



**Xavier Charter School  
Board Meeting Minutes  
June 17, 2014  
6:00 p.m.**

**I. Roll Call Attendance**

6:06 p.m. call to order James Wallace- present, Melissa Crane- present, Debbi Burr- present, Heather Roberts – present and Shawna May- present

**II. Approval of Agenda – as posted**

**Motion:** To approve the agenda

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**III. Approval of Minutes –**

**Motion:** To approve the minutes of May 13, 2014 and May 14, 2014

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

**IV. Public Input - none**

**V. Board Items**

**A. Annual Meeting of Xavier Charter School 501(c)3 Corporation**

**1. Ratify School Board Election -** Shawna May presented the outcome of the board elections. Debbi Burr received 89 votes, Melissa Crane 84 received votes and John Kapeleris received 62 votes. Debbi Burr will retain seat 5 and Melissa Crane will retain seat 4.

NOMINATIONS FOR BOARD OFFICES WERE TABLED  
UNTIL THE DISCUSSION OF ITEM B

**a) Appointment of additional board member to 1 year term –**

Mrs. Burr discussed the possibility of adding John Kapeleris to the board for a 1 year appointment. Mr. Kapeleris provides a set of skills that the board recognizes as being a need for the current board.

**Motion:** To appoint John Kapeleris to a special appointment on the board that will expire no later than June 2015. The specific skills Mr. Kapeleris include military and public safety skill, political science/legislative as well as a strong understanding of classical education. This position will have full voting rights of a regular board member.

**Made by:** Heather Roberts

**Seconded by:** James Wallace

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

**b) Election of Board Officers** – The floor was opened for nomination for Board Officers.

(1) **Chair** – Melissa Crane nominated Debbi Burr - The board discussed this nomination.

(2) **Vice Chair** – Debbi Burr nominated Shawna May

(3) **Secretary** – Melissa Crane nominated John Kapeleris

(4) **Treasurer** – Debbi Burr nominated Melissa Crane

Vote was taken and all were in favor of the following: Chair – Debbi Burr, Vice-Chair – Shawna May, Secretary – John Kapeleris and Treasurer – Melissa Crane.

**Oath of Office Administered** – John Kapeleris was given the oath of office

**c) Set schedule for regular Board meetings in FY2014-15** – It was requested by administration that we change the board meetings back to Thursday evenings.

**Motion:** To hold regular board meetings on the third Thursday of each month at 6:00 p.m.

**Made by:** Melissa Crane

**Seconded by:** James Wallace

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

**B. FY14 Budget Amendment** – Mr. Moon discussed the need to do a budget amendment on the 2013-2014 Budget. This will take place at the July 2014 meeting

**C. FY15 Budget Hearing** – Mr. Moon presented the proposed budget for FY15.

The board was given the opportunity to ask questions and discuss the support units used in calculation of the budget. The board recommended making a change to the proposed budget to increase the number of support units.

**Motion:** Accept the budget as presented with the increase revenue the support units to 36.

**Made by:** Shawna May

**Seconded by:** John Kapeleris

**Result:** Roll Call Vote – James Wallace- yes, Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May- yes and John Kapeleris – yes; motion carries

**D. Student Fees** – Mr. Moon presented the student fee schedule for the upcoming school year. The fees remained the same with the exception of charging the Advanced Placement test cost as they register for these courses, an increase for the yearbook to cover the increase in the cost of production and an increase in school lunch of 20 cents.

**Motion:** To adopt the fee schedule as proposed including the increase in ASB funds as well as the increase in student lunches.

**Made by:** James Wallace

**Seconded by:** Heather Roberts

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

**E. Teacher Resignation** – Mr. Moon presented a letter of resignation of a teacher.

**Motion:** To accept the letter of resignation of Shelly Larson.

**Made by:** John Kapeleris

**Seconded by:** Shawna May

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

**F. Contracts** – Mr. Moon presented contracts for the upcoming school year to the board for consideration.

**G. Motion** to amend agenda to include the consideration of hiring new teachers – 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

**Made by:** James Wallace

**Seconded by:** John Kapeleris

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

**H. Teacher Evaluation** – Mr. Moon presented the status of the teacher evaluation process.

**I. Job Descriptions** – Mr. Moon presented the status of the job descriptions and will be presented to the board in July.

**J. Food Service Contract** – The board reviewed the proposed food service contract.

**Motion:** To sign the contract presented by the Twin Falls School District for the hot lunch program.

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**K. Differential Pay** – Mr. Moon presented the differential pay plan to the board.

**Motion:** To approve the differential pay plan as presented.

**Made by:** Melissa Crane

**Seconded by:** Shawna May

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

**L. Health Insurance**

**1. Polices 5430 5210** – Ms. Liu – Philo requested clarification on these policies from the board. The board has requested these polices be changed to reflect the current practices and bring back in July.

**M. Policy Review: 3300, 3320, 3330, 3335, 3340P, 3370P, 3380, 3400, 3400F, 3410, 3460, 3510F, 3525, 3570, 5410, and 5410P** – The Board held a second reading of the above polices with the changes discussed.

**Motion:** To approve the policies listed above and to archive policies 3400 and 3400F.

**Made by:** James Wallace

**Seconded by:** Shawna May

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

**N. ISBA Spring Updates**

1. **Winter Policies: 2705, 3565, 7600, 7600FA2, 8200, 9700**
2. **Spring Policies: 1315, 1645, 2435, 2610, 2700, 3060, 4130, 5480, 6100**

The board reviewed these updates and will be reviewing them again in July.

**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:** Heather Roberts

**Result:** Roll call vote: James Wallace –yes, Shawna May – yes, Melissa Crane – yes, Heather Roberts – yes, John Kapeleris – 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. PFA Report - none**

**B. Administration**

1. **Grammar School – Becky Baird**, presented an update to the board
  - a) **New student interviews**
  - b) **Language Arts Curriculum**
  - c) **Handwriting Curriculum**
  - d) **Compiling Magnum Opus**
  - e) **Assign students 2-14-15**
2. **Logic School – Lisa Thompson**, presented an update to the board
  - a) **New student interviews**
  - b) **Notified students regarding credit recovery through summer school**
  - c) **Reported on the assembly given to Logic School on why they should continue at Xavier for their education.**
3. **Rhetoric School – Brian Loosli**, presented an update to the board
  - a) **Hiring**
  - b) **Graduation**
  - c) **SAT Score**
  - d) **Showcase**
4. **Head of Schools – Gary Moon**
  - a) **Enrollment -**
  - b) **3-year professional development plan**
  - c) **Differential pay**

**d) Teacher evaluation/performance/parent input**

**VIII. Executive Session** 10:10 in 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:** James Wallace

**Seconded by:** Shawna May-

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

**IX. Adjourn: 10:01**

**Motion:** To adjourn

**Made by:** Melissa Crane

**Seconded by:** James Wallace