



**Xavier Charter School
Board Meeting Minutes
June 21, 2017
6:00 p.m.**

I. Roll Call Attendance

6:03 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – present, and Trisha Neudorff – present

II. Approval of Agenda –

Motion: To approve the agenda

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

III. Consent Agenda –

- A. Approval of minutes from the May 10th meeting
- B. Approval of minutes from the May 16th meeting
- C. Approval of minutes from the May 31st meeting
- D. Approval of May Accounts Payable
- E. Approval of May Building Petty Cash Accounts Payable
- F. Policies: 3300-3430, 3460-3620, 5400F (2nd Reading)

Motion: To approve consent agenda

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

IV. Annual Meeting of Xavier Charter School 501(c)3 Corporation

1. **Ratify School Board Election Results** – Mrs. Roberts stated that Melissa Crane received the majority of votes for Seat 4 (108 votes). Lisa Barini-Garcia received the majority of votes for Seat 5 (135 votes and Debbi Burr 39 votes).

Motion: To ratify School Board Election results

Made by: Trish Neudorff

Seconded by: Heather Roberts

Result: all in favor; motion carries

2. **Welcome and Introduction of the newly-elected Board Members by the current Chair** - Ms. Barini-Garcia joined the meeting by phone at 6:07 p.m.

3. **Swear in of newly-elected Board Member-** Lisa Barini-Garcia and Melissa Crane read the oath of office.

4. **Board Appointment –**

Motion: To appoint Debbi Burr to vacant Seat 1

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor except for Lisa; motion carries

Ms. Barini made a motion to table the Board Appointment motion; no second; motion failed

5. **Swearing in of newly appointed Board Member –** Debbi Burr read the oath of office.

6. **Election of Board Officers-**

a) **Chair –** Melissa Crane nominated **Debbi Burr**; seconded by Heather Roberts; **Debbi Burr** was elected as chair 3-1; Debbi abstained and Lisa opposed.

b) **Vice-Chair –** Heather Roberts nominated **Melissa Crane**; seconded by Trisha Neudorff; **Melissa Crane** was elected as vice-chair 3-0; Lisa and Melissa abstained.

c) **Treasurer –** Debbi Burr nominated **Trisha Neudorff**; seconded by Melissa Crane; **Trisha Neudorff** was elected as treasurer 4-0; Trisha abstained.

d) **Secretary–** Melissa Crane nominated **Heather Roberts**; seconded by Debbi Burr; **Heather Roberts** was elected as secretary 4-0; Heather abstained.

7. **Assumption of office by the new Chair, Debbi Burr.**

8. **Set Schedule for Regular Board Meetings in FY2018 –** The first meeting will be July 20th and is set to be the third Thursday of each month.

V. **Public Input – None**

VI. **Reports/ Discussion Items**

A. **Lead Teacher/Head of Schools Reports/Student Outcomes**

1. **Becky Baird- Grammar Schools:** She has interviewed 30 new students, and the Kindergarten position is still open. She stated that the showcases had many compliments from parents and guests on the students' presentations.

2. **Lisa Thompson–Logic School:** She stated that they are in the process of hiring a 6th grade teacher. Strawberry Festival will be report the amount earned at the next meeting. She stated that the 8th grade graduation went for 45 minutes and that was a good amount of time for graduation.

3. **Brian Loosli – Rhetoric School:** He stated the hiring is finished in Rhetoric School. History and Math Departments met to coordinate their teaching curriculum. Science Department will be doing the same thing during the summer. He received an architectural bid of \$8000 for the initial cost for

Bill Hamlin. He will need a decision made at the next meeting. The roofing bid came in at \$225,000 to reroof the building. There is about 3-5 year life left before it has to be replaced. He suggested setting aside money now for that expense. New student interviews went well and all of them are going to attend. He stated that they will be evaluating Showcase because it went too long. The Master Schedule is in place thanks to Dr. Keene making great progress.

4. Gary Moon – Head of Schools: He stated the new web page is up and running. He stated that they are finished with testing, and he will be reporting on testing next month. He informed the Board that the parking lot has been repaired, and the S&P rating call went well. He stated that the teacher in-service in August will be attended by all new teachers on the Friday before everyone else comes. He also stated that a fume hood would be installed and a new copier was purchased.

B. PFA Report – None.

C. Grant Report – The Board suggested that Mrs. Robertson contact the teachers over the summer about grants they can apply for.

D. Schedule Board Retreat– It was calendared for August 5th. The time and place to be determined next month.

VII. 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. She stated that the audit report engagement letter would need to be signed and that the land purchase of 2.5 acres closed today.

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

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Trisha Neudorff – yes, and Lisa Barini-Garcia - yes all in favor; motion carries

B. Approve 2016-2017 Audit by Ware & Associates –

Motion: To approve 2016-2017 Audit by Ware & Associates

Made by: Heather Roberts

Seconded by: Melissa Crane

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Trisha Neudorff – yes, and Lisa Barini-Garcia - yes all in favor; motion carries

C. FY 17 Budget Amendment –Mrs. Liu-Philo presented the FY 17 Budget Amendment.

Motion: To accept FY 17 budget amendment

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, Trisha Neudorff – yes, and Lisa Barini-Garcia - yes all in favor; motion carries

D. FY 18 Budget Hearing – Mrs. Liu-Philo presented the FY 18 Proposed Budget.

Motion: To approve FY 18 proposed budget

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, and Trisha Neudorff – yes Lisa Barini-Garcia - yes all in favor; motion carries

E. Vendor Contracts- Mr. Moon presented contracts for Cierra Therapy, Class Act, Pamela Houston-Powell, David Standley, Heidi Sorensen, Jesse Middlestadt, and Twin Falls School District. The Board reviewed the contracts.

Motion: To accept the Cierra Therapy Contract

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

Motion: To accept the Janitorial Services Agreement (Class Act)

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To accept the Compliance Director Agreement (Pamela Houston-Powell)

Made by: Trisha Neudorff

Seconded by: Heather Roberts

Result: all in favor; motion carries

Motion: To approve Psychological Services Contract with additional language (David Standley)

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To accept the Medicaid Billing Agreement (Heidi Sorensen)

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To accept the Work Agreement with Jesse Middlestadt

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

Motion: To approve the 20 cent fee increase for the Food Service Agreement

Made by: Debbi Burr

Seconded by: Melissa Crane

Result: all in favor; motion carries

Motion: To approve the Food Service Agreement (Twin Falls School District)

Made by: Debbi Burr

Seconded by: Heather Roberts

Result: all in favor; motion carries

F. Policy Review: 3400, Social Media Policy (2nd Reading) The Board held the second readings of these policies.

G. Spring Updates: 2385, 2390, 4125, 5340, 5400, 5825, 7240, 7210B info/not policy, 7240P, 8100 (1st Readings) - The Board held the first readings of these policies.

VIII. Executive Session as per Idaho Code 74-206 (1) Subsections (a) 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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

(a) 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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;

(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) To acquire an interest in real property which is not owned by a public agency;

(d) To consider records that are exempt from disclosure as provided in [chapter 1, title 74](#), Idaho Code;

(e) To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement;

(g) By the commission of pardons and parole, as provided by law;

(h) By the custody review board of the Idaho department of juvenile corrections, as provided by law;

(i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement; or

(j) To consider labor contract matters authorized under section 67-2345A [\[74-206A\]](#)(1)(a) and (b), Idaho Code.

Motion: To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (a) 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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;** at 8:28 p.m.

Made by: Trisha Neudorff

Seconded by: Melissa Crane

Result: Replace Idaho Code 74-206 with correct verbiage

Motion: To go into Executive Session pursuant **Idaho Code 74-206 (1) Subsections (a) 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. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general;** at 8:31 p.m.

Made by: Trisha Neudorff

Seconded by: Melissa Crane

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, and Trisha Neudorff – yes Lisa Barini-Garcia - yes all in favor; motion carries

Motion: To come out of Executive Session at 8:45 p.m.

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: Roll Call: Melissa Crane- yes, Debbi Burr- yes, Heather Roberts – yes, and Trisha Neudorff – yes Lisa Barini-Garcia - yes all in favor; motion carries

Action Resulting from Executive Session:

Motion: To hire employee A to the counselor position

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To hire employee B to 6th grade teacher

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

IX. Adjourn

Motion: To adjourn at 8:47 p.m.

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR