



# **Xavier Charter School Board Meeting Minutes October 19, 2017 6:00 p.m.**

## **I. Roll Call Attendance**

6:02 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – absent, and Trisha Neudorff – present

## **II. Pledge of Allegiance**

**III. Approval of Agenda** – Amend agenda by adding item (b) under Report Items because the Business Manager recommended American Fidelity Company present what services are offering to school districts. Also, removing September 14<sup>th</sup> minutes from the Consent Agenda and add it as item (V.) for edits to be added.

**Motion:** To approve the agenda as amended

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

## **IV. Consent Agenda –**

- A.** Approval of minutes from the September 12<sup>th</sup> meeting
- B.** Approval September Accounts Payable
- C.** Approval of September Building Petty Cash Accounts Payable
- D.** Policies 4000-4150, 4200

**Motion:** To approve the consent agenda

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

## **V. Minutes from September 14<sup>th</sup> meeting**

**Motion:** To approve the minutes from the September 14<sup>th</sup> meeting as edited

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

**VI. Public Input – None**

**VII. Reports/ Discussion Items**

**A. PFA Report – Diana Wettstein:** She stated that Fall Frolic went well and had positive feedback about holding it on Friday and not close to Halloween. T-shirt sales and Butter Braid sales will be wrapping up in the next week. Box Tops will be submitted November 1. She stated that the PFA earned \$450 from Chick-fil-A. She also informed the Board that the next meeting is November 8.

**B. Dave Anderson –** Mr. Anderson is an American Fidelity representative offering administrative services which are used by surrounding school districts. They help with Section 125, COBRA, HSAs and other benefits.

**C. Busing Update Routes/Costs –** Mr. Moon stated the bus company will continue to run 6 bus routes.

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

**1. Becky Baird- Grammar Schools:** She stated the Reading Club has been started which is for literacy intervention.

**2. Lisa Thompson–Logic School:** She stated she likes the lead teachers making presentations about the information from Why Knowledge Matters during the Monday meetings with the teachers.

**3. Brian Loosli – Rhetoric School:** Mr. Moon, Mr. Rick McNurlin, and Mr. Loosli met with the Twin Falls Police Department to discuss ways to continue to improve the school's security. Mr. Loosli stated they are looking into the Rapter program for checking in visitors, looking at other school district's security programs, and sending more teachers to the ALICE training. He informed the Board that Mr. Waters was awarded a 3-D printer grant. He also stated the Xavier Admin/Xavier Charter School calendar includes all the major events requested during the school year.

**4. Gary Moon – Head of Schools:** He suggested the 2018-2019 School Calendar needs to be started in January. He informed the Board that the phone system has been installed. He stated Xavier Charter School was invited to perform at the Assisted Living Center next to the school. Mr. Moon stated he is in the process of pursuing a farmer to use the land purchased.

**E. Teacher of the Month –** Mr. Moon stated that the 2 teachers of the month for October were the 6<sup>th</sup> Grade teacher, Sharon Green and Rhetoric Science teacher, Bradley Hansen.

**F. Foundation Director –** Mr. Moon thanked Mrs. Crane for helping in putting together an advertisement for the new director. He stated they are finalizing the ad and will be ready to advertise next week.

**G. Board Appointment Criteria-** Mrs. Burr suggested that the Board Appointment Criteria be researched. The Board approved the Chair to contact other Board Chairs about what their approach is to board appointment criteria. The Board stated that they will do an assessment of what the needs are in regards to building the Board.

**H. Administrative Structure–** Mr. Moon reported the Lead team began a discussion about the team structure and are looking at what other schools are doing.

**I. Additional Classrooms/Modulars –** Mr. Moon stated that the numbers have increased and more room is needed. He will be looking into the possibility of more Modulars.

## **VIII. 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. S&P Global Rating was increased from BBB- to BBB rating. She presented to the Board that there was not enough interest in the Willamette Insurance. She also stated that she did some research on the needs of the kitchen and found that they need an tower warmer. The PFA will be purchasing a warmer and kitchen supplies with any remaining money.

**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, and Trisha Neudorff – yes all in favor; motion carries

**B. Bonding of Business Manager-** Mrs. Liu-Philo stated she received quotes for bonding. For a 3 million limit, it will cost approximately \$4,000; and for a 5 million limit, it will cost approximately \$6,000. The Board identified internal controls for the business manager and declined the bonding.

**Motion:** To decline the bonding for the business manager

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

Heather Roberts joined by phone: 7:59 p.m.

**C. By-laws revision – Board Re-structure (3<sup>rd</sup> plus reading)**– The Board held a reading and discussed changes to the Bylaws.

**Motion:** To approve the amended Article 4 of the By-laws revision

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

Heather Roberts left the meeting at 8:16 p.m.

**D. Literacy Plan** – Mr. Moon presented the literacy plan to the Board.

**E. College/Career Advising Plan** – Mr. Moon presented the college/career advising plan which it includes the counselor's responsibilities and the supplementing of the counselor's salary.

Trisha Neudorff left the meeting at 8:32 p.m.

Trisha Neudorff joined the meeting at 8:48 p.m.

**F. Leadership Premiums**– Mr. Moon presented the Leadership Premiums.

**Motion:** To approve the Leadership Premiums for 2017-18 School Year

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

**D. Policy: 2700, 2700P (1<sup>st</sup> Reading) 4210, 4210F, 4210P, 4220, 8100 (2<sup>nd</sup> Reading) -**  
The Board held readings of these policies.

**E. Summer Policy Update: 2365, 2380, 2420, 2420P, 3000, 3060, 4160, 4170, 8245 -** The  
Board held readings of these policies.

## **IX. Adjourn**

**Motion:** To adjourn at 9:38 p.m.

**Made by:** Trisha Neudorff

**Seconded by:** Melissa Crane

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**