

Quest Academy

Board Meeting Minutes

Tuesday, February 12, 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, Brett Greenwell, Brittney Hale, Michele Kersey Smith, Kim Stuart, Clint Weston

Others in Attendance: Nicki Slaugh, Dave Bullock, Angelee Spader, Dawn Kawaguchi, Shirley Atkinson, Platte Nielson, Ryan Smith, Tammy Mindrum, 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

6:01 PM – CALL TO ORDER – Steve Reeve

There was no PUBLIC COMMENT.

REPORTS

➤ Parent Organization

- Update on POQA – Kim Stuart

- ✓ Recent Events

- ★ Book fair earned \$7,228 in books for both Q1 & Q2 libraries. We have very supportive parents who come in and have sustained our book fairs.
- ★ Two wonderful dances that were chaired by Brittney. Both of them were extremely well attended. Dave helped serve doughnuts. The dances combined earned over \$2,000 which have been earmarked to replace our volunteer help counter computers and label makers.
- ★ Used Book Drive during Book Fair and the library received some excellent “gently used” books.

- ✓ Upcoming Events

- ★ 2019-20 POQA board elections – Starting next week we will start taking nominations. Voting will be the first of March and we will have our new board in place by mid March.

➤ Board of Directors

- Financial Update – Michele Kersey-Smith reviewed the financials as of January 31st. Areas of interests were furniture & fixtures which

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is higher than originally budgeted due to purchases for SpEd furniture and furniture for the portable; land & site improvements (portable site prep); technology related supplies; and general supplies expense. We will need to do an amended budget to true up these expenses to include the additional students. Ryan Smith went over the requirements to amend a budget which includes a seven-day notification to the board.

➤ **Administration**

- Review of 3-Year Technology Plan – Tammy Mindrum reviewed her 3-year tech plan by year. The plan for 2019-20 is to do the following:
 - ✓ Add ceiling speakers to all regular education rooms (SpEd has their own tech plan)
 - ✓ Adding six tvs – four for the portables, one in Susan’s room and one in the Q2 break room
 - ✓ Adding two more Chromebook carts for 1st grade (currently they have three carts [two computer carts and one iPad cart] with five classes)
 - ✓ Adding a new 7th grade math class Chromebook cart
 - ✓ Replacing a number of teachers/admin laptop; increase Q1 Mac lab computers by two
 - ✓ Replacing iPad minis for one kinder class
 - ✓ Each year they budget funds to do improvements to the network (split the networks – one for teachers and one for students)
 - ✓ Upgrade for the portables to include the networking (may have to run fiber or conduit to the portables)
 - ✓ Two new monitors for Mr. Cypress
 - ✓ Two new phones for classrooms (5th grade taking their phones out to the portables)
 - ✓ Replacing half of the Apple TV’s next year and the other half the following year

There was a discussion on whether they use MacBook’s or PC’s. The next two years just have the rotation of replacement items but nothing new yet. There was discussion on how they dispose of the old computers, etc. and if they sell them. There was a discussion on the prioritizing a wish list of technology above and beyond the necessity. There was a discussion on using technology for purpose. The board would like to see a prioritize wish list.

- State of the School – Dave Bullock brought up the issue that they need more space to be able to provide better technology. Each year we are keeping more students in the jr. high which in turn means we require more space (classrooms). There was a discussion on enrollment and the number of classes per section. The board would like the admin to bring a long-term strategy proposal on how they plan to solve this (Master Plan). Dave informed the board that Brett Campbell will be visiting the school tomorrow from 11-11 visiting with

the elementary to finish up his observations. Brett has requested proficiency rates for the different content areas that they have gathered and will provide him. Dave also stated that Susan has been attending many state meetings on literacy. Teachers have been shown their students' scores and it has been very fruitful for them. They have been implementing some new supplemental programs to help students improve. There was a discussion on teacher retention. Dave was interviewed for Channel 2 news. It hasn't aired yet but they will contact the school before they do and Dave will let the board know. Dave felt that it was a very positive story for charters.

BOARD TRAINING

- Review of Due Process for Student Discipline – Platte Nielson reviewed the Student Conduct and Discipline Policy. He had given some scenarios and asked if the student should be suspended or expulsion. They reviewed how each scenario would be handled according to the school's policy. He summarized the process of the student discipline up until when the board will be involved in the due process. The board becomes involved when a student is expelled and they want to appeal the expulsion. The due process in your current policy involves the board more than he's seen others. There was discussion on amending the current policy due to a previous leadership difference. AW will work with the administration to amend the policy similar to other schools with less board involvement and bring it back to the board for approval. The Parent Handbook should be consistent with the policy.

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

- Ratify New Hires
 - Rachael Davies – TA/ PE Aide
- Approve January 9, 2019 Board Meeting Minutes
- Ratify 2018-2019 School Calendar
- Ratify 2019-2020 School Calendar – *Angelee stated that they just changed the parent teacher conference from February to January on both this year's calendar and next year's calendar. There was no change to the 180 days or total hours.*

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

- Discuss and Vote on Amended Tuition Reimbursement Policy – Dr. Dave stated that the admin met with Gabe on the Tuition Reimbursement Policy. We didn't make as many changes as we thought we would change. We want to use this as a recruiting and retention tool. This policy has an annual money cap of \$20,000 towards tuition reimbursement. Other changes are that the board is taken out of most of the process and it falls on the principal. Reimbursement is available for the lesser of 75% of tuition or \$5,000 per employee, per degree. There was a discussion on

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when the employee would be reimbursed either as they go or after they complete the degree. There was discussion on how the person can pay back the reimbursement if they leave before the three years. There was discussion on where to specify the repayment. Clint would like to approve the policy and give the principal the discretion to adjust the agreement as long as it is standard. **Brittney Hale made a motion to approve the amended Tuition Reimbursement Policy subject to the approval of tuition reimbursement for a few employees that will be grandfathered in under the existing policy, which will be discussed and voted on at the next meeting. Clint Weston seconded the motion. Motion passed unanimously.**

- Discuss and Vote on Carbon Monoxide Sensors – Dr. Dave stated that our carbon monoxide sensors in the elementary need to be completely updated with a new panel and the jr. high just needs some updated sensors. We will be using funds received for the extra students that weren't in our original budget. Dawn brought some information from Trent. He received bids for both buildings from three different companies. The lowest bid for the elementary building was Certified and the lowest bid for jr. high building was Firetrol. Certified currently monitors their alarms. There was a discussion on going with the company that we are working with even though it may not be the lowest cost. AW can help with a justification statement. Angelee would like to use Certified. **Clint Weston made a motion to approve the purchase and installation of carbon monoxide sensors in an amount not to exceed \$55,000 by Certified. Brett Greenwell seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Portables Site Preparation – Dr. Dave stated that this discussion is to move forward on an RFP for site preparation since the cost is over \$100k. They would like to bring in two more portables. Each portable has two classrooms (four classrooms total). They would move the 5th grade out to the portables to free up four classrooms in the jr. high. Dave stated that funding for this would come from the surplus. There was a discussion on the portables cost and the explanation of wanting to include bathrooms in the portables (which increases the cost). There was a discussion on what will replace the four classrooms in the jr. high. There was discussion on the total cost and is this the best use of our money for the cost. Brett asked if the board has a surplus goal. This may be a temporary fix to a greater issue. Brett would still like to see a master plan. Dawn added that there may be additional costs due to the detention pond. **Brittney Hale made a motion to approve the expenditure for site prep for additional portable classrooms in an amount not to exceed \$300,000 conditional on conducting an appropriate procurement process to select the vendor for this work. Clint Weston seconded the motion. Motion passed unanimously.**
- Discuss and Vote on Portables Contract including Delivery & Set-Up – Dr. Dave stated that this would be approximately another \$50k. The funds

would come from the additional students this year. There was a discussion on which portables that they will be going with. There was a discussion on not approving the portables until after the site prep. Dawn stated that by waiting you may run the risk of not getting both portables since they are currently in limited supply. The board wanted to know if there is a cancellation charge if they decide the total cost of the project is too expensive. There was a discussion on what the total cost includes. Clint asked Dawn to let the board know if she finds out if there is a cancellation cost. **Clint Weston made a motion to approve the contract for delivery and set-up of portable classrooms. Kim Stuart seconded the motion. Motion passed unanimously.**

OTHER BUSINESS ITEMS (For Discussion Only)

- Calendaring Items – Steve Reeve
 - March PreBoard Meeting – February 26th @ 3:30 p.m.
 - Next Board Meeting – March 12th
 - ✓ Training Topic – Bond Covenants

8:35 PM – Brittney Hale made a motion to ADJOURN. Clint Weston seconded the motion. Motion passed unanimously. (Duration 2:33:53)

February Action Items:

1. Create Master Plan (enrollment, facilities, technology, etc.) – **Admin**
2. Amend the Student Conduct & Discipline Policy – **Gabe/Admin**
3. Approve tuition reimbursement for employees that are grandfathered in under the existing policy at March meeting – **Dave**
4. Notify the board on whether or not there is a cancellation charge on the portables – **Dawn**