



Xavier Charter School Board Meeting Minutes Thursday, April 20, 2023 6:00 p.m.

I. Roll Call Attendance

6:02 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 Agenda – Moved policy 5100 from the consent agenda, and it will be brought back on the consent agenda for next month due to it not being ready to present to the Board.

Motion: To approve the amended agenda

Made by: Melissa Crane

Seconded by: Thad Biggers

Result: All present in favor; motion carries

IV. Consent Agenda –

- A. Approval of minutes from the March 13th secondary curriculum meeting
- B. Approval of minutes from the March 16th meeting
- C. Approval of minutes from the April 11th special meeting
- D. Approval of minutes from the April 13th election committee meeting
- E. Approval March Accounts Payable
- F. Approval March Building Petty Cash Accounts Payable
- G. Policy Review: (2nd Reading) 2700F
- H. Policies Series Review: (2nd Plus Reading) 2700P
- I. ~~Policy 2022 Fall Updates: (2nd Plus Reading) 5100~~ **Moved to next month.**
- J. Policy 2022 Summer Updates: (2nd Plus Readings) 2470F (ELO/Self-Directed Learners)

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Thad Biggers

Result: All present in favor; motion carries

V. 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 6:06 p.m.

Made by: Melissa Crane

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 6:30 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

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

VI. Action Resulting from Executive Session

Motion: To approve Candidate A for the Elementary Music position

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

Motion: To approve Candidate B for the 5th grade Elementary position

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

Motion: To approve Candidate C for the 6th grade Elementary position

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

VII. Public Input – None.

VIII. Reports/ Discussion Items

A. Teachers of the Month for February & April – Mr. Moon presented Ms. Sosana Carpenter as the K-6 Teacher of the Month for April. Mr. Goss presented Ms. Galina Maki as the 7-12 Teacher of the Month for April.

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

A. Gary Moon – Head of Schools: He presented the enrollment numbers. He reported the Jog-a-Thon fundraiser is going well which will end April 28th.

B. Jon Goss – Assistant Head of Schools: He invited Ms. Kelsie Rogers to report on the Seniors Post-Secondary choices which includes 86% planning on attending college. He read Kate Hodges' statement and invited Deegan Pearce to speak about their experience at Xavier and how they feel prepared for the future.

- C. Becky Baird – K-6:** She reported she is preparing for placement testing/parent orientation which will include a time for questions and answers. They will be preparing for 32 new families to join Xavier. She stated she will be purchasing Science textbooks for the curriculum they already have and will be funded from the ESSER funds.
- D. Lisa Thompson – 7-12:** She presented the Senior Class Exposition Projects to the Board. She presented a possible Science Curriculum and will continue to proceed with looking further into them.
- E. Building and Maintenance –** Mr. Loosli included his report in the Board Packet.
- C. PFA Report/Financials–** Mrs. Renee Robbins presented the PFA financials. They raised \$915 for the Chick-Fil-A fundraiser. The Princess Party for the Daddy/Daughter activity and the Cowboy Hoedown for the Mother/Son activity was a great community activity. The Jog-a-thon will be April 28th. They are looking at sponsoring some of the cost for a jogging track on the campus grounds. Mr. Moon stated ESSER funds can help with some of the cost for the track.
- D. Lottery Update –** Mr. Moon gave the lottery update to the Board.
- E. Federal Grant Report-** Ms. Angie Carter included her federal grant report in the Board Packet.
- F. State Insurance Pool -** Ms. Angie Carter included the state insurance pool report in the Board Packet.
- G. Budget Process –** Mr. Moon updated the Board on the budget and stated there will be more information from the State Board Education meeting next week.
- H. Report from the Counselors on Group Counseling –** Ms. Rogers and Ms. Megan Choate reported on the group counseling with students. Ms. Rogers will be starting “Open Group” which will be held during lunch as she focuses one day a week on personal growth and the other day of the week on academic related things to encourage more attendance by students.
- I. Bus Contract –** Mr. Moon presented the information on the bus contract.
- J. Legislative Roadshow Summary –**Mr. Moon informed the Board about the state funding and legislation that was given during the roadshow.
- K. PCSC Follow-up Report –** Mr. Moon gave the follow-up report on the PCSC.
- L. Building Entrance Art Plans –** Mr. Moon presented the building entrance art plans and will be delegating the project to Ms. Elizabeth Parker and Ms. Hillary Harm to finish it.
- M. Administration Leadership Structure –** Mr. Moon presented the administration leadership structure.
- N. Leadership Training –** Mr. Moon presented the leadership training plan to the Board. The cost for training will be paid from ESSER funds.
- O. Final Classroom Assignment Plan –** Mr. Moon presented the classroom assignment plan.
- P. Kindergarten Options Report –** Mr. Moon reported on what the parents desire in regards to half-day and full-day kindergarten. He would recommend two full-time kindergarten classes be offered.
- Q. Review/Potentially Revise American Rescue Plan: Safe Return to School –** No report at this time.
- R. Report on SPED Needs –** Mr. Moon gave the report on the Special Education needs.
- S. SPED PowerSchool Module –** Mr. Moon recommended the SPED PowerSchool Module be purchased using ESSER funds.
- T. Secondary Enrollment Committee – Exit Survey Data –** Mr. Goss stated the exit survey (2019 to present- 181 exiting students) resulted in homework/workload as the highest reason for not staying with Xavier Charter School.
- U. Election Committee Recommendation –** Ms. Dannah Robertson gave the Board the Election Committee’s recommendation in regards to the applicants.

V. **Appoint a Board Member to Count Ballots** – The Board will appoint a board member at a later time.

IX. Action Items

A. **Business Manager Report/Building Petty Cash Reconciliation Report** –Mrs. Angie Carter presented the monthly financial reports in the board packet. The Board had 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: Debbi Burr – yes, Melissa Crane – yes, Amy Wendler – yes, Thad Biggers – yes, and Marc Astin – yes. All present in favor; motion carries

Amy Wendler left the meeting at 9:36 p.m.

B. **Calendar Budget Work Sessions-** The budget work session was scheduled for Monday, May 15th at 6:00.

C. **Action: Approval of 2022-23 Auditor: Quest -**

Motion: To approve Quest as the 2022-23 Auditor

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All in favor; motion carries

D. **Action: Approve Candidates for Board Seat 5 –**

Motion: To approve candidates for Board Seat 5 following the recommendation of the Election Committee which recommended Candidate C

Made by: Thad Biggers

Seconded by: Marc Astin

Result: Melissa Crane opposed; Majority in favor; motion carries

The Board Chair asked the Board Clerk to send letters to the applicants regarding the action taken in approving the candidates.

E. **Action: Set the Ballot – No Action.**

F. **Action: Bus Contract – No Action.**

G. **Action: Building Entrance Art – No Action.**

H. **Action: Administration Leadership Structure –**

Motion: To approve the new Administration Leadership structure

Made by: Melissa Crane

Seconded by: Thad Biggers

Result: All in favor; motion carries

I. Action: Leadership Training –

Motion: To approve the leadership training option as outlined using ESSER funds

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All in favor; motion carries

J. Action: Kindergarten Options –

Motion: To approve two all-day Kindergarten classes

Made by: Marc Astin

Seconded by: Thad Biggers

Result: All in favor; motion carries

K. Action: Review/Potentially Revise American Rescue Plan: Safe Return to School – No Action.

L. Action: Special Education Needs – No Action.

M. Action: Special Education PowerSchool Module –

Motion: To approve the purchase of the Special Education PowerSchool Module

Made by: Melissa Crane

Seconded by: Thad Biggers

Result: All in favor; motion carries

N. Policy Review: (1st Reading) 2720F; (2nd Readings) 2720, 3260, 3261- 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.

X. Adjourn

Motion: To adjourn at 9:59 p.m.

Made by: Melissa Crane

Seconded by: Thad Biggers

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR