



Xavier Charter School

Board Meeting Minutes

March 15, 2018

6:00 p.m.

I. Roll Call Attendance

6:01 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 the agenda by moving subsection (e) in the Reports/Discussion Items to (a) because of the timing of the presenters being present at the meeting.

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 February 15th meeting
- B.** Approval of minutes from the March 8th meeting
- C.** Approval February Accounts Payable
- D.** Approval of February Building Petty Cash Accounts Payable

Motion: To approve the consent agenda

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: All in favor; motion carries

V. Public Input - None

VI. Reports/ Discussion Items

A. Safety Discussion – Two students presented information about their research in regards to the safety of Xavier Charter School. They are looking forward to hold an assembly next week for the 7th -12th grades, focusing on student and school safety. Mr. Moon stated that the school will have 4 teachers trained in ALICE training by the end of April. He said the school has cameras and door locks as some of the safety measures. He asked for a safety committee, which would include the Board, stakeholders, and students, to revise the Crisis Management Manual.

B. 2018-2019 School Calendar – Mr. Moon stated that he will be sending an official calendar for the Board approval in the next few weeks.

C. PFA Report – Diana Wettstein: She stated Spirit Night will be on April 23 at Culver's, and Showcase week will be at Pizza Pie Café. She stated Magic Valley Electric will be doing the

electric for the kitchen. She said a popcorn party will be given in April for the grade with the most Boxtops.

D. Lead Teacher/Head of Schools Reports/Student Outcomes

1. Becky Baird- Grammar Schools: She reported that the Family Math Night was a great success. The school children received a deck of cards and dice, donated by Cactus Pete's, to encourage them to play math games at home. She stated that the Seniors were the judges for Jr. Poetry Out Loud.

2. Lisa Thompson-Logic School: She reported the science fair projects are up and running. Ms. Wildman is overseeing the science fair. She stated that every class, K-12, has or will be having a conversation about bullying.

3. Brian Loosli – Rhetoric School: He will give his report next month.

4. Gary Moon – Head of Schools: He reported that the Accreditation Team came March 12-13, and a final report will be in about a month. He stated he will be attending a Traffic Safety Meeting for the flashing-light crosswalk in the next week with a new contact.

E. Teachers of the Month – Mr. Moon presented the 2 teachers of the month for March who were 5th Grade teacher, Julynn Hall, and Logic/Rhetoric teacher, Amanda Hall.

F. Grant Report – Ms. Dannah Robertson gave the grant report.

G. Additional Classrooms/Modulars- Ms. Sheryl Liu-Philo presented information in regards to purchasing additional classrooms/modulars and recommended that they not purchase the modulars.

H. 2018-2019 Administrative Responsibilities – Mr. Moon stated the administrative restructure will be a support for the teachers and improve the school structure. The Chair presented the duties for the Head of Schools, Principal, and Counselor. The Board will post the job for the principal and take applications.

I. HOS Interview Process/Committee - Ms. Debbi Burr state that a committee needs to be created with Board members, teachers, and parents.

J. Appoint 2 Board Members for the Election Committee – The Board appointed Heather Roberts and Trisha Neudorff.

VII. Action Items

A. Business Manager's/Building Petty Cash Reconciliation Report (Approving January and February) – 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 for January and February as accepted

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

B. Raptor Procedures and Letter - Mr. Moon presented Raptor Procedures, Frequently Asked Questions, and the Letter to the Board.

Motion: To approve the Raptor Procedures, Frequently Asked Questions, and the Letter with the finalizing of the hours to be determined by Administration

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: All in favor; motion carries

C. Teacher Evaluation Rubric Review - Ms. Shannon Kruse recommended a more efficient Teacher Evaluation Form which she created to be more manageable and simplified. She recommended that “Distinguished” be removed from the form.

Motion: To approve the new teacher evaluation with the removal of the distinguished category

Made by: Heather Roberts

Seconded by: Melissa Crane

Result: All in favor; motion carries

D. Policy: 2720 (2nd Reading); 3010 (1st Reading); 4140 and 9500 Raptor Inclusion (2nd Reading) – The Board held the readings on these policies.

Motion: To suspend policy 3010 from having 2 readings

Made by: Trisha Neudorff

Seconded by: Melissa Crane

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, and Trisha Neudorff – yes. Unanimous vote; motion carries

Motion: To approve the change to policy 3010

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: All in favor; motion carries

E. Policy Review: 5000-5320P (2nd Readings) - The Board held the readings on these policies.

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; (c) To acquire an interest in real property which is not owned by a public agency;** at 9:38 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

Motion: To come out of Executive Session at 9:54 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. Action Resulting from Executive Session:

Motion: To send a letter to the parents of student A

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: All in favor; motion carries

Motion: To approve the hire of candidate A for the 6th grade teacher

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: All in favor; motion carries

X. Adjourn

Motion: To adjourn at 9:56 p.m.

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: All in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR