



**Xavier Charter School
Board Meeting Minutes
June 20, 2013
6:00 p.m.**

I. Roll Call Attendance

6:05 p.m. call to order James Wallace- present, Melissa Crane- present, Debbi Burr- present, Mark Lambert- present, and Joan Hurlock- present

II. Approval of Agenda

Motion: To approve the agenda as posted.

Made by: James Wallace

Seconded by: Joan Hurlock

Result: all in favor, motion carries

III. Approval of Minutes – A motion was made to approve the minutes of May 8th, 15, and 28th as discussed.

Made by: Melissa Crane

Seconded by: Joan Hurlock

Result: all in favor, motion carried

IV. Public Input – Jason Hicks spoke to the board regarding his appreciation of their service to Xavier.

V. Board Items

A. Ratify School Board election results – The board discussed the results of the school board election. Shawna May received the majority of the votes and has been elected to the seat being vacated by Joan Hurlock.

Motion: To ratify the votes from the school board election.

Made by: Joan Hurlock

Seconded by: James Wallace

Result: all in favor, motion carried

The Oath of Office was administered to Shawna May.

B. Election of Officers – Nominations were taken for Board Officers

Board Chair – Melissa Crane nominated Debbi Burr

Vice Chair – Melissa Crane nominated Mark Lambert

Treasurer – Melissa Crane nominated James Wallace

Secretary – Mark Lambert nominated Melissa Crane

Motion: A motion was made to accept the nominations and elect those individuals into the board offices.

Made by: Mark Lambert
Seconded by: James Wallace
Result: all in favor, motion carried

C. Annual Meeting

1. Setting of Board Meeting Date

Motion: A motion was made to set the monthly board meetings for the third Tuesday of each month.

Made by: James Wallace

Seconded by: Mark Lambert

Result: all in favor; motion carried

2. Introduction of new Head of Schools – Mrs. Burr introduced the new Head of Schools, Gary Moon.

3. Presentation of Awards - Mrs. Baird presented appreciation awards to outgoing board member Joan Hurlock and Head of Schools Thad Biggers.

D. Presentation of 2013/2014 Budget – Mr. Biggers presented the 2013/2014 Budget to the board. The board was given the opportunity to ask questions relating to the budget. Mrs. Burr presented an option of setting aside \$15,000 in order to give the teachers a lump sum increase in the form of \$500 each. This payment would be dispersed after the February payment from the state, barring any unforeseen financial obligations.

Motion: A motion was made to adopt the 2013/2014 Budget with the addendum, as presented.

Made by: James Wallace

Seconded by: Mark Lambert

Result: Roll call vote: Mark Lambert- yes; Melissa Crane – yes; Debbi Burr – yes; James Wallace – yes and Shawna May - yes

1. Contracts – Mr. Biggers presented the board with the contracts for our contracted services.

a. Ceirra Therapy - Services are for speech and occupational therapy. This contract is unchanged from last year.

b. EdWise – Services for special education. The fee schedule and personnel have been adjusted as presented.

c. Northside Cleaning – Encompasses the day-to-day cleaning, general maintenance and filter maintenance of the school. Mr. Parker presented the proposed schedule for the upcoming year.

Motion: A motion was made to approve the above contracts as presented

Made by: Mark Lambert

Seconded by: Shawna May

Result: Roll call vote: Mark Lambert- yes; Melissa Crane – yes; Debbi Burr – yes; James Wallace – yes and Shawna May – yes

E. Health Insurance Update – Mrs. Thompson spoke regarding the health insurance. At this time we have no new information.

F. 2012/2013 Test Results – Mr. Biggers presented information regarding ISAT, IRI, SAT testing and the Star System. Overall our ISAT and IRI scores increased. Our Star rating increased from a low 4 rating to a high 4 rating.

G. Exiting Student Data – Mr. Biggers presented information regarding why students are leaving Xavier. The board was given the opportunity to ask questions.

H. Head of School and Rhetoric Teacher Turnover – Mr. Biggers presented information to the board regarding a transition plan for the exiting Head of Schools and the Rhetoric Lead Teacher.

I. Teacher Evaluation - Mrs. Thompson presented information regarding the status of our teacher evaluations. The 2012/2013 evaluations are completed and ready to be submitted.

VI. Business

A. Business Manager's Report

1. Approval of Bills – Mr. Phelan presented the bills to the board and opened the floor for discussion and questions.

Motion: Motion to accept the bills as presented.

Made by: Mark Lambert

Seconded by: James Wallace

Result: Roll call vote: Mark Lambert- yes; Melissa Crane – yes; Debbi Burr – yes; James Wallace – yes and Shawna May - yes

2. Monthly Financials – Mr. Phelan presented the monthly financial information to the board and opened the floor to questions.

3. Cash Flow – Mr. Biggers and Mr. Phelan presented the cash flow report for this fiscal year. The board was given the opportunity to ask questions.

