



Xavier Charter School Board Meeting Minutes September 19, 2024 6:00 p.m.

I. Roll Call Attendance

6:00 p.m. Melissa Crane, in the Chair. Melissa Crane Burr- present, Lisa Thompson- not present, Becky Baird- not present, Nicole Wilson-present, Amy Wendler- present, Sarah Ahrens-present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the September 19th agenda

Made by: AW

Seconded by: NW

Result: All present in favor; motion carries

IV. Consent Agenda –

- a. Approval of Minutes from the August 15th, Regular Board Meeting
- b. Approval of Minutes from the Safety Committee Meeting September 12, 2024
- c. Approval of August Accounts Payable
- d. Approval of August Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

Made by: AW

Seconded by: NW

Result: All present in favor; motion carries

V. Public Input – None

- ## VI.
- a. Designation of Head of Schools as the Administrator in charge – Gary Moon
 - b. Designation of official publication – The Times News
 - c. Designation of financial institution(s) and designation of signatures for accounts - **First Federal Bank:** Angie Carter, Gary Moon, Melissa Crane, Amy Wendler, Lisa Thompson; **DL Evans:** Angie Carter, Gary Moon, Melissa Crane, Amy Wendler, Lisa Thompson; **Zion's Bank; State LGIP for Savings:** Angie Carter and Melissa Crane can authorize the transfer of funds.
 - d. Designation of who has the right to transfer funds to and from school bank accounts - Angie Carter and Gary Moon
 - e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month – Affirmed by Angie Carter

** Becky Baird arrived to the Board Meeting at 6:05 p.m.

f. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly - Affirmed by Angie Carter

g. Designation of Bonding agency and amount on Business Manager – Idaho Counties Risk Management Program/Moreton & Company and \$500,000 per occurrence

h. Designation of Property and Liability Insurance carriers – Idaho Counties Risk Management Program/Moreton & Company

i. Designation of Title IX officer – Gary Moon

j. Designation of employee drug testing agency – St. Luke’s Occupational Health

k. Designation of Legal Counsel – Joe Borton

l. Designate payroll signature – Gary Moon, Melissa Crane and Angie Carter

Motion: To approve designations as presented

Made by: Amy Wendler

Seconded by: Sarah Ahrens

Result: All present in favor; motion carries

VII. Reports/Discussion Items –

K-6 and 7-12/HOS/AHOS/Building and Maintenance Reports – Gary Moon reported on the superintendent meeting. There is a lot of mentorship and support given to our administrators. Xavier had a smooth start to the school year. One reason was busing and the second reason was no cellphone violations. Next year will be our federal programs review. Renee Robbins will be attending a RTI conference coming up. Xavier has a legislative visit on September 26. Hosted by the Bloom Foundation.

**Lisa Thompson logged into the meeting at 6:18 p.m.

Xavier has a S & P rating the first part of October. It is a very intense interview. The State Department of Education did a transportation visit. They were super impressed. They had great suggestions regarding hiring our own mechanic. Administration is looking into teachers teaching dual credit. Elementary remodel is incredible. Xavier’s new website bugs have been worked through and it should role out next week. Regarding behavior and discipline shows that 7th and 8th graders are not handling themselves with dress code.

A smoother start with cellphone policy. We are seeing a return of conversation and students back in teachers’ classrooms asking for help. Nathan Barnhill has taken on training congreco and progress has been seen since doing so. We are looking into bringing the Exalt model back with a heavy focus on how to be successful. Mr. Moses obtained a grant with his telescope. It is on use as long as he ties it in with students. Mr. McGhee’s marching band is going well. Their first performance is at Canyon Ridge for the Service Bowl. There will be two days of house clothing exchange before Christmas and one in the spring. We are the only school in the state with two certified archery teachers. Two students last year competed nationally in Las Vegas.

Secondary curriculum books are coming in. Teachers are excited. Coaching and mentoring has been well received and going great. Staff absences are slightly lower than last spring.

The facilities report was read with no questions.

PFA Report/Financials – Back to school bash had larger attendance than in the past. PFA has ordered music stuff for the 6th grade. The Mingle Jingle will be coming up.

Student Transportation Routes – The biggest issue is a single line landline phone at the bus depot. We will add more lines so messages can be left. Students are getting home much earlier than in the past. Ridership is up significantly especially in the afternoon. Discussion about ridership increasing in times of poor weather.

Amend September 2023 Board Minutes – Request to amend the business manager’s stipend in the minutes.

Cell Phone Policy Update – There were six violations in three weeks of school. Locking pouches are being piloted.

Administrative Summer Training Review – Xavier has brought back Arcadia. Developing organizational health not school specific. This uses Lencioni model to focus on five behaviors.

Discarded Items – The list was in the facilities report that was read and no questions.

Facilities Manager Stipend – The stipend is in the ballpark of what he got last year. This is coming out of the maintenance budget.

ISBA Activities – Discussed convention coming up in Boise November 6-8. Xavier can be reimbursed up to \$6,000.00.

ISBA Resolutions – Board was encouraged to review resolutions.

Board of Directors Training – Discussion of training in October.

Continuous Improvement Plan – The board is required to review the plan twice a year.

Policy 3281 and 3281F – Discussed keeping policy 3281 and archiving 3281 F.

Policy 9450 (Edit) – Went over the policy and showed suggested edits. Will do some research and bring back next month.

Policy 3380 – Recommended changing the GPA requirement to 2.0.

VIII. Action Items

Action: Business Manager Report/Building Petty Cash Reconciliation.

Motion: To accept the business manager report and petty cash reconciliation as presented.

Made by: NW

Seconded by: AW

Result: All present in favor; motion carries.

Action: Amend September 2023 board minutes.

Motion: To amend September 2023 board minutes to state business manager stipend.

Made by: NW

Seconded by: SA

Result: All present in favor; motion carries.

Action: Student Transportation Routes

Motion: To approve student transportation routes.

Made by: BB

Seconded by: SA

Result: All present in favor; motion carries.

Action: Facilities manager stipend

Motion: To approve the facilities manager stipend in amount of \$5600 from maintenance fund.

Made by: NW
Seconded by: BB
Result: All present in favor; motion carries.

Action: ISBA Resolutions
No action taken.

Action: Policy 3281 and 3281F
Motion: To approve 3281 as presented and archive 3281F.
Made by: NW
Seconded by: SA
Result: All present in favor; motion carries.

Action: Policy 3380
No action made

Action: Policy 9450
No action made

IX. Executive Session as per Idaho Code 74-206

Motion: To go in to Executive Session as per 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 8:51 p.m.

Made by: MC
Seconded by: NW
Result: All present in favor; motion carries.

X. Action Resulting from Executive Session

Motion: To approve employee A to pursue public charter admin certificate.

Made by: NW
Seconded by: SA
Result: All present in favor; motion carries.

Motion: To approve employee B to pursue public admin charter certificate.

Made by: NW
Seconded: MC
Result: All present in favor; motion carries.

Motion: To approve employee C to pursue a public charter certificate

Made by: NW
Seconded: MC

Result: All present in favor; motion carries.

XI. Adjourn

Motion: To adjourn at 9:15 pm

Made by: BB

Seconded by: SA

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE