



**Xavier Charter School
Board Meeting Minutes
Thursday, August 17, 2023
6:00 p.m.**

I. Roll Call Attendance

6:00 p.m. Debbi Burr, in the Chair. Debbi Burr – present, Melissa Crane – absent, Amy Wendler – absent, 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 July 20th meeting
- b. Approval of minutes from the July 26th special board meeting
- c. Approval of July Accounts Payable
- d. Approval of July Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

Made by: Marc Astin

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

V. Public Input – None.

Reports/Discussion Items

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

Gary Moon, Head of Schools, reported to the board a brief update on the progress of teacher training, currently in session. He stated that all current teacher and paraprofessional positions have been filled, to date. He also reported on his and Mr. Goss's attendance to the IASA - Idaho Association of School Administrators conference.

Jon Goss, Assistant Head of Schools, reported to the board on new schedules that will be put in place for house periods/seminars. He also spoke about preparation for student orientation that will take place next week and the progress on In-service training for teachers currently In-session. He reported on the status of student registration/prep for the new school year. As well as, bringing information to the board that had previously been spoken about in April 2023 regarding, a recommended area of focus for positive impact on student retention survey.

Liz Parker, Secondary Lead Teacher, reported to the board her findings on the process that will take place in order to find curriculum that will be used for Health courses next year. She also reported on progress on new student meeting contracts. And, Included information on the new web based interface program that will be utilized for substitute teachers.

Hillary Harm, Elementary Lead Teacher, reported to the board on the progress of new teacher introductions and training. She spoke about the new families tour for incoming Elementary students. As well as, screening tests for new students to use as a guideline for any additional support that students may need throughout the school year.

- B. Building Project Update** – Mr. Moon reported for Brian Loosli. He reported on the advancement of the school remodel. All necessary work is on track to be completed at the beginning of the new school year and will continue as needed throughout the school year.
- C. Phone/Intercom Systems** – Mr Moon reported on the progress of the schools new phone system installation to take place over the next few weeks. As well as, the intercom system needing to be replaced. Replacement parts will be used in the interim of the new install. The phone system costs will be less than expected.
- D. PFA Report Financials** – See Board Packet.
- E. Report S&P Rating Call** – See Board Packet.
- F. Student Transportation** – Mr. Moon reported that he met with drivers from the Bus company and spoke about 2023/2024 bus schedules and bus stop deadline dates so, that new routes can be set. A representative from the bus company will be speaking at the September board meeting.
- G. Teacher Training Update** – Reports were given by Mr. Moon and by the Lead Teachers sharing progress on Introductions and trainings for current and new teachers.
- H. Facilities Manager Stipend** – This item will be moved to September Agenda for review.
- I. Federal Grant Report** – Ms. Angie Carter reported on the amount of money available in the federal fund account. Please see board packet for additional information.

- J. Middle School Career Explorations Curriculum Map** – Plans for forward movement will be reported on by Mr. Goss during the start of 2nd school semester.
- K. Secondary Curriculum: IDLA Health** – This item was presented in part during Mrs. Liz Parker’s Lead Teacher report regarding a need to source the best curriculum for this course and then to put a plan in place for next year.
- L. Building Beautification/Entrance Art Plans** – Mrs. Hilary Harm and Mrs. Liz Parker presented examples of artwork for selection to purchase. A purchase amount of \$10,000 has been previously approved.

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. Discarded Items** - A list of items will be brought for review to the September meeting.
- C. Facilities Manager Stipend** - Stipend to be reviewed and approved at a later date.
- D. Action: Middle School Career Explorations Curriculum Map** -
No action needed.
- E. Action: Secondary Curriculum: IDLA Health** –
No action needed.
- F. Action: Secondary Curriculum Health** –
No action needed.
- G. Building Beautification/Entrance Art Plans** – No action needed.
Artwork selections will be brought in and decided on for approval at the September board meeting.

VII. Adjourn

Motion: To adjourn at 8:21 p.m.

Made by: Marc Astin

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by MJ