



Quest Academy

Board Meeting Minutes

Tuesday, February 12, 2013

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

In Attendance: Brice Mindrum, Toni Christensen, Heidi Jex, Ken Bradshaw, Penn Bradshaw, Lani Rounds (Principal), Vicki Barlow (Asst. Principal), Dawn Kawaguchi (AW) and Ryan Smith (AW)

Excused: Michele Kersey Smith and Beckie Eastman

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

6:03 p.m. – CALL TO ORDER – Ken Bradshaw

Penn Bradshaw made a motion to convene as the Quest Academy Board. Heidi Jex seconded the motion. Motion passed unanimously.

Ken has not been receiving his board emails. He asked if any of the other board members were having the same problem. Most of the board members are not receiving their emails. Ken asked Dawn to look into this issue.

Heidi Jex made a motion to table the CONSENT ITEMS. Penn Bradshaw seconded the motion. Motion passed unanimously.

- Approve Board Meeting Minutes from January 8, 2013

Ken briefly explained that the audience is welcome to sign up for public comment which will be at the end of the meeting. The public can comment on anything that is not on the agenda.

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

- Discuss and Vote on 2013-2014 School Fees – Lani explained that she did not make any fee changes for next year. She and Vicki have reviewed these fees and they seem to be adequate. Lani did mention that the art fee could possibly be changed. **Brice Mindrum made a motion to approve the 2013-2014 School Fees. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Intercom Door System purchase not to exceed \$6,000 – Lani explained that she briefly reported on this at the last board meeting. This purchase includes an intercom door release system for both the elementary and Jr. high. This allows students to move back and forth from the two buildings

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without having to go in through the front doors. Lani has already purchased the elementary system but the secondary purchase puts us over the purchasing limit. **Penn Bradshaw made a motion approve the intercom door system purchase not to exceed \$6,000. Brice Mindrum seconded the motion. The votes were as follows:**

Brice Mindrum – Aye
Toni Christensen – Aye
Heidi Jex – Aye
Penn Bradshaw – Aye
Ken Bradshaw – Aye

Motion passed unanimously.

REPORTS

➤ **Board of Directors**

- Review 2012-2013 Budget as of January 31, 2013 – Brice briefly reported on the 2012-2013 budget as of January 31st. The budget has been adjusted to reflect the purchase of the Jr. high. Everything is pretty much in line.

➤ **Parent Organization** – Toni Christensen

- Quest Mart store is now open. It is being run by 5th grade students. They are selling school merchandise and treats. The store will be open every Friday.
- Quest Mart Cash – Each teacher will receive \$200 a quarter to hand out at their discretion. Students will be able to spend this “cash” on short Fridays only. There will be specific items that you can buy with your “cash” as well.
- Last month’s Dress Down Day money was used to purchase the AED unit for the school. The total amount raised was \$900. A total of \$1,200 was donated to the school to purchase the AED unit.
- Coming up: Read-a-thon

➤ **Administration**

- Projected Growth of the School – Lani review the enrollment numbers for the next few years and the projected growth of the school and how we might accommodate the growth. Ken would like Jed or Sheldon to contact him to discuss a building expansion.
- State of the School – Vicki Barlow
 - ✓ After school clubs have begun. We are offering everything from origami to chess club to mindstorms to zumba. There is something for everyone. We are experiencing a high participation for all clubs.
 - ✓ Area high schools have been coming to present to our ninth graders and their parents
 - ✓ DIEBS testing complete and submitted to the state
 - ✓ 6th grade Science Fair – check out our QAC blogs for pictures
 - ✓ QA has received a grant for a reading program “Teach Town” for students with autism. We have eight licenses. This is a K-2

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program. The Teach Town representative came out to gather data and they were very impressed on the progress that our students are making. It works on both academics and social skills.

- ✓ Professional Development (training)
 - ★ Jan 28: Waterford training for our 1st grade
 - ★ Feb 1: Test review training by Nicki Slaugh & Suzanne Larsen
 - ★ Feb 8: Test review training on “Brain Child“
 - ★ Feb 8: On-going comprehensive training
 - ★ Feb 6: Lani & Vicki sat through a webinar on flipped classrooms

BUSINESS ITEMS (Continued)

- Discuss and Vote on the Principal Evaluation Tool – Heidi explained the principal evaluation tool in Beckie’s absence. She briefly went through the steps of how they developed the director evaluation. They split it up into five sections. Those sections are Faculty/Staff, Board, Parent, Administrator Self Report, and Administrator. It also includes a section for three item that the administration was proud of and three goals. This is not perfect but it’s a nice starting point for us. We can certainly make adjustments where needed. There was a discussion on who evaluates Vicki. The board decided that that Lani would be the one to evaluate Vicki but it was proposed that Lani work with the principal evaluation committee to work on an evaluation tool for Vicki.
- Discuss CRT scores and DWA scores – Penn restated that she understands that these score came out in the fall but she was laid up until last month. The reason for this discussion is for the board to look at the data so that they can see where we are and the progression for next year and to have a basis for comparison. Penn stated that Ken divides things into two categories: what is important and what is urgent. Penn explained the board has been working on the urgent things such as the getting the school building and hiring the principal. This is the first year that we have been able to look at things, where we have had stability where we do not have a huge project to deal with. We are able to look at refining and polishing and looking at our foundation for our children. This is about the children and nothing to do with individual teachers. Penn reviewed and interpreted the CRT scoring for the board. She went through each grade. She explained that the 6th grade common core math test scores were low but the teachers decided to take the test to see how their students would do. There was a brief discussion on the common core. The school did very well in the Science categories. Most were above state level. Heidi put together the raw scores on a spreadsheet for a quick look of the scores. Penn put together a packet for the board. Penn reviewed a dashboard of school information from finance, to enrollment, to student info, and test results that Lani put together. Penn reviewed data training information that she gathered off of the USOE website. Penn used “Cognos” on the USOE website to compare the school’s scores to neighboring schools, AW charter schools and demographically similar charter school. Penn stated that North Star Academy (NSA) came out on top on every comparison. So she looked into NSA to see what they are doing. She found out that they require both parents and students must make quarterly goals. Ken would like Toni to ask the

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parents if they would want to do this. Penn stated that she taught an in-service to the teachers on tricks of the trade to taking the DWA test. If the teachers can close up those gaps, the board will buy pizza for them.

There was PUBLIC COMMENT made by Trystal Peay.

In response to the Ms. Peay's comment, Ken stated that the board does not have a good mechanism in place to listen to individualized concerns for parents. With this being said, Ken would like to create a intervention/appeals committee that would work with the administration outside of the board meetings to figure out how to address whatever those issues are. Ken would like this committee to include a board member, the POQA President and the administration that the parents can bring their concerns to and this committee would be the "ombudsman" or an advocate for the parents. They would decide whether to bring to the board meeting for discussion. This committee would address items that have already been brought to the faculty and administration but the parent feels that they haven't been fixed. It was also discussed that this committee would also respond to all parents that make a public comment. Ken appointed Toni, Brice and Vicki to be on this committee. He would like this committee to get together and draft a process/procedure of how this is going to work and bring it to the next board meeting for discussion.

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Ken Bradshaw
 - Next Meeting March 12, 2013

7:28 PM – Heidi Jex made a motion to ADJOURN. Penn Bradshaw seconded the motion. Motion passed unanimously. (Duration 1:25:37)

February Action Items

1. Look into board emails because some of the board are not receiving emails – **Dawn**
2. Sheldon and Jed to contact Ken on building expansion for the growth of the school – **Dawn**
3. Ask the parents if they would be willing to set quarterly goals with the school – **Toni**
4. Formalize and approve the grievance committee procedures at the next board meeting – **Dawn**

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