



**Xavier Charter School
Board Meeting Minutes
December 17, 2013
6:00 p.m.**

I. Roll Call Attendance

6:04 p.m. call to order James Wallace- present, Melissa Crane- present, Debbi Burr- present, and Shawna May- present

II. Approval of Agenda

Motion: To approve the agenda

Made by: Melissa Crane

Seconded by: Shawna May

Result: all in favor, motion carries

III. Approval of Minutes –

Motion: To approve the minutes of November 19, 2013 and December 12, 2013 as amended

Made by: Melissa Crane

Seconded by: Shawna May

Result: all in favor, motion carried

IV. Board Training - Understanding Financial Reports – Mike Burr

Mr. Burr presented sample financial reports that the board should be reviewing on a monthly basis. He explained the purpose of each of these reports and how to interpret these reports in order to obtain the information necessary for the board to have a firm understanding of the financial statements.

V. Business –

A. Business Manager's Report – Ms. Liu-Philo presented current projects and status regarding the business office.

1. Presentation of bills – Ms. Liu-Philo submitted the current liabilities to the board.

2. Monthly Financials –The monthly financial statements were presented and the board was allowed to ask questions regarding these statements.

3. Budget adjustments – Mr. Wiseman presented information to the board regarding the status of the current fiscal year's budget. Mr. Wiseman also made suggestions to the board regarding future financial planning.

B. ASB Funds – Mr. Moon updated the board on the status regarding the accounting of ASB Funds. Ms. May presented information regarding the Modern Woodman fundraiser that was held. The Modern Woodman will be donating \$2500 to the school and we would like to express appreciation to Shawna May for pursuing this fundraising effort.

VI. Board Items

A. Board Vacancy - The board discussed the merits of the four candidates that are applying for the board vacancy. The floor was open for nominations. James Wallace nominated John Kapeleris for seat 4. Upon discussion James Wallace then withdrew the nomination and the board discussed the value of the candidates becoming more involved by attending meetings and volunteering for the next several months before making a decision. The board also discussed that none of the candidates fully met the requirements of the policy.

B. Policy Review – The board reviewed the School Board Policies in the 1000 and 2000 Series. Recommendations were made to administration for changes to be made and brought back before the board. Mr. Moon presented the ISBA policy updates to the board for review. Mr. Moon would like to add these policies to the January board meeting.

C. Job Descriptions - Mr. Moon presented draft job descriptions for the Head of Schools, Teacher and Registrar.

VII. Public Input - none

VIII. Reports

A. PFA Report – Lisa Stieneke presented an update to the board.

1. New officers have been voted into office
2. Box Top drive is on-going
3. Christmas Party for teachers will be held on Thursday
4. Asked for input on the direction for spending money the PFA has earned

B. Administration

1. **Grammar School – Becky Baird**, presented an update to the board
 - a) Teacher Mentoring/Evaluation is on-going for new teachers
 - b) K-4 Winter Showcases are happening this week
 - c) Xavier Fundraising Effort – brainstorming ideas for the spring
 - d) K-2 Jump Rope – afternoon coming up soon
 - e) Website - continues
 - f) Junior Poetry Out Loud (K-6) – end of January
 - g) January – Core Knowledge Language Arts – preparing a presentation for curriculum
 - h) Targeted Assistance – new students vs. existing students taking advantage of the program. Mrs. Ditlefsen presented data to the board regarding the number of new students on targeted assistance.
2. **Logic School – Lisa Thompson**, presented an update to the board
 - a) Targeted Assistance – Logic and Rhetoric Schools’ student usage was presented

- b) IEP & 504 – Evaluation - all 504 students have had their file reviewed and are current. Evaluating the process of referral and working on the rubric for this.
- c) Science Fair – 5th & 6th Grade March 20 and/or 21, 2013
- d) 5th – 6th Grade Showcase will be held Wednesday, December 18th
- e) 7th/8th Play – Jungle Book Friday, January 10 and January 11
- f) Saturday School – first will be held in January

3. Rhetoric School – Brian Loosli

- a) Showcase is scheduled for December 20th
- b) History Opening – assisting the substitute in lesson planning and looking for a long term replacement
- c) Saturday School – upcoming
- d) Rock the Arts – a guest was brought in to assist students with art

4. Head of Schools – Gary Moon

- a) Teacher Evaluations - ongoing
- b) Crime Liability Coverage – received the quote from our insurance carrier and it has been obtained
- c) Target – Facebook Fundraiser - \$520 check received
- d) Maintenance/Custodial Contract – reviewing the contract with North Side Cleaning
- e) Academic Decathlon – Practice competition was held with Jerome and Shoshone on Saturday. Xavier took Gold, Silver and Bronze in all categories.
- f) Busing – on schedule to establish the 4th bus route in January
- g) Enrollment – 642 students enrolled

IX. Executive Session –10:45 p.m.

Motion: To go into executive session Pursuant to Idaho Code 67-2345 (1) (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; (c) conduct deliberations considering legal negotiations or acquire real

Made by: Melissa Crane

Seconded by: James Wallace

Result: Roll call vote - James Wallace- yes, Melissa Crane- yes, Debbi Burr- yes, and Shawna May- yes

Motion: To leave executive session and return to open session at 11:05 p.m.

Made by: James Wallace

Seconded by: Shawna May

Result: Roll call vote - James Wallace- yes, Melissa Crane- yes, Debbi Burr- yes, and Shawna May- yes

X. Adjourn

Motion: A motion was made to adjourn at 11:06 p.m.

Made by: James Wallace

Seconded by: Melissa Crane

Result: All in favor; motion carries