



XAVIER CHARTER SCHOOL
Board Meeting Minutes
Location: 1218 North College Road
Twin Falls, Idaho
6:00 pm, January 12, 2012

I. Roll Call Attendance – 6:04pm JWallace – Present; DBurr – Present; MCrane – Present; JHurlock - Present

II. Approval of Agenda – Agenda amended to have Escrow Agreement moved to Board Items (F.) and to move the Action Item of Retain Bond Advisor to after Executive Session. MCrane made a motion to approve the agenda with the above listed amendments, JHurlock seconded. All – Aye, motion carried

III. Approval of Minutes – DBurr asked for a motion to approve with corrections as noted. MCrane made a motion to approve the December Minutes with corrections as noted, JHurlock seconded. All – Aye, motion carried

IV. Board Items-

a. Audit presentation- Mr. Ware of Ware and Associates presented the FY10/11 audit report and findings. Xavier received as Disclaimer of Opinion.

b. Dress Code policy- policy for each school was presented by DBurr. The proposed policy will be posted on the website to allow stakeholders the ability to review and comment. After allowing for stakeholder comment, the Board will vote on dress code policy at the February Board meeting.

c. Corporation bylaws-DBurr gave overview of the bylaws. DBurr asked for a motion to accept the bylaw changes and to table the Recall portion at this time. MCrane made motion to adopt the bylaw changes as presented with the exception of the Recall which will be revisited 1/2113, JWallace seconded. Roll call vote: JWallace-aye; DBurr-aye; MCrane-aye; JHurlock-aye, motion carries.

d. Policy 8000 and 9000- First reading, DBurr stated that the Board will be going over policy and then posting on website for public comment. Policies to be adopted this Spring. DBurr asked the Lead Teachers to look over the policies to see when/if the term “principal” needs to be changed, altered or just noted at the annual meeting.

PHouston-Powell asked if the Homeless Education policy had been approved. DBurr stated that it would be looked at again at the February Board meeting for approval.

- e. Budget- timeline
 - i. February rough estimates
 - ii. March projection of expenses
 - iii. April potential budget with revenues-if possible
 - iv. May proposed budget-hearing
 - v. June budget adoption

JLanting did express that not having revenue amounts available will make it difficult to meet timeline.

f. Escrow agreement- We are using First Federal Bank's service company Title Fact, Inc. JWallace made motion to empower the Board Chair to sign escrow account paperwork next week, JHurlock seconded.

Roll call vote: JWallace-aye; DBurr-aye; MCrane-aye; JHurlock-aye, motion carries.

g. Financial consideration for Leadership Team-MCrane made motion to approve the \$2,000.00 per month per Lead Teacher supplement effective 1/1/2012-FY2012, JHurlock seconded.

VI. Business

- a. Business manager's report-
 - i. Transportation-Transportation estimate for this year was an over estimation of our miles and will cost us but it may be possible that there will be a transferred to next year.
 - ii. Cleaning service- Job description for Director of Maintenance & Custodial. DBurr asked for more clarification of the "work" to be done by Director of M&C and that the position would not be just overseeing other staff. Further discussion to be determined.
 - iii. Hot lunch program-Proposal given for purchase of a point of sale food service management tool to support the food service program. JHurlock made motion to authorize purchase of NutriKids food service management tool out of food service funds, JWallace seconded.
Roll call vote; JWallace-aye, DBurr-aye, MCrane-aye, JHurlock-aye, motion carries.
GCakebread and SAnderson will present an update the March Board meeting..
- b. Presentation of bills- Questions concerning the "dog poo station" was answered. Yes, we do have a real problem with dogs on our grounds and then "dog poo" being brought into the building. This causes problems with cleanliness of the children and the building.

DBurr directed Treasurer, JWallace to work with JLanting on the budget so that the Board can review a report of the current budget standings at the February Board meeting. DBurr asked to have more detail on the credit

cards purchases; JLanting will create a report to include the requested information.

- c. Approval of bills-MCrane made motion to approve the bills, JHurlock seconded, Roll call vote; JWallace-aye, DBurr-aye, MCrane-aye, JHurlock, motion carries.
- d. Fundraiser approval-DBurr would like to see a policy put in place concerning fundraising. In an effort to not “needle” the community with multiple fundraisers. MWiseman suggested the 3000 series of the policy manual be researched; there may be a current policy which would only need review.

VII. Reports

a. PFA – Has paid \$3,200.00 for playground equipment and \$3,700.00 for bark in the playground. These amounts were issued in a reimbursement check to Xavier. Xavier had previously paid for the purchases with the understanding that PFA would reimburse. PFA is going to wait to purchase anything for the library until needs can be assessed. DBird stated the PFA wants to have specific needs identified for PFA funds. The PFA Board is frustrated with funding request changes that have taken place this year. PFA would be appreciated coordination and communication.

b. Administration-MWiseman gave overview of report included in the Board packet. He asked the Board for direction on how Murphey Consulting will be contracted after 1/20/2012. MWiseman stated the Lead Teachers had asked him to be on sight 1/23-1/27. DBurr asked if there was one day a week either KMurphey or MWiseman could be on sight to handle scheduled meeting and appointments. Discussion led to financial suggestions offered by MWiseman as: \$300.00 a day, \$150.00 ½ day, or \$30/45.00 hour for phone calls. DBurr asked the Lead Teachers to organize a plan for their need of Murphey Consulting. Plan is to be presented at the February Board meeting.

The need for additional Para Pro support in the Special Ed department was brought before the Board. The suggestion was made by JLanting to bring on a 1.0 EFT for Special Ed with EdWise to pick up part of the payroll for this position if needed. DBurr directed Administration to conduct the Special Ed Para Pro hiring.

VIII. Building/Maintenance-The library has four computers up and running. For security, the screens can be monitored from the IT department. Twin Falls building department has stated that we will need to move the library wall closest to the Elementary hallway in one foot. JLanting has spoken with the architect and will make arrangements to make the change.

IX. Student issues-Foreign exchange students. Policy will be brought to the February Board meeting to review and possibly amend the current policy.

X. General Information-Strategic Planning session on 1/19/2012 6-9pm

XI. Executive Session-Pursuant to Idaho Code §67-2345(1) (a) (b) (c) and (f), The Administrative team has requested executive session for an update on legal issues and personnel issues.

MCrane made motion to adjourn to Executive Session pursuant to Idaho Code §67-2345(1) (a) (b) (c) and (f), JHurlock seconded.

Roll call vote: JWallace-aye; DBurr-aye; MCrane-aye; JHurlock- aye, motion carries.

Adjourn to Executive session at 9:23pm

XII. Return to Open Session- 11:11pm MCrane made motion to return to open session, JWallace seconded, MCrane made the motion to reimburse Employee A for expenses

Roll call vote: JWallace-aye, DBurr-aye, MCrane-aye, JHurlock-aye, motion carries.

MCrane made motion to hire Mysti Brown and Bianca Thompson as Para Professionals to replace current open positions, JWallace seconded

Roll call vote: JWallace-aye, DBurr-aye, MCrane-aye, JHurlock-aye, motion carries.

MCrane made motion to engage R.W. Baird in the bond process and to authorize DBurr to sign the paperwork for such next week, JHurlock seconded

Roll call vote: JWallace-aye, DBurr-aye, MCrane-aye, JHurlock-aye, motion carries.

XIII. Adjourn- MCrane made motion to adjourn; JHurlock seconded, all –aye. Meeting adjourned at 11:13pm.