



**Xavier Charter School
Board Meeting Minutes
June 20, 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 agenda.

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All present in favor; motion carries

IV. Consent Agenda

a. Approval of Minutes from the May 23rd, Regular Board Meeting

b. Approval of Minutes from the May 30th Special Meeting

c. Approval of May Accounts Payable

d. Approval of May Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Amy Wendler

Result: All present in favor; motion carries

V. Public Input – None.

VI. Annual Meeting of Xavier Charter School 501(c)3 Corporation

A. Swearing in of newly-elected and newly-appointed Board Members - Sarah Ahrens, Lisa Thompson, and Becky Baird joined the board and read the Oath of Office.

Signature of Code of Ethics for Board Members - All new Board members have signed the Code of Ethics.

B. Election of Board Officers

- a) **Chair – Melissa Crane** was nominated;
Motion: To approve Melissa Crane as Board Chairman
Made by: Amy Wendler
Seconded by: Nicole Wilson
Result: All present in favor; motion carries

- b) **Vice-Chair – Lisa Thompson** was nominated;
Motion: To approve Lisa Thompson as Board Vice Chairman
Made by: Amy Wendler
Seconded by: Sarah Ahrens
Result: All present in favor; motion carries

- c) **Treasurer – Nicole Wilson** was nominated;
Motion: To approve Nicole Wilson as Board Treasurer
Made by: Amy Wendler
Seconded by: Sarah Ahrens
Result: All present in favor; motion carries

- d) **Secretary – Amy Wendler** was nominated;
Motion: To approve Amy Wendler as Board Secretary
Made by: Lisa Thompson
Seconded by: Nicole Wilson
Result: All present in favor; motion carries

C. Assumption of office by the new Chair, Melissa Crane.

D. Set a Time and Date for the Monthly Board Meetings for FY 2024-2025 – The first meeting will be July 18th and is set to be the third Thursday of each month at 6 p.m.

Motion: To set the monthly board meetings for the third Thursday at 6 p.m.
Made by: Melissa Crane
Seconded by: Lisa Thompson
Result: All present in favor; motion carries

VII. Reports/Discussion Items –

A. Budget amendment for FY (24) – Amended Budget was presented and reviewed in two budget work sessions in May. Amended Budget was presented with minimal changes, the largest being moving the bus purchase from FY 2025 to FY 2024 to continue progress of adding the transportation department.

B. Budget hearing for FY (25) – Proposed Budget was present and reviewed in two budget work sessions in May. Proposed Budget was presented with minimal changes, the largest being moving the bus purchase from FY 2025 to FY 2024 to continue progress of adding the transportation department.

C. HOS/Building and Maintenance Reports

Gary Moon – Head of Schools: He reported on the admin team having training in the Perrine room at Elevation. They will report on it in July or August. There is an IASA conference coming July 31-August 1. An admin retreat is scheduled for the 1st or 2nd week of August where the admin will finalize things addressed in their training. There have been changes in titles and roles leading to some policy change. A policy committee has been proposed.

Maintenance – The construction company had to excavate the science lab and change orders were approved emergently to keep moving forward to have them completed before school began. Painting and carpet installation is moving along faster than anticipated. The PFA has focused on the track and it will be installed in July. Would like to try to change out the lights with LED in the rooms that are under construction. The seal coat has been completed on the parking lot. Once the sprinkler heads are installed, a new system will be created from scratch.

D. PFA Report/Financials – The financials were presented. The PFA will be contributing to the track and the district will make up the rest. Jog-A-Thon brought in about 17,000. The book fair is coming back.

E. Board Chair and New Signers on Accounts – Melissa Crane, Board Chairman, Lisa Thompson, Vice-Chairman, and Amy Wendler, Secretary, Angie Carter, Business Manager and Gary Moon, Head of Schools will be signers for all accounts.

F. Change Order-Science Room Remodel – The amount 36,658 was presented on the facilities report.

G. Carpet Bid Secondary Hallway – The bid was around 19,415

H. Carpet Bid Materials for Secondary School Install Summer 2025 – It was recommended by the installers that we do not order carpet to match the rest of the rooms ahead of time.

I. Quarterly Suspension Report – Mr. Moon gave the quarterly suspension report.

J. Vendor Contracts – The Board held a discussion about the vendor contracts.

- i. Behavior Services – Progressive Behavior Services
- ii. SPED Consulting - Jesse Mittelstadt
- iii. SPED. Director/504 Director – Edwise
- iv. Speech/Language – Clear Source
- v. Custodial – Class Act
- vi. Occupational/Physical Therapy – Primary Therapy
- vii. Food Service – TFSD

K. Student Transportation Update – Mr. Moon reported we have signed a lease, did a hard clean at the bus depot. The perimeter fencing and gates have been improved per landlord agreement. A transportation director has been hired. Applications have been received for bus drivers. Camera systems have been purchased, but have not been installed yet. White Cloud will install radios. Busright software will hold the 1st of 2 training sessions next week. The hope is to have everything ready by August.

