



**Xavier Charter School
Board Meeting Minutes
June 15, 2016
6:00 p.m.**

I. Roll Call Attendance

6:03 p.m. call to order by chairperson, Shawna May. Melissa Crane- absent, Debbi Burr- present, Heather Roberts – present, Shawna May- present, Brian Hilverda – present, and John Kapeleris – present

II. Approval of Agenda -

Motion: To approve the amended agenda, adding Resignation of Director to item V, move item VII (h) to VII(a), and move item VIII (f) to VIII(a)

Made by: Brian Hilverda

Seconded by: John Kapeleris

Result: all in favor; motion carries

III. Consent Agenda

- A.** Approval of minutes from May 11th meeting
- B.** Approval May Accounts Payable
- C.** Approval May Building Petty Cash Accounts Payable
- D.** Enrollment

Motion: To accept the consent agenda

Made by: John Kapeleris

Seconded by: Brian Hilverda

Result: all in favor; motion carries

IV. Executive Session as per Idaho Code 74-206 (1) Subsections (a): Employee hire and, (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 (a) and (b)**, at 6:07 p.m.

Made by: Brian Hilverda

Seconded by: John Kapeleris

Result: Roll Call: Melissa Crane- absent, 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 6:38 p.m.

Made by: John Kapeleris

Seconded by: Brian Hilverda

Result: Roll Call: Melissa Crane- absent, 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 Mrs. Phelan, Mrs. K. Adams, and Mrs. Petersen; hire Benjamin Neilson for Math and Stacey McFarland for 2nd Grade; give Nathan Barnhill alternate authorization for teacher new certification endorsement for Government

Made by: Debbi Burr

Seconded by: Brian Hilverda

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

V. Annual Meeting of Xavier Charter School 501(c)3 Corporation

1. Director Resignation

Motion: To accept the resignation of Melissa Crane

Made by: Brian Hiverda

Seconded by: John Kapeleris

Result: Roll Call: all in favor except for Debbi and Heather; motion carries

2. Ratify School Board Election Results – 148 votes were cast. John Kapeleris received 95 votes and Trisha Neudorff received 53 votes. John Kapeleris was elected to open seat 3.

Motion: To ratify School Board Election results

Made by: Debbi Burr

Seconded by: Heather Roberts

Result: all in favor; motion carries

3. Welcome and Introduction of the newly-elected Board Members by the current Chair

4. Swear in of newly-elected Board Member- John Kapeleris read the oath of office.

John Kapeleris – joined the board

5. Election of Board Officers-

- a) **Chair** – Brian Hilverda nominated **John Kapeleris**. **John Kapeleris** was elected as chair 5-0.
- b) **Vice-Chair** – Debbi Burr nominated **Brian Hilverda**. **Brian Hilverda** was elected as vice-chair 5-0
- c) **Treasurer** – Brian Hilverda nominated **Debbi Burr**. **Debbi Burr** was elected as treasurer. 5-0
- d) **Secretary** – Debbi Burr nominated **Heather Roberts**. **Heather Roberts** was elected as secretary. 5-0

6. Assumption of office by the new Chair, John Kapeleris.

7. Set Schedule for Regular Board Meetings in FY2017 – The first meeting at this new date will be July 13th.

Motion: To set the regular board meeting to be the second Wednesday of each month.

Made by: Debbi Burr

Seconded by: Brian Hilverda

Result: all in favor; motion carries

VI. Public Input – none

VII. Reports/ Discussion Items

A. Construction Update –Mr. Kenny Anderson stated permits were applied for 1 ½ weeks ago and the waiting period could be up to 6-8 weeks. They are currently working on finding a concrete contractor, bringing in conduits, and trenching work.

B. Lead Teacher/Head of Schools Reports/Student Outcomes

- 1. **Becky Baird- Grammar Schools:** She is continuing the new student interviews.
- 2. **Lisa Thompson–Logic School:** She stated that the winners for Veterans’ of Foreign Wars’ Patriotic contest were awarded.
- 3. **Brian Loosli – Rhetoric School:** He stated that courses for the next school year have been scheduled for the Rhetoric School.

C. Gary Moon – Head of Schools: He stated that the Driver’s Education program could be taught next summer and could possibly be offered as a class for 2 semesters. He informed the Board that Heather Barnes will submit some mock-ups of the website to Mr. Moon and Mr. Loosli next week.

D. PFA Report – Cheri Aiella: none.

E. Marketing Plan – Mr. Moon suggested that the marketing plan be addressed at the July retreat in preparation for the continuous improvement planning session in September.

F. Schedule Board Retreat – It was scheduled for July 30, 9 a.m. to 2 p.m.

G. Bell Schedule – Ms. Burr stated a suggestion was made to match the bell schedule with surrounding schools for students who participate in extra-curricular activities at other schools.

H. Testing Results- Mr. Moon presented the iSAT testing results.

I. Policy 1242 School Board Meeting Procedure - The board held the first reading and will have the second reading next month.

VIII. Action Items

A. Rhetoric Cross Country – Trial period for cross country team was presented. It was suggested that there be a standardized eligibility for students who participate.

Motion: To approve the formation of a Xavier Cross-country team on a trial basis for the 2016-17 academic year

Made by: Brian Hilverda

Seconded by: Heather Roberts

Result: all in favor; motion carries

B. 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.

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

Made by: Debbi Burr

Seconded by: Brian Hilverda

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

C. FY 2016 budget amendment

Motion: To accept FY 2016 budget amendment

Made by: Debbi Burr

Seconded by: Brian Hilverda

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

D. FY 2017 budget hearing –

Motion: To authorize Mr. Moon and the Lead Teachers to review the administrative staffing needs and the hiring of someone to help complete their tasks

Made by: Debbi Burr

Seconded by: Heather Roberts

Result: roll call - all in favor; motion carries

Motion: To approve FY 2017 proposed budget

Made by: Brian Hilverda

Seconded by: Debbi Burr

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

E. Vendor Contracts – Mr. Moon presented contracts for Cierra Therapy and Southern Idaho Psychology. He also mentioned that a custodial contract will be presented next month.

Motion: To accept the contracts for Cierra Therapy and Southern Idaho Psychology

Made by: Debbi Burr

Seconded by: Brian Hilverda

Result: roll call - all in favor; motion carries

F. Calendar Modification (SAT date change)

Motion: To accept the calendar modification

Made by: Brian Hilverda

Seconded by: Debbi Burr

Result: roll call - all in favor; motion carries

G. Policy: 3440 (2nd Reading) The Board held the 2nd reading of this policy.

Motion: To approve Policy 3440

Made by: Debbi Burr

Seconded by: Heather Roberts

Result: roll call - all in favor; motion carries

IX. Other

Potential appointment of additional board member – The Board decided to wait a month before filling the vacant seat.

X. Adjourn

Motion: To adjourn at 9:22 p.m.

Made by: Debbi Burr

Seconded by: Brian Hilverda

Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR