



# **Xavier Charter School Board Meeting Minutes August 20, 2013 6:00 p.m.**

## **I. Roll Call Attendance**

6:05 p.m. call to order James Wallace- present, Melissa Crane- present, Debbi Burr- present, Mark Lambert- present, and Shawna May- present

## **II. Approval of Agenda**

**Motion:** To approve the agenda as amended: Table strategic planning until September, Executive Session will be moved up in the agenda to take place after item C.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

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

## **III. Approval of Minutes –**

**Motion:** To approve the minutes with of July 16, 2013 with the addition of the school board approving the use of the student application form and the minutes of August 13, 2013.

**Made by:** James Wallace

**Seconded by:** Shawna May

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

## **IV. Public Input – none**

## **V. Board Items**

**A. Liability Insurance, Hub Insurance – JJ McBride** – Mr. McBride presented the liability insurance renewal package to the board. The board was given an opportunity to ask question regarding the renewal.

**Motion:** To allow Debbie Burr and the leadership team to execute the renewal of the liability insurance.

**Made by:** James Wallace

**Seconded by:** Shawna May

**Result:** Roll Call – James Wallace - yes; Mark Lambert – yes; Debbi Burr – yes; Melissa Crane – yes and Shawna May – yes; motion carried

**B. Boys and Girls Club Busing – Lindsey Westburg** – Ms. Westburg presented information regarding the kindergarten care program and transportation that is offered for these students. The Boys and Girls club also presented information regarding after school care. They currently have approximately 30 students per day attending the Boys and Girls Club. The Boys and Girls Club would like to open a discussion regarding

developing a relationship with another organization to provide the busing from Xavier to the club each day. The board was given the opportunity to ask questions. Mr. Moon suggested we discuss the 2013-2014 busing prior to making any decisions.

**C. Busing Routes – Michelle Dameron** – Ms. Dameron presented information regarding the 2013-2014 busing routes. The proposed changes were presented to the board and would allow for Xavier to drop from 4 buses to 3 buses. The initial savings would be approximately \$12,000. The board was given the opportunity to ask questions regarding the presentation. The board would like to revisit this topic in October to evaluate this change.

**Motion:** To accept the proposed bus routes for the 2013/2014 school year.

**Made by:** Mark Lambert

**Seconded by:** James Wallace

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

**Executive Session** – Time in 6:55 p.m.

**Motion:** To go into Executive Session, pursuant to Idaho Code 67-2345 (1) (b) consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student, (c) conduct deliberations considering legal negotiations or acquire real property.

**Made by:** Mark Lambert

**Seconded by:** James Wallace

**Result:** Roll Call – James Wallace - yes; Mark Lambert – yes; Debbi Burr – yes; Melissa Crane – yes and Shawna May – yes; motion carried

Mark Lambert was excused at 7:20

**Motion:** To return to regular session at 7:25.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**Result:** Roll Call – James Wallace - yes; Mark Lambert – absent; Debbi Burr – yes; Melissa Crane – yes and Shawna May – yes; motion carried

**D. Building Appraisal** – Mrs. Burr presented an update on the purchase of the building.

**E. Student Handbook**

**1. Grammar School** – Mrs. Baird presented changes to the Grammar School Handbook Grammar School student fees will be increased to \$25. The handbook also includes the F.U.R.P.A. and media release form and the school calendar. The board made recommendations and asked questions for clarification on this handbook

**2. Logic and Rhetoric School** – Mrs. Thompson presented changes to the Logic and Grammar School Handbook. The fees for art have been changed to a flat \$20 fee. The board made recommendations and asked questions for clarification on this handbook

**Motion:** To approve the student handbook with the recommendations discussed

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**Student Fee Adoption**

**Motion:** To accept the student fees as presented in the Student Handbooks

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**F. Faculty Handbook** – No changes have been made to the manual. The board recommended making some minor changes.

**Motion:** To accept the student fees as presented in the Student Handbooks

**Made by:** James Wallace

**Seconded by:** Melissa Crane

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

**G. Early Release Schedule** – Mr. Moon presented a schedule for the Monday Meetings to the board. The Lead Teachers will be informing the board of the specific items on the schedule.

**H. Teacher In-Service Schedule** – Mr. Moon presented a schedule to the board regarding the in-service days prior to the start of school.

**I. Registration** – Mr. Moon updated the board on the registration process. Stacey Young outlined the plan for the registration days and how the process has been streamlined to help expedite the process.

**J. Policy Update Schedule** – Mrs. Burr presented the schedule for policy review. The schedule includes looking at policy once per quarter and look at each policy every three years. In addition we will continue to receive updates from the Idaho School Board Association and be mindful of the changes taking place at the State level. In November of 2013 we will look at the updates for August and November for 2013

**K. Strategic Plan** – tabled until October

**L. Common Core Update** - Renee Robbins and Cherrynn Bizik presented information to the board regarding the Common Core State Standards and Xavier's status on integration for the 2013/2014 school year. The board and public were given an opportunity to ask questions.

**M. Retention Policy** – Policy 2600 was presented to the board with the changes requested. The board would like the stakeholders to have an opportunity to review this policy and will vote on it at the September meeting.

**N. Stipends** – Mr. Moon presented the list of 2013-2014 stipends that will be given to teachers for additional responsibilities.

**O. Board Clerk** – Mrs. Burr presented a list of responsibilities that will be assigned to the board clerk.

## **VI. Business**

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

**1. Approval of Bills** – Mr. Phelan presented the bills to the board and opened the floor for discussion and questions.

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

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**2. Monthly Financials** – Mr. Phelan presented the monthly financial information to the board and opened the floor to questions.

**3. Copier Agreement - No discussion needed**

**4. General Overview of FY 12-13 Audit** – Mr. Phelan reported information to board regarding the audit that has just been completed. The board was given an opportunity to answer questions.

**5. ASB Funds** – Mr. Phelan gave an update on the ASB funds account.

**6. IRS Update** – Mr. Phelan reported to the board regarding the penalties that were assessed.

## **VII. Reports**

**A. PFA Report** – Lisa Stieneke presented a written update to the board

### **B. Administration**

**1. Grammar School – Becky Baird**, presented an update to the board

- a) Targeted Assistance
- b) Ridgeview Schools cancelled
- c) Bulk Orders completed
- d) New Student Interviews
- e) Grammar School Handbook completed
- f) Reading/K-5

**2. Logic School – Lisa Thompson**, presented an update to the board

- a) Medicaid Review
- b) Teacher Training Schedule
  - (1) IEP and 504 Accommodations to teachers
- c) Supply Orders are completed
- d) Activities Calendar

- e) Butter Braid sale scheduled
- f) Logic School Handbook completed
- g) Idaho Summer Institute
- h) EXaLT Planned
- i) Science Fair

**3. Rhetoric School – Brian Loosli** presented a written report, as he was absent

- a) IDLA-Health/Economics has been scheduled
- b) CSI down payment is due for the Showcase performances
- c) Twin Falls School District has been contacted regarding facilities rentals for the Spring Theatrical Production
- d) Xavier Rock the Arts performances are being scheduled – Shakespeare Festival
- e) Almost all of the textbooks have been ordered with the exception
- f) AP books have not been found
- g) Honors Label Discussion will occur at Teacher Training time
- h) We need to research what light maintenance is under our maintenance and cleaning contract.
- i) The Xavier Sign will cost \$1300
- j) Both of our Rhetoric School teachers in need of updating certification have found programs to complete certification.
- k) Student Handbook is completed
- l) Student Schedule is completed
- m) The Senior Classical Compendium has been published.
- n) Accreditation paperwork is to begin right away.

**4. Head of Schools – Gary Moon,** presented an update to the board.

- a) Public Charter School Commission Annual Update and Meeting – took place last week and went very well.
- b) Dance Floor - is currently being installed
- c) Website – we have been provided a quote for the preparation of the website
- d) Food Service Agreement – has been approved and Twin Falls School District has begun work
- e) Breakfast – we will start the year with the breakfast program
- f) Roof Update – the roof has been inspected by a local roofing contractor and we will proceed with his recommendations
- g) Job Descriptions – continuing to work on these
- h) Activities Calendar - presented
- i) New Paras have been hired.

**VIII. Board Training** – Idaho Open Meeting Law will be tabled until September

**IX. General Information** – James Wallace presented information regarding a program at Franklin Building Supply that gives 1% of your purchases to the school.

**X. Adjourn 10:42 p.m.**

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

**Made by:** Melissa Crane

**Seconded by:** Shawna May

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