

PCSI Board Meeting
Minutes
01/25/2018

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

Roll Call:

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

Absent: Charles and Grieves

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 6:25pm 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 being concerned regarding on how the public has to sit in the lobby for such a long time while the executive session is going on. He asked if there is any way that the board can work on this. Mr. Fliege stated that unfortunately we are not able to control that due to having to discuss items that will need to be voted on during the open session.

Parent Ms. Wells spoke on her support for Mr. Surian and Ms. Kurtz at the middle school and other staff that have been very supportive to her children. She also voiced her concerns with the discipline problems at the middle school.

Announcements/Acknowledgments – N/A

Consent Agenda – Mr. Cannon made the motion to approve the Consent Agenda and Mr. Ball seconded. Motion passed unanimously by voice vote.

Finance Report – Mr. Ross reviewed the Finance Report that was included in the Board packet.

Quest Charter Academy – Profit & Loss Budget vs Actual (November 2017)

For the month of November 2017, Net Income was below budget by approximately \$21,300. 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 \$15,800 – driven primarily by:

- Lower than planned Fundraising and Grants (approximately \$7,100)
- Lower than planned Athletic Income (approximately \$2,400)

Total Expenses for the month were higher than budget by approximately \$5,400 - 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
 - Lower than planned:
 - o Athletic Expenses (\$3,100)
 - o Transportation Expenses (\$2,700)
 - o Personnel Expenses (\$1,900)

Quest Charter Academy – Profit & Loss Budget vs Actual (December 2017)

For the month of December 2017, Net Income was above budget by approximately \$25,400. 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 \$21,000 – driven primarily by:

- Lower than planned:
 - o Food Service reimbursements (\$8,900)
 - o Fundraising and Donations (\$8,000)
 - o Athletics Income (\$2,900)

Total Expenses for the month were lower than budget by approximately \$46,500 - driven primarily by:

- Personnel and related expenses were lower than planned (\$38,500), as a result of unfilled teaching and staff positions
- Transportation expenses were lower than planned (\$9,880)
- Athletic expenses were lower than planned (\$6,300)
- Purchased Services expenses (principally Stellar computer services) were higher than planned (approximately \$5,000) due to higher than anticipated computing related expenses

- Quest Charter Academy – Profit & Loss Budget vs Actual (July through December 2017)

For the months of July through December 2017, Net Income was lower than budget by approximately \$37,400. 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 \$75,600 – driven primarily by:

- Lower than planned Fundraising and Donations (approximately \$48,000)
- Lower than planned Food Service reimbursements (\$13,000)
- Lower than planned Student Fees (\$10,500)
- Lower than planned Athletics income (\$7,000)
- Higher than planned Other Income (\$5,400)

Total Expenses for this period were lower than budget by approximately \$38,200 - driven primarily by:

- Personnel and related expenses were lower than planned (approximately \$75,600) as a result of unfilled teaching and staff positions.
- Transportation expenses were lower than planned (\$12,200), 10 busses were planned - 9 were used
- Athletic expenses were lower than planned (\$7,700)
- Purchased Services expenses (principally Stellar computer services) were higher than planned (approximately \$39,000) due to higher than anticipated computing services related expenses - at school year start-up, and a delay in filling a technology support position.

Overall, for our first six (6) months of the fiscal year, revenues continue to report below the expected and budgeted level.

Mr. Ball stated that the finance committee is making the recommendation to approve the hiring of another Elite Staff member for the middle school. Motion passed unanimously by voice vote.

Academic Committee Update – Mrs. Leonard reported that the meeting for the long- range planning will be held tomorrow.

Development & Communication Committee – Ms. Charles reported that the Throwback Prom will be held on May 12th and the theme this year will be Under the Sea. The price of the tickets will be \$50 for a single and \$90 for a couple. Ms. Charles reported that we received a very nice donation from Bruce Blackie which we are very appreciative of.

Mr. Ball made the motion to approve the Foundation & Professional Fund Raiser and Mrs. Leonard seconded. Motion passed unanimously by voice vote.

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 – Ms. LaHood reported that there was a water main break at the high school. This has been repaired by Dillon Plumbing at the approximate cost of \$22,000. The lighting was repaired in the high school gym and cafeteria. At this time the IT department is working on a plan for Fiber Optic.

Human Resources – Mrs. Bloodsaw reviewed that there was on complaint, which has been resolved at this time.

Nominating Committee – Mr. Ball made the following recommendations:

Mr. Fliege – Remain President for remainder of 2018

Mr. Ball – Remain Vice President for remainder of 2018

Mr. Atterbury – Remain Secretary for remainder of 2018

Mr. Ross – Remain CFO for remainder of 2018

Motion passed unanimously by voice vote.

Student Representative Report – Braxton Evans reported that 37 students were inducted into the National Honor Society. A tie ceremony was held for the students that have been accepted into a 4 -year college. The Honor Roll breakfasts were held the last 2 mornings, which 139 students were celebrated.

Executive Director's Report – Dr. Wood reported that the first class of National Honor Society students were inducted. Honor Roll breakfast were held at the Middle School on Monday and Tuesday and at the High School on Wednesday and Thursday of this week. On February 12th, Dr. Wood and Mr. Fliege will be presenting the Annual Update to Peoria Public Schools. They would like to have as many people as possible attending this meeting for support. Our 3rd quarter count date will be on 2/1/18. Our enrollment is at 597 at this time. Dr. Wood reported that as of July 1, 2018, she has accepted a new position at Peoria Public Schools as the Director of Primary Schools. Dr. Wood has been very blessed to have worked for Quest and will always hold a very special place in her heart.

Approval of Middle School Plans – Dr. Surian gave presentation and reviewed the proposed middle school plans as follows:

- Discussed the need of one additional Elite staff to assist with student behavior
- Addition of para-professional to assist with tier 2 & 3 pull out interventions
- Put together new PD calendar for staff
- Purchase additional novels to have sets
- Peer observation calendar – teachers to learn from each other
- Visit high performing schools that match ours by March
- Immediately implement ISS structure
- Create schoolwide Elite protocol and hold staff accountable to these protocols
- Increase communication with Peoria Public Schools Special Education Department
- PBIS team to review data on a monthly basis

- Working with SLT to create an onboarding process for new staff
- Mentoring plan for new staff

Mrs. Leonard made the motion to approve the proposed Middle School plan and Mr. Ball seconded. Motion passed unanimously by voice vote.

MOY State of the School Report – Dr. Wood gave presentation on the State of the School.

- 1st Stem Camp
- Launched Balanced Calendar
- Launched Career Academies for 9th & 10th grades
- Additional positions added to help w/discipline and put the focus on instruction
- Implementation of PBIS
- Implemented Summit Learning in 6th grade

Ms. McCracken Update – Ms. McCracken updated that referrals went from 815 to 554, suspensions went from 29 to 19 and repeat offenders went from 6 to 2.

Dr. Wood reported that staff attendance target is 97% and they have been hitting this. The student attendance goal is 93.5% and is at 93.16% at this time. There is a big focus on student attendance and trying to get this percentage up.

NWEA – Ms. Cloven reviewed the NWEA results that was passed out to the Board. Extensive discussion followed.

Middle School Interventions – Dr. Surian gave presentation on all of the interventions being used for Math and Reading at this time.

Social Emotional Learning at the Middle School – Ms. Kurtz gave presentation on SEC interventions by TIER. Discussed what interventions students receive at each TIER.

High School Attendance Supports – Ms. McCracken reviewed that she is having weekly meetings to discuss attendance issues with our Family Liason, Mrs. Dickerson. There is also a teacher committee to discuss the attendance issues. Ms. Dickerson is doing home visits for students that have attendance issues. Ms. McCracken also reviewed all of the supports that the students are getting for English and Math.

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. Cannon to approve the expulsion of student 18-005 for the remainder of the 2017-2018 school year but hold the expulsion in abeyance and seconded by Mr. Guiliford. Motion passed unanimously.

Motion was made by Mr. Atterbury to approve the expulsion of student 18-006 for the remainder of the 2017-2018 school year but hold the expulsion in abeyance and seconded by Mr. Guiliford. Motion passed unanimously.

Ad Hoc Committee – Mr. Fliege is working on creating Ad-hoc committees to work on the 2018 Board priorities and will bring back to the Board.

Board/Staff Retreat – Mr. Fliege reported that the board/staff retreat will be held on April 21st.

Dr. Ike Meeting – Dr. Wood reported that a meeting is set on February 16th to with Dr. Ike to discuss finances and funding.

FOIA Requests – Dr. Wood reported that she received on FOIA request from Smart Procure and responded to this request on January 24th.

Other Business – Mr. Fliege announced that due to Dr. Wood resigned as of July 1, 2018, we will be looking to hire an interim director for one year while looking into our future plans for hiring an Executive Director

Future Board Meeting Items – N/A

Meeting adjourned at 8:20pm