



Xavier Charter School Board Meeting Minutes Thursday, June 16, 2022 6:00 p.m.

I. Roll Call Attendance

6:01 p.m. Debbi Burr, in the Chair. Debbi Burr – present, Melissa Crane - present, Diana Wettstein – absent, Amy Wendler - present, Marc Astin - present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the agenda with a variance from our policy

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All present in favor; motion carries with a unanimous vote

IV. Consent Agenda –

- A.** Approval of minutes from the May 16th budget session meeting
- B.** Approval of minutes from the May 19th meeting
- C.** Approval of minutes from the June 2nd budget session meeting
- D.** Approval May Accounts Payable
- E.** Approval of May Building Petty Cash Accounts Payable

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. Action Items

- A. FY 21 Budget Amendment** - Ms. Angie Carter presented the 2021-2022 budget amendment

Motion: To accept 2021-2022 budget amendment

Made by: Melissa Crane

Seconded by: Amy Wendler

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

B. FY 22 Budget Hearing - Ms. Carter presented the 2022-2023 proposed budget.

Motion: To accept 2022-2023 proposed budget with \$150,000 transfer from the fund balance for the purchase of textbooks

Made by: Melissa Crane

Seconded by: Amy Wendler

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

VII. Reports/ Discussion Items

A. Bus Company Funding Request for Drivers – The bus company presented a 0.95% increase in funding for drivers so the company can retain drivers and compete with the wages offered by other companies.

B. Construction Finance Discussion – The Chair informed the Board that construction on a building may not be feasible or the time to construct. Mr. Astin stated, due to the economy and uncertainty of markets, building would be unwise at this time. Ms. Crane stated this is not the right time while budgeting for other unforeseen costs. The Board discussed and concluded construction of a building will not happen at this time. The Board Chair suggested making an upgrade to specific departments that could be addressed (i.e. Science labs) while waiting for the timing of constructing a building. The Board asked the Science Teachers/Mr. Goss to bring a proposal in August. Ms. Carter stated the school is required to have 45 days of cash-on-hand. The Board asked the business manager to inform Zion’s Bank that Xavier will not be going forward with the financing of constructing a building.

Diana Wettstein joined the meeting at 6:42 p.m.

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

A. Gary Moon – Head of Schools: He stated the summer hours are Tuesday-Thursday 8 a.m. – 12 p.m.; and during the first week of July, the school will be closed. He stated there is a shortage of teachers; and after July 1st, any Emergency Authorizations needed can be issued. He informed the Board the action made last August in regards to the grading scale for teachers has brought it in-line with the state and helped with the teachers’ progression. He reported some of the Advanced Professional Endorsements for current teachers have been approved and are waiting from the State Finance Department.

B. Jon Goss – Assistant Head of Schools: He presented the bell schedule for the 2022-2023 school year for the secondary students. He reported the public meeting on May 5th that involved the community went well in presenting the new Seminar Curriculum and the secondary changes for the 2022-2023 school year. He stated the hiring program, Frontline, is doing well with advertising open positions on the school’s website.

C. Becky Baird – K-6: She stated she had two different groups for K-6 testing, and both groups went really well. She sent an invitation to meet with parents of students who are struggling, and she gave them tools to use with their children during the summer.

- D. Lisa Thompson – 7-12:** She reported on the training and tools staff received from Mandy Pachin. During the coming school year trainings, she will be observing teachers on Mondays and training on Tuesdays.
- E. Building and Maintenance** – Mr. Loosli included his report in the Board Packet.
- D. Review/Potentially Revise American Rescue Plan: Safe Return to School and COVID-19 Protocols for 2021-2022 School Year**– No changes this month.
- E. Federal Grant Report** – Ms. Angie Carter reported on the amount of money available in the federal fund accounts.
- F. COVID Update** – Mr. Goss stated no significant changes.
- G. Support and Prevention Conference Report – Kelsie Rogers** – Ms. Rogers presented the information from the conference. It focused on increasing connection with for faculty/students/parents. She suggested looking into finding and offering counseling services to the faculty.
- H. 2022-2023 Accreditation** – Mr. Goss stated accreditation will be virtual and will be different from prior reviews. The dashboard used for the documents for the accreditation will be Cognia. He reported August 2nd will be a training for the accreditation process. The deadline will be February 1, 2023.
- I. Idaho Power Cohort-** Mr. Moon reported the cohort group through Idaho Power would be helpful. The cohort group can involve school classes and projects that could help save money and power. He recommended the school join the cohort as they will be able to use the other schools as a resource.
- J. Secondary IDLA Dual Credit On Campus Update-** Ms. Rogers presented the IDLA Dual Credit information. She proposed 8 potential dual credit courses. She proposed Seminar be required while attending Xavier Charter School. She suggested that any IDLA summer classes of English or History be transcribed as an elective. The proposed on-campus IDLA Dual Credit Class would be offered to freshman and sophomores with a cap of 25 students. She stated it would be a 1-year trial period, and sophomores would be given priority over freshman.
- K. Grant Report-** Ms. Dannah Robertson presented the grant report.
- L. Quarterly Suspension-** Mr. Moon presented the quarterly suspension report.
- M. Schedule Board Retreat** – The Board scheduled the retreat for July 14, 2022, at 6 p.m.
- N. Schedule Board Self-Assessment** – The Board scheduled the self-assessment for July 14, 2022, at 6 p.m.

VIII. Action Items

- A. Business Manager Report/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: Melissa Crane

Seconded by: Amy Wendler

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

- B. Review/Potentially Revise American Rescue Plan: Safe Return to School and COVID-19 Protocols for 2021-2022 School Year** – No Action.

C. Approve Bus Company Funding Request for Drivers –

Motion: To approve the busing contract as proposed

Made by: Amy Wendler

Seconded by: Melissa Crane

Result: All in favor; motion carries

D. 2022-2023 Accreditation- No action.

E. Approve the Special Education Manual-

Motion: To approve the 2018 Idaho Special Education manual for the use in our school with all other subsequent revisions

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All in favor; motion carries

F. Approve the Idaho Power Cohort-

Motion: To move forward with the Idaho Power Cohort as presented

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

G. Vendor Contracts- Mr. Moon presented the vendor contracts.

A. Occupational Therapy – Primary Therapy

B. Speech/Language – Clear Talk

C. Custodial – Class Act

D. SPED Consulting – Jesse Mittelstadt

E. Food Service – Twin Falls School District

F. School Psych. – Southern Idaho School Psychology

G. SPED Director/504 Director - Edwise

Motion: To approve the above contracts except for the SPED Director/504 Director which will go out for bid

Made by: Marc Astin

Seconded by: Amy Wendler

Result: All in favor; motion carries

H. Policy Review: (1st Reading) 3420 & 5400; (2nd Reading) 2700P - The Board held the readings on these policies.

I. Policy Series Review: (2nd Readings) 9200 & 9800 (2nd Plus Reading) 8610 - The Board held the readings on these policies.

J. Policy Summer Updates: (2nd Plus Reading) 2150P - The Board held a reading on this policy.

K. Policy Fall/Winter Updates: (2nd Readings) 3031, 3370, 3370P, 4210P - The Board held the readings on these policies.

L. Policy Spring Updates: (2nd Reading) 2460; (2nd Plus Reading) 8605 - The Board held the readings on these policies.

IX. Annual Meeting of Xavier Charter School 501(c)3 Corporation

A. Swear in of newly-elected and newly-appointed Board Members-

Motion: To appoint Amy Wendler to Seat 3 for 3 years on the Board

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: Amy Wendler abstained; Debbi Burr, Marc Astin, and Melissa Crane in favor; motion carries

Motion: To appoint Marc Astin to Seat 2 for 2 years on the Board

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: Marc Astin abstained; Debbi Burr, Amy Wendler, and Melissa Crane in favor; motion carries

B. Signature of Code of Ethics for Board Members – All Board members have signed the Code of Ethics.

C. Election of Board Officers-

- a) **Chair** – **Debbi Burr** was nominated;
- b) **Vice-Chair** – **Melissa Crane** was nominated;
- c) **Secretary**– **Amy Wendler** was nominated;
- d) **Treasurer** – **Marc Astin** was nominated;

Motion: To approve the candidates for the Board Offices

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All present in favor; motion carries

Approved Board Offices: **Debbi Burr** was elected as chair; **Melissa Crane** was elected as vice-chair; **Amy Wendler** was elected as secretary; **Marc Astin** was elected as treasurer.

D. Assumption of office by the new Chair, Debbi Burr.

E. Set a Time and Date for the Monthly Board Meetings for FY2022-2023 – The first meeting will be July 21st and is set to be the third Thursday of each month.

Motion: To set the monthly board meetings for the 3rd Thursday

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All present in favor; motion carries

XI. 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; (b) To consider the evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student;** at 9:20 p.m.

Made by: Melissa Crane

Seconded by: Amy Wendler

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

Motion: To come out of Executive Session at 9:32 p.m.

Made by: Amy Wendler

Seconded by: Melissa Crane

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

XII. Action Resulting from Executive Session

Motion: To accept the resignations of Employees A, B, C, and D

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

Motion: To approve the hiring of Employees E and F

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

XIII. Adjourn

Motion: To adjourn at 9:34 p.m.

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR