



XAVIER CHARTER SCHOOL

Board Meeting Minutes

Location: 1218 North College Road
Twin Falls, Idaho
6:00 pm, September, 8th 2011

Board members present James Wallace, Debbi Burr, Melissa Crane and Joan Hurlock

Welcome & Introductions

- MCrane suggested, due to the number of items needing to be discussed, that items 1, 2 and 3 listed under New Business be moved to a Special Meeting. DBurr suggested that item 4 listed below also be moved to the Special Meeting Agenda so that MLambert could be present. The Special Meeting was set for Sept. 22. MCrane made the motion to approve the amended Agenda, JWallace seconded. All – Aye, motion was approved.
 1. Discussion regarding disposition of current building and lease
 2. Develop timeline for Board committees (Policy Committee and By-laws Committee)
 3. Discuss and vote on development of other Board committees (Marketing and Public Relations, Nominating Committee, Fund Development and Grant writing Committee)
 4. Treasurer for the Board needs to be elected
- Due the volume of working being done at the school, approval of Minutes from August 11 and August 25, 2011 was moved to the Sept. 22 meeting
- Approval of Bills paid – JLanting mentioned that there is no record in the boxes of information received from Paragon that a payment was ever made to Western States in the amount of \$18,513.09 for the February transportation payment. Western States has no record of this payment. DBurr voiced her concern in paying this bill from 2011/12 budget and asked if it could be paid from carryover funds and therefore be reflected on last year's budget. JLanting stated that Paragon did not provide an ending balance for any of our financials so carryover funds could not be verified. He felt better paying from this year's budget and making note as to the reason for the overage.

DBurr asked about the satisfaction with Skyward program. JLanting stated the program was not operating to expectations. He said he needs more time to spend on technical support.

JHurlock made the motion to approve pay the bills as presented, JWallace seconded. All – Aye, the motion carried

Public Input

There was no public input.

Reports

- Principal's Report

Enrollment update – Ebomgardner shared, that three days into school, Upper grade enrollment ADA averages 97.1% and on Elementary’s first day the ADA was 96%. The total number of students enrolled is 661.

Facilities update – EBomgardner said the dance floor is complete except for several coats of varnish. He also voiced the desire to have additional shelves built for students’ shoes.

The Library restructuring is in progress. With work being done in the evening and on weekends it should be complete in 4-6 weeks.

Perfect Playground will set up the playground equipment. Installation date is to be determined. PFA has agreed to cover the cost of installation. EBomgardner stated the bark will be donated.

EBomgardner stated the building warranty issues have been completed except the landscape. He said work would be done next week in the evenings. DBurr asked about the sealing of the parking lot. EBomgardner stated it was a continued conversation. DBurr asked if JLanting is happy with the HVAC contract. He stated he is. She asked about the cleaning service contract. He stated be they are working together to work through concerns.

JWallace offered that there are grants available for energy conservation. JLanting suggested there remains \$3,600 in grant money from Idaho Power for this year.

EBomgardner asked the Board to consider approval for Xavier to join the Idaho High School Activities Association. The annual cost is approximately \$1,200 for membership. Competition and travel fees are additional. Discussion ensued about the benefits to students and possible fundraising to cover costs. Delynn Bird, PFA President, offered that, it would need to be approved by PFA, but she felt strongly that membership could be paid for by PFA. She will have it on the October PFA agenda.

JWallace made the motion to approve payment for membership in IHSAA, with the idea that PFA might be able to reimburse the cost at a later date. JHurlock seconded. All – Aye, motion carried.

EBomgardner said he has hired three paraprofessionals. DBurr asked if any were highly qualified, two of the three are.

- Business Manager’s Report

Associated Student Body Fund – JLanting stated that class fees were allocated the following way:

Student Fee
Breakdown

Grade	FEE	Binders	Art Fee	Gen Classroom		Un Allocated General ASB FUND
K	\$ 25	\$ -		\$ 20.00	=	5.00
1	\$ 33	\$ 6.06	\$ 2.00	\$ 14.00	=	10.94
2	\$ 38	\$ 8.25	\$ 2.00	\$ 14.00	=	13.75
3	\$ 45	\$ 33.00	\$ 2.00	\$ 10.00	=	-
4	\$ 40	\$ 30.75	\$ 2.00	\$ 7.25	=	-
5	\$ 40	\$ 25.56	\$ 2.00	\$ 12.44	=	

						-
6	\$ 40	\$ 38.90	\$ 1.10		=	-
7	\$ 40	\$ 11.25	\$ 3.00	\$ 18.00	=	7.75
8	\$ 40	\$ 11.25	\$ 3.00	\$ 18.00	=	7.75
9	\$ 60	\$ 11.25	\$ 3.00	\$ 38.00	=	7.75
10	\$ 60	\$ 11.25	\$ 3.00	\$ 38.00	=	7.75
11	\$ 60	\$ 11.25	\$ 3.00	\$ 38.00	=	7.75
12	\$ 60	\$ 11.25	\$ 3.00	\$ 38.00	=	7.75

Nineteen students utilized the Waiver Form to get assistance with the purchase of school supplies. MCrane thanked Jlanting for having the form available for families in need.

Dance Fundraiser made \$665. Jlanting said the new procedures put into place for proper money handling were not followed but detailed instructions will be given to ensure compliance with procedures for future events.

Jlanting said busing continues to be a concern with late arrivals, length of ride-time and overcrowding. Many parents are complaining that no one at Western States will answer the phone. Jlanting will continue to work with Western States for better solutions.

EDWise Contract - Jlanting presented a contract to have EDWise assist the school as special education and federal programs administrator; school psychological and Response to Intervention services, social work services, progress monitoring consultation and psychosocial rehabilitation services. The question was asked if the contract "fits in" the current budget. Jlanting state it does.

JHurlock made a motion to approve the contract, JWallace seconded. All – Aye, motion carried

School Lunch program - Jlanting requested the Board approve payment in the amount of \$4,070 for an ice maker and food tray rails and installation. He stated that ice is being purchased daily by the Kitchen Manager and transported by her to the school in her private vehicle, which is a health safety concern. Also, students have a very difficult time balancing tray, milk and helping themselves to salad. On the first day of Elementary school, six meals were spilled. The rails will alleviate the balancing act. DBurr asked where in the budget the funds would come. Jlanting stated it would cause us to be over budget but should be profitable in 3-4 years. It would also help us get a step closer to the Free Breakfast program. Topic was opened to discussion. A maintenance bid will be needed for any repairs to the ice maker.

JWallace made the motion to approve the purchase of ice maker and food tray rails and installation, MCrane seconded. All – Aye, motion carried.

First Federal Agreement – Jlanting informed the Board that there will be an unexpected \$30 per month charge from First Federal for ACH but that he wanted to continue with banking services at First Federal for this school year.

Drug Free Workplace Policy – Jlanting informed the Board that, although the Employee Handbook states that Xavier is a drug free workplace, it has never been enforced. The school will contract with St. Luke's Occupational Health who will administer the plan for us with no other cost than a per test fee.

- PFA Report

DBird stated that the PFA has agreed to ratify the contract and fall under the school's 501c3 but will utilize a separate bank account.

Jog-A-Thon has raised \$30,289.76. PFA has purchased a \$3,500 PA system for the school. Money is being held for the purchase of additional lunch tables and a school sign. Library seating will be purchased in the amount of \$1,500.

Fall Frolic has been set for Saturday, October 29.

PFA is interested in holding another fundraising breakfast but is seeking matching funds.

The Vice-President position is vacant due to Cynthia Hall stepping down. The PFA will work to fill this position.

Continuing Business

- Carpenter's Calling Service – The calling service, which would locate substitute teachers, would alleviate the burden from staff and teachers. JLinting stated he was able to negotiate the contract to \$3,250.

MCrane made the motion to approve a 1 year contract in the amount of \$3,250, JHurlock seconded.

All – Aye, motion carried.

- Approval of bus routes for 2011/2012 – Item was moved to September 22 meeting

New Business

- Set date for Board Strategic Planning Retreat – DBurr asked for Board comment on strategic planning. It was unanimous that strategic planning is necessary. DBurr made a request that, in addition to the Board being present at the strategic planning retreat we have our founder, administrator, and representatives from all three divisions within Xavier. The date is set for 10 am on Saturday October 22 at Xavier.
- Heather Lemon spoke to the Board about interest in joining National Honors Society and National Science Honors Society. There is a five member faculty team overseeing the programs. NHS requirements are minimum 3.5 gpa and annual service project. The cost for NHS is \$125 per year. NSHS requirements are minimum 3.0 GPA and enrollment in Advanced Placement science or higher. The cost for NSHS is \$100 the first year and \$40 each year thereafter.
- Amanda Loosli spoke to the Board detailing how the Honors Program at Xavier will look. It will be a layered curriculum for 9-12 graders. HP students will be in regular classes with extra requirements. Non HP students will reap the benefits of work presented by HP students. HP students will sign binding contracts. Discussion led to the upcoming Advanced Placement Training Classes in Salt Lake City. JWallace asked about the mechanics of who is certified to teach AP classes. It was stated that Mr. Loosli is in history, Mrs. McAllister is in English. JWallace requested EBomgardner review the necessity of AP training for our teachers this year and bring the information to the Board at the September 22 meeting.
- Mrs. Loosli has agreed to teach science this year but lacks certification in this area. Our new dance teacher Ms. Staats lacks state of Idaho certification.

MCrane made a motion for Emergency Declaration of Need for Mrs. Loosli in the area of science and for Ms. Staats in the area of dance, JHurlock seconded. All – Aye, motion carried.

Executive Session (Closed to the Public)

At 8:05pm JWallece made the motion to enter into Executive Session pursuant to Idaho Code §67-2345 (a), (b), and (f) the Board will meet in Executive Session.

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.

(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;

(f) To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.

Hurlock seconded.

Roll call vote: JWallece – Aye, DBurr – Aye, MCrane – Aye, JHurlock – Aye

Motion carried

At 10:56pm, MCrane made a motion to enter into Open Session, JHurlock seconded

Roll call vote: JWallece – Aye, DBurr – Aye, MCrane – Aye, JHurlock – Aye

Motion carried.

JHurlock made a motion that effective immediately Employee A is placed on paid administrative leave until September 22, JWallece seconded.

Roll call vote: JWallece – Aye, DBurr – Aye, MCrane – Aye, JHurlock – Aye

Motion carried

MCrane made the motion to adjourn the meeting, JWallece seconded. All – Aye

Meeting adjourned at 11pm