



**Xavier Charter School
Board Meeting Minutes
December 9, 2015
6:00 p.m.**

I. Roll Call Attendance

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

II. Approval of Agenda -

Motion: To approve the agenda

Made by: Debbi Burr

Seconded by: John Kapeleris

Result: all in favor; motion carries

III. Consent Agenda

- A. Approval of minutes from November 10th meeting
- B. Approval November Accounts Payable
- C. Approval November Building Petty Cash Accounts Payable
- D. Enrollment
- E. Policies:1220, 5265, 7430, 5810 (second reading)

Motion: To approve consent agenda

Made by: John Kapeleris

Seconded by: Debbi Burr

Result: all in favor; motion carries

IV. Public Input – none

V. Reports/ Discussion Items

- A. **Lance Clow** - Senator Lee Heider accompanied Representative Lance Clow to answer questions regarding education in the State of Idaho. There was discussion regarding the measurements through testing for students and that more flexibility for schools will be coming in the future. In addition, discussion was held regarding advanced opportunities and that it is difficult for Xavier Charter School to hold the high standards when students are taking easier classes through other schools.

Heather Roberts joined at 6:28 p.m.

B. Lead Teacher Report, Head of Schools Report, and Student Outcomes

1. Becky Baird- Grammar Schools: Ms. Baird has updated the mission and removed some of the wording on the web page.

2. Lisa Thompson–Logic School: Ms. Thompson stated this was the second highest year for Butter Braid sales. She also stated that the students are excited and preparing eagerly for the poetry out-loud.

3. Brian Loosli – Rhetoric School: Mr. Loosi will be getting a bid from Balanced Rock Electric to install a sign for Xavier. He is continuing work on a flow chart for academic issues. The counselor job is being advertised starting now, and the website is being changed to a new contractor.

4. Gary Moon – Head of Schools:

a) Emergency Backpacks: All backpacks are distributed to all the teachers and will be trained through the safety committee.

b) Graduation Rate Calculation Appeal: Students are being reviewed.

c) Committee Formation: The committees are being formed and all should be in place by this month’s committee meeting.

d) Science Teachers Standards Review: The state training for science teachers was a valuable training for two of Xavier’s teachers.

e) Technology: Four classrooms were wired for the projectors to be mounted.

f) Xavier sign: Mr. Moon is currently working on the bid and other options to finance it.

g) Food Service Audit: The audit is scheduled for January 13 with the State Department.

h) Next Year’s Proposed Personnel Positions: Counselor, Social Studies teacher, and School Resource Officer.

i) Lisa Clone: She is overseeing teacher evaluation program and career ladder.

C. PFA Report – Mr. Kapeleris stated that the PFA is looking to buy book ends for the library and help the music program advance.

D. Custodial/Maintenance Review – Mel Wiseman left notes of meetings with the administration. Mr. Jason Hicks will continue to take care of the maintenance for the year. Mr. Moon suggested a new plan for next year to be in place.

E. Enrollment and Potential Expansion – Mr. Moon contacted other superintendents to inquire about portable classrooms, both new and used. At this point, used structures are not readily available due to strong demand.

F. Election Procedures - Election procedures, policy 1222, and applications were reviewed and changes were made. Ms. Burr recommended that a folder be compiled for the training of the PFA during elections.

G. Student Survey Progress – On a whole, the students are doing well with homework, and the Board stated that the teachers should continue to send home meaningful work.

H. Education Foundation – Mr. Brian Hilverda said the foundation is preparing a large amount of paper work so it can move forward.

VI. Action Items

A. Business Manager’s Report – Sheryl Liu-Philo presented the monthly financial reports and gave the Board the opportunity to ask questions. She also stated that Affordable Care Act could affect her reporting in regards to the classification of 50 employees or more.

Motion: To approve the Business Manager’s Report and the monthly financials as accepted.

Made by: John Kapeleris

Seconded by: Melissa Crane

Result: roll call - Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May- yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

B. Para-Professionals Pay – The school is at a low pay rate for para-professionals. Mrs. Liu-Philo presented 5 scenarios and recommended, at the most, to raise their pay to the Twin Falls School District rate.

Motion: To approve the starting salaries for paras to \$9.66 an hour and, for any of those above that amount, that we increase their hourly wage by 3% effective November 16, 2015.

Made by: Brian Hilverda

Seconded by: Debbi Burr

Result: roll call - Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May- yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

C. Fall Policy Updates: 1260, 1500, 1510, 4105, 4105F, 4260, 4260F, 3570, 3570P, 5500, 8600, and 8605 - The Board held the readings of these policies. Policies 1260, 1500, 1510, 4105F are not adopted. Policies 4105 and 3570 will be on the consent agenda for next month. The Board discussed proposed changes to policies 4260, 4260F, 3570P, 5500, 8600, and 8605. These policies will have their second readings next month and be on the action agenda.

D. By-Law Review – Ms. Burr made revisions, and the Board is waiting to hear from Mr. Evan Robertson for his opinion regarding consistency with the bond loan agreement.

E. Policy: 1222, 9800 (First Reading) 3295, 3295P, 3330 (Second Reading) Policies 1222 and 9800 will be on the action agenda to be discussed next month.

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

Idaho Code § 74-206(1): (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled; 38 Idaho Code § 74-203(5). 16 Idaho Open Meeting Law Manual (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student; (c) To acquire an interest in real property which is not owned by a public agency; (d) To consider records that are exempt from disclosure as provided by law; (e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations; (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; (g) By the commission of pardons and parole, as provided by law; (h) By the custody review board of the Idaho department of juvenile corrections, as provided by law; or (i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement.

Motion: To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (a)**, at 10:45 p.m.

Made by: John Kapeleris

Seconded by: Debbi Burr

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

Motion: To come out of Executive Session at 11:10 p.m.

Made by: John Kapeleris

Seconded by: Heather Roberts

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

Action Resulting from Executive Session:

Motion: To pay the long term substitute for math \$120 a day

Made by: John Kapeleris

Seconded by: Debbi Burr

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

VIII. Adjourn

Motion: To adjourn at 11:12 p.m.

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR