



## **Xavier Charter School Board Meeting Minutes September 17, 2013 6:00 p.m.**

### **I. Roll Call Attendance**

6:17 p.m. call to order James Wallace- present, Melissa Crane- absent, Debbi Burr- present, Mark Lambert- absent, and Shawna May- present

### **II. Approval of Agenda**

**Motion:** To approve the agenda as amended: Move the Board Recognition Item before the Approval of Minutes.

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**Motion:** To amend the agenda to add subsection b to the executive session section.

**Made by:** James Wallace

**Seconded by:** Shawna May

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

### **Board Recognition**

Mr. Wiseman and Mr. Moon presented a certificate of appreciation to **Mark Beam from Beams Flooring** for the installation of the new dance floor and the continued service that they have provided at only cost.

Mr. Wiseman and Mr. Moon presented a certificate of appreciation Jerry **Lockwood of Lockwood Sprinklers** for assisting the school with the sprinkler system needs, weed application and equipment.

Mrs. Burr presented a certificate that will be awarded to the **Idaho State Charter Commission** in appreciation of their effort regarding Xavier Charter School.

Mrs. Burr presented a certificate of appreciation to **Mel Wiseman** for his tireless assistance to Xavier over the past few years. This award will be used to dedicate a tree in honor of his efforts to keep our school thriving.

Mr. Moon presented a certificate of appreciation to **Lisa Stienke of the PFA** for the dedication to Xavier Charter School

### **III. Approval of Minutes –**

**Motion:** To approve the minutes of August 20, 2013, September 4, 2013, and September 6, 2013

**Made by:** James Wallace

**Seconded by:** Shawna May

**Result:** all in favor, motion carried

### **IV. Executive Session – 6:26 p.m.**

**Motion:** To go into executive session Pursuant to Idaho Code 67-2345 (1) (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) 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

**Made by:** James Wallace

**Seconded by:** Shawna May

**Result:** Roll call vote - James Wallace- yes, Melissa Crane- absent, Debbi Burr- yes, Mark Lambert- absent, and Shawna May- yes

Melissa Crane arrived at 6:45 p.m.

### **Out of executive session at 8:52**

**Motion:** To leave executive session and return to open session.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** Roll call vote - James Wallace- yes, Melissa Crane- yes, Debbi Burr- yes, Mark Lambert- absent, and Shawna May- yes

### **Action Resulting from the Executive Session**

**Motion:** To authorize Debbi Burr to speak with Travis Klundt.

**Made by:** Melissa Crane

**Seconded by:** James Wallace

**Result:** Motion carries, all in favor

**Motion:** Contingent upon verification of grades and classes taken, grant credits to Student A to include 4 electives and 1 English course.

**Made by:** Melissa Crane

**Seconded by:** James Wallace

**Result:** Motion carries

**Motion:** To decline the request of Student B.

**Made by:** Melissa Crane

**Seconded by:** Shawna May

**Result:** Motion carries

**Motion:** To authorize Mr. Moon to establish a work agreement for a long term substitute.

**Made by:** Melissa Crane

**Seconded by:** Shawna May

**Result:** Motion carries, all in favor

## **V. Board Items**

**A. FY 2012/2013 Audit Report – report has been postponed**

**B. Bonding – Business Manager, Head of Schools** Mr. Moon updated the board on the progress of the bonding of the business manager and the head of schools. This will be brought back in October.

**C. Performance Certificate – Mission Specific Goals** – Mrs. Burr presented information related to the State’s new authorization process and the Mission Specific Goals. We will be establishing a committee to create our Mission Specific Goals.

**D. Approval of Retention Policy**– Discussion was held regarding the retention policy. The policy will be clarified and brought back to the board in October.

**E. Strategic Plan** – Discussion was held regarding the Strategic Plan. Mrs. Burr would like to get the broad goals on the website so that the stakeholders can view these.

**F. Board Retreat** – Will be held at the Magic Valley Arts Council on Saturday, September 21<sup>st</sup>.

## **VI. Business**

**A. Business Manager’s Report** – Mr. Wiseman presented an update to the board regarding the transition in the business managers office. The board was given an opportunity to ask questions.

**1. Monthly Financials** – Mr. Wiseman presented the monthly financials and allowed the board to ask questions related to these.

**2. ASB Funds** – Mr. Wiseman gave an update on the ASB funds account.

## **VII. Public Input - none**

## **VIII. Reports**

**A. PFA Report** – Lisa Stieneke presented a written update to the board to include a treasurer’s report

- 1.** Continue to collect orders on t-shirts
- 2.** Directory sales and permission slips are in the process
- 3.** Butter Braid Sales are taking place
- 4.** Looking at creating blacktop games

5. Falls Frolic is coming up October 26<sup>th</sup>

**B. Administration**

1. **Grammar School – Becky Baird**, presented an update to the board
  - a) Target Assistance is working on testing all students in the Grammar School
  - b) Student interviews took place prior to students entering this fall
  - c) Teacher training was very purposeful and continue during staff meetings
  - d) Open House was held last week. Turnout was not as large as anticipated, perhaps half of the families attended.
  - e) Bookmobile will be available for K-6 this year
  
2. **Logic School – Lisa Thompson**, presented an update to the board
  - a) Targeted Assistance 5<sup>th</sup> – 12<sup>th</sup>, testing is taking place in these grades as well
  - b) 504 & IEPs – working on getting new student 504 and IEP plans implemented and beginning the work on annual updates and meetings
  - c) 7<sup>th</sup> & 8th Grade Update – tracking the progress of the 7<sup>th</sup>/8<sup>th</sup> grade classes that have been combined
  - d) Butter Braids – PFA is assisting us with the accounting of the funds for Butter Braids and the prizes
  - e) Scholastic Books – the PFA is doing this for the teachers
  - f) Visiting Teachers – the lead team is visiting with teachers and observing what is going on in the classrooms
  - g) Medicaid – she is continuing to follow through on the Medicaid reimbursement program
  
3. **Rhetoric School – Brian Loosli** presented a written report, as he was absent
  - a) First weeks of school – things are going well with few problems
  - b) Scheduling – there have been a few scheduling problems with students that have been taken care of
  - c) Open house did not have a very large turn out
  - d) Enhanced bulletin procedures – this is ongoing
  - e) Accreditation Progress Report – a portion was completed by the past administration, work on this continues and the deadline is approaching
  - f) New teachers report – things are running smoothly
  - g) PISA Test update – global tests given to high school students, the cost of the testing is prohibitive to our school
  - h) Honors classes update – discussion was held regarding honors classes in the Rhetoric School, the honors plans have been approved by Mr. Loosli

- i) Inadequate computers for the new testing coming up this school year
- j) Building space/teachers for next year
- k) Dance Room/Sound
  - (1) Sound in the 3<sup>rd</sup> grade room is very loud that causes difficulty, the cost of adding the insulation will be \$1100
  - (2) New dance room speakers are needed, the cost is \$1200
- l) October 3<sup>rd</sup>/4<sup>th</sup> In-Service Plans – allow teachers to attend an outside in-service. Teachers not attending in-service will be working at school.
- m) Sign- in front of the school, the bid is \$1300
- n) Home school policy – currently do not accept credits from home school or non-accredited programs

**4. Head of Schools – Gary Moon**, presented an update to the board.

- a) Enrollment – the enrollment number is at 643 students and our average daily attendance is at 627
- b) Financial Transition – this transition is going well, but it is a very large task
- c) Breakfast/Lunch – the Twin Falls School District is going very well
- d) Busing – we have late buses almost every day, Mr. Moon is considering the option of looking at adding the 4<sup>th</sup> route again
- e) In-service Report – gave an update regarding the in-service prior to school starting
- f) Performance Certificate – no new information
- g) ACT/SAT Review – has been given some early information and it looks as if we are very high on the ACT scores

**IX. Board Training** – Idaho Open Meeting Law - Mrs. Burr presented information regarding the Idaho Open Meeting Law.

**X. Adjourn 10:55 p.m.**

**Motion:** A motion was made to adjourn.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

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