



# Xavier Charter School Board Meeting Minutes January 13, 2016 6:00 p.m.

## I. Roll Call Attendance

6:03 p.m. call to order Melissa Crane- present, Debbi Burr- present, Heather Roberts – present, Shawna May- present, Brian Hilverda – present, and John Kapeleris – present

## II. Approval of Agenda -

**Motion:** To approve agenda as amended

**Made by:** John Kapeleris

**Seconded by:** Debbi Burr

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

## III. Consent Agenda

- A. Approval of minutes from December 9<sup>th</sup> meeting
- B. Approval December Accounts Payable
- C. Approval December Building Petty Cash Accounts Payable
- D. Enrollment
- E. Policies: 3295, 3295P, 3330 (Third Reading), 3570, 4105 (Second Reading)

**Motion:** To move agenda items a and d to discussion items l and m

**Made by:** John Kapeleris

**Seconded by:** Debbi Burr

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

**Motion:** To approve consent agenda as amended

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

## IV. Public Input – none

## V. Reports/ Discussion Items

### A. Lead Teacher and Head of Schools Reports

- 1. **Becky Baird- Grammar Schools:** She is continuing the tours of Xavier to interested individuals in the community.
- 2. **Lisa Thompson–Logic School:** Mrs.Thompson stated that positive feedback has been received from parents regarding the teaching of students. The school sign construction is progressing. She informed the board about the

academic issues flow chart for 3<sup>rd</sup>-6<sup>th</sup> grade. It is helping students positively move forward in regards to homework assignments.

**3. Brian Loosli – Rhetoric School:** Report will be given next month.

**4. Gary Moon – Head of Schools:**

- a) Food Service Audit- January 13<sup>th</sup>: Mr. Moon reported that it went well.
- b) Transportation Audit- January 13<sup>th</sup>: Mr. Moon reported that it went well.
- c) Showcase – January 15<sup>th</sup>: Ms. Salts and Ms. Carpenter are preparing for performances on Friday.
- d) Public Charter School Commission (PCSC): PCSC stated that By-law changes and mission statement changes should all be done at once and will not need to be an agenda item with the PCSC.
- e) Students at Xavier School After-hours: Mr. Moon mentioned that students that stay after school need to be picked up after that activity. There will not be any teachers to supervise and the doors will be locked.
- f) Counselor Search: The counselor position has been advertised, and applications have been received. Mr. Moon will be doing interviews with the applicants.

**B. PFA Report – Danielle Hardesty:** The application with the Rotary Club for the pancake breakfast will be submitted by this February. PFA decided that improving the library would be what the money would go towards if awarded. The next family night is at Culvers, and PFA is continuing the 3<sup>rd</sup> Thursday lunch for teachers.

**C. Rhetoric School Organization –** Report will be given next month.

**D. Enrollment and Expansion Plan for 2016-2017 –** Mr. Moon informed the Board that the cap on enrollment can be anything at or under 66 students per grade level starting at the 4<sup>th</sup> grade. He also informed the Board that capping the enrollment does not need to be an agenda item with PCSC.

**E. Performance Report –** A discussion was held in regard to the information on the performance report.

**F. Student Survey Progress –** Mr. Moon presented data about the issue that was raised in relation to 11<sup>th</sup> grade homework. After evaluation of the information, it was concluded that a large amount of the homework was related to the Advanced Placement (AP) classes that are taken by the 11<sup>th</sup> grade students.

**G. Release Time Policy 2360 and 3035 (First Reading) –** The Board discussed the policies and decided to review them next month with implemented changes.

**H. 3260 Dress Code (First Reading)** – Mr. Moon presented information on the trial dress code.

**Motion:** To extend the trial dress code until it can be finalized with the amendments from the committee

**Made by:** Brian Hilverda

**Seconded by:** Debbi Burr

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

**I. Mission Specific Goals** – Shawna stated that the board needs to have the mission specific goals by June 2019. The Board discussed a trial run before the goals are executed and approved. Mr. Moon suggested having information from the Board ready January 25 for the committee that will be working on mission specific goals.

**J. Website Status** - Mr. Moon stated the website information is still in the process of being received from prior website designer. Mr. Moon also suggested that Jeremy Bennett might be an option to implement the information in creating a new website. He will be meeting with Mr. Bennett and have more information next month.

**K. Education Foundation** – Mr. Hilverda stated the foundation is working on the paperwork needed to move ahead. He also said that a recent newspaper article helped get information about the foundation to the community.

**L. Minutes from December 9<sup>th</sup> meeting** – The Board reviewed and made changes to the minutes.

**Motion:** To approve December 9th meeting minutes as amended

**Made by:** Melissa Crane

**Seconded by:** John Kapeleris

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

**M. Enrollment** – This item will be brought back next month.

## **VI. Action Items**

**A. Business Manager's Report** – Sheryl Liu-Philo presented the monthly financial reports and gave the board the opportunity to ask questions. In relation to the laws of the Affordable Care Act, the employee number is very close to exceeding 50 employees.

**Motion:** To approve the Business Manager's Report and the monthly financials as accepted.

**Made by:** John Kapeleris

**Seconded by:** Melissa Crane

**Result:** roll call - Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May- yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**B. Policies: 2435, (Third Reading), 3570P, 4260, 4260F, 5500, 8600, 8605, 9800 (Second Reading)** [Items related to 9800, would be the first reading for related

**policies – Exhibit D, Title 67- chapter 62, polices 4200, 4210, 4210F, 4210P, 4220, 4230, 4240]** - The board held the readings of these policies. Policies 4260 and 4260F are updated polices of 4135 and 4135F. Policy 9800 will be brought back next month.

**Motion:** To archive policies 4135 and 4135F and adopt 4260 and 4260F

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

**Motion:** To approve policy 5500 and strike the first option and keep the second option

**Made by:** Brian Hilverda

**Seconded by:** Melissa Crane

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

**Motion:** To adopt updates as made to policy 8600

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

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

**Motion:** To approve policy 8605 as amended by striking out maximum and changing it to minimum, adding 1 year, and removing the 3<sup>rd</sup> column

**Made by:** John Kapeleris

**Seconded by:** Melissa Crane

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

**C. By-law Review and Policy 1222** – Mr. Evan Robertson is still reviewing the by-laws. The by-laws will be on the action agenda next month.

**Motion:** To accept policy 1222

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

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

## **VII. Executive Session as per Idaho Code 74-206 (1) Subsections (a),**

Idaho Code § 74-206(1): (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled; 38 Idaho Code § 74-203(5). 16 Idaho Open Meeting Law Manual (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public school student; (c) To acquire an interest in real property which is not owned by a public agency; (d) To consider records that are exempt from disclosure as provided by law; (e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations; (f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; (g) By the commission of pardons and parole, as provided by

law; (h) By the custody review board of the Idaho department of juvenile corrections, as provided by law; or (i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement.

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (a)**, at 9:37 p.m.

**Made by:** John Kapeleris

**Seconded by:** Melissa Crane

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May-yes, Brian Hilverda – yes and John Kapeleris –yes all in favor; motion carries

**Motion:** To come out of Executive Session at 9:49 p.m.

**Made by:** John Kapeleris

**Seconded by:** Melissa Crane

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May-yes, Brian Hilverda – yes and John Kapeleris –yes all in favor; motion carries

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

**Motion:** To release Employee A from the contract

**Made by:** Melissa Crane

**Seconded by:** Brian Hilverda

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May-yes, Brian Hilverda – yes and John Kapeleris –yes all in favor; motion carries

**Motion:** To release Employee A from all other contractual obligations to the district

**Made by:** Debbi Burr

**Seconded by:** Brian Hilverda

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Shawna May-yes, Brian Hilverda – yes and John Kapeleris –yes all in favor; motion carries

#### **VIII. Adjourn**

**Motion:** To adjourn at 9:53 p.m.

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**