

# Quest Academy

## Board Meeting Minutes

### Tuesday, April 9, 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, Michele Kersey Smith, Kim Stuart, Clint Weston, Brittney Hale, Brett Greenwell

**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

**6:04 PM – CALL TO ORDER** – Steve Reeve

**There was no PUBLIC COMMENT.**

### REPORTS

#### ➤ Parent Organization

- Update on POQA – Kim Stuart
  - ✓ Upcoming Events:
    - ★ April 29-May3 – BOGO Book Fair
    - ★ April 26<sup>th</sup> Arts Festival – This is a big art celebration. There will be food trucks and a DJ.
  - ✓ Kelly Moore will be the next POQA President next year

#### ➤ Board of Directors

- Comprehensive Review Update – Steve Reeve stated that he has received the summary of the report. There were great findings on every part but we did not meet the standards of on one of the three parts. Upon clarification, it is because they are going off of old metrics that were set before the state changed to the SAGE testing. Steve, Dave and Shirley with AW will be meeting with SCSB tomorrow morning to go over the findings. Shirley added that there were three comments at the end of the report that they would like clarification on.
- Financial Review – Michele Kersey-Smith reviewed the financials as of March 31<sup>st</sup>. She did mention that the “sales to adults” looks out of whack but that is due to a new thing that they’ve been asked to due for auditing purposes to show food services sales from adults

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vs. students. Ryan pointed out that there are a couple of new projection columns on the profit & loss financials that will give a little closer information on how things will shake out at the end of the year.

➤ **Administration**

- State of the School – Dr. Dave Bullock will discuss this information during the business items.

## BOARD TRAINING

➤ Review of Grievance Policies

- **Parent Grievance Policy** – Gabe reviewed the Parent Grievance Policy. Both policies are pretty straight forward. Parents should go directly to the individual that they have the grievance with first. If they don't feel like it was adequately resolved then they raise it to the administration. Dave can be a mediator and try to resolve things. The third level is that if they aren't satisfied with what Dave does then they can file a written complaint with the board. Most of the time the grievances are management related which is Dave's responsibility. There was a discussion on how to handle an individual making a public comment that may be seen as a grievance.
- **Staff Grievance Policy** – Gabe reviewed the Staff Grievance Policy. The steps are similar to the Parent Grievance Policy. Gabe stated that this may be a policy that the board may want to revise because the way it's currently written may be misleading to an individual. There was a discussion on other QA employee policies. The board would like to see samples of other schools' grievance policies. There was a discussion on how public comments are addressed.

*Ryan Smith was excused at 6:30 p.m.*

## CONSENT ITEMS

- Approve March 12, 2019 Board Meeting Minutes – There was no further discussion. **Michele Kersey Smith made a motion to approve the March 12, 2019 board meeting minutes. Kim Stuart seconded the motion. Motion passed unanimously.**
- Ratify Modified WillScot Lease Agreement [Portable] – There have been a lot of changes at the school in the last 24-hours. After crunching numbers and being flexible, we can make classrooms work without having to get a 2<sup>nd</sup> portable for next year. Dave presented his classroom configuration on how this is going to work. By not getting the second portable they can save \$200k and will be able to do other projects this year instead of pushing them back. They have met with all elementary teachers to get buy in on the reconfiguration.
- Approve Amended 2019-2020 School Calendar – Dr. Dave continued on to the amended calendar. To accommodate 5<sup>th</sup> graders being served lunch

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in Q1 next year, teachers will lose 5 minutes of prep time each day. To make up teacher prep time lost, early out Fridays will be changed from 1:30 p.m. to 1:00 p.m. Nicki also discussed the time changes for Q2. There was a discussion on tardy issues of the jr. high students. The ending time was changed to 3:10 p.m. on regular days and to 1:10 p.m. on early out days. With these changes they are still above the total hours of 990. There was a discussion on the staggered start and end times for Q1 and Q2. Dave did mention that the kinder schedule is wrong. It should be 8:30 to 10:30 for AM and 11 to 1 for PM. They are in the process of canceling the new WilScot lease agreement and should know if they will accept that. Dave would like to keep the current contract with the year extension. **Michele Kersey Smith made a motion to approve the amended 2019-2020 school calendar. Brittney Hale seconded the motion. Motion passed unanimously.**

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

- Discuss and Vote to Award RFP for General Contractor for Portable Site Prep – There was no further discussion. See above “modify WillScot lease agreement” for discussion. They will not be moving forward with this RFP.
- Discuss and Vote to Appoint a Charter School Board Building Official (CSBBO) – Steve Reeve stated that this is state required appointment that involves construction. There was a discussion on who it should be and whether the person has to be a board member. **Clint Weston made a motion to designate Dave Bullock as the Charter School Board Building Official. Kim Stuart seconded the motion. Motion passed unanimously.**

**6:55 PM – Brittney Hale made a motion to enter into 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 Q1 Mac Lab. Brett Greenwell seconded the motion. The votes were as follows:**

**Steve Reeve – Aye  
Michele Kersey Smith – Aye  
Kim Stuart – Aye  
Clint Weston – Aye  
Brittney Hale – Aye  
Brett Greenwell – Aye**

**Motion passed unanimously.**

**7:06 PM – Michele Kersey Smith made a motion to exit the CLOSED SESSION. Brittney Hale seconded the motion. Motion passed unanimously.**

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

- **Calendar Items – Steve Reeve**

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- May PreBoard Meeting – April 30<sup>th</sup> @ 3:30 p.m.
- Next Board Meeting – May 14<sup>th</sup>
  - ✓ Decide Training Topic – Policy review

**7:07 PM – Michele Kersey Smith made a motion to ADJOURN. Kim Stuart seconded the motion. Motion passed unanimously.**

**April Action Items:**

1. Post public comment protocol on board website page – **Dawn**