



**Xavier Charter School
Board Meeting Minutes
November 16, 2017
6:00 p.m.**

I. Roll Call Attendance

6:04 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – absent, Heather Roberts – present, and Trisha Neudorff – present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the agenda

Made by: Heather Roberts

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

IV. Consent Agenda –

- A. Approval of minutes from the October 19th meeting
- B. Approval October Accounts Payable
- C. Approval of October Building Petty Cash Accounts Payable
- D. Policy: 2420, 2420P, 3060, 4170, 4210, 4210F, 4210P, 4220, 5325, 8100

Motion: To approve the consent agenda

Made by: Trisha Neudorff

Seconded by: Heather Roberts

Result: all in favor; motion carries

V. Public Input – None

VI. Reports/ Discussion Items

- A. **PFA Report – Diana Wettstein:** She stated that they will be purchasing a proofer/warmer and other equipment for the kitchen. She also said they are selling sweatshirts online. She stated that for the week of Showcases, the fundraiser will be at Pizza Pie Cafe.
- B. **Lead Teacher/Head of Schools Reports/Student Outcomes**
 - 1. **Becky Baird- Grammar Schools:** She presented a 5th grade class Sound Off. It is an unique way for students to remember information. K-6 Sound offs are being implemented this year in all the classes.
 - 2. **Lisa Thompson–Logic School:** She stated that ButterBraid money will be funding new equipment for the Cafeteria Kitchen. They earned \$13,500.

3. Brian Loosli – Rhetoric School: He stated that they want to expose students to different careers and start working with the Magic Valley Student Leadership. He stated that a facility in Jerome will be used for a theater production. He met with a CSI contact person about dual credit and is possibly looking to make more classes available.

4. Gary Moon – Head of Schools: He stated that he is still working on contacting a person to use the new land. He stated they are in negotiations with the Speech/Language Pathologist. He said that Pizza Day was enjoyable for all involved. He presented enrollment numbers and said they are consistent with numbers in the past. He stated that bus costs are over the budgeted amount because 2 routes and a special-needs bus was added.

C. Cody McQueen – Insurance – He presented different insurance plans and recommended that the school stay with the same insurance policy because XCS will be grandmothers in for another year. He stated that the rates will be renewed at about 2.5% increase. The Business Manager also recommended that the school stay with the same insurance plan.

Motion: To approve the grandmothers insurance plan for one more year

Made by: Heather Roberts

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

D. Bill Hamblin – Future Expansion – Mr. Hamblin joined by phone and answered questions regarding future expansion. He recommended to build in stages with the possibility to have the 2nd level unfinished. If the Master plan is started in January 2018 and construction on the outside to enclose it by next Fall. The building could be ready for the school year in 2019. If the plan is going to be used in 5 years, he recommended that you only pursue the Master plan. Conceptual Schematic document is a document with blocks of spaces that are designated. He said it makes sense to connect the current building to the new building. The Master plan should include elements of where the locations of areas could be in the future (i.e. auditorium, gym, classrooms, kitchen).

E. Teachers of the Month – Mr. Moon stated that the 2 teachers of the month for November were the 3rd Grade teacher, Cynthia Hall and Rhetoric Science teacher, Seniora Blanco.

F. Committee To Hire Fundraising Director – Mr. Moon stated that the Fundraising Director position reports directly to the Board. He would like to have a board member and a lead team member on the committee to hire a director.

G. Additional Classrooms/Modulars – Mr. Moon stated a starting point is about \$280,000 for the modulars. The goal of more space is to not have roving teachers and have a classroom for the teachers during their prep hour. Special Ed and the business office could move to different locations too.

H. Raptor Security – Mr. Loosli stated that the Raptor Security was purchased. It will improve the security of the school and track volunteer hours efficiently. There will be a \$500 annual fee that has stayed close to the same for the last 5 years.

I. Board Appointment Criteria- The Chair stated that she contacted other schools about their approach to board appointment criteria and has not heard back from them. The Board discussed criteria for a Board Appointment which included finding someone who values a school of choice, is interested in the classical education, and believes in Xavier Charter School's unique vision and mission. They also discussed having interested people submit an application and/or letter of intent. It was suggested that the Board and lead team could actively recruit.

VII. Action Items

A. Business Manager’s/Building Petty Cash Reconciliation Report – Mrs. Sheryl Liu-Philo stated that, in regard to American Fidelity, she is leaning toward using them. They cannot help with the Regence Health Insurance renewal in January, but they can for the coming summer. She is still researching more about them and will update the Board next month. The Bus Audit went well, but 2 buses were not listed on SDE’s IBLIS website. She explained to the Board the liability amounts on the Balance Sheet. She presented the monthly financial reports and gave the Board the opportunity to ask questions.

Motion: To approve the Business Manager’s Report and the Building Petty Cash Reconciliation Report as accepted.

Made by: Trisha Neudorff

Seconded by: Heather Roberts

Result: Roll Call: Melissa Crane - absent, Debbi Burr - yes, Heather Roberts - yes, and Trisha Neudorff - yes all in favor; motion carries

B. Special Ed Director Contract – Mr. Moon stated that he has been working as the director. He recommended a contract with Pam Houston-Powell as the Special Ed Director be approved. She will be onsite one-day a week and will be paid monthly until June 15 with the total contract amount of \$10,600.

Motion: To approve the Edwise contract as presented

Made by: Heather Roberts

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

C. Policy: 2700P, 3000, 4160, 8245 (2nd Reading) – The Board held readings of these policies.

D. Policy Review: 4230-4600 (1st Reading) - The Board held readings of these policies.

VIII. Adjourn

Motion: To adjourn at 8:48 p.m.

Made by: Heather Roberts

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR