



## **Xavier Charter School Board Meeting Minutes August 21, 2014 6:00 p.m.**

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

6:07 p.m. call to order James Wallace- absent, Melissa Crane- present, Debbi Burr- present, Heather Roberts – absent, Shawna May- present and John Kapeleris - present

### **II. Approval of Agenda – deletion of the executive session.**

**Motion:** To approve the agenda with noted changes

**Made by:** John Kapeleris

**Seconded by:** Melissa Crane

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

### **III. Approval of Minutes – with noted changes**

**Motion:** To approve the minutes of July 21<sup>st</sup> and August 13<sup>th</sup>

**Made by:** John Kapeleris

**Seconded by:** Shawna May

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

### **IV. Public Input – none**

### **V. Board Items**

**A. Western State Bus – Michele Dameron,** presented the proposed bus routes to the board for the upcoming school year. There was one addition of a stop at the Boys and Girls Club, which will be no additional cost to the school. The board was given the opportunity to ask questions.

**Motion:** To approve the bus routes as presented

**Made by:** John Kapeleris

**Seconded by:** Shawna May

**Result:** Motion carries

**B. School Liability Insurance – Chad Ranstrom –** presented information from Moreton & Company for liability insurance. Moreton & Company has been tasked with handling insurance for the ISBA and has tailored programs for schools. The insurance is provided by ICRMP and they specialize in providing insurance to public entities. Mr. Moon and Ms. Liu-Philo recommended adopting this policy.

**Motion:** To contract with Moreton & Company to provide the school liability insurance.

**Made by:** Melissa Crane

**Seconded by:** John Kapeleris

**Result:** Motion carries

## **VI. Business –**

### **A. Business Manager's Report**

- 1. Auditors** – the audit has been conducted and Ms. Liu-Philo has no problems or concerns to report.
- 2. Presentation of bills** – Ms. Liu - Philo submitted the current liabilities to the board.  
**Motion:** To approve the bills as presented  
**Made by:** Shawna May  
**Seconded by:** Melissa Crane  
**Result:** Roll call vote: James Wallace –absent, Shawna May – yes, Melissa Crane – yes, Heather Roberts – absent, John Kapeleris – yes, and Debbi Burr – yes; motion carries
- 3. Monthly Financials** –The monthly financial statements were presented and the board was allowed to ask questions regarding these statements.
- 4. ASB Funds** – Mr. Moon presented the ASB Funds report and allowed the board to ask questions.

## **VII. Board Items – Continued**

**A. Student Outcomes – SAT Results** Xavier performed very well when compared to other schools within the state. Xavier's scores were the 5<sup>th</sup> highest in the State of Idaho for SAT tests.

**B. Influencing the State of Idaho Legislature – ISBA and ICSN to aim for better student outcomes** – John Kapeleris presented information to the board regarding charter schools and the legislature.

**C. Strategic Plan** – Mrs. Burr and Mrs. Crane presented information that was gathered from the last strategic planning meeting.

**D. Leadership Pay Plan** – Mr. Moon presented information regarding the Leadership Pay Plan. A proposal was presented to the board on four leadership positions that currently exist as Xavier. These positions include the three lead teachers and the academic advisor positions for a total of \$20,515.50. There are other positions that Mr. Moon would like to fund once more clarification is received from the state.

**Motion:** To approve the funding of the four leadership positions as presented.

**Made by:** Melissa Crane

**Seconded by:** John Kapeleris

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

**E. Student Handbooks** – Each lead teacher presented the updated student handbook to the board. The board was given the opportunity to ask questions regarding the proposed changes.

**Motion:** To approve the handbooks as presented.

**Made by:** John Kapeleris

**Seconded by:** Melissa Crane

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

**F. Safety Plan Update** – Mr. Moon updated the board on the status of the safety plan. Jackie Frey has been assisting Mr. Moon on this and is finalizing the document. Jackie Frey will attend the next board meeting to present information to the board.

**G. Board Meeting Dates 14-15** – Due to a scheduling conflict the board would like to change the dates of the board meetings for the 2014-2015 year. The meeting would be held on the second Wednesday of each month.

**Motion:** to move to the regularly scheduled meetings to the 2<sup>nd</sup> Wednesday of every month at 6:00 p.m.

**Made by:** John Kapeleris

**Seconded by:** Melissa Crane

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

**H. Board Member Roles and Expectations** – Mrs. Burr discussed board members roles and expectations. A discussion was held about establishing a consent agenda in order to save time in the board meetings. The responsibilities of individual board members and the board clerk were also discussed in order to expedite the meetings.

**I. Board Committees** – Board Committees were also discussed. The importance of each board member being active on a committee was stressed. Committees that were discussed were marketing, student outcomes, rhetoric development, fund raising, building, classical curriculum, and grant writing. Mrs. Burr would like to have at least a quarterly report from the committees. These will be finalized and established.

**J. Job Descriptions** - Mr. Moon submitted job descriptions for classroom teacher, administrative assistant, business manager, director of IT services, head of schools, and lead teacher. The board was given the opportunity to ask questions regarding these job descriptions.

**K. Dress Code Report** – tabled

**L. Policy Review/Approval**

1. **2700P – Graduation Requirements**
2. **8200- School Wellness**
3. **9700 – Asbestos Removal**

## **VIII. Reports**

**A. PFA Report – Lisa Steinke**

1. Meetings will be held on the first Tuesday of each month
2. Tap shoe program explained
3. Need for a secretary

**B. Administration**

1. **Grammar School – Becky Baird**
  - a) Core Knowledge Language Arts/Training completed today

- b) Revising Grammar School Handbook
- c) Preparing Renuntio articles for 2014-15
- d) New Student Interviews
- 2. **Logic School – Lisa Thompson**
  - a) Idaho Community Foundation Grant Application
  - b) Seagraves Grant Application
  - c) Title I Research to Increase Access to Free and Reduced Lunch
  - d) Revision of Logic School Handbook
  - e) August 28<sup>th</sup> 5:30-8:30 for 7<sup>th</sup> and 8<sup>th</sup> Grade – “How to Be a Super Star Student!”
  - f) September 6<sup>th</sup> Welcome Back!! Slip N Slide and BBQ
    - (1) 7<sup>th</sup> – 8<sup>th</sup> Grades – 4 pm to 6 pm
    - (2) 9<sup>th</sup> – 12<sup>th</sup> Grades 5 pm to 7 pm
- 3. **Rhetoric School – Brian Loosli**, presented an update to the board
  - a) Textbook orders completed
  - b) Teacher training planned
  - c) LDS Stake House available during emergencies
  - d) Meeting regarding Advanced Opportunities/Fast Forward Program
    - (1) Change in policy in regards to AP classes and payments
  - e) Tracking of student data/scholarship underway
  - f) New personnel paperwork template has been created
  - g) Concurrent enrollment (NNU, BSU, ISU, CSI)
  - h) Drum Corps./Scott Farkus CSI pep band and drum corps will come and do some sessions with the corps.
- 4. **Head of Schools – Gary Moon**
  - a) Advanced Opportunities – update from superintendent’s meeting
  - b) Enrollment – projected enrollment is 682 students
  - c) Dual Enrollment
  - d) School Lunch Update
  - e) Security Update – new cameras will be installed
  - f) Federal Review – will be in November
  - g) Audit
  - h) Student Council Clean-up
  - i) Fall Materials for Playground
  - j) Cross Country Club
  - k) In-service training

**IX. Adjourn: 10:05**

**Motion:** To adjourn

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr