



XAVIER CHARTER SCHOOL
Board Meeting Minutes
Location: 1218 North College Road
Twin Falls, Idaho
6:00 pm, September 20, 2012

- I. Roll Call Attendance** – The meeting called to order at 6:06 p.m. Roll call attendance - Debbie Burr- yes, Joan Hurlock- yes (Mrs. Hurlock was unable to attend the entire meeting and was excused at 7:05 p.m.), Mark Lambert- absent. Melissa Crane –yes, James Wallace no (noted that he will be arriving late – arrival time was 6:14 p.m.)
- II. Approval of Agenda**
Discussion: No discussion
Action: A motion was made to approve the agenda for September 20, 2012.
Motion by: Joan Hurlock
Seconded by: Melissa Crane
Result of vote: Motion carried
- III. Approval of Minutes – August 9th and September 6th Minutes**
Discussion: Debbie Burr asked that the September 6, 2012 minutes reflect the reason why Idaho Code 67-2345 (c) was added to the agenda. under Executive Session. The minutes should reflect that the Board had received new information from their attorney that day which needed to be discussed in Executive Session. Debbie Burr also asked that the September 6, 2012 minutes reflect the time that they went into and returned from Executive Session.
Action: A motion was made to adopt the Board Minutes of August 9th and September 6th with the changes as noted above.
Motion by: Joan Hurlock
Seconded by: Melissa Crane
Result of vote: Motion carried
- IV. Public Input**
There was no public input.
- V. Board Items**
a. FY 2010/2011 Agreed Upon Procedures Report
Discussion: Mr. Ware from Ware and Associates reported on the findings of the Agreed Upon Procedures Report for Federal fund expenditures from

Fiscal Year 2010/2011. Mr. Ware verified that the revenue and expenditures from federal funding had been accounted for in an appropriate manner and the reports would be ready for submittal to the State.

Action: A motion was made to accept the Agreed Upon Procedures Report as presented by Mr. Ware.

Motion by: Joan Hurlock

Seconded by: Melissa Crane

Result of vote: Roll call vote taken: James Wallace recused (arrival during presentation), Melissa Crane - yes, Debbie Burr-yes, Joan Hurlock –yes; Motion carried

b. FY 2011/2012 Audit

Discussion: Mr. Ware of Ware and Associates presented the Fiscal Year 2011/2012 Audit. He noted that there was an opinion exception to GASB 45 and explained that this is a common exception for small Idaho schools due to the financial costs related to meeting this. He also noted the shortfall in funding as a concern that must be addressed and monitored closely this fiscal year. He stated that the shortfall is not something that cannot be overcome, but it must be addressed methodically. The school was commended on the improvement of internal controls.

Action: A motion was made to accept the Fiscal Year 2011/2012 Audit as presented by Ware & Associates.

Motion by: James Wallace

Seconded by: Melissa Crane

Result of vote: A roll call vote was called: James Wallace –yes, Melissa Crane – yes, Debbie Burr- yes, Joan Hurlock- yes – Motion carried

c. Second reading of new policies: 2396, 2615, 3010, 5400, and 7000 series

Discussion: Thad Biggers presented the above polices for a second reading before the board.

Policy 2396 – Advanced Placement Courses and Exams – no changes needed

Policy 2615 Awarding High School Credit for Courses Taken Before the Ninth Grade – Discussion on making this policy retro-active and when to require the written notification from parents. It was decided to include language that the written request must be submitted no later than two weeks prior to the end of the semester.

Policy 3010 Students- no changes needed

Policy 5400 Personnel – Leaves of Absence – Personal & Emergency Leave – 2nd reading – Mr. Biggers recommends we stay with our current policy although we have not budgeted for the payout of personal leave. He suggests when budget is amended it be adjusted to allow for a payout for FY 2011/12 and FY 2012/13. The board also wanted to redefine what constitutes an immediate family member. The Board would also like to take a closer look at the effect this policy will have on the budget. There was also discussion on allowing the teachers to use up to two personal days in the interim period. This policy will be brought back before the Board in October.

Mrs. Joan Hurlock was excused at 7:05 p.m.

Policy Series 7000

7005 – no questions

7100 – no questions

7110 – no questions

7120 – no questions

7125- - no questions

7126 – no questions

7128 – no questions

7200 – no questions

7220 – no questions

Action: A motion was made to accept all of the policies presented with the discussed changes, with the exception of Policy 5400, which the board would like to further consider.

Motion by: Melissa Crane

Seconded by: James Wallace

Result of vote: All ayes – Motion carried

d. Emergency Hire request for half time 5th grade teacher

Discussion: Mr. Biggers presented an update from the Idaho Department of Education regarding the certification status of Mrs. Aslett. The State will require further credentialing from Mrs. Aslett.

Action: A motion was made to declare that a hiring emergency exists for a half-time fifth grade teacher.

Motion by: Melissa Crane

Seconded by: James Wallace

Result of vote: All-aye; Motion carried

e. ISBA Liability Insurers List In Accordance with SB 1108

Discussion: Mrs. Burr wanted to ensure that the staff had all been given this list. Mr. Lanting stated it had been done during the orientation prior to school starting and that the staff had all signed an acknowledgement form for their files. The list will also be made available on the Teacher Share Drive.

Action: None needed

f. Board Retreat

Discussion: Melissa Crane noted that the board met on the prior Saturday as a board strategic planning retreat and not a strategic planning session for the school as a whole. The session was used for the board to complete a board assessment tool by each member and the leadership team. The board discussed the accomplishments from the prior year: Defining who Xavier is and what Xavier means, Policy review, and redefining the school dress code. The board also used this time to set new board goals.

Action: None needed

VI. Business

a. Business Manager's report

i. Approval of Bills

Discussion: Justin Lanting– asked for questions on the bills as submitted and there were no questions. The board determined that they would like to have Skyward login access to review bills online.

Action: Motion to approve the bills as stated.

Motion by: James Wallace

Seconded by: Melissa Crane

Result of vote: Roll call vote was called –James Wallace – yes, Melissa Crane – yes, Debbie Burr – yes; Motion carries

ii. Monthly Financials

Discussion: Mr. Lanting stated that the financials are on track with receivables and expenses. He is preparing information for the October Budget Revision and will have that information to the board at least three weeks prior to the meeting. Debbie Burr asked to have revenue and expense summary with a breakdown of all the money.

Action: None needed

b. FY 2012/2013 Budget Amendment Procedures

Discussion: Mr. Lanting will present the budget at least 3 weeks prior to the meeting. The notice of a budget amendment must be published once in the Time-News and the school will accept public comment in the office

Action: None needed

c. ASB Fund Update

Discussion: There are new signature cards for the First Federal “Trust Fund” account that will hold the following funds: ASB, PFA, and the Scholarship fund. These will be combined in one checking account. There will be no additional cost and once an end date is chosen the credit card machine can be switched as that money will also go to this account.

Action: None needed

d. Update on Potential IRS request for payment and 2010 penalty

Discussion: Mr. Lanting notified the board that all of the necessary information has been submitted to the IRS and we are awaiting a response from them.

Action: None Needed

e. Temporary Loan Options

Discussion: Mr. Lanting has completed the paperwork for a revenue anticipation loan through US Bank and is awaiting a response. Other options were discussed.

Action: None Needed

VII. Reports

a. Administration

i. LT Reports

1. Becky Baird – Grammar School

a. IRI testing finished

b. Aimsweb – benchmarking for grades 4-8 math was finished last week. Will be done again in the winter and the spring

- c. Great Expectations Training result– the complete training given for new teachers this year was very beneficial
- d. Enrollment -still filling classes in Grammar School and continuing to do interviews with families. The interviews have been very helpful to families as they determine if Xavier is a correct fit for their family
- e. Reports from families that there is a spirit of peace at school and that the parents feel really good about the year so far
- f. Making More Money model – after meeting twice with the committee and the out brief from the Programmatic Audit it was determined we need to spend more time educating our families about Xavier before we proceed with them as an outreach for the fundraising piece. Some ideas from the committee were presented.
- g. Newsletter –The new look has been implemented and Mrs. Baird feels that we are presenting ourselves in a more unified way and doing a better job of marketing Xavier.

2. Lisa Thompson – Logic School

- a. Special Education report – Heidi Stoddard, Angie Allen and Lisa Thompson attended a Special Education workshop in August to learn about special education resources and support available for school districts.
- b. Special Education Audit – Files were reviewed to determine if Xavier had any areas to address. The following were the results:
 - i. Xavier needs to implement a secondary transition program as the students graduate and leave school. This plan should include career, transportation, and housing planning with the students.
- c. Xavier has an opportunity to attend additional training on October 10. A plan is due by December 1st.
- d. IEP Meetings – Lisa is attending these meetings and monitoring the use of inclusion in the classrooms.
- e. Open House/Back to School Night was held and all of the educators teaching 6th grade attended. The overall result was positive. Sixth graders are enjoying the new formatting and their favorite subject is the addition of the technology study.

- f. During orientation grades seven and eight discussed bullying and included cyber bullying in this discussion. They were encouraged to report all bullying.
- g. New student interviews continue.
- h. Professional Development Needs Analysis is due in January. Lisa Thompson and Tami Ditlefson will attend a forum on this later in September and prepare our plan.
- i. Annual reviews of 504's begin next week

3. Tiffanie McAllister – Rhetoric School

- a. Mrs. McAllister attended a September accreditation meeting
 - i. There is a follow-up meeting at Canyon Ridge that she will attend.
 - ii. Schools are responsible for costs of the accreditation team to come in
- b. In late August the Rhetoric teachers reviewed the extracurricular groups and established some hopes for this year. Advisors have been chosen, and supplemental contracts are in the works
- c. Instrumental. Music – Mr. Paul Hanson said he would advise this group
- d. The English Department has created an English Handbook for the upper schools
- e. Student Government has been working hard on setting goals
 - i. Working with clubs and advisors to make sure paperwork is in order
 - ii. Set main goal: College Fair - they would like to put a college fair together that focuses on classical colleges. Their goal is to try to get them to come in to Xavier or to do it on Skype or other internet streaming options.
 - iii. Grammar Goal: Still debating
- f. Registration of the Rhetoric School went well
- g. New student interviews are winding down for high school
- h. There were a few new students this year and a couple have returned after a couple weeks at other schools
- i. Plato training took place prior to school starting. We had several teachers participate. This program will be utilized for assessments and remediation of students.

- j. Mr. Lord from CSI is doing a dual credit health class 3 credits. The students will use the IEN and will not be on CSI campus.
- k. eXalt week October 1, 2, and 3 – rough planning has taken place and details will be given at the kickoff dance on September 28th.
- l. We have one exchange student this year

ii. HOS Report -Thad Biggers –

- 1. Current enrollment is 642 and appears to be more stable than in the past
- 2. Attrition statistics were given - 11.4% of students that were eligible to come back did not. The board was presented with a written report from exit interviews and cautioned that there were only a small number of responses.
- 3. Programmatic Audit has been completed and it went well.
- 4. Title I and Special Education Financing Webinar was attended by Justin Lanting and Thad Biggers
- 5. Busing – There have been a few change routes requests that he will look into – appears to be just 27 add stops that require no cost changes.
- 6. NAEP– this is a nationwide assessment that is one day. We have been selected for 8th and 12th grade reading. The results allow us to compare students within our school, area, state and the nation.

VIII. Student Issues

Discussion: NONE

IX. General Information

Discussion: PFA – will meet on Tuesday, September 25th at 6:30 p.m. to elect officers. At registration there were 54 people that signed up as being interested in joining the PFA.

X. Executive Session

- a. Executive Session – it is requested that the Board go into executive session to conduct deliberations considering legal negotiations or acquire real property (c) as per I.C. 67-2345.

Discussion: none

Action: A motion to enter Executive Session pursuant to Idaho Code 67-2345 (c) conduct deliberations considering legal negotiations or acquire real property.

Motion by: James Wallace

Seconded by: Melissa Crane

Result of vote: Roll call vote – Melissa Crane – yes, James Wallace – yes,
Debbie Burr – yes

Went in at 9:07 p.m.

Open Session ended at 9:20 p.m.

Action: A motion was made to exit Executive Session and re-enter Open Session.

Motion by: Melissa Crane

Seconded by: James Wallace

Result of vote: Roll call vote – Melissa Crane – yes, James Wallace – yes,
Debbie Burr – yes

Open Session resumed at 9:20 p.m.

Adjourned

Action: A motion was made to adjourn.

Motion by: James Wallace

Seconded by: Melissa Crane

Result of vote: Roll call vote – Melissa Crane – yes, James Wallace – yes,
Debbie Burr – yes

Meeting was adjourned at 9:25 p.m.