PCSI Board Meeting

Minutes

12/07/17

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

Roll Call:

Present: Atterbury, Ball, Bloodsaw, Charles, Evans-Winters, Fliege, Gilligan, Leonard and Turner

Absent: Guiliford, Jensen and Ross

Emeritus Members Present: Pogue

Student Rep: Evans

Staff Present: Wood, LaHood, McCracken and Closen

Motion made by Mr. Ross to go into Executive Session at 4:30pm and Mrs. Leonard seconded. Motion

passed unanimously by voice vote.

Motion made by Mr. Ball made the motion to go back into open session at 7:28pm and Mr. Gilligan

seconded. Motion passed unanimously by voice vote.

**Public Input Session –** Quest Middle School parent, Mr. Morris Jackson, spoke on wanting to familiarize himself with Quest procedures. He is concerned that the students have to pay an athletic fee and would like to know if there are any options for families that are not able to afford this fee.

Quest Middle School parent, Mrs. Jill Thomas, stated that she has seen many improvements this year at

Quest. She feels that the administration is doing a great job and is very impressed. She hopes that Elite

will keep a presence in the middle school next year.

**Announcements/Acknowledgments –** Mr. Fliege thanked everyone that attended the meeting. Dr.

Wood introduced Mr. Chris Sies as the new Director if IT at Quest.

**Consent Agenda –** Mr. Atterbury made the motion to approve the Consent Agenda and Mr. Ball

seconded. Motion passed unanimously by voice vote.

**Finance Report –** Mr. Ball reviewed the Finance report, in the absence of Mr. Ross that was

included in the Board packet.

**Profit & Loss Budget vs Actual (October 2017)**

For the month of October 2017, Net Income was below budget by approximately $108,000. This result is

attributable to a combination of factors - on both the revenue and expense sides. Revenues for the month were lower than budget by approximately $84,000 – driven by: - Lower than planned Special Education Reimbursement - Delayed (approximately $36,000)

- Lower than planned Transportation Reimbursement - Delayed (approximately $17,000)

- Lower than planned Grants (approximately $5,000)

- Lower than planned Fundraising and Donations (approximately $17,000)

Total Expenses for the month were higher than budget by approximately $23,000 - driven primarily by:

- Purchased Services expenses (principally Stellar computer services) were higher than planned

(approximately $10,000) due to higher than anticipated computing related expenses

- Personnel and related expenses were higher than planned (approximately $6,000) as a result of

Substitute teacher wages, and TRS/403B payments.

**Quest Charter Academy – Profit & Loss Budget vs Actual (July through October 2017)**

For the months of July through October 2017, Net Income was lower than budget by approximately

$98,000. This result is attributable to a combination of factors - on both the revenue and expense sides.

Revenues for this period were lower than budget by approximately $95,000 – driven by:

- Lower than planned Special Education Reimbursement - Delayed (approximately $36,000)

- Lower than planned Transportation Reimbursement - Delayed (approximately $17,500)

- Lower than planned Grants (approximately $10,000)

- Lower than planned Fundraising and Donations (approximately $23,000)

Total Expenses for this period were higher than budget by approximately $3,000 - driven primarily by:

- Personnel and Health Benefit expenses were lower than planned (approximately $32,000) as a

result of unfilled teaching and other position(s).

- Purchased Services expenses (principally Stellar computer services) were higher than planned

(approximately $24,000) due to higher than anticipated computing services related expenses - at

school year start-up, and an unfilled technology support position. Overall, for our first four months of the fiscal year, expenses are operating within an acceptable range of our budget plan.

**Academic Committee Update –** Mrs. Leonard reviewed that the Middle School plan will go to the

Academic Committee on December 15 and then will be brought to the Board at the January meeting.

Board Policy on Discipline **-** This will be discussed at the Board retreat on December 18th.

**Development & Communication Committee –** Ms. Charles reported that the Annual appeal letters will be ready to be mailed out tomorrow. Applications are currently being accepted for the Director of Development position. Ms. Charles reported that there is an outside advertising agency helping with the Throwback Prom event this year. This event will be held in early May. Ms. Charles reported that we have had $20,000 in donation to date.

**Student Representative Report –** Braxton Evans reported that the students really enjoyed the first Stem Camp and reported that our first fall break was very well received.

**Building and Grounds –** N/A

**CEO Evaluation –** Mrs. Bloodsaw reported that it is time the mid-year progress review of Dr. Wood. Dr. Wood will do a self-reflection of last year that will be sent out to the board.

