



**XAVIER CHARTER SCHOOL**  
**Special Board Meeting Minutes**  
**Location: 1218 North College Road**  
**Twin Falls, Idaho**  
**6:00 pm, September 22, 2011**

Roll Call attendance at 6:04pm – JWallace – Present, MLambert – Present, DBurr – Present, MCrane – Present, JHurlock - Present

Adoption of the agenda – MLambert made the motion to adopt the agenda, JWallace seconded. All – Aye, motion carried

Minutes from August 11 and August 25 – MCrane made the motion to approve the minutes with afore mentioned changes, JHurlock seconded. Roll Call Vote - JWallace – Aye, MLambert – Aye, DBurr – Aye, MCrane – Aye, JHurlock – Aye

Motion carried

Business Report

Bus routes – JLanting stated children will begin loading for school 15 minutes earlier so they arrive on time. He has been able to cut 122 miles district wide from the routes, thus saving money. Xavier children are spending an average of 1 hour, 8 minutes on the bus each way. State recommends an average of 45 minutes. An additional bus added to the route will be a \$3,200 per month unreimbursed cost. MCrane made the motion to approve the temporary bus routes, MLambert seconded. DBurr invited public comment – there was none. All – Aye. Motion carried.

Request for part-time office assistant in the Business Office – JLanting shared the need for additional staffing, especially between 1-2:30pm, in order to communication between parents and the office. DBurr asked if all Paraprofessionals had been hired. JLanting stated we still need to hire one person. He added that paras are spending 1 hour or less doing “Duty” work and the remainder of their time is classtime. The question was asked what is different this year than last year concerning the need in the Business Office. JLanting focused on the in-house accounting being executed to the letter, new procedures being put in place and attendance balancing. He suggested the position could be re-evaluated after the audit. DBurr asked when the audit is to be conducted. JLanting responded the pre-audit information has been requested by the first week in October. He is hoping to move it to the last week in October due to payroll going in-house in October. The audit is due to the State by November 10 but JLanting said he will request an extension.

JHurlock made the motion to hire a part-time para for work in the Business Office in the afternoons, MCrane seconded.

DBurr invited public comment. A parent asked if this is work that parents could volunteer to do. JLanting said that there are many needs that could be met by parent volunteers but due to the nature of needing someone consistent it would be best if this was a paid position.

Roll Call Vote - JWallace – Aye, MLambert – Aye, DBurr – Aye, MCrane – Aye, JHurlock – Aye

Motion carried

Principal’s Report

TBiggers, Interim Principal, stated PSCS has been sent the requested information that was supposed to be sent to them by Sept. 1.

Enrollment/Upper level students leaving Xavier – TBiggers, Interim Principal, shared the concern for students leaving and the need for us to understand why. Mrs. McAllister presented information she was able to gather from students in their own words. Mrs. Loosli included a proposed action plan.

Below are items from TBiggers report:

Major reasons upper level students are leaving:

- Lack of, or perceived lack of, AP/Dual Credit/Honors classes
- Xavier course work is more difficult than other area schools
- Homework burnout

Instability

- New science teacher every year
- New Principal last two years
- Class schedules

School Tone/Climate

- Students feel like they are treated like babies
- Seniors in classes with middle school students
- Dress Code
- Need for more fun activities

Short term/immediate actions

- Student Council led by Mrs. McAllister
- College guidance particularly for juniors and seniors led by

TBiggers

- Monthly "Fun Night" for 7-8 grades and for 9-12 grades led by Robbins

Mrs.

- Reinstate eXaLT (Xavier Leadership Training) Celebration to it means to be Xavier and why we do what we do

explain what

- National Honor Society – in progress

- Allow 7-12 grade students in the hall in the mornings – done

Future Action Items

- Consider Dress Code change

- Rework next semester's schedule to allow for more Honors/Dual Credit/AP opportunities

- Formalize and announce Leadership and Character awards

- Participate in Academic Decathlon

MCrane said she believed time was already built into the school calendar for eXaLT so that to take time now would not be taking was from instructional time. TBiggers stated the time for eXaLT was built into the calendar.

TBiggers asked if the Board would entertain changing the Dress Code. The Board agreed to listen to a proposed change and place the item on the October 13<sup>th</sup> Board Meeting Agenda.

MCrane made the motion to approve eXaLT Days for upper grades, JHurlock seconded. DBurr opened the floor for discussion. JWallace mentioned that his child was disappointed to not have been able to experience eXaLT. DBurr echoed the comment that eXaLT had been missed.

All – Aye, motion carried

Discussion Items/New Business

- Election of Board Treasurer – DBurr informed the Board that is roll is a liason between the Board and Business Manager. JWallace was nominated and agreed he could serve in this capacity.

MCrane made the motion to elect JWallace as Board Treasurer, JHurlock seconded. All – Aye, motion carried

- Plans for current facility – DBurr said PSCS has stated the predominate reason charter schools fail is due to the cost of their facility. The Board decided to divide efforts to research opportunities and alternatives.

- DBurr will explore Lease and Purchase options

- JWallace and MCrane will explore new build options

- JHurlock and MLambert will explore alternative lease options

- Develop timeline for Board committees:

- Policy Committee – MCrane and MLambert will establish a committee to begin review of Policies in November

By-laws Committee - DBurr and JWallace will establish a committee to begin review of By-laws in December

- d. Discuss and vote on development of other Board and Administrative committees – DBurr stated need to form committees. She stated some fundamental needs could be:
  - Budget –
  - Building/Maintenance
  - Grants/Finance
  - Curriculum
  - Technology
- e. Murphey Consulting XCS Needs Assessment results

#### Executive Session (Closed to the Public)

At 8:22pm MCrane made the motion to enter Executive Session pursuant to Idaho Code §67-2345 (a) and (b) the Board will meet in Executive Session to discuss personnel issues and a student issue. JHurlcok seconded the motion.

Roll call vote: JWallace – Aye, MLambert – Aye, DBurr – Aye, MCrane – Aye, JHurlock - Aye

#### Convene to Open Session

At 11:10pm MLambert made the motion to continue paid Administrative Leave for Employees "A" through Oct. 21. The Board made a recommendation for Termination of Employee "A" based on multiple material violations of Xavier Charter School policies and procedures. A Due Process Termination Hearing is to be held on October 13. The Board elects to recuse itself from the role of Hearing Officers in an effort to insure a fair and impartial result. An independent 3-person panel will be appointed to hear the issues during the Termination Hearing. JHurlock seconded the motion.

Roll call vote: JWallace – Aye, MLambert – Aye, DBurr – Aye, MCrane – Aye, JHurlock - Aye

#### Adjourn

MCrane made a motion to adjourn the meeting. JHurlock seconded. All – Aye. Meeting was adjourned at 11:12pm