L. Science Supplies/Materials – The needs, wants, and dreams amounts were discussed.

M. Secondary Curriculum – Ms. Parker presented the lack of consistency because we do not have guides and they will be working on guides for grades 7-12. They would like to purchase English textbooks to be in alignment with State requirements and follow Xavier standards. She also discussed purchasing Science textbooks for new classes that will provide courses for students to bridge a gap. Ms. Parker presented on History textbooks and a new Humanities-Art History class.

N. Grant Report – Nothing to report.

O. Schedule Board Retreat – The Board discussed having a retreat in September and various

options of what they would like to have presented during the retreat.

VIII. Action Items

A. Business Manager Report/Building Petty Cash Reconciliation

Motion: To approve the monthly financial reports as presented

Made by: Becky Baird

Seconded by: Amy Wendler

Result: All in favor; motion carries

B. Action: FY 24 Budget Amendment -

Motion: To approve Budget Amendment for FY 24

Made by: Lisa Thompson

Seconded by: Amy Wendler

Result: All in favor; motion carries

C. Action: FY 25 Budget Hearing -

Motion: To approve the Budget Hearing for FY 25

Made by: Becky Baird

Seconded by: Amy Wendler

Result: All in favor; motion carries

D. Action: Board Chair and New Signers on Accounts

Motion: To approve the following signers for all accounts-Melissa Crane, Board Chairman, Lisa Thompson, Vice-Chairman, and Amy Wendler, Secretary, Angie Carter, Business Manager and Gary Moon, Head of Schools

Made by: Becky Baird

Seconded by: Amy Wendler

Result: All in favor; motion carries

E. Action: Change Order Science Room Remodel

Motion: To approve the changer order science room remodel

Made by: Amy Wendler

Seconded by: Nicole Wilson

Result: All in favor; motion carries

F. Action: Carpet Bid Secondary Hallway

Motion: To approve the carpet bid of 19,415 for secondary hallway

Made by: Amy Wendler

Seconded by: Lisa Thompson

Result: All in favor; motion carries

G. No action.

H. Action: Discarded Items

Motion: To approve the discarded items.

Made by: Amy Wendler

Seconded by: Nicole Wilson

Result: All in favor; motion carries

I. Action: Vendor Contracts

i. Behavior Services – Progressive Behavior Services

- Motion:** To accept the Progressive Behavior Services vendor contract
Made by: Amy Wendler
Seconded by: Becky Baird
Result: All present in favor; motion carries
- ii. Speech/Language-Clear Source
Motion: To accept Clear Source vendor contract
Made by: Amy Wendler
Seconded by: Lisa Thompson
Result: All present in favor; motion carries
- iii. Sped. Consulting-Jesse Mittelstadt
Motion: To accept Jesse Mittelstadt vendor contract
Made by: Amy Wendler
Seconded by: Lisa Thompson
Result: All present in favor; motion carries
- iv. Sped. Director/504 Director- Edwise
Motion: To accept Edwise vendor contract
Made by: Amy Wendler
Seconded by: Becky Baird
Result: All present in favor; motion carries
- v. Custodial – Class Act
Motion: To accept Class Act vendor contract
Made by: Amy Wendler
Seconded by: Nicole Wilson
Result: All present in favor; motion carries
- vi. Occupational/Physical Therapy - Primary Therapy
Motion: To accept Primary Therapy vendor contract
Made by: Amy Wendler
Seconded by: Sarah Ahrens
Result: All present in favor; motion carries
- vii. Food Service - TFSD
Motion: To accept TFSD vendor contract
Made by: Amy Wendler
Seconded by: Lisa Thompson
Result: All present in favor; motion carries
- J. Action: Science Supplies/Materials
Motion: To accept the purchase of Science supplies/materials needs list up to 30,000.
Made by: Amy Wendler
Seconded by: Lisa Thompson
Result: All present in favor; motion carries
- K. Action: Secondary Curriculum
- i. English-New Alignment/Textbooks
Motion: To approve the English-New Alignment/Textbooks
Made by: Amy Wendler
Seconded by: Nicole Wilson
Result: All in favor; motion carries
- ii. Science—New Classes/Textbooks
Motion: To approve the Science-New Classes/Textbooks
Made by: Amy Wendler

Seconded by: Lisa Thompson

Result: All in favor; motion carries

iv. History Textbooks

Motion: To approve the History Textbooks

Made by: Amy Wendler

Seconded by: Becky Baird

Result: All in favor; motion carries

v. New Class: Humanities-Art History

Motion: To approve the New Class: Humanities-Art History

Made by: Nicole Wilson

Seconded by: Lisa Thompson

Result: All in favor; motion carries

L. Policy (second reading) 3265 Electronic Communications Devices – Cell Phones/Small Electronics – No action taken.

Policies (first reading) 8100, 8105, 8105P, 8105F, 8110, 8115, 8120, 8130, 8140, 8150, 8160, 8180, 8185, 8190, 8195 Transportation Policies

IX. Executive Session was not needed.

X. Adjourn

Motion: To adjourn at 8:39 p.m.

Made by: Amy Wendler

Seconded by: Nicole Wilson

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE