



**Xavier Charter School
Board Meeting Minutes
Thursday, February 15, 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: Marc Astin

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

IV. Consent Agenda –

- a. Approval of Minutes from the January 18th, Regular Board Meeting
- b. Approval of Minutes from the January 15th, Policy Committee Meeting
- c. Approval of Minutes from the January 22nd, Special Board Meeting
- d. Approval of the Minutes from the February 5th, Continuous Improvement Planning Work Session
- e. Approval January Accounts Payable
- f. Approval January 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 –

VI. Reports/Discussion Items –

- a. **Student Government Report – Mrs. Galina Maki** and Student Govt President reported on the recent school blood drive. Stating that the response and involvement from staff and students was very successful. They're looking forward to activities on 2/16 including the BYO(Banana) ice cream event and Sadie Hawkins tropical themed dance. As a group they are preparing for Pi Day

3/14 and looking for volunteers to assist with the day's activities. As well as, the upcoming Regional Conference in Kimberly, ID and the schools' Annual Talent Show to be held at the Orpheum Theater on 4/11.

Please keep a lookout for information regarding Officer Elections to be held after spring break for students interested in participating as a representative for the student body government.

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

Mr. Moon, Head of Schools – Reported to the board on current student enrollment numbers, stating that the average number of enrolled students to XCS remains steady. Open enrollment for the 2024-2025 school year is currently taking place. He also reported on his recent attendance to the Superintendents Mtg for February and shared information on bills that are being looked at by legislature at this time. Including the Gun Bill. This bill pertains to carriers of an enhanced gun permit and their rights on campuses throughout the state. As well as, the Facilities Bill which proposes the availability of \$2,000,000,000 statewide to be used for improvements of school facilities in need of repairs. If this facilities bill passes schools that are deemed in need can collect funds either as a whole or in payments. Schools have to meet specific criteria in order to qualify.

On February 6th, Mr. Moon and Mrs. Angie Carter attended a meeting via phone call as a review with Investors. During this meeting items reviewed were any updates/changes in facility, history of financials and a summary of the school's performance. The school's certificate of performance is scheduled to expire at the end of this year and has been renewed due to positive results of information during this meeting.

Mr. Goss, Assistant Head of Schools – Presented to the board data collection regarding student retention pertaining to study time and homework averages each week. Taking a look at long term strategies for ways to help students remain successful in their experience at XCS. He reported on disciplinary numbers of referrals and suspensions that have taken place since the start of the year.

Mrs. Kelsie Rogers – Shared that on March 27th, XCS Juniors will be attending the Magic Valley Higher Education Day to meet with college representatives from around the state of Idaho to provide students with information regarding their schools.

Mrs. Liz Parker – Presented to the board proposed ideas for the new school website. To include the schools mission statement along with new video content, quotes and the updated Tenets. She also took the group on a tour in the library to show everyone new pieces of artworks that have been purchased for the school beautification project. She and Mrs. Harm are actively looking in to companies that can create placards for placement around the school. They both are looking forward to and making preparations for The Great Exchange to take place on February 26th. Where teachers of all grade levels will swap classrooms and teach a different grade for the day. They will report back in March on how the exchange went.

Mrs. Parker shared a staff absence report for January and the appreciation and need for teacher assistants.

Mrs. Hilary Harm – Reported on recent school tours with possible new families. And, shared the idea to host a hiring event for Teachers in April, possibly.

Building Facilities – Mr. Loosli has obtained several quotes for lawnmower repairs, as well as, quotes to purchase a new mower. Along with receiving quotes on the schools' track surface project. And, working to meet with companies who are bidding on XCS's science room RFP. All bids are being looked at and will be reported on in March.

- c. **PFA Report/Financials** – Representative, Ahnna Brossy reported to the board on current financials for PFA. Recent purchases have included science kits to be used alongside the new class curriculum and initial cost for screen printing to half zip sweaters on sale now. She shared information on upcoming events/fundraisers that the group are preparing for. They will begin offering Kiwi Loco sales most Fridays now through the end of the school year. They have a Spirit night on the calendar for 3/11 at local Papa Johns and are making plans to hold a book fair in late March. As well as, the Annual Jogathon scheduled for April 26th.

Please keep a lookout for information regarding PFA board elections for the upcoming school year. Their next Mtg is on March 5th at 3:15pm. They hope to see you there.

- d. **Math Report** – **Mrs. Galina Maki** reported to the board on 7th and 8th grade ISAT scores for years ranging from 2021-2023. The scores show a positive gradual increase.
- e. **Policy 5360 Employee Dress and Appearance** – Board Members and Admin Staff took a close look at each correspondence from school families and staff members and reviewed all information presented along with a review of all mission and vision statements and beliefs. Reviews will continue at the March board meeting.
- f. **Policy 3260 Student Dress Code** – All responses from XCS families have been closely reviewed by the school board and admin staff. All comments, questions and concerns are appreciated and being considered. The board discussed proposals to policy edits and will continue to take careful consideration to find the best approach moving forward. Reviews will continue at the March board meeting.
- g. **Policy 3261 Student Dress Code** - All responses from XCS families have been closely reviewed by the school board and admin staff. All comments, questions and concerns are appreciated and being considered. The board discussed proposals to policy edits and will continue to take careful consideration to find the best approach moving forward. Reviews will continue at the March board meeting.
- h. **Student Transportation 2024-2025** – BusRight Representatives, Matt Corso and Conner Verde presented to the board on BusRight GPS web-based technology. Being the first in their field to put this technology to use via an APP accessible by tablet making routing safer and more efficient.

This modern all in one school transportation APP allows office staff and parents to access views and timelines for pick up and drop offs. As well as, being a voice responsive and hands-free option for driver navigation. State reimbursement programs for software and other capabilities are currently being researched by XCS admin.

- i. **Data Update-Istation** – Mr. Moon shared performance scales for students grades K-6th. Data shows gradual improvements on growth and understanding in courses reading and math.
- j. **Science Lab Bid Update** – Included in the Building and Maintenance report.
- k. **Website Update** – Currently in process. Will report back in March.
- l. **Administrative Structure 2024-2025** – Postings for current job openings have been added to the school website.
- m. **Health Insurance Update** – HUB Representative, met with XCS staff on 2/14 to discuss topics and answer questions relating to Insurance plans for 2024. Insurance links have been added to the school website for easy accessibility for staff. EAP health counseling sessions will be available to staff, up to 5 sessions at no cost to staff members. And, monthly updates on insurance benefits will be sent out to recipients.

VII. Action Items

A. Action: Approval of Business Manager Report/Building Petty Cash Reconciliation –

Motion: To approve the monthly financial reports as presented

Made by: Melissa Crane

Seconded by: Marc Astin

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

B. Action: Lawn Mower Purchase –

Motion: To approve the purchase of a new lawnmower from Burk’s Tractor for \$13,000.

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries.

C. Action: Policy 5360 Employee Dress Code and Appearance – No action taken at this time.

D. Action: Policy 3260 Student Dress Code – No action taken at this time.

E. Action: Policy 3261 Student Dress Code – No action taken at this time.

- F. Policy Review: (1st Reading) Series Review 4230-4600** – The board held readings on these policies.
- G. Policy Review: (1st Reading) Post Spring Updates 1303, 3545, ~~4410~~, 4330**– The board held readings on these policies.
- H. Policy Review: (1st Reading) Annual Review – 3285, 3295, 3550P, 4400, 8200, 9800F** – The board held readings on these policies.
- I. Policy Review: (1st Reading) 3345, 2140, 2140F** – No action taken at this time. Will bring policies back for review in March.

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 9:07 pm.

Made by: Melissa Crane

Seconded by: Marc Astin

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

Motion: To come out of Executive Session at 9:25 pm.

Made by: Melissa Crane

Seconded by: Marc Astin

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

IX. Action Resulting from Executive Session

Motion: Motion to approve employee A as secondary principal.

Made by: Melissa Crane

Seconded by: Marc Astin

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

Motion: Motion to approve resignation of employees A and B.

Made by: Melissa Crane

Seconded by: Marc Astin

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

X. Adjourn

Motion: To adjourn at 9:26 p.m.

Made by: Melissa Crane

Seconded by: Marc Astin

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by MJ