



Quest Academy

Board Meeting Minutes

Tuesday, April 9, 2013

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

In Attendance: Antoinette Christensen, Michele Kersey Smith, Heidi Jex, Penn Bradshaw, Ken Bradshaw, Brice Mindrum, Lani Rounds (Principal), Vicki Barlow (Asst. Principal), Dawn Kawaguchi (AW), Ryan Smith (AW) and Gabe Clark (AW 6:05 p.m.)

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 – Ken Bradshaw

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

Brice Mindrum made a motion to approve the CONSENT ITEMS. Michele Kersey Smith seconded the motion. Motion passed unanimously.

- Approve Board Meeting Minutes from March 12, 2013
- Ratify to count the email training options as the formal board training
- Approve Board Meeting Closed Session Affidavit from March 12, 2013
- Accept Beckie Eastman's Board Resignation

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

- Discuss and Vote to Renew Michele Kersey Smith's and Brice Mindrum's Board Terms for another Four (4) Years – Ken explained that both Michele's and Brice's terms expire in June. He asked each member would like to be reappointed. Both Michele and Brice would like to stay for another four years. **Penn Bradshaw made a motion to approve to renew Michele Kersey Smith's and Brice Mindrum's board terms for another four years. Heidi Jex seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Possible Reorganization of Administration for 2013-2014 – Brice revealed that the board would like to reorganize the administration to be as follows: to hire a principal and then have a two vice principals; one to run each school. He briefly explained the concept of how the administration would run. **Brice Mindrum made a motion to adopt the administration to have a principal and two vice principals (one for each building). Penn Bradshaw seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Interview Process for New Principal – Ken explained his recommendation the process to hire the new principal. Penn and Heidi will be

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screening applications and choosing five or six candidates to interview. The methodology of the interview process will be five or six teams; each team will have parents, staff, faculty and board members; then there will be a number of scenarios; each candidate will read the scenario and then they will respond to that scenario to the panel. The panel will score each candidate. They will be a scoring rubric. Each scenario will have a different subject such as finance, management, curriculum, etc. Once all of the candidates have gone through all of the stations, all of the groups will come together, review the scores and the candidates will be ranked. If the entire group is unanimous on the recommendation then the expectation would be that is who they will hire. If the group is split then that recommendation will come back to board for final decision. Ken has hired an outside consultant to help draft the scenarios. Penn explained that they have sent out a call to the parents and teachers. There was a discussion on the time frame of when this is going to happen. Ken asked for two separate motions for this item. **Heidi Jex made a motion to set the cutoff date of accepting principal resumes until April 15th. Penn Bradshaw seconded the motion. Motion passed unanimously. Penn Bradshaw made a motion to approve the interview process for the principal search proposed by Ken Bradshaw. Heidi Jex seconded the motion. Motion passed unanimously.**

- Discuss and Vote on Resolution for Schools and Libraries Universal Services (E-Rate) for 2013-2014 Funding Year – Gabe briefly explained, in Trent’s absence, the E-Rate program and the RFP process for the phone and internet services for next year. This resolution is so that the school can apply for E-Rate for the 2013-2014 funding year. The school is eligible to receive up to 50% of their yearly phone and internet services paid for by E-Rate which is a federally funded program. **Brice Mindrum made a motion to approve the Resolution for Schools and Libraries Universal Services for 2013-2014 Funding Year and authorize the board chair to sign any documents to make that effective. Heidi Jex seconded the motion. The votes were as follows:**

Toni Christensen – Aye
Michele Kersey Smith – Aye
Heidi Jex – Aye
Penn Bradshaw – Aye
Ken Bradshaw – Aye
Brice Mindrum – Aye

Motion passed unanimously.

REPORTS

➤ Board of Directors

- Review 2012-2013 Budget as of March 31, 2013 – Brice briefly reported on the budget as of March 31st. No money has been drawn out of the reserve so far this year. Budget balance is very good. Food services is the only area that is taking a hit which was expected. Financially the school is sitting in a really good spot. Ken stated that he sent out a letter from the state auditors to the board and Academics regarding an audit exception question. Ryan Smith stated that the State Office of Education

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wanted all the auditors to explain in their audit findings if they had tested student fees but didn't communicate this so what they are doing is retroactively telling you that they wanted you to do that by telling you that you didn't do it. Ryan stated that the auditors contacted the state to tell them that they did test student fees but since they didn't ask for it they didn't report it. They will include it next year.

➤ **Parent Organization** – Toni Christensen

- March was a pretty slow month
- March 12 & 15: We had two book fairs which raised \$8,000. 50% goes back to support the libraries. This coincided with parent teacher conferences so POQA also provided dinner for both nights.
- Muffin Morning on March 19 & 20. Parents came with their students to read before school and have muffins.

➤ **Administration**

- Present the Board Awards to the Selection Committee – Lani presented a packet of (15) board award nominations to the board. She stated that they thought that the nominees could be “nameless” but it didn't work out that way. If there is not a fall observation score then they are not a teacher – they are support staff. The staff nominations will not have parent surveys. Since Brice needs to be recused from this process, he was asked to go through all of the nominations and redact names from the narratives; then send copies of the packets for the rest of the board. Ken asked the board to bring to the next meeting your top five choices.
- State of the School – Vicki Barlow
 - ✓ March 7-8: Nicki Slaugh attended the state technology conference and she brought back a lot of fantastic ideas that we will be able to apply here at our school
 - ✓ March 20th – Nicki Slaugh presented a grant writing workshop to the teachers including “100% for Kids through America First” so that they can work toward writing their own grants and secure funds for their classrooms
 - ✓ March 22nd – Nicki Slaugh presented Kid Pix 3D presentation training to K-4 teachers
 - ✓ March 28th – Nicki Slaugh presented a HyperStudio training in addition she threw in web tools training for the secondary teachers
 - ✓ March 15-17 – Parent Teacher Conferences
 - ✓ March 28th – 5th grade field trip to the Leonardo via Front Runner to visit the Mummy exhibits
 - ✓ April 1-5 – We all enjoyed Spring Break!
 - ✓ End of level testing starts this week for the students and will run for the next four weeks.
 - ✓ Nicki Slaugh and Suzanne Larsen are in the process of revising the K-5 technology standards and creating technology standards for the Jr. High
 - ✓ Tomorrow is Goal Planetarium at 2.0

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- Accreditation Report – Lani explained that this was a big long process that was two days. They asked for the copies of everything that we did so that they could bring back the process to their own schools. Lani briefly went through the process of the accreditation. There are three parts; a self study which is what the whole school took part in, an external review team and the stakeholder perception. Lani reviewed the five indicators, powerful practices, recommendations, and required actions. AdvancEd will put together a formal report from the data of both the school and the visiting team. This will not be available until June. In this report, it will inform the school the duration of our accreditation. It is anywhere from one year to five years which will be how long until our next visit.
- **Academica West**
 - Maintenance Report – Gabe asked, in Trent’s absence, that this report be tabled until next month. **Penn Bradshaw made a motion to table the Academica West report. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

PUBLIC COMMENT was made by Marianne Islas and Roxanne Shipman.

Penn was thrilled to see all of the teachers attend the meeting. She stated that she was very grateful that the teachers were interested enough to come and her hope is that they are starting to see the board has their best interest at heart and that the board is on the same team. “It’s always about what’s best for the children.” Ken challenged the teachers to shift their paradigm to engage with all the intensity and passion you have in facilitating learning.

6:49 PM – Penn Bradshaw made a motion to leave the public meeting and enter into an executive CLOSED SESSION to discuss the character, professional competence or physical or mental health of an individual(s). Michele Kersey Smith seconded the motion. Motion passed unanimously.

7:51 PM – Penn Bradshaw made a motion to leave the executive CLOSED SESSION and reconvene in the public session. Michele Kersey Smith seconded the motion. Motion passed unanimously.

OTHER BUSINESS ITEMS (For Discussion Only)

- **Calendar Items – Ken Bradshaw**
 - Next Meeting May 14, 2013 – Ken stated that the plan is to interview the board candidates. Board members will screen through the applicants and send two top choices to interview. Penn will put together a list of candidates to interview. Dawn will contact them for interviews.
 - UAPCS Conference – Contact Dawn if anyone is interested in attending

7:54 PM – Brice Mindrum made a motion to ADJOURN. Penn Bradshaw seconded the motion. Motion passed unanimously.

April Action Items:

1. Maintenance report on next month’s agenda – **Dawn**
2. Contact top board candidates to Interview at next meeting – **Board/Dawn**

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