



# **Xavier Charter School**

## **Virtual Board Meeting Minutes**

### **April 16, 2020**

### **6:00 p.m.**

#### **I. Roll Call Attendance**

6:03 p.m. Debbi Burr, in the Chair. Debbi Burr- present, Melissa Crane –present, Diana Wettstein – present, Lynnae Hymas – present, James Wallace – present

#### **II. Approval of Agenda –**

**Motion:** To approve the agenda

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** All present in favor; motion carries

#### **III. Consent Agenda –**

- A.** Approval of minutes from the March 12<sup>th</sup> special meeting
- B.** Approval of minutes from the March 17<sup>th</sup> special meeting
- C.** Approval of minutes from the March 19<sup>th</sup> meeting
- D.** Approval March Accounts Payable
- E.** Approval of March Building Petty Cash Accounts Payable
- F.** Policies: 4160, 5410P, 5420, 8110 (2<sup>nd</sup> Readings)

**Motion:** To approve the consent agenda

**Made by:** Diana Wettstein

**Seconded by:** Melissa Crane

**Result:** All present in favor; motion carries

#### **IV. Public Input – None.**

#### **V. Reports/ Discussion Items**

**A. Teachers of the Month** –Mr. Gary Moon presented the Elementary Teacher of the Month for April who was Mrs. Karen Crider, 1<sup>st</sup> Grade Teacher. He also presented the Elementary Classified Employee of the Month for April, who was Mrs. Trina Rowlands, 3<sup>rd</sup> and 4<sup>th</sup> grade paraprofessional. Mr. Jon Goss presented the Secondary Teacher of the Month for April who was Chantel Zuercher, School Counselor. He also presented the Secondary Classified Employee of the Month for April, who was Mrs. Denise Hicks. Mrs. Burr presented the MVP Award to Mr. Gary Moon who was nominated by the teachers.

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

- 1. Gary Moon – Head of Schools:** He thanked the administration, teachers, and parents for the help during these new circumstances. He stated that 1% will be held from

the budget for this year. (approximately \$30,000-35,000) He stated that next year 5% will be held from the budget. He presented how the Fine Arts program has been implemented these last few weeks and how the packet pick-up and drop-off procedures have been successful from week to week.

**2. Jon Goss – Assistant Head of Schools:** He stated that the families have been doing well in supporting the school and staff in a time of change. He thanked the strong technology support from Jeremy Bennett. He stated the packets have been going well this week. He reported that secondary students will be doing a dress-up day once a week which was proposed by a student. He stated he will leave days open for graduation and Prom in case there is a chance of holding them. He reported the Seniors may do a virtual graduation or postpone it. He informed the Board that the State Trap and Skeet will be postponed until July 24 and 25. He stated there is the possibility of holding a virtual showcase towards the end of the school year.

**3. Lisa Thompson – 7-12:** She stated that a survey to the parents was put together to assess what the needs were of the students in regards to getting them online. Then, the students who needed services were contacted and assisted in getting online. The teachers are giving support and help to the students as struggles come with online learning. She recognized Chantel Zuercher, Jon Goss, Heidi Sorensen, Thad Biggers, and Pam Houston-Powell who are helping students as they struggle. The English Department continues to meet virtually and continue to talk about development of curriculum.

**4. Becky Baird – K-6:** She stated that the Elementary teachers are doing well as they transition to the online learning. She contacted the Singapore Math people who are in Phoenix, AZ, and is excited for a training that can be brought to the school.

**5. Building and Maintenance –** Mr. Loosli included his report in the Board Packet. He renegotiated the cleaning and trash contracts to accommodate the school's new circumstances.

**C. COVID-19 School Response–**

**1. Delivery of Instruction –** Packets and online. The teachers are keeping instruction consistent for the students.

**2. Grading –** For the lower grades, there has been a lag time for grading of the packets because of the wait time with COVID-19. Once packets are returned on Monday, they sit until Thursday. The Elementary teachers will rely on 3<sup>rd</sup> quarter grades, and they will allow late work to be accepted. Secondary grading will be flexible and not over-stressing families and students. They are staying with the letter grade system, and the student who is working hard will not have a lower grade than their 3<sup>rd</sup> quarter grade.

**3. Communication –** Administration had early communication with staff and with parents/students. Administration continues to pass information on to staff and stakeholders.

**4. Senior Compendium-** The 11<sup>th</sup> graders are taking the Senior Compendium online. The state has waived the senior project for the 12<sup>th</sup> graders this year.

**5. Waivers –** SAT day has been waived. ISAT testing has been waived. The Civics test has not been waived, but it will be given and a passing grade is required. IRI will be given but used as a diagnostic tool. The 60 hours of seat time for completion of Secondary credits was waived.

**D. Lottery for 2020-2021 School Year –** Mr. Moon stated the lottery was completed virtually this year and was documented.

**E. New Secondary Math Class –** Mr. Biggers presented the new Secondary Math class along with Mr. Trent Siler and Mr. Steve Canty. They would like to change the sequence of the classes by introducing a pre-algebra class for the 7<sup>th</sup> graders and 8<sup>th</sup> graders.

## **VI. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report** – Mrs. Angie Carter presented the monthly financial reports. She asked that the minutes from March 17, 2020 reflect \$12,000 that was approved instead of the typo of \$1,200. These minutes will be in the consent agenda next month. She 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, James Wallace – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

**B. Approve Resolution Related to COVID-19 Regulations** – Mr. Biggers presented the resolution related to COVID-19 Regulations.

**Motion:** I move to the extent that any policy of the Board of Trustees previously approved and adopted conflicts with a policy, order of the Idaho State Board of Education, the Office of the Superintendent of Public Instruction, the Governor of the State of Idaho and/or the federal government, regarding or related to the coronavirus and COVID-19, including but not limited to orders, statutes, administrative rules and regulations, such conflicting Xavier Charter School policy or part thereof is hereby suspended beginning on April 1, 2020 and not to exceed December 31, 2020.

**Made by:** Melissa Crane

**Seconded by:** Lynnae Hymas

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

**C. Ratify SBOE Soft Closure For Remainder of Year and Possible Re-open Criteria** – The Board held a discussion about the soft closure and re-opening criteria.

**Motion:** To ratify the soft closure for the remainder of the year keeping open the option to re-open if the school meets the criteria set by the State Board

**Made by:** Lynnae Hymas

**Seconded by:** Melissa Crane

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

**D. Approve Academic, Title I, and SPED Paraprofessional Pay** – Mr. Moon presented the paraprofessional pay to the Board.

**Motion:** To approve the pay of academic, Title I, and SPED Paraprofessionals as the administration sees fit

**Made by:** James Wallace

**Seconded by:** Lynnae Hymas

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

**E. Schedule Budget Work Sessions** – The Board scheduled the budget work sessions for May 4<sup>th</sup> and May 14<sup>th</sup> at 6 p.m.

**F. Approve Candidates and Set Ballot – Election Procedures**– Mrs. Burr presented the candidate information, and the election committee gave their recommendation.

**Motion:** To approve to place in Seat 2 the applicant

**Made by:** Melissa Crane

**Seconded by:** Lynnae Hymas

**Result:** All present in favor; motion carries

**G. Policies: 2360, 3035, 5411 (1<sup>st</sup> Readings) 1242 (2<sup>nd</sup> Reading)** - The Board held readings on these policies.

## **VII. Executive Session as per Idaho Code 74-206**

**Motion:** To enter 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;** at 9:13 p.m.

**Made by:** Lynnae Hymas

**Seconded by:** Melissa Crane

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

**Motion:** To exit Executive Session at 9:26 p.m.

**Made by:** Lynnae Hymas

**Seconded by:** Melissa Crane

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

## **VIII. Action Resulting from Executive Session**

**Motion:** To approve temporary hire of Candidate A as a financial advisor

**Made by:** Melissa Crane

**Seconded by:** Lynnae Hymas

**Result:** All present in favor; motion carries

## **IX. Adjourn**

**Motion:** To adjourn at 9:29 p.m.

**Made by:** Melissa Crane

**Seconded by:** Lynnae Hymas

**Result:** All present in favor; motion carries

---

**Signature of Board Secretary**

**Date**

**Recorded by DR**