



# **XAVIER CHARTER SCHOOL BOARD MEETING MINUTES**

**Location: 771 North College Road  
5:30 pm, April 8, 2010**

## MISSION

The mission of Xavier Charter School is to instill in students a love of perpetual learning, an aspiration for personal achievement, and the capacity to become cooperative contributors of society.

Present: Scott Hunsaker, Jeff Bulkley, Tracey Meyerhoeffer, Emily Huber, Shawn Willsey, Teresa Berry

### **5:30 PM – Welcome and Introductions – Meeting called to order at 5:30 Board recited mission**

- ❖ **Approval of Agenda**  
TMeyerhoeffer moved to approve the agenda. JBulkley seconded. The motion passed unanimously
- ❖ **Adoption of Special Meeting and March Minutes**  
JBulkley moved to approve the Special Meeting and regular minutes for March. EHuber seconded. The motion passed unanimously.

### **5:35 PM REPORTS**

- ❖ **PFA Report**  
The PFA provided the board with an update on fundraising efforts and noted that funds will be held out to purchase T shirts. On April 30, a fundraiser will take place, and forms are being distributed and funds collected as well as receipts. The PFA notified the board of their plans for Teacher Appreciation Day and the end of year party. General discussion of other opportunities for school events. The PFA noted that the Spring Showcase date has been changed to Tuesday (May 25<sup>th</sup> – elementary) and Thursday (May 27<sup>th</sup> – Secondary).
- ❖ **Budget Report**  
JBulkley provided update on the budget committee's meetings and progress. He indicated the committee will have a recommendation for the board at the May board meeting.
- ❖ **Paragon Schools Report**  
Clvie provided an update on preparations for the school lottery, USDOE audit, and the ICSN programmatic audit. Clvie provided answers for questions about the agenda for the programmatic audit and board member participation. General discussion on new facilities and storage space in classrooms. JBulkley asked for an update on the new website design. CFulcher indicated that the website design will be done by Xavier's IT person, but it will not occur until after ISAT testing.
- ❖ **Principal's Report**  
CFulcher reviewed lottery procedures with the board and updated the board on the plan for storage and moving. She provided an update on enrollment numbers and noted that the school will be conducting a lottery for grades K-8 due to the number of applicants exceeding the

available space in those grades. CFulcher stated that Xavier's head secretary has done an excellent job communicating with stakeholders and following up with returning students to ensure families were aware of enrollment opportunities and deadlines. CFulcher provided additional information regarding enrollment, Shadow Days, and recent Vision/Hearing tests, as well as recent stakeholder surveys. She also updated the board on the Student-led Conferences. TMeyerhoeffer noted her concern that for some students parent attendance was part of a class grade, and she recommended that parents' attendance not affect students' grades. CFulcher provided an update on the 2010-2011 schedule and advanced opportunities for Xavier students. She noted that BFairbanks and Clvie would be assisting with the school lottery, USDOE audit, and the ICSN programmatic audit.

Prior to beginning the Discussion Items, SHunsaker welcomed board members from the Heritage Community Charter School – a proposed charter school in Caldwell. Holle McRae described the HCCS educational model and their visit to Xavier, as well as their current progress on establishing a charter.

❖ **Policy 5340 – Evaluation of Certificated Personnel**

CFulcher presented the policy for its second reading. The policy was developed to comply with new state requirements to have a board-approved evaluation policy that is aligned with the Danielson Framework. JBulkley moved to adopt Policy 5340 – Evaluation of Certificated Personnel. EHuber seconded. The motion passed unanimously.

❖ **Policy 8710 – Board of Directors Use of Electronic Mail**

CFulcher presented Policy 8710 for its second reading. CFulcher noted that Policy 8710 is recommended by the Idaho School Boards Association due to growth of email communication and need for specific clarification regarding email communication for board members and open meeting laws. TBerry moved to approve Policy 8710 – Board of Directors Use of Electronic Mail. SWillsey seconded. TBerry, SWillsey, JBulkley, EHuber voted in favor. TMeyerhoeffer opposed. The motion passed.

- ❖ A representative from Southern Idaho Learning Center addressed the board to discuss passing out flyers to Xavier stakeholders. General discussion on the issue of passing out flyers or advertising materials to Xavier students/stakeholders. Clvie noted that this discussion had not been included on the agenda. SHunsaker ended the discussion and asked that it be noted in the minutes that SILC would like to have this on the agenda and the board would like to review this policy.

❖ **Discuss and Vote to Finalize Health Insurance Offering for Xavier Staff Members**

JBulkley moved to finalize health insurance offering for Xavier staff members. TMeyerhoeffer seconded. The motion passed unanimously.

- ❖ **Appointment of Screening/Nomination Committee for Upcoming Board Election.** The following individuals were appointed to be members of the Screening/Nomination Committee: JBulkley, EHuber, Suzie and a staff member of Xavier.

**EXECUTIVE SESSION PURSUANT TO ID CODE SECTION 67-2345(1)(a), (b) and (c) (CLOSED TO THE PUBLIC)**

TMeyerhoeffer moved to enter Executive Session pursuant to 67-2345(1)(a),(b), and (c). TBerry seconded. Roll Call vote: TMeyerhoeffer: aye, SHunsaker: aye, JBulkley: aye, EHuber: aye, TBerry: aye, SWillsey: aye. The motion passed and the board entered closed session 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, and 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, and to conduct deliberations to acquire an interest in real

property which is not owned by a public agency. JBulkeley moved to resume open session. TMeyerhoeffer seconded. The motion passed unanimously.

❖ **Discuss and Aote to Amend the Bylaws Regarding Board Terms**

TMeyerhoeffer moved to amend Xavier's bylaws to provide that board member terms shall be three years (as opposed to two years, as it is currently written in the bylaws). EHuber seconded. The motion passed unanimously.

❖ **Discuss and Vote to Approve and Authorize Execution of Lease Agreement for New Facility.**

TBerry moved to approve and authorize SHunsaker to execute the lease agreement for the new facility. TMeyerhoeffer seconded. The motion passed unanimously.

❖ JBulkeley moved to hire Anna Thompson as half-time PE instructor, Thad Biggers as half-time VP, Amanda Loosli as English instructor, Wendy McGreagor as the librarian and Corin Smith as the music teacher. TBerry seconded. Discussion: SWillsey asked about what the PE teacher is teaching, i.e. will she be teaching lifetime sports and other PE classes? CFulcher indicated she would. The motion passed unanimously.

**ADJOURN**

TMeyerhoeffer moved to adjourn the meeting. EHuber seconded. The motion passed unanimously and the meeting was adjourned.