



Xavier Charter School Board Meeting Minutes Thursday, October 20, 2022 5:30 p.m.

I. Roll Call Attendance

5:33 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 September 13th Elementary Curriculum meeting
- B. Approval of minutes from the September 15th meeting
- C. Approval of minutes from the September 19th CIP meeting
- D. Approval of minutes from the September 29th ELO/Self-directed policy meeting
- E. Approval September Accounts Payable
- F. Approval September Building Petty Cash Accounts Payable
- G. Training - Policy 9450 (2nd Plus Reading)
- H. Policy Review: (2nd Readings) 9800F (former 4210F), 9810 (former 4220), 5360; (2nd Plus Readings) 2700P & 5400F
- I. Policy 2000-2360 Review: (2nd Plus Reading) 2000
- J. Archive: 4210, 4210F, 4210P, 4220

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. Swear in Newly Appointed Board Members – Mr. Thad Biggers read the oath of office which was administered by the Board Chair, Ms. Debbi Burr. Mr. Biggers also signed the Code of Ethics.

Mr. Thad Biggers joined the Board.

VII. Executive Session as per Idaho Code 74-206

Motion: To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (b) consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student;** at 5:38 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

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

Motion: To come out of Executive Session at 5:47 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

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

VIII. Action Resulting from Executive Session – None.

IX. Reports/ Discussion Items

A. **Audit Presentation - FY 22** - Kurt Folke with Quest CPAs PLLC presented the 2021-2022 audit to the Board. The auditor evaluated internal controls in relation to financial information, policies, and procedures. They found them satisfactory with no findings. The auditor issued an unmodified opinion of the financial statements. He stated the school has 365 days of cash which reflects a strong reserve. He made one recommendation which was to consider using this year's increase in the Fund balance to pay off the DL Evans loan.

B. **Insurance Plan/Rates – Cody McQueen-** He presented the insurance renewal rates which had a 6.8% increase for health insurance and a 3% increase for the dental insurance for the 2023 enrollment year. He also presented other options with other insurance companies including the state insurance. He recommended XCS stay with the Regence/BlueShield grandmothers plan and Delta Dental plan with the current employee enrollment. He also recommended the school pay a higher amount towards the employee's insurance.

C. **Teachers of the Month** – Mr. Moon presented Mrs. Hilary Harm as the K-6 Teacher of the Month for September and Mrs. Trina Rowlands as the K-6 Teacher of the Month for October. Mr. Moon presented Mr. Shawn Moses as the 7-12 Teacher of the Month for September and Mr. Steve Canty as the 7-12 Teacher of the Month for October.

D. **Travel Club Out-of-State Trip/Request for Professional Days** – Ms. Amanda Loosli proposed the advisors and chaperones be granted professional days for school travel trips. She reported on how the traveling group aligns with XCS curriculum.

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

A. **Gary Moon – Head of Schools:** He presented the enrollment numbers. He updated the Board on the accreditation. He stated he would like the Special Education Department to have a designated and set curriculum. He said he would report next month on Care Solace which is a mental health care coordination for school systems. He reported the school had the opportunity to have a cell tower on the property and will bring more details next month. He suggested a twice-a-year retention bonus for classified employees and will bring more information next month. He stated there will be a

certified bonus after the 1st semester which is funded by the State. Mr. Moon recognized the school for receiving the award “Best in Twin Falls”. He reported he participated in the Joint Finance Appropriations Committee discussion. They discussed levies, bonds, and how schools are funded. He stated he will be meeting with the administrator from Gem Prep Charter School.

B. Jon Goss – Assistant Head of Schools: He reported via video report. He stated the secondary events happening at the school have been successful and had high participation. These events include Congrego, Outdoor Club, Archery Club, Drum Corp, Game Club, Spirit Week, and Homecoming Dance. He presented some secondary discipline data for the first quarter which included 69 discipline referrals. He stated secondary teachers have started on the accreditation with a projection of being completed by February 2023.

C. Becky Baird – K-6: She included her report in the Board Packet.

D. Lisa Thompson – 7-12: She reported the training with Mandi Patchin continues with the secondary teachers. She continues to work on purchasing textbooks and will be wrapping up the final purchases. She presented the Patriot’s Pen Theme, “My Pledge to Our Veterans”, and the Voice of Democracy Theme, “Why is the Veteran Important?”.

E. Building and Maintenance – Mr. Loosli included his report in the Board Packet. Mr. Moon stated they are looking at modulars and are in the process of getting bids on two new ones. Ms. Crane suggested looking into having the chemical cabinets made by CSI Workforce Development.

F. PFA Report– Ms. Tami Ditlefsen reported they made \$935 with the Chick-fil-A Fundraiser. They purchased a 9 square game and will be using it for the Fall Frolic. She stated they will set up a PFA table for the parent/teacher conferences next week. She reported Kiwi Loco sales are going well. The PFA will be helping with the substitute bags which include food, water, and supplies as a “Thank You” to the substitute. Mr. Moon presented the PFA financial reports.

Debbi Burr left the meeting at 7:35 p.m.

G. Federal Grant Report – Ms. Angie Carter reported on the amount of money available in the federal fund accounts. Playground equipment and the counselor’s new office will be coming out of these funds in the next few months.

H. Peanut Use by Food Service – Mr. Moon presented a parent’s concern, who is new to the school, in regards to peanuts/peanut butter use in the kitchen. He went over the procedures the kitchen/janitorial staff go through to keep designated areas peanut free. The Board did not ask administration to continue with pursuing other avenues.

I. Accreditation Report – It was covered in Mr. Moon’s and Mr. Goss’ reports.

J. Bidding Bus Contract – Mr. Moon stated bussing has had a rough start. They are requesting from the Board to allow administration to get a bid at other bus companies. This bidding process may bring out-of-state bus companies to this area if they can get a competitive bid.

K. Service Dog in the Secondary School – Mr. Goss included a report in the Board packet regarding the student with a service dog.

L. Good News Club – Ms. Carol Nielson and Ms. Hilary Harm proposed a club for girls and boys for K-6 grades. It would be a non-sponsored club.

M. ISBA Resolutions – Moved to November’s Board Meeting.

N. Continuous Improvement Plan – Mr. Moon presented the final version of the plan to the Board.

O. **RFP for Modular Buildings** – Mr. Moon asked for the ability to go out for bids for 2 modular buildings.

P. **Report on Needs in the Secondary Science Department** – Mr. Moses presented the needs of the Secondary Science Department with a spreadsheet of needed expenditures. He stated the proposal does not include the expenses for dual credit science classes. The Board discussed including a science lab modular in the modular bids.

Q. **Department Chairperson Duty Descriptions** – Ms. Parker stated an essential component of the Department Chairs (5) and administration duties is receiving the correct training. She suggested using TableGroup Training which addresses leadership. These department chairs would be positions starting in the next school year, 2023-2024.

R. **Outdoor Clothing/ Other Clubs/ Events Dress Code** – Ms. Parker presented the special events dress code to the Board.

S. **Review How Policies are Referenced on Agendas**– The Board held a discussion on how policies are referenced on agendas. They suggested having policies referenced with the “Policy Series” descriptions. They stated they did not feel it necessary to have a detailed description of each individual policy.

X. Action Items

A. **Business Manager Report/Building Petty Cash Reconciliation Report** –Mrs. Angie Carter presented the monthly financial reports. The DL Evans interest rate went up to 6.84%. She presented a new way to collect money easier through Success Funds without any expense to Xavier. She gave the Board the opportunity to ask questions. Mr. Moon explained more about what GoGuardian/GoGardian Teacher and how the school uses those programs.

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

Made by: Marc Astin

Seconded by: Thad Biggers

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

B. Approve Continuous Improvement Plan –

Motion: To approve the Continuous Improvement Plan

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

C. Approve FY 22 Audit –

Motion: To approve the FY 22 Audit

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

D. Approve Insurance Plan/Rates -

Motion: To approve continuing with the grandmothered Regence/Blue Cross insurance plan and rates for the 2023 year

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

E. Approve Travel Club Out of State Trip/Request for Professional Days –

Motion: To approve the travel club out-of-state trip to New York City

Made by: Thad Biggers

Seconded by: Marc Astin

Result: All in favor; motion carries

Motion: To approve the maximum of 2 professional days per school year for advisors and chaperones for out-of-state trips

Made by: Thad Biggers

Seconded by: Marc Astin

Result: All in favor; motion carries

F. Approve Bidding Bus Contract –

Motion: To approve administration to join other districts for bidding bus contracts

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

G. Approve Good News Club –

Motion: To approve the Good News Club to be allowed as a non-sponsored club

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

H. Approve ISBA Resolutions – No Action.

I. Approve Continuous Improvement Plan – Action take in item (b).

J. Approve RFP for Modular Buildings -

Motion: To approve administration to start the RFP process for modular buildings

Made by: Thad Biggers

Seconded by: Marc Astin

Result: All in favor; motion carries

K. Approve Report on Needs in the Secondary Science Department – No action.

L. Approve Department Chairperson Duty Descriptions -

Motion: To approve the recommended department chairperson duty descriptions as presented with the exceptions of stipends and training expenses

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

M. Approve Outdoor Clothing/ Other Clubs/ Events Dress Code -

Motion: To approve the outdoor clothing, other clubs, and events dress code

Made by: Thad Biggers

Seconded by: Marc Astin

Result: All in favor; motion carries

N. Policy Review: (1st Reading) 5750; (2nd Reading) 2600; (2nd Plus Reading) 9800 (former 4210, 4210P, 9800) - The Board held the readings on these policies.

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

XI. Adjourn

Motion: To adjourn at 9:09 p.m.

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR