



**Xavier Charter School  
Board Meeting Minutes  
June 21, 2018  
6:00 p.m.**

**I. Roll Call Attendance**

6:07 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – present, and Trisha Neudorff – absent

**II. Approval of Agenda –**

**Motion:** To approve the agenda

**Made by:** Melissa Crane

**Seconded by:** Heather Roberts

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

**III. Consent Agenda –**

**A.** Approval of minutes from the May 16<sup>th</sup> meeting

**B.** Approval May Accounts Payable

**C.** Approval of May Building Petty Cash Accounts Payable

**D.** Policies: 5325-5340, 5370-5413, 5430, 5440, 5460, 5480-5700, 5720-5800, 5810-5825, 5900, 8500 (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

**IV. Annual Meeting of Xavier Charter School 501(c)3 Corporation**

**1. Potential Board Appointment-**

**Motion:** To open 6<sup>th</sup> Seat Position for a 1 year term

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

**Motion:** To approve 2 Board appointments; Diana Wettstein to the 1 year position, 6<sup>th</sup> Seat; Spencer Uhl to the 2 year position, 2<sup>nd</sup> Seat.

**Made by:** Debbi Burr

**Seconded by:** Heather Roberts

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

**Trisha Neudorff joined at 6:18 p.m.**

2. **Swear in of newly appointed Board Members-** Debbi Burr, Diana Wettstein, Spencer Uhl, and Lynnae Hymas read the oath of office.
3. **Election of Board Officers-**
  - a) **Chair** – Spencer Uhl nominated **Debbi Burr**; seconded by Melissa Crane; **Debbi Burr** was elected as chair 5-0; Debbi abstained.
  - b) **Vice-Chair** – Melissa Crane nominated **Trisha Neudorff**; seconded by Spencer Uhl; **Trisha Neudorff** was elected as vice-chair 5-0; Trisha abstained.
  - c) **Treasurer** – Diana Wettstein nominated **Lynnae Hymas**; seconded by Trisha Neudorff; **Lynnae Hymas** was elected as treasurer 5-0; Lynnae abstained.
  - d) **Secretary**– Debbi Burr nominated **Spencer Uhl**; seconded by Trisha Neudorff; **Spencer Uhl** was elected as secretary 5-0; Spencer abstained.
4. **Assumption of office by the new Chair, Debbi Burr.**
5. **Set Schedule for Regular Board Meetings in FY2018** – The first meeting will be July 19<sup>th</sup> and is set to be the third Thursday of each month.

**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 6:28 p.m.

**Made by:** Melissa Crane

**Seconded by:** Spencer Uhl

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Trisha Neudorff – yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

**Motion:** To exit Executive Session and resume Regular Session at 7:22 p.m.

**Made by:** Spencer Uhl

**Seconded by:** Lynnae Hymas

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Trisha Neudorff – yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

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

**Motion:** To retain Student A

**Made by:** Melissa Crane

**Seconded by:** Spencer Uhl

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

**VII. Public Input - None**

**VIII. Reports/ Discussion Items**

**A. 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 will report next month.

**4. Gary Moon – Head of Schools:** He reported they will put the pole barn on the southeast side of the Xavier property. Security cameras have been installed and are working. The city will start working on the illuminated crosswalk sign in July. The summer hours are from 8 a.m.-12 p.m. Tuesday- Thursday.

**B. PFA Report – Diana Wettstein:** She stated they have ordered an oven and warming counter. A grant has been submitted this month. Cheri Aiello will fill the PFA President position.

**C. Marketing and Development Report –** Mr. Chris Huston has been filming to prepare a marketing video. He updated the Board on his marketing projects. He is also working on an 8 page document describing what XCS is about.

**D. ISAT Testing Results –** Mr. Moon presented the ISAT Testing results.

**E. Safety Committee Report –** Ms. Stacey McFarland reported on the safety committee meeting and the progress made on updating the safety manual.

**F. Student Fees –** Mr. Moon updated the Board on the lawsuit regarding student fees.

**G. Equal Employment Opportunity Update –** The posters for employees have been updated.

**H. Schedule Board Retreat –** The retreat was scheduled for July 16<sup>th</sup> from 6-9 p.m.

## **IX. 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:** Spencer Uhl

**Seconded by:** Melissa Crane

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Trisha Neudorff – yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

**B. Approve 2017-2018 Audit by Ware & Associates –**

**Motion:** To approve 2017-2018 Audit by Ware & Associates

**Made by:** Spencer Uhl

**Seconded by:** Melissa Crane

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Trisha Neudorff – yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

**C. FY 18 Budget Amendment –**Mrs. Liu-Philo presented the FY 18 Budget Amendment.

**Motion:** To accept FY 18 budget amendment

**Made by:** Spencer Uhl

**Seconded by:** Lynnae Hymas

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Trisha Neudorff – yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

**D. FY 19 Budget Hearing –** Mrs. Liu-Philo presented the FY 19 Proposed Budget.

**Motion:** To approve FY 19 proposed budget

**Made by:** Spencer Uhl

**Seconded by:** Trisha Neudorff

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Trisha Neudorff – yes, Spencer Uhl – yes, Lynnae Hymas – yes, and Diana Wettstein - yes. All present in favor; motion carries

**E. Approve Bid for Modular Classrooms** – Mr. Moon presented information in regards to needing approval for seeking bids for two modular buildings.

**Motion:** To allow Mr. Moon to solicit bids for the modular buildings

**Made by:** Melissa Crane

**Seconded by:** Trisha Neudorff

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

**F. Vendor Contracts-** Mr. Moon presented vendor contracts.

1. **Occupational Therapy** - Cierra Therapy
2. **Speech/Language** – Clear Talk
3. **Custodial** – Professional Cleaning Services
4. **SPED Consulting** – Jesse Mittelstadt
5. **Food Service** – Twin Falls School District
6. **School Psych.** – Southern Idaho School Psychology
7. **SPED Director and 9-12 Case Management** - Edwise

**Motion:** To approve the above contracts as a slate with the exception of item 5

**Made by:** Melissa Crane

**Seconded by:** Lynnae Hymas

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

**Motion:** To accept the Twin Falls School District as the vendor for meals at the increased prices as noted below:

Breakfast (free breakfast has been eliminated in TFSD):

Elementary \$1.50

Middle/High School \$1.75

Reduced Price- \$0.30

Lunch – Prices reflect a \$0.10 increase over last year

Elementary \$2.85

Middle School \$3.10

High School \$3.35

Reduced Price- \$0.40

**Made by:** Melissa Crane

**Seconded by:** Spencer Uhl

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

**G. Safety Binder (1<sup>st</sup> Reading):** The Board tabled the binder until the July meeting.

**H. Policy Review: 2580, 2580F, 2580P, 3060, 3080, 3295, 3295P, 3330, 3525, 6200, 8100, 8800, 9100 (1<sup>st</sup> Reading); 5270, 5350, 5360, 5420P, 5450, 5470, 5710, 5800P, 5830P (2<sup>nd</sup> Reading); 7400 (2<sup>nd</sup> Plus)** - The Board held the readings of 5450, 3295, 3295P, and 3330. The other policies were tabled until the meeting in July.

**Motion:** To approve changes to policy 5450

**Made by:** Trisha Neudorff

**Seconded by:** Spencer Uhl

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

**X. Adjourn**

**Motion:** To adjourn at 10:40 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**