

Knowledge Quest Academy (KQA)

Regular Session Minutes

Date and Time:

August 3, 2023 at 6:30 pm

Location:

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

Leadership in attendance:

Tish Thompson,	Co-Chair	Sara George,	Director
Samantha Hise,	Treasurer	Carl McCutchen,	Director
Tauna Esslinger,	Secretary	Rafiuddin Mohammed,	Director

Leadership late arrival:

Chester Gemaehlich, Chair (Excused)

Leadership absent:

Guests:

Linda Spreitzer, Principal
Isaac Korgan, Assistant Principal
Rod Hise

- I. Call to order at 6:30 PM
- II. Roll Call
- III. Pledge of Allegiance/KQA Pledge
- IV. Approval of the Agenda —motion made by Samantha, second by Rafi, to approve the amended agenda. Motion Approved.
- V. Approval of previous meeting minutes —motion made by Tish, second by Sara, to approve minutes for the 06/01/2023 Regular Session and 06/29/2023 Special session. Motion Approved
- VI. Public Comment
- VII. Principal & Committee Reports
 - a. Principal-
 - i. Enrollment is at 401, still working to reach 410
 - ii. Staff attended training at OtterBox on 8/2/23 for Project Heart, which teaches about philanthropy of time, talent and treasure.
 - iii. Working on a launch of the new website by October 2nd,
 - iv. Bleachers are scheduled to be installed Dec 20th.
 - v. Playground equipment is coming in September and then the install date will be scheduled.
 - vi. Linda and Isaac are looking to replace furniture in 4 classrooms; 2 elementary and 2 middle.
 - vii. New Construction warranty 9 month walk was completed 7/31/2023
 - viii. Roof replacement in progress- pursuing the shingle warranty first, then insurance which has already totaled it.
 - ix. Facilities and Grounds Committee Report — landscaping project is still in process, roof walk through was completed, entry systems are still in process.
- VIII. Items of Discussion
 - a. Classified pay schedule — need to add a category for Part-Time Custodian.

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Motion by Carl, second by Tauna, to approve adding category 3 to the hourly schedule starting at 20.66 and following the already approved formula for subsequent steps.

Motion Approved.

- b. Staff handbook - First Reading of the updated Staff Handbook, draft will be shared with staff, until final is approved. A Second Reading will be held on 8/17/23.
 - c. Rural schools —Tauna motioned, second by Tish, to approve \$200 per staff member for their school supply shopping trip to be allocated from Rural Schools. Motion Approved.
 - d. HVAC Contract —Tish motioned, second by Rafi, to approve the MTech service contract for the 2023/24 school year in the amount of \$11,577. Motion approved
 - e. Bank Signers—Tish motioned, second by Samantha, to change the KQA bank signer for TBK Bank from Sue Smith to Kenda Preston-Hildebrandt. Motion Approved.
- IX. Adjourn— Tish motioned, second by Rafi, to adjourn at 7:21 pm. Motion Approved. adjourned.

Submitted by Board Secretary, Tauna Esslinger

Approved 09/07/2023