

XAVIER CHARTER SCHOOL  
BOARD MEETING AGENDA  
Location: 771 North College Road  
5:30 pm, January 14, 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.

Board Members Present: Scott Hunsaker, Teresa Berry, Jeff Bulkley, Emily Huber, Tracey Meyerhoeffer

5:35 PM – Welcome and Introductions

#### \* Approval of Agenda

JBulkley moved to adopt the agenda. TMeyerhoeffer seconded. The motion passed unanimously.

#### \* Adoption of Minutes

JBulkley moved to adopt the minutes. TMeyerhoeffer seconded. The motion passed unanimously.

SHunsaker welcomed all present and provided a summary of the policies and procedures associated with accepting public comment. SHunsaker discussed the meeting's format and noted that the board's responsibility is to set policy and allow the school's administration to operate the school. He noted that he had received several calls over the preceding weeks dealing with personnel issues, he appreciated the concern, and for that reason, the Board would be taking comments on appropriate issues in executive session pursuant to state code.

EXECUTIVE SESSION PURSUANT TO ID CODE SECTION 67-2345(1)(b) (CLOSED TO THE PUBLIC)

JBulkley moved to enter executive session pursuant to Idaho Code Section 67-2345(1)(b). TBerry seconded. ROLL CALL VOTE: Scott Hunsaker, aye; Teresa Berry, aye; Jeff Bulkley, aye; Emily Huber, aye; Tracey Meyerhoeffer, aye. Executive session commenced and public comment was received "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."

## REPORTS

### \* PFA Report – Andrea Daily

ADaily provided the board with an update on the PFA's activities. General discussion regarding the status of funds provided by Xavier to the PFA. ADaily asked to be provided with additional information through the building process for the PFA to keep stakeholders updated.

### \* Paragon Schools Report – Brandon Fairbanks & Christine Ivie

BFairbanks updated the board on the activities done throughout the previous month for the 2010 opening. These items included a brief review of expectations regarding a hot lunch program and its associated equipment costs, personnel needs, and general process. BFairbanks indicated he had requested a copy of Xavier's current pupil transportation contract and would review the contract to determine whether these services were up for bid. He also provided a brief reminder on the importance of maintaining communication in accordance with Open Meeting Law, and although he was not aware of any violations, board members should always keep compliance in mind. BFairbanks provided an update on the budget process assumptions for next year and indicated the importance of solidifying a schedule to identify upcoming staff needs. Finally, BFairbanks said he had received a letter from the future tenant of Xavier's current facility. The future tenant requested a move-out date. BFairbanks indicated that Xavier will be vacated at the end of their lease term.

### \* Principal's Report – Cindy Fulcher

CFulcher provided an accreditation update and enrollment update and overview. CFulcher provided an update on the student performance. She then summarized upcoming Xavier calendar events. CFulcher notified the board about the process of disseminating grades. CFulcher noted that she would be working with Paragon to fine tune next year's class schedule to assist in efforts to identify staffing needs for budgeting processes.

## BUSINESS ITEMS

\* Discuss and Vote to approve lease payments for modular classrooms – Brandon Fairbanks

BFairbanks notified the board that each time the modular company sends in an invoice, Paragon's accounting staff has to send it to the board for approval. He noted that there are only five or six months left on the lease. Therefore, so long as there is not a substantive difference in the monthly invoice amount, BFairbanks requested the Board to authorized payment of modular rent invoices throughout the remainder of the term. TBerry moved to authorize payment of the monthly lease payments for the remainder of the lease term. EHuber seconded. The motion passed unanimously.

## DISCUSSION ITEMS: (For Discussion Only)

\* Discuss Dual Credit – Tracey Meyerhoeffler

TMeyerhoeffler indicated that this item could be removed from the agenda and she could work/discuss it outside of the board meeting with Xavier's administration.

\* Discuss Student Retention and Tracking

General discussion regarding Xavier retention numbers and tracking of students that leave the school. TMeyerhoeffler noted that they could conduct a survey and compare the results over time to identify trends. The suggestion was made to create an exit survey and include it in the paperwork students complete when they leave the school.

EXECUTIVE SESSION PURSUANT TO ID CODE SECTION 67-2345(1)(b) (CLOSED TO THE PUBLIC)

JBulkley discussed the need to wrap some of the information shared in the earlier closed session. TBerry moved to enter executive session pursuant to Idaho Code Section 67-2345(1)(b). TMeyerhoeffer seconded. ROLL CALL VOTE: Scott Hunsaker, aye; Teresa Berry, aye; Jeff Bulkley, aye; Emily Huber, aye; Tracey Meyerhoeffer, aye. Executive session commenced "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." JBulkley moved to exit closed session and resume the open meeting. TBerry seconded. The motion passed unanimously.

ADJOURNMENT

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

Minutes Approved imously, and the meeting was adjourned.