**Quest Executive and Governance Committee Meeting, Quest Charter Academy High School**

Minutes: 17 January 2019

1. The meeting was called to order by Board Chair, Glenn Ross, at 5:30 pm. Present were: Glenn Ross, Tom Fliege, Carl Cannon, Dr John Gilligan, and Renee Charles. Dr. Jenkins arrived shortly after the meeting began. The prior month’s minutes were approved.
2. Board Reports -
	1. Finance - Dr John Gilligan reported on the following items:
		1. School enrollment is lower than planned and is a factor in the lower than planned revenue for the school year.
		2. The anticipated revenue shortfall has been substantially offset by the postponement of some major projects.
		3. The Administration is reviewing expense plans for the remainder of the school year to identify areas to further reduce or eliminate the shortfall.
		4. Dr Jenkins and Mr Cannon are exploring a potential grant through the DOE.
		5. The annual audit has been completed. The auditor reported an unmodified audit opinion (clean audit) on the school’s financial statements.
	2. Development - Renee Charles reported on the following item:
		1. Communication
			1. Plans are being developed and put in place to communicate the school’s position and plans for the current and next academic year.
			2. Internal and external audiences are being considered during this planning process.
			3. The communication plan will be launched in the February / March timeframe.
		2. Fundraising
			1. Fall Donor Campaign: So far, the campaign brought in approximately $18,000
			2. The Chief Development Officer has identified and targeted grants at the Community Foundation. The Development team will be pursuing the grants with the Community Foundation to understand the criteria, targets and the application process.
			3. The Chief Development Officer is also concluding a Women's Fund Success grant.
		3. Annual Report
			1. The Quest Annual Report is being finalized by the Chief Development Officer and the Quest Leadership Team.
			2. The final copy is scheduled to go to print by mid-January and is expected to be completed in time for distribution at the February 1st Open Enrollment roll out.
		4. Open Enrollment - Messaging and design for Open Enrollment advertising has been completed, and will be in place for February 1st Open Enrollment.
		5. Throwback Prom – The plan for the Throwback prom is in full process. A media sponsor is being identified to develop advertising, and media outlets have also been identified. The donor development plan has also been assembled.
		6. Community Outreach - Several community agencies and potential partners have been contacted to communicate the Quest story and to develop partnerships that could assist with creating STEAM camp opportunities.
	3. Ad Hoc Committees - Glenn Ross reported on the following item:
		1. The CEO Evolution and HR Committee plans are under development. Potential committee members are being identified.
	4. Strategic Ad Hocs
		1. Charter Renewal - The draft calendar and timeline have been developed and communicated by the Peoria Public Schools representatives.
		2. Foundation Formation - Work is in progress to complete the tax exemption request. The foundation will focus on developing and managing restricted funds including the Barton Scholarship Fund.
		3. Comprehensive Policies and Procedures - A review is underway to identify certain best practices that are in place at similar schools. This review is expected to be completed in the next 60 days.
		4. Long Range Visioning (change to Strategic Visioning)
			1. The issue: How do we position in line with Big Rocks?
			2. First theme is Innovation - flexible seating, learning outside of the 4 walls, new ways of teaching, focused on STEAM, etc.
			3. Timeline: Committee formation 1 March, develop / flesh out 3 to 5-year plan - March and April 2019, present to the Board prior to June.
			4. The goal is to identify our Big Rocks "themes".
3. Other Board Business
	1. There was a request to add a Security Update to the Executive Committee Agenda and / or Board Meeting Agenda in order to keep Board Members up to date on initiatives that are being made and planned to enhance campus security.
4. Board Chair Report – Glenn Ross reported on the following items for discussion:
	1. Peoria Public Schools Funding negotiations were concluded. With the draft calculation of the Per Capita Tuition Charge (PCTC), the calculation of 2018 - 2019 funding could be finalized.
	2. District 150 charter reauthorization discussions were updated.
5. Other Board Business - There was a request to add a Security Update to the Executive Committee Agenda and / or Board Meeting Agenda in order to keep Board Members updated on initiatives that are being made and planned to enhance campus security.
6. Executive Director’s Report – Dr. Jenkins reported on the following:
	1. The Annual Report is now ready for final printing.
	2. School Improvement Grants are being explored to identify various Federal funds that could be granted over and above the per pupil funding.
	3. The 1 to 1 technology audit is underway, and is looking at defining a 5 year technology plan.
	4. The Science Lab chairs and tables have been received.
	5. NWEA scores have been received. A detailed analysis in underway to identify appropriate adjustments to curriculum and student movements to better fit student needs. An enhanced RTI model is planned to assist in moving students to best fit individual needs.
	6. Planning for the next school year is underway. The focus of this initiative is testing to identify minimum requirements for grades and content areas.
	7. Open enrollment letters are in full swing ready for mailing next week.
	8. Working on culture as a key area of focus. Dr. Jenkins has identified some successes in this arena. The 8th-grade-night focused on athletes, celebrating successes as often as possible and creating accountability.
	9. The Romain art organization is partnering with Quest on STEAM. Dr. Jenkins will be joining their board.
	10. New student Board members have been identified and are ready to start their Board assignment.
7. What Don’t We Know?
8. Chairman Glenn Ross adjourned the meeting at 7:05 pm.

Respectfully submitted,

Glenn Ross