



# **Xavier Charter School**

## **Virtual Board Meeting Minutes**

**May 21, 2020**  
**6:00 p.m.**

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

6:04 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:** Melissa Crane

**Seconded by:** Diana Wettstein

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

### **III. Consent Agenda –**

- A.** Approval of minutes from the March 17<sup>th</sup> Special meeting
- B.** Approval of minutes from the April 16<sup>th</sup> meeting
- C.** Approval of minutes from the April 29<sup>th</sup> Special meeting
- D.** Approval of minutes from the May 4<sup>th</sup> Budget Session meeting
- E.** Approval of minutes from May 19<sup>th</sup> Special meeting
- F.** Approval April Accounts Payable
- G.** Approval of April Building Petty Cash Accounts Payable
- H.** Policies: 2360, 3035, 5411 (2<sup>nd</sup> Readings); 1242 (2<sup>nd</sup> Plus Reading)
- I.** Policies for Review: 1255, 2340, 2425, 2440, 6100, 7237, 7310, 7320P1, 7400, 7408, 8110, 9700

**Motion:** To approve the consent agenda

**Made by:** Melissa Crane

**Seconded by:** Lynnae Hymas

**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 May who was Mrs. Vanessa Turner, Art Teacher. He also presented the Elementary Classified Employee of the Month for May, who was Mrs. Danielle Hardesty, Special Education Paraprofessional. Mr. Jon Goss presented the Secondary Teacher of the Month for May who was Susie Kapeleris, English Teacher.

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

- 1. Gary Moon – Head of Schools:** He stated that the Grammar Handbook is being updated. He reported that the final drop off of packets and pick-up of school items will

happen next week. He stated that the Student Parade has received positive feedback and thanked Renee Robbins for all her work in coordinating and planning the event. He communicated that the Roadshow gave more direction in relation to the Budget. He said he is wrapping up the teacher evaluations and adding data.

**2. Jon Goss – Assistant Head of Schools:** He stated that he has been working on the Logic and Rhetoric handbooks. He stated that the 8<sup>th</sup> grade Celebration and High School Graduation have been well planned with the awareness of social distancing and masks. He shared with the Board the overview of 9<sup>th</sup>-12<sup>th</sup> grade credits. He presented the dual credit opportunities for students. He reported that the checkout procedures and a schedule for final exams are in place.

**3. Lisa Thompson – 7-12:** She presented what the improvement committees have accomplished thus far. She reviewed what the teacher training plan is for 2020-21.

**4. Becky Baird – K-6:** She stated that for Professional Development, they will be presenting the Singapore Math curriculum and, possibly, add the upper grade Math teachers to that training. She, along with Mrs. Thompson, continues to work on the schedule for the August training. She has enjoyed visiting the classrooms and watching the skilled and competent teachers. She reported the teachers continue this quality teaching virtually too. She stated that the Science Fair for the 5<sup>th</sup> and 6<sup>th</sup> graders went well, and the Bayer Company sponsored the awards: 4 students won 1<sup>st</sup> place and 4 students won 2<sup>nd</sup> place. The grand prize was a microscope and was awarded to Josh Spiers. She reported each student did a video presentation, and then 3 judges evaluated them. The judges were Mr. Moon, Mr. Thad Biggers, and Mrs. Burr. She thanked Mrs. Hillary Harm for putting together a video to send to the students announcing the winners.

**5. Building and Maintenance –** Mr. Loosli included his report in the Board Packet.

**C. Student/Teacher Checkout Procedures–** Mr. Moon stated a checkout sheet was sent to the students/teachers. He added that an exit interview with each teacher will be held by the HOS or AHOS.

**D. Graduation Plan –** Mr. Goss presented the graduation plan in his AHOS report. Ms. Burr thanked everyone who has helped with the planning of graduation in these unusual circumstances.

**E. Re-entry Planning –** Mr. Moon addressed the re-entry plan and stated that it is for the coming school year. Mr. Biggers stated that their planning comes from three options: no social distancing, social distancing, or no one comes to school. They are looking at focusing on the social distancing option with contingencies to include the other 2 options. Mr. Moon stated that they might have an idea of a solid plan by the end of July and will continue to have teacher input.

## **VI. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report –** Mrs. Angie Carter presented the monthly financial reports. She stated that the balloon payment will be due June 25, 2027. 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. Professional Development – 2020-2021 School Year-**

**Motion:** To approve a payment to Andrew Zwerneman, Cana Academy for \$5,900 pending the Budget with some split between 2019-20 fiscal year and 2020-21 fiscal year

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

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

**C. Approve New Secondary Math Class-**

**Motion:** To approve the new secondary math class

**Made by:** Diana Wettstein

**Seconded by:** Melissa Crane

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

**D. Approve Classified Pay-COVID-19 Response-**

**Motion:** To approve non-paraprofessional and non-certified regular hours pay

**Made by:** Diana Wettstein

**Seconded by:** Melissa Crane

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

**E. Approve Special Education Manual – No action was made.**

**F. Policy Review: 2430, 3300-3620 (1<sup>st</sup> Readings) -** The Board held readings on these policies.

**G. Winter Updates: 1284, 2305, 2310, 2320, 2390, 2410, 2545, 7230, 7235, 7236, 7400P2, 7400P3, 8200, 8210, 8230, 8235, 8250 (1<sup>st</sup> Readings) -** The Board held readings on these policies.

**VII. No Executive Session was held.**

**VIII. Adjourn**

**Motion:** To adjourn at 9:00 p.m.

**Made by:** James Wallace

**Seconded by:** Lynnae Hymas

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

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Signature of Board Secretary

Date

Recorded by DR