



## Xavier Charter School Policy Manual

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## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1005    Legal Status and Operation**

The Board of Directors of Xavier Charter School is the governing authority of Xavier Charter School, designated, elected, or appointed to plan and direct all aspects of the Charter School's operations independently from the existing traditional school district structure and consistent with the Charter School's Articles of Incorporation, Bylaws, Charter, and Performance Certificate. Therefore, the Board shall establish and oversee a thorough system of education in which all students achieve their individual and collective learning needs.

Xavier Charter School, in its capacity as a nonprofit corporation, may sue and be sued and may acquire, hold, and convey real and personal property necessary to its establishment, extension, and existence. The Board of Directors, operating as a nonprofit corporation, may borrow money to finance the purchase or lease of building facilities, equipment, and furnishings and to use the facility, its equipment and furnishings as collateral for a loan.

The Articles of Incorporation ("Articles") and Bylaws define the organization of the Board and the manner of conducting its official business. The Board's operating policies are those that the Board adopts from time to time to facilitate the performance of its responsibilities.

Xavier Charter School, as a non-profit organization, shall have no "members." Any action which would otherwise require approval of members shall require only approval of the Board. All rights, which would otherwise vest in members under the Idaho Nonprofit Corporation Act, shall vest in the Board.

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<b>Legal References</b>	<b>Description</b>
IC§ 30-30-205	Idaho Nonprofit Corporation Act – Organization of Corporation
IC§ 30-30-206	Idaho Nonprofit Corporation Act – Bylaws
IC§ 30-30-403	Idaho Nonprofit Corporation Act – Members – No Requirement of Members and Duties of the Board
IC§ 33-5203	Idaho School Bond Guaranty Act – Definitions
IC§ 33-5204	Nonprofit Corporation – Liability – Insurance

## **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 and/or designee 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 and/or designee (Administrator) represents the Board of Directors of Xavier Charter School as the liaison between the Board and Xavier Charter School.
- The Head of Schools and/or designee 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; September 15, 2022

Reviewed on: October 17, 2019

## **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 and/or designee for detailed study as needed prior to Board action on the proposal. The Board encourages the Head of Schools and/or designee 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 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 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 will be reviewed on a rotating schedule with all policies reviewed at least every three years by the Board.

### Policy Manuals

The Head of Schools and/or designee 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 References:** 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; October 17, 2019

Revised on: September 15, 2022

## **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 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; October 17, 2019

Revised on: December 9, 2015; September 15, 2022

## **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 and/or designee 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 and/or designee 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 member 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; September 15, 2022

Reviewed on: October 17, 2019



## **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; October 17, 2019

Revised on: September 15, 2022

## **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; October 17, 2019

Revised on: September 15, 2022

## **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 10 days after the Director has notice of his/her election or appointment, or within 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 oath. Refer to policy 1283.

#### Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016; October 17, 2019

Revised on: September 15, 2022

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1233    Officers and Duties**

The Board Officers of the Corporation include the Chair, Vice Chair, 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 Chair. 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 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.

#### Chair

The Chair 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 Chair Board shall preside at all meetings of the Board. The Chair 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 Chair

In the absence or disability of the Chair of the Board, the Vice Chair will perform all the duties of the Chair of the Board and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the Chair of the Board. The Vice Chair 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 Schools' and/or designee'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' and/or designee's 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 be 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

If the Board of Directors so chooses, a clerk may be hired/assigned to assist the secretary. The clerk shall have such duties as prescribed by the Board and the Head of Schools and/or designee. The clerk 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.

<b>Legal References:</b>	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
	I.C. § 30-30-621	Idaho Nonprofit Corporation Act - Directors and Officers - Required Officers
	I.C. § 30-30-622	Idaho Nonprofit Corporation Act - Directors and Officers - Duties and Authority of Officers
	I.C. § 30-30-625	Idaho Nonprofit Corporation Act - Directors and Officers - Officers' Authority to Execute Documents
	XCS Bylaws 6.1, 6.2, 6.4	

Policy History:

Adopted on: July 19, 2012

Reviewed on: August 10, 2016; October 17, 2019

Revised on: September 15, 2022

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1240    Board Meetings**

##### Meeting Defined

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 501(c)3 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 501(c)3 Board shall elect from among its members a Chair and a Vice-Chair to serve one-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 Chair 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 501(c)3 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 Directors.

3. Call for nominations for Chair 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-Chair 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 28 days prior to the district's annual meeting, unless otherwise specified in the Articles or Bylaws, 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 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

Unless the Articles or Bylaws provide otherwise, the Board Chair, or 20% percent of the Directors may call and give notice of a special meeting. 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 Director not less than 24 hours prior to the time of the meeting. Such written notice shall be posted conspicuously at Xavier Charter School Office. Business transacted at a special meeting will be limited to that stated in the notice of the meeting.

Pursuant to Idaho Code, upon a two-thirds roll call vote recorded in the minutes of the meeting, the Board may hold an executive session after the Board Chair has expressly identified the specific legal authorization for holding an executive session and provided sufficient detail to identify the general purpose and topic of the executive session. However, the information provided shall not compromise the purpose of going into an executive session. Only in the event that Board vacancies, and not absences, prevent a two-thirds majority from being present, a simple majority vote to enter executive session may be called.

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 wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. Please note this does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general.
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 exempt from public disclosure.
5. To consider preliminary negotiations involving matters of trade or commerce in which the Board is in competition with other governing bodies in other states or nations.
6. To communicate with legal counsel and to discuss any legal ramifications and/or legal options for pending litigation or possible legal controversies not yet being litigated. The presence of legal counsel at executive session is not sufficient to satisfy this requirement.
7. To communicate with a representative of the district's risk management or insurance provider to discuss a pending claim or prevention of a possible claim to be filed. The presence of a risk management or insurance provider at executive session is not sufficient to satisfy this requirement.

No action may be held for the purpose of taking any final action or making any final decisions except for making a determination to place a certified professional employee on probation or taking action on a student disciplinary hearing.

If only an executive session will be held, a 24 hour meeting and agenda notice shall include the date, time, place, items to be discussed, and the specific provision of law authorizing the executive session. The Board will not change the subject within the executive session to any not identified within the motion to enter executive session or to any topic for which an executive session is not provided.

<b>Legal References:</b>	I.C. § 33-205	Denial of Student Attendance
	I.C. § 30-30-612	Idaho Nonprofit Corporation Act – Directors and Officers - Regular and Special Meetings
	I.C. § 30-30-614	Idaho Nonprofit Corporation Act – Directors and Officers - Call and Notice of Meetings
	I.C. § 33-1273	Teachers – School Districts – Professional Employees - Negotiations
	I.C. § 33-5204(2)(d)	Nonprofit Corporation - Liability-Insurance-Public Meeting Law Applicable to Public Charter Schools
	I.C. § 74-202	Open Meetings Law - Open Public Meetings – Definitions
	I.C. § 74-203	Open Meetings Law - Governing Bodies— Requirement for Open Public Meetings
	I.C. § 74-204	Open Meetings Law - Notice of Meetings - Agendas
	I.C. § 74-205	Open Meetings Law - Written Minutes of Meetings
	I.C. § 74-206	Open Meetings Law - Executive Sessions – When Authorized

#### Policy History

Adopted on: July 2012

Revised on: September 14, 2016; November 21, 2019; November 15, 2021; September 15, 2022

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1242 School Board Meeting Procedure**

##### Agenda

The agenda for any Board meeting shall be prepared by the Chair of the Board and/or the Head of Schools. Items submitted by the Board Chair or at least two 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 Chair 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 Chair 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 48 hour agenda notice shall be required in advance of each regular meeting. 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 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. All meeting notices and agendas must be posted on the Xavier Charter School website.

##### Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

**Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

**Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is proposed after an agenda has been posted and

less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda stating the good faith reason the new items were not included in the original agenda notice.

**Amending the Agenda After the Start of a Meeting:** An agenda may be amended after the start of a meeting upon the motion to amend is adopted by the governing body and states the good faith reason the agenda item was not included in the original agenda posting. Final action may not be taken on an agenda item added after the start of the meeting unless an emergency is declared necessitating action at that meeting. The declaration and justification shall be reflected in the minutes.

### 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 Chair 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 Secretary and/or Clerk. The minutes shall include:

1. The date, time and place of the meeting;
2. The presiding officer;
3. Board members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;

5. The results of all votes, and upon the request of a member, the vote of each member, by name;
6. Legal basis for recessing into executive session; and
7. 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 Directors 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 References:** I.C. § 74-204 Notice of Meetings  
I.C. § 74-205 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; May 21, 2020;  
September 15, 2022

Reviewed on: October 17, 2019

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1252    Administrative Procedures**

The Head of Schools and/or designee 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 and/or designee 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 and/or designee may request prior Board approval.

#### Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016; October 17, 2019

Revised on: September 15, 2022

## **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 and/or designee 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 and/or designee 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 and/or designee.

##### Contracts for Goods and Services and Leases

The Head of Schools and/or designee 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 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 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 the Head of Schools.

**Legal References:** I.C. § 33-701    Fiscal Year – Payment and Accounting of Funds



Policy History:

Adopted on: September 2012

Reviewed on: August 10, 2016

Revised on: November 21, 2019; May 21, 2020; September 15, 2022

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1282    Board Member 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 of the shares of a corporation or cooperative a contracting party; AND
  - E. the Director discloses such remote interest to the Board of Directors. The Director may not, under any circumstances, be employed by Xavier Charter School.
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 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. Enter into or execute any contract with a person related by blood or marriage within the second degree to a Director, the terms of which require the payment or delivery of any public charter school funds, moneys, or property to such spouse, except as provided in Idaho Code § 18-1361 and 18-1361A;
6. Employ a person related by blood or marriage within the second degree to a Director when such employment requires or will require the payment or delivery of any Xavier Charter School funds, money, or property to a person related by blood or marriage within the second degree except when the procedures set forth in I. C. § 33-5204(5)(c) are followed;
7. Be involved in the election of a relative related by blood or marriage within the second degree and shall be absent from the meeting while such employment is being considered and/or determined;

8. Vote on any decision affecting the compensation, benefits, individual performance evaluation or disciplinary action related to a Director by blood or marriage within the second degree;
9. 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;
10. Be a purchaser or vendor at any sale or purchase made by the Director in the Director's official capacity;
11. Use public funds or property to obtain a pecuniary benefit for himself;
12. 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;
13. 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;
14. Appoint or vote for the appointment of any person related to him or her 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 appoint 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 blood or marriage within the second degree to any other public servant making or voting for such appointment.

<b>Legal References:</b>	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. § 33-5204	Nonprofit Corporation – Liability – Insurance
	I.C. § 33-5204A	Applicability of Professional Codes and Standards - Limitations upon Authority
	I.C. § 33-5206	Requirements and Prohibitions of a Public Charter School
	I.C. § 74-501	Officers Not to be Interested in Contracts
	I.C. § 74-502	Remote Interests
	I.C. § 74-503	Officers Not to be Interested in Sales

**Policy History:**

Adopted on: July 2012

Reviewed on: August 10, 2016

Revised on: December 19, 2019; May 19, 2022; September 15, 2022

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1283    Code of Ethics for Xavier Charter School Board**

As a member of the Xavier Charter School Board, I will strive to improve student achievement in public education, and to that end I will:

1. Attend all regularly scheduled Board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;
2. Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;
3. Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
4. Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action unless so authorized by official Board action;
5. Recognize that decisions are made by a majority vote and the outcome should be supported by all Board members;
6. Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Head of Schools;
7. Be open, fair and honest – no hidden agendas, and respect the right of other Board members to have opinions and ideas which differ from mine;
8. Recognize that the Head of Schools is the Board's advisor and should be present at all meetings, except where the Head of Schools is the subject matter, or where the Head of School's presence is a conflict of interest.
9. Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a concern ever rise to the attention of the Board as a hearings panel;
10. Keep abreast of important developments in educational trends, research and practices by individual study and through participation in programs providing such information;
11. Respect the right of the public to be informed about district decisions and school operations;
12. Understand that I will receive information that is confidential and cannot be shared;

13. Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as district staff, while insisting on regular and impartial evaluation of all staff;
14. Present personal criticism of district operations to the Head of Schools, not to district staff or to a Board meeting;
15. Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and
16. Remember always that my first and greatest concern must be the educational welfare of the students attending Xavier Charter School.

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Policy History:

Adopted on: May 19, 2022

Revised on:

Reviewed on: September 15, 2022

## **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 and/or designee for the on-going direction of all Xavier Charter School programs.

**Cross Reference:**    6100                      Head of Schools

<b>Legal References:</b>	I.C. § 33-514	Issuance of Annual Contracts – Supports Programs – Categories of Contracts – Optional Placement
	I.C. § 33-514(2)(a)	Issuance of Limited Contract – Category 1 Contract
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-515A	Supplemental Contracts
	I.C. § 33-518	Employee Personnel Files

Policy History:

Adopted on: July 2012

Reviewed on: August 10, 2016; October 17, 2019

Revised on: June 18, 2020; September 15, 2022

## **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

Reviewed on: October 17, 2019; September 15, 2022



## **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 and/or designee. This shall not deny any staff member's right to appeal to the Board from administrative decisions, provided that the Head of Schools and/or designee 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 Schools and/or designee. The Head of School and/or designee 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 and may 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 Schools and/or designee. 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; October 17, 2019

Revised on: September 15, 2022



## **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; October 17, 2019; September 15, 2022

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1313    Conflicting Policies and Procedures**

If any of the policies adopted by the Board of Directors conflict with one another, the policy adopted, revised, or reviewed most recently shall be the policy in effect.

If any procedures promulgated by the Head of Schools as described in Policy 1310 conflict with one another, the procedure that was promulgated adopted, revised, or reviewed most recently shall be the procedure in effect.

If any policy and procedure conflict with one another, the policy shall override the procedure.

<b>Cross Reference</b>	<b>Description</b>
1310	Administrative Procedures

#### Policy History

Adopted on: May 16, 2019

Reviewed on: October 17, 2019; September 15, 2022

Revised on: July 17, 2025

## **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. Xavier Charter School may choose to use its charter performance certificate in lieu of a separate Continuous Improvement Plan.

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

The plan shall:

1. 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;
2. Set clear and measurable targets based on student outcomes;
3. Include a clearly developed articulated vision and mission;
4. Include key indicators for monitoring performance;
5. Include student literacy and proficiency goals and targets, and specify measures of progress toward those outcomes;
6. Include, as applicable to the grade ranges served, trajectory growth targets toward literacy proficiency;
7. Include, as applicable to the grade ranges served, college and career advising and mentoring goals and how progress toward those outcomes will be measured;
8. Include the individual staff performance on each of the performance criteria defined in 33-1001, Idaho Code, including measurable student achievement and student success indicator targets and the percentage of students meeting those targets. Data will be aggregated by grade range, subject, or performance indicator as determined by Idaho's Commission for Education Excellence through the office of the State Board of Education;
9. Include, at a minimum, the student achievement and growth metrics for the state accountability framework; and
10. 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 percentage of students meeting the four-year cohort graduation rate. The Board may also set a benchmark for the five-year cohort graduation rate and the percentage of students who meet the college ready benchmark on the college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college and career ready performance metric.
2. **College and Career Advising:** The percentage of students meeting the district's chosen performance metric for college and career advising. Improvement shall be measured by year over year growth in percentage of students meeting the performance metric.
3. **High School Readiness:** The percentage of students meeting proficient or advanced on the grade 8 Idaho Standards Achievement Test in mathematics and English language arts as well as percentage of students who make adequate growth on the grade 8 Idaho Standards Achievement Test in mathematics and English language arts. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced making adequate growth.
4. **Grade 7 Readiness:** The percentage of students meeting proficient or advanced on the grade 6 Idaho Standards Achievement Test in mathematics and English language arts as well as percentage of students who make adequate growth on the grade 6 Idaho Standards Achievement Test in mathematics and English language arts. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced and making adequate growth.
5. **Grade 5 Reading Readiness:** The percentage of students meeting proficient or advanced on the grade 4 Idaho Standards Achievement Test in English language arts as well as the percentage of students who make adequate growth on the grade 4 Idaho Standards Achievement Test in English language arts. Improvement shall be measured by year over

year growth in the percentage of students scoring proficient or advanced and making adequate growth.

6. **Grade 4 Reading Readiness:** The percentage of students reading at grade level on the grade 3 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
7. **Grade 3 Reading Readiness:** The percentage of students reading at grade level on the grade 2 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
8. **Grade 2 Reading Readiness:** The percentage of students reading at grade level on the grade 1 spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
9. **Grade 1 Reading Readiness:** The percentage of students reading at grade level on the kindergarten spring Idaho Reading Indicator. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
10. **Staff Performance:** The percentage of students taught by staff the indicated grade/grade band and subject group that meet measurable student achievement targets or success indicators on the assessment tool used for evaluation.

The Board may use the following assessment tools for measuring student achievement:

1. Idaho Standards Achievement Test (ISAT), including interim ISAT assessments;
2. Student learning objectives;
3. Teacher-constructed assessments of student growth;
4. Pre and post tests, including district-adopted tests;
5. Performance-based assessments;
6. Idaho Reading Indicator, which is a required assessment tool for applicable staff;



7. College entrance exams or preliminary college entrance exams such as PSAT, SAT, PACT, and ACT;
8. Advanced placement exams;
9. Career technical exams;
10. The number of business or industry certificates or credentials earned by students in an approved career technical education program;
11. The number of students completing career technical education capstone courses;
12. The number of students enrolled in career technical education courses that are part of a program that culminates with business or industry certificates or credentials.

The Board may use the following for measuring student success indicators:

1. Quantifiable goals stated in a student's 504 plan or individualized education plan;
2. Quantifiable goals stated in a student's behavior improvement plan;
3. School- or district-identified measurable student objectives for a specified student group or population;
4. The percentage of students who create student learning plans in grade 8 or who annually update their student learning plans thereafter;
5. The percentage of students who satisfactorily complete one or more Advanced Opportunities options as identified in I.C. 33-4602 or who earn business or industry certificates or credentials. This indicator shall be one of the required indicators for applicable staff.

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 and/or designee.

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, posted, and submitted to the Office of the Board of Education 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.

<b>Cross References:</b>	1645	Board Development Opportunities
	4130	Public Access to Charter School Website
<b>Legal References:</b>	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; September 15, 2022;  
June 10, 2024

Reviewed on: October 17, 2019, March 11, 2025

## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1405 School Board Use of Email, Social Media, and District-Provided Electronic Devices**

Use of electronic mail (e-mail) by members of the Board will conform to the same standards of judgment, propriety, and ethics as other forms of school board-related communication. Board members will comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board will not use e-mail, communications via social media, or other electronic communications as a substitute for deliberations or voting at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business (regardless of whether sent or received on a school owned computer or personally owned computer) may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law. Additionally, if a Board Member is utilizing a school-owned technology device for personal purposes, such communications may also be subject to production in a public records request.
3. Board members will note that individual postings made to social media sites should be considered carefully in light of how they would reflect on the poster, the Board of Directors, and the district. Opinions expressed by staff on a social networking website have the potential to be disseminated far beyond the speaker's desire or intention, and could undermine the public perception of fitness of the individual to serve students' interests. Individual Board member postings are an act of the individual and are not an act of the Board.
4. Board members will comply with the same standards as school employees with regard to confidential information and security measures taken when sending it electronically.
5. Board members shall refrain from downloading or using the TikTok app or visiting the TikTok website on any district-provided device or while connected to the district's network. If TikTok has already been downloaded onto a device issued to a Board member by the district, the Board member shall delete the app or seek district assistance in deleting it.

Directors shall not use district-provided email or social media for personal purposes.

**Any use of a district-provided electronic device by a Board director must be:**

- 1. In support of education and/or research, and in furtherance of the district's stated educational goals; or**
- 2. For a legitimate school business purpose.**

Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

**Cross References:**                    5325    Employee Use of Social Media Sites, Including Personal Sites  
   5330    Employee Email and Online Services Usage

**Legal References:**                    I.C. § 9-337                    Public Writings *et. seq.*  
   I.C. § 18-6726                TikTok Use by State Employees on a State-Issued Device Prohibited  
   I.C. § 67-2341(2)            Open Public Meetings – Definitions  
   Idaho Executive Order 2022-06  
   Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners 144 Idaho 259 (2007).

Policy History:

Adopted on: June 10, 2023

Revised on:

Reviewed on:

## Xavier Charter School

### ORGANIZATIONAL PLAN

#### Procedure: 1500-P(1) Board Meetings

##### Agenda

The agenda for any Board meeting shall be prepared by the Head of Schools and Board Chair. Items submitted by the Board Chair or at least two Board Members shall be placed on the agenda. The clerk, administration, or patrons of the School may also suggest inclusions on the agenda. Such suggestions must be received by the Head of Schools at least 10 days before the Board meeting, unless of immediate importance. Individuals who wish to address the Board must also notify the Head of Schools, in writing, of the request. The request must include the reason for the appearance. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and must follow the procedure established for public input at Board meetings.

##### Regular Meeting Agendas

A 48 hour agenda notice shall be required in advance of each regular meeting. Notices and agendas must be posted in a prominent place at the principal office of the School or, if no such office exists, at the building where the meeting is to be held. All meeting notices and agendas must be posted on the School website.

##### Special Meeting Agendas

Special meetings require a 24 hour meeting and agenda notice. The agenda notice shall include at a minimum the meeting date, time, and place. The Board secretary or his or her designee shall maintain a list of the news media requesting notification of meetings and shall make a good faith effort to provide advance notification to them of the time and place of each meeting. All meeting notices and agendas must be posted on the School website.

##### Amending Agendas

An agenda may be amended provided that a good faith effort is made to include, in the original agenda notice, all items known to be probable items of discussion.

**Amending the Agenda More than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is made after an agenda has been posted but 48 hours or more prior to the start of a regular meeting, or 24 hours or more prior to the start of a special meeting, then the agenda is amended upon the posting of the amended agenda.

**Amending the Agenda Less than 48 Hours Before a Regular Meeting or 24 Hours Before a Special Meeting:** If an amendment to an agenda is proposed after an agenda has been posted and less than 48 hours prior to a regular meeting or less than 24 hours prior to a special meeting but

prior to the start of the meeting, the proposed amended agenda shall be posted but shall not become effective until a motion is made at the meeting and the Board votes to amend the agenda.

**Amending the Agenda After the Start of a Meeting:** An agenda may be amended after the start of a meeting upon a motion that states the reason for the amendment and states the good faith reason the agenda item was not included in the original agenda posting.

### Negotiation Meeting Notices

Notice of all negotiation sessions between the School and the local education organization shall be posted at the earliest time practicable on the front page of the School's website. Additionally, if time permits, the School shall post notice of the negotiation sessions within 24 hours at the same physical locations the School uses for posting its regular meetings. Model Charter School Manual ISBA Policy Management Console.

### Order of Business

The order of business will be determined by the Board Chair and Head of Schools with input from the Board. 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 approves the use of a consent agenda, which includes those items considered to be routine in nature and shall not include fee resolutions or items requiring more than a simple majority. 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 Board Chair and 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 clerk shall keep written minutes of all open Board meetings, which shall be signed by the Chair and the clerk. The minutes shall include:

1. The date, time, and place of the meeting;
2. The presiding officer;
3. Board Members recorded as absent or present;
4. All motions, resolutions, orders, or ordinances proposed and their disposition;

5. The results of all votes, and upon the request of a Member, the vote of each Member, by name;
6. Legal basis for recessing into executive session; and
7. Time of adjournment.

When issues are discussed that may require a detailed record, the Board may direct the 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 the office of the clerk, to be made available within a reasonable period of time after a meeting for inspection upon request not to exceed two months.

#### Minutes of Executive Session

The clerk shall keep written minutes of executive session. Said minutes shall be limited to a specific reference to the Idaho code subsection authorizing the executive session and sufficient detail to provide the general subject matter to identify the purpose and topic of the executive session. The roll call vote to go into executive session shall be recorded in the minutes. The minutes shall not contain information that would compromise the purpose of going into executive session.

#### Minutes of Negotiation Sessions

In all negotiation sessions between the School and the local education organization, the School shall cause to be taken written minutes. All documentation exchanged between the parties during a negotiation session, including all offers and counter-offers, shall be retained by the School and shall be subject to public writings disclosure laws.

#### 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. The most current edition of *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 Board Members in attendance. Voting shall be by acclamation or show of hands.

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<b>Legal References</b>	<b>Description</b>
I.C. § 33-5204(2)(d)	Nonprofit Corporation—Liability—Insurance - Public Meeting Law Applicable to Public Charter Schools
IC § 30-30-612	Idaho Nonprofit Corporation Act - Directors and Officers - Regular and Special Meetings
IC § 30-30-614	Idaho Nonprofit Corporation Act - Directors and Officers - Call and Notice of Meetings
IC § 33-1273	Teachers - School Districts – Professional Employees - Negotiations
IC § 33-205	Denial of School Attendance
IC § 74-202	Open Public Meetings – Definitions
IC § 74-203	Governing Bodies--Requirement for Open Public Meetings
IC § 74-204	Notice of Meetings
IC § 74-205	Written Minutes of Meetings
IC § 74-206	Executive Sessions – When Authorized

**Policy History:**

Adopted on: August 21, 2025

Reviewed on:

Revised on:



## **Xavier Charter School**

### **BOARD OF DIRECTORS**

#### **Policy: 1510    Open Meeting Law Compliance and Cure**

##### Formation of Public Policy at Open Meetings

The Charter School recognizes that the formation of public policy is public business and shall not be conducted in secret. The Charter School further recognizes the goal of the Open Meeting Law in compliance, and that in order to achieve compliance, the Charter School must have the ability to correct any errors.

##### Violations

If an action, or any deliberation or decision-making that leads to an action, occurs at any meeting which fails to comply with the guidelines set forth in Idaho's Open Meeting laws, such action shall be null and void.

The Board may self-recognize an open meeting violation or receive written notice to the Clerk of the Board of an alleged violation. A civil complaint filed and served upon the Board may serve as written notice.

An individual Board member who conducts or participates in a meeting which violates the Open Meeting Law is subject to a civil penalty of up to \$250. A knowing violation is subject to a civil penalty of up to \$1,500. A second knowing violation within a 12-month time period is subject to a civil penalty of up to \$2,500.

##### Cure Provision

A violation may be cured by the Board upon:

The Board's self-recognition of a violation; or

Receipt by the Clerk of a written notice of an alleged violation. A civil complaint filed and served upon the Board may be substituted for other forms of written notice. Upon notice of an alleged open meeting violation, the Board shall have 14 days to respond publicly and either acknowledge the open meeting violation and state an intent to cure the violation or state that the Board has determined that no violation has occurred and that no cure is necessary. Failure to respond shall be treated as a denial of any violation.

Following the Board's acknowledgement of a violation, the Board shall have 14 days to cure the violation by declaring as void all actions taken at or resulting from the meeting in violation of the Open Meeting Law.

Within 14 days of acknowledging the violation, and stating an intent to cure, the Board shall cure the violation by holding a properly noticed meeting to address the voided actions. The Board may then address the voided actions and lawfully take the desired action in accordance with the Open Meeting Law. Curing the violation in this manner bars any civil penalty for an unintentional violation. Private enforcement actions are stayed during the cure period.

## Ratification

Any suit brought for the purpose of having an action or decision declared null and void must be commenced within 30 days of the decision or action that results from an open meeting violation. Actions taken in violation of the Open Meeting Law are not void unless they are challenged within 30 days. Even where an action is not challenged within 30 days, it is the best practice to cure any known violation by holding a meeting in accordance with the law to ratify a decision or action that results from an open meeting violation.

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<b>Legal References</b>	<b>Description</b>
146 Idaho 656 (2009)	City of McCall v. Buxton
IC§ 33-5204(2)(d)	Nonprofit Corporation – Liability – Insurance – Public Meeting Law Applicable to Public Charter Schools
IC§ 30-30-708	Idaho Nonprofit Corporation Act – Amendment of Articles of Incorporation and Bylaws – Amendment of Bylaws by Directors
IC§ 74-201	Formation of Public Policy at Open Meetings
IC§ 74-202	Open Public Meetings – Definitions
IC§ 74-203	Governing Bodies – Requirement for Open Public Meetings
IC§ 74-204	Notice of Meetings

## Policy History:

Adopted on: April 17, 2025

Revised on:

Reviewed on:

## **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 and/or designee.

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 and/or designee. 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 References:** 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; September 15, 2022

Reviewed on: October 17, 2019