



Xavier Charter School Board Meeting Minutes Thursday, February 17, 2022 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, Marc Astin - present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the agenda

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All present in favor; motion carries

IV. Consent Agenda –

- A.** Approval of minutes from the January 17th Construction Committee meeting
- B.** Approval minutes from the January 20th meeting
- C.** Approval of minutes from the January 21st Safety Committee meeting
- D.** Approval minutes from the February 7th Construction Committee meeting
- E.** Approval January Accounts Payable
- F.** Approval of January Building Petty Cash Accounts Payable
- G.** Policy Review: (2nd Readings) 2210P1

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. Reports/ Discussion Items

- A. FY 21 Audit Presentation – Quest CPA-** Kurt Folke presented the FY 21 audit to the Board. The auditor issued an unmodified opinion of the financial statements. He stated there was one clarification which states Xavier Charter School uses “pay-as-you-go” for items such as PERSI. He stated they audited the internal controls and found the internal controls to be good and with no findings. He stated the school has 11 months of operating costs in reserve. He worked with the business manager on the fiscal year-end journal entries.

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

- 1. Gary Moon – Head of Schools:** He reviewed the enrollment numbers with the Board. He stated full-day kindergarten is still being decided in legislature. He reviewed what he knew about the State Health Insurance that will be offered to school districts. He stated the Ambrose Conference for K-12 with an emphasis on leadership will be held in April, and the Admin are looking at sending a teacher.
- 2. Jon Goss – Assistant Head of Schools:** He presented the NAEP Test Report which tested the 8th graders and focused on math and reading. He commended the students who tested for their good behavior. He stated Spring ISATs are scheduled for April. He informed the Board about the upcoming secondary events.
- 3. Becky Baird – K-6:** She reported she continues to do many weekly interviews and tours. She stated Tami Ditlefsen is the Title I coordinator and is researching remedial reading programs. Junior Poetry Out Loud went well, and the students showed enthusiasm and excitement for the competition.
- 4. Lisa Thompson – 7-12:** She will be presenting the secondary school Seminar information.
- 5. Building and Maintenance –** Mr. Loosli included his report in the Board Packet. Mr. Moon reported the electric projects approved last month will be completed during President's Day Weekend or Spring Break.

C. Review/Potentially Revise American Rescue Plan: Safe Return to School and COVID-19 Protocols for 2021-2022 School Year- Face coverings recommended or required in red risk category?– Ms. Burr presented the input received through email. She reported that about 60% of the responses asked for masks to be recommended in the red risk category. She communicated that the input from faculty, stakeholders, and community members were respectful and kind in their comments. She thanked everyone who took the time to express their thoughts and share quality information. The Admin Team suggested the same wording be put in the red category as the yellow/orange categories. The Admin asked the COVID plan verbiage continue to include wording that allows Admin to address situations immediately. The Chair stated they entrust the safety of students with Admin, and the Admin have the full support of the Board to respond to a significant safety issue for students. It was stated the local schools in our area do not have COVID plan categories or mandatory masks except for Blaine county and Boise area. It was stated the positive COVID cases trend is going down.

D. Federal Grant Report – Ms. Angie Carter reported on the amount of money available in the federal funds.

E. Construction Committee Discussion – Mr. Goss reported on how the construction project will move forward. He stated Mr. Mike Arrington gave an overview of getting the project started. They reviewed the first step after funding is secured which would be to talk to the design architect and construction firm at the same time while conceptual drawings are put together so funding and drawings can be aligned. The projected time frame will be about 9 months with drawing the design, 3 months for bidding, and 18 months for construction. It will be about a 3 year span for construction. Ms. Angie Carter reported a new person from Utah will be overseeing the Zion's finance side due to a transition of employees. The Board emphasized the new person needs to know Xavier Charter School is an Idaho charter school and not a Utah charter school since each state handles charter schools differently. The committee and Board are looking forward to seeing a feasibility report from Zion's. The committee stated the next step will be getting a Request for Qualification out to the public.

