



**Xavier Charter School
Board Meeting Minutes
July 17, 2014
6:00 p.m.**

I. Roll Call Attendance

6:04 p.m. call to order James Wallace- present, Melissa Crane- present, Debbi Burr- present, Heather Roberts – absent, Shawna May- present and John Kapeleris - present

II. Approval of Agenda – move executive session to just prior to the board items and remove the discussion on the handbook and policy review schedule.

Motion: To approve the agenda with noted changes

Made by: John Kapeleris

Seconded by: Shawna May

Result: all in favor, motion carries

III. Approval of Minutes –

Motion: To approve the minutes of June 17th and 24th with one clarification

Made by: Shawna May

Seconded by: James Wallace

Result: all others in favor, motion carried

IV. Public Input – none

V. Executive Session 6:09 in session — Pursuant to Idaho Code 67-2345 (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

Made by: James Wallace

Seconded by: John Kapeleris

Roll Call: Roll call vote: James Wallace –yes; Shawna May – yes; Melissa Crane – yes; Heather Roberts – absent; John Kapeleris - yes and Debbi Burr – yes; motion carries

Motion: To return to regular session 6:40 p.m.

Made by: James Wallace

Seconded by: Shawna May

Action Resulting from Executive Session

Motion: To hire Katrina Tanner for a secondary math position.

Made by: Melissa Crane

Seconded by: James Wallace

Result: motion carries all in favor

Declare an area of need at Xavier Charter School for Special Education.

Made by: Melissa Crane

Seconded by: James Wallace

Result: all in favor

Motion: Hire Chelsea Martin as the special education teacher

Made by: Melissa Crane

Seconded by: James Wallace

Result: All in favor; motion carries

VI. Board Items

A. Fiscal Year 2014 Budget Amendment Hearing – Mr. Moon and Ms. Liu – Philo presented information to the board regarding the necessary amendments for Fiscal 2014 Budget.

Motion: to adopt the amended Fiscal 2014 budget, as presented

Made by: Shawna May

Seconded by: John Kapeleris

Result: roll call vote - James Wallace –yes; Shawna May – yes; Melissa Crane – yes; Heather Roberts – absent; John Kapeleris - yes and Debbi Burr – yes; motion carries

B. Strategic Planning – The board set a work meeting for the Strategic Planning meeting as August 5th at 6:00 p.m.

C. Safety Plan Update – Mr. Moon updated the board on the status of the safety plan.

D. Service Provider Contracts – Mr. Moon presented the board with annual contracts for service providers.

1. Cierra Therapy

2. Southern Idaho School Psychology, LLC

3. Jesse Mittlestadt – RTI/Benchmarking/Progress Monitoring Consultation

4. Carol Jones - PSR Services

5. Northside Office Cleaning

Motion: To approve the service provider contracts as presented.

Made by: John Kapeleris

Seconded by: James Wallace

Result: All in favor; motion carries

E. Board Training – Mrs. Burr presented information regarding potential training for the board on October 11, 2014. Idaho School Board Association’s Annual Convention will be held in November and Mrs. Burr recommended attendance to this convention. The State is providing the funds necessary for these training opportunities.

F. Job Descriptions – Mr. Moon presented the job descriptions to the board

1. Head of Schools

2. **Administrative Assistant**
3. **Director of IT Services**
4. **Teacher**
5. **Business Manager**

G. Dual Enrollment Plan – Mr. Moon presented information to the board regarding this policy. This policy will be tabled until the August meeting.

H. Policy Review/Approval

Motion: To adopt policies 1315, 2705, 3565, 4130, 5210, 5430, 5480 and 6100 as presented

Made by: John Kapeleris

Seconded by: Shawna May

Result: All in favor; motion carries

I. Annual District Meeting Items

1. Designation of Head of Schools as the Administrator in charge
2. Designation of official publication – Times News
3. Designation of financial institution(s) and designation of signatures for accounts – First Federal – no changes to signatures
4. Designation of who has the right to transfer funds to and from school bank accounts
5. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month
6. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly.
7. Designation of Bonding agency and amount on Business Manager
8. Designation of Property and Liability Insurance carriers – table item
9. Designation of Title IX officer - A.J. Perkins
10. Designation of employee drug testing agency – St. Luke’s Occupational Health
11. Designation of Legal Counsel – Joe Borton
12. Designation of Legal Counsel regarding facility purchase – J. Evan Robertson

VII. Business –

A. Business Manager’s Report

1. **Presentation of bills** – Ms. Liu - Philo submitted the current liabilities to the board.

Motion: To approve the bills as presented

Made by: Melissa Crane

Seconded by: John Kapeleris

Result: Roll call vote: James Wallace –yes, Shawna May – yes, Melissa Crane – yes, Heather Roberts – absent, John Kapeleris – yes, and Debbi Burr – yes; motion carries

2. **Monthly Financials** –The monthly financial statements were presented and the board was allowed to ask questions regarding these statements.

B. **Cash Flow** – The board discussed the cash flow for end of the fiscal year .

VIII. Reports

A. **PFA Report - none**

B. **Administration**

1. **Grammar School – Becky Baird**, written report

- a) Core Knowledge Language Arts/Training
- b) Revising Grammar School Handbook
- c) Preparing Renuntio articles for 2014-15
- d) Library organization
- e) Generating supply orders/PO's

2. **Logic School – Lisa Thompson**, presented written update to the board

- a) Idaho Community Foundation Grant Application
- b) Title I Letter to Parents
- c) Revision of Logic School Handbook
- d) August 19th 5:30-8:30 for 7th and 8th Grade – “How to Be a Super Star Student!”
- e) September 6th Welcome Back!! Slip N Slide and BBQ
 - (1) 7th – 8th Grades – 4 pm to 6 pm
 - (2) 9th – 12th Grades 5 pm to 7 pm

3. **Rhetoric School – Brian Loosli**, presented an update to the board

- a) AP Scores were presented to the board
- b) SAT 2014 Scores were presented
- c) New Hires
- d) Teacher Training – A.P. U.S. History Conference
- e) Events being scheduled
 - (1) Showcase
 - (2) Graduation-scheduled
 - (3) Theatre productions
- f) Teacher supply orders are being generated
- g) Econ/Health/IDLA

4. **Head of Schools – Gary Moon**

- a) **Enrollment** – projected enrollment is 648 students
- b) **Differential pay summary** – has been submitted and distributed to teachers
- c) **Teacher evaluation/performance/parent input** – has been completed
- d) **Yard clean-up day** – The school would like to have a clean-up day and have it performed by students.
- e) **Federal Program Review** - will be conducted this coming school year

IX. **Adjourn: 9:30**

Motion: To adjourn

Made by: Melissa Crane
Seconded by: James Wallace