



# **Xavier Charter School Board Meeting Minutes January 18, 2018 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 –**

**Motion:** To approve the agenda

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

## **IV. Consent Agenda –**

- A.** Approval of minutes from the December 21<sup>st</sup> meeting
- B.** Approval of minutes from the January 9<sup>th</sup> meeting
- C.** Approval December Accounts Payable
- D.** Approval of December Building Petty Cash Accounts Payable
- E.** Policy: 3060, 5710, 6100, 7405, 7407, 8605 (2<sup>nd</sup> Readings)

**Motion:** To approve the consent agenda

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

## **V. Public Input – Mark Lambert regarding the 2018-19 School Calendar.**

**VI. Board Training –** Joe Borton provided training to the Board regarding procedures. He stated that public input is optional during Board meetings because the meetings are held in public so that the public can observe but are not actually meeting that require public input to be allowed. He stated that no actions can be taken by the Board in executive session but that actions must be taken in open session. The vote for executive session must be taken in an open session. He stated that when the Building Committee meets, an agenda needs to be posted and minutes need to be taken and available to the public because that committee's function meets the criteria for open meeting law to apply and is therefore a public meeting.

## **VII. Reports/ Discussion Items**

**A. PFA Report – Diana Wettstein:** She stated BoxTops earned \$947 in 2017. She stated that additional microwaves are needed. She updated the Board regarding the high temperature dishwasher that requires no chemicals. It will cost around \$8500 and the kitchen may need updated plumbing. The Butter Braid fundraiser brought in approximately \$13,000 and part of that money will be used for the oven and warming tray.

### **B. Lead Teacher/Head of Schools Reports/Student Outcomes**

**1. Gary Moon – Head of Schools:** He stated many applications were received for the fundraising director position. He presented information about enrollment, facility inspection, Raptor System, administration structure, the Literacy Plan, CIP revisions, and Principal and Teacher evaluations. Item E. was also addressed in this report. He stated that the proposed options to the 2018-19 School Calendar will be presented to the Board in February and that he will request action from the Board at that time. Mark Lambert presented his opinion about the School Calendar to start after Labor Day.

**2. Becky Baird- Grammar Schools:** She updated the Board on the Grammar School.

**3. Lisa Thompson–Logic School:** She reported on the Logic School and stated that the Twin Falls Public Library has a section for XCS summer reading.

**4. Brian Loosli – Rhetoric School:** He updated the Board about the Raptor Security System.

**C. Teachers of the Month –** Mr. Moon stated that the 2 teachers of the month for January were 1<sup>st</sup> Grade teacher, Tami Ditlefsen, and Rhetoric teacher, Liz Copp.

**D. Student Safety Report –** Mr. Moon presented the school safety report.

**E. 2018-2019 School Calendar –** Addressed in the Head of Schools report in item B.

**F. Gifted/Talented Plan –** Mr. Moon reported that he will bring more information on the gifted/talented plan in February.

**G. Schedule February CIP Meeting –** This meeting was scheduled for February 1, 2018 at 6:00 p.m.

**H. Schedule Head of School Evaluation –** This meeting was scheduled for March 8, 2018 at 6:00 p.m.

## **VIII. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report –** Mrs. Sheryl Liu-Philo presented the monthly financial reports. She 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:** Debbi Burr

**Seconded by:** Trisha Neudorff

### **B. Potential Amendment to Charter – Lottery Process –**

**Motion:** To approve changes to charter related to giving preference to children of XCS full-time employees and children of families who left and came back to the community following sabbatical or military deployment as allowed by Idaho Code

**Made by:** Melissa Crane  
**Seconded by:** Trisha Neudorff  
**Result:** all in favor; motion carries

**C. Annual Review: 3285, 3295, 3330, 4210F (1<sup>st</sup> Readings)** – The Board reviewed these policies. Joe Borton will be reviewing policy 3330.

**D. Policy: 8245 (1<sup>st</sup> Reading) and 7400 (2<sup>nd</sup> Reading)** - The Board held readings of these policies.

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

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; (c) To acquire an interest in real property which is not owned by a public agency;** at 9:19 p.m.

**Made by:** Melissa Crane  
**Seconded by:** Trish Neudorff  
**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 10:21 p.m.

**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

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

**Motion:** To approve the resignation of Employee A

**Made by:** Melissa Crane  
**Seconded by:** Trisha Neudorff  
**Result:** all in favor; motion carries

**Motion:** To approve the resignation of Employee B

**Made by:** Melissa Crane  
**Seconded by:** Trisha Neudorff  
**Result:** all in favor; motion carries

**Motion:** To approve the resignation of Employee C

**Made by:** Melissa Crane  
**Seconded by:** Trisha Neudorff  
**Result:** all in favor; motion carries

**XI. Adjourn**

**Motion:** To adjourn at 10:23 p.m.

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**