



# Quest Academy

## Annual Board Meeting Minutes

### Tuesday, June 7, 2011

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

**In Attendance:** Heidi Jex, Beckie Eastman, Ken Bradshaw, Penn Bradshaw, Brandy Beckman, Michele Kersey Smith, Lani Rounds (Principal), Vicki Barlow (Asst. Principal), Dawn Kawaguchi (AW), Ryan Smith (AW) and Gabe Clark (AW)

**Incoming Board Members in Attendance:** Toni Christensen, Bob Blakely, and Brice Mindrum

**Excused:** Natalie Christensen

*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

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

- New Hires
  - Cicely Ben – 6<sup>th</sup> grade
  - Deana Padelsky – Kindergarten
  - Felicia Kucharski – 7<sup>th</sup> and 8<sup>th</sup> ELA and Health
  - Harry Short – PE and History
  - Shila Schneider – 1<sup>st</sup> grade
- Approve Closed Session Affidavit from April 12, 2011
- Approve Board Meeting Minutes from May 10, 2011
- Approve Closed Session Affidavit from May 10, 2011

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

- Review 2010-2011 Budget as of May 31, 2011, Discuss and Vote on 2010-2011 Final Amended Budget, Discuss and Vote on 2011-2012 Annual Budget – Ryan briefly reviewed the budget as of May 31, 2011. There was discussion on items that were over budget that will need to be adjusted and amended that were not on the final amended budget. Areas that were discussed for changes were total number of students, contract services, supplies, SpEd salaries, title funds, food services, travel, Edujobs funding for bonuses and 2011-2012 administration salaries. Some of the areas just need to be reclassified.

**Ken Bradshaw made a motion to approve the 2010-2011 Final Amended Budget and the 2011-2012 Annual Budget with the condition that the numbers that were discussed are updated and a final copy emailed out to the board and a final ratification be done via email. Penn Bradshaw seconded the motion. Motion passed unanimously.**

- Discuss and Vote on EduJobs Funding Assurances – Lani briefly explained this document states that we will use the EduJobs funds appropriately. This document requires board

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approval. Penn Bradshaw made a motion to approve the EduJobs Funding Assurances. Beckie Eastman seconded the motion. Motion passed unanimously.

- Discuss and Vote on Administration of Medication Policy Rev B – Lani briefly reviewed the Administration of Medication Policy Rev B. We added a new section that we do not recap and reuse needles. They are just disposed of. Ken Bradshaw made a motion to approve the Administration of Medication Policy Rev B. Penn Bradshaw seconded the motion. Motion passed unanimously.
- Discuss and Vote on Custodial Contract – Lani recommended that we go with Stratus as our custodial services after reviewing our current contract with RBM. Ken recommended changing the contract to 10 days to fix a problem and 10 days to terminate the contract instead of 30 days. He also recommends the renewal terms to be our option and we will give a 30 day notice of our intent to exercise that option instead of an automatic renewal after one year. Ken Bradshaw made a motion to approve the custodial contract with Stratus contingent on the changes discussed. Beckie Eastman seconded the motion. Motion passed unanimously.
- Discuss and Vote on New Lunch Vendor Agreement – Lani stated that there are only two vendors that are approved by the state – Lunchboxers and Vie Gourmet. Lalani has done a lot of checking on this company including references. There was a focus group that included parents and students. The students loved Vie Gourmet. Lani discussed the pros and cons of both. Beckie Eastman made a motion to approve the Vie Gourmet as our new lunch vendor. Michele Kersey Smith seconded the motion. Ken Bradshaw made a comment regarding the state contract effective end date of August 15, 2011. He suggested that we have an agreement that shows that we are covered by the state bid as well as a written agreement from Vie Gourmet for the 2011-2012 school year in case the state chooses not to renew them for the next school year. Motion passed unanimously.

**Ken Bradshaw made a motion to move to an emergency executive closed session to discuss the character, professional competence, or physical or mental health of an individual. Beckie Eastman seconded the motion. Motion passed unanimously.**

- Ratify all Board Members – Ken Bradshaw made a motion to ratify the following board members:
  - Heidi Jex – 4 Year Term
  - Toni Christensen – 1 Year Term
  - Brice Mindrum – to fill the unexpired term of Beckie Eastman
  - Bob Blakely – to fill the unexpired term of Ken BradshawPenn Bradshaw seconded the motion. The votes were as follows:
  - Heidi Jex – Aye
  - Beckie Eastman – Aye
  - Ken Bradshaw – Aye
  - Penn Bradshaw – Aye
  - Michele Kersey Smith – Aye
  - Brandy Beckman – AyeMotion passed unanimously.

## REPORTS

- **Parent Organization** by Toni Christensen
  - Field Day was a huge success
  - New board will be meeting to get the schedule out for the new year
  - The board thanked the parent organization

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- Ratiofy all Board Positions – Penn Bradshaw made a motion to ratiofy the following board positions:

- Brandy Beckman – President
- Penn Bradshaw – Vice President
- Brice Mindrum – Financial Coordinator
- Heidi Jex – Secretary

Michele Kersey Smith seconded the motion. Motion passed unanimously.

## **REPORTS (Continued)**

➤ **Principal**

- Review Parent Survey Results – Lani briefly reviewed the spring parent survey results. Most of the comments were very positive.
- Update IT Director Job Duties – Lani briefly reviewed the new job duties of the IT department. Dawn Wright will focus on staff development in the area of integrating technology throughout the curriculum. Jeff and Tammy will be the “nuts and bolts”.
- State of the School by Vicki Barlow
  - ✓ School is OUT!
  - ✓ We are in construction mode
  - ✓ New Instructional Coach
  - ✓ We are keeping in touch with our teachers this summer
    - ★ Independent Study Guide “Class Acts”
    - ★ Mrs. Brinkman will provide professional development in fall
    - ★ Book Talk every Tuesday

**There was no PUBLIC COMMENT.**

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

➤ Calendarng Items

- No Board Meeting in July
- Next Meeting August 9<sup>th</sup>

➤ Board Presentation by Brandy Beckman

- Present Principal/Asst. Principal Agreements and Bonuses
- Retired Founding Board Member presentation

**7:13 p.m. Penn Bradshaw made a motion to ADJOURN. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

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