



**Xavier Charter School
Board Meeting Minutes
February 8, 2017
6:00 p.m.**

I. Roll Call Attendance

6:01 p.m. John Kapeleris, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – present, Brian Hilverda – absent, and John Kapeleris – present

II. Approval of Agenda – Amendment of the agenda to remove action item c

Motion: To approve the agenda with amendment

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: all in favor; motion carries

III. Consent Agenda –

- A.** Approval of minutes from the January 11^h meeting
- B.** Approval of minutes of the January 16th special meeting
- C.** Approval of January Accounts Payable
- D.** Approval of January Building Petty Cash Accounts Payable
- E.** Policies: 1315, 3270, 3460, 4160, 4420, 4420F1, 6100 (2nd Reading) 2720, 5340 (2nd + Reading)

Motion: To approve consent agenda

Made by: Debbi Burr

Seconded by: Heather Roberts

Result: all in favor; motion carries

IV. Public Input – None

V. Reports/ Discussion Items

A. Student Activities – Ms. Brynne Wallace, a Sophomore Representative, stated Poetry Out-loud will be this Friday. The events coming up this month include the Winter Ball, the Blood Drive, Student Council trip to Boise, and Dress-up Twin Day.

B. Fencing Proposal – A student, Julen Barini, stated he would like to start the Fencing Club and feels it coincides with the classical goals of Xavier. He stated each participant would pay \$200, \$80 for membership fees and \$120 for equipment. Mr. Brad Hansen has 10 years of training and can be the adviser/coach. To make the club

successful, they felt the club would need at least 10 high school students to participate. 32 students have expressed interest in this club.

C. Lead Teacher/Head of Schools Reports/Student Outcomes

1. **Becky Baird- Grammar Schools:** Report will be given next month.
2. **Lisa Thompson–Logic School:** Report will be given next month.
3. **Brian Loosli – Rhetoric School:** He reported about the meeting with the building committee and the ALICE training attended by him.
4. **Gary Moon – Head of Schools:** Mr. Moon stated a camera needs to be installed in order for the magnetic doors to be functioning. Mr. Moon stated that he has contacted a new person to do the website and will hold a meeting to include Mr. Loosli and Mr. Jeremy Bennett. Mr. Moon said a meeting will be held February 22 for Mission Specific Goals. The Xavier School Sign is installed and will be working once the electrical work is finished by Magic Valley Electric. He also stated that identification badges will be wore by employees to help with security of the building. He also informed the Board that all Alternate Authorizations were approved.

D. PFA Report – Cheri Aiello: She said that a meeting for the PFA is tomorrow. They will be discussing what the needs of the school are and what the PFA can do to contribute.

E. Strawberry Festival – Mrs. Aiello stated the purpose of the festival is to establish the event with the Xavier family and then expand it in the following years. She stated that selling t-shirts, selling shortcakes, and an auction will be events held during the festival. She stated there will also be a logo design competition before the festival and then the logo will be included on the t-shirts being sold at the festival.

F. Building Committee Report (budget of expansion) – Mr. Loosli stated the Building Committee met, and he presented a bare-minimum needs report. He said by the end of two years they would need more classrooms. He suggested the next step would be to have Bill Hamlin prepare building plans. He stated that he would email Mr. Hamlin to get the costs of preparing the plans and send the information to the Board.

G. Fund Committee (Donor List, Donor letter, Capital Campaign Kick-off) – The Board reviewed and discussed the donor list and donor letter presented.

H. District Facility and enrollment assessment – Mr. Moon presented enrollment numbers that Dr. Brian Keene projected to year 2022. Mr. Moon stated that enrollment keeps increasing, and he will be getting feedback from the Charter Commission regarding capping the enrollment. He suggested that if a cap is put on the upper grades then the current students above that cap would be grandfathered into Xavier Charter School.

I. Annual Facility Inspection - Some areas that the inspection addressed included limiting the amount of art work on the walls to 20%, orienting the exit maps correctly,

grinding down the frost heaves by the outside doors, and inspecting fire extinguishers in the modulars.

J. Active Shooter Training – Mr. Loosli reported the ALICE training helped in recognizing some possible changes to the procedures used in a lockdown. He is in the process of contacting the state department, police department, and other schools to see how they are implementing an active shooter procedure.

K. HOS Evaluation – The Board members were given HOS Evaluation sample forms.

VI. Action Items

A. Business Manager’s/Building Petty Cash Reconciliation Report – Mrs. 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: Debbi Burr

Seconded by: Melissa Crane

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

B. Emergency Closure Approval-

Motion: To approve the emergency closure on January 24

Made by: Debbi Burr

Seconded by: Heather Roberts

Result: all in favor; motion carries

C. Organization Chart – The Board reviewed the organization chart.

D. Danielson Rubric – The Board reviewed the Danielson Rubric.

Motion: To change the category “Needs Improvement” to “Basic”

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: all in favor; motion carries

E. Policy Review: 3000-3295P, 2435, 2700P (1st Reading) 4420F2 (2nd Reading) 2620, 2700A (2nd + Reading) - The Board held readings of these policies.

F. Fall Policy Updates: 5270 (2nd Reading) - The Board held readings of these policies.

G. Winter Policy Updates: 7310, 8200 (2nd Reading) - The Board held readings of these policies.

VII. Executive Session as per Idaho Code 74-206 (1) Subsections (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**, at 8:42 p.m.

Made by: Debbi Burr

Seconded by: Melissa Crane

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

Motion: To come out of Executive Session at 9:16 p.m.

Made by: Debbi Burr

Seconded by: Melissa Crane

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

VIII. Adjourn

Motion: To adjourn at 9:16 p.m.

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR