



**Xavier Charter School  
Board Meeting Minutes  
November 15, 2012  
6:00 p.m.**

**I. Roll Call Attendance**

6:09 call to order James Wallace- absent, Melissa Crane- present, Debbi Burr- present, Mark Lambert- present, and Joan Hurlock- present

**II. Approval of Agenda**

Motion: Strike section f from the reasons to go into executive session.

Made by: Joan Hurlock

Seconded by: Mark Lambert

Result: All in favor, motion carries

**III. Approval of Minutes**

Motion: Motion to approve the minutes from October 25<sup>th</sup>, 29<sup>th</sup> and November 8<sup>th</sup> 2012

Made by: Melissa Crane

Seconded by: Joan Hurlock

Result: All in favor, motion carries

**IV. Public Input**

None

**V. Board Items**

**A. Bonding**

Mr. Biggers and Mr. Wiseman recommend that we have an individual bonded due to working with finances. It was recommended that Mr. Mike Phelan, who is handling the accounting portion of the business office be bonded.

**B. Update on lease**

We are in negotiations with the landlord regarding our lease. These are going well with give and take by both parties. The goal is to have an agreement in place prior to the December 4<sup>th</sup> Charter Commission Meeting.

**C. Public Charter Commission Meeting**

December 4<sup>th</sup> we are scheduled to appear before the Public Charter Commission.

## **VI. Business**

### **A. Business Manager's Report**

#### **1. Approval of Bills**

Motion: Approve bills as presented.

Made by: Mark Lambert

Seconded by: Joan Hurlock

Result: All in favor

#### **2. Monthly Financials**

Mr. Biggers presented the financial reports to the board and gave an update on how the transition is taking place since Mr. Lanting resigned.

### **B. Nutrikids – Menu Development & Inventory Software**

Mr. Phelan stated that we do not need to purchase this software

### **C. Hiring of additional kitchen help**

We need to hire another person to work in the kitchen in order for Mr. Phelan to assume some of the duties of business manager.

## **VII. Reports**

### **A. PFA Report**

1. Fall Frolic went well and the PFA made \$58.

2. Service Project will run from November 28 – December 18 they will be collecting hats, gloves, and socks to donate to local.

3. Non- Fiction Giving Tree – Ornaments with book titles for the library that parents can purchase or donate to the library to provide the non-fiction books that are needed.

4. Library Book Covering Party December 8 from 8:00 a.m. – 4:00 p.m.

5. School shirts/sweatshirts will be available for sale

6. Bumper Stickers – bumper stickers will be available for sale after the completion of a voting process to decide on the bumper sticker design.

### **B. Administration**

#### **1. Lead Teachers**

##### **a) Grammar School – Becky Baird**

(1) **Library** - Kathleen Lambert continues to catalog the books for our library.

(2) **Winter Event Nights** – these events will look differently than in the past. K-2 will be doing musical presentations, 3<sup>rd</sup> Grade will do a Roman Festival, 4<sup>th</sup> Grade will hold the Middle Ages Tournament, and 5<sup>th</sup> and 6<sup>th</sup> Grade will do a variety show.

(3) **Math Club** – Will be for 2<sup>nd</sup> through 6<sup>th</sup> Grade this will begin in January.

(4) **New Student Interviews** - These are continuing and we are having a good response.

- b) **Logic School – Lisa Thompson**
  - (1) **6<sup>th</sup> Grade** – Things are progressing and Mrs. Thompson would like to see more time devoted to history. She is taking on some of the history instruction to help facilitate more time for history.
  - (2) **504 Meetings Continue**
  - (3) **Special Education** - These meetings are continuing and Ms. Stoddard is doing a great job.
    - (a) **Transition Reports** – the necessary reports have been filed to address the transition plan of our special education program
  - (4) **New Student Interviews** - These meetings continue and the new students are doing well with the transition.
  
- c) **Rhetoric School – Tiffanie McAllister**
  - (1) **Parent – Teacher Conferences** – went well
    - (a) The teachers are meeting with parents and students that are struggling
  - (2) **Intramurals** - Ms. Heiner and Senora Blanco had a well attended unit on cricket and ultimate Frisbee before the weather changed
  - (3) **Accreditation** –
    - (a) **Surveys** – these are going well and the surveys are mostly finished. Our goal is to have these completed by the end of November.
    - (b) **Curriculum Maps and Course Descriptions** –we are working on these to have them finalized
  - (4) **Fine Arts – Butter Braids** – we kicked off the fund raiser for the Fine Arts Department
  - (5) **National Honor Society** - Shelly McElliott is the advisor and students have submitted applications and been accepted as candidates. In the spring a final decisions will be made on who will be inducted based on character, academics and service programs.
  - (6) **Of Mice and Men** – High school students attended this production at CSI. Our students were very well behaved and enjoyed the production.
  - (7) **IDLA** – some kids are doing very well and others not as well.
  
- 2. **Head of Schools – Thad Biggers**
  - a) **Recognition of Lead Teachers, Mr. Phelan and Mr. Wiseman**  
Mr. Biggers thanked everyone for their hard work during the transition of having a vacancy in the Business Manager position.

**b) State Department Visit Today**

Mr. Biggers reported that this visit went well.

**c) Enrollment Statistics**

Enrollment is continuing to hold steady this year.

**d) Pay for Performance**

We received funding for the pay for performance payout for our faculty. This will be paid out by December 15<sup>th</sup>.

**e) Business Manager Function**

This function has been divided among several people Mr. Phelan, Mr. Wiseman and Mr. Biggers are doing the in-house work. We have a consultant to handle the payroll and an individual available to help with software assistance.

**f) SAT Data**

Mr. Biggers gave the SAT Data to the Board and stated that it was consistent with the ISAT scores.

**g) Developmental Therapy**

In order to provide the required service for a student we need to contract with a Developmental Therapist. These services will be reimbursed by Medicare and provided by One Step Closer, LLC

Motion: To approve the contract between us and One Step Closer, LLC

Made by: Mark Lambert

Seconded by: Joan Hurlock

Result: Motion carries, all in favor

**VIII. Student Issues – None**

**IX. General Information – None**

**X. Executive Session**

Motion: To go into executive session to conduct deliberations considering legal negotiations or acquire real property (c) as per I.C. 67-2345.

Made by: Mark Lambert

Seconded by: Joan Hurlock

Result: Roll call – Mark Lambert yes, Joan Hurlock yes, Melissa Crane yes and Debb Burr yes – all in favor

Time in Session – 7:30 p.m.

Leave Executive Session Time: 8:43 p. m.

Motion: Motion to exit executive session.

Made by: Melissa Crane

Seconded by: Joan Hurlock

Result: Roll call – Mark Lambert yes, Joan Hurlock yes, Melissa Crane yes and Debb Burr yes – all in favor

**XI.** Adjourn

Motion to adjourn at 8:44 p.m.

Made by: Melissa Crane

Seconded by : Joan Hurlock

Result: All in favor, meeting adjourned