



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

**Zoom Meeting Tuesday, November 17, 2020 at 5:30pm**  
**<https://zoom.us/j/99655786095>**  
**Meeting ID: 976 5578 6095**  
**Password: knights**

In compliance with the Governor's Emergency Directives related to COVID-19, the November 17, 2020 Meeting of the Quest Academy Governing Board was conducted virtually and livestreamed.

**BOARD MEMBERS PRESENT (via video):**

Kelle Snow, President  
Edward Jimenez, Treasurer  
Lynn Hanrahan, Member

**ABSENT:**

Monique Parker, Secretary  
Wilfredo Batista, Vice President

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

Janelle Veith, Principal  
Rich McNeel, Controller  
Jackie Working, Student Support Director  
Joseph Kovach, IT Support

**MEMBER OF THE PUBLIC (via video):**

Mary Phalen, Quest teacher  
Crystal Whitfield, Quest teacher  
Tyler Cauthen, Quest staff  
Wendy Siedlecki, Quest staff  
Heather Grech  
Jackie Zhang  
Stacy Harrod

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**Ceremonial Items: Call to Order, Roll Call, and Pledge of Allegiance**

President Snow called the meeting to order at 5:33 p.m. with attendance as reflected above.

**Public Comment: [00:02:45]**

1. Mary Phalen, Quest science teacher, spoke regarding introducing herself to the board.
2. Joseph Kovach, Quest IT and Counselor, spoke regarding introducing himself and looking forward to working with the new board.

**Agenda Item 1: Approval of the October 20, 2020 meeting minutes. [00:04:10]**

Motion: *Member Hanrahan made a motion to approve the October 20, 2020 Board Meeting Action Minutes. Member Jimenez seconded the motion. There was further discussion regarding if Josh Kern was*



*in attendance. The motion to approve with Josh Kern removed from the attendee list. The motion carried unanimously.*

**Agenda Item 2: FY19-20 Final Audit. [00:06:25]**

Rich McNeel, Controller, provided information regarding the final audit for FY1920. He introduced the auditors from Rubin Brown-Heather Grech and Jackie Zhang. Heather Grech thanked the school for their cooperation during the audit process. Mr. Grech shared the status of assets, liabilities, and new position. The recommendation is to increase reserves in upcoming years.

*Motion: Member Jimenez made a motion to approve the FY1920 Audit with no changes as presented by Rubin and Brown. Member Hanrahan seconded the motion. There was no further discussion. The motion carried unanimously.*

**Agenda Item 3: Financial Update. [00:16:56]**

**a. Monthly Status**

Richard McNeel, Controller, provided a monthly status report on the financial status of the school. He reviewed Q1 and where we are right now in Q2.

President Snow asked about how the overpayment will be addressed. Mr. McNeel explained how the future payments would work.

Member Jimenez asked about the PPP loan being a liability until it is forgiven and Mr. McNeel confirmed that is correct.

**b. 50K Bank Account [00:24:20]**

Richard McNeel, Controller, reviewed the request discussed in the October 20, 2020 meeting from the SPCSA for Quest to open and hold 50 thousand dollars in a bank account until Quest can be fully insured by the required amounts in the Nevada Revised Statute. He reviewed cash flow and how the account would affect cash flow.

*Motion: Member Hanrahan made a motion to open a bank account with \$50,000 as an act of good faith with the SPCSA until Quest is able to cover all required insurance limits by statute. Member Jimenez seconded the motion. There was no further discussion. The motion carried unanimously.*

**c. Financial Policies Manual [00:32:05]**

Richard McNeel, Controller, provided an overview of the previous policy and the proposed policy.

*Motion: Member Jimenez made a motion to adopt the changes presented to the financial policies manual under the section Charter School Purchasing to change the language from "...funds not to exceed (\$10,000)..." to "...funds not to exceed (\$20,000)..." to align with the governing board bylaws. Member Hanrahan seconded the motion. There was no further discussion. The motion carried unanimously.*



**d. Laptop Quotes Update [00:35:25]**

Richard McNeel, Controller, recommending the Microsoft quote from the three presented. Vendors have had issues with stock and the purchase must be completed and devices in use before December 30<sup>th</sup>, 2020 to be funded the ESSER AB3 Grant. It does not change the current budget. Stacy Harrod, Sales Excellence Manager, from Microsoft spoke about the quote and the stock availability of the laptops.

Member Jimenez thanked Mr. Kovach for his work on his quote and then wanted feedback from staff regarding teacher preference of devices. Principal Veith spoke as to teacher preference and Mr. Kovach spoke to the functionality of the device with the sample device that was being used at school as well as the type of processor. Ms. Harrod expanded on Surface Pros now versus years ago.

*Motion: Member Jimenez made a motion to approve purchasing student devices from Microsoft not to exceed \$58,576,56 per the attached quote USQ-0049-889. Member Hanrahan seconded the motion. There was no further discussion. The motion carried unanimously.*

**Agenda Item 4: School Leader Update [00:46:35]**

**a. Academic Progress**

Principal Veith provided an update on the academic progress of the school. She explained MAP assessments and how they are used as well as information on the upcoming site evaluation.

**b. COVID-19 Update [00:49:29]**

Principal Veith gave updates regarding COVID. One was an SPCSA In-Person Learning Guidance policy from November 6<sup>th</sup> and one was the Governor's latest announcement from November 10<sup>th</sup>.

President Snow asked for clarification on where we are now. Principal Veith shared how students' cohorts had been added over weeks but from the Governor's announcement, the school has paused adding additional groups.

Member Jimenez asked about what it would look like if the school has to reduce numbers and discussed with Principal Veith what that process looks like.

**c. Quarterly Bullying/Discipline Report [01:01:16]**

Principal Veith shared the quarterly discipline data with the Board and bullying data.

**d. Student Level Changes to Discipline Laws: Board Policy [01:03:04]**

Principal Veith reviewed the AB 168 student discipline law and what is required by the Board.

Member Jimenez asked about how discipline is determined. Principal Veith shared how the restorative practices process works and how consequences are determined.

*Motion: Member Hanrahan made a motion to approve the proposed Quest Academy Board Policy regarding Student-Level Changes of Discipline Laws. Member Jimenez seconded the motion. There was no further discussion. The motion carried unanimously.*



**Agenda Item 5: Board Calendar SY2021 [01:18:40]**

President Snow presented the Board Calendar. Janelle Veith, Principal, notified the Board of reporting requirements for the calendar.

*Motion: Member Hanrahan made a motion to approve the school year 20-21 Board Calendar as presented. Member Jimenez seconded the motion. There was no further discussion. The motion carried unanimously.*

**Agenda Item 6: Public Comment [01:21:50]**

Member Hanrahan complimented the staff.

Mary Phalen thanked Mr. Jimenez for being a parent on the Board.

Mr. Jimenez thanked the teachers.

**Adjournment [01:23:48]**

The meeting was adjourned at 6:57 p.m.