



QUEST ACADEMY GOVERNING BOARD MEETING MINUTES
4025 N. Rancho Dr.
Las Vegas, NV 89130
www.questlv.com

Microsoft Teams Meeting Tuesday, September 21st, 2021 at 6:00 pm

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This public meeting was conducted in accordance with Nevada's Open Meeting Law, NRS 241.020, and pursuant to requirements of Assembly Bill 253.

BOARD MEMBERS PRESENT (via video):

Kelle Snow, President
Wilfredo Batista, Vice President
Edward Jimenez, Treasurer
Lynn Hanrahan, Member

ABSENT:

None

QUEST LEADERSHIP STAFF PRESENT (via video):

Janelle Veith, Principal
Rich McNeel, Controller
Jackie Working, Student Support Director
Melissa Hester, Registrar

MEMBER OF THE PUBLIC (via video):

None

Agenda Item 1: Ceremonial Items: Call to Order, Roll Call, and Pledge of Allegiance

President Snow called the meeting to order at 6:00 p.m. Member Snow, Member Batista, and Member Hanrahan were in attendance. Member Jimenez joined at 6:02 p.m. Complete attendance is reflected above.

Agenda Item 2: Public Comment #1:

None

Agenda Item 3: Consent Agenda

Principal Veith gave a review of the consent items from the July 2021 meeting that was canceled. Principal Veith provided additional information about the School Reopening Plan that was submitted to the state in July. She stated the four items that were approved with board policy 4.4 were on the consent for formal acknowledgement of their approval. The board members did not have any questions for staff.



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

Agenda Item 4: Governing Board Members

- a. Vacancy Positions-Janelle Veith, Principal, provided a summary of the vacancy on the board and efforts to fill the vacancy. A strong candidate was presented to the board, Matt Frye. The board had an opportunity to review his resume and reach out to ask him questions prior to the meeting. The term of the vacancy runs through September 31st, 2022. Member Hanrahan stated Mr. Frye is extremely qualified and would be an excellent addition to the board. Vice Chair Batista added he supported staff's recommendation and that the candidate was well qualified.

Motion: Member Hanrahan made a motion to elect Matt Frye to the Quest Academy governing board, filling the vacancy position that expires in October 2022. Member Jimenez seconded the motion. There was no further discussion. The motion carried unanimously.

- b. Term Expirations-Janelle Veith, Principal, reviewed the term expirations for the current members. Additionally, the goal of the board is to expand from five members to seven members so Quest staff continue to look for candidates with an interest form on the website. There are two members whose terms expire in October 2021-Member Hanrahan and Member Jimenez. If the members are willing, the recommendation is for their terms to be renewed. Member Hanrahan and Member Jimenez both indicated they were willing to serve another term.

Motion: Member Batista made a motion to renew the governing board term for Member Jimenez. Member Hanrahan seconded the motion. There was no further discussion. The motion carried unanimously with Member Jimenez abstaining from the vote.

Motion: Member Batista made a motion to renew the governing board term for Member Hanrahan. Member Jimenez seconded the motion. There was no further discussion. The motion carried unanimously with Member Hanrahan abstaining from the vote.

- c. Office Positions for October 1st, 2021-September 31st, 2021-Principal Veith stated the Quest Bylaws state the board will elect new officers during the first meeting after the new fiscal year. Principal Veith turns over the discussion to the board members. Board Chair Snow stated she did not intend to be the Chair for the next term and recommended Member Batista. Member Hanrahan agreed with that recommendation. Board Members continued to discuss Chair and Vice Chair and if Member Jimenez would be interested in Vice Chair. The duties of Vice Chair were shared. Member Jimenez preferred to continue as Treasurer. Members discussed if all positions had to be filled. The duties of Secretary were shared from the Quest Board Bylaws. Member Hanrahan was willing to serve as Secretary. Members discussed that the new board member may have interest in an available officer position. Member Batista clarifies the process of making nominations for officer positions, discussions, and motions.

Member Jimenez nominated Will Batista for chair of the Quest board for 2021-2022. Member Batista accepted it. There was no further discussion or nominations.



Motion: Member Jimenez made a motion to approve the officer role of Board Chair to Will Batista for the 2021-2022 school year. Member Hanrahan seconded the motion. There was no further discussion. The motion carried unanimously.

Member Hanrahan nominated Edward Jimenez for treasurer. He accepted it. No other recommendations were given.

Motion: Member Hanrahan made a motion to approve the officer role of Treasurer to Edward Jimenez. Member Batista seconded the motion. There was no further discussion. The motion carried unanimously.

Member Batista nominated Lynn Hanrahan for secretary. She accepted it. No other recommendations were given.

Motion: Member Jimenez made a motion to approve the officer role of Secretary to Lynn Hanrahan for the 2021-2022 school year. Member Batista seconded the motion. There was no further discussion. The motion carried unanimously.

Agenda Item 5: Board Policy and Procedures Manual, Code of Ethics, and Bylaws

Principal Veith presented the Board Policy and Procedures manual, Code of Ethics, and Bylaws. This is an annual task for the Board to approve. There are no revisions to the bylaws from last year. Principal Veith reviewed the Code of Ethics and how it supports the mission, vision, and goals of the school. The procedures manual provides the process for escalation of concerns that was modeled after the example provided by the SPCSA. There were no additional discussion from the board.

Motion: Member Jimenez made a motion to approve the annual board policy and procedures manual, code of ethics, and bylaws as presented. Member Hanrahan seconded the motion. There was no further discussion. The motion carried unanimously.

Agenda Item 6: SY2022-2023 Student Lottery Application, Policy, and Lottery Date

Melissa Hester, Registrar, reviewed the enrollment process and open enrollment period. The lottery is conducted on March 1st if needed. Member Batista asked about the frequency of having waiting lists and how they work year to year. Ms. Hester provides clarification. Member Batista asks about the March 1st date and if it could be changed to the first Monday in March.

Motion: Member Hanrahan motioned to approve the student lottery application policy and date as presented. Member Jimenez seconded the motion. Principal Veith asked for clarification if the motion is approval as presented or approval with the revision of the first Monday in March and the board discussion is that it would be with the amended date of the first Monday in March. Chair Snow restates the motion before voting to those in favor of approving the school year 2022-2023 student lottery application policy and lottery date with the amendment of the lottery date to be changed to the first Monday in March. The motion carried unanimously.



Agenda Item 7: Academic Report: Leadership will provide information related to the academic state of the school.

- a. Academic updates-Principal Veith provided an overview of the academic updates from the summer to include the curriculum utilized and the action steps to provide support for Tier I, II, and III support. Curriculum pacing guides and maps were updated to address student needs. Principal Veith shared the results from the Nevada Social Emotional survey given to all schools. Quest improved on all areas of the survey. On the Spring 2021 Smarter Balanced assessment, Principal Veith shared the proficiency and growth results for the school and state. Caveats to the data included the low participation rates in CCSD for comparison validity. Fall MAP Growth results were also shared with the board. For this school year, Quest has already begun tutoring and is in the process of hiring additional instructional aides.
- b. School Performance Plan-Principal Veith reviewed the requirements and new steps for completion of the School Performance Plan (SPP). The areas of focus on the new performance plan framework are student success, adult learning, and connectedness. Principal Veith went through Quest's SPP after completion of the first five events of the process. Member Batista asked about where the state is in terms of the plan being in beta mode and if the plan is prescriptive. Principal Veith shares where it is in the beta process and that it is prescriptive but root causes, goals, and actions are specific to the school. Member Jimenez asks about how Leader in Me works in this process and if the adult learning environment can have training for parents as well. Member Jimenez also asked about how school funding and getting three stars are related.

Motion: Member Jimenez made a motion for the school to approve the 2021-2022 School Performance Plan as presented. Member Hanrahan seconded the motion. There was no further discussion. The motion carried unanimously.

- c. SPCSA Board Update-Principal Veith shared the SPCSA required an academic update regarding the progress of the elementary school. The report Quest provided to SPCSA was also shared with the Quest board members and the report includes information and action steps shared in the SPP.
- d. Covid 19-Principal Veith provided an update on Covid-19 protocols. Community spread continues to be high in Clark County. During this time, Quest limits visitors and utilizes layered protection measures such as universal masking, cleaning protocols, and social distancing. Covid screenings will begin the following week. Principal Veith provided data on the number of positive cases and quarantines since the beginning of the school year.
- e. Quarterly Discipline Report-Principal Veith stated that in the fourth quarter of the 2020-2021 school year there were no suspensions or expulsions.

Agenda Item 8: Financial Report: Leadership Staff will provide information related to the financial state of the school.

Rich McNeel, Controller gave information on the financial state of the school. He went over the FY2122 budget to actuals and where the school would end for FY2021 pre audit. The PPP loan will be able to be



recognized. There are still some legal expenses to be resolved. Member Batista asked about the amount of the legal expenses. Mr. McNeel provided the estimates and numbers previously used. Quest is currently working to get a solution to resolve the legal expenses. Member Batista asked for clarification that our PPP loan is forgiven. Mr. McNeel confirms that the PPP loan has been forgiven.

Member Batista asked about the bank account the SPCSA required for Quest with \$50,000 due to insurance coverage concerns from SY2021. Mr. McNeel and Principal Veith shared that Quest was able to secure full compliance with the statutes of insurance liability and no longer will need that bank account.

Mr. McNeel continued to share the budget versus actuals for the current year. Quest is short of the projected enrollment on the budget but had been conservative with the numbers used with the new funding formula. The budget does not reflect ESSER grants as they are not fully approved. Expense increases are less than the grant increases. Some items from the grant can be capitalized. The board discusses with Mr. McNeel the benefits of being conservative with budgeting.

Mr. McNeel provided an update on the cash flow and that the state will begin doing grant reimbursements more frequently. Also, how cash flow will be affected with any improvements done towards the playground. Member Batista asked for clarification on assumptions. Mr. McNeel provided clarifications.

Agenda Item 9: Facilities Report: Leadership staff will provide information related to the school facilities

- a. Principal Veith shared the progress of the multi-purpose room flooring.
- b. The playground has received administrative approval from the city. Now Quest will need to secure a contractor to complete the approval and begin work. Quest staff is confirming if an official RFP will be required and if so, what the requirements are for it to ensure compliance of use with federal funds. Member Jimenez asked about the timeline for a contractor. Principal Veith shared that once RFP requirements are done that the RFP takes 30 days and then the bids would be presented to the governing board for selection.
- c. Principal Veith provided information regarding the purchase of a camera system for the four buildings to increase student safety and security and contact tracing. Mr. McNeel addressed the fiscal impact. The bids came in higher than the amount Quest requested in ESSER funds so the excess would come from general funds. Board members asked questions about allocations in the budget and how the new system compares to what the school currently has. Principal Veith shared almost all feeds have been lost and it is not Quest's system so it cannot be fixed. Currently the school has full access to the Ring cameras that Quest installed at the main entrances. Member Batista asks additional questions about data drops, access points, key cards, warranty information, and ongoing costs and management of the system and longevity. Mr. McNeel responds on the anticipated longevity. Member Batista requests information from the questions on warranty and ongoing costs before approval. Mr. McNeel will get responses to the questions from the companies and provide the additional information to the board members. Member Batista asked if Quest reached out to Orion as they do a lot of systems with school. Member Batista stated he has no association with them. Mr. McNeel will also obtain a fourth bid from Orion. Principal Veith



will, in the interim, secure a couple more Rings for interior areas that are high need. The board discussed the quotes in regards to number of cameras with each system and their coverage. Chair Snow confirms there will not be formal motion on this item today. Board members agreed once the questions were answered, they would utilize the bylaws in the governing board documents to approve the camera system. The board decides if the fourth bid is not in a timely manner, to move forward with getting the required additional information from the three bids.

Agenda Item 10: Copier Contracts

Chair Snow informs the board that the school has not received a third bid.

Motion: Member Batista motions for the board to strike agenda item 10 from the meeting. Member Jimenez seconded the motion. There was no further discussion. The motion carried unanimously.

Agenda Item 11: Public Comment #2

None

Adjournment

The meeting was adjourned at 7:53 p.m.