

# Quest Academy

## Board Meeting Minutes

### Tuesday, December 11, 2018

**Location:** Academica West, 290 N. Flint Street, Kaysville, UT 84037

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

**Others in Attendance:** Dave Bullock, Angelee Spader, Nicki Slaugh, Dawn Kawaguchi, Shirley Atkinson, Gabe Clark, Ryan Smith, Kim Dohrer



*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**

**5:10 PM – CALL TO ORDER** – Steve Reeve

### **INTRODUCTIONS**

- Team Building Activity – Shirley & Dawn led an activity with matching game. The group split up into three groups of three with an administrator being the team lead. There were six fill-in-the-blank questions about the school. Team Dave won this activity.

### **BOARD TRAINING**

- Financial Dashboard – Ryan reviewed the dashboard of the school's finances through IntAcct. The dashboard can be designed to meet the school's needs. Ryan offered to answer any questions that the board had at any time by just a phone call or email. Board concerns mentioned were dual assurances on safely spending school funds and making sure that there is enough money for QA to grow from year to year.

**5:41 PM – Michele Kersey Smith made a motion to BREAK FOR DINNER. Kim Stuart seconded the motion. Motion passed unanimously.**

**6:08 PM – Brett Greenwell made a motion to RECONVENE. Brittney Hale seconded the motion. Motion passed unanimously.**

### **BOARD TRAINING (Continued)**

- Roles, Governance & Management – Kim
  - **Snippets** – Examination of a Board Member Agreement sample. The board would like to discuss and possibly approve a board member agreement at the next board meeting.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call Dawn Kawaguchi at (801) 444-9378 to make appropriate arrangements.

- **Group Discussion** – Kim had the board split into two groups of three and read an article by Brian Carpenter. Each member presented a section of their group’s article:
  - ✓ “Three Things the Board Should Do”
    - ★ Speak with one voice
    - ★ Evaluate the executive only against predefined criteria
    - ★ Reward achievement
  - ✓ “Three Critical Things the Board Should Avoid Doing”
    - ★ Avoid interfering with management responsibilities
    - ★ Avoid Monday-morning quarterbacking
    - ★ Avoid becoming a complaint processing center

Kim then had the group put together a puzzle with the seven principles. The board members discussed each of the principles.

1. Govern as stewards rather than stakeholders
2. Establish organizational purpose
3. Exercise fiduciary responsibility
4. Delegate authority and ensure accountability
5. Speak and act as one
6. Spend the board’s time only on things that matter
7. Commit resources and time to developing good governance

- **Scenarios** – Kim asked each group to come up with a scenario to give to the group to discuss how the board would handle this scenario.

➤ Board Communication Guidelines – Gabe reviewed recommended board communication guidelines. Some of the items discussed were: how to communicate between board members; how to communicate between board members and the principal; board meeting conduct; agenda setting; and how the board should address feedback, concerns and grievances with their stake holders.

➤ Next Steps

- **15-Minute Training Topics** – Kim gave a list of possible training topics for the board. She mentioned that the SCSB does require as an assurance that the board has at least two trainings a year. The board can choose to do how they want to do their training.
- **Parking Lot** – Kim reviewed the parking lot items. Dawn has added them to the action items. Brittney asked if the board could come and visit classrooms to see what the teachers are doing. There was a discussion on the board doing a tour of the school. They also discussed board members attending school functions.
- **Expectations** – Kim asked if there was anything that we missed and if there was something that the board wanted to talk about but we didn’t get to. Steve wanted to make sure that the administration has a better understanding of how to work with the board. Steve also asked how formal the board needs to be when making motions.

Gabe stated it's more for clarity and as long as you have that it's fine. The board can choose how they want to do that.

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

- Calendaring Items – Steve Reeve
  - January PreBoard Meeting – January 3<sup>rd</sup> @ 3:30 p.m.
  - Next Board Meeting – January 8th
  - National Charter School Conference/UAPCS Conference
  - January 17<sup>th</sup> AW Round Table for boards with state lobbyist Chris Bleak

**8:27 PM – Michele Kersey Smith made a motion to ADJOURN. Brittney Hale seconded the motion. Motion passed unanimously.**

**January Action Items:**

1. Board Member Agreement for discussion in January – **Dawn**
2. Bring 2018-19 Administration Goals to Board – **Dave**
3. Board would like a tour of the school and visit classrooms – **Admin**
4. 15-minute training topic for January is AW 101 – **Dawn**