



# **Xavier Charter School Board Meeting Minutes October 15, 2020 6:00 p.m.**

## **I. Roll Call Attendance**

6:08 p.m. Debbi Burr, in the Chair. Debbi Burr - present, Melissa Crane - present, Diana Wettstein - absent, Amy Wendler - present, Creighton Knight - absent

## **II. Pledge of Allegiance**

Creighton Knight joined the meeting at 6:11 p.m.

**III. Approval of Agenda** – To amend the agenda to remove discussion item (a) and action item (b) because the auditors will not be able to present until October 26<sup>th</sup> special meeting.

**Motion:** To approve the amended agenda

**Made by:** Melissa Crane

**Seconded by:** Amy Wendler

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

## **IV. Consent Agenda –**

- A.** Approval of minutes from the September 17<sup>th</sup> meeting
- B.** Approval of minutes from September 24<sup>th</sup> special meeting
- C.** Approval September Accounts Payable
- D.** Approval of September Building Petty Cash Accounts Payable

**Motion:** To approve the consent agenda

**Made by:** Melissa Crane

**Seconded by:** Amy Wendler

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

## **V. Public Input – None.**

## **VI. Reports/ Discussion Items**

- A. Ed. Specialist/Superintendent practicum/internship approval (Action Item)-** Mr. Moon introduced Mr. Hild, Filer Middle School Principal, who is needing to do his hours for his superintendent certification. Mr. Hild explained to the Board his project.



**Motion:** To approve Mr. Hild's Superintendent practicum/internship

**Made by:** Melissa Crane

**Seconded by:** Creighton Knight

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

**B. Teacher/Classified of the Month-** Mr. Moon presented the Elementary Teacher of the Month for October who was Ms. Renee Robbins, 4<sup>th</sup> Grade Teacher. He also presented the Classified Employee of the Month for October who was Trina Rowlands, paraprofessional. Mr. Goss presented the Secondary Teacher of the Month for October who was Ms. Elizabeth Copp, English Teacher.

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

**1. Gary Moon – Head of Schools:** Mr. Moon presented the enrollment report. He thanked the Lead Team and Administration for all their help in the last month while he has been absent. He stated that Mr. Thad Biggers and Ms. McFarland were able to get the Literacy Plan submitted by October 1.

**2. Jon Goss – Assistant Head of Schools:** He informed the Board that Congrego went virtual. Ms. Robbins and Ms. Cynthia Hall were invited to explain how Congrego was presented to the students. He explained how Spirit Week has been integrated with the House System this year. He stated that Mid-Columbia Bus is sanitizing and taking precautions that are needed to keep the students safe which include masks and assigned seats. For the fogging machine, he stated that 1 gallon goes a long way; and 8 more gallons are ordered.

**3. Becky Baird – K-6:** She shared copies of E.D. Hirsch's new book "How to Educate a Citizen" with the Board. She stated she can participate in the Excellence in Writing 2020 Conference. She informed the Board that she has been interviewing families and students who are interested in coming to Xavier Charter School.

**4. Lisa Thompson – 7-12:** She reported Mr. Goss is doing well with knowing how to handle COVID cases. She has been preparing for the February Teacher In-Service, February 25 and 26, which will involve training from Andrew Zwerneman. She stated she has been working on the marketing of the school to the community.

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

**D. Xavier Charter School COVID-19 Report –** Mr. Goss presented the COVID-19 report which included contact tracing and mitigation strategy.

**E. Health District Change in COVID-19 Risk Category- Board Decision School Category Designation (Action Item) –** Mr. Moon recommended that the school stay in the Yellow category. He stated that the COVID cases at the school have not been originated within.

**Motion:** To retain the current Yellow status

**Made by:** Melissa Crane

**Seconded by:** Creighton Knight

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

**F. ISBA Fall Convention Nov 9-12 –** Mrs. Burr presented the dates for the virtual ISBA Convention which will be November 9-12. She invited the Board, Admin, and the Business Manager to participate.



**G. Board Training: Organizational Chart and Communication Pathways** – Ms. Burr explained the XCS organizational chart/XCS chain of command document and how they can help answer questions from stakeholders.

**H. Corona Virus Relief Funds Discussion** – Mr. Moon presented the allocation of funds for \$221,169 which includes a 3% stipend for all employees, staff funding, building equipment, marketing, and technology purchases.

## **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:** Creighton Knight

**Seconded by:** Amy Wendler

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

**B. Approve Calendar Revision –Recommended Professional Development/Teacher Planning Changes** – Mr. Moon stated they are requesting a change in the calendar by adding Teacher In-service days for February 25-26, 2020.

**Motion:** To approve the teacher in-service day, February 25-26, 2020

**Made by:** Melissa Crane

**Seconded by:** Creighton Knight

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

**C. Approve Corona Virus Relief Funds –**

**Motion:** To approve Corona Virus Relief Funds as amended and to balance by removing the difference from the Chromebook funds

**Made by:** Melissa Crane

**Seconded by:** Amy Wendler

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

**D. Approve COVID and Personal Sick Leave Protocols –**

**Motion:** To approve that COVID Leave or personal sick leave will not be used if a teacher is teaching their class online while quarantined

**Made by:** Melissa Crane

**Seconded by:** Amy Wendler

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

**E. Policy: 5450 (1<sup>st</sup> Reading) -** The Board held a reading for this policy.



**F. 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 (1<sup>st</sup> Readings) -** The Board held the readings on these policies.

**G. Policy Review: 4000-4220 (1<sup>st</sup> Reading) –** The Board held the readings on these policies.

### **VIII. Adjourn**

**Motion:** To adjourn at 9:11 p.m.

**Made by:** Creighton Knight

**Seconded by:** Melissa Crane

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**