



**Xavier Charter School
Board Meeting Minutes
July 20, 2017
6:00 p.m.**

I. Roll Call Attendance

6:00 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – absent, Lisa Barini-Garcia- absent, and Trisha Neudorff – present

II. Approval of Agenda – Amendment of the agenda to remove item (h) under Reports/Discussion because the information was not ready. Move item (f) under Reports/Discussion to Mr. Loosli’s Board Report because he will be leaving the meeting early. Rename item (b) under Action Items as Schedule Continuous Improvement Planning because of a misprint. Remove item (a) June 21st minutes from Consent Agenda for discussion and add as item IV.

Motion: To approve the agenda as amended

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

III. Consent Agenda –

- A.** Approval of June Accounts Payable
- B.** Approval of June Building Petty Cash Accounts Payable
- C.** Policies: 5340 (2nd Reading)

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

IV. Discussion of minutes from the June 21st meeting – The Board asked that section (a) be added to (1) Subsection in three areas in the minutes.

Motion: To approve the June 21st minutes as amended

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

V. Public Input – None

VI. Executive Session as per Idaho Code 74-206 (1) Subsections (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

(a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or 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 in [chapter 1, title 74](#), Idaho Code;

(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;

(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; or

(j) To consider labor contract matters authorized under section 67-2345A [[74-206A](#)](1)(a) and (b), Idaho Code.

Motion: To go into Executive Session pursuant Idaho Code 74-206 (1) Subsections (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; at 6:08 p.m.

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Trisha Neudorff – yes, and Lisa Barini-Garcia - absent all in favor; motion carries

Motion: To come out of Executive Session at 6:18 p.m.

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Trisha Neudorff – yes, and Lisa Barini-Garcia - absent all in favor; motion carries

VII. Action Resulting from Executive Session:

Motion: To declare an area of need in Government/Political Science and approve Nathan Barnhill to pursue Alternative Authorization: Teacher to New Certification/Endorsement

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To declare an area of need in Economics and approve Steve Canty to pursue Alternative Authorization in this area

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To declare an area of need in Dance/Fitness and approve Jessica Smith to pursue any certification possibilities in this area

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To approve the hire of Employee A for Kindergarten

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

VIII. Annual District Meeting

a. Designation of Head of Schools as the Administrator in charge – Gary Moon

b. Designation of official publication – The Times News

c. Designation of financial institution(s) and designation of signatures for accounts -

First Federal Bank: Sheryl Liu-Philo, Gary Moon, Debbi Burr, Melissa Crane, Heather Roberts, Lisa Barini-Garcia, and Trisha Neudorff – present; **DL Evans; State LGIP for Savings**

d. Designation of who has the right to transfer funds to and from school bank accounts - Sheryl Liu-Philo and Gary Moon

e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month – Affirmed by Sheryl Liu-Philo

f. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly - Affirmed by Sheryl Liu-Philo

g. Designation of Bonding agency and amount on Business Manager - Idaho Counties Risk Management Program and \$500,000 per occurrence

- h. Designation of Property and Liability Insurance carriers – Moreton & Company
- i. Designation of Title IX officer – Gary Moon
- j. Designation of employee drug testing agency – St. Luke’s
- k. Designation of Legal Counsel – Joe Borton
- l. Designate payroll signature – Debbi Burr and Sheryl Liu-Philo

Motion: To approve items a-l as designated

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

IX. Reports/ Discussion Items

A. Traffic Safety – Mr. Kapeleris presented a statute change to the Twin Falls code in regards to school crossings, playground crossings, drop off zones, or any marked crossing zones. The Board held a discussion regarding this proposed statute and stated that they should be part of the planning as development is made on the roads around Xavier Charter School.

