



**QUEST ACADEMY GOVERNING BOARD MEETING MINUTES**  
**4025 N. Rancho Dr.**  
**Las Vegas, NV 89130**  
[www.questlv.com](http://www.questlv.com)

**Microsoft Teams Meeting Tuesday, January 17<sup>th</sup>, 2023 at 5:30pm**

<http://www.questlv.com/quest-board-information.html>

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This public meeting will be conducted in accordance with Nevada's Open Meeting Law, NRS 241.020, and pursuant to requirements of Assembly Bill 253, the Quest Academy Governing Board's meeting will be held virtually with no physical location.

**BOARD MEMBERS PRESENT (via video)**

Will Batista, Chair

Matt Frye, Treasurer

Desiree Banks, Vice Chair, arrived at 5:36 p.m.

Shawn Smith, Member

**ABSENT**

Terri Johnson, Secretary

**QUEST LEADERSHIP STAFF PRESENT (via video)**

Janelle Veith, Principal

Wendy Siedlecki, Accounting Specialist

Jean Jones, Human Resources



## MEMBERS OF THE PUBLIC (via video)

John Jones, Landscape Architect

Antoinette Perez, Higgins and Associates

## AGENDA

### 1. Call to Order, Roll Call, and Pledge

Chair Batista called the meeting to order at 5:30 pm and Principal Veith called roll with attendance as reflected above.

### 2. Public Comment #1.

There were no public comments.

### 3. Consent Agenda

- a. Approval of November 15<sup>th</sup>, 2022 meeting minutes
- b. Approval of December 6<sup>th</sup>, 2022 meeting minutes
- c. Acknowledgement of approval of Quest Academy FY22 Audit from Rubin-Brown
- d. Acknowledgement of approval of CFO Contract Agreement with Higgins & Associates
- e. Acknowledgement of approval of School Leader Evaluation

Chair Batista stated what was on the consent agenda. Member Banks joined the meeting.

*Motion: Member Smith made a motion to approve the consent agenda items as presented. Member Frye seconded the motion. There was no further discussion. The motion carried unanimously.*

### 4. Playground/Field Project: Request for Proposal for General Contractor Services-Review of proposals

Principal Veith gave a summary of the steps and discussions at previous meetings for the request for proposal for the contractor services for the field. The school reached out to 18 companies and followed all required protocol. The SPCSA also reviewed the process the school completed for bids to ensure adequate evidence for federal reimbursements. The two complete bids were reviewed and compared on cost, materials, adherence to the plans, and other requirements. Principal Veith also reviewed the budget for the project and where funds were allocated and the financial impact.

John Jones, landscape architect, provided information about the quality of each company and completeness of the bids. He also gave information regarding the quality of the turf materials. Members of the board asked clarifying questions to John Jones regarding the body of work of the companies, insurance requirements, and differences in turf. Wendy Siedlecki answered questions



from the board regarding payments for the project. Antoinette Perez, Higgins and Associates, shared the cash flow impact of the project.

*Motion: Member Frye made a motion to approve Cobblestone for the general contractor services for phase one of the Quest playground and field project. Member Banks seconded the motion. There was no further discussion. The motion carried unanimously.*

5. Academic Report: Leadership Staff will provide information related to the academic state of the school.

- a. Mid-Year Academic update

Principal Veith provided the board with an update on Winter MAP testing. Areas of strength were highlighted to include Kindergarten proficiencies and middle school science. Areas for growth were identified as well utilizing a root cause analysis with the school student support team along with action steps to address areas for growth in the second half of the year. At the November SPCSA meeting, the academic notice for the elementary school was lifted.

- b. SPCSA Charter Renewal

Principal Veith provided an update of the charter renewal. The SPCSA approved Quest Elementary and Middle School's charter for a 4-year term. The 4-year term will run July 1, 2023-June 30, 2027. Principal Veith shared the charter agreement and what the responsibilities were for the governing board.

*Motion: Member Frye made a motion to approve the renewed Charter contract for Quest Academy Preparatory Education. Member Smith seconded the motion. There was no further discussion. The motion carried unanimously.*

- c. Quarterly Discipline Report for Quarter 2

Principal Veith provided the board with the discipline report for the 2<sup>nd</sup> quarter broken down to demographics.

6. Financial Report: Leadership Staff will provide information related to the financial state of the school.

- a. Quarter 2 Financial Report-for possible action

Ms. Perez, Higgins and Associates, provided the Quarter 2 Financial Report. Ms. Perez shared additional information that will now be provided quarterly and breakouts of assets and liabilities. All indicators are green at this time. No major variances. There has been a decrease in expenses related to personnel shortages. The projected cash flow of quarters three and four may vary due to the field project. RTAG is currently working with Higgins and Associates to ensure they have all access to financial pieces in Quickbooks.

*Motion: Member Frye made a motion to approve school year 2022-2023 quarterly financial report for the second quarter as presented. Member Smith seconded the motion. There was no further discussion. The motion carried unanimously.*

- b. Capital Improvement Plan-for possible action

Mrs. Siedlecki reviewed the capital improvement plan. This plan is submitted annually and is a five year plan. The field project is included on the plan. Chair Batista asked about the lot in



front of the school for possible capital improvement. School staff gave an update on where the school was with the preliminary feasibility study that was completed. At this time, the project has not moved due to budget restrictions to do a more comprehensive feasibility study.

*Motion: Chair Batista made a motion to approve capital improvement plan. Member Frye seconded the motion. There was no further discussion. The motion carried unanimously*

c. Single Audit-for possible action

School staff provided an update on the progress of Quest's single audit. This is the first year Quest is required to complete it. Mrs. Siedlecki explained what is audited in a single audit that is different from the regular annual audit. Higgins and Associates is working with the auditors to ensure on time completion.

7. **Public Comment #2.**

There were no public comments

8. **Adjournment**

Chair Batista adjourned the meeting at 6:39 p.m.

