



Quest Academy

Board Meeting Minutes

Tuesday, April 11, 2017

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: Michele Kersey Smith, Debbie Kingsford, Penn Bradshaw, Ken Bradshaw

Excused: Brice Mindrum, Jade Beckman, Heidi Jex

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

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

6:00 PM – CALL TO ORDER – Ken Bradshaw

Michele Kersey Smith made a motion to convene as the Quest Academy Board of Directors. Penn Bradshaw seconded the motion. Motion passed unanimously.

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

- Ratify New Hire(s) – Dave reviewed the new hire.
 - Clinton Willis – SpEd Dept. TA
- Approve March 14, 2017 Board Meeting Minutes

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

- Discuss and Vote on Billing for Standard & Poor's Bond Analysis not to exceed \$36,000 – Ken Bradshaw stated that S&P did their analysis on the school to get our investment grade bond rating and this is the billing for it. **Penn Bradshaw made a motion to approve the Billing for Standard & Poor's Bond Analysis not to exceed \$36,000. Michele Kersey Smith seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

NOTE: *The Board reserves the right to take final action on any item on the agenda.*

In compliance with the Americans with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should call Dawn Kawaguchi at 801-444-9378, giving at least three working days notice.

Motion passed unanimously.

- Discuss and Vote on Utah Charter School Finance Authority Application Fee – Ken Bradshaw stated that now that we have the bond rating, we can to the state Finance Authority to apply for lower bond rate. This requires a \$20,000 application fee. He also stated that assuming everything gets done the school will receive a credit for the \$20,000 at closing. **Michele Kersey Smith made a motion to approve the Utah Charter School Finance Authority application fee in the amount of \$20,000. Penn Bradshaw seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

- Discuss and Vote on 2017-2018 School Fee Schedule – Ken stated that this was brought to the board last month and the only change is that a \$29 yearbook fee for Jr. high has been added to the schedule. Nicki added that the elementary yearbook is \$17. There was a discussion on when the club fees are collected. **Michele Kersey Smith made a motion to approve the 2017-2018 School Fee Schedule. Debbie Kingsford seconded the motion. Motion passed unanimously.**

- Discuss and Vote on the Purchase of a Back-Up Generator including Installation not to exceed \$17,000 – Angelee Spader presented the back-up generator installation purchase in place of Tammy Mindrum. They administration would like to have a back-up generator to support the Q2 server room and office (for phone use). Angelee stated that they have received three bids and is recommending to award Master Electric the job for \$13,983. She added that there will be an additional cost of \$500 for the conduit and cover it with sheet rock. **Michele Kersey Smith made a motion to approve to award the bid for the purchase of a Back-Up Generator including installation to Master Electric not to exceed \$13,983 + \$500 (Total cost \$14,483). Penn Bradshaw seconded the motion. The votes were as follows:**

Ken Bradshaw – Aye

Penn Bradshaw – Aye

Debbie Kingsford – Aye

Michele Kersey Smith – Aye

Motion passed unanimously.

- Discuss and Vote on Replacement of HVAC Rooftop Units not to exceed \$110,000 – Dave Bullock stated that back in September the school's HVAC coils were damaged in a hail storm. The insurance will cover the coil replacement for both buildings and the school will replace the units in Q1 only since they are nine years old. Dave originally received three bids but

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the third bid was incorrect. When asked to resubmit the corrected bid the company was unresponsive. Dave recommended to award the bid to H&M Heating & Cooling in the amount of \$133,580. With the insurance covering a majority of the cost (\$108,670), the total out-of-pocket cost for the school will be \$24,910. **Penn Bradshaw made a motion to approve the purchase of HVAC rooftop units not to exceed a net of \$25,000. Michele Kersey Smith seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

- Discuss and Vote on Kitchen Equipment not to exceed \$70,000 – Angelee Spader stated that they have a new kitchen manager and they are trying to focus on giving the students more choices. They currently do a serve lunch and they want to move to an offer lunch where the students can choose with a minimum of choices. In order to do this, they will need more equipment since they currently make it all in Q1 and move it to Q2. Since they have a surplus in food service, the state would like them to spend the money. There was a discussion on when the school discontinued getting lunch from DSD. The recommendation is to award the bid to Bintz because they came out and physically measured for the equipment and they have worked with them before. There was discussion on how many choices there are going to be and if it's going to be fresher. There was a discussion about lunch price increasing. The cost is currently \$1.75 for students. There was a discussion on the two bids even though they are less than \$100 cost difference. **Penn Bradshaw made a motion to approve the purchase of kitchen equipment from CKS in the amount of \$41,658.47. Michele Kersey Smith seconded the motion. The votes were as follows:**

Michele Kersey Smith – Aye

Debbie Kingsford – Aye

Penn Bradshaw – Aye

Ken Bradshaw – Aye

Motion passed unanimously.

REPORTS

- **Parent Organization** – Debbie Kingsford
- Gala coming up and they have been working hard on getting this ready. There will be live entertainment from Michael Harris. There will also be students performing as well. Food choices are chicken, pasta and NY Steak.

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- Special Fundraiser on Thursday with a Dollar Dress Down Day and a canned food drive for a QA family that lost their house in a fire. They are also looking for clothes since they lost everything.
 - Carnival is also coming up in two weeks.
 - The year is wrapping up.
- **Board of Directors**
- Review 2016-2017 Budget as of March 31, 2017 – Ryan Smith reviewed the budget in lieu of Brice’s absence. Monies have been drawn down and we are just waiting to receive the funds. They have started to work on next year’s budget.
- **Administration**
- Review “TLC” Teacher Evaluation Data – Dave Bullock reviewed the two skills for the month which are “Warm & Strict” and “Emotional Constancy”. Dave went over the teacher evaluation data. Jenn Jones has done so much work on our evaluation tool so that teachers will receive immediate feedback. We will have one more TLC skill review this year which we want to review all of the skills worked on this year.
 - State of the School – Dave Bullock
 - ✓ Dave gave a lottery update. The secretaries have been making phone calls to make sure that students are still planning on attending next year. We currently have 1,035 students registered for next year which is highest that we’ve ever had. We will still budget for 930. Penn asked about the retention of the jr. high students. Nicki stated that she lost some students transitioning from 6th to 7th but the 8th and 9th graders we hardly lost any. However, we are keeping more 7th graders than we have ever had. This may affect the space we currently have.
 - ✓ The community has reached out to the Sparks Family. We have so many donations already.
 - ✓ Currently searching for a good elementary reading curriculum. A committee has been formed and they have been meeting with companies and we are revisiting those who have met our criteria.
 - ✓ Teachers are getting ready for next year by working with Mastery Connect and mapping out lessons. Dave shared a personal story on mastery of standards. There was a discussion on how using Mastery Connect will be a whole new learning curve for the entire QA community starting with teachers, students and parents.

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There was no PUBLIC COMMENT.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Next Board Meeting – May 9th

The EXECUTIVE SESSION was not needed.

6:44 PM – Penn Bradshaw made a motion to ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously. (Duration 44:29)

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