



Xavier Charter School Policy Manual

Table of Contents

1000 SERIES—BOARD OF DIRECTORS

Organization and Government of the Board

- Organizational Plan.....1215
- Organizational Plan.....1217
- Board Candidate Qualifications.....1220
- Election Procedure Policy.....1222
- Duties of Directors.....1230
- Committees.....1231
- Oath of Directors.....1232
- Officers and Duties.....1233
- Board Meetings.....1240
- School Board Meeting Procedure.....1242
- Administrative Procedures.....1252
- Authorization of Signatures.....1255
- Conflict of Interest.....1282
- Management Rights.....1284
- Evaluation of the Board.....1285
- Board Staff Communications.....1288
- Board Members Expenses.....1292
- Board Member Insurance.....1294

Governance

- Continuous Improvement Planning.....1315

Board Ethics, Growth and Development

- Board Development Opportunities.....1645

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1215 Organization Plan

Xavier Charter School will function as a non-profit organization, organized and managed under the *Idaho Nonprofit Corporation Act*, as outlined in the school's Corporate Bylaws and Articles of Incorporation:

- The Board, as a board, shall have the full power and duty to manage and oversee the operation of the Corporation's business.
- The Board of Directors will have the responsibility to approve the selection of the Head of Schools, who may not be one of its members. The Board also will be responsible for hearing, and approving or disapproving, the recommendations of the Head of Schools with respect to changes in staffing, programs, or curriculum.
- The Board will, when necessary, adjudicate disagreements between parents and the administration.
- The Board is responsible to the authorized chartering entity directly.
- The Head of Schools (Administrator) represents the Board of Directors of Xavier Charter School as the liaison between the Board and Xavier Charter School.
- The Head of Schools supervises, directly or indirectly, all employees of Xavier Charter School.

Xavier Charter School may hire staff or contract with a service provider for services such as transportation, food service, accounting, business management, or other business or educational services.

Policy History:

Adopted on: July 2012

Revised on: November 9, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1217 Organization Plan

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board of Directors. All policies shall conform to local, state, and federal laws as well as to the rules and regulations of the Idaho Department of Education. Proposed new policies and proposed changes in existing policies shall be presented in writing to the Board for discussion at a regular or special Board meeting. Such proposals may be referred to the Head of Schools for detailed study as needed prior to Board action on the proposal. The Board encourages the Head of Schools to contact other experts to have potential board policy researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy. Any written statement by a person relative to a proposed policy or amendment should be directed to the Board Secretary prior to the second reading.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of two (2) readings in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for discussion and public comment.
2. The final vote for adoption shall take place not earlier than at the second reading of the particular policy.

Although approval of a new or amended policy requires a minimum of two (2) readings, temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

All new or amended policies shall become effective upon adoption, unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in Xavier Charter School's policy manual. Policies of Xavier Charter School shall be reviewed annually by the Board.

Policy Manuals

The Head of Schools shall develop and maintain a current policy manual, which contains the policies of Xavier Charter School. Each administrator, as well as staff, students and

other shareholders, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of Xavier Charter School. They shall be subject to recall at any time. Xavier Charter School may also have the policies of Xavier Charter School available for public access online.

Suspension of Policies

Under circumstances, which require a waiver of a policy, the policy may be suspended by a majority vote of the Board members present. In order to suspend a policy, all Directors must have received written notice of the meeting, which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of all Directors present.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees
I.C. § 33-512 Governance of schools

Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1220 Board Candidate Qualifications

Candidates for election to the Board must meet the following criteria at the time their application is submitted:

- A candidate shall embrace the ideals of classical education. This shall be demonstrated by affirmation on the board application that the candidate has read and will support the views in at least two of the following readings:
 - *Cultural Literacy* by E.D. Hirsch Jr.
 - *Why Jonny Can't Tell Right from Wrong* by William Kilpatrick
 - *The Schools WE Need and Why We Don't Have Them* by E.D. Hirsch Jr.
 - *The Making of Americans: Democracy and Our Schools* by E. D. Hirsch, Jr.
 - Excerpt from *Institutio Oratoria* by Quintilian
- A candidate shall show a working knowledge of board procedure and board policies. This shall be demonstrated by attendance at no less than two (2) Board meetings during the school year in which the candidate's application is submitted. (School year defined as July 1 – June 30).
- A candidate shall have read the Xavier Charter School bylaws, Articles of Incorporation, the Xavier Charter School charter, and all Chapters of Idaho Statutes Title 33 Education. This shall be demonstrated by affirmation on the board application.
- A candidate shall have a demonstrated history and continued commitment to volunteering. This shall be demonstrated by no less than 10 documented volunteer hours at Xavier Charter School during the school year in which the board application is submitted. If the candidate is not a stakeholder, then the documented volunteer hours may be performed in another venue during the school year in which the board application is submitted.
- The Board, by a two-thirds majority vote, may choose to suspend any or all of these candidate requirements. Only qualified applicants or applicants who have been approved by the Board with suspended requirements may appear on the ballot. If the Board chooses not to suspend these requirements and does not have any qualified candidates, the Board may make an appointment without regard to requirements as allowed in the bylaws.

Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016

Revised on: December 9, 2015

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1222 Election Procedure Policy

Candidates for appointment or election to the Board shall be urged to attend public meetings of the Board. All public information about Xavier Charter School system shall be made available to them. Additionally, the Board directs the Head of Schools to cooperate impartially with all candidates in providing them with information about school governance, Board operations and school programs.

1. Applications will be accepted for available Xavier School Board seats between February 15 to March 31 of the election year;
2. The application template, the link to Bylaws, the link to policy 1220, and the board seats for election shall be posted on the website. The webpage should maintain the current seats board members are holding;
3. If a current board member (incumbent) is applying for re-election, he or she will complete an Incumbent Application in place of the regular school board application;
4. After the application closing date, March 31, a committee consisting of two staff, two school board members, and one Parent/Faculty Association member (PFA) will review and prepare candidate recommendations for the open school board seats;
5. Xavier School Board will approve the candidates (April) and set the ballot;
6. Notices of candidate's meetings that are sponsored by impartial, non-partisan organizations may be announced in school publications and/or be sent home with students. The following procedures may be followed:
 - a. If a candidate is scheduled to appear or speak as a part of a school-sponsored program, all candidates for that position shall be invited to attend or to send representatives; and
 - b. If a candidate forum is held, all candidates and incumbents will be included in the forum.
7. Xavier Charter School will not send home partisan materials through the students;
8. The Head of Schools shall invite all candidates to an information session. Each candidate will be given the same materials and information at these sessions;
9. The board clerk will prepare the ballot for elections which will be held in April or May;

10. The registrar will prepare a list of stakeholders from PowerSchool. Employees and founders are also stakeholders to be included;
11. PFA will be trained by the board clerk regarding the process in managing elections (i.e. designated voting area, who votes and how to sign off, where to put the ballot box after each voting session);
12. For the counting of ballots, one board and one PFA member will meet and compile the results which will be given to the board clerk. Anyone on the Board who is running for re-election shall not be involved in this process; and
13. The board clerk will present the results at June board meeting to be ratified by the Board.

Policy History:

Adopted on: July 19, 2012

Revised on: January 13, 2016; September 14, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1230 Duties of Directors

The authority of individual directors is limited to participating in actions taken by the Board as a whole when legally in session. Directors shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound by an action taken or statement made by an individual director except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each director shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each member is obligated to attend both regular and special board meetings. Whenever possible, each director shall give advance notice to the Chair or Head of Schools of the director's inability to attend a Board meeting. A majority of the Board may excuse a director's absence from a meeting if requested to do so.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees

Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1231 Committees

Generally, the Directors will function as a committee of the whole. Nevertheless, the Board may create Board committees as deemed necessary. Standing committees of the Board may be created and their purpose defined by a majority of the Board. The Board Chair shall appoint directors to serve on such committees. Additional members of the committee may include administrators, faculty, and other stakeholders as determined by the board.

Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1232 Oath of Directors

An oath of office shall be administered to each Director, whether elected, re-elected or appointed. The oath may be administered by the Secretary, or by a Director of Xavier Charter School. The records of Xavier Charter School shall show such oath of office to have been taken, by whom the oath was administered and shall be filed with the official records of Xavier Charter School. The Director is required to take his/her oath within ten (10) days after the Director has notice of his/her election or appointment, or within fifteen (15) days from the commencement of his/her term of office. Before any Director elected or appointed enters upon the duties of his/her office, he/she must take the following oath:

Form that goes along with the policy – oath of office 1232 F.

Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1233 Officers and Duties

The Officers of the Corporation shall be Chair of the Board, Vice Chairman, Secretary, and Treasurer. Any number of offices may be held by the same person, except that neither the Secretary nor the Treasurer may serve concurrently as the Chairman of the Board. Officers of the Corporation shall also be Directors of the Corporation. The Officers shall be elected each year at the annual meeting by the Board and serve at the pleasure of the Board for a term of one (1) year when their respective successor shall be elected. Individual officers of the Corporation, have no authority over school affairs, except as provided by law or as authorized by the Board.

Chairman of the Board

The Chairman of the Board is the general manager and chief executive officer of the Corporation and has, subject to the control of the Board, general supervision, direction and control of the business of the Corporation. The Chairman of the Board shall preside at all meetings of the Board. The Chairman of the Board has the general management powers and duties usually vested in the office of President and General Manager of a corporation as well as such other powers and duties as may be prescribed from time to time by the Board. Sign all papers and documents as required by law and as authorized by action of the Board.

Vice Chairman

In the absence or disability of the Chairman of the Board, the Vice Chairman will perform all the duties of the Chairman of the Board and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chairman of the Board. The Vice Chairman shall have such other powers and perform such other duties as the Board may prescribe from time to time.

Secretary

The Secretary shall keep or cause to be kept, at the Head of School's office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, including the following information all such meetings: the time and place of holding; whether regular or special; if special, how authorized; the notice thereof given; the names of those present and absent, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the Head of Schools office in the State of Idaho the original or a copy of the Corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all Directors and their respective addresses.

The Secretary shall give, or cause to be given, notice of a meetings of the Board and any committees thereof required by these Bylaws to be given, and shall distribute the minutes of meetings of the Board to all its members promptly after the meetings; shall see that all reports, statements and other documents required by law are properly kept or filed, except to the extent

the same are to kept or filed by the Treasurer; and shall have such other powers and perform such duties as may be prescribed from time to time by the Board.

Clerk of the Board

If the Board of Directors so chooses, a Clerk of the Board may be hired/assigned to assist the Secretary. The Clerk of the Board shall have such duties as prescribed by the Board and the Head of Schools. The Clerk of the Board shall attend all meetings of the Board, unless excused by the Chair, and keep an accurate record of the proceedings, and shall enter in said record all matters required by law, or by the Board, so to be entered. The Clerk shall have custody of the records, books, and documents of the Board. In the absence or inability of the Clerk to attend a Board meeting, the Board will designate a person to serve as temporary Clerk for the meeting. The temporary clerk shall keep the record of the proceedings of the Board and certify the same to the Clerk. Additionally, the Clerk will make the preparations legally required for the notice and conduct of all Xavier Charter School elections.

Treasurer

The Treasurer of the Corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and transactions of the Corporation, including accounts of its assets, liabilities, receipts and disbursements. The books of accounts shall at all times be open to inspection by any Board member.

The Treasurer shall provide oversight over the deposit of all money and other valuables in the name and to the credit of the Corporation with such depositories as may be designated from time to time by the Board. The Treasurer shall provide oversight for the disbursement of the funds of the Corporation as may be ordered by the Board, and shall render to the Board, upon request, an account of all transactions of the financial condition of the Corporation. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Legal Reference:	I.C. § 33-506	Organization and government of board of trustees
	I.C. § 33-508	Duties of clerk
	I.C. § 33-509	Duties of the treasurer
	I.C. § 33-509A	Assistance treasurers
	XCS Bylaws 6.1, 6.2, 6.4,	

Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1240 Board Meetings

A meeting is defined as the convening of the Board of Directors to make a decision or to deliberate toward a decision on any matter. Except as provided herein, all meetings shall be open to the public and all persons shall be permitted to attend any meeting. All meetings will be held in compliance with Idaho Code 74-210 through 74-208 (Idaho Open Meeting Law).

Regular Meetings

Unless otherwise specified, all meetings will be held in the same location. The place of all meetings of the Directors shall be the Head of Schools office of the Corporation in the County of Twin Falls, Idaho, or at such other place as shall be determined from time to time by the Board; and the place at which such meetings shall be held shall be stated in the notice and call of meeting. Regular meetings shall be held at the time and date set by the Board at the corporate annual meeting.

