



XAVIER CHARTER SCHOOL  
1218 North College Road W  
Twin Falls, ID 83301  
(208) 734-3947 Phone (208) 733-1348 Fax

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MINUTES: REGULAR BOARD MEETING

LOCATION: 1218 N COLLEGE RD W, TWIN FALLS IDAHO

5:30pm, July 12, 2011

Board Members present: Debbi Burr, Melissa Crane, Joan Hurlock, Mark Lambert and James Wallace

Welcome and Introductions

DBurr called the meeting to order at 5:35pm.

Approval of the Agenda. MCrane made a motion to approve the agenda. JLambert seconded. MCrane asked that there be a motion to add the Registered Agent topic from the last meeting to the agenda. JLambert seconded. DBurr asked for a vote to add the Registered Agent to the discussion portion of the agenda, the motion to add the Registered Agent to the discussion period passed unanimously.

Approval of the Minutes. MCrane made a motion to approve the minutes for June 20, and June 23. JHurlock seconded. The motion to approve the minutes passed unanimously.

Public Comment. During the public comment period, two stakeholders chose to speak briefly: First speaker stating that she wanted to just say "God Bless " and Thank you to the Board. Second speaker wanted to Thank TBiggers for all of his hard work this past year. Further adding that until name tags were purchased for the new Board members it would be nice to have their name stated at each meeting. Stakeholder went on to say that "there is still a problem on the website with access to previous Board meetings. To this TBiggers did let the Board know that there are several minutes missing and that TBiggers would send the list to EBomgardner for Administrative follow up.

Discussion Item (for discussion only). EBomgardner stated that the amount due for the past legal representation was incorrect which will result in Xavier owing less, EBomgardner and JLanting would be working on getting the issue resolved and then report back to the Board. JLanting stated that he is still working through boxes of records and working on a final audit to report back back to the Board.

Budget Items. EBomgardner states JLanting has gone over the budget, moving funds as necessary for proper coding using fund accounting. DBurr asked about the \$11,000.00 taken from the hot-lunch program and put back into the General Fund? JLanting explained that the reason for that is the kitchen electrical expense which had not been accounted for during the original budget. JLanting further explained that the reason for moving the money all at once instead of 12 times a year is the preference of the State Auditor.

DBurr asked about the amount of the Admin budget. Jlanting stated that is for the superintendent and extra if we need a parapro.

DBurr reported receiving an email from the State of Idaho on July 12, 2011 concerning the final revenue/budget numbers being in for FY2011 and that the news was good. Xavier can expect to see an additional \$150,000.00. DBurr stated that on behalf of the Board she is very excited to be able to pay the Teachers back for their 15% pay cut. Because of the fact that the Board did a Resolution when the Teachers pay cut happened on the budget, the Board is going on the record as stating that this \$150,000.00 will go back to the Teachers in the form of a "supplement" on their paychecks.

Budget Revision. Jlanting stated that the supply list for elementary and secondary will be successful. The contingency fund/carry over is unknown at this point, but we do have some in reserve for legal and Administrative. JWallace asked for copies of the building lease and support documents. Jlanting asked JWallace to stop by the office. JWallace asked about the enrollment numbers, is there a plan to make sure we have enough to make revenue? EBomgardner stated we are looking at those numbers to see about how to be in the middle of the road. JWallace made the motion to approve the amended Budget for 11/12. JHurlock seconded.

#### Discussion on the Custodial and HVAC

Jlanting discussed the HVAC and the fact that it is out of warranty and not working properly, he would like to go with a HVAC company that would service and maintain the system, and the automated system will help us be able to manage our usage more efficiently. Jlanting will have a proposal next meeting with a cost saving matrix. DBurr did ask as point of reference that "we have a lease and have to maintain the building, paying for everything and the leasor doesn't have any responsibility"? DBurr just wanted the statement on the record. MLambert made motion to approve the HVAC contract for the 11/12 year. MCrane seconded. Motion passed unanimously.

Jlanting addressed the black marks on the floor, dust all over the building and the dirty bathrooms. Jlanting presented to the Board cleaning bids. Jlanting did state that there were other bids coming in but not in time for the Board meeting. Motion was made to allow EB and JL to contract with a cleaning service at a maximum of \$4800.00 per month. Motion made by MCrane and seconded by JWallace.

MCrane asked Jlanting where the "Extra" money came from in the budget. Jlanting explained the index and the keying error on State funding. Jlanting brought the Gem State Paper lease agreement for the auto scrubber, extractor and the 18inch vacuum to the Board. Motion to approve the 36 month lease with Gem State Paper was made by MCrane. Seconded by MLambert, motion carries.

Acceptance of resignation for Jonathon Lord. EBomgardner stated that he would put together the Thank You letter to JLord and forward to the Board. Vote to accept JLord resignation, unanimous, motion carries.

Credit Cards. Jlanting proposed that the Debit card from First Federal be canceled and that three Credit Cards be issued from First Federal. one card for EBomgardner, one card for Jlanting and one card for the Chairman of the Board DBurr. JWallace stated that he believes we need to have the credit cards to function and with necessary policies and procedures in place there should be no problems. JHurlock made motion to get rid of the Debit card and get three First Federal Credit Cards; 2 with a \$5000.00 limit and 1 with a \$1,000.00 limit to be issued to the school. MLambert seconded, motion carries unanimously.

JLanting agreed to have the policies and procedures for the dual control credit cards ready for the Board by the next meeting.

Copy Machine Update. JLanting, our current copier system is not working and is not cost effective. MVBS is willing to donate a duplicator and this would save the school tons of money. EB/JL spoke about that fact that they are looking at some options and reworking some personnel to help with the copier issues.

PERSI Penalty Payments. JLanting stated that the \$1,776.90 is needed to bring the PERSI account to current. JLanting will be talking to Brandon Fairbanks to work out responsibility for the penalty. JLanting stated that he felt BFairbanks would be willing to pay for half of the late fee. JLanting went on to say that after the fact finding was completed he would be in contact with BFairbanks

One Call Software. EBomgardner told the Board that the One Call program would help to free up time spent on the phone making attendance calls and the text, email and phone features will all be available but parents may elect to opt out of any feature they don't want to use. TBiggers, EBomgardner and JLanting will all work together to come up with a policy of how and when to use the program. MC made a motion to approve the one call purchase at the cost of \$2.00 per student per year for a one year contract. JHurlock seconded, motion carries.

Lawn Care Agreement. JLanting will seek bids for next spring and will follow up at the next Board meeting.

Chart of Accounts. JLanting recommended that Xavier use 3 level fund accounting for the Chart of Accounts: fund level, object, function coding. JHurlock stated that for her information what she wants to know every month is which bills are due and that they are paid on time every month.

Bill Payment Procedures. JLanting explained the Bill payment procedure that had been handed out to the Board at the start of the meeting. These detailed Dual Signature, Time sensitive payments, purchase orders and direct pay.

Child Nutrition - Dishwasher Information. EBomgardner stated that it breaks down to the foam trays vs. plastic (reusable) trays. The problem with reusable is that we don't have a dishwasher. There is grant money that could help next year but there is no way to add a Breakfast program without having a dishwasher and the staff to use it. JLanting stated that we could purchase a gently used DW for \$12,000.00, this may be a fundraiser issue, and perhaps the PFA could help. DBird did state that PFA does have some funds and may be able to help. EBomgardner does want to start a whole school Breakfast program, studies show that students who eat breakfast do much better in school, and Federal money is available to pay for the Breakfast program.

Audit. JLanting gave the Board a bid from Ware and Associates to complete the corporate and 501(c) (3) 2010-2011 fiscal audits. JLanting stated that we must retain to get the benefits of the CPA firm. MCrane made the motion to select Ware and Associates for the fiscal audit 2010-2011 for both the corporation and 501(c) (3) audit. JHurlock seconded, motion carries.

Skyward. JLanting gave an update on the Skyward business program progress, the figure is in at \$52,012.00 over the 3 year period. DBurr asked if Skyward would have availability to replace Powerschool. EBomgardner stated in January 2012 we will have the Skyward staff come in and show our

staff the capabilities of the student piece of Skyward but that unless it will really be a benefit there is no reason to move away from the Powerschool student program we use now.

Paragon Files. Jlanting stated that S Young had been asked to come in part time during the summer to help during the sorting process. Jlanting will keep the Board updated as the process continues.

Building Warranty. EBomgardner explained that there is a large punch list and he is working toward a date for the contractor to come go through the building, we have until July 30, 2011 for warranty issues. He will keep the Board updated. DBird wanted to add that the parking lot needs to be resealed; EBomgardner will add it to the list.

Pepsi/Coke Agreement. The Board gave the Ok for EB/JL to get information from Pepsi and Coke to see what offers and benefits there are to having just one of the providers at the school. These machines are only access able in the Teachers lounge and not access able to the students.

Clerk of the Board. DBurr "It is usual for the clerk of the Board to free up the Secertary for Board issues. DBurr would like to recommend GCakebread for the position and have GCakebread work with EBomgardner and Jlanting during the Administrative process. DBurr then asked GCakebread if she would be willing to perform duties as the Clerk of the Board. GCakebread stated that she would. JHurlock made motion to have GCakebread Appointed to the position of Clerk of the Board. MCrane seconded, motion carries.

TBiggers would send out a letter to the stakeholders. DBurr would like a press release concerning all of the positive things happening at Xavier. BBaird and EBomgardner are going to get together to talk and look at policies.

Request was made to have "Future Item" added to the Agenda.

DBurr asked to have the Regular Board Meetings moved to the 2<sup>nd</sup> Thursday of the month at 6:00 pm, this change and time seemed to work for everyone.

DBurr asked TBiggers to send an email to all Board members concerning the outstanding minutes.

Meeting Adjourned 8:30pm

Chairman of the Board \_\_\_\_\_ Date \_\_\_\_\_

Clerk of the Board \_\_\_\_\_ Date \_\_\_\_\_