



Xavier Charter School Board Meeting Minutes July 18, 2019 6:00 p.m.

I. Roll Call Attendance

6:06 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Spencer Uhl – present, Diana Wettstein – absent, Lynnae Hymas - absent

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 June 20th meeting
- B.** Approval June Accounts Payable
- C.** Approval of June Building Petty Cash Accounts Payable
- D.** Policies: 3260, 3261 (2nd Plus Readings) 8320 (2nd Reading)

Motion: To approve the consent agenda

Made by: Spencer Uhl

Seconded by: Melissa Crane

Result: All present in favor; motion carries

V. Public Input – None

VI. Annual District Meeting

- a. Designation of Head of Schools as the Administrator in charge – Gary Moon
- b. Designation of official publication – The Times News
- c. Designation of financial institution(s) and designation of signatures for accounts - **First Federal Bank:** Sheryl Liu-Philo, Gary Moon, Debbi Burr, Spencer Uhl, Lynnae Hymas; **DL Evans:** Sheryl Liu-Philo, Gary Moon, Debbi Burr, Spencer Uhl, Lynnae Hymas; **Zion's Bank;** **State LGIP for Savings:** Sheryl Liu-Philo and Debbi Burr can authorize the transfer of funds.
- d. Designation of who has the right to transfer funds to and from school bank accounts - Sheryl Liu-Philo and Gary Moon

- e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month – Affirmed by Sheryl Liu-Philo
- f. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly - Affirmed by Sheryl Liu-Philo
- g. Designation of Bonding agency and amount on Business Manager – Idaho Counties Risk Management Program/Moreton & Company and \$500,000 per occurrence
- h. Designation of Property and Liability Insurance carriers – Idaho Counties Risk Management Program/Moreton & Company
- i. Designation of Title IX officer – Gary Moon
- j. Designation of employee drug testing agency – St. Luke's Occupational Health
- k. Designation of Legal Counsel – Joe Borton
- l. Designate payroll signature – Debbi Burr and Sheryl Liu-Philo

Motion: To approve items a-l as designated

Made by: Melissa Crane

Seconded by: Spencer Uhl

Result: All present in favor; motion carries

VII. Reports/ Discussion Items

A. PFA Report- Kate and Nancy reported that the PFA have pursued activities to help raise money. They include a volunteer project for Air St. Luke's, baked goodies, and Point of Light through Disneyland. 5 tickets to Disneyland will be used as awards for the Butter Braids fundraiser. PFA has ordered 150 shirts and hoodies, instead of 300, due to the dress code change. They are looking at Polo and other business casual apparel. They have scheduled their meetings for the 2019-20 school year for the first Thursday of every month at 3:15 p.m.

B. K-6 and 7-12/HOS/AHOS/Building and Maintenance Reports

1. Gary Moon – Head of Schools: Mr. Moon reported that the student and employee handbooks will be updated with dress code and other changes. He reviewed the exit numbers for K-6th grades. He held a discussion on employees being contractors for the school.

2. Jon Goss – Assistant Head of Schools: He reported on how the new discipline program is working. He also reported on the exit numbers for 7th – 12th grades.

3. Lisa Thompson – 7-12: She will report next month.

4. Becky Baird – K-6: She attended the P20 training along with several XCS teachers, 9 from K-6th and 3 from 7th-12th. She reported that it was beneficial for all who attended.

5. Building and Maintenance – Mr. Brian Loosli's report was included in the Board Packet. A certificate of occupancy was granted for the storage building and the modulars. He reported that PMT (Project Mutual Telephone) will be providing internet service for Xavier. He has overseen that both storage containers be moved onto the lawn. Also, he has been receiving bids for fencing the property. He met with Class Act who will begin cleaning the week after July 4th.

C. Staff and Student Engagement Survey Results – Mr. Moon stated that the results from the survey will be turned over to Thad Biggers for evaluation.

D. Quarterly Suspension Report - Mr. Moon and Mr. Goss presented the suspension report to the Board.

E. BoardDocs – Paperless Board Meeting Software – Mrs. Burr will bring in a demonstration of BoardDocs software to help simplify the board packet and policy work.

F. Board Evaluation – The Board Evaluation was scheduled for July 29th.

VIII. Action Items

A. Business Manager's/Building Petty Cash Reconciliation Report – Ms. Sheryl Liu-Philo presented the monthly financial reports. She stated that a new business manager has been hired and that the auditors were at XCS this week. Ms. Liu-Philo gave the Board the opportunity to ask questions.

Ms. Sheryl Liu-Philo presented an invoice from Veritas Fabrications. She held a discussion with the Board regarding potential issues with conflict of interest and “contractor vs. employee”, which both are highly scrutinized by the IRS and Department of Labor. The Board agreed to pay Veritas Fabrications after the verification of goods has been received and confirmation that the materials used for the invoiced items were not bought with the school's credit card. The Board agreed that the vendor's invoice complied with the procedures from the “Personnel Conflicts of Interest” section in Policy 7400. Ms. Liu-Philo recommended that the “Personnel Conflicts of Interest” section in Policy 7400 be removed and, then, create a new policy number so that new updates for 7400 will not change the “Personnel Conflicts of Interest” section.

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

Made by: Melissa Crane

Seconded by: Spencer Uhl

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

B. Marketing Committee Report – Guidelines for Social Media – Ms. Crane stated that the committee has a parent volunteer to help with the social media posting. She suggested that a policy to cover parent volunteers in regards to social media be created since the school only has one for employees. She stated that social media needs to sound like one voice. She will follow up in obtaining all the files that contain the school's marketing property.

C. Superintendent Contract – Mr. Moon stated that the superintendent job has absorbed the Federal Programs Director. He requested that the Federal Programs Director position be written as a supplemental contract. He requested that his 3% raise be split between the Head of Schools and Federal Programs Director contracts.

Motion: To give the Head of Schools a 3% raise that is split between the Head of Schools and Federal Programs Director contracts

Made by: Melissa Crane

Seconded by: Spencer Uhl

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

D. Schedule CIP Meeting – The CIP meeting was set for September 12th from 6-9 p.m.

E. Substitute Teacher Pay Scale – Mr. Moon recommended keeping the separation between Bachelor and Associate certifications for substitute pay. It was suggested that substitute pay for Xavier be increased to \$10 over Twin Falls School District substitute pay.

Motion: To approve the new substitute pay for a Bachelor's degree or above which is \$105 per day and \$90 per day for all other substitutes

Made by: Spencer Uhl

Seconded by: Melissa Crane

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

F. Policies Review: 5700 (2nd Reading) - The Board held a reading on this policy.

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;** 8:25 at p.m.

Made by: Melissa Crane

Seconded by: Spencer Uhl

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

Motion: To come out of Executive Session at 8:53 p.m.

Made by: Spencer Uhl

Seconded by: Melissa Crane

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

X. Action Resulting from Executive Session:

Motion: Submit a complaint on Employee A to the Professional Standards Commission for an ethics review

Made by: Spencer Uhl

Seconded by: Melissa Crane

Result: All present in favor; motion carries

XI. Adjourn

Motion: To adjourn at 8:54 p.m.

Made by: Spencer Uhl

Seconded by: Melissa Crane

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SU