



Quest Academy

Board Meeting Minutes

Tuesday, January 13, 2009

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

Board Members in Attendance: Michele Kersey, Tom DeGarlais, Penn Bradshaw, Brandy Beckman, Beckie Eastman, Gabe Clark and Ken Bradshaw (6:19)

Others: Gavin Hutchinson (Academica West), Dawn Kawaguchi (Academica West), Catherine Montgomery (Principal), Kim Dohrer (Academica West 6:18)

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

6:06 p.m. - CALL TO ORDER - Brandy Beckman

CONSENT ITEMS – Penn made motion to accept the consent items. Beckie seconded the motion. Motion passed unanimously.

- Approve Board Meeting Minutes from December 9, 2008
- Accept Closed Meeting Affidavit from December 9, 2008

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

- *Seventh Grade* – Catherine asked the Board for their opinions on having a seventh grade next year. The Board expressed their pros and cons for offering a seventh grade next year. The consensus is leaning toward waiting another year but they would like to hold off on making a final decision until after the letters of intent come back that were sent out on Monday.

REPORTS

- Academica Report
 - *Update on embroidered sweatshirts* – Dawn reported to the Board that after reviewing past minutes, she did not find any information regarding embroidered apparel in a previous Board Meeting. She could not find any public comment where this was discussed. After some discussion, Ken made motion to revisit the Dress Code Policy at the next Board Meeting to include the embroidered clothing. Penn seconded the motion. Motion passed unanimously.
- Board Report
 - *Update on bonus allocation* – Gabe explained to the Board that the expended bonus amount of \$6,000 on last month's report was partially a misallocation. The actual expended amount should be \$3,000 which is for signing bonuses.

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You will see the correction on this month's budget report.

- *Update on Proposed Budget Adjustments* – Gabe explained that in addition to the current budget, there is two more columns to show a proposed revised budget and the difference that reflects adjustments made to the current budget. Since we don't have as much revenue as anticipated. This is due having fewer students than projected and some state cutbacks that was less than we estimated. Gabe reviewed the budget along with the proposed revised budget. The proposed budget was cut approximately \$61,000. Ken moved to adopt the revised budget. Beckie seconded the motion. Motion passed unanimously.
- *Review and Accept 2008-2009 Budget (as of December 31, 2008)* – Gabe included the budget along with the proposed budget together.
- *Update on Building Lease* – Gabe informed the Board that the appraisal has been received by the owners and we are just waiting for them to make a proposal to make an offer.
- *Update on Parent and Employee Surveys* – Brandy wanted an update on where the school was on the surveys that were discussed in a previous Board Meeting. Catherine said that they have one almost ready to be sent out to the employees but do not have the parent survey. She said that they should have the parent survey within the next two weeks.

➤ Parent Organization Report

- Tom discussed the email that he sent out to the Board regarding Volunteer Hours. At the last general membership meeting, it was proposed and accepted by the parents for the Board to consider passing a policy that would accept money contributions in lieu of volunteer hours with the caveat that the contribution was completely voluntary. There were many comments made by the Board that was both for and against. Ken stated that the Board will not be adopting the policy but would like to explore with the parents the following:
 - A. A number of ways that donations of cash could be solicited, accepted, earmarked in ways that make sense with the parents and the school.
 - B. Find some creative volunteer opportunities for the parents to volunteer their time.
- Next general membership meeting on Thursday, January 15.
- Tom reviewed the POQA budget and informed the Board where their money is going to be spent. Some of the things that they have budgeted to be purchased are the following:
 - ✓ PE & Playground Equipment - \$500 each piece
 - ✓ Risers – Begin with \$500 for one riser with an earmark of 10% of all money to risers until they have enough for school.
 - ✓ No Piano budgeted - Would like to solicit for a donation
 - ✓ Software and hardware for computer station for check in and check out - \$500 (\$95 for software & \$200 for printer plus labels). Will print out labels for all visitors and volunteers. It will also print out a paper check in/out slip for student and it also tracks volunteer hours.
 - ✓ "Inspirations" (charter Reflections) – budgeted for prizes if happen
 - ✓ \$1,000 set aside for Spring Carnival (May 15)

They have not budgeted large ticket items just yet. They will be discussing this at the meeting on this week.

➤ Principal Report

- Catherine reviewed the Christmas program which had amazing attendance. However, with the size of the cafeteria and the large attendance, they do not

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have enough room for everyone. Since they split up the programs, some parents had to take off a long period of time from work to see all of their children's performances. Next year, they may have to rent a facility to do their Christmas program.

- On January 5, there was a frozen main water pipe and school was canceled. Catherine will be applying for an exemption but there is a possibility that the school may have to make up the day.
- Band width problem which has been ongoing. Catherine has hired an outside source to audit report which we should have by the end of the week.
- There is an upcoming training for teachers on SIS, Active Slate/Active Vote and MacBooks.
- The Dibbles testing has shown excellent growth particular in the lower grades.
- Looking into purchasing Star Reading and Math Assessment which are large budget items and will cost approximately \$6,600 (combined) – decide whether or not we want to spend the money this year or next year.
- Preparing for direct writing assessment in February for 6th Grade.
- Weber Human Services will be coming to school to council and have groups which include “Get Along” groups/classes, Gus and Gussy class, Growing Up Strong programs for the students. They will be bringing in lessons plans for the teachers to do in the classroom that teach getting along with others and anti-bullying.
- First Community Council meeting. The first item working on is a SNAP plan to receive crosswalks from UDOT.

Penn asked Tom for a status on marquee. Kelly Madsen is looking into some options and checking with her contacts. One idea was to put it on a large base so that there was space for sponsors which would help pay for it.

- Catherine presented a flexible plan on the Jr. High expansion that she and Kim put together. The Board discussed the different options that are available if they decided to have seventh grade next year and other options. Ken made a motion to vote next month to apply for the expansion of 8th and 9th graders for 2010-2011 (which must be submitted in April 2009) or hold off another year. Beckie seconded the motion. Motion passed unanimously.

*Ken made a motion that since he came in late he would like to make a change to the minutes on the consent items. Here's how the sentence should read: Ken made note that the Board has left the executive (closed) session where there was discussion on the **professionalism, character, competence, or mental health** of an individual and the Board made certain decisions regarding Christmas bonuses that are consistent with our adopted budget. Tom seconded the motion. Motion passed unanimously.*

PUBLIC COMMENT (Comments will be limited to items not on the agenda- 3 min. each)
Public comment was made by Corey Tenney.

CLOSED SESSION – The Board will be discussing the Director's personal goals. Ken made a motion to leave our public meeting and move into a closed executive session for the purpose of discussing the character, competence, professionalism, or mental health of an individual. Penn seconded the motion. Motion passed unanimously. (1:26:12)

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Gavin was excused at this time (7:37 p.m.)

ADJOURN – Ken made a motion to adjourn the meeting. Penn seconded the motion. Motion passed unanimously.

January Action Items:

1. Readdress the Dress Code Policy to include embroidered clothing at the next Board Meeting – **Dawn/Ken**
2. Ken requested a resolution brought to the Board for the frozen pipe problem – **Sheldon/Stacey**
3. Put on agenda for next month to make a final decision on whether they want to have Kim help submit for expansion this April – **Dawn**
4. Brandy passed out a preliminary Parent Handbook. She would like everyone to review and make changes. Would like to discuss and vote on Parent Handbook for next Board Meeting – **Dawn**

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