



**Xavier Charter School  
Board Meeting Minutes  
October 10, 2016  
6:00 p.m.**

**I. Roll Call Attendance**

6:02 p.m. John Kapeleris, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – absent, Brian Hilverda – present, and John Kapeleris – present

**II. Approval of Agenda** – Amendment of the agenda to move item (m) in Reports and Discussion to whenever the person arrives

**Motion:** To approve the amended agenda

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

**III. Consent Agenda**

- A. Approval of minutes from September 10<sup>th</sup> meeting
- B. Approval of September Accounts Payable
- C. Approval of September Building Petty Cash Accounts Payable
- D. Policies: 1242, 1315, 2340 (2<sup>nd</sup> Reading+), 2425, 2435, 2435F, 5480, 8605 (2<sup>nd</sup> Reading)

**Motion:** To accept the consent agenda

**Made by:** Brian Hilverda

**Seconded by:** Debbi Burr

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

**IV. Public Input – None**

**V. Reports/ Discussion Items**

- A. **Library** – Susan Hilverda stated that the library is ready to be used. She will continue to improve the library and use the Keveren Foundation Grant of \$9,500.
- B. **Lead Teacher/Head of Schools Reports/Student Outcomes**
  - 1. **Becky Baird- Grammar Schools:** She stated the trip to Coeur d’Alene went really well. XCS and the Coeur d’Alene Charter School are very similar in size and curriculum.
  - 2. **Lisa Thompson–Logic School:** She stated the trip to Coeur d’Alene Charter School was very informational and worthwhile for those that attended.

- 3. Brian Loosli – Rhetoric School:** He stated the bid with Pinnacle for a security system for the front doors would cost about \$3000-\$4000 to get started. He also stated that a warming tray for the kitchen would cost about \$3500.
- 4. Gary Moon – Head of Schools:** Mr. Moon stated that he is putting together a 10-year maintenance plan. He is also working on creating a year to year budget for maintenance. He stated that students who are left at the school long after school hours are being addressed and a letter was drafted by our attorney to be sent to parents to inform them about the procedures for these students. The substitute calling program should be in place by the end of October. Lead Teachers will be overseeing the committees and will divide them tomorrow at the administration meeting tomorrow. Mr. Moon presented the IRI Fall Data. He gave a construction update and stated that the modular sewer was repaired by opening the capped and abandoned sewer line.
- C. PFA Report – Cheri Aiella:** Spirit Night was at Chick-fil-A. Fall Frolic is being organized for October 29. Teacher lunches have all been scheduled for the school year. November 10 will be the next meeting.
- D. Foundation (Capital Campaign Kick-off) – Mr. Hilverda** stated Joe Borton is working on determining the best entity for the foundation. Mr. Borton will answer questions at the next Board meeting. Representative Lance Clow offered to help with a capital campaign kick-off for the foundation.
- E. Bussing Update-** Mr. Moon stated one route can be changed in the morning, or it can be split to balance the length of time students are on the bus.
- F. Enrollment Cap–** Mr. Moon presented the waiting list and the student enrollment numbers for 2016-17 school year and 2015-16 school year. A discussion was held on an enrollment cap and will be addressed again in the spring of 2017.
- G. Construction Update –** Mr. Moon stated it was in his Head of Schools report.
- H. Traffic Safety –** Mr. Moon stated that the bike lane will be better marked soon. XCS can co-author a grant with the city (Mandy Thompson) for a traffic sign on North College Road (possibly at Fieldstream intersection) . Parent pickup is working well as the system is being operated with fewer teachers and a teacher rotation schedule.
- I. Grants –** Ms. Dannah Robertson presented a list of grants awarded, pending, and not awarded.
- J. Advanced Opportunities/Dual Enrollment –** Mr. Moon stated that students are participating in advanced opportunities. Psychology course could possibly be offered next semester as part of dual enrollment and then, possibly, Math and English the next school year. Mr. Keene has been meeting with the students to help them look ahead and explore future opportunities for classes and credits.
- K. Committees –** Mr. Moon stated it was in his Head of Schools report.
- L. Organization Chart –** The Board reviewed the organization chart.
- M. Job Descriptions for Counselor and Assistant Head of Schools –** The Board reviewed the job descriptions.
- N. Continuous Improvement Plan –** The Board reviewed the Continuous Improvement Plan.
- O. Literacy and College/Career Counseling Plans –** The Board reviewed the Literacy Intervention Program and the College/Career Counseling Plan.

