



# **Xavier Charter School**

## **Board Meeting Minutes**

### **April 19, 2018**

### **6:00 p.m.**

#### **I. Roll Call Attendance**

6:05 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** – Amend the agenda by adding an executive session subsection (b) after the consent agenda because of a student issue that arose this afternoon and has a time factor.

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

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

#### **IV. Consent Agenda –**

- A.** Approval of minutes from the March 15<sup>th</sup> meeting
- B.** Approval of minutes from the March 14<sup>th</sup>, March 27<sup>th</sup>, April 3<sup>rd</sup>, April 10<sup>th</sup> meeting
- C.** Approval March Accounts Payable
- D.** Approval of March Building Petty Cash Accounts Payable
- E.** Policies: 4140, 5000-5100F3, 5205-5240, 5250-5310, 5320F2, 5320P, 9500 (2<sup>nd</sup> Reading) 2720 (2<sup>nd</sup> plus)

**Motion:** To approve the consent agenda

**Made by:** Trisha Neudorff

**Seconded by:** Heather Roberts

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

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

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsection (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 6:08 p.m.

**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 present in favor; motion carries

**Motion:** To come out of Executive Session at 6:26 p.m.

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

## **VI. Public Input - None**

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

**A. PFA Report – Diana Wettstein:** She stated Spirit Night at Culver’s has been cancelled due to the band holding their fundraiser there. Showcase week will have Spirit Night at Pizza Pie Café. She stated the 4<sup>th</sup> grade won the BoxTops competition. They will be electing officers at the next meeting which is in May.

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

**1. Becky Baird- Grammar Schools:** She reported they took the teachers to the Conner Academy in Chubbuck to observe another school with Direct Instruction.

**2. Lisa Thompson–Logic School:** She will report next month.

**3. Brian Loosli – Rhetoric School:** He stated that the Raptor System is working well. Bill Hamlin will begin initial drawings on prospective structure and complete them by the beginning of next school year. Mr. Loosli continues working with Dr. Keene on scheduling classes for the next school year.

**4. Gary Moon – Head of Schools:** He reported on enrollment to the Board. He received a grant to install security cameras, and Pinnacle will be installing the additional cameras. He received a Performance Certificate Pre-renewal call and was told that XCS received the “Honor” status. The Traffic Commission Meeting was postponed to May 11. The Safety Committee will be meeting April 30<sup>th</sup> which will include 4 teachers, 2 parents, and a board member. He stated that they are looking at building a large pole barn for storage purposes.

**C. Marketing and Development Report – Chris Huston:** He presented a marketing and development plan for Xavier. He proposed Phase 1, Phase 2, and Phase 3.

**D. Teachers of the Month –** Mr. Moon presented the 2 teachers of the month for March who were 2<sup>nd</sup> Grade teacher, Mindy Stewart, and Logic/Rhetoric teacher, Nathan Barnhill.

**E. Checking Account Proposal –** Mrs. Sheryl Liu-Philo proposed a checking account through D.L. Evans for the Phoenix Fund.

**Motion:** To approve opening a checking account for the Phoenix Fund through D.L. Evans

**Made by:** Trisha Neudorff

**Seconded by:** Heather Roberts

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

**F. Alice Training Report –** Mrs. Stacey McFarland stated the ALICE training was about how to handle different violent incidents. She stated the goal is to get students and faculty out of the buildings safely. Trisha Neudorff volunteered to be on the safety committee.

**G. Potential School Board Appointments –** Mrs. Burr invited the PFA to invite parents to make an appointment with her if any are interested in a Board Appointment. She stated that appointments will be made in May.

**H. Lottery Report –** The Lottery was on April 16 and over 90% of the students returned.

## **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:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

**B. Calendar Budget Meetings** - Mrs. Burr scheduled the Budget meeting on May 8 at 6 p.m.

**C. Approve Student Transportation Bid** – Mrs. Sheryl Liu-Philo presented the transportation bid.

**Motion:** To approve the student transportation bid from Mid Columbia Bus Company Inc.

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

**D. Administrative Structure** – Mrs. Burr verified that the administrative structure continues to support the budget.

**E. Policy: 5100P, 5120, 5320 (2<sup>nd</sup> Reading); 7400 (2<sup>nd</sup> plus Reading) 5240F (Archive)** – The Board held the readings on these policies.

**Motion:** To archive policy 5240F

**Made by:** Trisha Neudorff

**Seconded by:** Heather Roberts

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

## **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 8:44 p.m.

**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 present in favor; motion carries

**Motion:** To come out of Executive Session at 9:27 p.m.

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

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

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

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

**Motion:** To hire Employee B and C for 2<sup>nd</sup> grade

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

**Motion:** To approve the salary of the principal

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

**Motion:** To accept the removal of resignation of the Head of Schools

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

**Motion:** To deny the petition of Student A

**Made by:** Heather Roberts

**Seconded by:** Trisha Neudorff

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

**XI. Adjourn**

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

**Made by:** Trisha Neudorff

**Seconded by:** Heather Roberts

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**