



# **Xavier Charter School**

## **Virtual Board Meeting Minutes**

### **January 21, 2021**

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

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

6:00 p.m. Debbi Burr, in the Chair. Debbi Burr - present, Melissa Crane - present, Diana Wettstein - present, Amy Wendler - present, Creighton Knight - present

#### **II. Pledge of Allegiance**

**III. Approval of Agenda** – To amend the agenda by adding action item (c) “take action on distance learning days” because it was overlooked and action needs to be taken in a timely manner.

**Motion:** To approve the amended agenda

**Made by:** Melissa Crane

**Seconded by:** Diana Wettstein

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

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

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (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;** 6:04 at 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

**Motion:** To come out of Executive Session at 7:26 p.m.

**Made by:** Amy Wendler

**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

#### **V. Consent Agenda –**

- A.** Approval of minutes from the December 17<sup>th</sup> meeting
- B.** Approval December Accounts Payable
- C.** Approval of December Building Petty Cash Accounts Payable
- D.** Policies: (2<sup>nd</sup> Readings) 4230, 4310, 4410-4500; (2<sup>nd</sup> Plus Readings) 3270, 3270P, 6400
- E.** Policy Review: (2<sup>nd</sup> Readings) 4240, 4250, 4300, 4320-4400, 4500R-4530F
- F.** Policy Summer Updates: (2<sup>nd</sup> Readings) 5212C (C Series), 2100, 2150P, 4105, 4210P, 5480
- G.** Policy Fall Updates: (2<sup>nd</sup> Reading) 8605

**Motion:** To approve the consent agenda  
**Made by:** Melissa Crane  
**Seconded by:** Amy Wendler  
**Result:** All present in favor; motion carries

**VI. Public Input – None.**

**VII. Reports/ Discussion Items**

**A. Teacher/Classified of the Month-** Mr. Moon presented the Elementary Teacher of the Month for January who was Mrs. Karen Crider, 1<sup>st</sup> Grade Teacher. He also presented the Classified Employee of the Month for January who was Mrs. Karli Knight, office staff. Mr. Goss presented the Secondary Teacher of the Month for January who was Mr. Rick McNurlin, Science Teacher.

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

**1. Gary Moon – Head of Schools:** Mr. Moon stated that enrollment has held steady. He stated that schools will be receiving new COVID funding, and our school will be getting around \$191,000. He reported that the children that have illness symptoms go through a “System Screener” before deciding to send them home. He reviewed the 2021-22 school calendar with the Board. He informed the Board that the Administrative Data Day was beneficial, and they were able to review enrollment retention. He stated the annual report from the PCSC has been posted, and the investors call was completed today.

**2. Jon Goss – Assistant Head of Schools:** He spoke about the data he has received with Secondary Response to Intervention (RTI). He reported that the absences for the semester increased about 43% from last year. Ms. Kelsie Rogers reported on the plans of the XCS students after graduation.

**3. Becky Baird – K-6:** She continues interviewing families and providing tours. She reported that Junior Poetry Out Loud final competition will be Thursday, February 11.

**4. Lisa Thompson – 7-12:** She publicly thanked Karli Knight for the information she collected and sent to the Rinard group for the website and media to get it running. She reported she has a Professional Development for Science teachers on February 22 and 23. She stated that on the marketing side for Xavier, 1200 unique people have watched the video that has been put out by the Rinard group. She also expressed how the people she has given tours of the school have been impressed with the demeanor of the students in the upper school.

**5. Building and Maintenance –** Mr. Brian Loosli stated they are looking into the renovations for the library and received a bid from Kenny Anderson for about \$40,000. He stated that he is looking into adding digital thermostats.

**C. Quarterly Suspension Report –** Mr. Moon reported no suspensions for the 2<sup>nd</sup> Quarterly report.

**D. Restricted Fund Balance Discussion –** Mrs. Angie Carter presented information about a restricted fund balance.

**E. Survey from Digital Learning Day – Student/Parent/Staff-** Mr. Moon and Mr. Goss presented the digital learning day survey results with the metrics provided by the Board. Mr. Moon recommended the Elementary continue schooling without the digital days. Mr. Goss recommended digital learning days be kept for the Secondary, but be moved to Fridays. Mrs. Thompson commented on the survey results.

**F. Online Option for 1<sup>st</sup> and 2<sup>nd</sup> Semesters**– For Elementary, Mr. Moon reported 38 students participated in the online option for the 1<sup>st</sup> Semester; and 25 students will be participating for the 2<sup>nd</sup> Semester. For Secondary, Mr. Goss reported 37 students participated for the 1<sup>st</sup> Semester; and 19 students will be participating for the 2<sup>nd</sup> Semester.

**G. COVID Update** – Mr. Goss presented the COVID-19 update. The administration is continually monitoring cases. XCS is currently at the green risk level. The CDC made a recommendation that 14 days after the 2<sup>nd</sup> booster of the COVID vaccine is given and if a person has their COVID Vaccine Card, they will not need to quarantine if they come in close contact with a COVID exposure. The COVID vaccinations are available to all staff.

**H. Blended Learning Grant/CRF/Cares Act Update** – Mr. Moon reported on the Blended Learning Grant and CRF which was spent by the end of December 2020. He updated the Board on the Cares Act.

**I. Calendar Head of Schools Evaluation** – Mrs. Burr will send some dates to the Board for some proposed dates for the evaluation.

## **VIII. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report** – Mrs. Angie Carter presented the monthly financial reports. She continues to investigate the Skyward General Ledger discrepancy. 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:** 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

**B. Approve Moving K-6 School Music Para to Certified Contract** – Mr. Moon informed the Board about Ms. Stacy Hutchinson receiving her degree for teaching and proposed moving her from K-6 School Music to a certified contract. The difference would be about \$10,000.

**Motion:** To approve moving the K-6 school music para to a certified contract

**Made by:** Creighton Knight

**Seconded by:** Melissa Crane

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

**C. Take Action on Distance Learning Days –**

**Motion:** To approve the 5 days of distance learning for the 7<sup>th</sup> – 12<sup>th</sup> grades

**Made by:** Diana Wettstein

**Seconded by:** Amy Wendler

**Result:** Roll Call: Melissa Crane- no, Debbi Burr- no, Amy Wendler– yes, Creighton Knight – no, and Diana Wettstein - yes. Diana Wettstein and Amy Wendler in favor; Creighton Knight, Melissa Crane, and Debbie Burr not in favor; motion fails

The Board decided to table this item until later.

**D. Approve Middle School Credits** – Mr. Goss and Ms. Rogers presented the Middle School credits.

**Motion:** To approve the Middle School credits

**Made by:** Creighton Knight

**Seconded by:** Amy Wendler

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

**E. Approve Maintenance/Facilities Request for Thermostats and Library–**

**Motion:** To approve maintenance/facilities request for adding digital thermostats and an enclosed library

**Made by:** Melissa Crane

**Seconded by:** Amy Wendler

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

**F. Policies: (1<sup>st</sup> Readings) 2600; (2<sup>nd</sup> Readings) 4420 & 2210P1-** The Board held the readings on these policies.

**IX. Action Resulting from Executive Session**

**Motion:** To state that the administration followed policy and to deny the request for Student A

**Made by:** Amy Wendler

**Seconded by:** Melissa Crane

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

**X. Adjourn**

**Motion:** To adjourn at 11:14 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**