

Knowledge Quest Academy (KQA)

Regular Session Minutes

Date and Time:

Thursday, October 19th, 2023, at 6:32 PM

Location:

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

Leadership in attendance:

Chester Gemaehlich, Chair

Tish Thompson, Co-Chair

Rafiuddin Mohammed, Secretary

Samantha Hise, Treasurer

Sara George, Director

Carl McCutchen, Director

Leadership late arrival:

Leadership absent:

Guests:

Linda Spreitzer, Principal

Isaac Korgan, Assistant Principal

Rod Hise, Public

Melissa Bigler, Anderson & Whitney

- I. Call to order at 6:32 PM
- II. Roll Call
- III. Pledge of Allegiance/KQA Pledge
- IV. Approval of the Agenda:
Moving Item d to item a & add tech committee update as item f.
Motion made by: Chester, Motion 2nd by: Tish, to approve the revised agenda, with unanimous approval.
- V. Public Comment: No Public comments
- VI. Principal Report:
 - Demo blue playground next Thursday/Friday and construction starts Friday through the following week. Blue Playground will be shut down and will reopen at Halloween. Meeting with teachers to plan for use of another playground with scheduling changes to accommodate. Kinder pick up will change during the time of construction to front of the school. Linda will notify the parents about a temporary pick-up spot for kinder students. Safety discussion.
 - District superintendent and toured the school.
 - Temco did walk the roof to review the warranty repair request.
 - Brian Mow4U will leave a storage container at school by trash dumpster to help with storing snow removing equipment which will aid in quick service to the school.
 - Science Assembly on Halloween morning to do science projects with kids.
- VII. Items of Discussion
 - a. Audit Update:

Knowledge Quest Academy (KQA)

Melissa presented the Independent Auditors Financial Audit draft copy and summarized it went well this year, with new format adaption. No major concerns, talks about management responsibilities, additional supplementary information included.

Financial Statement: At end of year net position is positive, discussed about liabilities section and its importance. Reviewed fund level statement.

Building fund closed with the completion of the building expansion.

Good Footnotes: Changing of capital assets from YOY, it went up due to addition of building/assets with the project. Reviewed Leased assets statement & KQA Pension.

Budget to Actual Schedule shows KQA is in a favorable position.

Management Letter: From Auditors to Board had no specific concern.

Motion made by: Carl, Motion 2nd by: Sam, to approve the Financial Audit for the year 2023 conducted by Anderson & Whitney, Motion Approved with unanimous approval.

b. Board and Staff Social and Holiday Plans:

Gift Cards: Discussed with Melissa on how to distribute gift cards to contracted staff, recommended to follow a best practice by having documented signatures by employees reflecting the Name, Amount, Designation and Signature.

This year's gift amount for each employee for holidays is \$600.00 before deductions.

Motion made by: Chester, Motion 2nd by: Tish, to approve a one-time honorarium of \$600 per staff member on KQA payroll, excluding extracurricular staff, to be paid on November paycheck, Motion Approved with unanimous approval.

c. Trash/Recycling Proposal

Linda received 2 bids on trash/recycling proposals.

Waste Management received the 90-day notice with competitive price to provide a fresh bid. Tabled final decision.

d. Administration Services

Currently we don't have a purchase services agreement, Linda asked for a Business service contract in April but never received it. Linda will have a meeting to discuss next steps to follow up with Michael.

e. UIP.

Set goals for 2023-2024:

Reading & math 5% increase from combined NWA and CMAS data (intervention added block for students, for enrichment of all students to help raise the ceiling for kids and overall school),

Social emotional learning (focusing on emotional zones and helping kids with managing emotions using zone colors)

Wellness goal (Continued from previous year goal to maintain the momentum; adding new wellness plans to promote physical fitness in school and outside school).

Motion Made by: Carl, Motion 2nd by: Tish, to approve the UIP goals for year 2023-2024, with unanimous approval.

f. Tech committee:

Met on Tuesday 10/17/2023.

Presented lifecycle of laptops: current laptops are beyond lifecycle. Dan is working on smart board 21 laptops/computers replacement quote. Tech committee is modifying the lifecycle of laptop from 6 years to 3 years. Need to budget every year for replacement of laptops. Windows 10 needs to upgrade by next summer to windows 11.

VIII. Adjourn:

Knowledge Quest Academy (KQA)

Motion made by: Chester, Motion 2nd by: Rafi, to adjourn at 8:04 PM.

Submitted by Board Secretary, Rafiuddin Mohammed