



**Xavier Charter School
Board Meeting Minutes
Thursday, June 29, 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 – absent

II. Pledge of Allegiance

III. Approval of Amended Agenda – Amendment of the agenda to remove executive session because it is not needed. Remove discussion items (h) and (j) because they will be included in other agenda items. Remove action item (f) because it will be included in another agenda item; and action item (k) because action is not needed on the art at this time.

Motion: To approve the agenda as amended

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

IV. Consent Agenda –

- a. Approval of minutes from the May 15th budget work session
- b. Approval of minutes from the May 18th secondary science curriculum meeting
- c. Approval of minutes from the May 18th meeting
- d. Approval of minutes from the May 23rd safety committee meeting
- e. Approval of minutes from the June 5th elementary counselor curriculum meeting
- f. Approval May Accounts Payable
- g. Approval May Building Petty Cash Accounts Payable
- h. Policy Review: (2nd Plus Reading) 3261
- i. Policy Series Review: (2nd Readings) 3300-3335, 3365-3520, 3530-3620
- j. Policy 2023 Winter Updates: (2nd Readings) 1315, 1405, 3030, 3270, 3270P, 3440, 5325, 5330, 5330F, 5335A1, 5335F, 5340, 5500

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. Annual Meeting of Xavier Charter School 501(c)3 Corporation

- A. Swearing in of newly-elected and newly-appointed Board Members-** Melissa Crane will retain Seat 4. Ms. Nicole Wilson joined the Board and read the Oath of Office.

Motion: To appoint Nicole Wilson to Seat 5 for a 1 year term.

Made by: Melissa Crane

Seconded by: Marc Astin

Result: Amy Wendler, Debbi Burr, Marc Astin, and Melissa Crane in favor; motion carries

Signature of Code of Ethics for Board Members – All new Board members have signed the Code of Ethics.

B. Election of Board Officers-

- a) **Chair – Debbi Burr** was nominated;
- b) **Vice-Chair – Marc Astin and Melissa Crane** were nominated;
- c) **Secretary– Amy Wendler** was nominated;
- d) **Treasurer – Marc Astin and Nicole Wilson** were nominated.

Motion: To approve the Board members for the Board Offices

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

Approved Board Offices: **Debbi Burr** was elected as chair; **Marc Astin** was elected as vice-chair; **Amy Wendler** was elected as secretary; **Nicole Wilson** was elected as treasurer.

C. Assumption of office by the new Chair, Debbi Burr.

- D. Set a Time and Date for the Monthly Board Meetings for FY 2023-2024 –** The first meeting will be July 20th and is set to be the third Thursday of each month at 6 p.m.

Motion: To set the monthly board meetings for the 3rd Thursday at 6 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

VII.

VIII. Reports/ Discussion Items

- A. Student Transportation Bid/Contract –** Mr. Moon presented the bid for student transportation for Mid-Columbia Bus Company. The Board discussed the bid/contract and will be holding a special meeting for more discussion.

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

- A. Gary Moon – Head of Schools:** He reported they are in the process of hiring a 1st grade teacher, and he gave the leadership training recap the administrators attended.

