



Xavier Charter School Board Meeting Minutes June 18, 2020 6:00 p.m.

I. Roll Call Attendance

6:07 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: Lynnae Hymas

Result: All present in favor; motion carries

III. Consent Agenda –

- A.** Approval of minutes from the May 20th Budget Session meeting
- B.** Approval of minutes from May 21st meeting
- C.** Approval May Accounts Payable
- D.** Approval of May Building Petty Cash Accounts Payable
- E.** Policies: 2430, 3300-3370P; 3410-3620 (2nd Readings)
- F.** Winter Updates: 1284, 2410, 7235, 7236, 7400P2, 7400P3, 8200 (2nd Readings)

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. Annual Meeting of Xavier Charter School 501(c)3 Corporation

- 1. Retirement of Board Members whose terms have expired. The Board Chair thanked them for their time and service.**

Lynnae Hymas left the meeting at 6:15 p.m.

- 2. Welcome and introduction of the newly appointed Board Member by the current Chair.**
- 3. Swearing in of newly-appointed Board Member to Seat 2- Creighton Knight read the oath of office.**

4. **New Board considered appointments for Seats 4 and 5**

Motion: To appoint Melissa Crane to Seat 4 and Amy Wendler to Seat 5

Made by: Debbi Burr

Seconded by: Creighton Knight

Result: All present in favor; motion carries

5. **Swearing in of newly-appointed Board Members to Seat 4 and 5-** Melissa Crane and Amy Wendler read the oath of office.

6. **Signature of Code of Ethics for Board Members** – All new Board members signed the Code of Ethics.

James Wallace left the meeting at 6:22 p.m.

7. **Election of Board Officers-**

- a) **Chair** –Melissa Crane nominated **Debbi Burr**; seconded by Creighton Knight; **Debbi Burr** was elected as chair 4-0; Debbi abstained.
- b) **Vice-Chair** – Debbi Burr nominated **Diana Wettstein**; seconded by Melissa Crane; **Diana Wettstein** was elected as vice-chair 4-0; Diana abstained.
- c) **Secretary**– Debbi Burr nominated **Amy Wendler**; seconded by Diana Wettstein; **Amy Wendler** was elected as secretary 4-0; Amy abstained.
- d) **Treasurer** – Melissa Crane nominated **Creighton Knight**; seconded by Debbi Burr; **Creighton Knight** was elected as treasurer 4-0; Creighton abstained.

8. **Assumption of office by the new Chair, Debbi Burr.**

9. **Set Schedule for Regular Board Meetings in FY2020** – The first meeting will be July 16th and is set to be the third Thursday of each month.

Motion: To set the monthly board meetings for the 3rd Thursday

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

VI. **Reports/ Discussion Items**

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

- 1. **Gary Moon – Head of Schools:** He stated they are acquiring Personal Protective Equipment for the school. He is continuing the planning for re-entry which includes the evaluation of the surveys from the parents. He continues to get information from different meetings as things keep changing rapidly.
- 2. **Jon Goss – Assistant Head of Schools:** He joined virtually via Zoom and presented the dual credit opportunities for Xavier Charter School.
- 3. **Lisa Thompson – 7-12:** She stated the teachers are working through the summer in their committees, and one committee will be reporting later in the meeting.
- 4. **Becky Baird – K-6:** She will be reporting next month.
- 5. **Building and Maintenance** – Mr. Loosli included his report in the Board Packet.

- B. Re-Entry Planning 20-21 School Year** – Mr. Thad Biggers reported on the re-entry planning for the 2020-21 school year and how it keeps rapidly changing. A week ago, there were three options: no social distancing, social distancing, or no one comes to school. As part of the re-entry plan, they are also looking at cleaning and transportation plans. They will be using the parent survey for thoughts and perspective on re-entry. They will also be getting input from staff. He stated everything has changed significantly today. They now have plans for 4 scenarios: Green –student come back to school as normal; Yellow – all students are in school 5 days a week with some social distancing; Orange – Social distancing with half the children in school each day; Red – Soft closure with students not in school.
- C. Quarterly Suspension Report** – Mr. Moon presented the suspension report.
- D. Grant Report** – Ms. Dannah Robertson presented the grant report.
- E. Schedule the Board Retreat** - The Board planned July 18th from 9 a.m. - 2 p.m. for the retreat, and the location will be determined later.

VII. Action Items

- A. Business Manager's/Building Petty Cash Reconciliation Report** – Mrs. Angie Carter presented the monthly financial reports. 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: Melissa Crane

Seconded by: Creighton Knight

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Amy Wendler– yes, Creighton Knight – yes, and Diana Wettstein - yes. All present in favor; motion carries

- B. Approve the one-time extension for 2 employees to use vacation leave above the 240 hours limit by December 31, 2020 -**

Motion: To approve the one-time extension for 2 employees to use vacation leave above the 240 hours limit by December 31, 2020

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All present in favor; motion carries

- C. Approve Ware and Associates as Auditor for 2019-2020 school year-**

Motion: To approve Ware and Associates as Auditor for 2019-2020 school year

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

- D. FY 20 Budget Amendment-** Ms. Carter presented the FY 20 budget amendment.

Motion: To accept FY 20 budget amendment

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Amy Wendler– yes, Creighton Knight – yes, and Diana Wettstein - yes. All present in favor; motion carries

E. FY 21 Budget Hearing- Ms. Carter presented the FY 21 proposed budget.

Motion: To accept FY 21 proposed budget

Made by: Diana Wettstein

Seconded by: Melissa Crane

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Amy Wendler– yes, Creighton Knight – yes, and Diana Wettstein - yes. All present in favor; motion carries

F. Approve Window Bid- Mr. Moon stated that they would like to replace the remaining windows as part of the safety plan

Motion: To approve up to \$8800 for the replacement of the remaining windows

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

G. Approve Modular Roofing Bid- Mr. Moon presented two roofing bids for 2 modular buildings.

Motion: To approve the modular roofing bid of \$6885.78 per building (2 buildings)

Made by: Creighton Knight

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

H. Approve the Student Handbooks- Mr. Moon presented the student handbooks.

Motion: To approve the student handbooks

Made by: Diana Wettstein

Seconded by: Melissa Crane

Result: All present in favor; motion carries

I. Approve the Employee Handbook- Mr. Moon presented the employee handbook.

Motion: To approve the employee handbook

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

J. Student Fees/Registration Packet 2020-21- Mr. Moon presented the student fees and the registration packet for 2020-21.

Motion: To approve the student fees

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All present in favor; motion carries

K. Vendor Contracts- Mr. Moon presented vendor contracts.

- 1. Occupational Therapy** – Primary Therapy
- 2. Speech/Language** – Clear Talk
- 3. Custodial** – Class Act
- 4. SPED Consulting** – Jesse Mittelstadt
- 5. Food Service** – Twin Falls School District
- 6. School Psych.** – Southern Idaho School Psychology
- 7. SPED Director/504 Director** - Edwise

Motion: To approve the above contracts except for the food service contract

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All in favor; motion carries

Motion: To approve a \$0.05 increase for the breakfast and lunch rates (no rate change to the reduced meal prices)

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All in favor; motion carries

L. Approve the Most Current Special Education Manual and Revisions –

Motion: To approve the most current special education manual with the revisions

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

M. Salaried Classified Employees and Overtime – Mr. Moon suggested eliminating overtime from the salaried classified employees.

Motion: To no longer pay salaried classified employees overtime

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

N. Graduation Requirements (Fine Arts Credits) – Mr. Goss presented adding 2 credits of Music, Dance, or Art to the graduation requirements.

Motion: To adopt the credits with the addition of drama for the incoming freshmen graduation requirements

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

O. Secondary Culture Committee Recommendations – Mr. Nathan Barnhill presented the secondary culture committee recommendations. They looked at the challenges that the secondary school faces and created solutions. They started looking at the House System and the essential functions of the Houses and how it would be accomplished by Xavier Charter School.

Motion: To approve the concept of a House System and to go forward with it

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All present in favor; motion carries

P. Policy Review: 2700P & 2705 (1st Readings); 3380 (2nd Reading) - The Board held readings on these policies.

VIII. 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; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student;** at 10:07 p.m.

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Amy Wendler– yes, Creighton Knight – yes, and Diana Wettstein - yes. All present in favor; motion carries

Motion: To come out of Executive Session at 10:18 p.m.

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Amy Wendler– yes, Creighton Knight – yes, and Diana Wettstein - yes. All present in favor; motion carries

IX. Action Resulting from Executive Session

Motion: To hire Candidate A

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

Motion: To accept the resignation of Employee A

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

X. Adjourn

Motion: To adjourn at 10:20 p.m.

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR