



**Xavier Charter School
Board Meeting Minutes
August 15, 2017
6:00 p.m.**

I. Roll Call Attendance

6:06 p.m. Debbi Burr, chairperson, in the Chair. Debbi Burr- present, Melissa Crane – present, Heather Roberts – absent, Lisa Barini-Garcia- absent, and Trisha Neudorff – present

II. Approval of Agenda – Amend agenda by removing item (h) under Action Items because information needed was not received.

Motion: To approve the agenda as amended

Made by: Trisha Neudorff

Seconded by: Melissa Crane

Result: all in favor; motion carries

III. Consent Agenda –

- A. Approval of minutes from the July 20th meeting
- B. Approval of minutes from August 5th retreat
- C. Approval July Accounts Payable
- D. Approval of July Building Petty Cash Accounts Payable
- E. Approval Handbooks: Employee, Grammar, Logic, Rhetoric

Motion: To approve the consent agenda

Made by: Trisha Neudorff

Seconded by: Melissa Crane

Result: all in favor; motion carries

IV. Public Input – None

V. Reports/ Discussion Items

- A. **Cody McQueen: Insurance** – Mr. McQueen presented two options for dental insurance; Delta Dental with a 2% raise and Willamette.

Motion: To approve Delta Dental as the dental insurance provider

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Heather Roberts joined at 6:22 p.m.

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

1. **Becky Baird- Grammar Schools:** She is continuing to get ready for school and the teacher training.
2. **Lisa Thompson–Logic School:** She stated she is getting ready for the teacher training.
3. **Brian Loosli – Rhetoric School:** He stated that he has been ordering textbooks/supplies for the school year.
4. **Gary Moon – Head of Schools:** He presented the Board with the yearly School Board Calendar. He informed the Board about the bus routes and their safety focus. He will be getting carpet installed in 3 classrooms of the modulars and will be installing a phone/intercom system. He presented the numbers for projected enrollment.

C. Audit Update – Mrs. Sheryl Liu-Philo stated that the auditors will be presenting information in September.

D. Foundation Director – Mr. Moon met with the lead team, and they suggested that a paid director be hired and to establish a committee. This will be brought back next month with more research in the amount to be paid.

E. Compendium Re-structure- Mr. Loosli stated that there is too much writing and restructured it to only four essays. They are also looking at incorporating the counselor into the Compendium.

F. Board Self Assessment – The Board identified areas to improve and will re-evaluate in the Spring which could include staff input.

G. Board Presentation for Teacher Training – The Board discussed what could be presented to the teachers, and they would like to encourage teachers to attend the Continuous Improvement Plan meeting.

H. Board Organization – Becky Baird – Mrs. Baird presented a Board Organization for the Xavier School, a classical school, as it continues to grow and expand.

I. By-Laws Revision (1st Reading) – Mrs. Burr presented a revised version of the By-Laws for the Board’s review and discussion.

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: Trisha Neudorff

Seconded by: Melissa Crane

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

B. Schedule Board Availability for Office Hours – The Board discussed office hours they would like to offer to the stakeholders and faculty.

C. Approve Busing Rate – Mr. Moon stated that the bus company would like to increase the bus rate by 2.0942%.

Motion: To approve the new Bus Rate with an increase of 2.0942%

Made by: Heather Roberts

Seconded by: Melissa Crane

Result: all in favor; motion carries

D. Road Installation – Mrs. Burr presented that if a road is installed it will be a private road, and it will be solely maintained by Xavier. Mr. Evan Robertson suggested that we not develop the road because Xavier would have to dig it back up after putting approximately \$150,000 into the building of the road. Mr. Vollmer is to be contacted with the decision of the road installation.

Motion: To approve that we do not install the road

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

E. Bonding of Business Manager – The Board asked Mrs. Sheryl Liu-Philo to bring back numbers on a bond for the business manager.

F. Use of New Land – Mrs. Burr asked for potential farmers for the newly purchased land.

Motion: To allow the Head of Schools to communicate with Requa Farms to continue the agriculture activities on the property

Made by: Heather Roberts

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

G. Schedule September Board Meeting - The Board tentatively scheduled the meeting for September 14.

H. Policy Review: 4000-4220 (1st Reading) - Policies were reviewed and a discussion was held by the Board.

VII. Executive Session as per Idaho Code 74-206

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; (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;**
at 9:20 p.m.

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 - absent all in favor; motion carries

Motion: To come out of Executive Session at 9:35 p.m.

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 - absent all in favor; motion carries

VIII. Action Resulting from Executive Session:

Motion: To declare an emergency and immediate area of need in 2nd Grade position

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To hire Employee A to fill 2nd grade position and authorize Employee A to seek any available routes to certification

Made by: Melissa Crane

Seconded by: Trisha Neudorff

Result: all in favor; motion carries

Motion: To hire Employee B to Registration/Scheduling Coordinator and Counseling Mentor

Made by: Melissa Crane

Seconded by: Heather Roberts

Result: all in favor; motion carries

IX. Adjourn

Motion: To adjourn at 10:02 p.m.

Made by: Melissa Crane

Seconded by: Debbi Burr

Result: all in favor; motion carries

Signature of Board Secretary

Date

Recorded by DR