



QUEST ACADEMY

INNOVATION • PASSION • MASTERY

Quest Academy Board Meeting Minutes

Date: September 8, 2026

Time: 6:00 PM

Location: Virtual Meeting (Zoom)

In Attendance: Stacey Phillips, Steve Reeve, Nicole Boucher, Brittney Hale, Brett Greenwell

Excused: Shawn Miehke

Others in Attendance: Dave Bullock, Angelee Spader, Casey Arrington, Nicole Jones, Roger Simpson, Steve Finley, Josh Broadbent, Jeff Biesenger

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

Stacey Phillips called the meeting to order at 6:02 PM.

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

There were no public comments.

Consent Items

- Approval of May 21, 2026, Board Meeting Minutes and Closed Session Statement

Nicole Boucher made a motion to approve the May 21, 2026, Board Meeting Minutes and Closed Session Statement. Steve Reeve seconded. The motion passed unanimously. The votes were as follows: Stacey Phillips, Aye; Steve Reeve, Aye; Nicole Boucher, Aye; Brittney Hale, Aye; Brett Greenwell, Aye.

Reports

- Administrative Report

In compliance with the Americans with Disabilities Act, individuals requiring special accommodations—including auxiliary communicative aids and services—should contact Quest Academy at 801-731-9859 at least three working days prior to the meeting.

| QA Board Meeting Minutes: 09.08.2026

Approved: _____

- State of the School
- Financial Report

Dave Bullock reported on the State of the School. The school selected “Game On” as its theme for the 2026/2027 school year, introducing it to faculty and staff at the start of the year and to students through a video produced by the administrative team. The start of the school year was smooth and Back to School Night was well received. The school is preparing to launch its annual cookie dough fundraiser, supported by a new promotional video for students.

The Board thanked Dave Bullock and the administrative team for the preparation that contributed to a successful start to the school year.

Brett Greenwell presented the Financial Report for the first two months of the fiscal year (July and August 2026), prepared with Steve Finley and Josh Broadbent of Red Apple. Statements were included in the board packet. Highlights included:

- Revenues: The full year of School Land Trust funding was received, approximately \$189,000. Additional revenue included supplies funding and a teacher stipend.
- Cash on hand: \$10.8 million, equal to 326 days cash on hand. The stated ratio goal is 90 days; the Board has previously discussed targeting approximately 120 days based on the timing of expenses. Monthly expenses are calculated at just over \$1 million, placing the recommended minimum reserve at approximately \$4 million.
- The school has averaged just over \$1 million in net income annually, which will continue to add to reserves during the construction period.
- Expenses: \$136,000 in construction expense has been incurred to date. No other significant early-year expenses were noted.
- Enrollment: Current enrollment is 1,014 students; budget forecasts were built on 1,010 students.
- Upcoming deadlines: salary and benefit data submission to the State of Utah by September 30, and the AFR/APR upload to the Utah State Board of Education by October 1. Grant deadlines will follow later in the year.

The Board discussed maintaining approximately 120 days, or \$4 million, in cash on hand as construction costs are incurred. No action was required.

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 6:12 PM Brett Greenwell 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(1)(a). Steve Reeve seconded. The motion passed unanimously. The votes were as follows: Stacey Phillips, Aye; Steve Reeve, Aye; Nicole Boucher, Aye; Brittney Hale, Aye; Brett Greenwell, Aye.

At 6:38 PM Steve Reeve made a motion to leave the closed session and enter the general meeting. Brett Greenwell seconded. The motion passed unanimously. The votes were as follows: Stacey Phillips, Aye; Steve Reeve, Aye; Nicole Boucher, Aye; Brittney Hale, Aye; Brett Greenwell, Aye.

Brittney Hale was excused from the meeting following the closed session. A quorum remained.

Voting & Discussion Items

- Policies: Review and Approve

In compliance with the Americans with Disabilities Act, individuals requiring special accommodations—including auxiliary communicative aids and services—should contact Quest Academy at 801-731-9859 at least three working days prior to the meeting.

