



Quest Academy

Board Meeting Minutes

Tuesday, September 13, 2016

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: Brice Mindrum, Michele Kersey Smith, Tammy Paulson, Heidi Jex, Penn Bradshaw, Ken Bradshaw, Jade Beckman (via phone)

Others in Attendance: Dave Bullock, Nicki Slauch, Vicki Barlow, 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

6:02 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.

VERAPATH REPORT

- *Update on Bond Process and Timeline* – Clint Biesinger updated the board on bond process and where they are at in this process. The delay in this process has been waiting for the FY16 audit which is in the final stages of completion. They school will be issued a draft audit and they should be able to start the process with this. An RFP is out for bond counsel which will work on behalf of the state. The second RFP is out for the borrower's counsel which will work on behalf of the board and the last RFP is out for an underwriter. The question that Clint has for the board is, "How do you want to approve these RFP's?" Once the RFP's have been done, Clint expects a timeline of about 5 months. There was a discussion on the possible S&P ratings and interest rates. There was discussion on choosing borrower's counsel and interest rates on bonds.

Clint was excused at 6:19 p.m.

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.

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

- Ratify New Hires
 - Nicki Slauch – Q2 Vice Principal
 - Denise Drysdale – Para pro
 - Michael Goldsberry – Para pro
- Approve June 21, 2016 Closed Session Affidavit
- Approve August 9, 2016 Board Meeting Minutes
- Approve August 9, 2016 Closed Session Affidavit

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

- Discuss and Vote on possible amendment to the Uniform Policy for Jr. High spirit clothing – Ken stated that this item was going to be tabled per a request.
- Discuss and Vote on 2016-2017 Director Performance Outcomes – Ken Bradshaw stated that Dave made the changes recommended by the board. He asked the board to look it over to see if they wanted to add anything to it. There was a discussion on the subjectivity of #6. Dave asked if it would help to add what the teachers are focusing on this year. He reviewed the teacher process of math PLC's with student for math. If students are not at 80% of the concept being taught, then there will be a re-teaching of the concept to the targeted students. Ken recommends that the change of specifics should be in the measurement. Brice had a couple of questions that Dave will be answering today in his report. Brice also stated that #5 should be based on retention and progress of teachers. There was a discussion on the process of how they currently work with each employee meets the teacher qualification variables. Ken would like Dave to tweak #6 and then it should be ready to go.
- Discuss and Vote on Ronda Hill's Tuition Reimbursement – Dave Bullock summarized Ronda Hill's progress of how she is working to get her teacher's license. She is currently a teacher intern. According to the tuition reimbursement policy, she can be reimbursed 9 credit hours per year at \$150 per credit hour and a total of 36 credit hours. So the amount requested for this year is \$1,350. **Brice Mindrum made a motion to approve Ronda Hill's tuition reimbursement in the amount of \$1,350. Michele Kersey Smith seconded the motion. The votes were as follows:**

Brice Mindrum – Aye
Michele Kersey Smith – Aye
Tammy Paulson – Aye
Heidi Jex – Aye
Penn Bradshaw – Aye
Jade Beckman – Aye

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Ken Bradshaw – Aye
Motion passed unanimously.

REPORTS

➤ **Board of Directors**

- Review 2016-2017 Budget as of August 31, 2016 – Brice Mindrum deferred to Mr. Smith on the budget. Ryan gave an update that the financial side of the audit is done and they are now working on the state compliance side of things. Ryan anticipates the audit being complete by mid to late October. An amendment will most likely be done in November. Ryan noted a couple of items. There were a couple of bills that came in from last year that hit this year's budget. (a) Student transportation services: the school received a bill for a field trip (b) Furniture & fixtures: a couple of tables for the chemistry lab; both were invoice after the July that weren't accrued for.

➤ **Parent Organization** – Tammy Paulson

- POQA is now an official charitable organization. We have received a certificate and we can raise funds.
- We had our first official general membership meeting. Not as many parents as we had hoped for. We approved our budget and events calendar, etc.
- Spirit night at Arby's next week
- We are off and running...

➤ **Administration**

- State of the School – Dave Bullock
 - ✓ Update/Accountability on Teach Like a Champion – Dave shared what they have been doing in the classroom with teachers on "Teach Like a Champion". September's skills that they have chosen to work on are:
 - 100%
 - Sweat the Details
 - Do It Again

They are using Google classroom where they post teachers doing these skills. Teachers can post classroom assignments, original posts, comments, etc. Teachers are helping teachers and showcasing their skills to help others. Observations by administration are also done through Google classroom and can be tracked. The observation can be viewed immediately and printed to send to teacher. If skills are not met, there is additional training given and follow up observations.

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- ✓ Hosted our first Cross Country meet. It was fun to be out there cheering our Quest team. One of our girls took second place. It was nice to have people come to and see our school.
- ✓ STEM projects started this month
- Discuss Administrative “Roles & Responsibilities” – Dave asked how the board would like to him to go over this. This is not the first draft. Ken stated that this is a work in progress.

There was no PUBLIC COMMENT.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Next Board Meeting – October 11th

There was no EXECUTIVE SESSION needed.

7:08 PM – Penn Bradshaw made a motion to ADJOURN. Brice Mindrum seconded the motion. Motion passed unanimously. (Duration 1:06:17)

September Action Items

1. Find the minutes that names the finance committee members – **Dawn**

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