at last month's meeting. This amended version gives more of the responsibility to the principal instead of the board. The board will get involved if the parents want to appeal the expulsion. **Michele Kersey Smith made a motion to approve the**

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amended Student Conduct & Discipline Policy. Brittney Hale seconded the motion. Motion passed unanimously.

- Discuss and Vote on Student Education Plan Policy – Gabe Clark reviewed the Student Education Plan policy. These are things that you already do and now there is a policy. This policy directs the administration to the process. **Michele Kersey Smith made a motion to approve the Student Education Plan Policy. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Sex Education Instruction Curriculum – Dave Bullock reviewed the sex education instruction curriculum. It was approved by the community council. They follow the guidelines of the State. Ms. Pfister attended the state training for the sex education instruction and received the state approved materials. We are currently using the Prentis Hall Health textbook along with power points and other resources provided by Jodi Kaufman who is the head of the health education at USBE. He reviewed some of the areas that they go over. Student can opt out of this instruction. **Michele Kersey Smith made a motion to approve the sex education instruction curriculum. Kim Stuart seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Steve Reeve
 - April PreBoard Meeting – March 26th @ 3:30 p.m.
 - Next Board Meeting – April 9th
 - ✓ Decide Training Topic – Review Parent and Staff Grievance Policies

7:29 PM – Steve Reeve made a motion to ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously. (Duration 1:26:29)

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