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Approved: _____

Dave Bullock presented a summary of the policy revisions, with support from Roger Simpson. The Board discussed the amendments, the new policy, and the policy recommended for repeal:

- **Bullying and Hazing Policy (Amended):** Updates definitions and procedures to match current law, and adds annual state reporting, an appeals process, and reporting through the Safe UT public education hotline.
- **Suicide Prevention Policy (New):** Creates a single comprehensive suicide prevention policy covering staff training, warning sign protocols, safety planning, 988 referrals, crisis response, and procedures for students returning after a crisis.
- **Wellness Policy (Amended):** Resolves conflicting and duplicate wellness requirements and establishes this policy as Quest Academy's single governing wellness policy. Corrects outdated or inaccurate language and removes duplicated AED/CPR information.
- **Health and Welfare Policy (Amended):** Companion cleanup to the Wellness Policy. Removes duplicated wellness and cardiac response material while retaining student health examinations and screenings.
- **Attendance, Absenteeism, and Truancy Prevention Policy (Amended):** Updates the policy for recent legislation and confirms that attendance will not factor into report card grades. Removes the attendance-based "U" citizenship mark and an outdated truancy citation fee schedule.
- **PTO and Catastrophic Leave Policy (Repealed/Merged):** Removes the standalone policy and incorporates its provisions into the Employee Handbook. There is no change to employee benefits or entitlements; the change consolidates the information in a single location.

The Board discussed the new statutory requirement that absenteeism and tardiness may not affect a student's grade and clarified that grading practices related to late assignments are separate from attendance.

Nicole Boucher made a motion to approve the amended Bullying and Hazing Policy, the new Suicide Prevention Policy, the amended Health and Welfare Policy, the amended Wellness Policy, and the amended Attendance, Absenteeism, and Truancy Prevention Policy, and to repeal the PTO and Catastrophic Leave Policy. Steve Reeve seconded. The motion passed unanimously. The votes were as follows: Stacey Phillips, Aye; Steve Reeve, Aye; Nicole Boucher, Aye; Brett Greenwell, Aye.

- **Award of the Request for Proposal (RFP) for the Construction of an Expansion to the Existing Facility**

The RFP review committee — Dave Bullock, Angelee Spader, Casey Arrington, and Jeff Biesenger — evaluated the proposals against a 75-point rubric consisting of experience and qualifications (20 points, with preference given to contractors with charter school experience), detailed construction timeline (20 points), overall price (20 points), and itemized cost breakdown (15 points). Four bids were received: Silverleaf Construction, Blue Mark Construction, Hadfield, and Stout. Stout's proposal received the highest score and was determined the most advantageous for the school.

Stacey Phillips made a motion to award the RFP for the construction of an expansion to the existing facility to Stout. Steve Reeve seconded. The motion passed unanimously. The votes were as follows: Stacey Phillips, Aye; Steve Reeve, Aye; Nicole Boucher, Aye; Brett Greenwell, Aye.

The Board discussed whether a not-to-exceed amount should be established at this time. It was determined that the guaranteed maximum price (GMP) will be brought back to the Board for approval once the contractor has gathered subcontractor bids and submitted the GMP, at which point the price is contractually locked.

- **Approval of the LEA-Specific Educator Licenses for the 2026/2027 School Year**

In compliance with the Americans with Disabilities Act, individuals requiring special accommodations—including auxiliary communicative aids and services—should contact Quest Academy at 801-731-9859 at least three working days prior to the meeting.

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Dave Bullock presented the LEA-specific licenses, as outlined in the document included in the board packet. The licenses are for educators who are completing licensing requirements, including educators finishing university programs and endorsements, and educators who already hold degrees and are completing state-approved alternate pathways, such as the APPEL program, toward a professional educator license. The educators listed include both elementary and junior high staff.

Nicole Boucher made a motion to approve the LEA-Specific Educator Licenses for the 2026/2027 school year, as outlined in the document in the board packet. Steve Reeve seconded. The motion passed unanimously. The votes were as follows: Stacey Phillips, Aye; Steve Reeve, Aye; Nicole Boucher, Aye; Brett Greenwell, Aye.

Board Training

- School Land Trust Training

Nicole Jones distributed the required annual School Land Trust training to Board members, along with a DocuSign acknowledgment to document completion. All Board members have completed the training with the exception of Shawn Miehke. There was no further discussion.

Calendaring

The Board discussed the meeting schedule. The tentative October 6, 2026, meeting was rescheduled to Tuesday, September 29, 2026, via Zoom, in order to consider approval of a purchase of approximately \$28,000 for a Curriculum Associates trainer supporting the new junior high math curriculum. The Board confirmed the November 10, 2026, meeting will be held in person at the school. It was requested that the guaranteed maximum price (GMP) for the expansion be available by the September 29 meeting, if possible.

Adjournment

At 6:56 PM Steve Reeve made a motion to adjourn the meeting. Nicole Boucher seconded. The motion passed unanimously. The votes were as follows: Stacey Phillips, Aye; Steve Reeve, Aye; Nicole Boucher, Aye; Brett Greenwell, Aye.



Quest Academy

Board of Directors Closed Session Statement

Meeting Date: 09/08/2026

Location: Electronic Meeting via Zoom

Closed Session Sworn Statement:

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 8th day of September, 2026.

Stacey Phillips (Sep 8, 2026 21:13:39 MDT)

Board Chair