



MINUTES of QUEST LEADERSHIP ACADEMY CHARTER SCHOOL

Minutes of December 2, 2016 Board of Directors' Meeting

Call to order: The conference call meeting of the Quest Leadership Board of Directors was held Friday, December 2, via phone with Mrs. Brenda Humbert, presiding and Mrs. Yolanda Muhammad, secretary. Mrs. Humbert called the meeting to order at 6:05 p.m.

Members in attendance: Harriet Cunningham, Hattie Harris, Brenda Humbert, and William Bridges.

Others Present: Calandra Davis, principal - QLACS; Carlos Johnson - Attorney

Reports from the following:

Finance

AT Locke – Disengagement Letter - B. Humbert

- Discussion about AT Locke disengagement letter presented to QLACS. Attorney to send letter to AT Locke for all QLACS financial property to be returned and extension of contracted services until December 31, 2016.

Administrative Services Proposal – H Cunningham

- Ms. Cunningham's proposal to QLACS board as part-time professional services employee to assist QLACS administration in:
 - Vendor Management
 - Assist Bookkeeper with invoice payments
 - Inventory Management
 - Facilities Management
- Discussion was tabled for other board members to meet privately without Ms. Cunningham to discuss this option.

Property Management – Ms. Davis

QLACS to consider moving to larger facility. Ms. Cunningham moved that the board authorize Colliers International and Josh Gregory to act as agent on behalf of QLACS and begin process of locating appropriate property or facility to purchase for 2016 – 2017 school year.



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Bus Repair – Ms. Davis

- Transportation Director, presented estimate for bus engine repair. After discussion the Board has asked Mr. Wallace for second vendor estimate to compare with existing estimate presented. Ms. Davis to follow up with Mr. Tony Wallace Transportation Director and present estimate to Finance Committee.

Adjournment: The meeting was adjourned at 8:10 p.m.

Yolanda Muhammad
Secretary
Quest Leadership Academy Charter School

12/20/16
Date of approval