

Quest Academy Annual Board Meeting Minutes Tuesday, June 9, 2020



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

In Attendance: Steve Reeve, Brittney Hale, Brett Greenwell, Michele Kersey Smith, Clint Weston (via Zoom)

Excused: Nicole Shelman

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

NOTE: It is possible that the QA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

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

2019-2020 Board Strategic Priorities

State Accountability

Fiscally Sound

Personalized Learning/Individualized Learning

Brand Awareness

5:08 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

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

- April 12, 2020 Board Meeting Minutes
- April 12, 2020 Closed Meeting Affidavit

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

- *Discuss & Vote on 2019-2020 Final Amended Budget* – Ryan Smith reviewed the final amended budget for the 2019-2020. We have to make sure that the actual expenses do not exceed the budgeted expenses because that is the state law. Ryan Smith reviewed the 2020-2021 annual school budget. This is required by statute to approve the new budget before the new school year which is July 1. This year is different because we don't know what the budget is going to look like. This budget is a bare bones, get through the school year

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budget. When we do learn about funding, we will bring a more accurate budget to the board for amendment. Ryan reviewed some of the areas that may or may not be cut by legislature. **Brittney Hale made a motion to approve the 2019-2020 Final Amended Budget. Brett Greenwell seconded the motion. Motion passed unanimously.**

- *Discuss & Vote on 2020-2021 Annual School Budget* – See above for discussion. There was a question on the coding for the new budget. **Brett Greenwell made a motion to approve the 2020-2021 annual school budget. Brittney Hale seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on 2020-2021 TSSA Plan* – Dr. Dave stated that this program was new last year. There are specific criteria that we need to meet in order to receive these funds. Dr. Dave reviewed the Teacher and Student Success Act plan, but he also stated that this may be an area that they may cut. Since we didn't really have any assessments this school year, we will keep the same goals and budget as last year. **Michele Kersey Smith made a motion to approve the 2020-2021 Teacher and Student Success Act (TSSA) Plan. Brett Greenwell seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on SCSB Distance Learning Program* – Dr. Dave stated that this allows charter schools to provide eLearning (distance learning) and not have to be approved by the state for the next two years. Dave reviewed the distance learning program form which includes the key elements, a technology plan, to approve a continuing enrollment policy (see next voting item), and some assurances. The board is required to approve this program but it requires Steve's signature. Dawn asked if she could put Steve's electronic signature on the form once Dave sends it to her. There was a discussion on what the school will do if students or teachers have an illness or feel sick. **Brittney Hale made a motion to approve the State Charter School Board Distance Learning Program. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Continuing Enrollment Policy* – Gabe Clark reviewed the Continuing Enrollment Policy. Online schools must to have procedures in place to make sure they are online and taking roll. **Brett Greenwell made a motion to approve the Continuing Enrollment Policy. Clint Weston seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Amended Wellness Policy* – Gabe Clark stated that every three years this policy must be re-approved because they are a part of the federal food program. Dave stated that the Community Council (acting as the Wellness Committee) reviews this policy annually and they did review and approve this last month. **Michele Kersey Smith made a motion to re-approve Wellness Policy. Brittney Hale seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Budgeting Policy* – Gabe Clark reviewed the Budgeting Policy. It's pretty straightforward on what you are already doing. This policy corresponds with the Fraud Risk assessment which Ryan will be going over later in the meeting. **Brett Greenwell made a motion to approve the Budgeting Policy. Brittney Hale seconded the motion. Motion passed unanimously.**
- *Discuss & Vote on Sex Ed Committee Membership* – Dr. Dave stated that the sex ed committee membership must be approved every year. The members are as follows: Gabriel Robinson (Parent), Catherine Sumner (Parent), Madeline Chestnut (Parent), Dave Bullock (Principal/Director), Suzanne Peterson (Parent), Alyssa Woodfield (Parent), Kristi Nielson (Parent) and Sharon Morrison (Parent). This is our community council which acts as our

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sex ed committee. We have employees attend but they are not on the committee. **Michele Kersey Smith made a motion to approve the 2020-2021 Sex Education Instruction Committee membership. Brett Greenwell seconded the motion. Motion passed unanimously.**

- *Discuss & Ratify Board Members & their Terms* – We are still waiting for Exhibit A to go through and then we won't need the POQA representative. Steve Reeve reviewed the current members and their terms. Clint will stay on the board until we find his replacement. **Brittney Hale made a motion approve the following:**

- **Clint Weston – *NEW* 4-year term to expire June 2024**
- **Brett Greenwell – *NEW* 4-year term to expire June 2024**
- **Steve Reeve – June 2023**
- **Brittany Hale – June 2021**
- **Michele Kersey Smith – June 2021**

Brett Greenwell seconded the motion. Motion passed unanimously.

- *Discuss & Vote on Board Officers* – Steve Reeve reviewed the board officers. He asked if there anyone wanted to adjust positions. There were no takers. **Brett Greenwell made a motion to keep the board officers as they currently are which is the following:**

- **Steve Reeve – President**
- **Brittney Hale – Vice President**
- **Brett Greenwell – Secretary**
- **Michele Kersey Smith – Financial Coordinator**

Clint Weston seconded the motion. Motion passed unanimously.

- *Discuss and Vote to Ratify Principal Agreement for the 2020-2021 School Year* – Steve Reeve presented the principal agreement for the 2020-2021 school year which was discussed last month in a closed session. **Michele Kersey Smith made a motion to ratify the principal agreement for the 2020-2021 school year. Brittney Hale seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS (For Discussion Only)

- *Set 2020-2021 Board Calendar* – Dawn Kawaguchi reviewed the board dates for next year which she just took the same dates as the current year and adjusted the dates appropriately. Preboard meetings will be two weeks prior to the board meeting at 3:30 p.m. via conference call.
- *Calendarizing Items* – Steve Reeve
- **August PreBoard Meeting – July 28th @ 3:30 p.m.**
 - **Next Board Meeting – August 11th**

5:44 PM – Brett Greenwell made a motion to BREAK FOR DINNER. Brittney Hale seconded the motion. Motion passed unanimously.

6:35 PM – Brett Greenwell made a motion to RECONVENE. Brittney Hale seconded the motion. Motion passed unanimously.

BOARD TRAINING

- *Annual Open & Public Meetings Act Training* – Gabe Clark reviewed the Open & Public Meetings Act training that is required every year. He reviewed what is a public body, electronic meetings, public comments, a quorum, notice of meetings, agendas, recordings, minutes, closed meetings, no action can be taken in a closed session, recording of closed sessions, and required training. There was a discussion on how long minutes are required to be posted online. Gabe passed around an Affirmation of Training for the board to sign and turn into Dawn.
- *Annual Policies, Plans & Procedures Training* – Gabe Clark stated that there are some policies, plan and procedures that must be reviewed or approved annually. Gabe reviewed the Attendance Policy; Sex Education Instruction Policy including data on teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections and the number of pornography complaints; and Arrest Reporting Policy.
- *Annual Fraud Risk Assessment Review* – Ryan Smith reviewed the Fraud Risk Assessment. Dawn will send out an email with the link to the required online test. Ryan also reviewed the Ethics Policy and there is a Statement of Ethical Behavior that the board members should sign that will be sent in along with the Fraud Risk Assessment.
- *Annual Board Member Agreement* – Steve Reeve passed out the board member agreement for the board to sign and turn into Dawn. Gabe reminded the board that this agreement was created January 2019. It should be signed annually. Gabe reviewed the agreement.
- *Discuss Board Strategic Priorities* – Steve Reeve stated that when he and Dave were discussing **fiscally sound** in the preboard meeting, they didn't have the same "vision" of what fiscally sound means. Dave reviewed their technology purchasing plan. There was a discussion on what fiscally sound means to everyone. Ryan mentioned that the state came out today and said that they want all of the extra special education money back. There was a discussion on using the surplus and what the bond covenants require.
- *State of the School* – Dr. Dave
 - We recently sent out a survey to the parents on if the school was in yellow. We are still waiting for the state guidelines. Dave reviewed the results of the survey. The first part of the survey was about next year and what they would like to see if we came back to school in the yellow. The second part of the survey was on how we did during the distance learning.
 - Dave gave an update on the tree planning on Coulter Woods.

7:53 PM – Brett Greenwell made a motion to ADJOURN. Brittney Hale seconded the motion. Motion passed unanimously.