



Quest Leadership Academy Charter School
Board Meeting Minutes
Tuesday, November 26, 2013

In attendance: Brenda Humbert, Mike Fuller, Harold Mayes, Yolanda Muhammad and Harriet Cunningham

The meeting was opened at 6:15 with a welcome by Board Chair, Brenda Humbert and followed by the swearing in of board members; Brenda Humbert, Harriet Cunningham, Mike Fuller, Harold Mayes and Yolanda Muhammad by attorney David Gantt who also facilitated the election of board officers.

The slate of officers elected is as follows: Vice Chairman – Mike Fuller, Treasurer – Yolanda Muhammad and Secretary – Harriet Cunningham.

The board voted unanimously to adopt an amendment to the bylaws increasing the number of board members from seven to nine.

Deloris Summers of the CMO provided an update on the status of the 501C3 application. The form has been completed and the approved Charter Application Narrative will serve as the narrative for the application. The process from submission to completion will take approximately one year. Updates will be emailed to the board throughout the process.

Humbert provided descriptions of responsibilities of the four standing subcommittees, adding that because it will be a small board; members will need to serve on multiple committees to be an effective board. Board members submitted completed Sub Committee Forms.

Sub Committees were established as follows:

Finance Committee

- Mike Fuller; Chair
- Brenda Humbert
- Yolanda Muhammad

Audit Committee

- Harold Mayes
- Brenda Humbert
- Harriet Cunningham

Instruction Committee

- Principal
- Brenda Humbert
- Yolanda Muhammed

Appeals Committee

- Harold Mayes
- Brenda Humbert
- Mike Fuller
- Harriet Cunningham



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An announcement was made that the foundation of a local corporation has approved a partial grant request anonymously to Quest Leadership Academy in the amount of \$50,000.

Interview and in-depth discussion of expectations for Principal position took place. Dialogue ensued regarding the official start date for the position, necessary tasks to be completed prior to that date and compensation. After which, the board unanimously voted to offer the position to Ms. Calandra Davis. Humbert will contact Ms. Davis with the decision on Friday, November 29, 2013. If accepted, the board will need clarity on availability, resources needed and a timeline to accomplish specific tasks prior to the official July 1, 2014 start date. Fuller and the finance committee will review the employment package budgeted at approximately \$73,000 and a contract will be created to finalize the offer. Consideration will be given to QLACS to reimburse expenses for travel, interviews, meetings, recruiting, etc.

In response to the Planning & Implementation (P&I) Grant submitted, a letter of denial has been received from the state. Plans are underway to appeal the decision. Lack of any planning and implementation funds will limit our ability to accomplish certain needs and require careful prioritization of critical expenditures to open the school in August of 2014. Some things are in place, but many will need to be acquired. QLACS will need to be able to meet payroll for personnel involved in preparing to open the school.

Meeting adjourned 9:00

Minutes respectfully submitted by:

Harriet A. Cunningham, Secretary



Quest Leadership Academy Charter School
Board Meeting Minutes
Tuesday, January 28, 2014

In attendance: Brenda Humbert, Doug Garrett and Thomas Simuel,
On Conference Call: Harold Mayes and Harriet Cunningham

The weather was not conducive to travel. Schools and offices closed early with expectation of freezing temperatures. The meeting convened at 6:40 with a welcome by Board Chair, Brenda Humbert.

George Singleton, representative of the Charter Management Organization (CMO) provided an update on the facilities. A copy of the facilities checklist was distributed. He said it is the “Bible” and primary tool to stay on point as we prepare to open. We can use to adhere to the timeline and compliance of code concerns. A number of the items have already been completed.

The primary concern that was raised when Delisa Clark and Mark Faulk, state facility coordinators for all schools, conducted the initial walk through were parking, drop off loop and traffic flow. The school was a neighborhood school with a walking concept. Parking spaces were limited. Some modifications have been made for Lead Academy, but long range planning if Lead stays and Quest grows will require additional parking.

Long range plan modifications that have been submitted to the state: 2018 – 2019 will have an additional 26 spaces on the lower end of the property (Dorchester) and an additional 25 spaces on the upper level. CMO is awaiting a reply. Once that is done, Quest should receive a letter of occupancy.

Buildings A & B: need to be updated with pull stations and strobe lighting. At full capacity QLACS will occupy 17/18 of the 24 classrooms

Renovations: Building is aged and pushes the limit on codes. Heating issues and roofing issues need to be addressed. There are some quotes to encase in foam in foam. Building B currently has the most efficient use of heating and cooling when compared to other classrooms. The lowest quote is about \$140,000.

Palmetto Pride Grant: will enable some improvements in the front and the addition of a wooden fence in the back. The funds must be spent as allocated.

Michelin: have committed to provide rubberized mulch valued at \$25-30,000 for the two playground areas.

Bob Jones: group of 30 – 40 coming in March to help with some renovations. Mrs Davis would like to have classrooms repainted.



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Hands on Greenville Day in May: Mauldin Middle will send representatives to work on the grounds

Senator Karl Allen wrote a letter of support to receive funding.

Humbert provided descriptions of responsibilities of the four standing subcommittees, adding that because it will be a small board; members will need to serve on multiple committees to be an effective board. Sub Committee Forms were provided and attendees were asked to be prepared to commit to at least two committees at the next meeting. Each chair will be a member of the Executive Committee.

The agenda was not covered in entirety because the weather was not favorable and some were not able to attend.

Sub Committees:

- Finance Committee
- Audit Committee
- Instruction Committee
- Appeals Committee

The agenda was not covered in entirety because the weather was not favorable and some were not able to attend.

Meeting adjourned 7:15

Minutes respectfully submitted by:

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, March 25, 2014

The regular monthly board meeting of Quest Leadership Academy Charter School was held at 6:00pm on Tuesday, March 25, 2014 at Upstate Circle of Friends Community Center. The Chairman and the Secretary were present.

Board member, Doug Garrett, was sworn in by Carlos Black and will serve on the audit committee.

Ms. Cunningham moved “to remove information about the summer camp from the website immediately.” The motion was adopted.

Ms. Cunningham moved “to accept the proposed dates (April 22, May 20, June 17, and July 22) to host open house at the school.” The motion was adopted.

The meeting adjourned at 7:55pm.

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, February 25, 2014

The regular monthly board meeting of Quest Leadership Academy Charter School was held at 6:00pm on Tuesday, February 25, 2014 at Upstate Circle of Friends Community Center. The Chairman and the Secretary were present. Minutes of the February meeting were read and approved.

Board member, Hattie Harris, was sworn in by Pearl Black and will serve as chair of the Instruction Committee and as the board Parliamentary Authority.

The meeting adjourned at 7:25pm.

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, April 29, 2014

The regular monthly board meeting of Quest Leadership Academy (QLA) Charter School was held at 6:00pm on Tuesday, April 29, 2014 at Upstate Circle of Friends Community Center. The Chairman and the Secretary were present. The minutes of the March meeting were read and approved as documented.

Ms. Davis, reporting on behalf of the instruction committee presented revised goals for QLA. Rationale: the revision was predicated by the request of Tracy Bryant Riches, Director of Development for SCPCD. Mr. Simuel moved to amend the original goals of QLA application by substituting the new "Goals" document in totality. The motion was adopted after debate.

Mr. Garrett moved that QLA adhere to the Greenville County School District calendar as its official school year calendar. The motion was adopted.

Ms. Cunningham moved that the By Laws of QLA be accepted as documented. The motion was adopted.

Mr. Garrett moved that the board accept the proposed insurance quotes as presented by Delores Summers of the CMO. The motion was adopted after debate.

The meeting adjourned at 7:50pm.

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, May 27, 2014

The regular monthly board meeting of Quest Leadership Academy (QLA) Charter School was held at 6:00pm on Tuesday, May 27, 2014 at Upstate Circle of Friends Community Center. The Chairman, Brenda Humbert and the Secretary, Harriet A. Cunningham were present. The minutes of the April meeting were read and approved as documented.

The principal, Ms. Calandra Davis, reporting on behalf of the instruction committee presented a revised process for evaluating student performance at QLA. Rationale: the revision was predicated by the request of Tracy Bryant Riches, Director of Development for SCPCD to revise goals. As a result the method of evaluating must be revised to correspond with the goals.

Mrs. Mohammad moved to accept the revised process for evaluation of student performance. The motion was adopted after discussion

Ms. Cunningham moved that Carlos Johnson be hired as the attorney on record for Quest Leadership Academy Charter School. After discussion, the motion was adopted.

The meeting adjourned at 7:37pm.

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, July 22, 2014

The regular monthly board meeting of Quest Leadership Academy (QLA) Charter School was held at 6:00pm on Tuesday, July 22, 2014 at Upstate Circle of Friends Community Center. The Chairman, Brenda Humbert and the Secretary, Harriet A. Cunningham were both present. The minutes of the May meeting were read and approved as documented.

The lease agreement for space at Upstate Circle of Friends at 29 Ridgeway Drive, Greenville, SC 29605 was reviewed. Mr. Fuller moved that the agreement be approved and Ms. Cunningham seconded the motion. The motion was adopted.

The meeting adjourned at 8:27pm.

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, September 30, 2014

The regularly scheduled board meeting of Quest Leadership Academy (QLA) Charter School was held at 6:00pm on Tuesday, September 30, 2014 at Upstate Circle of Friends Community Center. The Chairman, Brenda Humbert and the Secretary, Harriet A. Cunningham were both present. The minutes of the August 26, 2014 meeting were read and approved as documented.

Ms. Cunningham moved that the board proceed and secure insurance coverage as specified for SC charter schools through Carolina Insurance Solutions (CIS) with Michael Miles as the representative and contact person. The motion was seconded by Yolanda Muhammed and adopted.

The meeting adjourned at 8:37pm.

Harriet A. Cunningham, Secretary

10/28/2014

Addendum:

Let the minutes reflect that the board went into executive session after the regularly scheduled meeting.

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, October 28, 2014

The regularly scheduled board meeting of Quest Leadership Academy (QLA) Charter School was held at 6:00pm on Tuesday, October 28, 2014 at Upstate Circle of Friends Community Center. The Chairman, Brenda Humbert and the Secretary, Harriet A. Cunningham were both present. The minutes of the September 30, 2014 meeting were read.

Ms. Muhanned moved that an addendum be added to the September 30th minutes to reflect that the board went into executive session after the regularly scheduled meeting. The motion was seconded by Mr. Simuel and adopted.

Ms. Cunningham moved that the board continue to pay invoices for services on a month to month basis until all contracts are reviewed and executed. The motion was seconded by Mr. Simuel and adopted.

The meeting adjourned at 8:32pm.

Harriet A. Cunningham, Secretary



Board Meeting Minutes
Tuesday, December 16, 2014

The regularly scheduled board meeting of Quest Leadership Academy (QLA) Charter School was held at 6:00pm on Tuesday, December 16, 2014 at Upstate Circle of Friends Community Center. The Chairman, Brenda Humbert and the Secretary, Harriet A. Cunningham were both present. The minutes of the October 28, 2014 meeting were read, approved and adopted.

Ms. Cunningham moved to amend the charter application to adjust size of the K-5 classroom to include up to twenty-five students. The motion was seconded by Ms. Muhammad. The motion was passed.

Ms. Cunningham moved to amend the charter application to allow for one additional K-4 classroom to be added in January of 2015 that will serve up to twenty students. Ms. Muhammad seconded the motion. The motion was passed.

Mr. Simuel moved that the board adopt a specified reporting format for the principal to submit at each board meeting. Ms. Harris seconded the motion. The motion was passed.

Ms. Muhammad moved that the wireless installation be forth with in conjunction with a written document which clarifies that all associated equipment and software is retained as the property of Quest Leadership Academy. Mr. Simuel seconded the motion. The motion was passed.

The meeting adjourned at 8:35pm.

Harriet A. Cunningham, Secretary