

Knowledge Quest Academy (KQA)

Regular Session Minutes

Date and Time:

8/18/2022 at 6:30 pm

Location:

Knowledge Quest Academy, 705 Schoolhouse Dr., Milliken, CO 80543

Leadership in attendance:

Tauna Esslinger, Chair

Tish Thompson, Director

Gabe Thexton, Co-Chair

Sheree Baker, Secretary

Chester Gemaehlich, Treasurer

Carl McCutchen, Director

Leadership late arrival:

Guests:

Linda Spreitzer, Principal

Brenda Chinn

Bart Skidmore

Samantha

Doug Chinn

Rod

Isaac Korgan

- I. Call to order at 6:30 pm
- II. Roll Call
- III. Pledge of allegiance/KQA code of honor
- IV. Approval of the agenda as amended (Item E. Building Insurance Update tabled) – motion made by Tauna, second by Carl, to unanimous approval
- V. Public Comments
- VI. Items for Discussion
 - a. School Financial Reports + Recommendations – comments by Bart Skidmore regarding school financial position
 - i. Fund Balance increase and budget adjustment
 - ii. Audit – fixed assets and Fund 41 update; depreciation begins next fiscal year
 - iii. Charter states we need to use accounting system, purchased services, and auditor district uses.
 - iv. Proposed changes could include requiring three proposals for audit, and using an independent auditor in the future, ability to transmit data in digestible template for district, selection of purchased services. All changes would require an amendment to KQA's charter.
 - v. Mortgage interest rate is locked in, no need for future refinancing
 - vi. Bart files 990 Form, which is due November 19, after audit is completed, must be e-filed. This is subject to a fee separate from the annual projection.
 - vii. All board members need to sign a "conflict of interest" form, ensuring ethical operations.
 - viii. Need to begin policy requesting three bids per service needed, would like to implement a template for uniform bid acknowledgement.
 - ix. Bart will send to KQA a few examples of financial policies he finds to be well written, and assist us in developing our own.
 - x. Bart's annual fee projection is \$29,496.
 - xi. Potentially move contracts and handbook responsibilities to Bart's staff.

Knowledge Quest Academy (KQA)

- xii. Motion made by Tauna, second by Carl, to approve Bart Skidmore’s Letter of Engagement for FY 2023, to unanimous approval.
- b. Building Corp Account – possible to set up a C Safe account in order to earn interest on Building Corp assets, while leaving a minimum balance in Wells Fargo operating account, which is earning \$5000-6000/month in Oil and Gas revenue. Doug Chinn will look into opening a C Safe account, which will then be brought before the board for approval.
- c. Technology Request – wireless access point; bids from Connecting Point and CDWG
 - i. Tech Committee recommends accepting Connecting Point bid, to be paid from Owner Contingency; no board approval required
- d. Auditor Engagement Letter + Retainer – Bart recommends accepting with Anderson + Whitney
 - i. Motion made by Tauna, second by Gabe, to approve \$2500 retainer fee for BDO to transfer audit materials to Anderson + Whitney, to unanimous approval.
 - ii. Motion made by Tauna, second by Chester, to accept Anderson + Whitney’s Engagement Letter to complete audit, to unanimous approval.
- e. Rural Schools Fund Purchases – Cricut machine and ice machine were approved in FY 2022; no action necessary at this time
- f. Building Repairs – Motion made by Gabe, second by Tish, for Greeley Lock + Key estimate to replace kitchen door, not to exceed \$2800, to unanimous approval.
- g. Dress Code Policy Update (second reading) – motion made by Gabe, second by Carl, to approve modified dress code policy, as presented, to unanimous approval.
- h. Principal’s Report
 - i. RTU 7 not working properly, replacement unit will be installed 10/21/22; diagnostics to cost nearly \$1300; repair will be an additional cost – Linda will pursue diagnostics and determine necessities from there.
 - ii. Safety + security – in an emergency, KQA students and staff would go to Civica, and honor a reciprocal relationship
 - iii. Purchase of 10 additional radios for staff use; 1 radio per grade – motion made by Carl, second by Chester, to approve Radio Resource estimate for 10 additional radios, not to exceed \$3100, to be paid upon receipt of loaner radios, to unanimous approval
 - iv. Enrollment stands at 399, with calls out, and waitlist healthy
 - v. Fully staffed with recent hire of 2 additional employees
- VII. Board Tour of Addition
- VIII. Adjourn – motion made by Tauna, second by Tish, to adjourn at 8:19 PM, to unanimous approval.

Action Items/Directives	Responsible Person	Expected Completion

Submitted by Board Secretary, Sheree Baker