



**Xavier Charter School
Board Meeting Minutes
Thursday, October 19, 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 – 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 June 5th Elementary Counseling Curriculum Meeting
- b. Approval of minutes from the August 7th Annual Retreat Meeting
- c. Approval of Minutes from the September 21st Meeting
- d. Approval September Accounts Payable
- e. Approval September 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 –

Reports/Discussion Items

- a. **FY 23 Audit Report** - Kurt Folke, Quest CPA presented to the board on the Annual Audit and review that starts in May and goes through the summer months. Thank you to Angie Carter and team for being detailed and organized. The Financial items audited included, compliance reviews of internally controlled processes, financial information, policies, and procedures.
Summary Includes: Revenues, Expenditures and Highlights of positive and negative amounts for previous fiscal year. All research proves positive budgeting results and operating reserves. Showing 11 months worth saved in reserves. DL Evans Loan paid in advance. No deficits. Esser remaining dollars need to be spent by December 2024.
- b. **Student Government Report** - No report tonight. The group is currently preparing for a Conference in Boise and will bring back information to share with the board in November.
- c. **K-6 and 7-12 Lead Teachers/HOS/AHOS/Building and Maintenance Reports** -
Mr. Moon, Head of Schools - Reported on current and average annual enrollment numbers for XCS. He reported on his attendance to the Idaho Superintendent Network meeting and its benefit of being a great networking experience. He shared information about the upcoming monthly Superintendents meeting to take place next week and an overview of topics that will be discussed. Included in those topics will be 3 major areas of funding. 1. Staffing. 2. Student achievement and 3. Discretionary. There will also be a request of \$92,000,000 that will be allocated to supplementary costs. He stated that the state has been awarded a federal grant to audit all school buildings in Idaho to generate a report on any repairs needed to individual buildings. These audits are to start taking place in the next 12-18 months. Mr. Moon included in his reports a brief overview of the Istation testing that all elementary grades participate in monthly. These tests track individual student progress on reading ability and comprehension.

Mr. Goss, Assistant Head of Schools - Reported on his continuing research that he has been conducting information into student retention which included a look into the amount(s) of homework time that students participate in weekly. He reported that he and Mrs. Liz Parker completed the new student interviews. The interviews were a check-in with all new students who have transferred to XCS this year from other schools and had the opportunity to have face to face discussions. Student feedback was very positive. Feedback shared that these students were looking forward to better education, a safe school environment and feeling welcomed as new students. They made statements about how their teachers show that they truly care about their students day to day experiences, as well as their success.

Mrs. Liz Parker - Shared with the board progress being made with substitute teachers and the processes that are being implemented to make coverage during call-outs a smooth transition. A full time on-site substitute teacher has been hired. This new substitute teacher will be helping with obtaining data needed during available time during the week. She also shared that a new student teacher is coming on board to XCS. She will be training to team up with Mrs. Galina Maki at the start of the new semester. Mrs. Parker stated that she is currently working on finding a new curriculum for Life Sciences classes and that new Health books and curriculum have arrived and are already in use.

Mrs. Hilary Harm - ISAT interim testing takes place during fall and spring each year. Fall testing has been completed in October. Elementary teachers are currently able to download results, data proves course strengths and weaknesses. This data also measures verbal and mathematical understanding statistics. She also reported on new family tours that have taken place and questions that new families have presented during the tours. And, was excited to share that the new 6th grade teachers have started to utilize the Latin curriculum.

- d. **PFA Report/Financials** - Mr. Moon gave a report on Kiwi Loco sales that will be taking place monthly at the school and the PFA's plan to continue sales throughout the year. For additional information, please see the board packet.

Facility Report - Mr. Moon reported on the status of the new phone system and intercom system upgrades. Both are working successfully. Updates are currently taking place with the security system to ensure safety protocols are in place for the new modules, as well as the main school building. He also stated that Mr. Loosli is in the process of obtaining an estimate of repairs needed for the school lawnmower. He will report back in November on what to expect for cost.

- e. **Stakeholder Dashboard** - Mr. Moon reported that the schools' admin team and lead teachers are currently working on a list of items to share to the school website that can be viewed by the public. The dashboard will include, percentages of success rates, attendance rates and more.
- f. **First Federal Proposal** - First Federal bank has responded back with a new proposal option. Mrs. Angie Carter will be reaching out to the bank representative to obtain more information and will report back in November.
- g. **Phone/Intercom System Update** - As reported in above facilities report Mr. Moon states that both systems are working successfully.
- h. **Dress Code Update** - Mr. Goss reported to the board that he met with some faculty members and parents to review dress code policies 3260 and 3261. After review of

the policies it is decided that the policies are to state that t-shirts containing graphic designs will not be permitted to wear during school hours.

- i. **Plans for Review of Dress Code** - Parent feedback is an ask that the dress code as a whole be reviewed and updated. Mr. Moon reported that two separate committees will be meeting to review dress codes for both employees and students at XCS. Plans for a revised policy are to be reported to the board by January 2024.
- j. **Building Artwork** - Artworks are currently being selected. Lead teachers will bring selections to the board in November.
- k. **Federal Grant Report** - Please see the board packet.

VI. Action Items

A. Action: Approve FY23 Audit

Motion: To approve the FY23 Audit

Made by: Marc Astin

Seconded by: Nicole Wilson

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. Business Manager Report/Building Petty Cash Reconciliation/First Federal Proposal for LGIP Funds

Motion: To approve the monthly financial reports as presented

Made by: Marc Astin

Seconded by: Nicole Wilson

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

C. Designation of Financial institution(s) and designation of signatures for accounts.

- No action needed.

D. Designation of who has the right to transfer funds to and from school bank accounts.

- No action needed.

E. Action: First Federal Proposal - No action needed.

G. Action: Building Artwork - No action needed.

H. Policies: (1st Reading) 3030, 3031 - The Board held the readings on these policies.

I. Review: (1st Reading) 4000-4220 - The Board held the readings on these policies.

VII. Executive Session as per Idaho Code 74-206

Motion: To go in to Executive Session as per Idaho Code 74-206 Section (1) (b) consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student, (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code. at 8:47pm.

Made by: Marc Astin

Seconded by: Nicole Wilson

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

Motion: To come out of Executive Session at 9:01pm.

Made by: Marc Astin

Seconded by: Nicole Wilson

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

VII. Adjourn

Motion: To adjourn at 9:01p.m.

Made by: Marc Astin

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by MJ