



# Quest Academy

## Board Meeting Minutes

### Tuesday, June 9, 2009

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

**In Attendance:** Tom DeGarlais, Heidi Jex, Ken Bradshaw, Penn Bradshaw, Beckie Eastman, Brandy Beckman, Michele Kersey Smith, Catherine Montgomery (Principal), Gabe Clark (Academica West), Dawn Kawaguchi (Academica West), and Kim Dohrer (Academica West)

*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 p.m. – CALL TO ORDER** – Brandy Beckman

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

- Approve Board Meeting Minutes from April 14, 2009
- Accept Closed Board Meeting Affidavit from April 14, 2009

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

- Discuss and Vote on Employee Internet & Other Electronic Resources Policy – Catherine recommended that the Employee Internet & Other Electronic Resources Policy be adopted by the Board. Catherine would like a very well spelled out policy for the internet and other electronic resources. Ken suggested some minor changes. Ken made the motion to approve the policy with the minor changes that he will send to Dawn at Academica. Beckie has seconded the motion. Motion passed unanimously.
- Discuss and Vote on Student Acceptable Computer Use Agreement – Catherine recommended the Board adopt the Student Acceptable Computer Use Agreement. Ken suggested some minor changes. Ken made a motion to approve the policy with the changes noted. Tom seconded the motion. Motion passed unanimously.
- Discuss and Vote on Lunch Payment Policy for Students – Catherine reviewed the Lunch Payment Policy for Students. Brandy wanted to add in number one “Lunch may be paid with cash, check, cashier’s check **or through the online payment system.**” Ken suggested to add a number eight that states: **“Amounts still outstanding from last year that remain unpaid by the close of the first week of the new school year will be turned over to collections.”** Ken made a motion to approve the policy with the changes discussed. Beckie seconded the motion. Motion passed unanimously.
- Discuss and Vote on 2009-10 Calendar Changes – Catherine wanted to discuss the minor calendar changes that were made. By taking off the one day on the Christmas vacation, it would give a whole week for Spring Break which was highly requested by parents. Compensation days for teachers are counted towards the 180 days. She also

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balanced out the days of each term. Last day of school was also changed. Ken made a motion to accept the changes as requested by Catherine. Penn seconded the motion. Motion had a vote of six YEA's to one NAY. Tom made a motion to amend the minimum days to be every Wednesday instead of one Wednesday a month which he has heard from many parents that they would like it to continue on every Wednesday. There was no second for this motion. This motion dies for a lack of a second motion. Original motion carries with a 6 to 1 vote.

- Discuss and Ratify all new hires – Catherine reviewed her new hires. Penn asked for some clarification on the new hires. Catherine added Justin Clark as a full time Special Ed. There was discussion on how the ARL program worked for the year. Michele made a motion to ratify the new hires for the 2009-2010 School Year. Beckie seconded the motion. Motion passed unanimously.
- Discuss and Approve/Ratify Board Member(s)
  - **Natalie Williams (POQA President)** – Tom made the motion that the board accept Natalie Williams as the POQA President as of July 1, 2009. Penn seconded the motion. Motion passed unanimously.
  - **Michele Kersey (Term ends June 30, 2009)** - Ken made a motion to appoint Michele Kersey for another 4 yr. term. Penn seconded the motion. Motion passed unanimously.
- Nominate and Vote on Board positions – Ken made a motion to keep Brandy Beckman on as President of the Board. Beckie seconded the motion. Motion passed unanimously. Ken made a motion that the remaining officers of the board be reappointed as presently constituted. Beckie seconded the motion. Motion passed unanimously.

While waiting for the technology presentation, Ken made a motion that we skipped down to the Parent Organization report (see below) since Tom needed to leave early.

- Technology presentation by Jacob Johnson (Mobile Labs) – Jacob explained how the mobile labs will work. He demonstrated some of the functions that the laptops and printers can do. There was discussion on how the student passwords were going to work and what grade they would like to start individual passwords as opposed to one password per class. Ken made a motion that 4<sup>th</sup> graders on up all have separate passwords. Michele seconded the motion. Motion passed unanimously.

## REPORTS

- **Academica Report**
  - Summer plan for playground/detention pond – Gabe reported the builder's plan is to start the work in July. They are going to construct a new pond to the east of the playground and engineer it so that it should keep the elementary pond dry. There was discussion on who is going to pay for rework of the detention pond.
  - Review and Accept Proposed 2009-2010 Budget – Gabe reviewed the proposed 2009-2010 budget. There is a 6% state cut. Each employee will receive a \$25 increase in benefit dollars a month to compensate the increase in health costs. The proposed budget is based on what was spent this year. Ken made a motion to approve the 2009-2010 Budget. Michele seconded the motion. Motion passed unanimously.
- **Board Report**
  - Review and Accept 2008-2009 Budget (as of May 31, 2009) – Gabe reviewed the

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budget as of May 31<sup>st</sup>. There hasn't been much movement since our last meeting. Gabe stated that there is a good surplus that we will end up with but it is a little misleading since the salaries are being paid for 12 months. Ken made a motion to approve the 2008-2009 Budget as of May 31<sup>st</sup>. Penn seconded the motion. Motion passed unanimously.

- **Parent Organization Report** – Tom highlighted the following:
  - Safety and Health fair a success. Great parent participation.
  - Spring Carnival was another huge success with a ton of participation.
  - Elections were held for the Parent Organizations. The Bylaws state that the President elect becomes the President. There was only one nomination for each of the open position. Tom went through the new officers.

7:28 p.m. - Tom was excused at this time

- **Principal Report** – Catherine wanted to thank Tom and Parent Organization for all of the wonder things that they have done. And also the great parent involvement and support that Quest Academy has.
  - State of the School – Catherine highlighted the years accomplishments
    - ❖ Student of the Month Assemblies to honor students
    - ❖ Honor and Awards Assembly– great parent support for these assemblies even when they had to come in shifts because all parents cannot park their cars or fit in the gym
    - ❖ DARE graduation
    - ❖ 6<sup>th</sup> Graduation Advancement Ceremony – thanks to Michele for attending
    - ❖ Review of field trips by grade
    - ❖ Class presentation for parents of all grades
    - ❖ Kindergarten going into First summer seminar
    - ❖ First going into Second summer seminar
    - ❖ Kindergarten Round up
    - ❖ End of Level testing – went very well – computer based testing for science only with Mac computers
    - ❖ IT Assistant hired for a few weeks but offering a new person this week
    - ❖ Wellness Committee formed with parent volunteers to meet this summer
  - Review of Catherine's goals
    - ❖ Uniform compliance - Very few violations to report. Teacher reminders are helping.
    - ❖ Building a Learning community
      - ✓ Training for diabetes for all staff by Laurie Henrie (nurse)
      - ✓ Diabetes Association person came and provided the school with a training video for the staff to watch and the school has for future employees to watch as well
      - ✓ All Teachers visited OPA by the middle of March
      - ✓ Built Learning Teams on a grade level configuration. May use that again next year or may use cross grade learning teams.
      - ✓ Professional Development – Catherine did not review but requested that the Board ask if they had any questions.
    - ❖ Help all teachers understand and demonstrate high standards of teaching practices
      - ✓ All teachers posted their classroom rules
      - ✓ Catherine did classroom observations and walk thrus

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- ✓ Learning objectives posted and asked Language objectives too
- ✓ Good professional development and mentoring
- ✓ Teachers that didn't make adequate goals were not asked back

Catherine thanked the Board for all the hard work, support, communication and training that was given this year.

Catherine recommended that they put in the budget a technology rotation so that they can keep current on their technology. Ken asked AW to amend the budget to show

Catherine recommended that the Board have a retreat sometime this summer. Ken made a motion that Heidi be in charge of planning the retreat. Beckie seconded the motion. Motion passed unanimously.

Catherine asked the Board to make a decision on Seventh Grade for 2010-2011 as soon as possible because parents are making decisions on staying at Quest based on this.

Ken made a motion to organize a subcommittee to create the items on the retreat agenda. Michele seconded the motion. Motion passed unanimously.

**PUBLIC COMMENT** (Comments will be limited to items not on the agenda- 3 min. each)  
There was public comment made by Liz Norman (also gave comments for Michele Rich), Russ Norman, and Penny Francis.

Ken made a motion to adjourn to the Executive Closed Session for the purpose of discussing the character, competence, professionalism, or mental health of an individual. Michele seconded the motion. Motion passed unanimously.

**CLOSED SESSION** – To discuss personnel matters

**ADJOURN** – 8:42 p.m. Ken made a motion to adjourn the Board Meeting. Beckie seconded the motion. Motion passed unanimously. (*Duration 1:31:45*)

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