



Xavier Charter School Board Meeting Minutes June 20, 2019 6:00 p.m.

I. Roll Call Attendance

6:02 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Trisha Neudorff – present, Spencer Uhl – present, Diana Wettstein – present, Lynnae Hymas - present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the agenda

Made by: Melissa Crane

Seconded by: Spencer Uhl

Result: All present in favor; motion carries

IV. Consent Agenda –

- A.** Approval of minutes from the May 16th meeting
- B.** Approval of Building Committee minutes May 22nd meeting
- C.** Approval May Accounts Payable
- D.** Approval of May Building Petty Cash Accounts Payable
- E.** Policies: 2720 (2nd Reading)

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Spencer Uhl

Result: All present in favor; motion carries

V. Public Input – None

VI. Annual Meeting of Xavier Charter School 501(c)3 Corporation

- 1. Ratify School Board Election Results** – Mrs. Dannah Robertson stated that Lynnae Hymas received the majority of votes for Seat 5 (28 votes).

Motion: To ratify School Board Election results

Made by: Spencer Uhl

Seconded by: Melissa Crane

Result: all in favor; motion carries

- 2. Welcome and Introduction of the newly-elected and newly appointed Board Members by the current Chair**

Ms. Neudorff left the meeting at 6:11 p.m.

3. **Swear in of newly-elected Board Member-** Lynnae Hymas and Diana Wettstein read the oath of office.
4. **Signature of Code of Ethics for Board Members** – All Board members read and signed the Code of Ethics.
5. **Election of Board Officers-**
 - a) **Chair** – Spencer Uhl nominated **Debbi Burr**; seconded by Melissa Crane; **Debbi Burr** was elected as chair 4-0; Debbi abstained.
 - b) **Vice-Chair** – Debbi Burr nominated **Spencer Uhl**; seconded by Lynnae Hymas; **Spencer Uhl** was elected as vice-chair 4-0; Spencer abstained.
 - c) **Treasurer** – Melissa Crane nominated **Lynnae Hymas**; seconded by Spencer Uhl; **Lynnae Hymas** was elected as treasurer 4-0; Lynnae abstained.
 - d) **Secretary**– Melissa Crane nominated **Diana Wettstein**; seconded by Spencer Uhl; **Diana Wettstein** was elected as secretary 4-0; Diana abstained.
6. **Assumption of office by the new Chair, Debbi Burr.**
7. **Set Schedule for Regular Board Meetings in FY2019** – The first meeting will be July 18th and is set to be the third Thursday of each month.

Motion: To set the monthly board meetings for the 3rd Thursday

Made by: Spencer Uhl

Seconded by: Lynnae Hymas

Result: All present in favor; motion carries

VII. Reports/ Discussion Items

- A. **PFA Report-** Mrs. Wettstein stated that there will be a July 11th fundraiser with Air St. Luke's. She met with Brian Loosli and the installer of the dishwasher. The plumbing and electrical are ready for the dishwasher to be installed before the start of the 2019-20 school year.
- B. **K-6 and 7-12/HOS/AHOS/Building and Maintenance Reports**
 1. **Gary Moon – Head of Schools:** Mr. Moon reported that security signs were posted around the perimeter of the school building and grounds. He stated that survey input was received and will be presenting that information at a later date. He will be meeting with Thad Biggers and Mr. Goss on July 8th. He presented information about why students exited Xavier.
 2. **Jon Goss – Assistant Head of Schools:** He will report next month.
 3. **Lisa Thompson – 7-12:** She will report next month.
 4. **Becky Baird – K-6:** She stated that after 4 years, she has evaluated the Core Knowledge Language Arts program. She stated the program continues to be a strong foundation which meets the expectations of the classical model. She recommended that the school continue with the Core Knowledge Curriculum.
 5. **Building and Maintenance** – Mr. Moon stated that Mr. Loosli has overseen the work on the parking lot, the moving of one storage container, and the repair of the

sprinkler system. Mr. Moon stated that the modulars will have their final inspection in 2 weeks.

- C. Quarterly Suspension Report** - Mr. Moon postponed this report until next month.
- D. Grant Report** – Mrs. Robertson presented the report.
- E. Schedule Board Report** – The Board Retreat was tentatively scheduled for July 29th from 6-9 p.m. The School Board Leadership Institute meeting will be held July 11th.
- F. ISAT Testing Results** – Mr. Moon presented the ISAT testing results.
- G. Safety Committee Report** – Mr. Moon stated that Ms. McFarland researched the radios and cost. The committee recommended purchasing 6 radios, each around \$600, and pay the monthly \$20 subscription.

VIII. Action Items

- A. Business Manager's/Building Petty Cash Reconciliation Report** – Mrs. Sheryl Liu-Philo presented the monthly financial reports. She stated the next step for hiring the new business manager is for the full Board to interview at least 2 candidates with the possibility of another candidates. Ms. Liu-Philo gave the Board the opportunity to ask questions.

Motion: To approve the Business Manager's Report and the Building Petty Cash Reconciliation Report as accepted

Made by: Lynnae Hymas

Seconded by: Spencer Uhl

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

- B. FY 19 Budget Amendment** –Mrs. Liu-Philo presented the FY 19 Budget Amendment.

Motion: To accept FY 19 budget amendment

Made by: Spencer Uhl

Seconded by: Melissa Crane

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

- C. FY 20 Budget Hearing** – Mrs. Liu-Philo presented the FY 20 Proposed Budget.

Motion: To approve FY 20 proposed budget

Made by: Spencer Uhl

Seconded by: Diana Wettstein

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

- D. Student Fees/Registration Packet 2019-2020** – Mr. Moon presented the student fees/registration packet. All voluntary fees will stay the same except for, possibly, the yearbook fees.

Motion: To approve the student fees/registration packet for 2019-2020

Made by: Melissa Crane

Seconded by: Spencer Uhl

Result: All present in favor; motion carries

E. Vendor Contracts- Mr. Moon presented vendor contracts.

- 1. Occupational Therapy** – No recommendation
- 2. Speech/Language** – Clear Talk
- 3. Custodial** – Class Act
- 4. SPED Consulting** – Jesse Mittelstadt
- 5. Food Service** – Twin Falls School District
- 6. School Psych.** – Southern Idaho School Psychology
- 7. SPED Director/504 Director** - Edwise

Motion: To approve the above contracts

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: All in favor; motion carries

Motion: To approve the current rates for the food service contract

Made by: Spencer Uhl

Seconded by: Melissa Crane

Result: All in favor; motion carries

Motion: To amend the previous motion to approve all the rates for the food services rendered by the Twin Falls School District as the vendor for meals:

Breakfast- Elementary \$1.50
Middle/High School \$1.75
Reduced Price- \$0.30
Lunch – Elementary \$2.85
Middle School \$3.10
High School \$3.35
Reduced Price- \$0.40

Made by: Spencer Uhl

Seconded by: Melissa Crane

Result: All in favor; motion carries

F. Adopt Most Current Special Education Manual and Revisions –

Motion: To adopt the most current special education manual with the revisions we received

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: All present in favor; motion carries

G. Substitute Teacher Pay Scale – Ms. Liu-Philo presented that the people that have an Associate's Degree to be included in the \$97 pay scale. The Chair requested that the substitute pay scale be presented next month to include an increase in pay.

H. Classified Pay Scale – Administrative Assistants –

Motion: To adopt the Classified Pay Scale

Made by: Lynnae Hymas

Seconded by: Spencer Uhl

Result: All present in favor; motion carries

I. Marketing Committee Report – Guidelines for Social Media – The committee will report on the guidelines next month.

J. Dress Code Policies- 3260 and 3261: (2nd Reading) The Board held readings on these policies.

K. Policies Review: 5700, 8320 (1st Reading) - The Board held readings on these policies.

IX. Executive Session as per Idaho Code 74-206

Motion: To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled;** 9:12 at p.m.

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

Motion: To come out of Executive Session at 9:45 p.m.

Made by: Melissa Crane

Seconded by: Spencer Uhl

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

X. Action Resulting from Executive Session:

Motion: To declare an area of need in the Biology and Environmental Science and hire Candidate A to fill the position and seek Alternative Authorization as a Content Specialist

Made by: Lynnae Hymas

Seconded by: Melissa Crane

Result: All present in favor; motion carries

Motion: To declare an area of need in Music including Band and Choir and approve Employee B to pursue Alternate Authorization as a Content Specialist

Made by: Lynnae Hymas

Seconded by: Spencer Uhl

Result: All present in favor; motion carries

Motion: To declare an emergency area of need in 2nd grade and hire Candidate C to fill the position and seek an Emergency/Provisional Certificate through the State Department of Education and State Board of Education

Made by: Lynnae Hymas

Seconded by: Melissa Crane

Result: All present in favor; motion carries

Motion: To hire Employee D as the Summer ISEE Coordinator and Trainer

Made by: Lynnae Hymas

Seconded by: Spencer Uhl

Result: All present in favor; motion carries

Motion: To deny the resignation of Employee E
Made by: Spencer Uhl
Seconded by: Lynnae Hymas
Result: All present in favor; motion carries

Motion: To deny the resignation of Employee F
Made by: Spencer Uhl
Seconded by: Debbi Burr
Result: All present in favor; motion carries

Motion: To accept the resignation of Employee G
Made by: Spencer Uhl
Seconded by: Lynnae Hymas
Result: All present in favor; motion carries

XI. Adjourn

Motion: To adjourn at 9:55 p.m.
Made by: Melissa Crane
Seconded by: Spencer Uhl
Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR