



**Xavier Charter School  
Board Meeting Minutes  
Thursday, November 17, 2022  
6:00 p.m.**

**I. Roll Call Attendance**

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

**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 October 20<sup>th</sup> meeting
- B. Approval of minutes from the November 7<sup>th</sup> safety committee meeting
- C. Approval October Accounts Payable
- D. Approval October Building Petty Cash Accounts Payable
- E. Policy Review: (2<sup>nd</sup> Readings) 5750; (2<sup>nd</sup> Plus Readings) 2600 & 9800

**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. Executive Session as per Idaho Code 74-206 –** Unable to hold executive session due to the Board not having a quorum.

**VII. Potential Action from Executive Session – None.**

**VIII. Reports/ Discussion Items**

- A. **Early Graduation Request by Student-** Mr. Moon presented the early graduation information to the Board which was requested by a student.

B. **Teachers of the Month** – Mr. Moon presented Mrs. Trina Rowlands as the K-6 Teacher of the Month for October. Mr. Goss presented Steve Canty as the 7-12 Teacher of the Month for October.

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

A. **Gary Moon – Head of Schools:** He presented the enrollment numbers. He stated he met with the administrator from Gem Prep Charter School and spoke about the operations of a charter school. He invited Ms. Megan Choate to explain how she is accomplishing Elementary Group Counseling Sessions. He reported Camp Read-A-Lot went well and invited Ms. Tami Ditlefsen to speak about the event. He spoke about the Advanced Professional/Rung Back pay and explained the teachers with back pay will be paid in the December payroll. He reported the funding for the back pay was included in the July 2022 payment. He stated the Transportation RFP deadline has been extended to December 13<sup>th</sup>. He also spoke about the certified employee stipends the State has funded which are scheduled to be paid in the February payroll.

B. **Jon Goss – Assistant Head of Schools:** He invited Ms. Liz Parker to speak about the Outdoor Club events that have happened and what events are coming up. He stated Ms. Kelsie Rogers held an information night on dual credit which happened on November 14<sup>th</sup>. He presented a slideshow of the Veterans Day flag retirement ceremony that was held on Veterans Day.

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

D. **Lisa Thompson – 7-12:** She included her report in the Board Packet.

E. **Building and Maintenance** – Mr. Loosli included his report in the Board Packet. Mr. Moon stated the Elementary Counselor's office will be finished next week. He stated Mr. Loosli went out for bids for snow removal because the company that has done it in the past, no longer does.

D. **PFA Report/Financials**– Ms. Tami Ditlefsen reported the PFA continues to do fundraisers. She stated the next fundraiser will be January 17<sup>th</sup> with Panda Express which 20% comes back to the school. She stated they have made \$671 with Kiwi Loco. The PFA presented the financials to the Board.

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

F. **Accreditation Report** – Mr. Goss reported administration and teachers are working on accreditation, and the well-organized process of gathering information is running smoothly.

G. **Secondary IDLA Dual Credit on Campus** – Mr. Goss and Ms. Rogers presented the IDLA Dual Credit, and they proposed it be put in place for the 2023-2024 school year.

H. **Quarterly Suspension Report** – Mr. Moon presented the quarterly suspension report to the Board.

I. **DL Evans Loan Payoff** – Ms. Angie Carter presented information about the DL Evans Loan. She recommended paying off the DL Evans Loan and stated the auditor also recommended the pay off. She asked the Board wait to make an action to pay off the loan until the bids from the modulars are received.

J. **Retention Bonus for Classified Employees** – Mr. Moon presented the retention bonus for the classified employees which would be awarded after each semester, February and June payrolls. He stated ESSER III funds can be used for the retention bonus. The bonus will be \$500 or \$250 each semester depending on eligibility. It is contingent on 90% attendance and the day they started employment. The bonus amount will be grossed up to compensate for taxes so the take home amount will be \$500 or \$250.

K. **Bidding for Modular Buildings** – Mr. Moon presented information about the modular buildings. He stated the prices have increased drastically. They are looking at an estimated

amount of \$692,000 for two modular buildings. They will go out for RFPs and proceed with the bidding process. The Board asked the bids to include looking into building a steel building.

L. **Bidding for Science Modular Buildings** – Mr. Moon will be pursuing the bid process for the science modular building.

M. **Cell Tower Proposal** – Ms. Carter presented information about Atlas Tower. The school can choose to be paid \$900 a month for 20 months with 2 extensions or \$175,000 lump sum. She spoke with Mr. Joe Borton about the project and everything seems to be in place that is needed. Atlas Tower will need a 50' x 50' block of land. Construction usually starts during summer and is fenced off. They will pay for all power and insurance. She reported the next step is let them know the school is interested. The Board asked Ms. Carter to let Atlas Tower know the school is interested and to proceed. The Board asked Ms. Carter to bring back the results and/or proposal.

N. **External Learning Opportunities/Self-Directed Learners**– Mr. Moon, Mr. Goss, and Ms. Burr will address this topic during the policy section.

## **IX. Action Items**

A. **Business Manager Report/Building Petty Cash Reconciliation Report** –Mrs. Angie Carter presented the monthly financial reports. She stated the school has received the amount of funding that was expected for the November payment. She gave the Board the opportunity to ask questions.

**Motion:** To approve the monthly financial reports as presented

**Made by:** Melissa Crane

**Seconded by:** Marc Astin

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

B. **Approve the Dental Plan/Rates** –

**Motion:** To approve the Delta Dental renewal plan with the 3% rate increase

**Made by:** Melissa Crane

**Seconded by:** Marc Astin

**Result:** All in favor; motion carries

C. **Approve Early Graduation Request by Student**–

**Motion:** To approve early graduation requested by Student A

**Made by:** Melissa Crane

**Seconded by:** Marc Astin

**Result:** All in favor; motion carries

D. **Approve Secondary IDLA Dual Credit On Campus** -

**Motion:** To approve Secondary IDLA Dual Credit proposal

**Made by:** Marc Astin

**Seconded by:** Debbi Burr

**Result:** Marc Astin in favor of the motion; Melissa Crane and Debbi Burr opposed the motion; motion fails

E. **Approve DL Evans Loan Payoff** – No Action.

**F. Approve Retention Bonus for Classified Employees –**

**Motion:** To approve a retention bonus for the classified employees

**Made by:** Melissa Crane

**Seconded by:** Marc Astin

**Result:** All in favor; motion carries

**G. Approve Request to Bid for Modular Buildings – No Action.**

**H. Approve Request to Bid for Science Modular Buildings – No Action.**

**I. Approve Cell Tower Proposal – No Action.**

**J. Policy Review: (1st Readings) 2210P1, 3330, & 9100 -** The Board held the readings on these policies.

**K. Policies 2370-2800 Series Review (1st Readings) –** These policies will be reviewed at the next regular Board meeting.

**L. Policy 2022 Fall Updates: (1st Readings) 2140, 2500, 2510, 2510P, 2520, 2530, 2530F, 2540, 3340, 3340P, 3525, 4105, 4105F, 4130F, 4260F, 4500, 4500P, 5100, 5101, 5281, & 7310 -** These policies will be reviewed at the next regular Board meeting.

**M. Policy 2022 Summer Updates: (1st Readings) 2460, 2470, 2470F, & 2470P (ELO/Self-Directed Learners) -** The Board held the readings on these policies.

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

**X. Adjourn**

**Motion:** To adjourn at 9:30 p.m.

**Made by:** Melissa Crane

**Seconded by:** Marc Astin

**Result:** All present in favor; motion carries

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Signature of Board Secretary

Date

Recorded by DR