**P. Architect Plans** – Mr. John Kapeleris, Mr. Moon, Mrs. Baird, Mrs. Thompson, and Mr. Loosli met with Bill Hamlin. Mr. Hamlin will help look at possible building needs and possible building prospects.

**Q. Decennial: Chamber and other events** – Mrs. Thompson stated the luncheon at Elevation 486 will be at least \$9 a plate and serve 30-60 people. The proclamation is in the process of being framed.

**R. Safety Protocols** - Mr. Moon stated all the teachers have emergency binders and the modulars are implementing safety procedures. Pinnacle adjusted some cameras to include the view of the modulars.

## **VI. Action Items**

**A. Business Manager's/Building Petty Cash Reconciliation Report** – Sheryl Liu-Philo presented the monthly financial reports and gave the Board the opportunity to ask questions.

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

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

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

**B. Para-professional Starting Pay** – Mr. Moon presented information on the starting pay for Xavier para-professional. He proposed the Board adopt a salary schedule for the para-professionals in regards to experience and education.

**Motion:** To adopt the proposed pay scale for para-professionals effective October 16 as presented by the business manager

**Made by:** Debbi Burr

**Seconded by:** Brian Hilverda

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

**C. SPED Manual** – Mr. Moon stated that there were a few changes. The Board reviewed the manual.

**Motion:** To approve the updated SPED Manual in its new version

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

**D. Policy Review: Series 1215 (2<sup>nd</sup> Reading+), 2341, 3510, 5400(2<sup>nd</sup> Reading), Bylaws, 5440 (1<sup>st</sup> Reading)** - The Board held the readings of these policies. All reviewed policies will be in the consent agenda except for policy 3510 which was approved by the Board.

**Motion:** To approve policy 3510 as amended

**Made by:** Brian Hilverda

**Seconded by:** Melissa Crane

**VII. Executive Session as per Idaho Code 74-206 (1) Subsections (a) Alternate Authorization & HOS Contract (c) acquire real property**

Idaho Code 74-206 (1) (a) consider hiring of public official (b) consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student, (c) conduct deliberations considering legal negotiations or acquire real property (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code (e) consider preliminary negotiations involving matters of trade or commerce in which the governing body in competition with governing bodies in other states or nations (f) communicate with legal counsel (g) consider custody review of Idaho Department of Juvenile corrections (h) custody review (i) communicate with schools risk manager or insurance provider on pending litigation (2) labor negotiations.

**Motion:** To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (b)**, at 10:22 p.m.

**Made by:** Brian Hilverda

**Seconded by:** Melissa Crane

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Motion:** To come out of Executive Session at 11:12 p.m.

**Made by:** Debbi Burr

**Seconded by:** Brian Hilverda

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – absent, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Action Resulting from Executive Session:**

**Motion:** To declare area of need in Math and seek Alternate Authorization as a Content Specialist while working through ABCTE program for Ben Neilson

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Motion:** To declare area of need in Government and Economics and seek Alternate Authorization as Teacher to New Certification for Donavon Craner

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Motion:** To continue employment as Dance Instructor and seek renewal of Alternate Authorization as a Content Specialist for Danielle Salts

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Motion:** To continue employment as Secondary English Instructor and seek renewal of Alternate Authorization as a Content Specialist for Tara Robinson

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Motion:** To declare area of need as a Second Grade Teacher and seek Alternate Authorization as a Content Specialist for Stacey McFarland

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

**Motion:** To declare administrative area of need and seek Alternate Authorization as Teacher to New Certification for Shannon Kruse

**Made by:** Melissa Crane

**Seconded by:** Debbi Burr

**Result:** Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Brian Hilverda – yes, and John Kapeleris –yes all in favor; motion carries

### **VIII. Adjourn**

**Motion:** To adjourn at 11:13 p.m.

**Made by:** Debbi Burr

**Seconded by:** Melissa Crane

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

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**Signature of Board Secretary**

**Date**

**Recorded by DR**