



# Quest Academy

## Board Meeting Minutes

### Tuesday, December 8, 2015

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

**In Attendance:** Brice Mindrum, Jade Beckman, Nicole Maxfield, Michele Kersey Smith, Heidi Jex, Penn Bradshaw, Ken Bradshaw

**Others in Attendance:** Dave Bullock, Vicki Barlow, 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

**Penn Bradshaw made a motion to convene as the Quest Academy Board. Heidi Jex seconded the motion. Motion passed unanimously.**

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

- Ratify New Hires
  - Mary Freckleton – SpEd TA
- Approve October 13, 2015 Board Meeting Minutes

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

- Discuss and Vote on Intermountain Speech Pathology Services not to exceed \$16,000 – Dave Bullock asked Ryan Smith to discuss the Special Education Services. Ryan stated that AW has been reviewing the bills paid process. A couple of the vendors that came up was approval for the school's occupational therapy and SLP which has been approved years ago. This is something that is usually approved in the early fall. It is a housekeeping item that was overlooked. **Penn Bradshaw made a motion to approve the Intermountain Speech Pathology Services not to exceed \$16,000. Heidi Jex seconded the motion. The votes were as follows:**

**Brice Mindrum – Aye**  
**Jade Beckman – Aye**  
**Nicole Maxfield – Aye**  
**Michele Kersey Smith – 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.

**Heidi Jex – Aye**  
**Penn Bradshaw – Aye**  
**Ken Bradshaw – Aye**

**Motion passed unanimously.**

- Discuss and Vote on Special Education Contracted Services Rate Sheet and Contract – There was no further discussion. **Penn Bradshaw made a motion to approve the Special Education Contracted Services Rate Sheet and Contract. Michele Kersey Smith seconded the motion.**

**The votes were as follows:**

**Brice Mindrum – Aye**  
**Jade Beckman – Aye**  
**Nicole Maxfield – Aye**  
**Michele Kersey Smith – Aye**  
**Heidi Jex – Aye**  
**Penn Bradshaw – Aye**  
**Ken Bradshaw – Aye**

**Motion passed unanimously.**

- Discussion and possible reconfirmation of certain personnel appointments and actions – Ken Bradshaw stated that the auditors reviewed nepotism this year and had some findings. He reviewed the state law regarding nepotism that pertains only to charter schools. The current statute allows family members to work at the school provided the board follows certain guidelines. Ken has asked the board members who have a “family member(s)” that work for the school to sign a disclosure agreement to the board stating the conflict. Ken reviewed all of the board members with family conflicts.

*Ken Bradshaw, Penn Bradshaw and Jade Beckman left the meeting room at 6:13 PM.*

Gabe Clark was asked by Ken Bradshaw to lead this discussion in his absence of the meeting. Gabe opened the floor up for discussion regarding Brandy’s and Heather’s employment. Heidi Jex asked why the decision was made to hire Brandy. Since Dr. Dave was not the one who hired Brandy Beckman initially as the secretary, he could only discuss the reasons why the administration wanted to hire Brandy as a teacher. Because they had a teacher quit the week before school started they were scrambling to find someone to fill the position. Since they knew that Brandy was going to school for education instruction and they have other employees on letters of authorization the administration felt like she was the best candidate. They had applications on file that they had already reviewed or interviewed so they decided to ask Brandy if she was interested in accepting the job. Vicki Barlow stated that Brandy was

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initially hired as the Jr. High secretary because of her experience as a secondary secretary in the charter system. Heidi asked if Ken and Penn had any decision in the hiring of Brandy. Dave and Vicki replied that they didn't even know that she was even being considered for the position as a teacher. Vicki added that Ken and Penn were not involved in the initial hiring of Brandy either. She also added that currently Brandy has been through the first round of formal observations and she came through with flying colors. She has also done extremely well with "drop ins". She has worked very closely with Nicki Slaugh (instructional coach) and has acclimated very smoothly from secretary to teacher. Nicki added that Brandy takes all of the suggestions that she gives her and makes the changes by her next visit. With Brandy changing positions her secretary job needed to be filled. Since they had just lost Angelee's assistant in Q1, they felt like they needed someone who didn't need much training so that is why they wanted someone with experience. Knowing that Heather Ward was a seasoned secretary at another charter school, they approached her and offered her a job. She had come highly recommended by AW (especially Dawn). Heidi asked again if Ken and Penn were involved in this decision. Dave and Vicki stated that they were not. Michele Kersey Smith asked if the jobs were posted and for how long because she said that it is required in WSD. Dave and Vicki both stated that they were not posted. Gabe stated that charter schools do not have to post jobs but it is a best practice.

**Heidi Jex made a motion to ratify the hiring of Brandy Beckman as the Jr. High secretary in August 2012. Nicole Maxfield seconded the motion. Motion passed unanimously.**

**Michele Kersey Smith made a motion to ratify the hiring of Brandy Beckman of a 6<sup>th</sup> grade teacher in August 2015. Heidi Jex seconded the motion. Motion passed unanimously.**

**Michele Kersey Smith made to ratify the hiring of Heather Ward as the Jr. High secretary in August of 2015. Nicole Maxfield seconded the motion. Motion passed unanimously.**

*6:25 PM – Ken Bradshaw, Penn Bradshaw and Jade Beckman returned to the meeting. Brice Mindrum left the board meeting room for this discussion.*

Ken asked Gabe to continue to lead the discussion for Tammy Mindrum. Heidi stated that this one may be a little different for Brice because she was initially hired before he was on the board. Ken asked the

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administration if they have any issues with her employment. Dave replied absolutely not. Ken asked if the administration the decision to hire Tammy in both positions were put upon them by the board or was the decisions independently made by the administration. Dave responded independently.

**Penn Bradshaw made a motion to ratify the hiring of Tammy Mindrum as the database administrator in August of 2010. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

**Jade Beckman made a motion to ratify the position change of Tammy Mindrum to the database/network administrator in March of 2014. Heidi Jex seconded the motion. Motion passed unanimously.**

*Brice Mindrum returned to the meeting at 6:28 P.M. Ken stated that Jade will need to sign a form that states that Heather is his sister-in-law. He will provide that for Jade.*

- Discuss and Vote on Conflict of Interest Policy – Ken Bradshaw reviewed the Conflict of Interest Policy. This will be put in place so that the board can be aware of nepotism. There was a discussion on annual salaries. **Penn Bradshaw made a motion to approve the Conflict of Interest Policy. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss and Vote on the Amended 2015-2016 Budget as of November 30, 2015 – Brice Mindrum asked Ryan Smith to discuss the amended budget as of November 30, 2015. The changes reflect the changes in the October 1 count, staffing, food services, and some new STEM funding. This reduces the overall surplus about \$30,000. Ryan S. stated that there is one line item change that will be made to the budget on salaries since it is been categorize wrong. **Jade Beckman made a motion to approve the amended budget 2015-2016 budget as of November 30, 2015. Heidi Jex seconded the motion. Motion passed unanimously.**

## REPORTS

### ➤ Board of Directors

- Technology Committee Update – Brice and Jade stated that Nicki and Tammy are putting together a 5-year plan of what the school is going to need. Brice stated that it is a good first draft. The committee will sit down and go over it before it is presented to the board. They should be ready to present this at the next board meeting.

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- **Parent Organization** – Nicole Maxfield
  - Popcorn Fundraiser raised over \$4,000. We sold 1,145 bags of popcorn
  - Angel Tree fundraiser for QA families in need
  - Dress Down \$ will go to the Angel Tree
  - Bricks will be done in the Spring
- **Administration**
  - State of the School – Dr. Dave
    - ✓ The marquee is up and running. Dr. Dave is doing the programming of the marquee information.
    - ✓ STEM update
      - ★ Tech Tuesday – Nicki and Admin are meeting with the teams weekly going over needs, expectations, and training
      - ★ We are gathering artifacts so we have them to show the state they are doing what we need to do to become a STEM designated school.
      - ★ After the first round of STEM designation then we will go back to having the teachers that are implementing the STEM skills correctly present to the teachers
      - ★ We are close to finishing the narrative.
      - ★ Dave and Nicki went to a STEM training at DaVinci by Sarah Young
      - ★ Two dates that you can submit December 18<sup>th</sup> and February 18<sup>th</sup>. QA is the only school that will be ready by December.
      - ★ Check out the STEM postings on Facebook and front foyer TV monitors (coming soon)
    - ✓ Ugly Sweater Day is on Friday
    - ✓ Interim testing is underway. All of the labs are booked up.
    - ✓ School Sing-A-Long on December 18<sup>th</sup>

*Ken publically thanked the administration for taking on STEM. You have exceeded his wildest expectation on this STEM direction. Penn also discussed the STEM board that has been created. There is a lot of excitement generated from this group.*

- Monthly “Teach Like a Champion” Update – Ken passed out a proposal to the board and administration on “Teach Like a Champion” (TLAC). He gave a brief history of how the TLAC training came about. He highlighted the proposal. Teachers will have the opportunity to earn two professional development points

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each month as long as they complete the three items. If they earn all of 20 of the possible points they will have their annual required points. Ken stated that the destination is STEM but the vehicle to get there is TLAC as well as Love and Logic. Ken asked that the board look over and make comments or changes so that next month it can be on the agenda to be adopted.

**There was no PUBLIC COMMENT.**

*Ken thanked the board for their attendance.*

**There was no need for an EXECUTIVE SESSION.**

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

- Calendaring Items – Ken Bradshaw
  - Next Board Meeting – January 12, 2016

**7:02 PM – Heidi Jex made a motion to ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously. (Duration 1:03:18)**

**December Action Items**

1. Items for next month's agenda – Dawn
  - a. 5-Year Tech Plan
  - b. Teach Like a Champion proposal

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