



Xavier Charter School Board Meeting Minutes Thursday, September 15, 2022 6:00 p.m.

I. Roll Call Attendance

6:00 p.m. Debbi Burr, in the Chair. Debbi Burr – present, Melissa Crane - present, Amy Wendler - absent, Marc Astin - present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the agenda

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

IV. Consent Agenda –

- A. Approval of minutes from the August 18th meeting
- B. Approval of minutes from the August 23rd special meeting
- C. Approval August Accounts Payable
- D. Approval August Building Petty Cash Accounts Payable
- E. Proposed Change to XCS Bylaws Article 4 Section 4.1 Board of Directors (2nd Reading)
- F. Policy Review: (2nd Readings) 2440, 3420P, 4120, 4120F, 8320, 8520
- G. Policy 9000 Series Review: (2nd Plus Reading) 9200
- H. Policy 2021 Fall/Winter & 2022 Summer Updates: (2nd Plus Reading) 3370P
- I. Policy 1000 Series & Policies 2100-2140; 2200-2360 Review (2nd Readings)
- J. Policy 2022 Summer Updates: (2nd Readings) 1233, 1292, 2385, 2415, 2520, 2540, 5105, 5480, 5750, 8160

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. **Busing: Final Routes and Safety Busing Locations-** Mr. Gary Moon spoke about the final routes and safety busing locations. He invited Robert and Brian from Mid-Columbia Bus Company to speak about the final routes and safety busing locations. They continue to improve communication through a dedicated phone line for schools and email communication for non-emergency situations.

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

A. **Gary Moon – Head of Schools:** He presented the enrollment numbers. He stated the Public Charter School Commission observed the school with an on-site visit today. He invited Aiden McFarland to explain her 9-11 project which included putting out flags on the front lawn for those who lost their lives that day. He reported on the steps he will be taking for accreditation. He stated the Elementary School Start-up and the Back to School Bash went well. He explained they have put together an Elementary Curriculum Committee which is now required by law. He spoke about the appeals for teachers in regards to the pay for the Advanced Professional rung.

B. **Jon Goss – Assistant Head of Schools:** He introduced Ms. Galina Maki who is the Secondary Math Teacher, Ms. Amanda Sandell who is the K-8th Art Teacher, and Ms. Darla Ridenour who is the Dance Teacher. He stated the Secondary School's strong start was due to the teacher training, orientation, Houses, and Congrego. Mr. Goss stated he helped with the 7th Grade Orientation Event August 23rd and the 8th-12th grade Orientation Event August 24th.

C. **Becky Baird – K-6:** She reported they would like to recognize a couple of teachers each month with Teacher of the Month biographies which will be published online for the community to get to know/honor them. She will be reporting next month on the teacher action steps. She stated she is encouraging teachers to take four opportunities during the school year (1 per quarter) to observe other teachers. She has asked two of the opportunities to be either secondary observing elementary or elementary observing secondary.

D. **Lisa Thompson – 7-12:** She reported on the Seminar Training and the useful Seminar tools they were able to receive and apply. She stated they met for training at Elevation on Tuesday. On the September 2nd in-service day, they were able to do more training on Great Expectations. She handed the Board members an early-release schedule for the staff training for the next school year. She invited Ms. Hillary Harm and Ms. Elizabeth Parker to report on the book the staff will be reading during early release.

E. **Building and Maintenance** – Mr. Loosli included his report in the Board Packet. Mr. Moon stated the Dance Room sound proofing has worked well in relation to the 3rd grade being able to hold class with little distraction.

C. **PFA Report–** Ms. Brenda Blanco reported there could be a possible profit with the t-shirt sales. She stated the Chick-fil-a fundraiser will happen in October 4th from 5-8 p.m. and invited the Board members to help that night. She reported they are working with the National Honors Society in coordinating the Fall Frolic. It was stated that Ms. Blanco will be the co-treasurer. Ms. Renee Robbins reported the Back-to-School Bash brought many families together with the activities and food that was offered and was very successful in attendance.

