



**Xavier Charter School
Board Meeting Minutes
July 18, 2024
6:00 p.m.**

I. Roll Call Attendance

6:00 p.m. Melissa Crane, in the Chair. Melissa Crane- present, Lisa Thompson- present, Amy Wendler- present, Becky Baird- present, Nicole Wilson- present, and Sarah Ahrens- absent

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the April 18th agenda

Made by: Amy Wendler

Seconded by: Becky Baird

Result: All present in favor; motion carries

IV. Consent Agenda –

a. Approval of Minutes from the June 20th, Regular Board Meeting

b. Approval of June Accounts Payable

c. Approval of June Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

Made by: Amy Wendler

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

V. Public Input – None

VI. Reports/Discussion Items –

Head of Schools – The administration retreat will be held in Salmon minus one admin member. There will be rafting, a two-hour presentation, to mention a few activities. Inservice is about 90% complete. The first two days will be full of meetings and the last three days will be teachers in their classrooms. Great Hearts reached out to Xavier and we are in the initial talking and research phase.

Building and Maintenance Reports -- Carpet and painting are finished. Whiteboards are up. Cupboards for storage will be done by August 6. Science lab is well underway. Floor is being sanded for polished concrete. Painting is finished. It is hoped to have a certificate of occupancy by mid August. Track is being put in and possibly finished by July 22. Carpet check off will be Friday, July 19. The parking lot will have arrows correctly painted by the company. Sprinkler repairs have been started.

PFA Report/Financials -- The bill to pay for prizes from jog a thon was presented. Idaho State taxes had to be paid as well. Back to school bash is scheduled for September 6.

Policy Review Committee – Would like a committee comprised of elementary teacher, secondary teacher, head of schools, board clerk, one parent volunteer, and at least one board member. Lisa Thompson, Melissa Crane and Amy Wendler to be part of the committee. We are choosing to receive updates for charter schools. A special meeting will be held to go over updates.

Transportation –Western Mountain Bus states all buses are on site and inspections complete. They are ready to be licensed and delivered by July 22. The director has been working on getting things set up and ready to go. All bus drivers are hired. Xavier would like a security system installed so working with the landlord on cost and installation.

Science Supplies/Materials – Materials are moving toward dual enrollment. Would like 32,000 from the fund balance to obtain materials.

Student/Employee Handbooks – It was suggested they need new tenets. Chain of command was added to the employee handbook. It was also suggested the dress code be inserted closer to the front.

Teacher Evaluation-Domain 5 – Adjusted the 5th domain to fit expectations. Did not add anything new, just took away items that were already addressed in domains 1-4. The State has a new evaluation program that is free. Xavier would like to compare and maybe utilize it.

Cabinetry for Elementary Classrooms – It was discussed to approve 47,132 from fund 240 to put cabinets in the elementary classrooms.

LED Lighting Upgrade for Elementary Classrooms – It was discussed to approve 19,497.27 from fund 240 to replace lights in the elementary classrooms.

Curriculum: History Textbook – Seventh and eighth grade history is not in alignment with core knowledge. A new alignment was presented. Curriculum guides will be written this year and will become mandatory next year. They would like to order 150-165 costing approximately 24,750.00. A discount has been requested.

Food Service Contract – Meal prices went up ten cents per meal. The contract reflects the increase.

Overdue Food Service Balances – Discussed options of what would be the best way to collect money from over accounts. Will review options and discuss next month.

.VII. Action Items

Action: Business Manager Report/Building Petty Cash Reconciliation.

Motion: To approve the budget.

Made by: Amy Wendler

Seconded by: Becky Baird

Result: All present in favor; motion carries.

Action: Assignment of Board Seats

Motion: To put Nicole Wilson in Seat 1 for 3 years, Becky Baird in Seat 2 for 2 years, Lisa Thompson in seat 7 for 3 years and Sarah Ahrens in seat 5 for 1 year.

Made by: Amy Wendler

Seconded by: Nicole Wilson

Result: All present in favor; motion carries.

Action: Science Supplies/Materials

Motion: To approve 31,942 from fund balance for science supplies and materials.

Made by: Amy Wendler

Seconded by: Lisa Thompson

Result: All present in favor; motion carries.

Action: Student/Employee Handbooks

Motion: To approve updates to student and employee handbooks with the edits recommended.

Made by: Amy Wendler

Seconded by: Becky Baird

Result: All present in favor; motion carries.

Action: Teacher Evaluation-Domain 5

Motion: To have the new teacher evaluation domain 5 as presented.

Made by: Amy Wendler

Seconded by: Nicole Wilson

Result: All present in favor; motion carries.

Action: Cabinetry for Elementary Classrooms

Motion: To ratify a decision and approve 47,132.00 from fund 240 on new cabinetry.

Made by: Melissa Crane

Seconded by: Lisa Thompson

Result: All present in favor; motion carries.

Action: LED Lighting Upgrade for Elementary Classrooms

Motion: To approve up to 19,500 from fund 240 for LED lighting upgrade.

Made by: Amy Wendler

Seconded by: Becky Baird

Result: All present in favor; motion carries.

Action: Curriculum of History Textbook

Motion: To approve the new focus of curriculum for 7th and 8th grade textbooks.

Made by: Lisa Thompson

Seconded by: Amy Wendler

Result: All present in favor; motion carries.

Action: Food Service Contract -- No motion needed.

Action: Overdue Food Service Balances—Tabled, no motion.

Action: Policy 3265 Electronic Communication Devices

Motion: To approve the second reading of policy 3265 with approved edits.

Made by: Nicole Wilson

Seconded by: Becky Baird

Result: All present in favor; motion carries.

Action: Policies 8100, 8105, 8105P, 8105F, 8110, 8115, 8120, 8130, 8140, 8150, 8160, 8180, 8185, 8190, 8195

Motion: To approve all transportation policies.

Made by: Amy Wendler

Seconded by: Becky Baird

Result: All present in favor; motion carries.

VIII. Adjourn

Motion: To adjourn at 8:31 pm

Made by: Lisa Thompson

Seconded by: Amy Wendler

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE