



**XAVIER CHARTER SCHOOL**  
**Board Meeting Minutes**  
**Location: 1218 North College Road**  
**Twin Falls, Idaho**  
**6:00 pm, July 19<sup>th</sup>, 2012**

- I. Roll Call Attendance** – 6:05pm – DBurr-Present; MCrane-Present; JHurlock-Present; JWallace-Absent; MLambert-Absent. The Pledge of Allegiance was said by all in attendance.
- II. Approval of Agenda** – MCrane made a motion to amend the agenda for Executive Session as we do not have any candidates for hiring and need to change the Executive Session to Section C vice Section A. A discussion under Board Items for scheduling a budget hearing was added. JHurlock seconded. The agenda was approved as amended.
- III.** JHurlock motioned and MCrane seconded the approval of the minutes of June 14<sup>th</sup> and July 5<sup>th</sup>.
- IV. Public Comment**-Tina Phelan read a letter of appreciation.
- V. Board Items**
  - a. Annual District Meeting Items
    - i. MCrane moved to designate Mr. Biggers as Head of Schools and Administrator in charge, JHurlock seconded, all aye.
    - ii. JHurlock moved to designate the Times News as the official publication, MCrane seconded, all aye
    - iii. Two accounts at First Federal
      - 1) General Operating Account
        - a) Jlanting, MCrane, and DBurr are presently signers. JWallace will be added as a signer.
      - 2) Escrow Account
        - a) Jlanting, DBurr, and MCrane are current signers. Jlanting and LThompson are signing as dual control over the account in the event of a contingency. Every board member is considered a fiscal agent on the account and can singly transfer to a pre-set up account. MCrane

moved and JHurlock seconded, for 1) and 2) above - all aye.

- iv. JLanting has the fiduciary reporting responsibility to report to the board at least monthly
  - v. JLanting is currently bonded for 1 million dollars until December. DBurr would like to revisit this at the October board meeting.
  - vi. EMC Insurance through Starley and Levitt is the Property and Liability Insurance agent. The board would like to seek bids and revisit this in September.
  - vii. Title IX officer is designated as Pamela Houston-Powell. MCrane motioned and JHurlock seconded, all aye.
  - viii. The employee drug testing agency is designated as St. Luke's Occupational Health. MCrane motioned JHurlock seconded, all aye.
- b. Fund Raising
- i. An overview of fundraising was provided by BBaird.
  - ii. Bids for a promotional video were discussed.
- c. The second reading of the new policy manual was conducted. JWallace motioned and JHurlock seconded the approval of all policies with the exception of 1255, 2615F, 3010, 5100, 5320B, 5325, 5325P, 5360, 6100P, 7400, 8140, 2396, 2615, and 5400.
- d. A Corporate Resolution was passed for Mr. Biggers to request bank records from Zions bank. MCrane motioned, and JWallace seconded, all aye.
- e. Assessment results for 2011/2012 were discussed.
- 1. Xavier did not make AYP in math, specifically in the category of economically disadvantaged students. The Board would like the administration to present a plan to correct this to the Board.
- f. The Board Clerk position is open and will be advertised to staff first.
- g. A budget hearing and regular August board meeting will be moved to August 9<sup>th</sup>. MCrane motioned, JHurlock seconded, all aye.

## **VI. Business Items**

- a. MCrane motioned to approve bills, JHurlock seconded, all aye
- b. Financial Statements were reviewed.

- c. A nurses contract for the 2012/2013 school year was discussed.
- d. Special Programs. The special programs contract for the 2012/2013 school year will be negotiated by the Head of Schools and then brought to the Board for approval.
- e. MCrane moved and JHurlock seconded to pass the fee schedule for 2012/2013, all aye.
- f. The 2011/2012 audit is scheduled for July 26<sup>th</sup> and 27<sup>th</sup>.
- g. Cleaning Bids- Budgeted \$21,6000 and low bid was \$27,0000 but the company will do more cleaning and will provide their own cleaning supplies. The net effect on budget is zero. MCrane moved to approve Northside Cleaning, JHurlock seconded, all aye. The overage for cleaning will come out of cleaning supplies and will be reflected in the amended budget.

## **VII. Reports**

- a. PFA-Not Here
- b. Head of Schools
  - 1. The reconstruction of the FY 2010/2011 finances has been completed and forwarded to Ware and Associates.
  - 2. SPED teacher position not filled but working diligently on it.
- c. Grammar School
  - 1. Half time 5<sup>th</sup> grade teacher position remains open.
  - 2. Great Expectations training is scheduled for August 23<sup>rd</sup> and 24<sup>th</sup>.
- d. Logic School
  - 1. Two new policies were written to accomodate high school credit for 8<sup>th</sup> graders. These policies will be brought to the Board in August.
- e. Rhetoric School
  - 1. Scheduling and class registration is continuing.
  - 2. Course catalog is being updated.
- f. Business Manager
  - 1. Summer maintenance is on schedule
  - 2. School lunch and office support positions are open
  - 3. Budget revisions will be scheduled for September, December, March, June.

- VIII. Executive Session.** MCrane motioned to move to executive session pursuant to Idaho Code 67-2345(1)(c), JHurlock seconded. Roll call vote: MCrane – aye, JHurlock – aye, DBurr – aye, JWallace – aye. Adjourn to executive session.
- IX. Return to Open Session.** JWallace motioned to re-enter open session. JHurlock 2<sup>nd</sup>. Roll call vote: MCrane – aye, JHurlock – aye, DBurr – aye, JWallace – aye.
- X. Adjourn.** JWallace motioned to adjourn. JHurlock 2<sup>nd</sup>. Roll call vote: MCrane – aye, JHurlock – aye, DBurr – aye, JWallace – aye. Meeting adjourned at 11:51 P.M.