



Xavier Charter School Board Meeting Minutes Thursday, February 16, 2023 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 – present through Google Meets, Marc Astin – present, and Thad Biggers – present

II. Pledge of Allegiance

III. Approval of Amended Agenda – The Board Chair disclosed the agenda was posted by February 15th at noon which was short of the 48 hours of notification and posting. The agenda was amended by adding item (b) to executive session due to a student issue needed to be discussed in executive session instead of the regular meeting which would remove discussion item (b) and action item (b).

Motion: To approve the amended 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 January 19th meeting
- B. Approval January Accounts Payable
- C. Approval January Building Petty Cash Accounts Payable
- D. Annual Policy Review: (2nd Readings) 3285, 3295, 3330, 8200, & 9800F
- E. Policy Review: (2nd Reading) 4120
- F. Policy Series Review: (2nd Readings) 2370-2435, 2440, 2450, 2550-2580F, 2600-2630, 2705-2800
- G. Policy 2022 Fall Updates: (2nd Readings) 2140, 2500, 2510, 2510P, 2530, 2530F, 2540, 3340, 3340P, 3525, 4260F, 4500, 5281, & 7310
- H. Policy 2022 Summer Updates: (2nd Plus Readings) 2460, 2470, & 2470P (ELO/Self-Directed Learners)
- I. Archived Policies: (2nd Readings) 2435F, 2520, 2580P, & 4130F

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Thad Biggers

Result: All present in favor; motion carries

V. Public Input – None.

VI. Reports/ Discussion Items

- A. **Teachers of the Month for February** – Mr. Moon stated the teachers for February will be presented next month.
- B. **Early Graduation Request** – Item moved to executive session.
- C. **K-6 and 7-12/HOS/AHOS/Building and Maintenance Reports**
 - A. **Gary Moon – Head of Schools:** He updated the Board on the Superintendent’s meeting which included updating them about the state legislation and legislation bills up for review. He stated there was talk about a new funding formula and whether funding will be based on enrollment or ADA. He reported advertising for open enrollment has started. Mr. Moon said the transportation contract was awarded to Mid-Columbia, and the modular purchase agreement has been signed. He spoke about the classroom assignment planning which will be reported at the next meeting. He invited Ms. Elizabeth Parker to present the leadership training for the school leadership.
 - B. **Jon Goss – Assistant Head of Schools:** He reported Ms. Carrie Jo Fossette is participating in “Trout in the Classroom”. He stated Mrs. Maki received a grant from CapEd for math manipulatives. He reviewed the commencement program with the Board
 - C. **Becky Baird – K-6:** She will report next month.
 - D. **Lisa Thompson – 7-12:** She will be reporting later in the meeting.
 - E. **Building and Maintenance** – Mr. Loosli included his report in the Board Packet.
- D. **PFA Report/Financials**– Mrs. Robbins stated the next Spirit Night will be at Chick-fil-A on March 28th. She stated the PFA will be providing a lunch for the teachers during parent/teacher conference. They are hosting a Jog-a-thon for K-12 students on April 28th – the Secondary students will be jogging during Houses, and Elementary students will be staggered through the day.
- E. **Secondary Science Update** – A report will be made next month.
- F. **History Curriculum Presentation** – Mrs. Thompson stated she has found a 9-12 History curriculum with Classical Academic Press which pairs with XCS vision and mission. She will be bringing the History Curriculum to the Board for approval at a later meeting. Mr. Biggers asked for the History sequence to be brought to the later meeting. She reported the next step is to have a parent curriculum meeting. She stated, after the curriculum meeting, it will be presented to the Board for approval.
- G. **Federal Grant Report-** Ms. Angie Carter reported on the amount of money available in the federal fund accounts.
- H. **Accreditation Report** –Mr. Moon and Mr. Goss presented the exit accreditation report. He presented the general findings, what the next steps will be, and what is coming next. Mr. Moon stated the initial findings were self-identified by participants in the report. He thanked the Elementary team, Secondary team, and Mr. Goss for all their work. He reported another accreditation will not need to be completed for 6 years. Mr. Moon stated Xavier Charter School was recognized in the Superintendent’s meeting for a job well done with the accreditation process.
- I. **PCSC Annual Report** – Mr. Moon presented the Public Charter School Commission annual performance report.
- J. **Secondary Enrollment Committee** – Mr. Moon stated a committee will be created to investigate and study as to why the families leave Xavier in the Secondary School.

- K. **Secondary Seminar Bell Schedule 23-24** – Mr. Moon presented the Seminar Bell Schedule 2023-24 to the Board. Ms. Parker and a committee gathered information for accessing pros and cons of the Seminar Bell Schedule. Three schedules were presented to the Board.
- L. **Report on Full Day Kindergarten** – Mr. Moon reported on the survey results from last year in regards to full day kindergarten. He recommended a full day kindergarten option be offered next year and stated it will impact the budget.
- M. **Report on Building Entrance Art** – Mr. Moon presented the building entrance art update. He will present the bids in next month's meeting.
- N. **Report on an Amendment of Site Work RFP Deadline** – Mr. Moon stated the deadline needed to be pushed back because more information is need for the site work RFP.
- O. **New Credit Card** – Ms. Angie Carter presented information about pursuing a new credit card which would include issuing all of the employees in need of a credit card for school purchases would receive individual cards issued through First Federal. It will have better monitoring controls and has no additional costs.
- P. **School Calendar Planning** – Mr. Moon asked the Board what they would like to see on the calendar.
- Q. **Options to Pay Off DL Evans Loan** – Ms. Carter presented the numbers with interest and the savings by paying off the DL Evans Loan. She recommended the Board pay off the loan.
- R. **Administration Leadership Structure Committee** – Mr. Moon reported they will be putting together a committee to address the restructuring for Administration Leadership.
- S. **Calendar Head of Schools Evaluation** – The Board decided to calendar the evaluation later.

VII. 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) consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student; at 9:06 p.m.

Made by: Marc Astin

Seconded by: Thad Biggers

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

Motion: To come out of Executive Session at 9:28 p.m.

Made by: Marc Astin

Seconded by: Thad Biggers

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

VIII. Action Resulting from Executive Session

Motion: To approve hiring teachers A and B for positions that were discussed

Made by: Marc Astin

Seconded by: Amy Wendler

Result: All present in favor; motion carries

Motion: To grant early graduation to student A

Made by: Melissa Crane
Seconded by: Thad Biggers
Result: All present in favor; motion carries

Melissa Crane left at 9:31 p.m.

IX. Action Items

A. **Business Manager Report/Building Petty Cash Reconciliation Report** –Mrs. Angie Carter presented the monthly financial reports. Mid- Colombia submitted for the mileage claim. She gave the Board the opportunity to ask questions.

Motion: To approve the monthly financial reports as presented

Made by: Marc Astin

Seconded by: Amy Wendler

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

B. **Action: Early Graduation Request**– Item moved to executive session.

C. **Action: Secondary Seminar Bell Schedule 23-24 -**

Motion: To approve Secondary Seminar Bell Schedule C

Made by: Amy Wendler

Seconded by: Marc Astin

Result: All in favor; motion carries

D. **Action: the Addition of Full Day Kindergarten -**

Motion: To approve the additional of full day kindergarten once we have the building capacity

Made by: Marc Astin

Seconded by: None

Result: Motion fails

Motion: To approve the option of full day kindergarten for the 2023-2024 school year

Made by: Thad Biggers

Seconded by: Debbie Burr

Result: All in favor; motion carries

E. **Action: the New Credit Card –**

Motion: To approve the option of the new credit card

Made by: Amy Wendler

Seconded by: Marc Astin

Result: All in favor; motion carries

F. **Action: Additional Compensation for Instruction/Pupil Service Staff** – Ms. Carter presented the additional compensation (H793) for FY2023 to be paid in lump sum payments to all qualifying staff in the February payroll. The Board determined it was acceptable to distribute the funds in the scheduled payroll. No action was taken.

G. Action: the Pay Off of DL Evans Loan –

Motion: To approve the complete pay off of the DL Evans loan on the land by using the reserve funds

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

H. Policy Review: (2nd Plus Reading) 9100 - The Board held the reading on this policy.

I. Policies Series Review: (1st Readings) 3000-3295P – The Board held the readings on these policies.

J. Policies Series Review (2nd Reading) 2700P – The Board held the reading on this policy.

K. Policy 2022 Fall Updates: (2nd Readings) 4105, 5100, & 5101 - The Board held the readings on these policies.

L. Policy 2022 Summer Updates: (2nd Readings) 2470F (ELO/Self-Directed Learners) -
The Board held the reading on this policy.

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

X. Adjourn

Motion: To adjourn at 10:30 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