



# **Xavier Charter School Board Meeting Minutes February 18, 2014 6:00 p.m.**

## **I. Roll Call Attendance**

6:07 p.m. call to order James Wallace- via telephone, Melissa Crane- present, Debbi Burr- present, and Shawna May- present

## **II. Approval of Agenda**

**Motion:** To approve the agenda

**Made by:** Melissa Crane

**Seconded by:** Shawna May

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

## **III. Approval of Minutes –**

**Motion:** To approve the minutes of January 21, 2014.

**Made by:** Melissa Crane

**Seconded by:** Shawna May

**Result:** James Wallace abstained, all others in favor, motion carried

## **IV. Public Input - none**

## **V. Board Items**

**A. Targeted Assistance Update** –Tami Ditlefsen reported on the Targeted Assistance program for kindergarten through 4<sup>th</sup> grade. Cherryynn Bizik reported on Targeted Assistance for grades 5 through 12. The board was given the opportunity to ask questions.

**B. PFA Update** – Lisa Stieneke reported on what is happening with the PFA. On Tuesday, February 25<sup>th</sup> the PFA will be sponsoring a dinner at Johnny Carinos for a fundraiser. The PFA is working on another Pizza Hut night and the planning of a field day.

**C. School Safety/Security Policy Discussion** – Mrs. Burr introduced the Superintendent of Harrold School District, David Thweatt from Texas. Mr. Thweatt attended via Skype. Mr. Thweatt spoke about the history of why their school decided to implement a school safety and security policy that allowed approved individuals to carry concealed weapons on campus. He explained who was allowed to carry firearms in his district and how they were selected. The board, staff and public were given the opportunity to ask questions of Mr. Thweatt. The board asked Mr. Moon to present his point of view regarding the policy. Mr. Moon discussed the merits of the policy and his concerns about the policy. He would also like to have Twin Falls Police Department

come into the school and discuss a safety assessment of the school. Mr. Moon also presented a report of feedback he received from the staff to the board. The public also presented input regarding their feeling on this policy. Mrs. Burr proposed that the May board meeting be when the board made a decision on this policy. The first reading of the policy will be the March board meeting.

**D. Budget Process Calendar** – Mr. Moon presented information about the budget calendar. The administration would like to have a work session in May. The staff has received their wish lists and has been asked to return those by Spring Break. The administration will go through these during Spring Break. Administration will be meeting on February 19<sup>th</sup> to begin work on the budget notebook.

**E. PCSC Performance Certificate Report** – Everything has been submitted by the deadline.

**F. ISBA Policy Updates**

1. **Policy #3305 – Prohibition of Tobacco Possession and Use (New)**
2. **Policy #4300 – Conduct on School Property**
3. **Policy # 5310 – Tobacco Free Policy**
4. **Policy #5340 – Evaluation of Certificated Personnel**
5. **Policy #6100 – Principal**
6. **Policy # 6320 – Evaluation of Administrative Staff**
7. **Policy # 7225 – Financial Fraud and Theft**

**Motion:** To adopt policies 3305, 4300, 5310, 5340, 6100 and 6320

**Made by:** Melissa Crane

**Seconded by:** Shawna May

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

**VI. Business –**

**A. Business Manager's Report**

1. **Presentation of bills** – Ms. Liu-Philo submitted the current liabilities to the board.

**Motion:** To approve the bills as presented

**Made by:** Shawna May

**Seconded by:** James Wallace

**Result:** Roll call vote: James Wallace –yes; Shawna May – yes; Melissa Crane – yes and Debbi Burr – yes; motion carries

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

3. **Budget adjustments** – none at this time

4. **Update software research** – Ms. Liu-Philo presented information regarding software for the financial office.

**B. ASB Funds** – Mr. Moon updated the board on the status regarding the accounting of ASB Funds.

## **VII. Reports**

### **A. Administration**

1. **Grammar School – Becky Baird**, presented an update to the board
  - a) **Core Knowledge Language Arts Program**- researching the possibility of adopting this program and presented information to the board regarding the merits of this program.
2. **Logic School – Lisa Thompson**, presented an update to the board
  - a) **Review of the math program for grades 5-12**
  - b) **Science Fair has started for 5<sup>th</sup> and 6<sup>th</sup> grades, the fair will be March 19-20**
  - c) **VFW – Voice of America and Patriot Pen Winners** – We have won 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place again this year.
3. **Rhetoric School – Brian Loosli**, presented an update to the board
  - a) **Teacher Training** - Making of Americans, by E.D. Hirsch; this is on-going and the teachers are able to earn a credit
  - b) **Showcase** – May 22<sup>nd</sup>, this is a date change due to the holiday weekend.
  - c) **Rock the Arts** – Korby Lenker will be here February 27<sup>th</sup> in the evening and Shakespeare Festival will be here on February 19 for k-6.
  - d) **Grant Writers Course** – will take place in April.
4. **Head of Schools – Gary Moon**
  - a) **Academic Decathlon** – Xavier received 2<sup>nd</sup> Place at the last competition that included big schools from Boise
  - b) **Enrollment** – We are at 638 students
  - c) **Retention Policy** – Deadline for retention is the end of March
  - d) **Charter Commission Visit** – will take place for their annual visit next week
  - e) **Job descriptions** – continue to work on these and evaluations for non-certified staff
  - f) **Record retention** – we have been working on establish firm protocol for record retention
  - g) **Safety Inspection** – went very well and presented the board with a copy of the inspection
  - h) **Differential Pay** – the check has been received and will be dispersed after the completion of the differential pay process
  - i) **Letters of Intent** – will try to get those out my March 1<sup>st</sup> and ask for them back by Spring Break
  - j) **Open Enrollment** – continues and an Open House is scheduled for Thursday evening
  - k) **Chamber of Commerce Tour** – takes place on Thursday

## **VIII. Executive Session –10:12 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:** Melissa Crane

**Seconded by:** Shawna May

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

**Motion:** To return to regular session at 11:20 PM

**Made by:** James Wallace

**Seconded by:** Shawna May

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

#### **Action Resulting from Executive Session**

**Motion:** To pay the Head of Schools \$78,000 for the first year of his new contract with subsequent years to be negotiated.

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**Motion:** To return to adjourn at 11:24 PM

**Made by:** James Wallace

**Seconded by:** Shawna May

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