



# **Xavier Charter School Board Meeting Minutes April 13, 2016 6:00 p.m.**

## **I. Roll Call Attendance**

6:05 p.m. call to order by chairperson, Shawna May. 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 amended agenda, removing V.(a) and VI.(c)

**Made by:** John Kapeleris

**Seconded by:** Debbi Burr

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

## **III. Consent Agenda**

- A.** Approval of minutes from March 9th meetings
- B.** Approval March Accounts Payable
- C.** Approval March Building Petty Cash Accounts Payable
- D.** Enrollment
- E.** Policies: 2140 and 7430 (2<sup>nd</sup> Reading)

**Motion:** To accept the consent agenda

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

## **IV. Public Input – none**

## **V. Reports/ Discussion Items**

- A. Rhetoric Cross Country–** Moved to next month's meeting.
- B. Lead Teacher/Head of Schools Reports/Student Outcomes**
  - 1. Becky Baird- Grammar Schools:** She has been addressing attendance by working on a letter and the policy to help instill a sense of responsibility. She has been giving a Grade Placement Quiz during interviews to help students and parents decide if they are a good fit for the school.
  - 2. Lisa Thompson–Logic School:** She stated the Science Fair's top winners presented their projects in front of an audience of 5<sup>th</sup> and 6<sup>th</sup> grade classes and

demonstrated how to present a science project. Senior Compendium was very positive, and the students understand the full circle of their education.

**3. Brian Loosli – Rhetoric School:** He is making a large drum for Drum Corps. The drum came through the school and everything went well. Mr. Moon stated that the school is looking ahead and wants have a drum come through twice a year.

**4. Gary Moon – Head of Schools:** The eagle project for a pergola has been suspended because little action has been made. A substitute math teacher is still needed for Ms. Peterson. He stated that Facebook and Twitter are accumulating more followers and are becoming an effective communication tool for the school. Mr. Moon stated the school is working with two companies that have a good reputation in placing proficient foreign exchange students. He also stated the school is in the process of hiring a History teacher and a Math teacher.

**Motion:** To suspend the eagle project that was presented last summer

**Made by:** Debbi Burr

**Seconded by:** John Kapeleris

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

**C. PFA Report – Danielle Hardesty:** She said the next PFA activity will be at Chick-fila on April 28. The PFA planned Teacher Appreciation Week and will be sending a sign-up for parents to volunteer. Field Day is June 7, and the next meeting is May 5.

**D. Post Legislative Report–** Mr. Moon stated funding will be increasing, and there is some money for an innovative school. He is looking at the qualifications to be an innovative school. No child left behind ends June 30, 2016. He also stated “highly qualified teachers” will no longer apply to the Federal Programs.

**E. Decennial Activities –** The PFA will create a committee to implement activities that will celebrate the decennial.

**F. Students After School –**Mr. Moon stated that students are left at the school long after school hours. He would like to implement a procedure that addresses this issue by the beginning of next school year.

**G. Website Update –** Mr. Moon stated that Heather Barnes will be assisting with the redesign of the website. Mr. Bennett will continue to update and maintain the web page.

**H. Arbor Day Celebration –** Mr. Kapeleris stated three Lindon trees (6-8 feet each) will be donated and planted May 5. Mr. Hilverda stated that he knows a company that can transport a mature tree.

**I. Open Enrollment –** After evaluating the open enrollment data, the results suggest the school is retaining more students; and more students are applying for the school. The Lottery will be held on April 15.

**J. Approval of Election Candidates and Set Ballot –**

**Motion:** To approve the recommendation from the Election Committee that both candidates be put on the ballot

**Made by:** Brian Hilverda

**Seconded by:** Shawna May

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

**K. School Board Calendar** – The Board reviewed the calendar and made some changes.

**L. Card Holder Data Procedures** – The Board reviewed the procedures and suggested it be implemented with the changes.

**M. Student Art Display** – Mr. Moon stated that Mr. Hicks has a proposal for student art display. Mr. Moon suggested that there be a time limit on how long the art stands and how to maintain them. Ms. Crane suggested donating the art to the city once the time limit has been met and if the student does not want to keep it. The Board asked Mr. Moon to approve the student art projects that are for potential display prior to the student beginning the project.

## **VI. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report** – Sheryl Liu-Philo presented the monthly financial reports and gave the Board the opportunity to ask questions. She stated that Regence Insurance will be increasing approximately 25% - 30% at renewal and suggested having Mr. Cody McQueen come to a board meeting with some other options for employees. Delta Dental rates will be staying the same. She suggested Preventative Health do a medical screening for the school on site. Ms. Burr, also, recommended looking at other companies to do the medical screening.

Heather Roberts joined at 8:17 p.m.

**Motion:** To approve the Business Manager's Report and the Building Petty Cash Reconciliation Report as accepted.

**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

**B. 2016-2017 Calendar** –

**Motion:** To approve 2016-2017 Calendar

**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 – abstained all in favor except for John; motion carries

**C. Food Service Contract** – Moved to next month's meeting.

**D. Construction Update** – Mr. Moon will be opening modular bids April 15. EHM submitted two proposals: one for the modular site development and one for the vehicle access to North College Road.

**Motion:** To authorize the Head of Schools and the Business Manager to move forward on the modular project with a cap of \$250,000 to include all costs associated with this project

**Made by:** Debbi Burr

**Seconded by:** Brian Hilverda

**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

**E. Fence** – Mr. Moon stated quotes for a fence are being pursued. The north side of the school will be the priority.

**F. 2015-2016 Auditor Engagement Letter** –

**Motion:** To engage Ware & Associates as our Auditor for this year

**Made by:** Debbi Burr

**Seconded by:** John Kapeleris

**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

**G. Policy 3260 Dress Code (2<sup>nd</sup> + Reading)** The Board had a discussion about dress code and will bring it back for next month's meeting.

**H. Community Use of School Facilities Policies: 9800 (2<sup>nd</sup> + Reading) 4210, 4210F, 4210P, 4220 (1<sup>st</sup> Reading)** The Board held the readings of these policies. These policies will be on the consent agenda for next month.

**I. Policies: 3050 (1<sup>st</sup> Reading), 2150P, 2375, 4520 (2<sup>nd</sup> Reading)** The Board held the readings of these policies. These policies will be on the consent agenda for next month.

## **VII. Executive Session as per Idaho Code 74-206 (1) Subsections (b): Employee resignation and HOS evaluation**

Idaho Code 74-206 (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 (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code (e) consider preliminary negotiations involving matters of trade or commerce in which the governing body in competition with governing bodies in other states or nations (f)communicate with legal counsel(g)consider custody review of Idaho Department of Juvenile corrections(h)custody review (i)communicate with schools risk manager or insurance provider on pending litigation (2) labor negotiations.

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (b)**, at 10:33 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 11:05 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 accept resignation of the academic counselor

**Made by:** Melissa Crane

**Seconded by:** Brian Hilverda

**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 11:07 p.m.

**Made by:** Heather Roberts

**Seconded by:** Debbi Burr

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**