**Quest Executive and Governance Committee Meeting**

**Quest Charter Academy High School**

Minutes: 20 February 2020

1. The meeting was called to order by Board Chair, Glenn Ross, at 4:40pm.

Present were: Glenn Ross, Carl Cannon, Dr John Gilligan, and Dr Taunya Jenkins.

Minutes from the 5 December 2019 Executive and Governance Committee meeting were reviewed and approved.

1. Finance Committee Report - Dr Gilligan.
	1. Year-to-date, expenses are exceeding revenues by approximately $800K. This gap has been driven primarily by lower than planned enrollment, and lower than planned development revenue.
	2. Dr Jenkins reported that preliminary plans have been developed to reduce the expenses to revenue gap by approximately $400, with an objective to further narrow and close the gap by fiscal year-end.
2. Executive Director Report - Dr Jenkins
	1. Summer School Budget
		1. Dr Jenkins presented plans for 2020 summer school to be held at ICC.
		2. 100-150 students are expected to participate. The parents of these students have been notified.
		3. 2020 summer school is expected to be funded primarily under the Title 1 budget. Quest will incur some of the summer school related transportation and meal costs.
	2. 2020-2021 Contracts
		1. A proposal for 2020-2021 staff salary adjustments was presented by Dr Jenkins. The objective of the proposal was to maintain teacher and staff salary competitiveness in the Peoria area.
		2. The projected incremental cost of staff salary adjustments was discussed and authorized by the Executive and Governance Committee. The incremental cost will be addressed more fully in the 2020-2021 budget plan.
		3. Dr. Jenkins will begin meeting with staff and teachers to discuss the 2020-2021 contracts before Spring Break.
	3. 2020-2021 School Calendar
		1. Dr Jenkins presented the proposed 2020-2021 school calendar.
		2. The 2020-2021 school calendar was reviewed and authorized by the Executive and Governance Committee.
3. Personnel Committee Update
	1. This item was deferred as the Personnel Committee Chairperson was unable to attend the Executive and Governance Committee Meeting.
4. Charter Contract Negotiation Update - Glenn Ross
	1. Charter Reauthorization contract negotiations between Quest and PPS are continuing.
	2. The next action is to move to a subcommittee structure to focus subject matter expert attention on the major unresolved areas: Finance & Operations, and Academics & Special Education.
	3. The next contract negotiation meetings are scheduled to occur in late February and early March 2020.
5. Chairman Glenn Ross adjourned the meeting at 5:35 pm.

Respectfully submitted,

Glenn Ross