



**Xavier Charter School  
Board Meeting Minutes  
April 15, 2014  
6:00 p.m.**

**I. Roll Call Attendance**

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

**II. Approval of Agenda** –Remove the executive session from the 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 March 18, 2014.

**Made by:** Shawna May

**Seconded by:** Melissa Crane

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

**IV. Public Input** - none

**V. Board Items**

**A. PFA Update** – Lisa Stieneke reported on the book fair that was held during conferences. The next Xavier night out is Kiwi Loco on April 17<sup>th</sup>. The PFA is working on Teacher Appreciation Week and Field Day.

**B. School Safety/Security policy discussion** – Mr. Moon presented an update on the security camera system. Twin Falls County Emergency Services Coordinator, Jackie Frey, came in and gave us some recommendation for our Safety and Security Plan. Mr. Moon is also working with Officer Pullin and Mrs. Frey in preparing a lock down drill. Mr. Moon has also followed up on the possibility of retaining a School Resource Officer for Xavier. Mrs. Burr presented information regarding the proposed Safety/Security Policy. An update on liability insurance in the event of passing this policy was discussed. Mrs. Burr presented information that the board has received from the website regarding this approval of the policy. There have been fifteen comments received and they are evenly split between in favor of the policy and against the policy.

**Mr. Wallace arrived 6:23 p.m.**

Mrs. Burr also presented information she has received from the school's attorney. Mr. Wallace discussed his desire to pursue a School Resource Officer. The board took comment from those present. The policy is up for approval at the May board meeting.

**C. Copy machine information** – Mr. Moon presented information regarding the photo copiers. The school has received bids for the purchase of new copy machines. Mr. Moon recommended that the school purchase these machines and buy out the current copy machine lease agreements. Purchasing these machines would save the school money each year.

**Motion:** To allow Mr. Moon to pursue the purchase of copy machines up to the amount of \$22,000.

**Made by:** Melissa Crane

**Seconded by:** Shawna May

**Result:** James Wallace – yes, Shawna May – yes, Melissa Crane – yes and Debbi Burr – yes; Motion Carried

**D. Board vacancy** – Two of the candidates were present and allowed to discuss their candidacy for the board. The board asked the candidates questions. Heather Roberts was elected as the new member of the board. Ms. Roberts will be fulfilling the vacancy of Mark Lambert, the term will expire May 2015.

**E. Auditor engagement letter** – Ms. Liu-Philo recommends that engage Ware & Associates as our auditor for this fiscal year.

**Motion:** To sign the engagement letter for Ware & Associates

**Made by:** Shawna May

**Seconded by:** James Wallace

**Roll Call:** James Wallace – yes, Shawna May – yes, Melissa Crane – yes, Heather Roberts – yes and Debbi Burr – yes; Motion Carried

**F. Budget work session report** - The board reported on the progress being made on the budget for next fiscal year. The next budget work session will be May 9<sup>th</sup> at 5:00 p.m.

**G. Board Election** – The candidate forum will be held on May 13<sup>th</sup> at 6:00 p.m. This is the opportunity for stakeholders to meet candidates for the board openings.

**H. Reading Curriculum** – Mrs. Baird presented information about the proposed reading curriculum change.

**I. Teacher Resignations** – Mr. Moon presented the board with four letters of resignation from teachers at Xavier for the next school year.

**Motion:** A motion was made to accept the letters of resignation presented to the board and authorize the Head of Schools to post those positions to fill for next year.

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**J. Bylaw Proposal** - The board considered the bylaw proposal for the second reading of this proposal.

**Motion:** To make the changes to the bylaws in section 4.6 with the recommendation made by the attorney.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

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

**K. Policy 7225 Financial Management**

**Motion:** To adopt policy 7225 as presented

**Made by:** Shawna May

**Seconded by:** James Wallace

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

**L. Policy Approval**

**1. 3000-3295**

**Motion:** To approve the policies 3000-3295 as amended.

**Made by:** James Wallace

**Seconded by:** Melissa Crane

**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:** Melissa Crane

**Seconded by:** Shawna May

**Result:** Roll call vote: James Wallace –yes; Shawna May – yes; Melissa Crane – yes; Heather Roberts – 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.

**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 – reported earlier in meeting**

b) **Teacher Evaluations**

c) **Jungle Book Musical** – Grades 3-6 on April 21 - 25

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

a) **Proposed Math Curriculum – 6<sup>th</sup>**

b) **Anti-Bullying Day – 4/5/14 for 7<sup>th</sup> through 8<sup>th</sup> Grade**

c) **Teacher Evaluations**

d) **504/IEP**

3. **Rhetoric School – Brian Loosli**, presented an update to the board
  - a) **SBAC Testing**
  - b) **Senior Classical Compendium** – examinations will be held April 15, 2014
  - c) **SAT Testing** – Will be taken by the juniors on April 15, 2014
  - d) **Shakespeare Festival**
  - e) **CSI Arts on Tour**
  - f) **College Fair for Juniors and Seniors on April 24<sup>th</sup>**
  - g) **Prom – April 26<sup>th</sup>**
  - h) **Integration of curriculum for rhetoric school**
  
4. **Head of Schools – Gary Moon**
  - a) **Enrollment**
    - (1) **Lottery Process – held April 15, 2014**
    - (2) **Enrollment numbers/returning students – current number is at 634 students**
  - b) **SBAC Update**
  - c) **Job description process and organizational chart**
  - d) **Landscape day April 12<sup>th</sup>**
  - e) **Camera research**
  - f) **Safety/Lockdown Drill**
  - g) **Parent surveys for teachers evaluation**
  - h) **Post legislative tour**
  - i) **Garden compendium project**
  - j) **School calendar for next year**

**VIII.** Strategic Planning Meeting April 23, 2014 from 6:00 – 9:00

**IX. Adjourn: 10:01**

**Motion:** To adjourn

**Made by:** Melissa Crane

**Seconded by:** James Wallace