

Quest Academy

Board Meeting Minutes

Tuesday, November 13, 2018

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



NOTE: It is possible that the QA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

In Attendance: Steve Reeve, Michele Kersey Smith, Kim Stuart, Brett Greenwell, Clint Weston, Brittney Hale

Others in Attendance: Nicki Slauch, Dr. Dave Bullock, Angelee Spader, Dawn Kawaguchi, Ryan Smith, Gabe Clark, Dr. Brett Campbell

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 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

REPORTS

➤ **Parent Organization**

- Update on POQA – Kim Stuart
 - ✓ Very successful Book Fair \$11,686
 - ✓ Friday is Classic Skate Night

➤ **State Charter Board Office**

- Comprehensive Review Process – Dr. Brett Campbell explained the oversight model of the SCSB as QA's charter authorizer. The SCSB reviews QA every 5 years. Dr. Campbell reviewed the four comprehensive review areas that include school achievement assurance, enrollment, finance, and governance. He will be back in the early spring to do a formal presentation for the board.
- Charter School Accountability Framework – Dr. Brett Campbell reviewed the accountability framework via power point. He went through the process and steps of what might happen if there were any findings.

➤ **Board of Directors**

- Review 2018-2019 Budget as of October 31, 2018 – Michele Kersey-Smith deferred the budget discussion to Ryan Smith. The financial audit is done and Ryan has reviewed the preliminary report. Ryan went over some general budget information for new board members. He did mention a couple items of note on the budget. The first was

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that the budget was based on 60 students less than what we actually have. This means we have about \$30k that should be added to the budget. Ryan stated that the school should start to see that money increase in December. We will probably do a budget amendment at the next meeting. This month, the furniture and fixtures line item is little higher than expected and the supplies budget is a little high for this time of year.

➤ **Administration**

- State of the School – Dr. Dave Bullock
 - ✓ The Halloween celebration was amazing. The Wizard of Oz was the theme this year.
 - ✓ Our recent Parent Teacher conferences went very well.
 - ★ DIBELs training over the summer that has helped our teachers access the students better
 - ★ The Jr. high had an open house style that included administration from NUAMES and Weber Innovations to answer questions that parents might have about their schools
 - ✓ December 1st is our Reindeer Run
 - ✓ Thanksgiving Break next week – no school all week
 - ✓ Quest hoodies are now available in the elementary
- Update on Teacher Qualification Data – Dr. Dave Bullock reviewed the teacher qualification data. There are several teachers on a letter of authorization from the state. He also reviewed the levels of the teachers' licenses.

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

- Ratify New Hires – Dave reviewed the new hires.
 - Felicia Stone – Lunchroom
 - Madeline Chestnut – Lunchroom
- Approve October 9, 2018 Board Meeting Minutes
- Approve October 9, 2018 Closed Session Affidavit
- Approve October 30, 2018 Board Meeting Minutes
- Approve October 30, 2018 Closed Session Affidavit

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

- Discuss and Vote on Tuition Reimbursement for Leigh Beckstead & Missy Warwood – Dr. Dave stated that the administration asked Missy to get her SpEd degree and she agreed to do that. Leigh has received her masters' degree earlier this year. When she approached Dave about reimbursement he asked her to wait until the next school year. There was a discussion on clarity the pre-approval from the board and principal. Dave stated that they recently asked Missy to do this. He also informed the board that the previous chair requested that he ask some teachers to further their

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education through this program. The board would like a list of the teachers who these commitments were made to. Clint asked about a repayment of the tuition reimbursement should an employee leave QA. After discussing the policy and requiring more clarity on the procedures, the board has decided to form a committee to amend this policy. **Clint Weston made a motion to approve the tuition reimbursement for Leigh Beckstead in the amount of \$6,877.50 and Missy Warwood in the amount of \$3,310.75. Michele Kersey Smith seconded the motion. Motion passed unanimously. Brittney Hale made a motion to form a policy committee that consists of Clint Weston, Michele Kersey Smith, Gabe Clark and the administration to review the Tuition Reimbursement Policy. Kim Stuart seconded the motion. Motion passed unanimously.**

- Discuss and Vote on Sexual Abuse & Molestation Prevention Policy – Gabe Clark reviewed the Sexual Abuse & Molestation Prevention Policy. This policy is best practice given the serious content. It also has some overlap with the Child Abuse & Neglect Reporting Policy.
- Discuss and Vote on Amended Bullying & Hazing Policy – Gabe Clark reviewed the amended Bullying & Hazing Policy. This policy contains updated definitions of bullying, required training, updated code references and an action plan for addressing reported incidents of bullying.
- Discuss and Vote on Amended Child Abuse & Neglect Reporting Policy – Gabe Clark reviewed the amended Child Abuse & Neglect Reporting Policy. This policy clarifies that employees notifying the principal and DCFS. It also includes new training requirements and now includes suspected educational neglect.
- Discuss and Vote on Amended GRAMA Policy – Gabe Clark reviewed the amended GRAMA Policy. Added a requirement of minutes being approved at the next regularly scheduled board meeting.
- Discuss and Vote on Sex Education Instruction Policy and rescind the Human Sexuality Instruction Policy – Gabe Clark reviewed the Sex Education Instruction Policy. This policy is a name change from the Human Sexuality Instruction Policy. It is now required that the board review the policy and certain data every two years. There are changes of operation to the curriculum materials review committee plus additional required professional development to the teachers who are providing the class instruction. There was further clarification on the training for the staff on the Sexual Abuse & Molestation Prevention Policy. **Michele Kersey Smith made a motion to approve the Sexual Abuse & Molestation Prevention Policy; amended Bullying & Hazing Policy; amended Child Abuse & Neglect Reporting Policy; amended GRAMA Policy and rescind the Human Sexuality Instruction Policy and approve the Sex Education Instruction Policy and. Brittney Hale seconded the motion. Motion passed unanimously.**

- Discuss and Vote on Amended Purchasing & Disbursement Policy – Gabe Clark explained that this policy increases the amount of expenditures that the principal can make without board approval. These amounts are consistent with appropriate internal controls and will help facilitate a smoother purchasing process and limit the board’s involvement to larger purchases that justify that level of oversight. Dawn stated that she changed all of the word “Director” to “Principal” in this policy. There was a discussion on what the purchasing threshold levels should be for Quest. Clint would like more clarification on amounts. There was a discussion on reviewing all monthly purchases. Ryan stated that all board members can look at any purchase through Intacct. **Kim Stuart made a motion to approve the amended Purchasing & Disbursement Policy with the following changes: All purchases up to \$5,000 must be approved by the Principal; All purchases between \$5,001 and \$15,000 must be approved by the Principal and either the Board President or Board Treasurer; All purchases between \$15,001 and \$25,000 must be approved by the Principal, the Board President and the Board Treasurer; and All purchases above \$25,001 must be approved by a majority vote of the Board. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Amended Conflict of Interest Policy – Gabe Clark reviewed the amended Conflict of Interest Policy. This new version of the policy prohibits the hiring of family members of board members as employees of the school as well as having multiple family members on the board at any one time. **Michele Kersey Smith made a motion to approve the amended Conflict of Interest Policy. Brittney Hale seconded the motion. Motion passed unanimously.**

7:20 PM – Brett Greenwell made a motion to enter into an CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a) located in the Q1 Mac Lab. Michele Kersey Smith seconded the motion. The votes were as follows:

- Clint Weston – Aye**
- Brett Greenwell – Aye**
- Kim Stuart – Aye**
- Michele Kersey Smith – Aye**
- Steve Reeve – Aye**
- Brittney Hale – Aye**

Motion passed unanimously.

7:39 PM – Brittney Hale made a motion to exit the CLOSED SESSION and return to open meeting. Michele Kersey Smith seconded the motion. Motion passed unanimously.

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OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Steve Reeve
 - Board Training / Retreat on December 11th @ 5 p.m. (AW)
 - December PreBoard Meeting – November 27th @ 3:30 p.m.
 - Next Board Meeting – January 8th

7:43 PM – Michele Kersey Smith made a motion to ADJOURN. Kim Stuart seconded the motion. Motion passed unanimously.

November Action Items:

1. List of teachers who are currently on the tuition reimbursement program – **Dr. Dave**
2. Policy Committee to review Tuition Reimbursement Policy – **Gabe**
3. Check on Sex Ed Curriculum being approved by both the committee and board of directors – **Gabe**