



Xavier Charter School Board Meeting Minutes August 15, 2019 6:00 p.m.

I. Roll Call Attendance

6:03 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – absent, Spencer Uhl – absent, Diana Wettstein – present, Lynnae Hymas - present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the agenda

Made by: Lynnae Hymas

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

IV. Consent Agenda –

- A.** Approval of minutes from the July 16th meeting
- B.** Approval of minutes from the July 18th meeting
- C.** Approval of minutes from the July 23rd meeting
- D.** Approval of minutes from the July 29th meeting
- E.** Approval July Accounts Payable
- F.** Approval of July Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

Made by: Lynnae Hymas

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

V. Public Input – None

Melissa Crane joined at 6:05 p.m.

VI. Reports/ Discussion Items

- A. 2019-2020 Busing Routes** – Mid Columbia Bus Company presented the preliminary bus routes.

B. Approve the Preliminary Bus Routes

Motion: To approve the preliminary bus routes

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: All present in favor; motion carries

C. PFA Report- Kate Henna stated that Emily Xavier resigned from the Secretary position, and Tami Ditlefsen will be filling that position. The auditor suggested that a change in documentation be put in place for the sales of Kiwi Loco. She informed the Board that the PFA will be purchasing a microwave for the teacher's lunch room and 5 chairs for the work room.

D. Creekside Way Development Dave Skaggs/EHM – Mr. Tim Vawser (EHM) presented plans for the proposed road on the west side of the building. The estimated total cost would be \$97,000 plus a 20% contingency. If Xavier do not participate, the city will have a payback ordinance that Xavier will need to pay Dave Skaggs for the cost of paving the road and 15% for administrative costs. The Board asked the Business Managers to do some research and to speak with the attorney. The Business Managers will present their information next month and will be on the action agenda.

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

1. Gary Moon – Head of Schools: Mr. Moon reported that Mr. Thad Biggers will be coming and presenting to the Board at the future meetings. He stated that new teacher training will be tomorrow, and teacher training will start August 19th. He stated that there will be specific data analysis made available to teachers. Mr. Jeremy Bennett did video camera training for the administration. Mr. Moon stated there could be a potential Kindergarten lawsuit in regards to fees and school supplies. Morning Mile will be available to students. Parent Mentoring Program will be started to help new families who are attending Xavier. He stated that enrollment is very close to the same as last year.

2. Jon Goss – Assistant Head of Schools: He stated that he will go over the mission and vision with the new teachers. He reviewed the items in his report in the board packet.

3. Lisa Thompson – 7-12: She presented the dual credit literature that will be read by the students for the first half of the year. She also presented the AP literature that students will be reading. She stated that the PFA will be providing lunch for the first day of the teacher training. Cody McQueen will be providing the second day, and the school for the 3rd day of training.

4. Becky Baird – K-6: She has been preparing for the teacher training starting on August 19th. She stated that she would like to start a Heritage Day that focuses on the reading for the summer and would be held annually.

5. Building and Maintenance – Mr. Brian Loosli stated that they found a broken line under the newly poured concrete under the storage shed, and it will be fixed. He received the bids for the fence. He is working on electrical projects. The dishwasher and table will be installed before school starts. He stated the summer cleaning is almost finished.

F. Teacher In-Service August 19-30- Mr. Moon presented the schedule for the teacher training.

G. 2019-2020 Organizational Chart/Chain of Command – Mr. Moon presented the organizational chart and chain of command.

H. Marketing Report – Mrs. Crane stated the parent volunteer for social media will not be able to continue. The Board decided to have the social media position be paid. Mr. Moon will be offering it to the teachers with the option of pay through a stipend. The Board decided to pursue

a solid foundation approach for the social media position over the next school year. The committee will meet and present what the social media position will include and the stipend amount to pay.

I. BoardDocs – Paperless Board Meeting Software- Update– Mrs. Burr stated that the program is \$17,000 a year and that they are not going to pursue it. She stated that they would be looking for another program to do the same thing. She will be talking with Mr. Bennett about what the options would be for the Board in reviewing documents.

J. Board Member Resignation – Mr. Uhl resigned as of tomorrow and will be moving to Oklahoma.

K. Board Member Recruitment – Ms. Burr stated that they are now looking for a new board member. She suggested contacting James Wallace and Mark Lambert.

VII. Action Items

A. Business Manager’s/Building Petty Cash Reconciliation Report – Ms. Sheryl Liu-Philo presented the monthly financial reports. She will be a part-time employee when she leaves September 30 and be on an as-need basis. 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: Melissa Crane

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

B. Approve Student/Employee Handbooks – Mr. Moon presented the handbooks and the Board revised them.

Motion: To approve all the handbooks with the revisions

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: All present in favor; motion carries

C. Review/Approve Proposed ISBA Resolution Flexibility in Assigning Teachers – Mr. Moon presented the proposed ISBA resolution flexibility.

Motion: To add the district’s support to the ISBA resolution

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: All present in favor; motion carries

D. Approve Safety Plan – Ms. Stacey McFarland presented edits to the safety plan.

Motion: To approve the safety plan as presented

Made by: Lynnae Hymas

Seconded by: Melissa Crane

Result: All present in favor; motion carries

E. Approve Fencing Bid – Mr. Moon stated they have three bids for the fencing.

Motion: To approve the fencing bid with the cap of \$18,000 with the provision that the gauge of the fencing is the same as Xavier has now

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: All present in favor; motion carries

F. Approve Lighting Upgrades – Mr. Moon stated that they only received one bid and would like to pursue a second bid. Ms. Liu-Philo suggested that the lighting upgrades be completed in phases.

Motion: To approve replacing the lights in the bathrooms with LED lights

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: All present in favor; motion carries

G. Concealed Carry Renewal – Mrs. Burr presented Employee A to continue to be the concealed carry representative.

Motion: To approve the request of Employee A to continue to conceal carry

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: All present in favor; motion carries

H. Updates to the Charter –

Motion: To approve the revisions to the charter

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

I. Policy Spring Updates: 2160, 3563, 4530, 5100, 5100P2, 5105, 5220, 5390, 7400, 7400P4, 7405, 7405P, 7408, 7409, 8230, 9100 (1st Readings) - The Board will hold readings on these policies next month.

J. Policy Series Review: 1000-1645; 2000-2360 (1st Readings) - The Board will hold readings on these policies next month.

K. Policies: 3050, 7400, 7401 (1st Readings) 5700 (2nd Plus Reading) - The Board held readings on policies 3050 and 5700. The Board will hold readings on 7400 and 7401 next month.

Motion: To approve policy 5700

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: All present in favor; motion carries

VIII. Adjourn

Motion: To adjourn at 9:54 p.m.

Made by: Lynnae Hymas

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR