



# Quest Academy

## Board Meeting Minutes

### Tuesday, September 12, 2017

**Location:** Quest Academy, 4862 West 4000 South, West Haven, UT 84401

**In Attendance:** Michele Kersey-Smith, Jade Beckman, Brittney Hale, Penn Bradshaw, Ken Bradshaw

**Excused:** Debbie Kingsford, Heidi Jex

**Others in Attendance:** Nicki Slaugh, Dave Bullock, Angelee Spader, Dawn Kawaguchi, Gabe Clark, Ryan Smith, Clint Biesinger

*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**

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**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 hires.
  - Tara Allen – Q2 lunchroom
  - Julie Draper – 4th TA/ Recess
- Approve August 8, 2017 Board Meeting Minutes

*Ken Bradshaw made a change to the agenda and asked Clint Biesinger (school's financial advisor) to give a wrap up of the school bonding.*

Clint Beisinger stated that the refinancing is now complete. The school will be saving about \$180k a year by refinancing through the state's Credit Enhancement Program. Quest Academy is one of the few school's that were able to secure an interest rate under 4%. Clint also wanted to remind the board of their obligation to their public debt. There is a responsibility as a board to keep the investors up to date on information that is required and done in a timely manner. US Bank is the trustee for the bond. Ken asked Ryan Smith if he wanted to do a quarterly or annual report on the bonding.

**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.

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

- Discuss & Vote on Financial Reporting Policy – Dr. Dave reviewed the Finance Reporting Policy. He also stated that the administration has been following these procedures and now there is a policy for it. **Brittney Hale made a motion to approve the Financial Reporting Policy. Jade Beckman seconded the motion. The votes were as follows:**

**Michele Kersey-Smith – Aye**

**Jade Beckman – Aye**

**Brittney Hale – Aye**

**Penn Bradshaw – Aye**

**Ken Bradshaw – Aye**

**Motion passed unanimously.**

- Discuss & Vote on Information Technology Security Policy – Dr. Dave reviewed the Information Technology Security Policy. There is also a plan that needs to be in place by October 1<sup>st</sup>. Dave has been working on this with Platte at Academica West. They are also working on the required training for the teachers with ETS. **Michele Kersey Smith made a motion to approve the Information Technology Security Policy. Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Administration of Medication Policy – Dr. Dave reviewed the changes in the Administration of Medication Policy. The school may choose to allow the School to administer an opiate antagonist to an individual experiencing an opiate-related drug overdose and allow students to possess and self-apply sunscreen without a parent or physician's authorization. There was a discussion on the school being responsible for administering the specific medications. Angelee reviewed the current procedures for medication. Ken would like Gabe to look at the statute and bring back more information to the board before they make a decision on this. There was a discussion on having qualified individuals that train employees to do administer specific medications. **Michele Kersey-Smith made a motion to table the amended Administration of Medication Policy. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Cash Handling Policy – Dr. Dave reviewed the amended Cash Handling Policy. The school must make a deposit every three banking days. Dave has talked to Stephanie and Heather and they will make a deposit on Tuesdays and Fridays. There was a discussion on what internal controls are in place. **Penn Bradshaw made a motion to approve the amended Cash Handling Policy. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Human Sexuality Instruction Policy – Dr. Dave reviewed the amended Human Sexuality Instruction Policy. **Penn**

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**Bradshaw made a motion to approve the amended Human Sexuality Instruction Policy. Jade Beckman seconded the motion. Motion passed unanimously.**

- Discuss & Vote on Amended Procurement Policy – Dr. Dave reviewed the amended Procurement Policy. There was a discussion on who would be doing the legal review of the contracts. **Michele Kersey Smith made a motion to approve the Amended Procurement Policy. Jade Beckman seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Tuition Reimbursement Policy – Ken stated that this was amended at the last meeting and it was approved. Once other people had a chance to review it, there seemed to be some confusion on the interpretation. Dr. Dave reviewed the revised Tuition Reimbursement Policy. They have created two different categories 1) employees who choose to go back for a degree or endorsement and 2) employees who the school requires to finish a degree or endorsement because of a specific school position. The first category will be reimbursed 75% tuition with a maximum of \$7,500. The second category will be reimbursed 95% tuition with a maximum of \$8,700. There was a discussion on the percentage amount of the reimbursement for category 2. **Penn Bradshaw made a motion to approve the amended Tuition Reimbursement Policy. Michele Kersey Smith seconded the motion. Ken Bradshaw opposed the motion. Motion passed with a majority vote.**
- Discuss & Vote on Technology Purchase not to exceed \$15,000 – Nicki Slauch stated that they are STEM school and they would like to offer STEM leagues. In order to do this, the requirements for this year are to use computers with a 64-bit operating system. We currently have 32-bit operating systems. These (15) computers would be used for the Cyberpatriots, First Tech Robotics and Lego League. There was a discussion on purchasing computers with 128-bit operating system. **Michele Kersey Smith made a motion to approve the technology purchase for the purposes identified and if a 128-bit operating system is available that we would adopt that but if not we will stay with the 64-bit operating system not to exceed \$20,000. Jade Beckman seconded the motion. The votes were as follows:**
  - Michele Kersey-Smith – Aye**
  - Jade Beckman – Aye**
  - Brittney Hale – Aye**
  - Penn Bradshaw – Aye**
  - Ken Bradshaw – Aye****Motion passed unanimously.**

## REPORTS

- **Parent Organization** – Eddie Green & Kristen Hales

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- Cookie Dough sales are going well
- **Board of Directors**
  - Review 2017-2018 Budget as of August 31, 2017 – Jade Beckman reviewed the budget as of August 31<sup>st</sup>. There will be an amended budget after the October 1 count. Items to bring attention to are reclassification of items; bond savings; statement of financial position. Ryan Smith stated that AW has just received all of the final documents for the bond this week. He also communicated the board that the amount of savings is a little bit lower for the first year than Clint stated because there was some payment left for the month of July under the old obligations. Ryan also stated that he spoke with Clint about the all of the fees that were prepaid while going through the bond process. Clint is going to pursue getting those reimbursements. Ken stated that this process has been an absolute treat for him because it has proved how well Quest Academy is doing financially compared to other schools in the state.
- **Administration**
  - State of the School – Dave Bullock
    - ✓ Welcome Back Meeting with the staff where Ken and Penn came and spoke about mindset and grit. “It’s not about being smart it’s about being hard workers.”
    - ✓ Jr. High the students are coming up with their own powerful statements for the teachers to focus on with the students.
    - ✓ In the elementary we have new phrase every week where the teachers may use it for journal entries, etc.
    - ✓ Our new teachers have been so prepared this year.
    - ✓ Our parking lot is working very smooth this year. Car pool has improved to (14) minutes. We are very happy about that. There was a brief discussion on the areas of concerns.
    - ✓ Volleyball and Cross Country have started. Both girls’ and boys’ cross-country teams have taken first both weeks. The parent volunteers have been amazing by providing snack and drinks to all participants. Our first home volleyball game was well attended.

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

- Board Opening – Ken stated that due to the recent email from Heidi asking to be released from her board obligation, he would like the board to do some recruiting (preferably parents). He also would like to possibly post an open position.
- Employee Benefits – Jade presented three proposals for the board to consider on the employee stipend increase steps based on years of service.
- Calendaring Items – Ken Bradshaw

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- Next Board Meeting – October 10<sup>th</sup>

**The EXECUTIVE SESSION was not needed.**

**PUBLIC COMMENT**

- Eddie Green made a public comment and asked the board if they were planning on celebrating the 10<sup>th</sup> year of the school.
- Kristin Hale wanted to say “YEA! Our lunch program!” They have doubled the number of students participating in our lunch program.

**7:15 PM – Michele Kersey Smith made a motion to ADJOURN. Jade Beckman seconded the motion. Motion passed unanimously.**

**September Action Items:**

1. Bond reporting annually or quarterly – **Ryan Smith**
2. Look into the specifics of the Administration of Medication in School Policy – **Gabe**

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