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

Minutes: 2 May 2019

1. The meeting was called to order by Board Chair, Glenn Ross, at 5:32 pm. Present were: Glenn Ross, Tom Fliege, Carl Cannon, Dr John Gilligan, and Dr. Taunya Jenkins. (Renee Charles was absent.) The minutes from the 21 February 2019 Executive and Governance Committee Meeting were approved.
2. Board Reports
	1. Finance - Dr John Gilligan reported on the following items:
		1. Costs control measures implemented to address the revenue shortfall have been effective.
		2. The Finance Committee expects that, barring any unforeseen consequences, the gap will be closed and the budget target for the current fiscal year will be met.
	2. Development – Glenn Ross presented the Development Report (in Renee Charles’ absence):
		1. Fundraising - Revenue from the Throwback Prom is on target. Some pledges are pending. For the fiscal year to date, approximately $150,500 has been pledged.
	3. Ad Hoc Committees - Glenn Ross reported on the following item:
		1. The CEO Evolution and HR Committee has been staffed, and the initial meeting with the ED has been completed.
		2. A draft of the ED evaluation framework has been prepared and is under review by the HR Committee.
	4. Strategic Ad Hocs
		1. Charter Renewal – Communication has been received from PPS requesting information regarding contract compliance. Responses to the PPS inquiries are being prepared for a May meeting with PPS.
		2. Foundation Formation - Work has been completed on the tax exemption request. Identification of the Foundation Secretary has been completed. The foundation will focus on developing and managing restricted contributions including the Barton Scholarship Fund.
		3. Comprehensive Policies and Procedures – Pending. The team will focus on Academic Policies and Procedures.
		4. Strategic Visioning - The core team has been assembled and mobilized, and includes a student and a parent. Timeline: The goal is to flesh out 3 to 4-year plan, present to the Board in the May / June timeframe.
3. Board Chair Report – Glenn Ross reported on the following items for discussion:
	1. The Board Chair reviewed highlights of the Quest Annual Report. Presentation of the report to PPS is pending.
	2. Timeline and anticipated constraints of the 2019-2020 budgets were discussed.
4. Other Board Business
	1. Marketing Initiative - Tom Fliege provided a proposal update on a Marketing initiative for Quest Schools.
	2. Community Engagement - Carl Cannon provided an update on community partners that support the Quest concept.
5. Executive Director’s Report – Dr. Jenkins reported on the following:
	1. Dr Jenkins provided an update on staff movement.
	2. Planned and open positions were discussed, along with candidates under consideration for open positions.
	3. Summit Learning will be expanded to the High School - 9th grade. Infrastructure upgrades to support the expansion are scheduled during the summer break.
	4. A proposal was made to move the 23 May Board Meeting to 20 June to accommodate the demands of the school year end planning and charter renewal activities. The Executive Committee agreed to move the 23 May Board Meeting to 20 June.
6. What Don’t We Know?
	1. Parents and Board Members are invited to attend the Elite Graduation.
	2. Board Members are encouraged to review the Community Impact report article about Quest.
7. Chairman Glenn Ross adjourned the meeting at 6:55 pm.

Respectfully submitted,

Glenn Ross