



# **Xavier Charter School Board Meeting Minutes December 21, 2017 6:00 p.m.**

## **I. Roll Call Attendance**

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

## **II. Pledge of Allegiance**

**III. Approval of Agenda** – Amend agenda by removing subsection (a) under executive session because there is no information. Add subsection (b) to executive session because the information was received after the agenda was posted.

**Motion:** To approve the amended agenda

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

## **IV. Consent Agenda –**

- A.** Approval of minutes from the November 16<sup>th</sup> meeting
- B.** Approval November Accounts Payable
- C.** Approval of November Building Petty Cash Accounts Payable
- D.** Policy: 2700P, 3000, 4160, 8245 (2<sup>nd</sup> + Reading) 4230-4600 (2<sup>nd</sup> Reading)

**Motion:** To approve the consent agenda

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

## **V. Public Input – None**

## **VI. Reports/ Discussion Items**

**A. Idaho Power Energy Audit – Chris Bell:** Mr. Bell made recommendations to help the school in becoming more energy efficient. They include regulating thermostats and changing all the fixtures to LED lights. He stated that there are incentives through Idaho Power that will help with the cost and one room at a time can be done.

**B. PFA Report – Diana Wettstein:** She stated the fundraisers went well. She said they are looking into purchasing an above-counter dishwasher.

**C. Lead Teacher/Head of Schools Reports/Student Outcomes**

- 1. Becky Baird- Grammar Schools:** She will report next month.
- 2. Lisa Thompson–Logic School:** She will report next month.
- 3. Brian Loosli – Rhetoric School:** He stated a training on the Raptor System implementation has taken place. Another training will be completed in January. Raptor will be sending sample policies that other schools are using for the Board to review.
- 4. Gary Moon – Head of Schools:** He stated that the Speech/Language Pathologist is working well. He presented enrollment numbers and stated that it is maintaining from last month. Mr. Moon presented a timeline for the Fundraiser Director. The position will be open until January 5, 2018; and then interviews will be scheduled starting January 8. He informed the Board that next month will include a safety report and that the modular decision will be in February. The administrative structure continues to be evaluated and compared to other schools' the size of Xavier. He stated that the Raptor system will only be used for basic check in and out until research on a possible policy in relation to this system.

**D. Building Committee Report–** Mr. Loosli stated that the committee expressed concerns about parking, playground space, and a common area. They will be meeting again to continue long term planning for any building out front or on the new land.

**E. PCSC Annual Report–** Mrs. Burr gave the Board an opportunity for comments regarding the annual report. She stated that the report can stand as reported.

**F. Transportation Audit –** One item needed to be addressed and was cleared up by sending the updated policy to the auditor. Mr. Moon stated that he is going to ask for an itemized list of things that need to be addressed by the bus company to the auditor. Then he will follow-up with the bus company. Xavier will be putting out transportation bids at the same time as Twin Falls School District. Mrs. Sheryl Liu-Philo is working on the RFP, and it is to be reviewed by the state before transportation can go out for a bid.

**G. Potential Amendment to Charter – Lottery Procedures-** Mrs. Burr stated if a person is full-time employee, preference is given to their children in the lottery. She stated that Mr. Joe Borton stated that our charter does not include this preference. She suggested adding language to the charter. The Board decided to have the Chair put together an amendment to the charter and bring it back for review by the Board in January.

**H. Grant Report –** Mrs. Dannah Robertson stated that 3 grants have been applied for in the last quarter, and one has been awarded by Idaho STEM action center for \$1770.

**I. Teachers of the Month –** Mr. Moon stated that the 2 teachers of the month for December were the 4<sup>th</sup> Grade teacher, Renee Robbins and Rhetoric Science teacher, Jason Hicks.

**J. Board Appointment Criteria-** Mrs. Burr held a discussion on how the recruiting for the Board Appointment had be progressing for the Lead Team and Board. A Special Meeting with potential candidates will be held Tuesday, January 9, 2018 at 7 p.m. at the school.

**VII. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report –** Mrs. Sheryl Liu-Philo presented the monthly financial reports. She updated the Board on the reconciliation discrepancy 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:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

**B. Policy: 8605 (1<sup>st</sup> Reading)** – The Board held a reading of this policy.

**C. Policy Review: Fall Updates- 3060, 3255, 5710, 6100, 7400, 7405, 7407 (1<sup>st</sup> Reading)** - The Board held readings of these policies.

#### **VIII. Executive Session as per Idaho Code 74-206**

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; (c) To acquire an interest in real property which is not owned by a public agency;** at 8:35 p.m.

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

**Motion:** To come out of Executive Session at 9:14 p.m.

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

#### **IX. Adjourn**

**Motion:** To adjourn at 9:14 p.m.

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

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Signature of Board Secretary

Date

Recorded by DR