



**Xavier Charter School  
Board Meeting Minutes  
September 10, 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, Shawna May- present and John Kapeleris - present

**II. Consent Calendar**

- A. Approval of Minutes** August 21, 2014 and September 2, 2014
- B. Approval August Accounts Payable**
- C. Approval of Faculty Monday Collaboration schedule**

**Motion:** To approve the Consent Calendar

**Made by:** John Kapeleris

**Seconded by:** James Wallace

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

**III. Executive Session as per Idaho Code 67-2345 (1) Subsections (b) and (c)**

Idaho code 67-2345 (1) (a) consider hiring of public official (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 (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code (e) consider preliminary negotiations involving matters of trade or commerce in which the governing body in competition with governing bodies in other states or nations (f) communicate with legal counsel (g) consider custody review of Idaho Department of Juvenile corrections (h) custody review (i) communicate with schools risk manager or insurance provider on pending litigation (2) labor negotiations

**Motion:** 6:12 to go into executive session pursuant to Idaho Code 67-2345 (b) and (c)

**Made by:** James Wallace

**Seconded by:** John Kapeleris

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

**Motion:** 6:46 to return to regular session.

**Made by:** Melissa Crane

**Seconded by:** James Wallace

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

## **Motions Resulting From Executive Session**

**Motion:** To authorize Debbi Burr to sign the escrow agreement for the building lease.

**Made by:** Shawna May

**Seconded by:** Heather Roberts

**Result:** Motion Carried

**Motion:** To alter the agenda by moving the audit report and safety plan up in the agenda

**Made by:** John Kapeleris

**Seconded by:** James Wallace

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

**IV. Audit Report** – Ware & Associates presented the Fiscal 2013 Audit Report. The opinion was an unqualified opinion, which is the most favorable opinion that can be rendered. Everything was in good order.

**Motion:** To accept the Audit Report for the Fiscal 2013 year

**Made by:** Melissa Crane

**Seconded by:** James Wallace

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

**V. Safety Plan** – Gary Moon introduced Jackie Frey, Twin Falls County Emergency Services Director, to the board. Mrs. Frey presented information regarding the proposed safety plan and the resources that are available to the school. Mrs. Frey presented the school with a gift of a weather alert radio to assist us with emergency response in the event of dangerous weather conditions.

**Motion:** To adopt the Safety Plan as amended

**Made by:** Melissa Crane

**Seconded by:** James Wallace

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

**VI. Public Input – none**

**VII. Informational Items**

**A.** Twin Falls Chamber Ribbon Cutting Ceremony – September 16, 2014

**B.** ISBA Region IV Meeting – September 25, 2014

**C.** XCS Board Retreat – October 11, 2014

**D.** ISBA Annual Convention – November 12-14, 2014

**VIII. Student Outcomes**

**A.** Graduation Data 2014 – The graduates of 2014 were offered \$305,000 in scholarships. Xavier had a 94% graduation rate for the class of 2014.

**B.** Mr. Moon presented regarding the number of students on IEPs and 504 Plans for this school year, the numbers of both have increased.

**IX. Budget, Finance and Other District Operations**

**A. Enrollment** – Mr. Moon presented information to the board regarding enrollment. The Survey Monkey survey has been utilized for exiting students. There is some

difficulty in getting families to complete the survey due to their desire to remain anonymous. Mr. Bennett and Mrs. Young are working on options to improve this process.

**B. Business manager's Report**

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

**Motion:** to approve the financial statements

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

**C. Budget Requests** – Mr. Moon presented a list of requested expenditures to the board.

**Motion:** To approve the requests of the repair of both sets of gym doors, teaching supplies, books and textbooks as presented.

**Made by:** James Wallace

**Seconded by:** John Kapeleris

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

**D. Job Descriptions** – The following job descriptions were presented and discussed. They will remain under consideration at this time.

**1. ISEE Coordinator** –will be presented in November

**2. IT Operations Coordinator**

**3. Board Clerk**

**E. Asbestos Plan**

**F. Policy Review – 2700 P, 8200, 9700**

**1. 8200** will remain under review and revisited in October

**2. 2700P and 9700** were discussed, but no action was taken

**G. Policy Review – 4000 – 4220** – these policies were reviewed and will be brought back next month.

**X. Board Focus Areas**

**A. Grant writing** – Shawna May presented updates on grants that have been applied for and can be applied for in the future

**B. Marketing** – Melissa Crane updated the board on efforts being made to market Xavier.

**C. Legislative Outreach** – John Kapeleris will be hosting an event with Representative Lance Clow. He also provided an update on what steps he is taking to lobby the elected officials regarding charter schools.

**D. Rhetoric School Student Recruiting and Retention** – Heather Roberts discussed ideas she is considering to begin this process

**E. Curriculum Development** – Debbi Burr and Gary Moon discussed the direction this committee should focus on.

**F. Building Physical Plant** – James Wallace expressed an interest in serving on this focus area

## **XI. Committee Reports**

### **A. PFA Report – Lisa Steinke**

1. Secretary – has been selected
2. Fall Frolic is October 25<sup>th</sup>
3. T-Shirt sells continue
4. Goal is to get the library up and running

### **B. Administration**

#### **1. Grammar School – Becky Baird**

- a) Core Knowledge Language Arts
- b) Renuntio
- c) New student classroom observations

#### **2. Logic School – Lisa Thompson**

- a) Math in Focus (Singapore) Math Books Ordered for 7<sup>th</sup> Grade
- b) Training on new 5<sup>th</sup>/6<sup>th</sup> Grade Teacher
- c) How to be a Super Star Student Night & BBQ
- d) September 13<sup>th</sup> – Welcome Back – Slip N Slide and BBQ
- e) 504 & IEP Students
- f) Butter Braids Scheduled

#### **3. Rhetoric School – Brian Loosli, presented an update to the board**

- a) Xavier Sign
- b) First Week of School
- c) Seminary
- d) Advanced Opportunities

#### **4. Head of Schools – Gary Moon**

- a) Enrollment
- b) School lunch update
- c) Federal Review – timeline and consulting
- d) Extra-curricular clubs
- e) Cross-country club
- f) Bussing update
- g) Secondary scheduling – Company Dance

## **XII. Adjourn: 11:18**

**Motion:** To adjourn

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr