



# Xavier Charter School Board Meeting Minutes September 14, 2016 6:00 p.m.

## I. Roll Call Attendance

6:01 p.m. John Kapeleris, chairperson, in the Chair. Debbi Burr- present, Heather Roberts – present, Brian Hilverda – present, and John Kapeleris – present

**II. Approval of Agenda** – Amendment of the agenda included removing enrollment from consent and put it in as item (I) in Reports and Discussion. Also, subsection (b) was removed from Executive Session.

**Motion:** To approve the amended agenda

**Made by:** Debbi Burr

**Seconded by:** Brian Hilverda

**Result:** all in favor; motion carries

## III. Consent Agenda

- A. Approval of minutes from August 10<sup>th</sup> meeting
- B. Approval of August Accounts Payable
- C. Approval of August Building Petty Cash Accounts Payable- included a report with revised locations
- D. Policies: 1222, 1240, 1285, 1645, and 2000 (2<sup>nd</sup> Reading)

**Motion:** To accept the consent agenda

**Made by:** Debbi Burr

**Seconded by:** Brian Hilverda

**Result:** all in favor; motion carries

## IV. Public Input – None

## V. Reports/ Discussion Items

- A. **Auditing Report** – Raymond Ware of Ware & Associates presented 2015-2016 audit. The auditors evaluated internal controls in relation to financial information and policies and procedures in relation to guarding assets. They found them satisfactory. The auditor issued an unmodified opinion of the financial statements.

**Motion:** To approve audit report  
**Made by:** Debbi Burr  
**Seconded by:** Brian Hilverda  
**Result:** all in favor; motion carries

**B. Discussion on new board member-** The Board discussed potential members and an appointment was made for vacant seat.

**Motion:** To appoint Melissa Crane to serve in the vacant seat 4 until June 2017  
**Made by:** Debbi Burr  
**Seconded by:** Heather Roberts  
**Result:** all in favor; motion carries

**C. Swear in Board Members-** Melissa Crane read the oath of office.

**Melissa Crane joined at 6:31 p.m.**

**D. Lead Teacher/Head of Schools Reports/Student Outcomes**

**1. Becky Baird- Grammar Schools:** Tami Ditlefsen and Cheri Aiello planned the Meet and Greet social, and it went well. Parent Night for grades K-4th was held for the parents so they could receive help in understanding the teacher and the grade level expectations for the year. At the August teacher training, teachers presented articles that they had written over the summer. Mrs. Baird stated that these articles will be shared with the stakeholders over the next year.

**2. Lisa Thompson–Logic School:** Ms. Amanda Hall applied for the William Johnson Jackson Fund Grant and received \$2,500 for new instruments. She will be using the credit at Dunkley Music. Lindsay Hall will be helping Laura Crider with butter braids. Ms. Renae Robbins, Ms. Shannon Kruze, and Ms. Ditlefsen helped implement a safer parent pickup/dropoff procedure. Mr. Moon and the lead teachers are planning a trip October 5-7 to visit the Coeur d’Alene Charter School.

**3. Brian Loosli – Rhetoric School:** He stated the building committee met, and he presented the prioritized items to be addressed by the Board.

**4. Gary Moon – Head of Schools:** The calling service for substitutes was unable to come back this school year. He stated that XCS will be going to an automated service. He will be reviewing the committees and their progress and give a report next month. He stated that a new org chart and job descriptions will be presented at the next board meeting. Mr. Brett Dixon has donated the flags for the last couple of years, time to repair the flag pole, and a giant gold eagle for the top of the flag pole. Ms. Hall asked for a donated piano, and an anonymous person donated a \$30,000 piano from Welch’s Music.

**E. PFA Report** – Cheri Aiella: The Meet and Greet went well. Students and families participated in games and 700 Kiwi Loco yogurt cups were served. T-shirt sales went well, and they are doing orders for shirts. The PFA will be selling long sleeved shirts and sweatshirts later in the year. Boxtop program is being organized by Ms. McFarland. PFA will be doing online sign-ups to get more parents involved.