Proposed statute change:

Twin Falls Code 9-3-3 A. Strike out all text and insert: Twenty (20) miles per hour when passing any designated school drop off zone, school crossing or playground crossing, or when crossing any marked zone, such zone to extend one hundred-fifty feet (150'), unless otherwise posted, in either direction from any marked school drop off zone, school crossing or playground crossing when appropriate signs giving notice thereof are erected, and any of the following exist:

- 1. A school speed limit sign with flashing lights attached and the words "when flashing" included and the lights are activated; or
- 2. A school speed limit sign with "when children are present" included thereon, and there is a child or children present.

Motion: To support John Kapeleris’ proposal change to statute

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

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

1. Becky Baird- Grammar Schools: She is continuing to interview new students, and she finished ordering the Grammar supplies/textbooks. She stated that the Kindergarten position is filled. She also informed the Board that the teacher training this year will include training on direct instruction/classical direct instruction and Love and Logic.

2. Lisa Thompson–Logic School: She stated the retreat in regards to leadership training was a helpful. She stated that she has been reading and thinking about how to continue the classical training for teachers. She informed the Board that she spoke with Mrs. Hilverda about offering an area in the library for those who want to learn more about the curriculum, classical teaching methods, and other books in relation to education.

3. Brian Loosli – Rhetoric School: He stated Dr. Keene will help with the class schedule when he gets back in a few days. Mr. Loosli will be meeting with the lead team to get some input in restructuring the Compendium and present that to the Board in August.

4. Gary Moon – Head of Schools: He stated the leadership retreat was successful, and he will be having 2 meetings with the leader teachers before school starts. He also informed the Board that some of the teachers offered a writing class to replace the summer homework, and it has been attended by about 80 students.

C. PFA Report – None.

D. Foundation – The Board discussed utilizing the Foundation in relation to increasing capital. They stated that they will hire someone to oversee all the funds coming into the Foundation and all school grants. They concluded that this person would be paid a stipend along with a commission.

E. Testing Results – Test results were reviewed by the Board. Mr. Moon stated that the results will be shared with the teachers to determine where improvement can be made.

F. Strawberry Festival Recap– Mrs. Sheryl Liu-Philo reported on the festival regarding the revenue and expenses.

G. New Land Planning – The Board suggested that an email be sent to the stakeholders about the purchase of the land. Ms. Burr will be meeting with Evan Robertson about the proposed dirt road on Creekside Way. She asked that prospective farmers for new land be presented at August Board meeting.

X. Action Items

A. Business Manager’s/Building Petty Cash Reconciliation Report – Mrs. Liu-Philo presented the monthly financial reports, the donation report, 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: Melissa Crane

Seconded by: Trisha Neudorff

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Trisha Neudorff – yes, and Lisa Barini-Garcia - absent all in favor; motion carries

B. Schedule Continuous Improvement Planning – The Board scheduled the CIP meeting for Tuesday, September 12th from 6-9 p.m.

C. Approve Expansion Continuation (Bill Hamblin Fee) –

Motion: To approve up to \$8,000 for building plans to be drawn up by Design West.

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Trisha Neudorff – yes, and Lisa Barini-Garcia – absent all in favor; motion carries

D. Approve Modular Carpet Purchase/Installation – Mr. Moon proposed that 3 classrooms in the modular buildings be replaced for around \$10,000.

Motion: To approve the modular carpet purchase and installation for 3 classrooms

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Trisha Neudorff – yes, and Lisa Barini-Garcia – absent all in favor; motion carries

E. Approve Student Handbooks- The Board reviewed the student handbooks and will approve them next month.

F. Approve Employee Handbook – The Board reviewed the employee handbook and will approve them next month.

G. Approve Teacher Evaluation Form – Mr. Moon proposed changes to the teacher evaluation form.

Motion: To approve the teacher evaluation form with the proposed changes

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

H. Policy Review: 4135, 5325 (Social Media), 5825, 8100 (2nd Readings) The Board held the second readings of these policies. The Board decided that 4135 will not be added as a policy.

Motion: To approve policy 5325

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To approve policy 5825

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

XI. Adjourn

Motion: To adjourn at 8:45 p.m.

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR