



**Xavier Charter School  
Board Meeting Minutes  
March 21, 2013  
6:00 p.m.**

**I. Roll Call Attendance**

6:04 p.m. call to order James Wallace- Present, Melissa Crane- present, Debbi Burr- present, Mark Lambert- absent, and Joan Hurlock- absent

**II. Approval of Agenda**

**Motion:** To approve the agenda with the following amendments: Discussion on the promotion and retention policy.

**Made by:** Melissa Crane

**Seconded by:** James Wallace

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

**III. Executive Session -**Motion to go into executive session to conduct deliberations considering legal negotiations or acquire real property (c ) as per Idaho Code 67-2345.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** James Wallace- yes, Melissa Crane- yes, Debbi Burr- yes, Mark Lambert- absent, and Joan Hurlock- absent

6:47 p.m. Joan Hurlock Arrived

**Motion to return to regular session 7:02**

**Made by:** Melissa Crane

**Seconded by:** James Wallace

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

**Decision resulting from executive session:**

**Motion:** A motion was made to authorize Debbi Burr to instruct the board's attorney to notify Jed Stevenson that the board will exercise the option to pursue an appraisal of the building.

**Made by:** Mellissa Crane

**Seconded by:** James Wallace

**Result:** James Wallace – yes, Melissa Crane – yes, Debbi Burr – recused, Joan Hurlock – yes; motion carries

**IV. Approval of Minutes** – A motion was made to approve the minutes of February 12<sup>th</sup>, 19<sup>th</sup>, and 21<sup>st</sup>

**Made by:** Melissa Crane

**Seconded by:** Joan Hurlock

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

**V. Public Input – none**

**VI. Board Items**

**A. Resignation Letter Acceptance** – Thad Biggers and Tiffanie McAllister have submitted letters of resignation. Motion was made to accept the letters of resignation.

**Made by:** James Wallace

**Seconded by:** Joan Hurlock

**Result:** All in favor

**B. Administrative Evaluation** – A new rubric has been established by the State of Idaho. Mrs. Burr stated that due to this new rubric, the resignation of Mr. Biggers and the fact that the board has been working very closely with Mr. Biggers this year there will be an informal evaluation.

**C. Leadership Structure** – Becky Baird reported on the desire to keep the current leadership structure. Staff has been informed that the Rhetoric Lead Teacher position is open. The Head of Schools position needs to be opened and we need to look for a person that is able to work in the structure.

**Motion:** To empower the leadership team to post the position of Head of Schools

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** All in Favor; motion carried

**D. Graduation Policy – second reading**

**Motion:** A motion was made to approve the Graduation Policy 2700 B.

**Made by:** Joan Hurlock

**Seconded by:** James Wallace

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

**E. Promotion and Retention Policy Discussion** – Mrs. Burr asked questions about when the decision to retain students will be made and why. Mrs. Baird and Mr. Biggers explained the process of how these decisions are made and what assessments teachers are using while making the decisions.

**F. Board Election** – Board applications opened on March 11<sup>th</sup>. The selection committee will consist of Chelsea Turner from PFA, Tami Ditlefsen and Renee Robbins from the staff, Debbi Burr and James Wallace from the board. There have been no applicants as of today. Deadline is the 8<sup>th</sup> of April.

**Mark Lambert arrived at 8:10 p.m.**

**G. Security** –First Lock Drill Last Friday and it went well. A discussion was held regarding areas that need additional attention. The School Resource Officer at Canyon

Ridge reviewed our plan and he indicated there were no major things that need to be revised.

## **H. School Calendar**

**1. Classroom hours for remainder of this year** - Mr. Biggers presented information on the school calendar. He informed the board that we must have 990 hours of instruction. We had planned on taking April 17<sup>th</sup> as a day off, but due to the snow day if we take the 17<sup>th</sup> off we will not have enough hours in our school year. Options are to add minutes to the day or add a day at the end of the school year. The administration would like to cancel the April 17<sup>th</sup> day off.

**2. Early release/in-service** – Monday early release was discussed. Attendance has not been negatively affected. Rhetoric school would like to continue with the early release. Logic school is using this time for RTI and it is very beneficial and would like to continue. Grammar school would like to continue because they are using it for intensive RTI meetings and it is crucial. The consensus is the staff would like to continue.

**3. Calendar for the next year** – The calendar is being worked on for next year and will be ready by the state deadline.

**I. 2013/2014 Budget Timeline** – Teachers have been given directions to compile information regarding needs for next year. They will meet over spring break to go through this information. There will be working meetings in April and May and the budget will be adopted by June.

**J. Contracted Services** Mr. Biggers informed the board that it is time for us to look at our contracted services. Mr. Wiseman would like to create a Request for Proposal process for contracted services.

- 1. Educational**
- 2. Insurance**
- 3. Support Services**

**Motion:** Authorizing Mr. Wiseman and Mr. Biggers to solicit quotes for contracted services.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** Roll call vote - James Wallace – yes, Melissa Crane – yes, Debbi Burr – yes, Mark Lambert – yes; Joan Hurlock – yes; motion carries

**K. Legislative Update** – Mr. Biggers updated the board on current legislation.

**L. Engagement Letter for Skinner Fawcett LLP** – This is related to the bond council in order to purchase the building.

**Motion:** A motion was made to retain Skinner, Fawcett LLP as the bond council

**Made by:** Melissa Crane

**Seconded by:** James Wallace

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

## **VII. Business**

### **A. Business Manager's Report**

1. We received the money from the escrow account

2. **Approval of Bills** – Mr. Biggers answered questions regarding monthly bills.

**Motion:** Motion to accept the bills as presented

**Made by:** Mark Lambert

**Seconded by:** James Wallace

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

**B. Monthly Financials** – Mr. Phelan presented the monthly financial reports to the board and gave the board an opportunity to ask questions.

**C. Child Nutrition Report** – The State has notified us that we have met the standards. The number of meals served per day has decreased. The program is currently running in at a negative balance. This is due to a decrease in meals served, food price increases and the increase in labor costs.

**D. ASB Funds** – Mr. Biggers presented information regarding the ASB Funds. There is about \$40,000 in the club controlled funds and about \$30,000 in the general ASB funds division. The funds came from class fees and should have been deposited into the general fund. Administration asked the student council to transfer the \$30,000 back into the general fund.

**E. Healthcare update** – Mr. Phelan has been meeting with a variety of Human Resource professionals in other school districts. We are under the 50 full time employee mark to require us to meet the Affordable Health Care Act.

**F. LGIP** – Mr. Wiseman has been looking into rates to set the escrow reimbursement up in a separate fund. He found that it would be best to set up a separate account for this money.

## **VIII. Reports**

### **A. PFA Report -**

1. **Field day** will be May 31<sup>st</sup>, they will be doing a fun run in the morning and field activities in the afternoon. They would like to do a picnic type lunch that day.

2. **Kiwi Loco** – being sold each Friday after lunch

### **B. Administration**

1. **Grammar School – Becky Baird**

- a) **Grandparents Day** – The response was very good and we are getting a lot of calls from them asking to volunteer.
- b) **Marketing Meeting Update** – Met to plan for marketing. We will be creating focus groups starting in April.
- c) **Title 1 Conference** – Mrs. Baird and Mrs. Thompson will be attending in April
- d) **Breakfast Update** – We made approximately \$1500 from ticket sales.

2. **Logic School – Lisa Thompson**

- a) **Teacher Evaluation** – We will be presenting a format for teacher evaluation at the next staff meeting. They are recommending 10% parent input and 40% student growth and the
- b) **Tools for Life** – Two of our students went to the special education conference in Boise. One of our students received an award for standing and delivering while speaking at the conference. Our students were able to gain valuable life skills.
- c) **Preparing 6<sup>th</sup> grade for 7<sup>th</sup> grade** – Getting ready to have the students start gearing up for the changes they will face as they move into 7<sup>th</sup> grade.
- d) **Messages from home procedural change** – This change has been very helpful. The office staff has been able to free up a lot of time.

3. **Rhetoric School – Tiffanie McAllister**

- a) **Poetry Out Loud** – One of our students won first place in the State and won a trip to the national competition.
- b) **Rock the Arts** – Much Ado About Nothing was presented to the Logic and Rhetoric Schools
- c) **11<sup>th</sup> and 12<sup>th</sup> Grade Class Events** – these events are planned and will be taking place soon
- d) **Smarter Balance Assessments** – were given as a state trial
- e) **ISAT Schedule** - will be available very soon
- f) **Seniors** – Mrs. McAllister has contacted all the parents of seniors and notified them of upcoming events and student status.

4. **Head of Schools – Thad Biggers**

- a) **Pi Day** – Winner recited 576 digits. The students and staff had a great experience.
- b) **Letters of Intent** – These will go out after Spring Break.
- c) **Charter Commission** – Our site visit is tentatively scheduled for April 27<sup>th</sup>.

IX. **Student Issues- none**

X. **General Information** –Strategic Planning Session set for April 9<sup>th</sup> from 6:00 to 9:00

**XI. Executive Session Time in 10:12 p.m.** Motion: To go into executive session to (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 as per I.C. 67-2345.

**Made by:** James Wallace

**Seconded by:** Mark Lambert

**Result:** Roll Call Vote - James Wallace- yes, Melissa Crane- yes, Debbi Burr- yes, Mark Lambert- yes, and Joan Hurlock- yes

Motion: To return to regular session at 10:35 p.m.

Made by: Mark Lambert

Seconded by: James Wallace

Result: all in favor, motion carries

**Motion:** To accept the resignation of employee A

Made by: Mark Lambert

Seconded by: James Wallace

Result: all in favor, motion carries

**XII.** Adjourned at 10:36

Motion: a motion was made to adjourn

Made by: Joan Hurlock

Seconded by: Melissa Crane

Result: all in favor, meeting adjourned