

PCSI Board Meeting  
Minutes  
12/06/18

Mr. Fliege called the meeting to order at 4:30pm

Roll Call:

Present: Ball, Cannon, Charles, Gilligan, Guiliford, Leonard, Ross

Absent: Evans-Winters and Fliege

Staff Present: Jenkins, LaHood, Closen, McCracken

Motion made by Mr. Gilligan to go into Executive Session at 4:36pm and Mrs. Leonard seconded. Motion passed unanimously by voice vote.

Motion made by Mr. Gilligan to go back into open session at 5:08pm and Mrs. Leonard seconded. Motion passed unanimously by voice vote.

Mr. Ball called the open session to order at 5:30pm

**Public Input Session – N/A**

**Mission and Vision –** Ms. Charles read the Mission and Vision

**Announcements/Acknowledgments –** Mr. Ball acknowledged Mr. Fliege as our out-going Board President and stated that Mr. Fliege has handled everything with class and dignity. The whole board is very appreciative of his service on the Quest Board.

Mrs. Leonard acknowledge Mr. Ball and Mr. Atterbury as they are going off the Board. Mrs. Leonard read letter from Mr. Fliege thanking them both for all their dedication and service on the Board.

**Consent Agenda –** Mr. Gilligan made the motion to approve the Consent Agenda and Mrs. Leonard seconded. Motion passed unanimously by voice vote.

**Finance Report –**

**Quest Charter Academy – Profit & Loss Budget vs Actual (October 2018)**

For the month of October 2018, Net Income was lower than budget - by approximately \$81,100. This result is attributable to a combination of factors - on both the income and expense sides.

Total Income for the month was lower than budget - by approximately \$72,600.

- This result was driven by lower than planned Per Capita funding from the Peoria Public School District (PPS)

Total Expenses for the month were higher than budget - by approximately \$8,500.

- This result was driven primarily by lower than planned Personnel cost

**Quest Charter Academy - Profit & Loss Budget vs Actual (July 2018 through October 2018)**

For the months of July 2018 through October 2018, Net Income was lower than budget – by approximately \$84,500. This result is attributable to a combination of factors - on both the income and expense sides.

Total Income for this period was lower than budget - by approximately \$194,500.

- This result is principally attributable to:
  - lower than planned Per Capita funding from the Peoria Public School District (PPS)
  - lower than planned student enrollment
  - and a higher than planned reimbursement for Food Service

Total Expenses for this period were lower than budget - by approximately \$110,000.

- This result was driven primarily by:
  - lower than planned Personnel expenses
  - and higher than planned Purchased Services, Legal Services, and Electricity expenses

Overall, for our first four (4) months of the fiscal year, we continue to observe Total Income consistently running below the level planned for the 2018 -2019 school year.

This condition has been driven by a shortfall in Quest Per Capita Revenue, combined with lower than planned student enrollment.

When projected through the end of this school year, this condition is expected to have a material impact on our ability to achieve the budget plan for the year.

In response to this condition, the Finance Team has prepared a contingency plan to bring proposed 2018 - 2019 spend in line with expected revenues.

Phase 1 of the contingency plan will focus on postponing planned investments in major projects and facility improvements.

Projects that will be postponed will include: The Middle School Science Lab project, major pro-active building improvement projects, and parking lot improvements.

The Finance Team will continue to work closely with the Quest Administration to thoroughly review all planned spend for the remainder of the school year; in an effort to maintain alignment between expenses and expected revenues.

We understand that additional actions may be warranted in order to achieve the 2018 -2019 budget plan.

We will also continue to engage with PPS in an effort to resolve the Per Capita funding difference.

The Finance Team will keep the Board informed of developments.

**Academic Committee Report** – Mrs. Leonard reported that the committee is continuing to work on updating the Board policies.

Mrs. Leonard stated that the long-range vision draft was crafted last year and is being reviewed again before presenting to the board for approval. Mrs. Leonard would like to form committees in January to prepare new strategic plan that would align with the long-range vision.

#### **Approval of Student Discipline –**

Motion made by Mr. Gilligan for the approval of Student 19-010 to be expelled for the remainder of the school year, but for this expulsion to be held in Abeyance and Mr. Cannon seconded. Motion passed unanimously by voice vote.

Motion made by Mr. Gilligan for the approval of Student 151327 to be expelled for the remainder of

the school year and Ms. Charles seconded. Motion passed unanimously by voice vote.

**Development & Communications Committee** – Ms. Charles reviewed the proposed Fund Development Plan. This plan will need more support from the Board on identifying prospective donors and going out to meet with these prospective donors. Ms. Charles stated that there will be training available for board members to help with the ask. The target goal for donations is \$270,000.

The Throwback Prom will be held on March 15<sup>th</sup> at the Par-a-dice Hotel.

Ms. Charles reported that there will be a press conference/release for announcing Dr. Jenkins as the Permanent Executive Director for Quest.

**Board on Track Adhoc Committee Update** – Mr. Ball reported that Board on Track made presentation to the Board at the Board Retreat. Mr. Ball reviewed the survey that was taken and the results. After further discussion from the committee, the conclusion is that Board on Track does not have the necessary support services that are needed. This committee will do further research on what services that Board on Track can actually provide and whether we will continue using them after the contract ends in February. Dr. Jenkins stated that if this program is only being used as a document portal, it would not be to our advantage to continue using them.

**Nominating Committee** - The Nominating Committee made the recommendation to approve Mikiasha Armstrong as a new Board member. Mr. Gilligan seconded the motion. Motion unanimously approved by voice vote.

Mr. Ball made the recommendation to approve the following new slate of officers that will go into effect on January 1, 2019 and Mr. Guiliford seconded:

President – Mr. Glenn Ross  
Vice President – Mr. Carl Cannon  
Treasurer – Mr. Jack Gilligan  
Secretary – Ms. Renee Charles

Motion was unanimously approved by voice vote.

**Foundation Update** - Mr. Ross reported that the Foundation has received the Articles of Incorporation and have drafted their by-laws. The committee will consist of Rennie Atterbury, Polly Barton and Bud Grieves. The target goal of the Foundation will be to manage the restricted funds for the Barton Scholarships.

**Charter Re-Authorization Update** – Kick off meeting with the district to discuss the charter re-authorization was held on November 28<sup>th</sup>. Dr. Jenkins, Ms. LaHood, Mr. Fliege, Mr. Ross and our attorney Mr. Hermann were in attendance. Dr. Ike led this meeting. They reviewed the structure and draft timeline for the re-authorization process. Mr. Fliege is currently leading the team for this process.

**Report from Student Rep** – Braxton Evans reported that the food in the cafeteria has been better since the new ovens have been put in. The administration held meetings with students this month to discuss student achievement.

**Executive Director's Report** – Mr. Herrmann reviewed the school wide goals. The goal for Reading will be to move 25 9<sup>th</sup> and 10<sup>th</sup> graders out of the bottom two tiers. The goal for Math will be to move 14 9<sup>th</sup> and 10<sup>th</sup> graders out of the bottom 2 tiers.

The middle school is focusing a lot on strategic reading. When not working on this, they have opportunities on Fridays to choose programs like Choir/Band, Art, Code HS or Spanish to participate in.

Mr. Cannon shared document that has tracked referrals compared from last year to this year. They are down two thirds this year to date.

Dr. Jenkins stated that when these referrals go down, it means there will be better success in the classroom.

Ms. Wagenshutz from the middle school reviewed the Summit program that is being used at the Middle school in 6<sup>th</sup> through 8<sup>th</sup> grades.

**Business Manger's Report** – The science lab at the high school is just waiting on their new chairs. The Middle School and High School doors will be finished by January.

**Strategic Relationships** – Dr. Jenkins acknowledged all the agencies that we worked with during STEAM Camp. Dr. Jenkins reported that there is an opportunity for paid internships at Caterpillar for Quest Engineering students.

**FOIA Requests** – Dr. Jenkins reported that she received one request that was completed by Ms. Lahood.

Meeting adjourned at 8:00pm

Next Board Meeting will be on January 24, 2019