**Human Resources –** Mrs. Bloodsaw reviewed the complaint policy and complaint form that she passed out to the Board. This complaint policy details how a complaint is to be handled. This policy was

discussed in length by the Board. Mrs. Bloodsaw made the motion to approve the new Complaint Policy

and Mr. Gilligan seconded. Motion passed unanimously by voice vote.

**Student Representative Report –** Braxton Evans reported that Quest hosted a Robotics competition at the high school last Saturday. Out of 12 teams, Quest came in 7th and 10th.

Braxton reported that there was positive feedback on the environment for the NWEA testing.

The Juniors and Seniors took these days during the NWEA testing to fulfill community service hours and

job shadowing requirements.

**Executive Director’s Report –** Dr. Wood reported that the current enrollment sits at 595. We will be

calling off the waiting list to fill in the 5 open spots to start 2nd semester. The Attendance rate to date is

93.5%. The attendance rate for November was 91%. Our family liaison, Mrs. Dickerson, is working on

attendance with the families. The staff attendance rate to date is 98%. The staff attendance rate for

November was 94.17%. Students continue to work on college applications. December 1st is the deadline for Merit based college scholarship applications. December 31st is the deadline to turn in applications for Peoria Promise. There have been 25 seniors that have completed their FAFSA & the 15 remaining ones are working on this. The annual Tie Ceremony will be held on January 17th. The 5 Essential Survey has been delayed and will now be taken between December 5th and January 31st. We will have the parents take this survey during the Honor Roll Breakfasts that will take place in January.

**Approval of Personnel Report –** Mr. Ball made the motion to approve the Personnel Report and Mrs. Leonard seconded. Motion passed unanimously by voice vote.

**Approval of Student Discipline Report –** Motion was made by Mr. Gilligan to approve the expulsion of student 18-004 for the remainder of the 2017-2018 school year but hold the expulsion in abeyance and seconded by Ms. Charles. Motion passed. Dr. Evans-Winters abstained from vote.

**2017 School Report Card –** Dr. Wood reviewed the 2017 Quest School Report Card at a glance:

Measures of 5 Essential Elements – Dr. Wood reviewed the previous and current results on all these

elements. She celebrated that we went up in every category but 3. This is considered a success. Dr.

Wood tool the 4 lowest areas and asked staff how we can improve on these. The staff collaborated and

will bring back their ideas on how to improve in these areas. Dr. Wood reported that there are many inaccuracies on this report card and not only with Charter Schools, but all districts are questioning the results. The grad rate considers any student that started with Quest during Freshman year, even if they left Quest during their high school career, left Peoria, or did not finish high school.

**Business Manager’s Report –** Ms. LaHood reported that the following items have been worked on:

New lights in the HS gym completed

Lighting outside at the MS has been taken care of

HS Inspection done with minimal findings

Still working on Plans for HS science lab

Problem with MS gym floor due to water damage

Grease trap @ HS needs to be cleaned

**Election of new Board Members –** Recommendation from the Governance Committee to approve Mr. Bud Grieves as a new member of the Board. Recommendation approved by voice vote.

Recommendation from the Governance Committee to approve Mr. Carl Cannon as a new member of

the Board. Recommendation approved by voice vote.

Recommendation from the Governance Committee to approve Mr. Glen Ross for his 2nd term to the

Board. Recommendation approved by voice vote.

Recommendation from the Governance Committee to approve Mrs. Jan Leonard for her 2nd term to the

Board. Recommendation approved by voice vote.

Recommendation from the Governance Committee to approve Ms. Renee Charles for her 1st term to

the Board. Recommendation approved by voice vote.

**Election of Officers –** This item is being deferred until the January 25th Board meeting.

**Expulsion Moratorium Discussion –** Dr. Evans-winters would like to call a moratorium on all expulsions at Quest at this time, with exception of any expulsions that have to due with drugs, weapons or gross sexual misconduct. Due to the nature of this conversation, Mr. Fliege would like to defer this item to discuss at the Board retreat in January. Mr. Ball would like to see research on this topic before the retreat.

**Ad Hoc Committee –** Please let Mr. Fliege know if you would be interested on serving on committee

regarding board terms.

**Dr. Ike Meeting –** Dr. Wood had discussion with Dr. Ike regarding the new funding law. He stated that

he should have more information on this in January or February.

**FOIA Requests –** N/A

**Other Business –** N/A

**Future Board Meeting Items –** N/A

Meeting adjourned at 9:15pm