



# **XAVIER CHARTER SCHOOL BOARD MEETING MINUTES**

**Location: 771 North College Road  
5:30 pm, June 10, 2010**

## MISSION

The mission of Xavier Charter School is to instill in students a love of perpetual learning, an aspiration for personal achievement, and the capacity to become cooperative contributors of society.

**Board Members Present:** Scott Hunsaker, Tracey Meyerhoeffer, Emily Huber, Jeff Bulkley, Teresa Berry, Shawn Willsey, Joan Hurlock

### 5:35 PM – Welcome and Introductions

#### ❖ **Approval of Agenda**

JBulkley moved adopt the agenda. EHuber seconded. JBulkley noted that recent developments required the addition of “Legal representation with regards to vacating the current facility” and asked that it be added as a business item. TMeyerhoeffer moved to adopt the agenda as amended. EHuber seconded. The motion passed unanimously.

#### ❖ **Adoption of Special Meeting and May Minutes**

EHuber moved to adopt the May Board Meeting Minutes and the Special Meeting Minutes in May. TMeyerhoeffer seconded. The motion passed unanimously.

### BUSINESS ITEMS

#### ❖ **Ratify Board Member Election Results**

SWillsey moved to ratify the June board member election results wherein Joan Hurlock was voted to become a new board member. (Scott Hunsaker and Tracey Meyerhoeffer’s terms ended). EHuber seconded. The motion passed unanimously.

#### ❖ **Election of 2010-2011 Board Officers**

JBulkley noted that the Board of Directors for Xavier Charter School now consists of the following: Jeff Bulkley, Emily Huber, Teresa Berry, Shawn Willsey, and Joan Hurlock. Pursuant to the bylaws, the board proceeded to nominate and elect its officers, beginning with Chairman, Vice-Chairman, Treasurer, and Secretary.

EHuber nominated JBulkley to serve as board chairman. There being no further nominations, the board voted unanimously to appoint JBulkley to the office of Board Chairman.

JBulkley nominated TBerry to serve as board vice-chairman. There being no further nominations, the board voted unanimously to appoint TBerry to the office of Vice Chairman.

TBerry nominated SWillsey to serve as board treasurer. There being no further nominations, the board voted unanimously to appoint SWillsey to the office of Board Treasurer.

JHurlock nominated EHuber to serve as board secretary. There being no further nominations, the board voted unanimously to appoint EHuber to the office of Board Secretary.

❖ **Discuss and Vote to Approve FY 2011 School Budget**

Brandon Fairbanks provided a line by line overview of state funding reductions and projected revenue for the 2011 fiscal year. Thad Biggers provided the board with an overview of projected expenses and the rationale behind the projections. I gave my line by line on revenue. General discussion regarding several budget options. TBerry moved to approve and adopt the 2011 School budget. JHurlock seconded. The motion passed unanimously.

**REPORTS**

❖ **PFA Report**

Amy Coleman noted that the PFA earned approximately \$31,000 from recent fundraising efforts. She noted that \$25-30k would be donated to Xavier to support their arts program. She noted that the donation would be unrestricted, but the PFA would prefer that the funds be used for tangible items. AColeman updated the board on the status of their bank accounts and corporate organization. She noted there had been a change on the PFA board and explained the new structure. She also asked that the student directory not be used for board member campaign purposes.

❖ **Paragon Schools Report**

BFairbanks provided an update on the new facility. He indicated that staff members were recently invited and attended a tour of the new facility wherein they were able to walk through the facility and see next year's building. He provided an overview of the progress on the 2011 timeline, and noted that he had discussed the PFA's corporate organization with PFA representatives and would follow up to assist them in their efforts to identify organizational best practices. He noted that a summary of work was included in the "Paragon Report."

❖ **Principal's Report**

TBiggers discussed enrollment and noted the need to leverage the new facility in an effort to attract new students. TBiggers drew the board's attention to the growth in IRI test results over the past few years. ISAT data was received last week, but the administration has been spending the majority of its efforts transitioning and coordinating the move to the new site. An ISAT summary will be provided to the board members when it becomes available. He updated the board on the progress of moving to the new facility location, student fees, locker plans, and other summer projects. JBulkley asked about the apparent lack of lifetime sports. TBiggers noted that staffing and scheduling created an issue, but he would follow up on at the July board meeting.

**7:00 PM DISCUSSION ITEM**

❖ **Discuss Future Teacher/Board Workshop**

TBerry discussed the option of setting up a committee to schedule a fall workshop similar to the workshop last year. General discussion regarding what would be included and how to organize the workshop.

**7:05 PM – BUSINESS ITEMS: (To be Voted Upon in the Board Meeting)**

❖ **Discuss and Vote to Execute Payroll Agreement**

BFairbanks presented several documents requiring board approval/ratification following the vote to change insurance and payroll providers. SWillsey moved to authorize JBulkley to sign the paperwork. TBerry seconded. The motion passed unanimously.

❖ **Discuss and Vote to Authorize New Signature Cards for Xavier Bank Accounts**

BFairbanks indicated that due to the new composition of board members, it would be necessary to adopt a new resolution for signers on all Xavier bank accounts. TBerry moved to authorize Jeff Bulkley, Shawn Willsey, Brandon Fairbanks, and Jed Stevenson as authorized signers on all Xavier bank accounts. JHurlock seconded. The motion passed unanimously.

❖ **Discuss and Vote to revise Promotion Retention Policy 2600**

TBiggers noted this is the second reading. TBerry indicated the need for clarification on whether it was a single point in time when the student's grade dropped below a certain percentage or whether it was the grade at the end of the year. General discussion regarding the proposed language in the revised policy and its application. EHuber moved to approve the policy as written with the amendment to specify that the relevant grade was at the end of the year. TBerry seconded. The motion passed unanimously.

❖ **Discuss and Vote to revise Sick Leave Bank Policy 5414**

TBiggers presented Policy 5414 for its second reading. EHuber moved to approve the policy. SWillsey seconded. The motion passed unanimously.

❖ **Discuss and Vote to Retain Providence Financial as Financial Advisor to Secure Long-Term Facility Financing**

JBulkley informed the board that Providence Financial had presented the board with a proposed contract. He indicated that there were two small revisions that the board would ask Providence to make and then the agreement could be presented for approval. No action taken.

❖ **Legal Representation Concerning Termination of Facility Lease**

BFairbanks shared recent demands made by the current facility's property management company with regards to building repairs. He noted it might be prudent to retain legal counsel in the event it became necessary, and due to the timing of this issue, the board might consider approving legal representation at this board meeting to avoid a future meeting. TBerry moved to retain Wright Brothers Law Firm in the event JBulkley and TBiggers thought it was necessary. JHurlock seconded. The motion passed unanimously.

**ADJOURN**

TBerry moved to adjourn. JHurlock seconded. The motion passed unanimously, and the meeting was adjourned.