



**Xavier Charter School
Board Meeting Minutes
Thursday, July 21, 2022
6:00 p.m.**

I. Roll Call Attendance

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

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the 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 June 16th meeting
- B. Approval of minutes from the July 11th special meeting
- C. Approval of minutes from July 14th board retreat
- D. Approval June Accounts Payable
- E. Approval of June Building Petty Cash Accounts Payable
- F. Policy Review: (2nd Readings) 3420 & 5400
- G. Policy Fall/Winter Updates: (2nd Plus Reading) 3031
- H. Policy Spring Updates: (2nd Plus Reading) 8605
- I. Archived Policy: (2nd Plus Reading) 8610

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. Annual District Meeting – Action Items

- 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, Melissa Crane, Marc Astin; **DL Evans:** Angie Carter, Gary Moon, Debbi Burr, Melissa Crane, Marc Astin; **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 designations as presented

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

VII. Reports/ Discussion Items

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

A. Gary Moon – Head of Schools: He reported the hiring of teachers for the Elementary has been completed. He stated Chad Fisher was hired as to be the grounds maintenance for the summer. He invited Ms. Renee Robbins to report on the benefit of the P20 Conference. The Lead Team Retreat is scheduled to be August 10th. He stated they will be looking at the future leadership structure at the retreat. He informed the Board that some of the teachers qualified and have been approved for the Advanced Professional rung and will be issuing new contracts. He stated he will be attending the Accreditation Meeting on August 2nd and the IASA Conference on August 3rd and 4th. He reported the Public Charter Commission observed Xavier's lottery process, and they stated it went well. Mr. Moon said he will be pushing for a person from the Public Charter Commission to do a face-to-face visit to Xavier which will include observations during the day and attending a board meeting in the evening.

B. Jon Goss – Assistant Head of Schools: He included his reports in the board packet and will be reporting next month.

C. Becky Baird – K-6: She stated she is close to finalizing all the purchases for textbooks. She made adjustments to the student and employee handbooks which were included in the board packet. She reported she continues to plan for the August teacher training.

D. Lisa Thompson – 7-12: She reported the English textbooks are ordered, and she is in the process of ordering history textbooks. She stated she is preparing ways to help the new Math teacher as she transitions into the classical education model. Ms. Thompson is

finalizing the August training and invited the Board to provide a lunch for one of the training days.

E. Building and Maintenance – Mr. Loosli included his report in the Board Packet.

B. PFA Report– Ms. Robbins and Ms. Tami Ditlefsen reported the PFA met at the end of the school year. They reported Brandy Myers will be the president and Jennifer Harrell will be the secretary. They stated a Pizza Pie Café Fundraiser will be held Thursday, Aug 4th. They informed the Board a “Meet and Greet” will be held August 25th which will include T-shirt sales, a little treat, and committee signup sheets. Also, a “Back to School Bash” will be September 9th, “Fall Frolic” October 22nd, and a Jog-a-thon for the K-6 and possibly 7-12 in the spring. The PFA is fundraising for a walking track and/or acoustics system for the gym.

C. Federal Grant Report – Ms. Angie Carter reported on the amount of money available in the federal fund accounts.

D. Secondary IDLA Dual Credit On Campus Update- Ms. Burr stated the admin are asking for a class period that is proctored on-campus for a dual credit class as long as it meets the criteria which includes meeting with the counselor and the parents. This class would be piloted for one year.

E. Stipend for Secondary Teachers to Setup CSI Dual Credit Classes- Ms. Burr stated the proposed stipend would be allocated for teachers setting up dual credit classes. Mr. Moon stated it could be within set parameters and possibly offered as a one-time stipend. It would be an incentive for the additional work.

F. Potential Incentives for Dual Enrollment Instructors- Addressed in item e.

G. Review Substitute Rates – Mr. Moon presented the proposed substitute rates and what the past rates have been. He proposed \$110 without a Bachelor’s degree and \$125 with a Bachelor’s degree. He stated these rates would be competitive with other schools this coming school year. He stated if the budgeted amount for substitutes was over expensed, then the difference could come out of COVID funds at the end of the school year.

H. Review Parent/Staff Satisfaction Surveys – Mr. Moon reviewed the parent/staff satisfaction surveys with the Board. The Board asked him to bring goals in regards to the surveys for the next board meeting.

I. Discuss Policy Review Committee – Mr. Moon held a discussion with the Board about the policy review committee. The Board wants to keep the policy review committee which will include Mrs. Burr, Mrs. Crane, Mrs. Robertson, and Mr. Moon.

J. SPED Director Contract (Edwise) - Mr. Moon presented the SPED Director contract (Edwise) to the Board.

K. XCS Bylaws Change: Qualifications for Board Service – Ms. Burr presented changes to the XCS Bylaws in regards to qualifications for Board Service. The current structure of the Board includes appointed and elected seats. It was proposed to allow founders/prior admin/faculty on the Board and not limiting it to only two non-stakeholders. She proposed removing “(d)…two stakeholders limit” and adding “(d) Any elected Board member must meet the definition of a stakeholder” to the Bylaws.

L. Support ISBA Bylaws Change: Ability for All Members to Speak at ISBA Meetings – Ms. Burr presented a proposal to support an amendment to the ISBA Bylaws in regards to allowing all members to speak in the ISBA meetings.

VIII. Action Items

A. Business Manager Report/Building Petty Cash Reconciliation Report –Mrs. Angie Carter presented the monthly financial reports. She stated the July payment was received, and it was around \$99,000. 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, Amy Wendler – yes, Melissa Crane – yes, and Marc Astin – yes. All present in favor; motion carries

B. Approve Secondary IDLA Dual Credit On Campus -

C. Approve Stipend for Secondary Teachers to Setup CSI Dual Credit Classes -

Motion: To not take action on the Secondary IDLA Dual Credit on Campus and the stipend for Secondary Teachers to setup CSI Dual Credit Classes

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All in favor; motion carries

D. Approve Substitute Rates – Mr. Moon presented the proposed rates for substitutes for the 2022-23 school year.

Motion: To approve substitute rates \$110 without a Bachelor’s degree and \$125 with a Bachelor’s degree

Made by: Amy Wendler

Seconded by: Marc Astin

Result: All in favor; motion carries

E. Approve Extension of Use of Vacation Leave for Employee -

Motion: To approve an extension of use of 87 hours of vacation leave for Employee A to be used by the end of the 2023 fiscal year

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All in favor; motion carries

F. Approve SPED Director Contract (Edwise) –

Motion: To approve the SPED Director Contract (Edwise)

Made by: Amy Wendler

Seconded by: Melissa Crane

Result: All in favor; motion carries

G. Approve the Student Handbooks –

Motion: To approve the student handbooks

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All in favor; motion carries

H. Approve the Employee Handbooks -

Motion: To approve the employee handbook

Made by: Amy Wendler

Seconded by: Marc Astin

Result: All in favor; motion carries

I. Approve Support for ISBA Bylaws Change -

Motion: To approve support for ISBA Bylaws Change as presented

Made by: Marc Astin

Seconded by: Amy Wendler

Result: All in favor; motion carries

J. Policy Review (2nd Plus Reading) 2700P - The Board held the reading on this policy.

IX. 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 8:46 p.m.

Made by: Marc Astin

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

Motion: To come out of Executive Session at 9:01 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

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

X. Action Resulting from Executive Session

Motion: To hire Candidate A as a school counselor and approve her to seek an interim certificate through alternate authorization

Made by: Amy Wendler

Seconded by: Melissa Crane

Result: All present in favor; motion carries

Motion: To hire Candidate B as a 6th grade teacher and approve him to seek an interim certificate through alternate authorization

Made by: Amy Wendler

Seconded by: Marc Astin

Result: All present in favor; motion carries

XI. Adjourn

Motion: To adjourn at 9:04 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR