



**Xavier Charter School  
Board Meeting Minutes  
October 18, 2012  
6:00 p.m.**

**I. Roll Call Attendance**

6:03 call to order James Wallace- present, Melissa Crane- present, Debbie Burr- present, Mark Lambert- present, Joan Hurlock- present

**II. Approval of Agenda**

Discussion: none

Motion: A motion was made to approve the agenda.

Made by: Melissa Crane

Seconded by: Mark Lambert

Result: Motion carries all in favor

**III. Approval of Minutes**

Discussion: none

Motion: A motion was made to approve the September 27, 2012 minutes

Made by: James Wallace

Seconded by: Melissa Crane

Result: Motion carries all in favor

**IV. Public Input**

Discussion: none

**V. Board Items**

**A. Third reading of policy 5400**

Discussion: Thad Biggers discussed the policy. A discussion was held regarding what is considered a full time employee. Mr. Biggers recommended that we consider 6 hours a day as full time and that we compromise and pay out 3 days of unused personal time.

Motion: A motion was made to adopt Policy 5400 with the changes as presented by Thad Biggers.

Made by: Mark Lambert

Second by: Joan Hurlock

Result of Motion: Carried, all in favor

**B. Enrollment and demographics**

Discussion: The enrollment is holding very steady this year, unlike previous years where we have had a lot of fluctuation. We are still getting new students. It is believed that the addition of pre-enrollment interviews has been extremely helpful in allowing families to have enough information about Xavier to make an educated decision. We have been doing exit surveys, but they are difficult to get back.

**C. Code of Ethics**

Discussion: Code of Ethics for the Xavier Charter School Board, it is recommended that each member sign a copy. The Programmatic Audit Committee has recommended for the past two years having the Board sign this document. Debbie Burr read this Code of Ethics to those present. The Board all agrees to sign and have it placed in the office.

**VI. Business**

**A. Business manager's report**

**1. Approval of Bills**

Discussion: The monthly bills are attached to the board packet and the board had an opportunity to ask questions.

Motion: There was a motion to approve the bills as presented.

Made by: Mark Lambert

Second by: Joan Hurlock

Result of Motion: Roll Call Vote – James Wallace yes, Melissa Crane yes, Debbie Burr yes, Mark Lambert yes, Joan Hurlock yes – Motion carries

**2. Monthly Financials**

Discussion: Mr. Lanting presented the monthly financial statements to the board and the board was given the opportunity to ask for clarification.

**B. FY 2011/2012 Annual Report**

Discussion: Mr. Lanting presented the Fiscal Year 2011/2012 Annual Report inclusive of the Audit Report. The board was given the opportunity to ask questions related to this report.

Motion: There was a motion made to approve the Fiscal Year 2011/2012 Annual Report.

Made by: Mark Lambert

Second by: James Wallace

Result of Motion: Motion carries – all in favor

**C. Nutrikids – Menu Development & Inventory Software**

Discussion: The current system is not as efficient as possible. The Nutrikids system could enhance what we are doing allowing for menu planning, controlling inventory and reporting. Mr. Lanting presented a proposal to purchase the planning and inventory monitoring software system. We currently only have the point of sale side of the Nutrikids Software. No action was taken on this proposal.

**D. Bad Debt Expense of \$248.65**

Discussion: Mr. Lanting brought this as an information item. This amount is 16 months old and the school has been unable to collect. Mr. Lanting informed the board that the school had written this debt off.

**E. Temporary loan options**

Discussion: Seattle Northwest reported to Mr. Lanting that the prospect of getting a temporary loan were not favorable without property to secure said loan.

**VII. Reports**

**A. PFA report**

Discussion: Chelsea Tucker is the new PFA President and she was introduced. Ms. Tucker stated that PFA meetings will be held the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m.

**B. Administration**

1. LT Reports

a) Grammar School – Becky Baird

(1) Singapore Math Night – went well, although the attendance was low. We had 22 stakeholders attend that were interested in future Singapore Math Nights.

(2) New Para Professional was hired for the first and second grade classrooms.

(3) Open House – the feedback from last year’s open house is continuing to come in and is so positive that we have decided that the Open House should be held again.

(4) Fund Development Committee – At some point this may divide into a Fund Development Committee and a Marketing Committee. We are pursuing ideas for future events.

- b) Logic School – Lisa Thompson
    - (1) 6<sup>th</sup> Grade Update – The 6<sup>th</sup> graders are settling into the change from contained 6<sup>th</sup> grade classrooms to the change of teachers.
    - (2) 504 Plans – Meetings are continuing to be held and updated.
    - (3) 5<sup>th</sup> – 8<sup>th</sup> Grade Challenge Night – over 70 students attended and had a fabulous time.
  - c) Rhetoric School – Tiffanie McAllister
    - (1) Accreditation – Executive Summary has been submitted and a meeting is scheduled for Monday.
    - (2) eXaLT Week – was successful with serious and silly activities.
    - (3) U. S. Youth Senate Contest – two kids are working on applications for this.
    - (4) Intramurals – Cricket is being held with a large number of students attending.
    - (5) PSAT – was administered on October 17, 2012 with 42 students taking this exam.
2. HOS Report – Thad Biggers
- a) Programmatic Audit has been submitted.
  - b) Professional Development Plan must be formulated. Mr. Biggers is working on developing that at this time.
  - c) Teacher Evaluation Plan, the second half of this is due soon. Mr. Biggers and Mrs. Thompson have been developing it.
  - d) State Department of Education on October 5<sup>th</sup>. Mike Phelan, Justin Lanting, Lisa Thompson and Thad Biggers attended. They sat down in order to discuss technical questions relating to the Federal Programs reporting. The State Department will be holding two meetings within the next month and submitting a report to the Charter Commission.
  - e) Agreed Upon Procedures Report – The state had some questions and these were referred to Ware and Associates. Ware and Associates has responded to the questions from the state and we are awaiting a response from the state.
  - f) Resignation of Staff – Justin Lanting, Business Manager has submitted his letter of resignation effective October 26, 2012. Mrs. Burr would like to take this under consideration in Executive Session.

### **VIII. Student Issues - None**

**IX. General Information –**

**A. Idaho Charter Commission –**

1. The Board will attend the next Charter Commission Meeting on December 4, 2012
2. Recommendation from the Programmatic Audit was to continue to develop Strategic Planning. Mrs. Burr would like to postpone the fall meeting to spring, perhaps March.

**B. Xavier Gun and Skeet Club –** has been established and is running well.

**X. Executive session Time 7:48**

Motion: To go into executive session to consider hiring a public official (a), and conduct deliberations considering legal negotiations or acquire real property (c) as per I.C. 67-2345.

Made by: James Wallace

Seconded by: Mark Lambert

Result: Roll Call vote – James Wallace yes, Melissa Crane yes, Debbie Burr yes, Mark Lambert yes and Joan Hurlock yes

Leave Executive Session Time:

Motion:

Made by:

Seconded by:

Result:

Action? Approval of resignation?