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

E. **Grant Report** – Ms. Dannah Robertson reported on the grants that have been applied for in this fiscal school year.

- F. **3-D Printing Club** – Ms. C.J. Fossette presented information about starting the 3-D printing club for the 7th to 10th grades. She stated the school has a 3-D printer, and it comes with the software needed for 3-D printing.
- G. **Elementary Supplemental Math Curriculum** – Ms. Baird stated they needed a supplemental math curriculum because students are lacking the automaticity of math skills. Paraprofessionals have been able to help students but the need has grown bigger. She held an Elementary Curriculum Meeting and presented the proposed curriculum from that meeting to the Board. The purpose of the curriculum will be to develop math skills in students that would become automatic or improve basic skills they have already acquired.
- H. **Stipend for Secondary Teachers to Setup CSI Dual Credit Classes** – Mr. Goss presented the proposal for a one-time \$500 stipend per dual credit class where teachers are working on the initial setting up of dual credit classes. The proposal will cost about \$4000 for the classes the teachers would setup, and it would be retroactive for the teachers who have already started set-up.
- I. **Review Parent/Staff Satisfaction Surveys and Goals** – Mr. Moon presented the possible goals in regards to the surveys. He would like to look at retaining/hiring more support staff and having up-to-date materials. He also would like to have adequate facilities. He reported the building is maxed out in capacity, and there needs to be a plan in place as to where to go with growth. He proposed addressing school needs by department. It was proposed to have a plan for needs for the next 5 years and what the wants of the school would be.
- J. **Report on Needs in the Secondary Science Department** – Mr. Goss invited Ms. Fossette to present the needs of the Secondary Science Department to the Board. It will be brought back next month.
- K. **Department Chairperson Duty Descriptions** – Mr. Goss invited Ms. Parker to present the department chairperson job description procedure proposal. It will be brought back next month.
- L. **Outdoor Clothing Dress Code** – Ms. Parker proposed an outdoor clothing dress code for athletic events, particularly for swimming. A dress code description and related standards must be submitted to administration 2 weeks prior to special events. The Chair asked Ms. Parker to add what the expectations would be for other clubs. It will be brought back next month.
- M. **Committee for Extended Learning Opportunities/Self-Directed Learners** – Mr. Goss has started the process of creating a committee for extended learning opportunities/self-directed learners which includes a school board member (Ms. Burr), a parent (Ms. Diana Wettstein), a teacher (Ms. Maki), and administrators (Mr. Moon and Mr. Goss). They will meet and will have a report of the meeting in November.

VII. Action Items

- A. **Business Manager Report/Building Petty Cash Reconciliation Report** – Mrs. Angie Carter presented the monthly financial reports. The Bonding Insurance gave suggestions of “checks and balances” to protect against fraudulent actions. It was stated that our bond policy is reasonable, and the Business Manager is adequately bonded and covered. 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: Marc Astin

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

B. Approve Final Bus Routes –

Motion: To approve final bus routes as amended

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

C. Approve Safety Busing Locations –

Motion: To approve safety busing locations as presented

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

D. Approve 3-D Printing Club -

Motion: To approve the 3-D Printing club proposal

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

E. Approve Elementary Supplemental Math Curriculum –

Motion: To approve the Elementary Supplemental Math Curriculum

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

F. Approve Stipend for Secondary Teachers to Setup CSI Dual Credit Classes –

Motion: To approve the stipend as presented in the amount of \$500 for Secondary Teachers to setup CSI Dual Credit classes

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All in favor; motion carries

G. Sack Lunches – Students w/ Lunch Bills Exceeding \$20 -

Motion: To reinstate the policy of issuing sack lunches to students exceeding the \$20 outstanding balance on a lunch account

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

H. **Board Appointment**– Four candidates attended the Board meeting.

Motion: To nominate Mr. Thad Biggers for Seat 5 effective October 1, 2022

Made by: Melissa Crane

Seconded by: Debbi Burr

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

I. **Training – Policy 9450 (2nd Reading)** – The Board held the reading on this policy.

J. **Policy Review: (1st Readings) 2600, 4210 (combined in 9800), 4210F (changed to 9800F), 4220 (changed to 9810), 5360; (2nd Reading) 5400F; (2nd Plus Reading) 2700P** - The Board held the readings on these policies.

K. **Policy 9000 Series Review: (2nd Plus Reading) 9800** - The Board held the reading on this policy.

L. **Policy 2021 Summer Updates: (2nd Plus Reading) 2150P** - The Board held the reading on this policy.

M. **Policy 2021 Fall/Winter Updates: (2nd Plus Reading) 4210P (combined in 9800)** - The Board held the reading on this policy.

N. **Policy 2000-2360 Review: (2nd Reading) 2000** - The Board held the reading on this policy.

O. **Policy 2022 Summer Updates: (2nd Readings) 2460, 2470, 2470F, 2470P** - The Board held the readings on these policies.

VIII. Adjourn

Motion: To adjourn at 10:01 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