



Xavier Charter School Board Meeting Minutes Thursday, September 21, 2023 6:00 p.m.

I. Roll Call Attendance

6:03 p.m. Debbi Burr, in the Chair. Debbi Burr – present, Melissa Crane – present, Amy Wendler – present, Marc Astin – present, and Nicole Wilson – present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the consent agenda

Made by: Marc Astin

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

IV. Consent Agenda –

- a. Approval of minutes from the August 21st Meeting
- b. Approval of minutes from the September 14th CIP Meeting
- c. Approval of August Accounts Payable
- d. Approval of August Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

Made by: Amy Wendler

Seconded by: Marc Astin

Result: All present in favor; motion carries

V. Public Input – None.

VII. Annual District Meeting – Action Items

- a. Designation of Head of Schools as the Administrator in charge – Gary Moon
- b. Designation of official publication – The Times News
- c. Designation of financial institution(s) and designation of signatures for accounts - **First Federal Bank:** Angie Carter, Gary Moon, Debbi Burr, Melissa Crane, Marc Astin; **DL Evans:** Angie Carter, Gary Moon, Debbi Burr, Melissa Crane, Marc Astin; **Zion's Bank; State LGIP for Savings:** Angie Carter and Debbi Burr can authorize the transfer of funds.

- d. Designation of who has the right to transfer funds to and from school bank accounts - Angie Carter and Gary Moon
- e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month – Affirmed by Angie Carter
- f. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly - Affirmed by Angie Carter
- g. Designation of Bonding agency and amount on Business Manager – Idaho Counties Risk Management Program/Moreton & Company and \$500,000 per occurrence
- h. Designation of Property and Liability Insurance carriers – Idaho Counties Risk Management Program/Moreton & Company
- i. Designation of Title IX officer – Gary Moon
- j. Designation of employee drug testing agency – St. Luke's Occupational Health
- k. Designation of Legal Counsel – Joe Borton
- l. Designate payroll signature – Gary Moon, Debbi Burr and Angie Carter

Motion: To approve designations as presented

Made by: Marc Astin

Seconded by: Amy Wendler

Result: All present in favor; motion carries

Reports/Discussion Items

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

Gary Moon, Head of Schools, presented current enrollment numbers. He stated that lower grade levels currently have openings and that Interviews with new families are actively taking place and will fill some of those openings. He reported on the first monthly Superintendent meeting of this school year that took place on 9/20 and the review of a new funding formula. The report included, the meetings statement that a new funding formula is to be shared in 6 weeks. This formula includes, \$ amount per student financing, in salary based apportionment. Attendance improved can affect rates. He mentioned that CSI will hold a meeting with Legislators in December that will be a great opportunity to share information and ask questions regarding charter school needs.

Jon Goss, Assistant Head of Schools, reported to the board on recent ASVAB tests taken by 11th graders. This test is given by the military and is a multi-aptitude test that records strengths and ability in science, math and language. Test scores will be available mid-November. He mentioned that Xavier students always receive great feedback. He reported on student retention. And, shared information regarding new students and how they are working with Mrs. Rogers towards student integration and receiving any additional help that has been needed to start school year at expected level of learning. He stated that college counselors will be meeting with students during the school year to show

Liz Parker, Secondary Lead Teacher, reported to the board that she and Mrs. Harm would like to report back to the board regarding any art selections for school beautification project in November. Allowing them more time to make the best selections. She also reported that there are currently 3 substitute teachers available for staff coverage and that at this time Xavier staff have been helping to fill in where needed during their prep periods. She expressed the need to have a plan in place to encourage more substitute teacher availability.

Hillary Harm, Elementary Lead Teacher, reported to the board on the plan for teacher training during early release times for Monday afternoons. Staff focus will be on professionalism in the work place, as well as, professional communication patterns.

ASB Report – Mrs. Maki and Student Body Representatives gave updates on current activities.

- B. Student Transportation Routes** – Columbia Bus Co. Representatives attended this evenings meeting and reported on the 5 selected school bus routes for student pick-up and drop-off for this 2023-2024 school year. They reported that new GPS Routing Software is to be installed by October 30th and will aid in selection of routes to shorten trip times.
- C. First Federal Proposal** – Bank Representative, Mrs. Ashley Frodin brought to the board a proposal sharing the benefits of using First Federal Bank as the main financial institute for school funds. Please see board packet for additional information.
- D. Building Project Updates** – Please see board packet for additional information.
- E. Discarded Items** – Mr. Moon reported for Mr. Brian Loosli. Any items that have been donated to local thrift stores and/or needed to be discarded had a total value of less than \$500.
- F. Phone/Intercom Systems** – Mr. Moon reported on the progress of the schools’ new phone system installation and the protections put in place to aid in the security of hardware, in the event of an emergency. He stated that he would report back to the board in October of any progress that takes place regarding the intercom system.
- G. PFA Report/Financials** – Representative reports that a member will attend each monthly board meeting with updates on work that PFA is continuing. This month’s report included, feedback on the success of the back to school bash dance. As well as, the plan for PFA to purchase new science curriculum. Materials will ship in October. Once received staff can assess items being up to standard and then purchase can be finalized. PFA will continue forward with plan to raise funds for a new track. Please see board packet for financial report.
- H. Building Artwork** – Mrs. Liz Parker and Mrs. Hilary Harm will report back to the board in November regarding Art selections.
- I. Report S&P Rating Call** – See Board Packet.
- J. 6th Grade Latin Curriculum** – Mrs. Harm reported on the current curriculum being used in Latin classes for grades 3rd – 9th and it’s benefit to the students. Curriculum includes, visual emphasis learning. She reported that new teaching staff will need to learn/practice this method of learning and checked in with board that this is the best curriculum to move forward with.
- K. Secondary Health Curriculum** – Mrs. Parker reported on new curriculum that she has resourced for replacement of current health curriculum and brought in text books for the

board to review. She states that all pertinent course needs can be met with new text books and that any additional trainings including, CPR courses are offered through Idaho State School web-based programs.

- L. Secondary Student Retention Update** – Mr. Goss reported on student success being a large factor in why some students consider movement towards other schools. Xavier offers summer courses for students to recover credits so, they can move on to the next grade level. Some students might feel deterred to continue courses in to the summer months. Many of these students will go to local traditional public school. 20 students were required to complete courses. All but 2 chose to complete courses.
- M. Classical Education National Symposium** – Mr. Moon, Mrs. Parker and Mrs. Carter reported on this symposium as being an annual conference that staff attended before covid and needs to continue as an annually attended conference. Estimated cost for 7-8 staff and/or board member(s) would be \$21,000 including, airfare, hotel and admission. Symposium to take place March 19th through the 23rd 2024 in Pheonix, Arizona. A proposal for partial funding of \$14,000 to be paid by Essex fund was brought to the board.
- N. Facilities Manager Stipend** – Mr. Moon presented a proposal for a \$4,500 stipend to be paid to Mr. Brian Loosli for hours worked to facilitate and manage all projects that have taken place during the schools’ remodel.
- O. Federal Grant Report** – Please see board packet for additional information.
- P. Policy Review Committee** – This committee will review all necessary policies as a group.

VI. Action Items

- A. Business Manager Report/Building Petty Cash Reconciliation Report/First Federal Proposal for LGIP Funds** – Mrs. Angie Carter included the monthly financial reports in the Board packet. The Board held a discussion on the reports.

Motion: To approve the monthly financial reports as presented

Made by: Nicole Wilson

Seconded by: Marc Astin

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

- B. First Federal Proposal** - Will be reviewed by board and brought back to agenda in October.

- C. Approve Final Bus Routes** –

Motion: To approve final bus routes

Made by: Marc Astin

Seconded by: Melissa Crane

Result: 4 in favor, 1 oppose; motion carries

- D. Building Artwork – No Acton needed.** To be brought back for review in November.

E. 6th Grade Latin Curriculum –

Motion: To approve 6th Grade Latin Curriculum

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

F. Secondary Health Curriculum –

Motion: To approve Secondary Curriculum: IDLA Health

Made by: Melissa Crane

Seconded by: Nicole Wilson

Result: All in favor; motion carries

G. Classical Education National Symposium –

Motion: To approve use of Esser funds totaling \$14,000. And, to look into funding options of \$7,000 to cover costs of symposium.

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

H. New Intercom System – No action needed.

I. Approve Facilities Manager Stipend - Stipend amount of \$4,500 approved.

Motion: To approve Facilities Manager Stipend

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All in favor; motion carries

J. Policy Review Committee – No Action needed.

VII. Adjourn

Motion: To adjourn at 8:25 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by MJ