

Quest Academy

Work Session Agenda

Thursday, July 19, 2007

Location: Ogden Preparatory Academy 215 22nd St. Ogden, UT 84401

Approved On: September 19, 2007

In Attendance: Board Members: Brandy Beckman, Gabe Clark, Penn Bradshaw, Kenn Bradshaw, Beckie Eastman, Michele Kersey.

Other: Jed Stevenson, Kim Dohrer, Bobbi-Sue Miller, Catina Martinez-Hadley

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

6:05 PM – BUSINESS ITEMS: (To be voted upon in board meeting)

- **Purchasing and Disbursement Policy:** The Purchasing Policy was reviewed. Kenn Bradshaw suggested that the second year amount of \$1,500 be changed to \$2,000 to give the principal more latitude Kenn also made the point that the first year amount should be smaller than \$5,000 based on the fact that you would want more control over what was being purchased during the first year. Jed Stevenson stated that the amount is larger during the first year because you have larger purchases. Kenn agreed that the first year amount of \$5,000 is acceptable but would still like year two to be changed to \$2,000.00
- The Board members have also requested that the President of the Board be used consistently through all documents.
- **Capitalization and Expense Policy:** The Capitalization and Expense Policy is a requirement for auditing purposes. We are not for profit organization so there is no tax purpose in capitalizing something versus not capitalizing something; it is strictly for GAAP requirements that we keep records as if we are a taxable entity. Kenn Bradshaw stated that his only concern with the policy is that he would like the amount of \$500.00 to be changed to \$1,000.00. It was agreed that this change be made to the policy for Board approval.
- **Bylaws:** Review Proposed Bylaws are needed for Application of 501 (C) (3). Jed Stevenson recommended to tabling this issue in the Board Meeting. Gabe Clark pointed out typos in the Bylaws in regard to section 4.3 B. "type in 4.3 B" are there some directors that are not to be elected by the Board of Directors? Jed Stevenson stated that the parent position is not elected by the Board of Directors due to the 25% minimum of the Board be parents of students attending the school. Refer to section 7.5.

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6:20 PM – OTHER BUSINESS ITEMS (For discussion only)

- **Implementation Grant Budget:** There are fewer schools applying for implementation grants this year so we are applying for \$175,000.00 originally and then we will revise it at a later point. State writes a federal grant then money is awarded to charter schools when they write for the first 3 years of operation. These funds are used to offset costs of books, classrooms materials. Applying each year for the first three years. In applying for these funds you have to comply with federal laws for charter schools. The only unconventional thing in this grant is in salaries. You can't use any money for salaries unless it is used to pay a curriculum development specialist.
- **Lease Agreement** The lease agreement will not be recorded due to negotiations.
- The following list is a list of committees Academica West has put together.
 - Enrollment, Open House and Registration
 - Communication/Legal/PR
 - Facilities
 - Curriculum/Library/Procurement
 - Human Resources
 - Parent Volunteer, Financial
 - Fund Raising
 - Technology
 - Safety
 - Dress Code
 - Cafeteria
 - Website/Newsletter
- Will be determined at next meeting with exception to facilities. The contact for facilities will be Kenn Bradshaw.
- It has been suggested that we begin to conceptually put together a website. Catina has put money into professional technical services for the website development.
- Jed also suggested that the Board members begin as early as this September or October to hold cottage meetings.
- Samples of uniform policies will be sent to the Quest Board for them to review.
- **Timeline**
 - The Directors Meeting is held at the USOE and is normally attended by the principal. A representative is required to be there for points toward the implementation grant. Individuals have been assigned to the first three meetings.
 - Michele will attend the August 13th meeting
 - Ken will attend the September the 10th meeting
 - Gabe will attend the October 9th meeting
 - Background checks for all Board members must be completed 90 days after approval of the charter.
 - The Board has put together a RFP for a management company; sections that have been highlighted may be changed. For the most part everything that is on here is standard practice for companies managing charter schools. All changes made to the RFP should be made by the Board, and emailed to Brandy before Friday.
 - Board meetings have been set for the second Tuesday of every month at MOPA. With one exception the next board meeting will be held on Tuesday August 14th at SAA from 6-8 p.m.

8:00 PM – ADJOURN

Ken motioned to leave work session and convene prematurely to our regular meeting. Seconded by Becky Eastman and the motion passed unanimously.

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