F. COVID Update – Mr. Goss explained the school has seen a decrease in COVID cases. He reported the risk level for the school is at the green risk level.

G. Secondary School Seminar and Scheduling Update – Mr. Goss and Mrs. Thompson presented the Secondary School Seminar. Mrs. Thompson stated Seminar has been a multi-year process for the Admin and English/History teachers. She provided some examples of Classical Literature read at 2nd, 4th, 6th, and 8th grade levels at Xavier. She stated the Rhetoric School is working on aligning Literature and History sequences which has included the Literature teachers selecting materials and literature. As they started the groundwork for Seminar, they focused on committee discussions, what is taught, how instruction is delivered, and Cana Academy training. The teachers have been trained on how to deliver instruction through Socratic dialogue so they have a consistent standard of procedure and philosophy. In applying Seminar, class time for the English/History classes will be about 100-120 minutes. The literature sequence will be realigned in the Rhetoric School. Mr. Thad Biggers stated they have narrowed the bell schedules to 4 versions. The next steps will be continuing Cana Academy training and communicating with stakeholders the new literature sequence and Seminar.

H. School Calendar Review – Mr. Moon reviewed with the Board proposed option A and option B calendars for 2022-23 school year.

I. Calendar HOS Evaluation – The Board scheduled March 14th for the HOS Evaluation at 6 p.m.

VII. Action Items

A. Business Manager's/Building Petty Cash Reconciliation Report –Mrs. Angie Carter presented the monthly financial reports. She asked for direction for \$4.08 difference in the July Trial Balance Reconciliation. The Board stated that if there is a difference it will be sent to the Chair via email or other communication. Then, it will be brought to the whole Board if needed. Mrs. Carter reported the investor's call went well as she and Mr. Moon did their annual report. She stated the S&P report has been started. Mrs. Carter also reported the February 15th state payment units are 38.6. The Board asked for the monthly spreadsheet of the bank reconciliation be included in the Board packet. She gave the Board the opportunity to ask questions.

Motion: When the Trial Balance report has any amount out of reconciliation, an email will be sent to the Board Chair about the amount, and then it will be brought to the Board if needed

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: Debbi Burr abstained; All others in favor; motion carries

Motion: To approve the Business Manager's Report and the Building Petty Cash Reconciliation Report as accepted

Made by: Melissa Crane

Seconded by: Diana Wettstein

Result: Roll Call: Debbi Burr – yes, Amy Wendler– yes, Marc Astin – yes, and Melissa Crane – yes. All present in favor; motion carries

B. Approval FY 21 Audit – Quest CPAs

Motion: To approve the FY 21 Audit Report

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

C. Approve Calendar –

Motion: To approve the 2022-2023 School Calendar A with the start date being the Monday before Labor Day

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: Motion withdrawn.

Motion: To approve the 2022-2023 School Calendar with the start date being the Monday before Labor Day

Made by: Amy Wendler

Seconded by: Diana Wettstein

Result: All in favor; motion carries

D. Review/Potentially Revise American Rescue Plan: Safe Return to School and COVID-19 Protocols for 2021-2022 School Year - Face coverings recommended or required in Red risk category? –

Motion: To approve amending the COVID Plan with face coverings being recommended in the red risk category

Made by: Amy Wendler

Seconded by: Melissa Crane

Result: All in favor; motion carries

Melissa Crane left the meeting at 9:13 p.m.

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 9:17 p.m.

Made by: Amy Wendler

Seconded by: Marc Astin

Result: Roll Call: Debbi Burr – yes, Diana Wettstein- yes, Amy Wendler– yes, and Marc Astin – yes. All present in favor; motion carries

Motion: To come out of Executive Session at 9:43 p.m.

Made by: Marc Astin

Seconded by: Diana Wettstein

Result: Roll Call: Debbi Burr – yes, Diana Wettstein- yes, Amy Wendler– yes, and Marc Astin – yes. All present in favor; motion carries

IX. Action Resulting from Executive Session – None.

X. Adjourn

Motion: To adjourn at 9:44 p.m.

Made by: Marc Astin

Seconded by: Debbi Burr

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR