Quest Academy
Board Meeting Minutes

Date: May 21, 2026
Time: 6:00 PM
Location: 4862 W 4000 S, West Haven, UT 84401
In Attendance: Steve Reeve, Nicole Boucher, Brittney Hale, Stacee Phillips
Excused: Shawn Miehlke, Brett Greenwell
Others in Attendance: Dave Bullock, Angelee Spader, Casey Arrington, Nicole Jones, Steve Finley, Roger Simpson

Mission Statement

Quest Academy is committed to providing students with a challenging, technology-rich learning environment that empowers young citizens to become leaders prepared to thrive in an evolving global community.

Board Priorities

- State Accountability
- Fiscally Sound Operations
- Personalized/Individualized Learning
- Brand Awareness

Call to Order

Steve Reeve called the meeting to order at 6:06 PM.

Public Comment (Comments are limited to three minutes per individual)

There were no public comments.

Consent Items

- Approval of Apr. 14, 2026, Board Meeting Minutes

Nicole Boucher made a motion to approve the Apr. 14, 2026, Board Meeting Minutes. Stacee Phillips seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; Stacee Phillips, Aye.

Reports

- **Administrative Report**
  - State of the School
  - Positive Behavior Report
  - Title IX Report
  - Enrollment
  - Staffing Changes

  Dave Bullock reported on the State of the School. End-of-year state-mandated testing is nearing completion, including RISE, Spire Plus, K–8 diagnostics with iReady, and elementary assessments. Scores are rolling in and looking strong. The school hosted several end-of-year events including field trips, Reality Town (a financial literacy simulation), and the inaugural Quest Fest, which was organized and run by students.

  Regarding positive behavior, the report covered Botvin Life Skills (elementary and junior high), Zones of Regulation, Love and Logic, individual counseling, and after-school clubs and athletics. The school counselor will transition from part-time to full-time next year and will teach life skills and emotional guidance classes in sixth grade.

  Title IX reporting confirms equitable access to sports and facilities for male and female students. Current enrollment is approximately 1,024. For staffing, two new hires were made: one sixth-grade teacher and one fifth-grade teacher. Several existing staff shifted buildings or roles; only two new positions required outside hiring.

- **Financial Report**

  Steve Finley presented the financial report as of the end of April 2026 (10 of 12 months; 83% of year elapsed):
  - Revenues are at 82.8% of budget, on target. Local revenue is at 90%; federal at 37% (remaining federal requests expected to flow in May–June).
  - Expenditures are at 78% of budget, below the pace of spending.
  - Approved budget projected $585K surplus; current forecast shows $519K; actuals currently show $921K remaining.
  - Cash on hand: $10.7M; low cash (day before state payment): $9.7M.

  The proposed 2026/2027 budget was also reviewed. Key highlights include: enrollment projected at 1,002; state revenue increases by ~$363K (4.2% WPU increase +$160K; local replacement +$165K); several one-time grants ending (classified bonus, school fees amendment, Letters grants); federal revenues flat year-over-year; salaries budgeted for 4%

increase; benefits include a ~$120K placeholder for health insurance; unemployment costs decreasing (~$25K); budgeted surplus for next year approximately $451K including $200K in capital expenditures and $100K construction placeholder.

The Fraud Risk Self-Assessment was reviewed. The school scored 355 out of 395, placing it in the "Very Low" risk category. With the Board Member Oath of Office policy approved tonight, the score will increase to 375 out of 395. The one remaining unscored item (formal internal audit function) is not required for LEAs under 10,000 students.

Closed Session

Purpose: Discussion of the character, professional competence, or physical or mental health of an individual, pursuant to Utah Code §52-4-205.

At 6:35 PM Brittney Hale made a motion to enter a closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(I)(a). Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; Stacee Phillips, Aye.

At 7:10 PM Stacee Phillips made a motion to leave the closed session and enter the general meeting. Brittney Hale seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; Stacee Phillips, Aye.

Voting & Discussion Items

- **Legislative Update**

  Roger Simpson presented a comprehensive legislative update covering 100+ education bills from the recent session organized around three themes: School Safety, Classroom Technology & AI, and Early Literacy. Key bills discussed include:

  - **SB 186 – Charter School Modifications (Oath of Office):** Effective May 6, 2026. All governing board members must take an oath of office; school must maintain a record of each vote.
  - **SB 164 – School Construction Amendments:** Projects over $500K require a state-managed registry contractor. Quest Academy's current expansion is not impacted as it was underway prior to the bill's effective date.
  - **HB 273 – Technology & AI Policy:** Board-adopted technology and AI policies are now required on a defined timeline. Policy included in tonight's agenda.
  - **HB 44 – School Safety & Security:** Guardians must carry concealed firearms on person while on duty; formal visitor management system required; wearable panic alert devices required for all lead teachers by July 1, 2027 (state-funded). Quest Academy has already implemented panic alert devices through its speaker system.
  - **SB 51 – Statewide Student Threat Flag:** Credible threats will be logged in the student information system and follow the student's record across schools.

- **SB 244 – Cardiac Emergency Response Plan:** AEDs must be placed, tested, and maintained at each school with required first aid/CPR training.
- **SB 69 – School Device Revision:** Personal device use prohibited during the entire school day, first bell to last, including lunch, breaks, and transitions. AI glasses explicitly included in scope.
- **SB 241 – Early Literacy:** Statewide goal of 80% of students reading on grade level by end of third grade by 2030. Individual reading plans required beginning in kindergarten.
- **HB 312 – Curriculum:** Regular social studies instruction required in all elementary grades.
- **SB 131 – Charter School Enrollment:** New enrollment preference for students whose home school is at capacity and declining enrollment.
- **HB 55 – EdTech Privacy:** All ed tech vendors must include a 30-day termination provision for privacy violations and must delete all student data absent parental consent.

Roger also presented a policy compliance review of Quest Academy's 119 state-required policies: 66 compliant, 14 partial, 26 missing, 13 not applicable. A phased approach is planned: Phase 1 (legislative redlines, addressed tonight), Phase 2 (safety and crisis response), Phase 3 (compliance-critical drafts), Phase 4 (remaining new drafts and expansions).

NEW POLICIES: Review and Approve

- **Approval of Board Member Oath of Office Policy**
- **Approval of Cybersecurity Policy**
- **Approval of Artificial Intelligence (AI) Use Policy**
- **Approval of Cardiac Emergency Response Plan Policy**
- **Approval of Dyslexia Screening and Intervention Policy**
- **Approval of Noncurricular Clubs / Equal Access Policy**
- **Approval of Parental, Postpartum, Adoption, and Foster Leave Policy**
- **Approval of Restraint, Seclusion, and LRBI Policy**
- **Approval of School Security (School Security Act) Policy**
- **Approval of Threat Assessment Policy**
- **Approval of TSSA Calculation and Distribution Policy**
- **Approval of Elementary and Secondary School General Core Policy**

MODIFIED POLICIES: Review and Approve

- **Approval of Parent and Family Engagement Policy**
- **Approval of Wellness Policy**
- **Approval of Absenteeism and Truancy Prevention Policy**
- **Approval of Acceptable Use / Electronic Device Use Policy**
- **Approval of Criminal Background Check / Arrest Reporting Policy**
- **Approval of LEA-Specific Educator License Policy**
- **Approval of Internet Safety Policy (CIPA)**
- **Approval of Meal Charge Policy**
- **Approval of Open Enrollment / Lottery Policy**
- **Approval of Religious Expression in Public Schools Policy**

- **Approval of School Fees Policy**
- **Approval of Student Conduct & Discipline Policy**
- **Approval of Student Data Privacy & Security Policy + Data Governance Plan**
- **Approval of Health and Welfare Policy**
- **Approval of Student Credit Policy**
- **Approval of Government Records Access Management Act (GRAMA) Policy**
- **Approval of Special Education Policies & Procedures Manual**

ANNUAL POLICY REVIEW:

- **Salary Supplement for Highly Needed Educators Program Policy**

  Board Members discussed the amendments made to the existing policies, the new policies, and the policies needing an annual review. Regarding the Board Member Oath of Office, the board discussed that at least one member must initially be administered the oath by a person with authority to administer oaths per SB 186; the chair and vice chair are designated to administer oaths to subsequent members. The oath language adopted reads: "I do solemnly swear or affirm that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah. I will discharge the duties of my office with fidelity. I will faithfully serve the students, families, employees, and patrons of Quest Academy. And I will uphold the mission and policies of the school to the best of my ability."

  Nicole Boucher made a motion to approve the Board Member Oath of Office Policy, Cybersecurity Policy, Artificial Intelligence (AI) Use Policy, Cardiac Emergency Response Plan Policy, Dyslexia Screening and Intervention Policy, Noncurricular Clubs / Equal Access Policy, Parental, Postpartum, Adoption, and Foster Leave Policy, Restraint, Seclusion, and LRBI Policy, School Security (School Security Act) Policy, Threat Assessment Policy, TSSA Calculation and Distribution, Elementary and Secondary School General Core Policy, Parent and Family Engagement Policy, Wellness Policy, Absenteeism and Truancy Prevention Policy, Acceptable Use / Electronic Device Use Policy, Criminal Background Check / Arrest Reporting Policy, LEA-Specific Educator License Policy, Internet Safety Policy (CIPA), Meal Charge Policy, Open Enrollment / Lottery Policy, Religious Expression in Public Schools Policy, School Fees Policy, Student Conduct & Discipline Policy, Student Data Privacy & Security Policy + Data Governance Plan, Health and Welfare Policy, Student Credit Policy, Government Records Access Management Act (GRAMA) Policy, Special Education Policies & Procedures Manual, Salary Supplement for Highly Needed Educators Program Policy. Brittney Hale seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Emergency Preparedness & Recovery Plan**

  The Emergency Preparedness & Recovery Plan was discussed. The plan addresses four state-required areas: education/academics, business and operations, physical and structural/facilities, and health, well-being, and behavioral supports. It was kept at a high level to accommodate a range of emergency scenarios and meets all requirements outlined by law.

Brittney Hale made a motion to approve the Emergency Preparedness & Recovery Plan. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Mental Health Grant**

  The Mental Health Grant was discussed. The grant (~$30,000, first-year cycle) will fund the transition of the school counselor from part-time to full-time. Two goals were established: (1) a 25% reduction in documented disruptive behavior incidents over three years as measured by discipline referrals and intervention data; and (2) a 15% decrease in chronic absenteeism over three years as measured by annual attendance and chronic absenteeism reports.

  Stacee Phillips made a motion to approve the Mental Health Grant. Brittney Hale seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Board Member Terms, Roles, and Elected Officers**

  Board Member Terms, Roles, and Elected Officers were discussed. Steve Reeve noted his long tenure as board chair and proposed realigning board officer roles. After discussion, the following officers were nominated and approved:
  - Board President: Stacee Phillips
  - Vice President: Nicole Boucher
  - Financial Coordinator: Brett Greenwell
  - Board Members (remaining terms): Steve Reeve (through June 2027), Brittney Hale (through June 2029), Shawn Miehlke (through October 2028), Stacee Phillips (2029)

  Brittney Hale made a motion to approve the Board Member Terms, Roles, and Elected Officers. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Sexual Education Committee**

  The Sexual Education Committee was discussed. The committee consists of community council members, the school nurse, health teacher Garrett Costello, parents from the community council, and the director.

  Brittney Hale made a motion to approve the Sexual Education Committee. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Teacher and Student Success (TSSA) Plan**

The Teacher and Student Success (TSSA) Plan was discussed, including the legislative changes to TSSA funding allocation tied to early literacy requirements.

Stacee Phillips made a motion to approve the Teacher and Student Success (TSSA) Plan. Brittney Hale seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Director Employment Agreement and Compensation**

The Director Employment Agreement and Compensation was approved as discussed during the closed session.

Nicole Boucher made a motion to approve the Director Employment Agreement and Compensation. Stacee Phillips seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Audit Engagement Letter**

The Audit Engagement Letter was discussed. The board confirmed continuation with Ike Daley as audit manager/reviewer.

Stacee Phillips made a motion to approve the Audit Firm. Brittney Hale seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Final Amended Budget 2025/2026 & the Proposed 2026/2027 Budget**

The Final Amended Budget 2025/2026 & the Proposed 2026/2027 Budget were discussed as presented in the Financial Report above.

Nicole Boucher made a motion to approve the Final Amended Budget 2025/2026 & the Proposed 2026/2027 Budget. Stacee Phillips seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

- **Approval of the Expenditures for the Relocation and Installation of a Portable**

The Expenditures for the portable were discussed. After evaluating options ranging from $85,000 to $200,000 for relocation and full plumbing, the board determined the most cost-effective approach is removal of the portable (estimated at $18,000 for lift and removal, plus utility capping costs). Staff will be temporarily relocated within the Q1 building and junior high for one year until new building construction is complete. The motion was set at not-to-exceed $30,000 to cover removal and associated utility capping.

Brittney Hale made a motion to approve the Expenditures for the Removal of the Portable, not to exceed $30,000. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

BOARD TRAINING:
- **Open and Public Meetings Act Training**
- **Sex Ed. Assurances Local Health Dept. Data**

Nicole Jones discussed the Open and Public Meetings Act Training & the Sex Ed. Assurances Local Health Dept. Data. Signatures were obtained to verify completion of the trainings. Board members also signed the ethical behavior commitment statement as required for the Fraud Risk Self-Assessment.

Calendaring

2026/2027 Board Meeting Schedule

The board confirmed the 2026/2027 meeting schedule: meetings will occur in August, October, February, April, and May. December meetings will be scheduled only if necessary.

Adjournment

At 8:34 PM Brittney Hale made a motion to adjourn the meeting. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Steve Reeve, Aye; Brittney Hale, Aye; Nicole Boucher, Aye; & Stacee Phillips, Aye.

QUEST ACADEMY
INNOVATION • PASSION • MASTERY

Quest Academy
Board of Directors Closed Session Statement

Meeting Date: 05/21/2026
Location: 4862 W 4000 S, West Haven, UT 84401

<u>Closed Session Sworn Statement</u>:

> At a duly noticed public meeting held on the date listed above, the board of directors for Quest Academy entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-1(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed electronically on the 21st day of May, 2026.

Board Chair