



Quest Academy Public Meeting

August 26, 2016

Meeting Minutes

Call to Order

Josh Kern: Sorry it is not an in person meeting. Stuck in DC, thank you for attending.

Pledge of Allegiance

Yes

Roll Call

Dana Parks

Janelle Veith

Tiffany Ferguson

Josh Kern

Ken MacRae

Jaimie Feaster

Judy Thormahlen

Public Comment

None

Family Handbook

Janelle Veith

Utilized previous years' handbook to update with admin team. Draw attention to enrollment, lottery, visitor policy, reporting,

Corrections completed were semantics and grammar

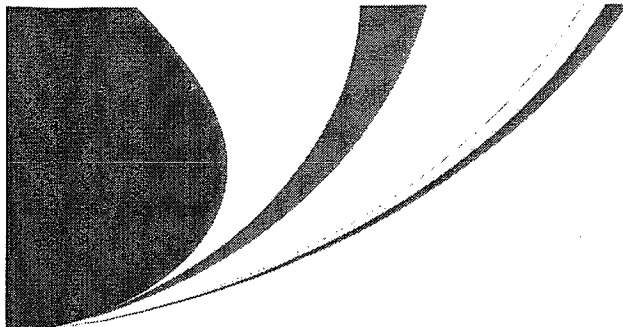
Update to Dress Code

Navy pants and capris added. Rest remained the same

Social Media code of conduct.

Researched by TF other schools. How to interact/Facebook/website. Does and Don'ts, cyber bullying, harassment. Addressing concerns.

Campus procedures and expectations are the same.



Cell okay at lunch or recess.

Health okay

Discipline: clarified progressive steps and standardized across campus'

Family acknowledgment on back.

No posting pictures of other children without correct waivers.

Requesting new FH to be approved by the board to get out to families.

Recommendation of the staff to approve

Approved for distribution.

Employee Handbook

Janelle Veith

Recommending approval with format changes

Admin team reviewed last year's handbook and requires a manner to make sense

Changes included in submission

Went through policy for clarity

Dress Code for teachers

Disciplinary action for non-compliance

Integral mandatory arbitration policy page 20

Escalation to resolution prior to legal action

Removed salary schedule from handbook, but kept hiring processes and policies

PTO clarified

Information regarding grading, removed to job descriptions

Included NRS statutes where applicable

Added in longevity in pay scale

Clarified paid time off/accrual rate. Not accruing in summer months even though they are paid in summer months

No Flexible Spending Account

LTD/STD left in

HR will present to the staff and discuss with them. Teacher discipline included. Documentation required.

Signature required by employee.

JK : Has this been seen by teachers?


JV: No

JK: have you left open the possibility that teachers will not be happy with the changes.

JV: Yes, we will re-present to the Governing Board for format changes.

JK: So we are clear, you can re-present if further revisions are required I am open to a submission.

TF: What would be the timeline Janelle for feedback?



JV: If approved I would want to present to teachers next week and require a two-week window for returns. Especially related to teacher evaluations and arbitration. Our Paychex company can go through as well and provide feedback. Then if there were pertinent changes we could represent at the next Board meeting.

KM: Are we sure we want to allow teachers to review the handbook?

TF: A dialogue with the teachers would be beneficial. It would be a dialogue gaining their feedback.

JF: I believe that a dialogue would allow them to provide ownership into the changes. They would probably have more questions than changes.

JK: Approved understanding that further modification may be required after review from Staff and Faculty.

Before/Aftercare Handbook

Admin team used previous program and positive aspects of SafeKey's program to create our new program. Pricing stayed the same and discounts presented for siblings. Help program be successful and support vision and direction of school.

Policies include

Drop off

Payment requirement

60 students per day usage at TP

5-6 in the morning and 10 in the evening. 18 in the evening on Friday at Bridger.

Parent acknowledgement. Hours of operation

Student discipline action

Late payments

Require Office Approval of handbook.

JK Approved

Teacher/Staff Support Scale

Agenda item again. Previous teacher scale is not being revised, but the factor up for PERS was incorrect.

Working with PERS we have to adjust.

28 percent to 14.3562 for 50/50.

7/1/2017 show state how we are making PERS Adjustment.

2nd Tab, support staff only had base scale. Factoring was added.

Updated categories, A-H for new jobs or fill categories pre-approved.

Appropriated salary for job description based on State averages and job duties

Support staff, kept positions, but provided for hourly rates that are competitive but not over or under district averages.

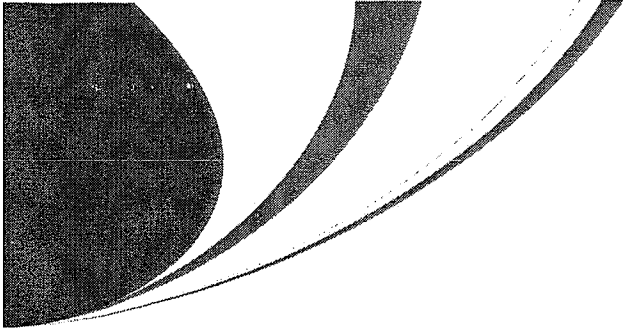
Before and Aftercare was added

Lead for Food Services was corrected

Did not change previously approved instructional support scale.

Stipends are indicated for athletics/Subs, admin salaries.

Correct factoring needs to be approved as well.



JK: Dana Parks-Does budget reflect the payroll costs here?

DP: The budget reflects the old table. The mark up formulas were higher in the previous year.

JK: do you know the delta?

DP: no.

Athletics

NCS Sports League-HS athletics.

No discussed pre-approved amount for coaching and support for school

Attached agenda/schedule for the possible sports and intramurals for lower grade levels.

Mr. Howard recommends/Coach Rama recommends

Like to join sports league this year. Requires 500 fees from school.

Student fees cover costs. Everything comes out of Athletics fund \$2900

Stipends for teachers come out of Athletics fund

TF: Leland would like to pay for using Bridger's Field instead of giving quest a discount of the fee

More fund raisers will be implemented: vending machines, chocolate fundraisers, golf tournaments.

IF Athletics do not support it, the stipend would not be offered.

Requirements are outlined in the job description per session.

Requesting approval for Athletics Stipends.

JK: Approved Stipends as part of the League and Budget

JK: Teacher and Staff Support Scale is approved.

Auditor Selection/Review

DP: Had opportunity to meet with two companies the previous week. Met with each individually virtually through telephone conference at the Torrey Pines location. Each meeting lasted approximately 2.5 hours. The first company, Piercy, Bowler, Taylor, and Kern, had the lowest proposed cost. This company has not audited Quest previously so it would be a learning curve. The proposal did not have a cap for services so it may cost more each additional year.

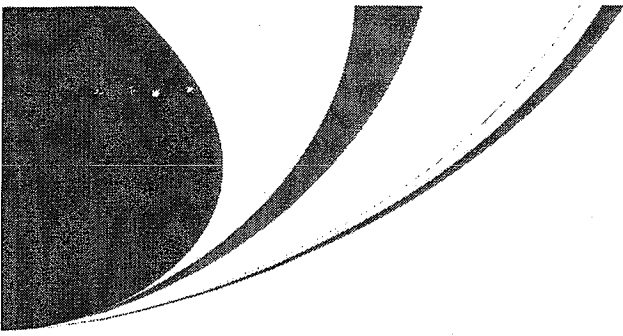
The second company, Bradshaw, Smith & Company, was the auditor from last year. The auditor has a working knowledge of the issues facing Quest and understands that subsequent years will be less difficult. The proposal is capped for the amount of the audit.

DP: Recommends using Bradshaw, Smith & Company

JK: Approved Bradshaw, Smith & Company as auditor

Adjournment

JK: Thank you all for your hard work over the summer and school year.



I visited last week and from the time I started in October of last year until now, you have a totally different look at feel and it is due to all of your hard work.

Without further questions or comments, I would like to adjourn.

Thank you all and Good Night.