Annual Meetings

Two annual meetings will be held: The annual meeting for the 501c3 Corporation will be held at a time consistent with the bylaws of the corporation in which the ratification of Director elections and the election of Board officers for the year will occur. The annual budget will be adopted at the June meeting and the first regularly scheduled meeting in July will be the annual meeting for the district.

On the date of the corporate annual meeting which will be held in June, the 501C3 Board shall elect from among its members a Chairman and a Vice-Chairman to serve one-(1)-year terms. The Board shall also elect a Secretary and a Treasurer.

If a Board Member is unable to continue to serve as an officer, a replacement shall be elected at the next regularly scheduled meeting. In the absence of both the Chair and the Vice-Chair, the Board shall elect a Chairman pro tempore, who shall perform the functions of the Chair during the latter's absence. The Clerk/designee shall act as Board secretary.

The normal order of business will be modified for the annual meeting of the 501c3 by considering the following matters after the approval of the minutes of the previous meeting:

1. Welcome and introduction of newly-elected Board Members by the current Chair.
2. Swearing in of newly-elected trustees.
3. Call for nominations for Chairman to serve during the ensuing year.
4. Election of a Chair.
5. Assumption of office by the new Chair.

6. Call for nominations for Vice-Chairman to serve during the ensuing year.
7. Election of a Vice-Chair.
8. Election of a Clerk.
9. Election of a Treasurer.
10. Setting date and time for regular monthly board meetings.

Policies and Bylaws (corporation) shall continue from year to year until and unless the Board changes them.

The normal order of business will be modified for the annual District meeting held in July by considering the items listed above and the following matters after the approval of the minutes of the previous meeting:

1. Designation of the Head of Schools as the Administrator in charge
2. Designation of official publication
3. Designation of financial institution or institutions
 - a. Designated signatures for accounts
4. Designation of who has the right to transfer funds into and out school bank accounts.
 - a. Need to clarify difference between treasurer, if a board member, and what the business manager and Head of Schools can do.
5. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly.
6. Designation of bonding agency and amount on Business Manager
7. Designation of Property and Liability Insurance carriers.
8. Designation of Title IX officer.
9. Designation of employee drug testing agency.

Emergency Meetings

In the event of an emergency involving possible personal injury or property damage, immediate financial loss, or the likelihood of injury, damage or loss, the Board may meet immediately and take official action without prior notification when the notice requirements would make such notice impracticable, or increase the likelihood or severity of such injury, damage or loss, and the reason for the emergency is stated at the outset of the meeting.

Budget Meetings

No later than twenty-eight (28) days prior to the district's annual meeting, the Board shall have prepared a budget, in the form prescribed by the state superintendent of public instruction, and shall hold a public hearing. At such public hearing or at a special meeting held no later than fourteen (14) days after the public hearing, the Board shall adopt a budget for the ensuing year. Notice of the budget hearing shall be posted and published as prescribed in I.C. § 33-402. From the time noticed, a copy of the budget shall be available for public inspection during regular business hours.

Special Meetings

Special meetings may be called by the Chairperson or by any two (2) members of the trustees. If the time and place of special meetings has not been determined at a meeting of the Board with all members present, then written notice of a special meeting, stating the purpose of the meeting, shall be delivered to each trustee not less than twenty-four (24) hours prior to the time of the meeting. Such written notice shall be posted conspicuously at the school office. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Executive Sessions

Under Idaho law, upon a two-thirds (2/3's) vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specified legal authorization for holding an executive session. An executive session may be held for, and only for, the following purposes:

1. To consider hiring a public officer, employee, staff member or individual agent.
2. To consider the evaluation, dismissal or disciplining of, or to hear complaint or charges brought against, a public officer, employee, staff member or individual agent, or a student;
3. To acquire an interest in real property which is not owned by a public agency;
4. To consider records that are exempt from public disclosure;
5. To consider preliminary negotiations involving matters of trade or commerce
6. in which the Board is in competition with other governing bodies in other states or nations; To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;
7. To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;
8. By the commission of pardons and parole, as provided by law;
9. By the custody review board of the Idaho department of juvenile corrections, as provided by law;
10. To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement; or
11. To consider labor contract matters authorized under section 74-206A(1)(a) and (b), Idaho Code.

No executive session may be held for the purpose of taking any final action or making any final decision. If an executive session only will be held, a twenty-four (24) hour meeting and agenda notice shall include the date, time, place and items to be discussed.

Legal Reference: I.C. § 33-510 Annual meetings – Regular Meetings – Board of Trustees
I.C. § 33-514 Issuance of annual contracts – Support programs –
Categories of contracts – Optional placement
I.C. § 67-2343 Notice of Meetings
I.C. § 67-2345 Executive Sessions – When Authorized
I.C. § 67-2341 Open Public Meetings – Definitions
I.C. § 33-506 Organization and government of board of trustees

Policy History

Adopted on: July 2012

Revised on: September 14, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1242 School Board Meeting Procedure

Agenda

The agenda for any Board meeting shall be prepared by the Chairman of the Board and/or the Head of Schools. Items submitted by the Board Chair or at least two (2) board members must be placed on the agenda. Issues brought to the Board Chair by stakeholders may also be considered for inclusion on the agenda. Agenda suggestions brought by anyone other than a board member or the Head of Schools must be received by the Chairman of the Board and/or the Secretary at least 10 working days prior to the Board meeting, unless of immediate importance. The Head of Schools, Board Chair, Secretary, and/or Clerk will review proposed suggestions for the agenda. Individuals who wish to be placed on the Board meeting agenda must also notify the Chairman of the Board and/or the Head of Schools, in writing, of the request. The request must include the reason for the appearance. Stakeholders wishing to make brief comments about items not on the agenda need not request placement on the agenda, and may ask for recognition by the Chair at the appropriate time. Such comments shall not include personnel or student personnel issues. The Board Chair will set the final agenda.

Regular Meetings - A forty-eight (48) hour agenda notice shall be required in advance of each regular meeting, however, additional agenda items may be added after completion of the agenda up to and including the hour of the meeting. The agenda may be amended within forty-eight (48) hours as long as there is a motion made at board meeting that states the good faith reason the new item was not on the original agenda. Notices and agendas must be posted in a prominent place at Xavier Charter School. All meeting notices and agendas must be posted on the Xavier Charter School website.

Special Meetings – Special meetings require a twenty-four (24) hour meeting and agenda notice. All meeting notices and agendas must be posted on the Xavier Charter School website.

Order of Business

Upon consent of the majority of the members present, the order of business at any meeting may be changed.

Consent Agenda

To expedite business at a Board meeting, the Board may approve the use of a consent agenda, which includes those items considered to be routine in nature. Any item, which appears on the consent agenda, may be removed by a member of the Board. It is strongly suggested that any Board member who wishes to remove an item from the consent agenda give advance notice in a timely manner to the Chairman of the Board and/or the Head of Schools. The remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.

Action Items

All agenda items that require a vote shall be identified on the agenda as such. Final action may not be taken on agenda item added after the start of a meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the Board minutes.

Minutes

The Secretary and/or Clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the Secretary and/or Clerk. The minutes shall include:

- The date, time and place of the meeting;
- The presiding officer;
- Board members recorded as absent or present;
- All motions, resolutions, orders, or ordinances proposed and their disposition;
- The results of all votes, and upon the request of a member, the vote of each member, by name;
- Legal basis for recessing into executive session; and
- Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the Secretary and/or Clerk to record the discussion verbatim. Unofficial minutes shall be delivered to Board members in advance of the next regularly scheduled meeting of the Board. Minutes need not be read publicly, provided that members have had an opportunity to review them before adoption. A file of permanent minutes of Board meetings shall be maintained in Xavier Charter School's main office, to be made available within a reasonable period of time after a meeting for inspection upon the request.

Quorum

No business shall be transacted at any meeting of the Board unless a quorum of the members is present. A majority of the full membership of the Board shall constitute a quorum. A majority of the quorum may pass a resolution.

Meeting Conduct and Order of Business

General rules of parliamentary procedure are used for every Board meeting. Robert's Rules of Order may be used as a guide at any meeting. The order of business shall be reflected on the agenda. The use of proxy votes shall not be permitted. Voting rights are reserved to those trustees in attendance. Voting shall be by acclamation or show of hands. The Chair is a member of the voting body, and he or she has exactly the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions. In meetings of a small board (where there are not more than about a dozen board members present), the presiding officer may exercise these rights and privileges as fully as any other member. When a tie vote results, the motion fails.

Legal Reference:	I.C. § 67-2343	Notice of Meetings
	I.C. § 67-2344	Written Minutes of Meetings
	I.C. § 33-510	Annual meetings – Regular meetings – Boards of trustees

Policy History:

Adopted on: July 19, 2012

Revised on: July 13, 2016; October 12, 2016; November 15, 2018

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1252 Administrative Procedures

The Head of Schools shall develop such administrative procedures as are necessary to ensure consistent implementation of policies adopted by the Board. When a written procedure is developed, the Head of Schools shall submit it to the Board as an information item. Such procedures need not be approved by the Board, though they may be revised when it appears that they are not consistent with the Board's intentions as expressed in its policies. On controversial topics, the Head of Schools may request prior Board approval.

Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1255 Authorization of Signatures

For the conduct of the business of Xavier Charter School, the Board may grant authority to specific staff to sign certain documents on behalf of the School.

Checks

The Head of Schools is designated as the custodian of each school building activity fund. The Director of Food Services is designated as the custodian of the Food Service Funds. The Head of Schools is designated as the custodian of all Xavier Charter School petty cash accounts. The Business Manager has oversight and accounting procedure oversight for all general account district funds, federal funds, and fiduciary accounts of Xavier Charter School. Except for the ASB funds which will be under the direction of the Head of Schools.

Contracts for Goods and Services and Leases

The Head of Schools is authorized to sign on behalf of the Board, contracts, leases, and/or contracts for goods and services for amounts under \$5,000 without prior approval of the Board with the exception of contracts that obligate Xavier Charter School for more than twelve (12) consecutive months. The types of goods and services contracted for must be pre-approved and included in the annual approved budget by the Board. All contracts that obligate Xavier Charter School for more than twelve (12) months shall be approved by the Board.

Personnel Contracts

The Board Chair is authorized to sign personnel contracts and agreements of employment on behalf of the Board.

Negotiated Agreements

Negotiated agreements shall be signed for Xavier Charter School by the Board Chair, and/or Head of Schools.

Policy History:

Adopted on: September 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1282 Conflict of Interest

A director may not:

1. Use the director's official power to further the director's own interests;
2. Have a pecuniary interest directly or indirectly (except a remote interest) in any contract or other transaction pertaining to the maintenance or conduct of Xavier Charter School. A "remote interest" means:
 - A. the director is a non-salaried employee of a nonprofit corporation; or
 - B. the director is an employee or agent of a contracting party where the compensation of the director as an employee or agent consists entirely of fixed wages or salary; or
 - C. the director is a landlord or tenant of a contracting party; or
 - D. the director is a holder of less than one percent (1%) of the shares of a corporation or cooperative a contracting party; AND
 - E. the director discloses such remote interest to the Board of Directors.
3. Accept any reward or compensation for services rendered as a director except as expressly provided by law;
4. Accept and award contracts involving Xavier Charter School to businesses in which a director or person related to him by blood or marriage within the second degree has a direct or indirect interest except when the procedures set forth in §§ 18- 1361 or 1861A are followed;
5. Be involved in the election of a relative related by affinity or consanguinity within the second degree and shall be absent from the meeting while such employment is being considered and/or determined;
6. Enter into a contract in the director's individual capacity, the effect of which is to create a personal interest which may conflict with the officer's public duty;
7. Accept a bribe in the way for money, a promise, gift or any other form of personal advantage engage in a substantial financial transaction for the director's private business purpose with a person whom the director inspects or supervises in the course of official duties;
8. Be a purchaser or vendor at any sale or purchase made by the director in the director's official capacity;
9. Use public funds or property to obtain a pecuniary benefit for himself;

10. Solicit, accept or receive a pecuniary benefit as payment for services, advice, assistance or conduct customarily exercised in the course of the director's official business;

11. Use or disclose confidential information gained in the course of or by reason of the director's official position or activities in any manner with the intent to obtain a pecuniary benefit for the director or any other person or entity in whose welfare the director is interested or with the intent to harm Xavier Charter School;

12. Appoint or vote for the appointment of any person related to him by blood or marriage within the second degree to any clerkship, office, position, employment or duty, when the salary, wages, pay or compensation of such appointee is to be paid out of public funds or fees of office, or appointment or furnish employment to any person whose salary, wages, pay or compensation is to be paid out of public funds or fees of office, and who is related by either blood or marriage within the second degree to any other public servant making or voting for such appointment. Relation by blood within the second degree includes grandparents and grandchildren. Laterally, it includes brothers and sisters.

Legal Reference:	I.C. § 33-507	Limitation upon authority of directors
	I.C. § 18-1359	Use public position for personal gain
	I.C. § 18-1361	Self-Interest Contracts - Exception
	I.C. § 18-1361A	Non-compensated Appointed Public Servant – Relative of Public Servant -- Exceptions
	I.C. § 59-201	Officers not to be interested in contracts
	I.C. § 59-202	Officers not to be interested in sales

Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1284 Management Rights

Except where limited or restricted by a collective bargaining agreement, the Board retains the right to operate and manage its affairs in such areas as but not limited to:

1. Establish the school calendar;
2. Determine the procedures to use in handling public complaints about employees;
3. Direct non-teaching duties and responsibilities of teachers;
4. Procedure for conducting teacher evaluations;
5. When and under what circumstances a certificated employee will be placed on probation;
6. Contract notification dates;
7. Extra-curricular assignments;
8. Personnel files;
9. Direct, employ, dismiss, promote, transfer, assign, and retain employees;
10. Relieve employees from duties because of lack of work or funds under conditions where continuation of such work would be inefficient and non-productive;
11. Maintain the efficiency of Xavier Charter School operations;
12. Determine the methods, means, job classifications, and personnel by which Xavier Charter School operations are to be conducted;
13. Take whatever actions may be necessary to carry out the missions of Xavier Charter School in situations of emergency;
14. Establish the methods and processes by which work is performed. The Board reserves all other rights, statutory and inherent as provided by state law. The Board also reserves the right to delegate authority to the Head of Schools for the on-going direction of all Xavier Charter School programs.

Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1285 Evaluation of the Board

Once each school year, the Board may evaluate its own performance in terms of generally accepted principles of successful Board operations. The Board may choose to evaluate the effectiveness of the processes that it employs in carrying out the responsibilities of Xavier Charter School. Those processes include, but are not limited to: team building, decision making, functions planning, communications, motivation, influence and policy.

Policy History:

Adopted on: September 2012

Revised on: September 14, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1288 Board Staff Communications

Every reasonable means of communication is encouraged throughout the education community. Nevertheless, an organization must maintain some order and structure to promote efficient and effective communications.

Staff Communications to the Board

All official communications or reports to the Board from the Head of Schools, Lead Teachers, supervisors, teachers, or other staff members shall be submitted through the Head of Schools. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Head of School shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff

All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Head of School. The Head of School will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Visits to Schools

Directors should make a point to visit Xavier Charter School not less than once each month to examine its condition and needs. Individual Board members interested in visiting Xavier Charter School should, out of courtesy, make arrangements for visitations through the Head of School. Such visits shall be regarded as informal expressions of interest in Xavier Charter School affairs and not as "inspections" or visits for supervisory or administrative purposes.

Social Interaction

Staff and Board members share a keen interest in Xavier Charter School and education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, innovations and general Xavier Charter School problems can be anticipated.

Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1292 Board Members Expenses

Expenses for Board Members - In-School

A director shall not receive remuneration for service as a director. However, each director shall be compensated for actual expenses incurred for travel to, from, and attending meetings of the board as provided herein. Reimbursement may be paid as the travel is assumed or may accumulate until the end of the fiscal year, at the discretion of the director.

Expenses for Board Members at Out-of-School Meetings

Directors normally attend workshops, training institutes, and conferences at both the state and national level. It is appropriate that director expenditures at these out-of-school meetings be paid by Xavier Charter School from the general fund as pre-approved by the Board of Directors. It is the intent of Xavier Charter School to pay all legitimate costs for directors to attend out-of-school meetings, at the established rates for reimbursement set by Xavier Charter School:

1. Transportation as approved by the Board.
2. On-site transportation during the course of the meeting, i.e., bus, taxi, or rental car.
3. Hotel or motel costs for director, as necessary.
4. Food costs as necessary.
5. Telephone services shall be provided for necessary communications with business or family, resulting from the director being away from home.
6. Incidental expenditures for tips and other necessary costs attributable to the director's attendance at the meeting. Xavier Charter School will not reimburse or pay for such items as liquor, expenses of a spouse, separate entertainment, or other unnecessary expenditures.

Legal Reference: I.C. § 33-506 Organization and government of board of trustees
I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds
XCS Bylaws 4.7

Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1294 Board Member Insurance

Xavier Charter School shall maintain sufficient insurance to protect the Board and its individual members against liability arising from actions of the Board or its individual members while each is acting on behalf of Xavier Charter School and within the Director's authority.

Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1315 Continuous Improvement Planning

Each year, the Board of Directors shall create a collaborative continuous improvement plan designed to improve student achievement at Xavier Charter School, assess and prioritize needs, and measure outcomes.

The Board shall work with the Head of Schools to engage students, parents, teachers, and community members as appropriate in the continuous improvement planning process.

The plan shall:

- Be data driven, specifically in student outcomes, and shall include, but not be limited to analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
- Set clear and measurable targets based on student outcomes;
- Include a clearly developed and articulated vision and mission; and
- Include key indicators for monitoring performance; and
- Include a report of progress toward the previous year's improvement goals.

Multiple measures shall be used to determine student readiness and improvement. At a minimum, the Board shall set a benchmark for each of the following metrics:

1. **Career and College Readiness:** The number and percentage of students meeting the college ready benchmark in mathematics and English Language Arts on a state recognized college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college readiness benchmark.
2. **High School Readiness:** The number and percentage of students meeting proficient or advanced on the 8th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
3. **7th Grade Readiness:** The number and percentage of students meeting proficient or advanced on the 6th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
4. **4th Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 3rd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
5. **3rd Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 2nd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

6. **2nd Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 1st grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
7. **1st Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring kindergarten statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

The Board may engage in continuous improvement planning training to assist in the process and the development of the plan. Qualified continuous improvement planning training may be reimbursable by the State through the process outlined in Idaho State Board of Education rule.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board’s annual evaluation of the Head of Schools.

The continuous improvement plan shall be made available to the public by being posted on Xavier Charter School’s website. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

Each year, the Board will formulate annual objectives for Xavier Charter School and have available a written comprehensive philosophy of education with goals which reflect Xavier Charter School’s philosophy of education. The philosophy of education and goals shall be in writing and shall be available to the staff and to the public.

Cross Reference: 1645 Board Development Opportunities
 4130 Public Access to Charter School Website

Legal Reference: I.C. § 33-320 Continuous Improvement Plans and Training
 IDAPA 08.02.01.801 Planning and Training

Policy History:

Adopted on: July 21, 2014

Revised on: July 19, 2015; October 12, 2016; February 8, 2017

Xavier Charter School

BOARD OF DIRECTORS

Policy: 1645 Board Development Opportunities

Xavier Charter School Board of Directors realizes that proper board training is important. Decisions about school policy, personnel, finance, curriculum, and communications can be overwhelming and may require training. Training Directors to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making. There needs to be strong leadership among Directors demonstrated by teamwork, effective communication, problem-solving skills and positive relationships between the Board and the Head of Schools.

The Board places a high priority on the importance of a planned and continuing program of in-service education for its Directors. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall plan specific in-service activities designed to assist Board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of Xavier Charter School; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Qualified training in continuous improvement planning, finance, administrator evaluation, ethics, and governance may be reimbursable by the State through the process outlined in Idaho-State Board of Education rule. Individual Directors shall be reimbursed for out-of-pocket expenses, as prescribed in Policy 1292 Board Members Expenses, incurred through participation in approved activities.

The Board shall retain the authority to approve or disapprove the participation of Directors in planned activities. The public shall be kept informed about the Board's continuing in-service education and about the programs anticipated for short-and long-range benefits to our schools.

The Board regards the following as examples of activities and services appropriate for implementing this policy:

1. Participation in school board conferences, workshops, and conventions held by the state and national school boards associations;
2. District-sponsored training sessions for Board members; and
3. Subscriptions to publications addressed to the concerns of Directors.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. A calendar of school board conferences, conventions, and workshops shall be maintained by the Head of Schools. The Board will periodically decide which meetings appear to be

most promising in terms of producing direct and indirect benefits to Xavier Charter School;

2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting;
3. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Directors are encouraged to attend workshops presented by the state and national school boards associations.

Cross Reference: 1315 District Planning

Legal Reference: I.C. § 33-320 Continuous Improvement Plans and Training
IDAPA 08.02.01.801 Planning and Training

Policy History:

Adopted on: August 20, 2015

Revised on: September 14, 2016