



## MINUTES of QUEST LEADERSHIP ACADEMY CHARTER SCHOOL

Board of Director's Meeting Dated: Tuesday July 26, 2016

### Call to Order

Call to Order: The regular meeting of the Board of Directors for the Quest Leadership Academy Charter School was held on Tuesday 7/26/16. The meeting convened at 6:10 PM. President Brenda Humbert, presiding, and Yolanda Muhammad, secretary.

Members in Attendance: Harriet Cunningham, Hattie Harris, Kendra Wright, Calandra Davis – Principal, and Carlos Johnson - Attorney

**Adoption of Agenda:** Agenda was adopted. Ms. Muhammad moved to adopt agenda. Ms. Wright seconded.

**Approval Minutes:** Minutes were not adopted. Ms. Cunningham moved to adopt agenda, Ms. Wright seconded.

### Finance Report – Ms. Cunningham

- AT Locke is on board as our accounting firm.
- Ms. Davis has initiated met with them.
- Next steps is to meet with the point of contact.
  - Setup internal billing system for tracking
- Payroll system has been running smoothly.
  - Staff is paid bi-weekly.
- Finance committee to meet to discuss change to financial policy.
- Bank code has been changed.

### Bylaws – Ms. Harris

- Ms. Harris moved to accept bylaws; Ms. Muhammad seconded.
- Ms. Cunningham moved to amend to repeal all previous versions of bylaws and accept the current version; Ms. Wright. The bylaws was adopted.

### Recruitment - 2016 – 2017 – B. Humbert

Ms. Davis to meet with Ms. Moseley to review scope of work as new strategies have been put in place for some of responsibilities in the recruitment proposal.



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### Announcement

- The employee handbook will be by board on 8/2/16 @ 6 PM.

### Board Membership

- We need new board members to assist in the areas of finance, business and law.

### Adjournment:

- Chairwoman Humbert adjourned the meeting at 8:30 PM.

Golanda Muhammad

Secretary

Quest Leadership Academy Charter School

7/30/16

Date of approval