



**Xavier Charter School  
Board Meeting Minutes  
July 19, 2018  
6:00 p.m.**

**I. Roll Call Attendance**

6:07 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – absent, Trisha Neudorff – absent, Spencer Uhl – present, Diana Wettstein – present, Lynnae Hymas - present

**II. Approval of Agenda** – Amendment of the agenda to add Delta Dental as item (b) under Action Items because a deadline is needed to be met and to remove item (c) from the Reports/Discussion Items because Mr. Huston will not be attending the meeting.

**Motion:** To approve the amended agenda

**Made by:** Spencer Uhl

**Seconded by:** Lynnae Hymas

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

**III. Consent Agenda –**

- A. Approval of minutes from the June 21<sup>st</sup> meeting
- B. Approval June Accounts Payable
- C. Approval of June Building Petty Cash Accounts Payable
- D. Policy: None

**Motion:** To approve the consent agenda

**Made by:** Spencer Uhl

**Seconded by:** Diana Wettstein

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

**IV. Public Input – None**

Melissa Crane joined at 6:10 p.m.

**V. Annual District Meeting**

- a. Designation of Head of Schools as the Administrator in charge – Gary Moon
- b. Designation of official publication – The Times News
- c. Designation of financial institution(s) and designation of signatures for accounts - **First Federal Bank:** Sheryl Liu-Philo, Gary Moon, Debbi Burr, Lynnae Hymas; **DL Evans:** Sheryl Liu-Philo, Gary Moon, Debbi Burr, Lynnae Hymas; **Zion's Bank; State LGIP for Savings**
- d. Designation of who has the right to transfer funds to and from school bank accounts - Sheryl Liu-Philo and Gary Moon

- e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month – Affirmed by Sheryl Liu-Philo
- f. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly - Affirmed by Sheryl Liu-Philo
- g. Designation of Bonding agency and amount on Business Manager – Idaho Counties Risk Management Program/Moreton & Company and \$500,000 per occurrence
- h. Designation of Property and Liability Insurance carriers – Idaho Counties Risk Management Program/Moreton & Company
- i. Designation of Title IX officer – Gary Moon
- j. Designation of employee drug testing agency – St. Luke’s
- k. Designation of Legal Counsel – Joe Borton
- l. Designate payroll signature – Debbi Burr and Sheryl Liu-Philo

**Motion:** To approve items a-l as designated

**Made by:** Melissa Crane

**Seconded by:** Spencer Uhl

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

## **VI. Reports/ Discussion Items**

**A. PFA Report – Diana Wettstein:** She reported they are wrapping up their kitchen projects and will be meeting soon.

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

- 1. Becky Baird – Grammar School:** She has been interviewing students. She will be bringing a Shirley Grammar Curriculum trainer in August 23 and preparing for professional development.
- 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 stated that the illuminated crosswalk sign has been installed. He was able to sign a contract for the storage shed and will be relocating storage containers by the shed once it is built. Several teachers attended P20 Conference. He stated the Performance Certificate will be received shortly.

Trish Neudorff joined at 6:35 p.m.

## **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.

**Motion:** To approve the Business Manager’s Report and the Building Petty Cash Reconciliation Report as accepted

**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

**B. Delta Dental – Mrs. Sheryl Liu-Philo** stated that Delta Dental needs an approval of no-rate increase from September 1, 2018 to December 31, 2019.

**C. Motion:** To approve the Delta Dental no-rate increase from September 1, 2018 to December 31, 2019.

**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

**D. Schedule CIP Meeting** – The Board scheduled the Continuous Improvement Planning Meeting for September 10 from 6-9 p.m.

**E. Student Fees** – Mr. Moon presented information about the student fee situation. Mrs. Burr asked Mr. Moon to bring to the Board next month what the Lead Team would like to do regarding the fees.

**F. Firearm Request per Policy-** Mrs. Burr stated an employee requested that a concealed firearm be allowed to be carried on the XCS campus. The Board held a discussion about the firearm request.

**Motion:** To review policy 3330 and add a section to clarify firearms on campus

**Made by:** Debbi Burr

**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

**Motion:** To approve the request per 3330 policy for Employee A

**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

**G. Approve Student Handbooks** – The Board held first readings of the student handbooks.

**H. Approve Employee Handbook** – The Board held a first reading of the employee handbook.

**I. Equal Employment Opportunity Update** – Mr. Moon stated the Equal Employment Opportunity documents have been published on the posters in the building and on the website.

**J. Policy Review: 2580, 2580F, 2580P, 3060, 3080, 3525, 6200, 8100, 8800, 9100 (1<sup>st</sup> Reading); 3295, 3295P, 3330, 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 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;** at 8:53 p.m.

**Made by:** Melissa Crane

**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

**Motion:** To come out of Executive Session at 9:12 p.m.

**Made by:** Trisha Neudorff

**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

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

**Motion:** To declare an area of need and emergency in Secondary Music for the 2018-2019 school year

**Made by:** Melissa Crane

**Seconded by:** Spencer Uhl

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

**Motion:** To hire Employee B as the Secondary Music instructor and acknowledge that he is seeking a one year provisional teaching certificate

**Made by:** Melissa Crane

**Seconded by:** Spencer Uhl

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

**X. Adjourn**

**Motion:** To adjourn at 9:14 p.m.

**Made by:** Debbi Burr

**Seconded by:** Trisha Neudorff

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**