



**Quest Academy**  
Board Meeting Minutes  
Tuesday, February 10, 2009

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

Attendees: Brandy Beckman, Tom DeGarlais, Ken Bradshaw, Penn Bradshaw, Beckie Eastman, Gabe Clark, Catherine Montgomery (Principal), Kim Dohrer (Academica West) and Dawn Kawaguchi (Academica West)

Excused: Michele Kersey

*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

**6:05 p.m. – CALL TO ORDER** – Brandy Beckman

**CONSENT ITEMS** – Beckie made a motion to approve all of the consent items. Ken seconded the motion. Motion passed unanimously.

- Approve Board Meeting Minutes from January 13, 2009
- Accept Closed Meeting Affidavit from January 13, 2009

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

- *Discuss and vote on decision to apply for Jr. High expansion* – Kim presented a plan that she and Catherine worked on which holds off on seventh grade for next year so that we will have a full 6<sup>th</sup> grade to fill the 7<sup>th</sup> grade. She also suggests that we apply for 275 students this April for the 2011-2012 school year with the thought that we may very well be bumped back a year. Quest is already approved for 750 students next year. Ken made the motion to approve to have Academica West move forward on applying to the state for 275 more students by April 1<sup>st</sup>. Penn seconded the motion. Motion passed unanimously. Beckie made a motion to hold on expanding to seventh grade for next year. Penn seconded the motion. Motion does not carry. Kim wanted to add that this plan that was discussed is not the plan that the Board has to go with. It's a nice blueprint to go from but at any time it can be adjusted to accommodate what will work for Quest. Kim also stated that moving into the seventh grade is not just about 25-30 students it's about staffing. Ken made a motion that we confirm our previous discussions and let the parents know that we will not have seventh grade next year and the second part of this is that they adopt the plan (blueprint) set forth by Kim. Tom seconded the motion. Motion passed unanimously. Catherine has asked the Board to make a decision about the 7<sup>th</sup> grade as early as possible so that the parents will know.

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- *Discuss and vote on Parent Handbook* – Brandy brought copies of the Parent Handbook for the Board to review at the last meeting. All changes were sent to Brandy and have been made by Brandy. There were some comments made by the Board for clarification on certain items. Tom asked for the Parent Organization definition that is stated in their By-Laws. Penn made a motion to approve the Parent Handbook with the changes made by the Board so that it will be ready to go out by Parent Teacher Conference. Beckie seconded the motion. Motion passed unanimously.
- *Discuss and vote on revised Dress Code Policy to include embroidered clothing* – Ken stated to the Board that there were many questions regarding the embroidered clothing that was sold by the POQA. The Board decided at the last Board meeting to readdress the Dress Code Policy. The discussion was whether or not to include the school colored embroidered fleece vests. Tom made a motion to insert on the first page of the Uniform Policy on the second to the last paragraph the following sentence: **“Fleece vests in either solid navy or red with an embroidered school logo on it are acceptable to be worn over uniform collared shirt.”** Beckie has seconded the motion. Motion passed unanimously.
- *Discuss and vote on Building Rental Policy and Agreement* – Catherine would like to adopt a Building Rental Policy since she has had some interest in renting Quest’s facility. There was discussion by the Board regarding the activity fee schedule. The Board had many questions regarding what is “extra-curricular” and what is school sponsored. The thought that they had decided that they only wanted school sponsored activities held in the building after hours. Ken stated that they had talked about it but never made a decision on this. Ken made a motion that Gabe revise this policy as an Academica West employee and vote on it next month. Penn seconded the motion. Motion passed unanimously.
- *Discuss and vote on Bullying and Hazing Policy* – Catherine informed the Board that USOE is requiring Charter Schools to have a separate policy outside of the Safe Schools Policy. There was discussion on some of the wording with this policy by the Board. Beckie made the motion to approve the Bullying and Hazing Policy with the changes that were discussed (“*all school personnel*” to replace the word “*staff*”). Ken seconded the motion. Motion passed unanimously. Catherine has made a comment to make sure that the training will be done within the next three months and will continue to have yearly trainings with faculty and staff.
- *Resignation of Board Member* – Gabe turned in his resignation with the Board as a member of Quest Academy’s Executive Board member.
- *Discuss and vote on Gabe continuing to act as the Quest Board representative with the building purchase* – Ken stated that Gabe has been the representative of the Board that has been working on purchasing the building. He continues on to say that since Gabe has resigned and is now working for Academica West it creates a conflict of interest for him to continue to represent the Board on the purchasing of the building. Ken informed the Board that they have a *right with notice* to say that they will waive the conflict and wish for Gabe to continue to working (on the Board’s behalf) to lean toward getting the bond issue resolved. Ken made a motion that they acknowledge the conflict

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and waive the conflict for the purpose of having him continue to represent the Board on the bond question. Tom seconded the motion. Motion passed unanimously. *Gabe requested to give an update on the building purchase at this time. He informed the Board that they have been advised to make an offer and move forward with this.*

- *Discuss the possibility of 401(k) matching for employees* – Catherine has been asked by some of the teachers to bring this question to the Board. Is there a possibility of matching funds for the employees? Catherine did mention that she didn't think that it would happen during the first year but possibly down the road. The Board requested that Gavin send (via email) some information regarding 401(k) matching.
- *Discuss Retention Pond Safety* – Brandy wanted to make the Board aware of the retention pond and the water level. Ken stated that the he spoke with Trent and the pond is doing exactly what it is suppose to do. However, he made the request that the building owners to make an assessment to make it safe. He would like feedback by the next Board meeting. In the meantime, he would like the faculty and staff to make the sure that the children stay away from it. Catherine informed the Board that their her concern is not during school since they have teachers and staff monitoring it but after school is out. Ken also mentioned that the gate in the back is not on the hinge. Catherine stated that she will contact Rick to the gate put back.
- *Discuss and vote on a recurring "Spirit Day"* – Brandy has been approached by many parents requesting a "Spirit Shirt" to go with a "Spirit Day". There was discussion on what a spirit shirt would look like. Catherine informed the Board that they could get a "spirit shirt" that was free for all students if it was sponsored with a company logo on it. Ken would like a sample shirt of what the shirt would look like. Many suggestions were brought up by Catherine and Tom. Since Catherine doesn't particular like t-shirts so the POQA Board would like to suggest that on the particular "Spirit Day" all students wear the same color shirt. Beckie made a motion that they are in favor of a Spirit Day in which Catherine will choose a monthly Spirit Day and also chose the color shirt for each Spirit Day. Penn seconded the motion. Motion passed unanimously.

## **REPORTS**

- **Academica Report**
  - Report on freezing pipe solution – Kim reported that she did not have the information needed that the Board requested last month. Dawn said that from what she understood the freezing pipe was taken care of. She understood from Trent that there wasn't enough heat coming in from the ducts and that Ted opened them up and that's why it was fixed so fast. Kim stated that she would have Trent send an email to all Board members regarding the solution to the freezing pipe.
- **Board Report**
  - Review and Accept 2008-2009 Budget (as of January 31, 2009) – Gabe reviewed the budget as of January 31<sup>st</sup>. Gabe informed the Board that they have received their loan which has helped with the cash flow. The items of concern are the Special Ed funding that has not yet been received. Kim stated that the reason we have not received the money is because we have to submit a budget. We will receive money from federal and state. The other concern is in the food service. We should look at where we can cut in this area. We did not receive

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supplemental support since we were not approved in August through October. The money compensation for November is not received until December so it is a month behind the actual budget. Catherine informed the Board that they are eligible to receive commodities which are free food items from the federal government. However, they do not have the room to store any of the food they are eligible which is \$10,000 worth of federal commodities. Ken has asked if the budget should be amended to reflect the federal money not received in August through October. Catherine stated that all students were paying full price for lunch until November. Tom mentioned that one of the reasons the expenses are so high in this area is because it's reflecting the equipment that was purchased at the beginning of the year which is a large chunk of the budget.

➤ Parent Organization Report

- Tom reported that the fund raising committee is now meeting every month to prepare for the spring carnival. They are soliciting donations for the carnival.
- The Safety and Health Committee is working on putting together safety kits for each classroom. Tom has been researching what items are to go in the safety kit and has discovered information that states each student should have a small baggie full of things from home.
- Budgets are now finished. All the items that they have budgeted for can be purchased now with the exception of the computers and the Active Votes which should be available to purchase by the end of the year after the Spring Carnival.

➤ Principal Report

- Catherine informed the Board that the T1 Line should be installed by tomorrow. She turned the time over to Jacob Johnson who she has hired to do the change over from the DSL service. Jacob informed the Board what changes he is doing to make the online experience faster and reduce the overall service cost.
- Keeping up with the technology line, Catherine informed the Board that there are three more teachers that have websites up and running. There is now a total of thirteen teachers with websites.
- There is a new online scheduler on Quest's website for the parent's to schedule their parent/teacher conference. It's more user friendly than the last one they used especially if you have more than one child that you have to schedule a meeting for. It should be up and running by Friday.
- Catherine is still working on the questionnaire with the help of Tom and the POQA.
- Catherine has contacted the counselor (Amy) that Penn suggested but she is unable to do her intern hours this year. She still has one more class to finish before she receives her LCSW. Catherine will keep her in mind for next school year. Catherine has contacted a guidance counselor from Weber County to come in and do some classroom presentations and/or small group activities on a contract basis.
- Mrs. Barlow (mentor) has been working with the teachers on the E.Y.E. requirements.
- There are a few parents that have shown interest for the Parent Open House. Trent is helping Catherine with the advertising of the open house. It will be held Tuesday, February 17, from 6:30-7:30.
- Catherine has surveyed the teachers for their technology needs and desires. She handed out a list to the Board.

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- Land Trust Money which is budgeted through our Community Council. This money has to be used through academic achievement that the Community Council votes on.
- The first lottery has been run this month. There are only 12 spots that have not been filled. Sixth grade should have all three classes full.
- Implementing a Student of the month program. Each teacher will nominate a student in their class and they will recognize them at the monthly assembly. The parents will be invited to attend the assembly. Each month will have a theme that they will focus the assembly around. This month is respect.
- There are several field trips going on this month.
- Catherine could never get a hold of “Inspirations” so they are doing their own Reflections like contest that Quest will be doing on May 20<sup>th</sup>. Catherine has asked the POQA came up with a theme for this contest.
- Clubs or activities are being talked about.
- A school newspaper idea was brought to Catherine by a student. They have sent out their second edition. They were going to do bi-monthly but have decided on a monthly newspaper. There are fifteen reporters on staff. All publications must be approved by Catherine before going to press. Ken suggested that they should publish it on the intranet or website.

Ken brought up that they need to fill the vacancy of the open Board position. Ken made the motion that any interested parent(s) should submit a letter of intent and resume. He recommended that they open it up to a two week period starting tomorrow thus keeping it open until the close of business on February 25. All interested applicants should turn their resumes into Catherine and then turn them over to Academica West who will scan them and send them to all Board members. Penn seconded the motion. Motion passed unanimously.

We will have an Executive Closed Meeting Session on February 26<sup>th</sup> at 6:00 p.m. to choose three, four or five individuals. The chosen individuals will be brought to the next Board meeting to interview publicly.

Academica West will make all arrangements to advertise for the open Board position.

**PUBLIC COMMENT** (Comments will be limited to items not on the agenda- 3 min. each)  
There were public comments made by MaryAnn Little and Nicky Jeske

Ken made a motion to leave the Board Meeting and enter into an Executive Closed Session for the purpose of discussing the character, competence, professionalism, or mental health of an individual. Beckie seconded the motion. Motion passed unanimously.

Ken made a motion to reconvene the public Board Meeting for the purpose of hearing the comment of the public. Penn seconded the motion. Motion passed unanimously.

There was a public comment made by **Ryck Voisard**

Ken made a motion to leave the Board Meeting and enter into an Executive Closed Session for the purpose of discussing the character, competence, professionalism, or mental health of an individual. Tom seconded the motion. Motion passed unanimously.

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**CLOSED SESSION** – To Discuss the Director’s Personal Goals and Personnel Issues

**ADJOURN** – Ken made a motion to adjourn the Board Meeting. Beckie seconded the motion. Motion passed unanimously.

**February Action Items**

1. Rewrite the Building Rental Policy and Agreement with Board collaboration that includes the information of what has been discussed in this meeting – **Gabe**
2. The Board would like a basic information email on a 401(k) matching incentive plan – **Gavin/Brad**
3. The Board would like the building owners to come up with a safety plan for the retention pond – **Jed**
4. Compose an email to all Board Members with the report on freezing pipe solution – **Trent**
5. Check into freezer space for federal commodities. Coordinate plan of storing commodities with Catherine – **Trent**
6. Put on March agenda to have discuss 2009-2010 calendar – **Dawn**
7. Prepare Closed Session on February 26<sup>th</sup> – **Dawn**
8. Advertise for Board position opening – **Dawn**

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