



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

**I. Roll Call Attendance**

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

**II. Pledge of Allegiance**

**III. Approval of Agenda –**

**Motion:** To approve the consent agenda

**Made by:** Nicole Wilson

**Seconded by:** Melissa Crane

**Result:** All present in favor; motion carries

**IV. Consent Agenda –**

- a. Approval of Minutes from the November 16<sup>th</sup>, Regular Board Meeting
- b. Approval of Minutes from the December 4<sup>th</sup>, Special Board Meeting
- c. Approval November Accounts Payable
- e. Approval October and November Building Petty Cash Accounts Payable
- f. Policies: Spring Policy Updates – 1100, 2120, 2130, 2303, 2425, 2425F, 2425P, 2605, 2700, 2700P, 3010, 3010F, 3010P, 3080, 3500, 3500F, 3510, 3518, 3530, 3570, 4140, 4420, 4510, 7402, 7408, 9802.

**Motion:** To approve the consent agenda

**Made by:** Melissa Crane

**Seconded by:** Amy Wendler

**Result:** All present in favor; motion carries

**V. Public Input –**

## **VI. Reports/Discussion Items –**

- a. **Health Insurance Update – Mrs. Angie Carter** reported on Insurance options that are being researched. A question-aire was sent out to XCS staff to request info on each person's experience. 62% of current XCS employees are utilizing the HSA plans. 38% of employees have varying plans. A portion of those 38% reported that they are covered through a spouse's insurance or felt that the deductible(s) were not affordable at this time. A few of the requests made by employees were to look into FSA and BPA Health plan options, as well as, dental plans to include more than preventative coverage. At this time the proposal for coverage is to renew current coverage and to switch dental coverage to a Blue Cross plan option with the possibility of switching Insurance brokers. The Board is requesting earlier reports (from the Insurance broker) on Insurance options as in previous years in Sept/Oct. With an additional request for an informational pamphlet or link to benefits that can be sent out to employees.
- b. **Student Government Report – Mrs. Galina Maki** and student representatives were unable to attend this evening's board meeting due to currently supporting student activity at a robotics meeting. Current Student Government news includes recent activities such as the schools' recent ugly sweater day and the planning/preparations taking place for the schools' upcoming sweetheart dance as the next item on their agenda. Additional information will be updated after the new year.
- c. **K-6 and 7-12 Lead Teachers/HOS/AHOS/Building and Maintenance Reports –**

**Mr. Moon, Head of Schools** – Please see board packet.

**Mr. Goss, Assistant Head of Schools** – Reported on his recent attendance to this months' Superintendents meeting, held in December. He Shared information regarding the See Tell Now Suicide Crisis Hotline Program. **See** when you are in any situation at school be observant. **Tell** an Adult that feels safe. If you see something, remember to respond **Now**. State Superintendent Debbie Critchfield has also shared a focus on this topic and bringing awareness to its importance and purpose.

Recently the school held a Behind the scenes Mental Health Awareness Club (7th-12th grades) Art Night – Mr. Goss and Mrs. Sandell shared information on the events success and large number of participants.

Mr. Hansen – Presented to the Board, updates on his 1<sup>st</sup> year Career Exploration Class, IDLA course. Mr. Hansen is the onsite school representative/instructor and works in coordination with an online instructor. The course holds a total of 8 units. The class is currently working on unit 8 and is right on track to finish at the close of the semester. The course focuses on self analysis & exploration of future interests pertaining to career strengths and goals. Mr. Goss mentioned that the course plan will be reviewed and possibly broadened. Reporting back in April on pre-planning for- 2024-2025 school year.

**Mrs. Liz Parker** – Gave an update on the newly utilized Insta Sub - software program. This program allows admin to look at data related to the need for day to day shift coverage(s) due to call-outs, personal days, professional days, jury duty, etc. This data has provided the correct information and need for hiring 2 teacher assistant positions, as well as, a possibility of additional paraprofessional positions. Mrs. Parker shared updates regarding the Secondary showcase coming up in January. CSI will hold both Junior high and High school students' showcases on the same day as the most affordable option.

**Mrs. Hilary Harm** – Reported on additional findings regarding CLT (Classical Learning Testing) results, on pricing for the tests. There are 2 different testing options available - Online (\$19.50 per student) or Paper (\$24.50 per student including postage to mail in tests). Testing would take place April - May. A decision to utilize this test will need to be made by February. This test is designed to measure qualities and trends that are taught at XCS. This test is proving to be favorable to the ISAT.

**Building Facilities** – Mr. Loosli has been working on obtaining quotes for repairs to the schools' Lawnmower. An update will be available in January 2024. His report shares that all painting at XCS has been completed and the new bulletin boards have been installed. The three new lights between the modular buildings have been installed. Science lab planning – The blueprints are finished and have been submitted for Board approval.

- d. **PFA Report/Financials** – PFA provided a Fantastic Christmas Breakfast for staff. They also Supported the Sunshine Committee in purchasing gifts to celebrate staff members with December birthdays. Recent PFA Fundraisers that have taken place are the monthly Kiwi Loco sales (\$497.00 profit) and a Panda Express Spirit Night (\$42.92 profit) They are preparing for their spring fundraiser to help raise funds for the schools' track. And, are actively trying to find ways to get additional parent involvement in PFA.
- e. **Instasub update and data** – Included in the Lead Teachers Report. Insta Sub is proving to be beneficial and has helped in obtaining data that has shown a need for additional teacher support.
- f. **Data Update – Istation/CLT** – Included in the Lead Teachers Report. Mrs. Hilary Harm has been researching testing approaches that best record student learning and growth throughout the school year.
- g. **Math Presentation** – Report will take place in January.
- h. **Book Club Proposal** – XCS staff and Board member checked in with Legal aid regarding any code(s) pertaining to developing this new club. Legal aid stated that there are no code issue(s) to report. Age appropriateness can be monitored by students logging in with book selections.

- i. **Dress Code Committee Updates** – Mr. Goss reported that the dress code committee has held 3 meetings to date. They have received feedback from staff, parents and board members. The committee is currently working on changes that will take place for policies 3060-3061. Board members have requested an additional option to email: [board@xaviercharter.org](mailto:board@xaviercharter.org) with any possible updates or ideas from stakeholders and/or employees relating to dress code policy.
- j. **Science Room Final Drawings/Plans** – Drawing plans are complete and have been submitted to XCS Board members and Administration for approval. Drawings are included in the board packet. Safety questions were brought to the group and will be followed up on next month (Firesafe doors and placement of vent). Once approved plans will go to the City to be finalized.
- k. **Food Service Overdue Accounts/Sack Lunches** – Policy will not change. Communications regarding any amounts due will be sent out to families and consistent communication will be established.
- l. **Transportation Options for 2024-2025 School Year** – Transportation routes – Research is taking place towards finding the best bussing system for XCS. Findings are that current routing can be made more efficient. State Dept support attended the meeting with the adjacent school district for a Q&A on their recent bus company changes. XCS has property that can possibly house its own buses if this change takes place. Resources on buses for sale have been shared. Bus-Right programs help with funding and purchasing of new buses and routing. Software for routing is at a great cost discount at this time and a decision to purchase might be very beneficial. The board is looking into all facets of what it would look like to move companies to an in-house program.
- m. **XCS Tenets Edit** – Lead Teachers are in the process of updating Xavier Classical Education Tenets. Updates will be presented to the board at the January meeting.
- n. **Update Designation of Financial Institution Signers** – Mrs. Angie Carter is currently working on obtaining all necessary documents and signatures. The final stages of changes are in process.
- o. **Federal Grant Report** – Mrs. Angie Carter presented information on ESSER II and ESSER III. Total amounts requested and allocated were shared with the board. ESSER II timeline has been used and is closed.

## **VII. Action Items**

### **A. Action: Approval of Business Manager Report/Building Petty Cash Reconciliation/First Federal Proposal for LGIP Funds**

**Motion:** To approve the monthly financial reports as presented

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

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

### **B. Action: Health Insurance –**

**Motion:** To approve the renewal of Insurance policy with the upgrade of a Blue Cross Dental Plan.

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

**Result:** All present in favor; motion carries.

### **C. Action: Approve Book Club Proposal –**

**Motion:** To approve the start-up of a New Book Club

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

**Result:** All present in favor; motion carries.

### **D. Action: Science Room Drawings/Plans –**

**Motion:** To approve the Science Room Drawings and Plans

**Made by:** Melissa Crane

**Seconded by:** Amy Wendler

**Result:** All present in favor; motion carries.

### **E. Action: Food Service Overdue Accounts/Sack Lunches –**

**Motion:** To approve the current policy as is an allowance of time for the communication process to be established and to be sent out to XCS families.

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

**Result:** All present in favor; motion carries.

### **F. Action: XCS Tenets Edit – No action needed at this time.**

### **G. Policies: (2<sup>nd</sup> Reading) 3335 – The Board held a reading on this policy.**

## **VIII. Executive Session as per Idaho Code 74-206**

**Motion:** To go in to Executive Session as per Idaho Code 74-206 Section (1) (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, (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code; at 8:53pm.

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

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

**Motion:** To come out of Executive Session at 9:59 pm.

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

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

## **IX. Action Resulting from Executive Session**

**Motion:** Motion to accept resignation of Employee

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

**Result:** Roll Call: Debbi Burr – yes, Amy Wendler – yes, Melissa Crane – yes, Marc Astin – absent, Nicole Wilson – yes. 3 votes yes, 1 vote no; motion carries.

**Motion:** Motion to approve payment of \$3750.00 for additional days worked over the summer to the Head of Schools. To be paid in 2024.

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

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

**X. Adjourn**

**Motion:** To adjourn at 10:02 p.m.

**Made by:** Melissa Crane

**Seconded by:** Nicole Wilson

**Result:** All present in favor; motion carries

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**Signature of Board Secretary**

**Date**

**Recorded by MJ**