

Quest Academy

Annual Board Meeting Minutes

Tuesday, June 11, 2019

Location: Academica West, 290 N. Flint Street, Kaysville, UT 84037



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, Clint Weston, Brittney Hale (5:20 p.m.), Brett Greenwell (5:32 p.m.)

Excused: Kim Stuart

Others in Attendance: Dawn Kawaguchi, Gabe Clark, Dave Bullock, Nicki Slaugh, Kelly Moore (5:18 p.m.)

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

5:17 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

REPORTS

➤ **Parent Organization**

- Update on POQA – Kelly Moore
 - ✓ POQA has been meeting weekly but have taken this week off
 - ✓ We are still looking for a secretary
 - ✓ Currently setting up fundraising and activities for the year
 - Chick Fil A Fridays
 - ✓ Working on a Back to School Night fundraiser
 - ✓ Our focus is to generate more money this year than we have ever before. We will have more merchandising this year that will generate more funds.
 - ✓ Funding the new concrete at the front of the school. Kelly was able to get a good price on the concrete and also worked out a private donation.

➤ **Board of Directors**

- Principal Evaluation Committee – Steve Reeve explained that the Dave has never had a formal principal evaluation from the board. We would like to put together a committee to create guidelines of expectations that include the school goals. This will help guide what Dave doing and guide his success. There was a discussion on who could be on the committee. The committee will be Brett, Brittany

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and Michele. The committee will work with AW to create the evaluation and then work with Dave to make sure he is okay with it.

- Create RFP for Education Service Provider Committee – Steve Reeve stated that the school will need to create a committee to put together an RFP for education services. It is best practice to renew a contract. The committee will create the RFP which will include three people to review and evaluate the content of the proposals received and one person to evaluate the costs of the proposals. Clint would like to be the cost evaluator. Steve, Dave and Brett will be on the evaluation committee.

BOARD TRAINING

- Annual Open & Public Meetings Act Training – Gabe Clark reviewed the Open and Public Meetings Act annual training. He went over the purpose of a meeting, electronic meetings, emails between board members; what constitutes a meeting, notice of meetings, items of discussion, agendas, closed meetings, records to be taken, and minutes of public record.
- Review Board Rules of Order and Procedure – Gabe Clark stated that there is now a rule on having rules of order and procedure. It spells out how the board conducts their business and is required to be posted on the website. There are also basic provisions on board code of conduct. This is also on the business items to be voted on today unless there any changes that the board would like to make.
- Annual Policies, Plans & Procedures Training – Gabe Clark stated that there are certain policies that require annual training or review. Gabe wanted to summarize a few policies that are required by the board or LEA. He reviewed the following policies: Cash Handling Policy, Donations & Fundraising Policy, Financial Reporting Policy, Procurement Policy, and Meal Charge Policy.

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

- Ratify New Hires
 - Krystal Haslett – Jr. High Math Teacher
 - Sara Garrett – 4th Grade Teacher
 - Chanel Stevens & Tiffany Brown – 3rd Grade Teacher
 - Brijin Layton – 6th Grade ELA
 - Claire Lindstrom – 7-9th Grade Science Teacher
 - Chenyue Qiao – 8th Grade Math Teacher
- Approve April 9, 2019 Board Meeting Minutes

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

- Discuss & Vote on Board Rules of Order & Procedure – There was no further discussion. **Clint Weston made a motion to approve the Board Rules**

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of Order & Procedure. Brittney Hale seconded the motion. Motion passed unanimously.

- Discuss & Vote Audit Engagement Letters – Steve stated that this is the engagement of services for the audit from Eide Bailly. **Michele Kersey Smith made a motion the engagement of services provided by Eide Bailly for the year ending June 30, 2019 and allow the Board President to sign on behalf of the school. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on 2018-2019 Final Amended Budget – Gabe discussed the 2018-2019 final amended budget. The budget has been tried up to the school's actual finances. It can't be more than 5% under the actual. **Brittney Hale made a motion to approve the 2018-2019 final amended budget. Clint Weston seconded the motion. Motion passed unanimously.**
- Discuss & Vote on 2019-2020 Annual School Budget – Gabe asked Dave to go over some of the bigger areas of the budget. The administration set the budget based on their needs for next year. This budget is very conservative and is based on around 1,020 students. There was a discussion taking two years to get the enrollment where Dave would like it to be. **Michele Kersey Smith made a motion to approve the 2019-2020 annual school budget. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss & Vote on TSSA Framework & Plan – Dr. Dave reviewed the Teacher Student Success Act. The Teacher and Student framework was created to help guide the Teacher and Student Success Plan. The goals for the School LAND Trust plan were carried over as the part of the TSSA success plan. Dave reviewed the plan to increase LA & Math by 1% and included the measurements, action steps and budget. 25% of the funding is required to go toward teacher salaries. **Clint Weston made a motion to approve the proposed TSSA Student Success Framework and the proposed Teacher and Student Success Plan. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Literacy Plan – Dr. Dave summarized the process of the Literacy Plan. This year at the state training they had Davis School District and Quest Academy present at the training. Dave reviewed the literacy plan and their goals. They made their goals this year higher than the state goals. Our goals are rigorous but we feel they are achievable. **Brett Greenwell made a motion to approve the Early Literacy Plan. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Sex Ed Committee Membership – Dr. Dave stated that the Community Council acts as the school's sex ed. committee. It's a ten-member committee with nine parents and Dr. Dave. **Michele Kersey Smith made a motion to approve the Sex Ed Committee membership. Brittney Hale seconded the motion. Motion passed unanimously.**

- Discuss & Vote on Technology Purchase – Dr. Dave asked Nicki to discuss the annual technology purchase. It follows the 3-year tech plan that Tammy presented earlier this year. There was a discussion on the actual amount. Nicki stated that \$30,000 is for their digital curriculum that is also being purchased from ETS. The technology total is \$360k. **Clint Weston made a motion to approve Technology purchase not to exceed \$390,000. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Gym Equipment Purchase – Dr. Dave stated that they will not be exceeding \$25,000 for the gym equipment. He gave a quick update on this purchase.
- Discuss & Vote on Roof Replacement – Dr. Dave stated that there are a lot of areas of the roof that need repairs for both buildings. We will need to put out an IFB for the roof repairs because it will exceed \$100k. We have been working with AW on this. Dave is requesting a not to exceed amount of \$160k. **Michele Kersey Smith made a motion to approve the expenditure for the roof replacement conditional on conducting a proper procurement process not to exceed \$160,000. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss & Ratify Board Members & their Terms – Steve Reeve reviewed the board members and their terms as follows:
 - Kelly Moore – *NEW* 1-year term to expire June 2020
 - Steve Reeve – *NEW* 4-year term to expire June 2023
 - Brittany Hale – June 2021
 - Michele Kersey Smith – June 2021
 - Brett Greenwell – June 2020
 - Clint Weston – June 2020

Clint Weston made a motion to ratify the board member and terms listed above. Brett Greenwell seconded the motion. Motion passed unanimously.
- Discuss & Vote on Board Officers – Steve Reeve reviewed the current officers. He asked the group if they wanted to campaign for a position. The secretary position does need to be filled. There was a discussion changing the board officers. **Clint Weston made a motion to maintain the officers as currently stated with the exception of Brett Greenwell as the secretary. Kelly Moore seconded the motion. Motion passed unanimously.**

6:32 PM – Brett Greenwell made a motion 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 AW Conference Room. Brittney Hale seconded the motion. The votes were as follows:

Steve Reeve – Aye
Brett Greenwell – Aye
Michele Kersey Smith – Aye

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Brittney Hale – Aye
Clint Weston – Aye
Kelly Moore – Aye

Motion passed unanimously.

7:37 PM – Brett Greenwell made a motion to exit the CLOSED SESSION and take a DINNER BREAK. Michele Kersey Smith seconded the motion. Motion passed unanimously.

8:01 PM – Brett Greenwell made a motion to RECONVENE. Michele Kersey seconded the motion. Motion passed unanimously.

BUSINESS ITEMS (Continued)

- Discuss and Vote to Ratify Principal for the 2019-2020 School Year – There was no further discussion. **Michele Kersey Smith made a motion to ratify Dr. Dave for the 2019-2020 school year. Brittney Hale seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS (For Discussion Only)

- Set 2019-2020 Board Calendar – Dawn Kawaguchi reviewed the proposed board calendar for next year. She also proposed a holiday social in December and a Winter Retreat in January. May is typically a busy month for the administration and the trend is that this meeting has been canceled. Dawn is proposing an electronic meeting for May just in case there is something that needs to be approved. There was a discussion on the preboard meeting schedule.
- Introduce Nextcloud & Credentials – Dawn Kawaguchi was not ready to roll this out. She would like to move this to August.
- Calendar Items – Steve Reeve
 - August PreBoard Meeting – July 30th @ 3:30 p.m.
 - Next Board Meeting – August 13th
 - ✓ We will move the board goal setting throughout the next school year.

8:19 PM – Michele Kersey Smith made a motion to ADJOURN. Brittney Hale seconded the motion. Motion passed unanimously.

June Action Items:

1. Principal Evaluation Committee formed. Brittney, Michele & Brett will meet with AW to create evaluation for Dave – **AW set up meeting**
2. RFP Committee formed. Clint will be the cost evaluator. Steve, Dave & Brett will review and evaluate the content of the proposal.