



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

**I. Roll Call Attendance:**

The meeting was called to order at 6:06 p.m.

Present: Debbie Burr-yes; Mark Lambert-yes; Joan Hurlock-yes; Melissa Crane-yes;  
James Wallace-yes

**II. Approval of Agenda**

**Discussion:** There was a need to amend the agenda adding *Idaho Code 67-2345 section (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency*; to the Executive Session

**Action:** A motion was made to amend the agenda to include section c of Idaho Code 67-2345 for the scheduled Executive Session.

**Motion by:** Joan Hurlock

**Seconded by:** James Wallace

**Results of Vote:** Motion carries, all in favor

**III. Open Session Items**

**a. Ratify Liability Insurance contract**

**Discussion:** There were two responses to the request for bids on liability insurance. Premier Insurance and Starley-Leavitt Insurance both submitted bids. Starley-Leavitt submitted a bid for \$6894 and Premier Insurance submitted a bid for \$6275. The Premier Insurance bid came in at approximately \$800 less and included the addition of some benefits. Premier included the addition of administration being covered on the professional liability policy, instead of only the board as previously covered. The Premier policy also included an increase in fire content coverage to \$500,000 with an 80% stop gap. Premier Insurance is the broker and the insurance company is Continental Western Group which is rated an A+ insurance company.

The budgeted amount for liability insurance is \$6454; the Premier Bid comes in under the budgeted amount and offers a more comprehensive policy.

**Action:** A motion was made to ratify the decision to contract with Premier Insurance for liability insurance.

**Motion by:** Melissa Crane

**Seconded by:** Joan Hurlock

**Results of Vote:** The motion carried, all in favor.

**b. Update on pay for performance**

**Discussion:** Thad Biggers updated the board on the status of Xavier's Pay for Performance Plan. The plan was put together by Ms. Jolynn Heiner, Mr. Thad Biggers, Mrs. Becky Baird, Mrs. Lisa Thompson, and Mrs. Tiffanie McAllister. Ms. Heiner spent time doing data analysis of the IRI and ISAT scores, in the process of determining areas where growth was needed and desired. It was determined that Xavier would include the following items in the 2012-2013 Pay for Performance Plan:

- .5 Meeting AYP in math
- .3 Increase in student extra-curricular activities involvement
- .2 Maintain Average Daily Attendance within 2% of previous year

This plan has been submitted to the State Department of Education within the allotted timeframe.

**Action:** none needed

**c. Discussion and preparation for the Public Charter Commission meeting on September 20<sup>th</sup>**

**Discussion:** Thad Biggers presented the board with a budget document that is required by the Public Charter School Commission. Mr. Biggers explained that the required document had been sent to the Commission by the deadline but since that time, new information has required changes being made to the document. Mr. Biggers has contacted the Commission and the new information will be provided to the Commission. Mr. Biggers and Mr. Lanting informed the board of the new data and answered question from the board. Mr. Biggers will present the Commission with the required budget template with the new information, a five (5) year projection, and a written explanation.

**Action:** none needed

**d. Preparation for Programmatic Audit September 17<sup>th</sup> and 18<sup>th</sup>**

**Discussion:** Thad Biggers presented the board with a draft schedule for the Programmatic Audit. Mr. Biggers explained that the Idaho Charter School Network has done our Programmatic Audit in the past and that they charge \$2000. He explained that there are changes taking place in leadership at the Idaho Charter School Network and he has decided to have an independent panel do our audit this year. This team will include Mike Gibson, ARTEC Principal; Kelly Murphey, retired Superintendent and; Michelle Clement-Taylor, Idaho State Department of Education. The Programmatic Audit generally focuses on the charter document in relation to the actual curriculum and instruction in the school. Mr. Biggers anticipates the cost of using this panel to be less than \$2000.

**Action: none needed**

**e. Update on FY 2011/2012 Audit**

**Discussion:** Mr. Ware of Ware and Associates is finishing the Fiscal Year 2011/2012 Audit. He informed Mr. Biggers that the document would be ready by September 12<sup>th</sup>

**f. Update on FY 2010/2011 Agreed Upon Procedures Report**

**Discussion:** Ware and Associates is also working on the Fiscal Year 2010/2011 Agreed Upon Procedures Report. The findings from Ware and Associates will include an opinion and they are working diligently to be finished by September 12, 2012. They anticipate that it will be completed by that time.

**g. Update on teacher licensure**

**Discussion:** Mr. Biggers informed the board on the status of teacher licensure, and the status of applications for Science, Special Education, half time 5<sup>th</sup> grade, and dance positions. The Idaho State Department of Education has the information needed to make a determination and it is anticipated that the required information will be submitted to Ms. Lackey at the State Department by September 26<sup>th</sup> in order to meet the October 15<sup>th</sup> deadline.

**Action: none needed**

**IV. Executive Session**

**Motion:** James Wallace made a motion to go into executive session pursuant to Idaho Code 67-2345 to consider (1) (b) evaluation, dismissal or disciplining or, to hear

complaints or charges brought against an employee or student. (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency.

**Seconded:** Melissa Crane

**Roll Call Vote:** Debbie Burr-yes, James Wallace yes, Mark Lambert-yes, Melissa Crane –yes, Joan Hurlock-yes

**Motion:** Joan Hurlock made a motion to come out of executive session.

**Second:** Mark Lambert

**Action:** None

## **V. Adjourn**

**Motion:** Mark Lambert

**Second:** Melissa Crane

Adjourn at 8:52 p.m.