**F. Foundation** – Mr. Hilverda stated the Board needs to ask their legal council to decide what route to take in regards to and report back by next Board meeting.

**G. Bussing Update-** Nathan and Kimberly gave a bussing report. Bus routes were put together to be as efficient as possible. Nathan addressed some concerns from parents and will be reviewing the route of Bus 1. Mr. Moon will make the decision on whether or not to add a 5<sup>th</sup> bus, change the route, or leave the route as it is.

**H. Drop off and pick up procedures-** The procedures have become more efficient, and the number of teachers that help have decreased. It is a great improvement as compared to how pick up was last year, and it is safer for the students.

**I. Enrollment** – Growth possibilities are in the 9<sup>th</sup> -10<sup>th</sup> grades. Enrollment is at 718 students. The Board stated they would consider putting a cap on student enrollment for the Rhetoric School. It will be brought back next month.

**J. Construction Update** – Mrs. Lui-Philo presented a spreadsheet with the costs in relation to the construction of the modulars.

**K. Traffic Safety** – Ms. Roberts researched the costs for a pole mounted radar speed sign and options for crosswalk signs. She presented the bids.

**L. Grants** – Ms. Shawna May is working on submitting more grants for the school. The Board stated they would like a list of the grants next month.

## **VI. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report** – Sheryl Liu-Philo presented the monthly financial reports and gave the Board the opportunity to ask questions.

**Motion:** To approve the Business Manager's Report and the Building Petty Cash Reconciliation Report as accepted.

**Made by:** Debbi Burr

**Seconded by:** Heather Roberts

**Result:** all in favor; motion carries

**B. Decennial: Chamber event** – Mr. Kapeleris stated that a lunch for Twin Falls Today was scheduled for Tuesday, January 10, 2017. The Board discussed a location and selected Elevation 486.

**C. Para-professional Starting Pay** – Mr. Moon presented information on the starting pay for Xavier para-professional and the starting para-professional pay for the surrounding areas. He proposed the Board adopt a salary schedule for the para-professionals in regards to experience and education. The Board wants to bring this back next month.

**D. Purchase of neighboring land** – Mr. Kapeleris stated that the 5 acres north of Xavier is available to purchase. The Board decided to have Evan Robertson discuss with the seller their options of purchasing the land.

**Motion:** To authorize Mr. Evan Robertson to explore options in regards to interest and purchase price of property

**Made by:** Brian Hilverda

**Seconded by:** Debbi Burr

**Result:** all in favor; motion carries

**Policy Review: Series 1215, 1242, 1315, 2340 (2<sup>nd</sup> Reading) 2341, 2125, 2435, 2435F, 3510, 5105, 5400, 5480, and 8605 (1<sup>st</sup> Reading)-** The Board held the readings of these policies. Policy 5105 will not be implemented by the Board. Policies 1215, 2125, 2341, and 3510 will be on the action agenda and the rest of the policies will be in the consent agenda.

## **VII. Executive Session as per Idaho Code 74-206 (1) Subsections (a)**

Idaho Code 74-206 (1) (a) consider hiring of public official (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 (2) labor negotiations.

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (b)**, at 10:32 p.m.

**Made by:** Debbi Burr

**Seconded by:** Heather Roberts

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Motion:** To come out of Executive Session at 10:59 p.m.

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Action Resulting from Executive Session:**

**Motion:** To hire Brian King (Correct last name is Keene. The Board had the correct spelling of the name on documents presented to them.) for the counselor position

**Made by:** Debbi Burr

**Seconded by:** Brian Hilverda

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**VIII. Adjourn**

**Motion:** To adjourn at 11:00 p.m.

**Made by:** Brian Hilverda

**Seconded by:** Melissa Crane

**Result:** all in favor; motion carries

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**Signature of Board Secretary**

**Date**

**Recorded by DR**