



# **Xavier Charter School Board Meeting Minutes February 15, 2018 6:00 p.m.**

## **I. Roll Call Attendance**

6:06 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – present, and Trisha Neudorff – absent

## **II. Pledge of Allegiance**

**III. Approval of Agenda** – Amend the agenda by removing subsection (c) from executive session because there is not any new information

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

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

## **IV. Consent Agenda –**

- A.** Approval of minutes from the January 18<sup>th</sup> meeting
- B.** Approval of minutes from the February 1<sup>st</sup> CIP meeting
- C.** Approval January Accounts Payable
- D.** Approval of January Building Petty Cash Accounts Payable
- E.** Policy: 8245 (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. Fundraising Director Presentations: Mr. Chris Huston** – He presented ideas for Xavier fundraising to the Board.

**Trish Neudorff joined at 6:09 p.m.**

**Gary Moon joined by phone.**

- B. 2018-2019 School Calendar** – The Board discussed the 3 calendar options.
- C. PFA Report – Lisa Stieneke:** She stated that they received a bid for the dishwasher. For Pie day, the PFA will need volunteers and will be sending an electronic sign-up sheet to parents. Spirit Night will be at Blaze Pizza on March 1.
- D. Lead Teacher/Head of Schools Reports/Student Outcomes**
- 1. Becky Baird- Grammar Schools:** She stated that on February 22<sup>nd</sup> from 6-7 p.m. students, K-6, and families can participate in a Family Math Night.
  - 2. Lisa Thompson–Logic School:** She reported the science fair projects will begin on March 12<sup>th</sup>.
  - 3. Brian Loosli – Rhetoric School:** He stated that they have been working on Master Scheduling and the Raptor Security System/Raptor Policies.
  - 4. Gary Moon – Head of Schools:** He reported that Mr. Loosli will be able to observe Canyon Ridge’s Accreditation in the morning on February 22<sup>nd</sup> so that Xavier will know what to expect to experience during their coming accreditation process.
- E. Teachers of the Month** – Mr. Moon stated that the 2 teachers of the month for February were 3<sup>rd</sup> Grade teacher, Josh Dickson, and Dance teacher, Dani Salts.
- F. Raptor policies (1<sup>st</sup> Readings)** – The Board held a discussion about the Raptor policy and procedures. The Board would like to see the procedures next month. The Board would also like the current safety policy to be updated to include the security program and present it next month.

## **VII. 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. She will be including January’s Revenue and Expense Report in next month’s Board Packet.
- B. New Student Acceptance Letter/Packet**– Mr. Moon and Mrs. Baird presented changes to the letter and packet.

**Motion:** To approve the new admission packet as amended packet

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

### **C. 2018-2019 School Calendar –**

**Motion:** To approve amending the 2018-2019 School Calendar option 2 which starts after Labor Day and extend the end to May 31<sup>st</sup> which will allow 3 1/2 days to be used as the Head of Schools and Lead Team sees fit

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

- D. Administrative Structure** – Mr. Moon presented a new administrative structure to the Board which includes adding an Assistant/Principal to the Head of Schools. Mrs. Burr also presented a break down in the administrative structure. The Board is going to move forward in recruiting for the Head of Schools position.

**E. Approve Maintenance Vendor –**

**Motion:** To approve Jason Hicks for all non-biddable maintenance projects who is a current staff member

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

**F. Approve Electrical Vendor –**

**Motion:** To approve Magic Valley Electric for all non-biddable projects, recognizing that the owner of company is married to a staff member

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

**G. Approve CIP -**

**Motion:** To approve the updated Continuous Improvement Plan

**Made by:** Heather Roberts

**Seconded by:** Melissa Crane

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

**H. Policy: 2720 (1<sup>st</sup> Reading) –** The Board held a reading on this policy.

**I. Policy Review: 5000-5320P (1<sup>st</sup> Readings) -** The Board deferred the policy review until March board meeting.

**VIII. 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; and (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;** at 9:02 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 9:29 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

**IX. 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 Candidate A for the fundraiser director

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

**X. Adjourn**

**Motion:** To adjourn at 9:31 p.m.

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**