



## GOVERNING BOARD MEETING MINUTES

4660 N. Rancho Drive  
Las Vegas, Nevada 89130  
[www.questlv.com](http://www.questlv.com)

**Receiver: Josh Kern**

**Wednesday, June 7<sup>th</sup>, at 5:00 PM**  
**Quest Governing Board/Receiver Meeting**  
**Teleconference Call: Teleconference Meeting**  
**Conference Call Number: Dial In: (515) 739-1428: ID #417983**

### Ceremonial Items

1. Call to Order by Mr. Ken MacRae
2. Pledge of Allegiance
  - a. Due to the difficulty in reciting the pledge on a telecon, it will be waived now.
3. Roll Call – Present via teleconference call  
Josh Kern, Receiver  
Janelle Veith, Principal  
Jaimie Feaster, Assistant Principal  
Tiffany Ferguson, Site Administrator  
Ken MacRae, Facilities  
Dana Parks, Controller  
Jean Jones, Administrative Assistant  
Christina Kleisner, Administrative Assistant
4. Public Comment - Mr. MacRae stated, as an employee, the school has a lot of work to be done in the next few weeks. I have a concern that without a playground, we will not gain the enrollment needed to sustain the school. Recommendation, carefully view and approve the playground for the North-West- location based on parent and student need.

### Action Items:

5. **Approval of Meeting Minutes from January 27<sup>th</sup>, 2017** (review/discussion/possible action)

**Mr. Kern:** Motioned for approval of January 27, 2017 minutes

**Mr. MacRae:** I second the motion to approve the January 27, 2017 meeting minutes

**Mr. Kern:** All in favor.

Mr. Kern Votes Aye.

**Mr. Kern:** Ayes have it. Motion carried



**6. 2018 FY Final Budget (review/discussion/possible action)-presented by Dana Parks**

Requested approval of the draft for Final Budget for submission by Jun 8, 2017. Ms. Parks stated the current approved Tentative Budget using a projected student enrollment of 893 is unrealistic. The final budget shown here would be a projected student enrollment of 830 students. This is a more realistic student enrollment and costs were realigned to ensure the needs of the school are met to include staff salaries and overhead. -The changes from the Tentative Budget to the draft for Final Approved budget were to:

- Reduced anticipated student count from 893 to 830
- Rightsized anticipated utility costs
- Removed expenditures that we will be making during the 2017FY that should not have been included
- Reduced SPED positions to state requirements/guidelines
- Cut Support by \$51K (need to talk to JV now regarding admin support before I give a final here)
- Removed extra Special class from Bridger campus
- Removed 1 Elementary teacher from NW campus
- Removal of all extraneous or unnecessary expenses
- Updated Form 11 cashflow tab to reflect the new numbers.

**Mr. Kern:** What was the current student enrollment for all three sites?

**Ms. Veith:** 821 students. NW- 607, Alexander-60, and Bridger- 154

**Mr. Kern:** Can someone tell me what the current, optimistic, realistic, and pessimistic enrollment numbers are for the 2018FY?

**Ms. Veith:** the projected student enrollment of 830 would be realistic. She understands that there may be some losses at the beginning of the school year however, it should not be a drastic change. The current enrollment is 821, optimistically 850, realistically 830, and 810 pessimistically.

**Mr. Kern:** So, you are stating the current enrollment is 821, optimistically 850, realistically 830, and 810 pessimistically.

**Ms. Veith:** Yes.

**Mr. MacRae:** From the current and previous year, Quest has lost students due to having no playing field and play ground. One of the biggest concerns with parents was not having a safe place for the students to play. To get 830 students and maintain enrollment, Quest must put in place a playground for the students.

**Mr. Kern:** At a minimum, what does that include.

**Ms. Veith:** We would have to put in at least the field and the fencing with a plan for the play structures and shelters.

**Mr. Kern:** Does the budget include the cost of the playground and field?



**Ms. Parks:** No, the draft for the Final Approved budget has a carryover of \$550,000. Quest planned to use a portion of the carryover to supplement the cost of the playground, in addition to grants, fundraising, and donations.

**Mr. Kern:** I have a concern with using the carry over funds to fund the playground and field. Looking at the Final Budget draft, the \$550,-000 is enough to pay only 1 month of expenses. This is a minimal amount of contingency. As we have obligations to the state to turn in the budget now, and as the budget aptly reflects the revenues and expenses based on the new projected enrollment I suggest that we approve the current draft; however, as Ken MacRae noted, we cannot anticipate enough enrollment to cover our breakeven expenses unless we please our parents and students with the installment of the playground. I would like the budget team to review the budget again, finding a way to include the playground, at a minimum the field and fencing in an amended budget.

**Mr. Kern:** Motion to approve the 2017-2018 budget with the amendment of projected 830 students' vs 893 for submission on June 8, 2017, with the understanding that we will rework the budget to find a way to include the playground costs.

**Mr. MacRae:** 2<sup>nd</sup> motion to approve the 2017-2018 budget with the amendment of projected 830 students' vs 893 for submission on June 8, 2017 with the understanding that we will rework the budget to find a way to include the playground costs.

**Mr. Kern:** all in favor.

Mr. Kern Votes Aye.

**Mr. Kern:** Ayes have it. Motion carried

**Mr. Kern:** I would like to thank the staff and budget committee for the hard work and long hours it took to develop a realistic budget for next year. We have come a long way in the last year, and it is due in no small part to your commitment and continued support of the school. Thank you.

#### **7. Financial Policies and Procedures (review/discussion/possible action)-presented by Dana parks**

**Ms. Parks:** The 2015 Financial Audit uncovered some concerns. Per the Auditors' suggestions, Quest Academy's response to these concerns was to draft and implement new Financial Policies and Procedures based on the suggested model financial policies for Nevada Charter Schools. These policies have been previously reviewed by Mr. Kern and Mike Pocrnich of the Anton Group financial consulting and require final Governing Board approval.

**Mr. Kern:** Motion to approve the Financial Policies and Procedures for the finance office.

**Mr. MacRae:** I second the motion to approve the Financial Policies and Procedures for the finance office.

**Mr. Kern:** All in favor.



Mr. Kern votes Aye.

**Mr. Kern:** Ayes have it. Motion carried

**8. Moving Bids for the K-8 Torrey Pines campus relocating to the K-8 Northwest campus (review/discussion/possible action)-presented by Ken MacRae**

**Mr. MacRae:** A request for quote to move the Torrey Pines campus to the new site was sent out and I received 4 quotes. One, as you can see was just a price list of services. The least expensive and technically acceptable quote came from Puliz Moving. I have used Puliz moving company in the past and requested to use them for the move to the Northwest location. Puliz moving company quote will include 1000 boxes. The boxes are to be returned after use. I also request that you allow me to hire an assistant for the summer move. Ms. Carrie Parker who is currently an assistant in the cafeteria has been requested to assist with the preparation and transferring of the move. The official move will begin on June 26<sup>th</sup>. The cost for her assistance will be \$3,500.00 for the summer to include full time support for 7 weeks.

**Mr. Kern:** Motion to approve Puli Moving Company for the K-8 Torrey Pines campus relocating to the K-8 Northwest campus and the approval of an assistant to assist with the transferring.

**Ms. Parks:** I second the motion to approve Puliz Moving Company for the K-8 Torrey Pines campus relocating to the K-8 Northwest campus and the approval of an assistant to assist with the transferring.

**Mr. Kern:** All in favor.

Mr. Kern votes Aye.

**Mr. Kern:** Ayes have it. Motion carried

**9. Landscaping Bids (review/discussion/possible action)-presented by Ken MacRae**

**Mr. MacRae:** We had received multiple quotes. Due to price and reasonableness we are requesting to contract with On Time Landscape Company for Alexander and Bridger Campus. Both campuses need continuous grooming, including a one-time initial cleanup cost.:-

**Mr. Kern:** What was the cost for each campus?

**Mr. MacRae:** The cost for the Alexander Campus will be \$4,450 annually and \$850.00 clean-up. The total cost for the Bridger campus is \$6,200 annually and \$1,700 clean-up fee.

**Mr. Kern:** Are the costs already reflected in the budget?

**Mr. MacRae:** Yes



**Mr. Kern:** Have you [Ken MacRae] spoken with the landlords regarding the upkeep of the properties since Quest is the tenant.

**Mr. MacRae:** Yes, it is the tenant responsibility to maintain upkeep of school grounds.

**Mr. Kern:** Motion for approval of On Time Landscape to maintain Alexander and Bridger campus landscape.

**Ms. Parks:** Second the motion for approval of On time Landscape to maintain Alexander and Bridger campus landscape.

**Mr. Kern:** All in favor.

Mr. Kern votes Aye.

**Mr. Kern:** Ayes have it. Motion carried

**10. Playground Bids for the K-8 Northwest Campus (review/discussion/possible action)-**  
presented by Ken MacRae

**Mr. Kern:** I motion to table this issue until we can develop a budget that would include the costs of the playground.

**Ms. Parks:** I second the motion to table the discussion of the playground bids.

**Mr. Kern:** All in favor.

Mr. Kern votes Aye.

**Mr. Kern:** Ayes have it. Motion carried.

**10.11. 2017-2018 Salary Schedule (review/discussion/possible action)-**presented by Janelle Veith

**Ms. Veith:** I have been working with Ten Square. While it has been recommending that Quest Academy continue to use the current Teacher Salary Scale as approved last year by the Receivership, it was also recommended that we use a separate salary scale for substitute teachers to reduce costs and rightsized our pay scale rates. Compared to other Charter Schools and the CCSD Substitute Salary Scale, Quest has been overpaying for these services. The new scale would start at an experience level of “sub license with degree/no degree” of \$30,000 for new substitute teachers. Substitutes that have been with Quest Academy and have received an offer for the new 2018FY will only see a 10% reduction for existing substitute salary teachers’ pay for the 2018FY. Based on the recommendation from Ms.



Ferguson, Quest has partnered with Teachers of Tomorrow who provide the most comprehensive and innovative preparation to ensure prospective teachers are successful in their first-year teaching. Teachers of Tomorrow has streamlined the certification process over the last 10 years to create a route to the classroom that is affordable, convenient, rigorous, effective, and approved in Nevada. CCSD has also added the program to ensure that they hire highly qualified teachers. The good thing about the program is there is no cost to the school for placement. Support staff aides must also pass the paraprofessionals test to qualify as HQ.

**Mr. Kern:** Are these changes already reflected in the budget?

**Ms. Veith:** No, however the changes will have minimal impact on the budget compare to last year. This change would only impact new substitute teachers. Current licensed substitute teachers would be grandfathered in, and receive their current salaries next year in interim until they received their teaching license. If their teaching license is accomplished, they would receive full salary on the licensed teaching salary scale. If not, they would be moved to a substitute salary scale the following year.

**Ms. Parks:** The new substitute salary scale being presented was not in the Final Budget.

**Mr. Kern:** Motioned to approve the 2017-2018 Salary Schedule to include changes regarding long term substitute teachers.

**Mr. MacRae:** I second the motion to approve the 2017-2018 Salary Schedule to include changes regarding long term substitute teachers.

**Mr. Kern:** All in favor.

Mr. Kern votes Aye.

**Mr. Kern:** Ayes have it. Motion carried

**12. Global Charities Foundation partnership for tutoring in the 2017-2018 school year**  
**(review/discussion/possible action)-presented by Janelle Veith**

**Ms. Veith:** presented an opportunity for Quest Tier 1 and Tier 2 students to receive free afterschool tutoring. The GCF program is no financial obligation to the school. In fact, they will provide \$16,000-\$20,000 per year to the school for tutoring and will assist with providing highly qualified tutors.

GCF's Education Program is an In-School Year-Round Tutoring Program for at risk students (2nd-8th grade). The goal is to raise student comprehension in Science, Technology, English, and Math (STEM) before the students enter high school. In the past three years, the students in the program have shown significant improvement in their performance in each subject.



The program will begin the 3<sup>rd</sup> week of August, 4 days per week. To ensure each student is receiving the assistance from the program, GCF will require progress monitoring. The program will not be used as homework assistance.

**Mr. Kern:** As I have not yet read the contract, I motion to table this discussion.

**Mr. MacRae:** I second the motion.

**Mr. Kern:** All in favor.

Mr. Kern votes Aye.

**Mr. Kern:** Ayes have it. Motion carried

**13. Motion to Adjourn** by Mr. Kern

**Ken MacRae:** I second the motion to adjourn at 6:15 pm.

**Mr. Kern:** All in favor.

Mr. Kern votes Aye.

**Mr. Kern:** Ayes have it. Motion carried.

