



**Xavier Charter School
Board Meeting Minutes
September 19, 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, Diana Wettstein – present, Lynnae Hymas - present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the amended agenda

Made by: Melissa Crane

Seconded by: Lynnae Hymas

Result: All present in favor; motion carries

IV. Consent Agenda –

- A.** Approval of minutes from the August 15th meeting
- B.** Approval of Safety Committee minutes from the August 19th meeting
- C.** Approval August Accounts Payable
- D.** Approval of August Building Petty Cash Accounts Payable
- E.** Policy: 3050 (2nd Reading)

Motion: To approve the consent agenda

Made by: Lynnae Hymas

Seconded by: Melissa Crane

Result: All present in favor; motion carries

V. Public Input – None

VI. Reports/ Discussion Items

A. Audit Presentation- Benjamin Ware of Ware & Associates presented 2018-2019 audit. The auditors evaluated internal controls in relation to financial information and policies and procedures in relation to guarding assets. They found them satisfactory. The auditor issued an unmodified opinion of the financial statements.

B. Potential Board Member Appointment – Ms. Burr presented Mr. James Wallace, a veteran XCS board member, as a possible board appointment for the next 8 months.

Motion: To appoint Mr. James Wallace to Board Seat 2

Made by: Lynnae Hymas

Seconded by: Melissa Crane

Result: All present in favor; motion carries

James Wallace joined the Board at 6:36 p.m.

Lynnae Hymas left the meeting at 6:36 p.m.

Swear in of newly-appointed Board Member- James Wallace read the oath of office.

C. PFA Report- Tami Ditlefsen stated that Angela Ursenbach will be overseeing Kiwi Loco. She stated that \$700 in t-shirts have been sold and 100 sweatshirts. Butterbraids are to be turned in by October 9. There will be awards for sellers and one award includes Disneyland tickets. Fall Frolic will be October 11 which will include costumes and games.

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

1. Gary Moon – Head of Schools: Mr. Moon reported that enrollment looks the same as last year. He reported that in October the Morning Mile will be offered to K-6 grades, and incentives will be offered. He will be sending a letter to the parents whose children are taught by teachers on alternate authorizations. He presented the bus update which is the routes will stay the same. He informed the Board that the drop-off and pick-up process is going smoother and quicker. Mayor Barigar presented a proclamation to Xavier Charter School for Celebrate Constitution Week which will be displayed in the school. Mr. Moon invited Mr. Biggers to give a presentation on IRI data and how it can help the teachers.

2. Jon Goss – Assistant Head of Schools: He stated that Mr. Biggers will be a benefit and resource to the Math teachers. He stated that the dress code has the support of the faculty and students. He also presented changes to shorten the graduation ceremony.

3. Lisa Thompson – 7-12: She presented information about teaching the things that people do not forget. She stated that the history curriculum is continuing to be refined. She said that the secondary teachers are having conversations with their students about “Manners Matter” in regards to a large group of students and hallway behavior.

4. Becky Baird – K-6: She will be focusing on the Math curriculum in K-6th. American Heritage Day will celebrate Lewis and Clark on October 8th. The Daughters of the American Revolution came to XCS to present the Proclamation from Mayor Barigar. The 6th grade recited the Preamble to the Constitution as part of the presentation.

5. Building and Maintenance – Mr. Moon stated that Mr. Loosli included his report in the board packet. Mr. Moon stated the fence should be started by next month’s meeting. He stated that Mr. Loosli sold all but 2 pianos. Mr. Moon also stated that some things from the construction on Creekside will be stored on our property.

E. Grant Summary- Ms. Dannah Robertson presented the grants that have been applied for Xavier Charter School.

F. Marketing Report – Mr. Moon said that he offered the Social Media position to the faculty and someone is willing to do it. They will manage the upper and lower social media posts for a stipend. He suggested that Mr. Goss be the upper school approval, and Mr. Moon be the lower school approval.

G. Paperless Board Meeting-Progress– Mrs. Burr and Mr. Moon will be meeting with Jeremy next Monday. She asked the Board for input on what they want for a paperless Board packet and any other resources they would like to take to the Board meetings.

H. Board Member Recruitment – Ms. Burr stated the Board welcomes the 3 attending stakeholders who showed interest in becoming a Board Member.

I. Charter Update Progress – Ms. Dannah Robertson presented the charter update.

VII. Action Items

A. Business Manager’s/Building Petty Cash Reconciliation Report – Mrs. Sheryl Liu-Philo and Angie Carter presented the monthly financial reports. They 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: Melissa Crane

Seconded by: James Wallace

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

B. Approve Continuous Improvement Plan – Ms. Burr presented the continuous improvement plan as discussed in the meeting on September 12.

Motion: To approve the updated Continuous Improvement Plan

Made by: Diana Wettstein

Seconded by: Melissa Crane

Result: All present in favor; motion carries

C. Letter Stating XCS Position on Local Control of Safety Plan – Ms. Burr presented information about the local control of the safety plan. The Board discussed and decided that a letter will be written to the governor. The letter will be presented next month.

D. ISBA Proposed Resolutions- Ms. Burr presented the ISBA proposed resolutions to the Board.

E. Creekside Way Development – Ms. Carter presented the information from the lawyer and the three Creekside Way Project Bids. She presented Dave Scaggs’ bid choice. She stated that it will not affect the bond rating, and the bond will still meet all the requirements. Ms. Liu-Philo stated that the project is to be a capital expense coming out of the Capital Project Fund (420). It would be an additional \$17,000 if Xavier defers the cost.

Motion: To approve the funding of our portion, not to exceed \$120,000, for the Creekside Way Development

Made by: Melissa Crane

Seconded by: Diana Wettstein

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

F. Approve Emergency Closure on February 21, 2019 –

Motion: To approve the emergency closure on February 21, 2019

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

G. Bylaws Revision (2nd Reading) – The Board held the 2nd reading on the Bylaws.

Motion: To approve the amendment to the Bylaws

Made by: James Wallace

Seconded by: Debbi Burr

Result: All present in favor; motion carries

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

I. Policy Series Review: 1000-1645; 2000-2360 (1st Readings) - The Board held the readings on these policies.

J. Policies: 7400, 7401 (1st Readings) - The Board held the readings on these policies.

VIII. Adjourn

Motion: To adjourn at 9:56 p.m.

Made by: Melissa Crane

Seconded by: James Wallace

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR