



**Xavier Charter School
Board Meeting Minutes
Thursday, January 18, 2023
6:00 p.m.**

I. Roll Call Attendance

6:02p.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: Melissa Crane

Seconded by: Debbi Burr

Result: All present in favor; motion carries

IV. Consent Agenda –

- a. Approval of Minutes from the December 21st, Regular Board Meeting
- b. Approval of Minutes from the January 3rd, Special Board Meeting
- c. Approval of Minutes from the November 29th, Safety Committee Meeting
- c. Approval December Accounts Payable
- e. Approval December Building Petty Cash Accounts Payable
- f. Policies: (2nd Plus Reading) 3335

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 –

Executive Session as per Idaho Code 74-206

Motion: Pursuant to Idaho Code 74-206 (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 (b) consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student, (c) conduct deliberations considering legal negotiations or acquire real property (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code (e) consider preliminary negotiations involving matters of trade or commerce in which the governing body in competition with governing bodies in other states or nations (f)communicate with legal counsel(g)consider custody review of Idaho Department of Juvenile corrections(h)custody review (i)communicate with schools risk manager or insurance provider on pending litigation (j) labor negotiations; at 6:05 pm.

Made by: Melissa Crane

Seconded by: Amy Wendler

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

Motion: To come out of Executive Session at 7:16 pm.

Made by: Melissa Crane

Seconded by: Marc Astin

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

VII. Reports/Discussion Items –

- a. **Student Government Report – Mrs. Galina Maki** and Student Govt President gave a report of recent activities led by XCS student government including, Historical facial hair day and XCS’s Lego League Robotics Teams recent successes at a local competition held at South Hills School. The next competition will be in February. They also spoke about the upcoming Blood Drive scheduled for February 7th @ XCS school for students age 16 and older and shared that students are preparing for the Annual Regional Conference coming up Feb 26 at Kimberly High School.

K-6 and 7-12 Lead Teachers/HOS/AHOS/Building and Maintenance Reports –

Mr. Moon, Head of Schools – Mr. Moon reported that due to inclement weather, January’s Superintendents meeting was cancelled, as well as, Superintendent Debbie Critchfield’s plan to visit XCS which will need to be rescheduled to sometime in February. Board member(s) plan on being in attendance. He also reported on the open enrollment period for the school that will start in early spring. He and Mrs. Stacey Young are working on details to help get information out to the

public regarding opportunities for enrollment to include possible updates to the XCS website and advertisements on facebook, linkedin, yard signs and reader boards throughout Twin Falls.

Updates on Transportation include researching a location for bus parking – short term and long term. Bids on bussing options and the purchasing of software for navigation. Communications with the State Dept. have taken place and will continue.

Mr. Goss, Assistant Head of Schools – Reported on the LAUNCH Grant Program. This \$75,000,000 grant is available to Idaho high school graduates of 2024 in the sum of \$8,000 per student. Each applicant must have a completed application to an in-demand career-based training school/program/field. Mrs. Rogers shared that 14 seniors have already submitted applications and 6 of those students have been offered this scholarship. March and May will be the 2nd and 3rd rounds of offering this opportunity to applicants.

Mr. Goss also reported on secondary student involvement in recent extracurricular activities including, Robotics, Archery State Competitions (2nd year of the program) and on Math Counts Champion – Samuel Rolands who will be competing at the upcoming State Competition.

Mrs. Liz Parker – Gave an update on the rescheduling of the schools upcoming showcases. The location will need to be moved to XCS due to weather and scheduling at CSI. Mrs. Parker is currently working with a website designer to receive bids and design ideas to update the schools’ website and informational pamphlets that are given to new (and possible new) families to the school. She shared updates on her research in to new science curriculum and updated the board with a visual report sharing the new Insta Sub program and its capabilities in tracking coverage/coverage needs over the course of a month(s).

Mrs. Hilary Harm – Reviewed with the board her 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. Early purchasing of the testing will result in 10% savings. Mrs. Harm shared with the board new family tours of the school and parent feedback, which has been positive.

Building Facilities – Mr. Moon shared updates on current and future facility projects. He and Mr. Brian Loosli are looking in to the best placement of the schools’ walking track and are in the process of getting bids for the project. He shared the possibility of starting up the morning mile again. And, reported that bids on paint and carpeting for the next stages of updates at the school are being obtained.

- a. **PFA Report/Financials** – PFA Representative Ahnna Brossy reported to the board on Kiwi Loco sales, as well as upcoming Spirit Night Fundraisers that will be taking place over the next few months. She gave an update on fleece pullovers, Spring Jog-a-thon, the purchase of science kits and the idea of a school uniform swap. Please keep a lookout for all PFA Events posted in the school weekly bulletin and on their facebook page.

- b. **Snow Days** – Board approval is needed for snow days. January 12th, 15th and 17th. This is a requirement of the state.
- c. **Club Proposal: Junior Musical Dance Theater** – Mrs. Darla Ridenour presented to the board an interest in starting a Junior (MDT Company) Theater group as an afterschool program. The purpose of this club is intended to give more performance opportunities and dance training to Jr. High School students.
- d. **Data Update iStation** – This data includes state comparisons in reading and math performance and improvement scale averages for K-6th grades.
- e. **Science Lab RFP Update** - This has been updated and XCS is getting ready to publish the RFP.
- f. **Threat and Vulnerability Audit** – Mr. Moon updated the board on the recent Triannual Threat and Safety site assessment that took place at XCS in December. Highlights of feedback from the inspector included, comments of the protective window coverings being a very big plus and staff interaction and awareness upon his entry in to the school as being a great safety measure.
- g. **XCS Tenets Edits** – Lead Teachers are currently in the process of making these edits.
- h. **Website Updates** – Shared in the lead teachers report. Mrs. Parker is working with a website developer on bids and design ideas.
- i. **Administrative Structure 2024-2025** – Mr. Moon shared with the board that with upcoming personnel changes admin staff are looking at a restructure of current roles and duties for Lead Teachers and AHOS.
- j. **Food Service Overdue -Accounts/Sack Lunches** – Mr. Moon shared with the board new procedures that will be utilized to notify families of account status moving forward.
- k. **Student Transportation Spot Inspection** – Inspections took place recently with Mid-Columbia Bus Co. Results were positive with the request of one corrective action.
- l. **Math Survey** – The purpose of this survey is to promote STEM. Questions that are included on the survey are being looked at. The questions are attempting to help match up students with potential college interests.

- m. **Transportation 2024-2025** – Mr. Moon reported to the board information that he has been looking in to regarding Bus Right software, school buses for possible purchase, parking, insurance and other items related to the schools future busing needs.
- n. **Update Designation of Financial Institution Signers** – Mrs. Angie Carter presented to the board the items that are needed to complete this task.
- o. **First Semester Suspension Report** – Mr. Moon reported on first semester suspensions and current disciplinary actions that are in place.
- p. **Calendar HOS Evaluation** – A date will be decided on by Board members and HOS for this upcoming evaluation.
- q. **Calendar CIP Meeting** – Meeting to be held on February 5th, 2024 at 6pm.
- r. **Federal Grant Report** – Please see board packet.
- s. **Health Insurance Quote and Deductible Changes** – With annual premium increases Mrs. Angie Carter, XCS Business Manager is looking in to whether XCS can make a positive adjustment to the schools’ portion of coverage.

VIII. 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: Debbie Burr

Seconded by: Melissa Crane

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

B. Action: Snow Days –

Motion: To approve the days January 12th, 15th, 17th needed for school closure due to snow

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: All present in favor; motion carries.

C. Action: Club Proposal: Junior Musical Dance Theater–

Motion: To approve the start-up of a new afterschool dance class

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: All present in favor; motion carries.

D. Action: Website –

Motion: To approve a new school website

Made by: Debbi Burr

Seconded by: Nicole Wilson

Result: All present in favor; motion carries.

E. Action: XCS Tenets Edit – No Action needed at this time.

F. Administrative Structure 2024-2025 – No Action needed at this time.

G. Action: Food Service Overdue Accounts/Sack Lunches –

Motion: To approve process to notify families of account status

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: All present in favor; motion carries.

H. Action: Math Survey –

Motion: To approve the send out of Math Survey to 8th Graders

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: 0 present in favor; motion denied.

I. Action: Transportation 2024-2025 School Year – No action needed at this time.

J. Action: Health Insurance District Contribution –

Motion: To approve contribution increase of \$50 per eligible employee per month

Made by: Debbi Burr

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

K. Action: (Series Review) (First Reading) 4230-4600 – No action needed at this time. Will continue to review in February.

L. Action: (Post Spring Updates) (First Reading) 3345, 3545, 4410, 4330 - No action needed at this time. Will continue to review in February.

M. Action: (Annual Review) (First Reading) 1303, 3285, 3295, 3550P, 4400, 8200, 9800F - No action needed at this time. Will continue to review in February.

XI. Action Resulting from Executive Session

Motion: Motion to approve request for Student A

Made by: Debbi Burr

Seconded by: Amy Wendler

Result: Motion did not pass

Motion: Motion to approve request for Student B

Made by: Debbi Burr

Seconded by: Amy Wendler

Result: Motion did not pass

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

Signature of Board Secretary

Date

Recorded by MJ