



Xavier Charter School Board Meeting Minutes Thursday, July 15, 2021 6:00 p.m.

I. Roll Call Attendance

6:03 p.m. Debbi Burr, in the Chair. Debbi Burr – present, Melissa Crane - present, Diana Wettstein - present, Amy Wendler - present, Creighton Knight – present, Marc Astin - present

II. Pledge of Allegiance

III. Approval of Agenda

Motion: To approve the agenda

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

IV. Consent Agenda –

- A.** Approval of minutes from the June 17th meeting
- B.** Approval June Accounts Payable
- C.** Approval of June Building Petty Cash Accounts Payable
- D.** Policies: (2nd Reading) 2700P

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

V. Public Input – None.

VI. 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, Creighton Knight; **DL Evans:** Angie Carter, Gary Moon, Debbi Burr, Diana Wettstein, Creighton Knight; **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: Marc Astin

Seconded by: Diana Wettstein

Result: All present in favor; motion carries

VII. Reports/ Discussion Items

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

- 1. **Gary Moon – Head of Schools:** He presented the numbers from the enrollment and waiting list. He is encouraged that Xavier will be at the “before COVID” numbers. He reported that the ASB will be turned over to Karli Knight. He stated that the PFA is running with a few volunteers and is looking forward to the upcoming activities. He stated the library is continuing to move forward as planned. He had Mrs. Renee Robbins discuss the reboot of Great Expectations.
- 2. **Jon Goss – Assistant Head of Schools:** His report was included in the Board Packet. New secondary teachers were introduced. Shawn Moses- Science; Sosana Carpenter- Drama; Joey Walker- Math; Kayla Kaiser- Language Arts.
- 3. **Becky Baird – K-6:** She reported on the upcoming K-6 August training.
- 4. **Lisa Thompson – 7-12:** She reported on what is prepared for the August training.
- 5. **Building and Maintenance –** Mr. Loosli included his report in the Board Packet.

B. Blended Learning Grant/CRF/Cares Act Update- Mr. Moon reported on these funds.

C. ESSER II & ESSER III Funding Update-Mr. Moon reported on the ESSER Funds.

D. COVID Update – Mr. Goss included a report in the Board Packet which included Twin Falls County continuing to hold steady at the green level.

E. COVID Mitigation Strategies and School Operations for the 2021-2022 School Year – Mr. Moon presented this information.

VIII. Action Items

A. Business Manager’s/Building Petty Cash Reconciliation Report – Mr. Moon presented the business manager’s monthly financial reports and gave the Board the opportunity to ask questions. He also presented information in regards to a grant opportunity that will help fund facility projects which is due July 23rd.

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

B. Approve the COBRA Administrator- Mr. Moon presented the COBRA Administrator information to the Board. No action was taken.

C. Approve the Student Handbooks- Mr. Moon presented the student handbooks. The Board requested that changes be made to the Rhetoric and Logic Handbooks and be brought back to a future meeting.

Motion: To approve the proposed changes to the Grammar School Handbook with the addition of the chain of command document included

Made by: Diana Wettstein

Seconded by: Marc Astin

Result: All in favor; motion carries

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

Motion: To approve the proposed changes to the Employee Handbook with the addition of the chain of command document included

Made by: Diana Wettstein

Seconded by: Marc Astin

Result: All in favor; motion carries

E. Policy Review: (2nd Reading) 3330; (2nd Plus Readings) 1282 & 5490 – The information needed from the lawyer for these policies was not available. The Board will review them next month.

IX. Adjourn

Motion: To adjourn at 7:23 p.m.

Made by: Melissa Crane

Seconded by: Creighton Knight

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by AW