- B. Jon Goss – Assistant Head of Schools:** He included his report in the Board packet.
- C. Hillary Harm – K-6:** She included her report in the Board packet.
- D. Liz Parker – 7-12:** She reported on training and that the hiring of paras needed for the next school year is almost complete. She stated they are continuing with the ordering process of supplies and textbooks.
- E. Building and Maintenance –** Mr. Brian Loosli stated a building permit for the modular has been secured. He reported the modular installation is on schedule and moving of classrooms/offices is in process. He stated they are still waiting on the building permit for the HOS/AHOS offices.
- C. Prior Years Attendance Codes –** Mr. Moon reported on the prior years attendance codes. Over ten years ago, the codes were not put in correctly; and the dollar amount for overpayment by the State will be subtracted from the July payment Xavier will receive.
- D. Admin Room Remodel –** Mr. Moon stated they are going to add a wall in the Admin room along with other additional costs which were included in the Board packet.
- E. Science Room Remodel –** Mr. Moon stated the planning for the remodel of the Science room quote is over \$5,000, and they are needing approval of up to \$13,000.
- F. Moving Costs and Supplies –** Included in item (k).
- G. PFA Report/Financials–** The PFA included the financials in the Board packet. Ms. Robbins reported there is a new PFA presidency: Zach Uhrig as president, Lynsey Hughes as vice president, Amber Warren as treasurer, and Christina Mauldin as secretary.
- H. Quarterly Suspension Report –** Mr. Moon gave the quarterly suspension report and discipline referrals report.
- I. Discipline Referrals Report –** Included in item (h).
- J. Vendor Contracts –** The Board held a discussion about the vendor contracts.
- i. Behavior Services – Progressive Behavior Services
 - ii. Sped. Consulting - Jesse Mittelstadt
 - iii. Sped. Director/504 Director – Edwise (2 days a month)
 - iv. Speech/Language – Clear Talk
- K. Furniture Purchases for Moving/Additional Classrooms –** Mr. Loosli is continuing with the furniture purchases, and he was asking the Board to approve up to \$50,000 from the fund balance so he can finish the setup of classrooms/offices.
- L. Facility Manager Additional Time –** Mr. Moon reported Mr. Loosli has been putting in additional time this summer. Mr. Loosli has been logging his hours, and Mr. Moon will be issuing a stipend in July or August for his extra work.
- M. Maintenance Personnel/Student Workers –** Mr. Moon would like to increase the maintenance personnel and student workers with an increase in pay.
- N. Federal Grant Report –** Ms. Angie Carter included the federal grant report in the Board packet.
- O. Budget Amendment and Hearing –** Ms. Angie Carter included the budget amendment and budget hearing in the Board packet. The Board held a discussion on the amended budget and the future budget. The Chair opened the meeting up to questions from the attendees.
- P. Grant Report –** Ms. Dannah Robertson presented the grant report to the Board.
- Q. Full-year School Safety Report –** Mr. Josh Dickson included a report in the Board packet in Mr. Goss' Board report.
- R. Building Entrance Art Plans –** The Admin is waiting on painting before they can move forward with art plans. The Board asked Brian to bring paint bids, how it will be allocated, and recommendations.

S. Elementary School Counseling Curriculum – Ms. Megan Choate reported on a new Elementary School Counseling Curriculum which was presented in a meeting with a committee consisting of faculty and parents. The committee voted unanimously to present the curriculum to the Board.

T. Schedule Board Retreat – The Board scheduled the Board Retreat for July 8th from 9 a.m. to 2 p.m.

IX. Action Items

A. Business Manager Report/Building Petty Cash Reconciliation Report – 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: Marc Astin

Seconded by: Melissa Crane

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

B. Action: FY 23 Budget Amendment -

Motion: To approve Budget Amendment for FY 23

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

C. Action: FY 24 Budget Hearing -

Motion: To approve the Budget Hearing for FY 24

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

D. Action: Admin Room Remodel -

Motion: To approve up to \$30,000 for the Admin Room Remodel

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All in favor; motion carries

E. Action: Science Room Remodel –

Motion: To approve up to \$13,000 for the Science Room Remodel planning

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All in favor; motion carries

F. Action: Moving Costs and Supplies– Included in item (j).

G. Action: Discarded Items–

Motion: To approve the discarded items list

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

H. Action: Approve Vendor Contracts –

- i. Behavior Services – Progressive Behavior Services
- ii. Speech/Language – Clear Talk
- iii. Sped. Consulting - Jesse Mittelstadt
- iv. Sped. Director/504 Director – Edwise

Motion: To approve the Behavior Services contract with Progressive Behavior Services

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

Motion: To approve the Clear Talk contract

Made by: Marc Astin

Seconded by: Amy Wendler

Result: All in favor; motion carries

Motion: To approve the contract with Jesse Mittelstadt

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

Motion: To approve the Edwise contract

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

I. Action: Student Transportation Bid/Contract – Postponed to a future meeting.

J. Action: Approve Amount for Furniture for Moving/Additional Classrooms –

Motion: To approve up to \$50,000 for furniture for moving and additional classrooms

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All in favor; motion carries

K. Action: Building Entrance Art – No action.

L. Action: Elementary School Counseling Curriculum -

Motion: To approve the Elementary School Counseling Curriculum

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All in favor; motion carries

M. Action: Employee, Rhetoric, Logic, and Grammar Handbooks–

Motion: To approve the Employee, Rhetoric, Logic, and Grammar Handbooks

Made by: Marc Astin

Seconded by: Melissa Crane

Result: All in favor; motion carries

N. Policy 2023 Winter Updates: (2nd Reading) 2395 - The Board held the reading on this policy.

X. Executive Session was not needed.

XI. Adjourn

Motion: To adjourn at 9:07 p.m.

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR