



Xavier Charter School Board Meeting Minutes April 18, 2013 6:00 p.m.

I. Roll Call Attendance

6:04 p.m. call to order James Wallace- absent, Melissa Crane- present, Debbi Burr- present, Mark Lambert- present, and Joan Hurlock- absent

II. Approval of Agenda

Motion: To approve the agenda as posted.

Made by: Mark Lambert

Seconded by: Melissa Crane

Result: all in favor, motion carries

III. Approval of Minutes – A motion was made to approve the minutes of March 7th, 14th, and 21st

Made by: Mark Lambert

Seconded by: Melissa Crane

Result: all in favor, motion carried

IV. Public Input – none

V. Board Items

A. Resignation Letter Acceptance Darran Pfafflin has submitted a letter of resignation. A motion was made to accept his letter of resignation.

Made by: Mark Lambert

Seconded by: Melissa Crane

Result: All in favor, motion carries

B. Health Insurance Update – Cody McQueen from McQueen Insurance presented information to the board regarding employee insurance. He explained the process that he goes through in order to find the most attractive insurance package for Xavier employees. Mr. McQueen took questions from the board.

C. Hiring Timeline for Head of Schools – We have started receiving applications. Mr. Biggers recommends that the interview process needs to begin next week. The committee will begin reviewing applications and setting appointments.

D. Board Election – We have received one applicant for the open board seat. We will have a candidate forum which will be held at 6:00 p.m. on May 8th.

E. Retention and RTI Process – Mrs. Burr would like to combine these two items. Mrs. Burr would like these items calendared for July.

F. School Calendar for FY 2013/2014 – Mr. Biggers addressed the board regarding the proposed calendar. The board asked questions regarding the continuation of early release Monday.

G. Budget Hearing Date – The budget meeting will take place at the June board meeting.

H. Legislative Update – Mr. Biggers presented information to the board from the Legislative Update given last week in Pocatello. He reported that the number of changes is very minimal. Mr. Biggers presented information regarding pay for performance, authorizers of charter schools, and Common Core Standards or the Idaho Core. The state also unfroze the two year hold on experience for teachers so teachers will now be paid for actual service and credits instead of being frozen. Mr. Biggers will be presenting the information to the stakeholders.

I. Skinner Fawcett LLP data request - Mr. Biggers has received a request for data for the bonding process. He attached a copy of the information requested to the board for their information.

J. Boys and Girls Club Bussing – The Boys and Girls Club would like to eliminate bussing from the schools to the Club. Other schools are going to do this for the club and they have asked us if we would be able to do so. Mr. Biggers thinks it is possible to do so without costing the school any more money.

VI. Business

A. Business Manager's Report

1. Approval of Bills –

Motion: Motion to accept the bills as presented

Made by: Melissa Crane

Seconded by: Mark Lambert

Result: all in favor; motion carries

2. Monthly Financials – Mr. Phelan presented the monthly financial information to the board and opened the floor to questions. There were none.

3. Cash Flow – Mr. Biggers presented a statement of cash flow to the board. The cash flow projection for the remainder of this fiscal year is favorable.

4. Hot Lunch Update – The lunch program is currently running at a loss. Mr. Phelan explained some of the reasons for this. Mr. Phelan believes that the program will end the year at a loss even with the cost cutting measures that are

taking place. Mr. Biggers recommended that Xavier pursue the option of having a third party provide the lunch program.

Motion: To authorize Xavier to pursue options of having Twin Falls School District provide our food service.

Made by: Mark Lambert

Seconded by: Melissa Crane

Results: Motion carried, all in favor

5. **ASB Funds** – The student council approved the transfer of \$28,000. This was done because these funds were deposited into the ASB account when they should have been deposited into the general fund.

6. **LGIP** – A new account will be set up in May.

7. **Potential Tax Bill** – Mr. Biggers received a letter from the IRS regarding a 990 form that had not been submitted. Ware and Associates has responded to this letter.

VII. Reports

A. **PFA Report** - Chelsea Tucker reported current projects to the board.

1. **Bag Recycling** - the PFA is providing a bracelet for students that participate.

2. **Field Day** – May 30th

3. **Computer Purchases** – PFA was able to purchase a computer lab and cart and will be purchasing a projector

4. **Elections** - May 14th will be elections for next year's

B. **Administration**

1. **Grammar School – Becky Baird**

a) **Grandparents Day** – We have several grandparents that are now receiving our newsletter and asking to volunteer at the school.

b) **Marketing Meeting** – Met last week and we are putting together focus group surveys in order to determine our needs.

c) **Title I Conference** – Mrs. Baird and Mrs. Thompson attended this conference. They were able to bring back some ideas to help us establish more efficient procedures.

d) **Rock the Arts** – took place this month and the students really enjoyed the presentation.

e) **Applications for enrollment** – exploring the prospect of including an application for prospective students. This is not for the purpose of screening students, but students to screen us.

f) **Breakfast** – The school earned approximately \$2511.

2. **Logic School – Lisa Thompson**

a) **X-Bots** – X-bots club received a donation of \$500 from the Kiwanis

- b) **Title One Conference** – Mrs. Thompson presented on this conference.
- c) **Lottery** – Logic school took all students that applied for the 6th grade and 7th grade in order to maintain the maximum number of students as families determine placement for their students.
- d) **Audit of employee files** – Mrs. Thompson, Mr. Wiseman and Mr. Murphey spent time going through employee files to ensure all are in order.
- e) **Parent Input of Employee Evaluations** – These are due on April 30th.
- f) **ISAT Testing** – begins next week for 5th grade through 3rd grade.

3. **Rhetoric School – Tiffanie McAllister**

- a) **ISAT Testing** – almost finished for the upper school.
- b) **SAT Testing** – these happened on Wednesday
- c) **Film Festival** – Will be held on April 19th
- d) **Great Gadsby** – was the senior event and was held this week
- e) **Valedictorian and Salutatorian** - have been announced
- f) **Caps and Gowns delivered**

4. **Head of Schools – Thad Biggers**

- a) **Summer Tutoring Program** – some of the teachers have expressed the desire to be allowed to tutor over the summer and use the building and be paid. Mrs. Crane has found some resources that may be available to us.
- b) **Common Core In-service** - This was held this week. Shannon Corpron has set up a blog to help our staff to find resources as they align curriculum to these new standards.

VIII. Student Issues- none

IX. General Information – Mrs. Crane has come across a program called Idaho Gives that is available for non-profits. This is an opportunity for our school to get funding in future years. Trap and Skeet will be competing at the state level on May 17 and 18 in Boise.

X. Executive Session Time in 9:05 p.m. Motion: To go into executive session to (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 and (c) conduct deliberations considering legal negotiations or acquire real property as per I.C. 67-2345.

Made by: Mark Lambert

Seconded by: Melissa Crane

Result: Roll call vote: Mark Lambert- yes; Melissa Crane – yes; Debbi Burr - yes

A motion was made to come out of executive session at 10:58 P.M.

Made by: Mark Lambert

Seconded by: Melissa Crane

Result: All aye

A. Resignation Letter Acceptance Teacher A has submitted a letter of resignation. A motion was made to accept this letter of resignation.

Made by: Melissa Crane

Seconded by: Mark Lambert

Result: All in favor, motion carries

B. A motion was made to hire Bradley Hansen as a full time science teacher.

Made by: Melissa Crane

Seconded by: Mark Lambert

Result: All in favor, motion carries

C. A motion was made to designate Brian Loosli as the Rhetoric Lead Teacher for the 2013/2014 school year.

Made by: Melissa Crane

Seconded by: Mark Lambert

Result: All in favor, motion carries

XI. Adjourned at 11:00 P.M.