

Quest Academy

Board Meeting Minutes

Tuesday, January 8, 2019

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, Brittney Hale, Michele Kersey Smith, Kim Stuart, Brett Greenwell, Clint Weston (6:05 p.m.)

Others in Attendance: Dave Bullock, Angelee Spader, Dawn Kawaguchi, Gabe Clark, Ryan Smith, Shirley Atkinson, Susan Goldsberry

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

6:04 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

REPORTS

➤ Parent Organization

- Update on POQA – Kim Stuart
 - ✓ Coming up on January 25th is the Mother/Son Dance. Brittney is the chairperson of the dance. There was a discussion on ideas of how to get the “sons” more involved.

➤ Board of Directors

- Review 2018-2019 Budget as of December 31, 2018 – Michele Kersey-Smith stated that the financial audit is complete and Ryan will be reporting on this later in the meeting. The good news is that it was a clean audit. Ryan is working on the school’s 990 Informational Tax filing. There will be an amended budget next month to include the increase in students. Ryan included a narrative for Michele to get better acquainted with the budget. The school has a healthy cash reserve. Ryan and the administration will be working on next year’s budget. Michele reviewed the budget as of December 31st. A few areas highlighted that will be fixed with the amendment next month were “furnitures & fixtures” (extra furniture necessary for the SpEd addition), “land/site improvements” (due to the site prep work for portables and parking lot slurry seal), and “dues & fees” (1st S&P bond rating fee).

➤ Academica West

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- Review FY18 Audit – Ryan Smith reviewed the FY18 audit. Eide Bailly is the independent auditor who conducts the audit and prepares the financial statement that is sent to the state. The audit is presented on accrual basis. However, he reminded the board that the state works on a cash basis. That’s why there are many adjustments made at the end of the year. Ryan stated that the auditors offer an opinion on the financial statement using governmental auditing standards. This was a clean audit with no findings.

➤ **Administration**

- State of the School – Dave Bullock reported that before the break, they had their Annual Christmas Sing-A-Long in both buildings. The staff had some fun Christmas activities and Dave won a hamster. We are excited to be back and have gotten right back into diagnostic assessments. Dave stated that there has been a lot of changes this year since they attended a statewide literacy training last summer that was centered around DIBELS data.
 - ✓ Review of 2018-19 Admin Goals – Dave recapped the literacy plan (goals for K-3) that the board approved back in the fall. They are choosing to have these goals schoolwide (K-5). The first goal is to maintain all students that above benchmark during the school year. This has been a common symptom of students statewide. The second goal is to ensure that we move 13% of our students who are in red and yellow to on level by providing targeted, evidence-based interventions. The third goal is for all students to make typical or above typical growth. These goals are attached to restricted funding to support the school to achieve these goals. This has been our focus this year and it has been a year of learning/training. We have targeted our professional development around literacy (how to read DIBELS data; what to do now that I understand the data; and how to help the students improve). We have also implemented iReady this year.
 - ✓ Employees on a Tuition Reimbursement – Dave stated that they have about eight individuals that are currently on a tuition reimbursement plan. Some of the individuals are working on an endorsement and some just on a degree. He would like to have an annual budget for this and not exceed this budget. Dave stated that he would like to discuss this further in the committee meeting. He does have some different ideas. Michele recommends that the administration prioritize the individuals as a need for the school and bring the information to the committee to look at and use for budgeting as well. There was a discussion on using this as a recruiting tool; looking at all areas to make it fair; long-term benefits; and more effective planning payout to employee. Gabe will meet

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with administration to work out the details and then send it to the rest of the committee for comments and concerns before bringing it to the board in February.

BOARD TRAINING

- AW Services 101 – Gabe stated that AW has approximately (42) employees that do an abundance of things. He passed out an outline that highlights some of the areas of service that AW provides. Ryan reviewed the accounting and bookkeeping department and their credentials. We provide comprehensive accounting. Some of the items that he mentioned were supporting the auditors; assisting with S&P; provide monthly financial statements; paying the bills; reconciling the bank statements; monitoring internal controls; constant communication with the school on budgeting, where the school is headed, where it's been, if there are any troubles and what we need to look for in the future, take care of any problems that arise; analytics; and prepare and file the school's 990. Some of the reports mentioned were AFR/APR; monthly, quarterly transparency and annual year end. We also prepare the school's financing reports monthly for the bonding that are included in the disclosure requirements. All state funding areas are audited every few years. Shirley reviewed the Education department that includes four employees with many years of expertise in teaching and administration. This group attends monthly and quarterly state meetings in several different areas (usually around six per month). Once a month the Ed Specialist provides training and disseminates all of the information from these meetings to our principals so that they only have to attend one meeting a month. This helps keep your principal in the building. The Ed. Specialist help with the 100+ reports that are due to the state. They are on call for anything. Shirley also reviewed the human resources department. They are amazing and do so many things starting with the hiring and firing of employees. Some of their duties include making sure that teachers have the correct requirements to be teaching; assist with letters of authorization paperwork; maintain records; work with compliance issues with the state; FMLA; leave; benefits; working with administration and finance annually on salaries including employment agreements for each employee; new hire paperwork; coordinating with payroll; screening resumes for the administration; I-9 compliance; and support administration with employee matters. Gabe reviewed the legal department which includes himself and one other attorney. Some of the areas that they support are prevent problems; policy development and amendments; general compliance with the state and federal laws; child custody; legal document drafts, reviews and consulting; assist with insurance; state and federal complaints; and government relations. Shirley reviewed the reporting and compliance department. There are over 100 reports that are turned into the state every year. Some of the areas discussed were student information system report; liaison to state charter school board; and UTREx maintenance.

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Gabe reviewed the board liaison department. Some of the areas that Dawn does for the board is to coordinate with the administration and board to prepare the board packet; maintain board records; compliance with open meetings act; keeps things organized; and takes minutes. Dawn shared with the board an email from Brett Campbell since he didn't attend the meeting tonight. Gabe reviewed the facilities department. Mark is the onsite maintenance man for QA. Some of the other areas discussed were annual walk throughs and longterm maintenance plan; procurement support; and facility compliance. Gabe also reviewed a comparability of local administrative expenditures per student with other charter schools.

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

- Ratify New Hires
 - Alyssa Arrington – Math Interventionist
 - Blanca Holguin – Lunchroom Assistant
- Approve November 13, 2018 Board Meeting Minutes
 - Ratify formation of policy committee that consists of Clint Weston, Michele Kersey Smith, Gabe Clark and the administration to review the Tuition Reimbursement Policy
- Approve November 13, 2018 Closed Session Affidavit
- Approve December 11, 2018 Board Meeting Minutes

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

- Discuss & Vote on 2019-2020 School Calendar – Angelee Spader reviewed the 2019-2020 calendar. It is similar to the current year. Angelee projected on the TV the most current calendar that they are proposing. It is a little different from the handout (term breaks). **Kim Stuart made a motion to approve the 2019-2020 school calendar. Michele Kersey Smith seconded the motion. Motion passed unanimously.** Clint Weston was excused at 7:25 p.m.
- Discuss and Vote on 2019-2020 School Fee Schedule – Dave stated that there are only two changes to the school fee schedule. Drama decreased \$20 (from \$50 to \$30) and Rube Goldberg increased \$20 (from \$30 to \$50). **Brittney Hale made a motion to approve the 2019-2020 school fee schedule. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss & Vote on PTIF Resolution – Ryan Smith reviewed the Public Treasury Investment Fund. The school has two accounts. One is specifically for SpEd money which is restricted funding. The other has all the other traditional funding. Since we have a new financial coordinator we need to approve a new resolution with Michele. There was a discussion on approving positions so that we wouldn't have to bring this to the board every time the person in the position changes. **Brett Greenwell made a**

motion to approve the PTIF Resolution. Brittney Hale seconded the motion. Motion passed unanimously.

- Discuss & Vote on Board Member Agreement – Gabe Clark stated that in the training meeting Kim Dohrer passed out a sample board member agreement which the board was interested in adopting a similar agreement. Gabe left it up to the board if they wanted to move forward with this. As new board members come on they would be required to sign the agreement. There was a discussion on board conflict of interest. **Kim Stuart made a motion to approve the board member agreement. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Employment of Substitute Teachers Policy – Gabe Clark reviewed the Employment of Substitute Teachers Policy. This policy has all the requirements regarding the state rule on substitute teachers. All substitute teachers are employees of the school and must go through the same hiring paperwork that all employees of the school are obligated to complete. There was a discussion on the process of how they hire substitute teachers. **Michele Kersey Smith made a motion to approve the Employment of Substitute Teachers Policy. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Course Substitution Policy – Gabe Clark reviewed the Course Substitution Policy. This applies to 7-8th grades to allow credit for course work that is outside of the school such as extracurricular activities. **Michele Kersey Smith made a motion to approve the Course Substitution Policy. Kim Stuart seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Attendance Policy – Gabe Clark reviewed the amended Attendance Policy. Changes were made in the law mainly on how to handle habitual truancy. Gabe stated that we are proposing a different approach with this policy by having the main policy delegate the administration the power to adopt an administrative procedure that contains the details of how attendance issues will be administrated. This will give them the flexibility to make changes as they see fit at the school level. **Brett Greenwell made a motion to approve the amended Attendance Policy. Brittney Hale seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Fee Waiver Policy – Gabe Clark reviewed the amended Fee Waiver Policy. He also mentioned that this has been a hot topic with the state and there is a whole new rule that is coming down with the legislation. This will probably need to be amended in a few months. **Brittney Hale made a motion to approve the amended Fee Waiver Policy. Michele Kersey Smith seconded the motion. Motion passed unanimously.**
- Discuss & Vote on Amended Student Conduct & Discipline Policy – Gabe Clark reviewed the amended Student Conduct & Discipline Policy.

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Changes here relate mainly to physical restraint on when and where you can do this. There are also changes around when students are referred to government authorities. **Kim Stuart made a motion to approve the amended Student Conduct & Discipline Policy. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

- Discuss & Vote on Amended Student Data Privacy & Security Policy – Gabe Clark reviewed the amended Student Data Privacy & Security Policy. The Student Data Disclosure Statement has been changed to the Student Data Collection Notice. Other changes in this policy reflect the changes to the Data Governance Plan. **Brett Greenwell made a motion to approve the amended Student Data Privacy & Security Policy. Michele Kersey Smith seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Steve Reeve
 - Schedule February PreBoard Meeting – January 29th @ 3:30 p.m.
 - Next Board Meeting – February 12th
 - ✓ Discussed Possible admin. reporting items for February
 - ★ 5-year tech plan
 - ★ Substitute evaluation
 - ★ Fee waiver budget
 - ✓ Discussed possible training topics for upcoming meetings.
 - ★ Board’s role in due process for student discipline – Feb*
 - ★ Student performance data – what the board should be asking
 - ★ Review 3-4 Policies that involve the board

8:02 PM – Michele Kersey Smith made a motion to ADJOURN. Brittney Hale seconded the motion. Motion passed unanimously. (Duration:1:58:20)