



Xavier Charter School

Board Meeting Minutes

July 16, 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, Amy Wendler - present, Creighton Knight - 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 June 18th meeting
- B. Approval of minutes from June 29th special meeting
- C. Approval June Accounts Payable
- D. Approval of June Building Petty Cash Accounts Payable
- E. Policies: 2700P & 2705 (2nd Readings); 3380 (2nd Plus Reading)

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

IV. Public Input – None.

V. Annual District Meeting

- a. Designation of Head of Schools as the Administrator in charge – Gary Moon
- b. Designation of official publication – The Times News
- c. Designation of financial institution(s) and designation of signatures for accounts - **First Federal Bank:** Angie Carter, Gary Moon, Debbi Burr, Diana Wettstein, Amy Wendler; **DL Evans:** Angie Carter, Gary Moon, Debbi Burr, Diana Wettstein, Amy Wendler; **Zion's Bank;** **State LGIP for Savings:** Angie Carter and Debbi Burr can authorize the transfer of funds.
- d. Designation of who has the right to transfer funds to and from school bank accounts - Angie Carter and Gary Moon
- e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month – Affirmed by Angie Carter
- f. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly - Affirmed by Angie Carter

- g. Designation of Bonding agency and amount on Business Manager – Idaho Counties Risk Management Program/Moreton & Company and \$500,000 per occurrence
- h. Designation of Property and Liability Insurance carriers – Idaho Counties Risk Management Program/Moreton & Company
- i. Designation of Title IX officer – Gary Moon
- j. Designation of employee drug testing agency – St. Luke's Occupational Health
- k. Designation of Legal Counsel – Joe Borton
- l. Designate payroll signature – Debbi Burr and Angie Carter

Motion: To approve items a-l as designated

Made by: Melissa Crane

Seconded by: Diana Wettstein

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 presented the State Board of Education reopening framework and digital divide plan. He stated that the FLMA has expanded and the new updates that will be presented to the staff. He updated the Board on the technology ordering and availability. He informed the Board that the IDEA Review report will be submitted the end of July.
- 2. **Jon Goss – Assistant Head of Schools:** He thanked the Board for the approval to move forward with the House System. He invited Mr. Nathan Barnhill to update the Board about the system which includes mentorship, leadership/service, intramural activities, and Fine Arts. Mrs. Darla Ridenour explained the Fine Arts part in more detail.
- 3. **Lisa Thompson – 7-12:** She will be reporting next month.
- 4. **Becky Baird – K-6:** She has been planning and preparing for re-entry with the Administration Team. She stated that 5th and 6th grade will be piloting an Excellence in Writing Supplement. She is working with the Upper School Fine Arts schedule to prepare the K-6th Fine Arts schedule.
- 5. **Building and Maintenance –** Mr. Loosli reported that they had the parking lot maintenance completed. He finished the Cleaning Plan and preordered cleaning supplies for the coming school year. He stated that they are in the process of fixing the damage from the modular fire.

B. Use of Facilities by Outside Agencies – request – Mr. Moon stated that a church would like to use the facilities and could be a source of income. He made the recommendation to not allow outside agencies to use the school facilities. The Board discussed the topic and recommended that outside agencies are not allowed to use the school facilities.

VII. Action Items

A. Business Manager's/Building Petty Cash Reconciliation Report – Mrs. Angie Carter presented the monthly financial reports. She stated the audit has been scheduled for next week. 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. 2020-2021 School Year Re-entry Plan – Mr. Thad Biggers presented the 2020-2021 School Year re-entry plans. He reviewed the parent survey with the Board. Mr. Moon presented 4 re-entry plans – Green (Normal School), Yellow (5 days a week), Orange (A/B Schedule with online Wednesday), and Red (Online School) and what they will look like with the K-6th grades. Mr. Goss presented what the plans will look like with the 7th -12th grades. Mr. Moon presented the busing plan for students in regards to masks, social distancing, and disinfecting.

Motion: To approve the re-entry plan as presented

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

C. Mid-Columbia Contract and Addendum- James Stevenson, a representative from Mid-Columbia, presented a contract and addendum for the 2020-2021 School Year. He recommended presenting it to the lawyer. The Board will bring this contract next month. Mr. Moon presented the rates for 2020-2021 pupil transport.

Motion: To approve the rates for 2020-2021 in the pupil transport agreement

Made by: Creighton Knight

Seconded by: Melissa Crane

Result: All present in favor; motion carries

D. Attendance Policy: 3050 (1st Reading) – The Board held a reading on this policy.

E. Policy Spring Review: 1120, 1120P, 2140, 2425, 2520, 2540, 2700P, 2710, 3000, 3080, 3270, 3270P, 3280, 3295, 3320, 3330, 3335, 3500, 3570, 3575, 4160, 4175, 4260, 4260F, 5110, 5120, 5265, 5340, 6400, 8160, 8200, 8245, 9100 (1st Readings) - The Board postponed the readings on these policies to next month.

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;** at 10:03 p.m.

Made by: Diana Wettstein

Seconded by: Amy Wendler

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 10:15 p.m.

Made by: Creighton Knight

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

IX. No Action Resulting from Executive Session

X. Adjourn

Motion: To adjourn at 10:15 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