



**Xavier Charter School  
Board Meeting Minutes  
May 23, 2024  
6:00 p.m.**

**I. Roll Call Attendance**

6:00 p.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 April 18th agenda

**Made by:** MC

**Seconded by:** AW

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

**IV. Consent Agenda –**

- a. Approval of Minutes from the April 18th, Regular Board Meeting
- b. Approval of April Accounts Payable
- c. Approval of April Building Petty Cash Accounts Payable
- d. Approval of Special Meeting Minutes May 13th, 2024
- e. Approval of Safety Meeting Minutes May 14th, 2024

**Motion:** To approve the consent agenda

**Made by:** MC

**Seconded by:** MA

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

**V. Public Input –**

**VI. Reports/Discussion Items –**

**Student Government Report** – The Sunshine Committee and student government delivered coffees to the staff. There are new members and a few that are brand new to the school. There were 23 of the 6<sup>th</sup> graders who ran, 13 of the 8<sup>th</sup> graders, 9 of the 9<sup>th</sup> graders, 3 of the 10<sup>th</sup> graders and 3 of the 11<sup>th</sup> graders. There will be summer meetings July 29, 30, 31. Two full days and a half day. New kids want to design new merchandise. A student created mental health cards to give out to the students so they can make contact if they have a need over the summer.

**PFA Report/Financials** – Approve money for track up to \$20,000. Requesting to approve from Esser \$10,000 more. PFA is looking at having a back-to-school bash. The Chick Fil-A spirit night was a success.

**Website/Marketing Update** – Janell from DCG (Desert Creative Group) presented a marketing proposal in redoing Xavier Charter School website. Our goals and what we can do in the future. Making the website clean and easy to navigate. They were able to obtain lots of photos from the photo and video shoot to be used. She went over recommended marketing initiatives such as streamlining engagement and outreach and utilizing paid ads. Levels of cost were discussed.

**Board Appointments** – Opening a 6<sup>th</sup> or 7<sup>th</sup> seat was discussed. AW abstained from discussion due to personal friendship. Discussed the possibility of placing someone in long term due to life obligations. Discussed their ability to serve and the time commitment. Discussed the term limits of different seats. The board suggested it made sense to keep Nicole Wilson.

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

**Mr. Moon, Head of Schools** – Mr. Moon reported on the safety drill. It was a simulation of a potentially armed intruder in the modular. They learned the weather inhibited the intercom communication. They found they learned the most from this drill. Overall, it was felt the students are well trained. New student orientation was extremely well attended. New students were tested and did prescreening. Parents were given a tour of the building. The kids appeared super excited.

**Arcadia Summer Admin Training** – Training will be June 19<sup>th</sup> and 20<sup>th</sup>.

**Mr. Goss, Assistant Head of Schools** Reported on high school graduation. Amanda Loosli did a wonderful job coordinating. It was seamless. Length was good. Speakers did well.

Venue was a great place. Very good faculty turnout. Lead team's focus on unity showed great progress.

Secondary RTI growth was reported. Extended learning opportunity worked out well.

Secondary event days were:

7<sup>th</sup> grade Hobbit Day at Dierkes.

8<sup>th</sup> grade was at a ranch in Box Canyon. They did rock climbing, hiking, and aquaculture.

9<sup>th</sup> grade had Regency Jubilee that was Pride and Prejudice inspired.

10<sup>th</sup> grade did a nature hike at Auger Falls. They were taught primitive skills Native Americans use.

11<sup>th</sup> grade was science themed. They made hovercrafts, chemical reactions in a bottle, water balloon launch, tower building.

12<sup>th</sup> grade was hail to the 12<sup>th</sup>. Elizabethan dress, learning formal manners, creating a family crest, and water balloon volleyball.

**Mrs. Hilary Harm** – Reported on ISAT and CLT testing. Finished ISAT scores are back and sent home. CLT should be available in 30 days on the dashboard.

There are 49 new students 1<sup>st</sup> through 6<sup>th</sup> grade. Of those students, 42 came to orientation. We have contacted families and every family was given a readiness checklist for success to transition to Xavier. Showcases and event days were fantastic.

**Building Facilities** – Science lab construction starts May 30<sup>th</sup>. High school hallway needs the carpet replaced sooner than anticipated. Brian Loosli estimated the bid to be about \$20-30,000. Would like to get the bid done so he can order and receive materials at the same time.

We are waiting on bids for lights. They will begin moving to prep for paint and carpet Tuesday, May 28<sup>th</sup>. The parking lot bids came in at \$26,000. Portions need to be ripped out and replaced. They would like to move forward with sealing and striping.

The cleaning contract came back and is already in the budget. Brian would like to move forward with them and is happy with them. Would like to ask them to bid on cleaning the bus depot. There is a sprinkler team coming out to evaluate the whole system. They will replace the bark under the swing sets and do the track.

Need to ask Satterwhite to do a supplemental bid for the accent wall that was not taken into consideration on the original bid. They are ready to start painting June 4<sup>th</sup>.

**Senior Data** – Idaho Launch 61% applied and 57% were awarded. Xavier had the highest go on rate this year.

**Transportation** – Xavier has obtained 2 buses from Salmon that were gifted. They have under storage to fit our travel needs. Five buses that are 2022s, between 20-25,000 miles and are the same make and model are coming from Oklahoma. Western Mountain Bus will be delivering

and doing the inspection and repairs. They will install the camera systems for each bus, which will be supplied by another company. We have made an offer for the transportation director. State department representative will train for reporting. There is a need to address transportation policies.

**Date Update: Istation** – There was growth. Kids moved up a tier.

**Elementary/Business Office Painting Bids** – The paint quote could change because of the accent wall. Asked to approve up to \$25,000.

**Elementary/Business Office Carpet Bids** – We have used both companies that submitted bids before. Asked to approve up to \$80,000.

**Walking Track Estimate** – Discussion between asphalt or cement.

**Secondary Curriculum** – Not able to offer medical terminology or allied health classes. Holding off on history textbooks. Textbook approval process has been completed. Curriculum guides will be created and brought back to the board. All curriculum will be brought back to the board at the June 2024 meeting.

**Cellphone Policy** – Cellphones are a distraction even with policies. Considering Yonder pouch that student checks out and will lock and unlock using a device placed in multiple locations. Range was found to be \$22-30.00 per student. Most concern about secondary. Elementary has cheaper options. Wanting no phones on a student's body. It will address watches. May need to create a medical device policy. Will bring more information to the June 2024 meeting.

## **VII. Action Items**

Business Manager Report/Building Petty Cash Reconciliation.

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

**Made by:** MC

**Seconded by:** AW

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

Action: Website/Marketing

Will not take action at this time. Gary Moon suggested a district committee. Discussion for June 2024 meeting.

Action: Board Appointments

**Motion:** To open seat 7 and appoint all potential candidates to a seat.

**Made by:** MC

**Seconded by:** AW

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

**Motion:** To put Nicole and Lisa in 2-3 year seat, seat 1 and seat 7.

**Made by:** AW

**Seconded by:** DB

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

**Motion:** To put Sara Evans in the 1 year seat of seat 5.

**Made by:** AW

**Seconded by:** MC

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

**Motion:** To put Becky Baird into the 2 year seat of seat 2.

**Made by:** AW

**Seconded by:** MA

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

· Board Member Amy Wendler to leave at this time.

Action: Elementary/Business Office Paint Bids

**Motion:** To approve up to \$25,000.

**Made by:** MC

**Seconded by:** DB

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

Action: Elementary/Business Office Carpet Bids

**Motion:** To approve up to \$80,000.

**Made by:** MC

**Seconded by:** MA

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

Action: Walking Track Bids

**Motion:** To approve asphalt bid up to \$30,000.

**Made by:** MA

**Seconded by:** MC

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

Action: Secondary Curriculum – No action taken. There will be more discussion at the June 2024 meeting.

Action: Cell phone policy – More discussion at the June 2024 meeting.

Policies (First Reading) 3050, 3265, 3281

Tabled to June 2024 meeting.

Policies: (Mini Update) (2nd Reading) 3085, 3085F2, 3085P

Tabled to June 2024 meeting.

Policies: (Summer) 2335, 3460, 3520, 3523, 4330, 5280, 5500, 5500P, 7260, 7440

Tabled to June 2024 meeting.

### **VIII. Adjourn**

**Motion:** To adjourn at 9:40 pm

**Made by:** MA

**Seconded by:** DB

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

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**Signature of Board Secretary**

**Date**

**Recorded by SE**