



**Xavier Charter School
Board Meeting Minutes
September 14, 2017
6:00 p.m.**

I. Roll Call Attendance

6:01 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – present, Lisa Barini-Garcia - absent, and Trisha Neudorff – present

II. Pledge of Allegiance

III. Approval of Agenda – Amend agenda by adding item (b) under Report Items because there was a change in PFA leadership and now they can report.

Motion: To approve the agenda as amended

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

IV. Consent Agenda –

- A. Approval of minutes from the August 15th meeting
- B. Approval of minutes from August 31st meeting
- C. Approval August Accounts Payable
- D. Approval of August Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

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

Motion: To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (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;**

at 6:06 p.m.

Made by: Heather Roberts

Seconded by: Trisha Neudorff

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

VII. Results from Executive Session: A resignation letter from Lisa Barini-Garcia was received by Mr. Moon, and the Board acknowledged the receipt. The Board will proceed with plans to fill the vacated seat at a future date.

VIII. Reports/ Discussion Items

A. Audit Presentation – Raymond Ware of Ware & Associates presented 2016-2017 audit. The auditors evaluated internal controls in relation to financial information and policies and procedures in relation to guarding assets. They found them satisfactory. The auditor issued an unmodified opinion of the financial statements.

Motion: To approve audit report

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

B. PFA Report – Diana Wettstein: She stated the school supplies, box tops, and T-shirt fundraisers are earning funds for the PFA. They are looking to purchase items for the kitchen. They asked the Board Members to help with the Chick-Fil-a Spirit Night. She stated a Fall Frolic on Oct 13th is scheduled. They are looking forward to Pie Week in March.

C. Busing Update Routes/Costs – Kate gave a busing report on how the 6 routes were operating and the number of children riding buses. She introduced Sandy Pringle as someone to help her with busing.

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

1. Becky Baird- Grammar Schools: She stated that her report was included in the packet, and she asked if the Board had any questions.

2. Lisa Thompson–Logic School: She stated they will be presenting and holding discussions with the teachers about the book, Why Knowledge Matters.

3. Brian Loosli – Rhetoric School: He will give his report next month.

4. Gary Moon – Head of Schools: He stated that ExALT will be the first week of October, and the faculty continues to prepare for the event.

E. Exit Survey Results – Mr. Moon presented the results to the Board, and he highlighted areas that could be improved.

F. Enrollment – Mr. Moon presented the enrollment numbers and stated that on the first day of school enrollment was 712 students.

G. Board Office Hours- Mrs. Burr asked the Board to email Mr. Moon what they could offer for office hours on a monthly basis.

H. By-laws Revision – Board Re-structure (2nd Reading) – A discussion was held by the Board.

I. SAT Data – Mr. Moon presented the SAT Data graphs that Mrs. Burr created.

J. Use of New Land – Mr. Moon reached out to a farmer and has not heard back from him.

K. Grant Report– Mrs. Dannah Robertson presented the grants applied for in the 2017-18 school year. She stated that \$28,160.90 were awarded for the 2016-17 school year.

IX. Action Items

A. Business Manager’s/Building Petty Cash Reconciliation Report – Mrs. 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: Heather Roberts

Seconded by: Trisha Neudorff

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

B. Foundation Director- Mr. Moon stated that a director could be funded from the budget and that they would like to start them at \$500 a month. The position would be part-time and eventually turn into a full-time position

Motion: To approve \$6000 for hiring a foundation director

Made by: Trisha Neudorff

Seconded by: Heather Roberts

Result: all in favor; motion carries

C. Bonding of Business Manager– Mrs. Liu-Philo stated she is working with Traveler’s Insurance for quotes for 3 million and 5 million limits.

D. Continuous Improvement Plan–

Motion: To approve the Continuous Improvement Plan

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: Trisha Neudorff abstained; all in favor except for Trisha; motion carries

E. Archway Request – Mr. John Kapeleris presented a proposed archway for the City of Twin Falls. He suggested a donation be made toward a brick or a bubble on the archway board to show a positive presence in the community. The Chair invited the Board to donate an amount of money toward a \$250 brick. Mrs. Burr stated she will make up the monetary difference.

F. Bylaws Revision- Recall Procedures (3rd reading) – A discussion was held by the Board and suggested that one elected seat should be a 1 year term limit.

Motion: To approve the amended Bylaws Revision regarding recall procedures
Made by: Heather Roberts
Seconded by: Trisha Neudorff
Result: all in favor; motion carries

G. Policy: 4210, 4210F, 4210P, 4220, 8100 (2nd Reading) - Policies were tabled until next month.

H. Summer Policy Update: 2365, 2380, 2420, 2420P, 3000, 3060, 4160, 4170, 8245 - Policies were tabled until next month.

X. Adjourn

Motion: To adjourn at 9:46p.m.
Made by: Melissa Crane
Seconded by: Trisha Neudorff
Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR