



**Xavier Charter School  
Board Meeting Minutes  
October 15, 2013  
6:00 p.m.**

**I. Roll Call Attendance**

6:09 p.m. call to order James Wallace- present, Melissa Crane- present, Debbi Burr- present, Mark Lambert- absent, and Shawna May- present

**II. Approval of Agenda**

**Motion:** To approve the agenda as amended – change the order of items move the business manager report to follow the audit report and to move the lease escrow agreement to follow the business manager’s report.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

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

**III. Approval of Minutes –**

**Motion:** To approve the minutes of September 17, 2013 and September 21, 2013, with the amendment of spelling of two last names of guests.

**Made by:** Melissa Crane

**Seconded by:** Shawna May

**Result:** all in favor, motion carried

**IV. Board Items**

**A. FY 2012/2013 Audit Report** – Raymond Ware presented the audit report to the board and provided them with the opportunity to ask questions.

**V. Business – order moved per amendment**

**A. Business Manager’s Report** – Ms. Liu - Philo presented the financial information to the board including fund balances. Ms. Liu – Philo also updated the board on the status of the transition of the new business manager.

**1. Monthly Financials** –the monthly financial statements were presented and the board was allowed to ask questions regarding these statements.

**IV cont. – Board Items**

**B. Lease Escrow Agreement** – Mrs. Burr presented information regarding the request to have our building lease payments set up in an escrow account. Options were proposed for the escrow payment schedule and a discussion was held regarding the impact on cash flow. No action was taken at this time.

**C. Bonding – Business Manager, Head of Schools** Mr. Moon updated the board on the progress of the bonding of the business manager and the head of schools. HUB International provided Mr. Moon with information regarding standard bonding coverage.

**D. Performance Certificate – Mission Specific Goals** – Mrs. May presented a report regarding the committee that has been working on the Mission Specific Goals. The committee has been working on an updated mission statement. The committee continues to work on measurable goals.

**E. Approval of Retention Policy**– The board reviewed the proposed policy 2600 with the clarification that was requested by the board. The board was given the opportunity to ask questions.

**Motion:** To approve Policy 2600

**Made by:** James Wallace

**Seconded by:** Shawna May

**Result:** All in favor, motion carries

**F. Board Vacancy** – Dr. Mark Lambert has submitted his resignation from the board due to new personal responsibilities. The board discussed how they will proceed to fill this opening for the remainder of Dr. Lambert’s term.

**Motion:** To accept the resignation of Dr. Lambert from the Xavier Charter School Board of Directors

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** All in favor, motion carries

**G. Strategic Plan** – Discussion was held regarding the Strategic Plan. Mrs. Burr, Mrs. Crane and Mr. Moon will be finalizing the plan for publication.

**H. 2013 Testing Review** – Mr. Moon presented information regarding 2013 Testing. The SAT score comparisons across the state and nation are not yet available. The individual student scores are very positive. Mr. Moon presented the ACT scores to the board.

**VI. Public Input - none**

**VII. Reports**

**A. PFA Report** – Lisa Stieneke presented a written update to the board to include a treasurer’s report

1. Purchased new speakers for the dance room and they are installed.
2. Xavier Night Out – having an event at a local establishment where the business donates a percentage of the purchase to the Xavier PFA.
3. Box Tops and Campbell Soup label– collection is on going
4. Fall Frolic – is scheduled for the end of the month

**B. Administration**

1. **Grammar School – Becky Baird**, presented an update to the board
  - a) Targeted Assistance – getting positive feedback from staff and parents
  - b) Bookmobile (K-6) – 1<sup>st</sup> and 2<sup>nd</sup> grade has attended the first bookmobile visit last week
  - c) Accreditation – Mrs. Baird has been working on the elementary piece
  - d) Grammar School Parent/Teacher Conferences – coming up and the scheduling has been done for those conferences
  - e) Early Release – The Great Conversation, The Making of Americans has been purchased and work is being done to offer as a credit
  
2. **Logic School – Lisa Thompson**, presented an update to the board
  - a) Targeted Assistance 5<sup>th</sup> – 12<sup>th</sup> – this is continuing to be finalized
  - b) 504 Meetings are being held
  - c) IEP Meetings are also being held
  - d) Accreditation work is continuing
  - e) Setting up counseling sessions - families in need have been offered these services
  - f) Substitute Teachers – we are still in need of substitute teachers
  
3. **Rhetoric School – Brian Loosli** presented an update to the board
  - a) Accreditation – digital upload has been done and the files are being gathered for the visit
  - b) Teacher Training – on-going
  - c) Sign for the school – Mr. Hicks will be producing this for the school
  - d) Optimist Club has invited some of our students to a luncheon.
  - e) Drum Corp– Times News will be doing an article on this program
  
4. **Head of Schools – Gary Moon**, presented an update to the board.
  - a) Enrollment – 639 students enrolled as of October 14, 2013
  - b) eXaLT Review – reported on the week, the week was very productive and valuable
  - c) Heating/AC filters and contracts - updated the board on this contract
  - d) Accreditation – is an on-going project
  - e) Medicaid Billing – has been moved to an in-house source

**VIII. Board Training** – Mrs. Burr proposed board training for the upcoming year with training scheduled on a quarterly basis.

**IX. Executive Session – 8:22p.m.**

**Motion:** To go into executive session Pursuant to Idaho Code 67-2345 (1) (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) conduct deliberations considering legal negotiations or acquire real

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** Roll call vote - James Wallace- yes, Melissa Crane- absent, Debbi Burr- yes, and Shawna May- yes

**Motion:** To leave executive session and return to open session.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** Roll call vote - James Wallace- yes, Melissa Crane- yes, Debbi Burr- yes, Mark Lambert- absent, and Shawna May- yes

## **X. Adjourn**

**Motion:** A motion was made to adjourn.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

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