4. Hot Lunch Update – Mr. Biggers and Mr. Phelan attended the Twin Falls School District Board Meeting. Twin Falls School District is on track to take over this program. Mr. Phelan has proceeded in renewing our licensing to provide our own lunch program in the event this does not happen. It is anticipated that this item will be voted upon on July 8th.

VII. Reports

A. PFA Report – Mrs. Burr asked questions regarding the PFA financial protocol.

B. Administration

1. Grammar School – **Becky Baird**, presented items she is working on.

- a) Common Core State Standards Workshop – Ten of our teachers are attending this workshop. Xavier has been asked to present the plan that we created at the conference to the entire group for the final day.
- b) Words of the Week/Life Principals
- c) Charter Revision
- d) Targeted Assistance Plan - will be visiting Visions Charter School to review their plan.
- e) Professional Development
- f) New Student Application
- g) 2013/2014 Fall Teacher Training
- h) Restructure Great Expectations
- i) Teacher Stipends
- j) Promotion/Retention Policy
- k) Ridgeview Schools Visit
- l) Sustainable Fundraising

2. Logic School – Lisa Thompson – presented an update on the Logic School and items that she is working on.

- a) First Graduation of 8th Graders
- b) Interviewing prospective new students
- c) Summer Work
 - (1) Cleaning and preparing Room 111 for the new 6th grade teacher
 - (2) Summer homework is online
 - (3) RTI Process is being evaluated for 7th – 12th grades
 - (4) Scheduling topics for the Monday Meetings
 - (5) Reviewing the Medicaid program
 - (6) 7th and 8th grade retention letters are being sent home
 - (7) Preparing 504 accommodations and IEPs to the teachers
 - (8) Preparing the beginning of the year teacher training
 - (9) Preparing the supply orders for next year
 - (10) Working on schedules for 7th and 8th graders
 - (11) Working on the activities calendar

3. Rhetoric School – Tiffanie McAllister – **absent**, Mr. Biggers presented the Rhetoric Report to the board and opened the floor to questions.

- a) Administered the first District Writing Assessment on May 21st
- b) AP results will be available to students after July 1st
- c) Final teacher stipends have been distributed
- d) Working on the master schedule
- e) Accreditation Documentation is continuing to be worked on

4. Head of Schools – Thad Biggers, presented information he is working on.

- a) Accreditation Conference in Boise – Mr. Loosli and Mr. Biggers attended this conference. Mr. Biggers presented information that he

gained from this conference. Accreditation Review will be November 18 and 19, 2013.

b) Mr. Biggers presented information to the board regarding the status of the State changes with charter schools.

c) Annual Meeting for Xavier Charter to the Public Charter Schools Commission will be on August 15th, the material will be due on July 15th.

d) Boys and Girls Club Bussing – Mr. Biggers does not believe that during the first 8 weeks of school, we will not have enough room on the bus to support the transportation of the students to the club. However, after that he does believe that we will be able to accommodate those students.

e) Roof – Mr. Biggers gave an update to the board regarding the roof warranty.

f) The State has reported that ISATs will not be given in addition to the Smarter Balanced Assessment for 2014.

g) The filter system has been installed for the lawn irrigation system. We are scheduled to have the lawn fertilized and treated for weeds.

VIII. Student Issues- none

IX. General Information – A Strategic Planning Report will be created by Melissa Crane. Debbi Burr would like to establish a policy review schedule and Mark Lambert will be working on this item.

X. Executive Session Time in 9:25 Motion: To go into executive session pursuant to Idaho Code 67-2345 sections (a) to consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need to; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;

Made by: Mark Lambert

Seconded by: James Wallace

Result: Roll call vote: Mark Lambert- yes; Melissa Crane – yes; Debbi Burr – yes; James Wallace – yes and Shawna May - yes

Motion: To return to regular session at 10:49

Made by: Melissa Crane

Seconded by: James Wallace

Result: Roll call vote: Mark Lambert- yes; Melissa Crane – yes; Debbi Burr – yes; James Wallace – yes and Shawna May - yes

XI. Action Items

A. Charter Renewal

Motion: To authorize Mrs. Burr and Mr. Biggers to contact the Public School Charter Commission to expedite our five year charter renewal.

Made by: Shawna May

Seconded by: Melissa Crane

Result: Debbie Burr recused, all others in favor; motion carried

B. Appraisal of School Building and Property

Motion: A motion was made to authorize Debbi Burr to communicate with the appraisal company and authorize an appraisal of the school with a cost of up to \$12,000.

Made by: James Wallace

Seconded by: Mark Lambert

Result: Roll call vote: Mark Lambert- yes; Melissa Crane – yes; Debbi Burr – recuse; James Wallace – yes and Shawna May – yes; motion carried.

C. Staffing for 2013-2014

Motion: A motion was made to authorize Head of Schools to hire teacher A for science.

Made by: Melissa Crane

Seconded by: Shawna May

Result: All in favor; motion carries

XII. Adjourn 10:52

Motion: A motion was made to adjourn.

Made by: Melissa Crane

Seconded by: Mark Lambert

Result: All in favor; motion carries