



**XAVIER CHARTER SCHOOL  
SPECIAL BOARD MEETING MINUTES  
Location: 1218 North College Road  
Twin Falls, Idaho  
7:00 pm, April 20, 2011**

**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: Teresa Berry, Emily Huber, Tato Muñoz, Shawn Willsey, Joan Hurlock**

**Welcome and Introductions**

TBerry called the meeting to order at 7:07 pm.

**Approval of Agenda & Minutes**

❖ **Approval of Agenda**

SWillsey moved to approve the agenda. EHuber seconded. TBerry asked to add a 30 period for public comment, and remove professional negotiations policy. SWillsey moved to approve the agenda as amended. TMuñoz seconded. The motion passed unanimously.

❖ **Approval of Minutes**

TMuñoz moved to approve the March 10, 2011 meeting minutes. SWillsey seconded. The motion passed unanimously.

**Public Comment**

*Members of the public in attendance were provided the opportunity to address the Board.*

**Reports**

❖ **PFA Report**

PFA provided an update on the current fundraiser. 1,200 mailings and \$12,400 earned. Teacher appreciation coming up. Dance/Jogathon will be held May 6th. In May, new officers are being elected.

❖ **Vice Principal Report**

TBiggers noted that the lottery would be conducted tomorrow (April 21<sup>st</sup>). 9<sup>th</sup> grade should be full. Grades 10-12 will not be full. He indicated the need to promote Xavier. The vast majority of students are planning on returning 95%. IRI

starts next week. The parent survey was closed out yesterday and the student and staff survey. 50% of parents responded.

❖ **Finance Subcommittee Update**

TMuñoz and SWillsey stated that this has not been a short process. They have spent a great deal of time looking at accounting procedures and the school's accounting records. They will have a letter ready for Mrs. Baysinger in two weeks. The committee has reviewed letters from BFairbanks and met with him, as well as Mike Burr. The committee requested a letter from Mr. Hunsaker, looked at the SDE accounting principles, talked with a forensic auditor, and has gone through backups of accounting computer records. They have communicated with the bank and are coming up with a few suggestions, involving how we handle accounts and reducing time it takes to do some things such as how we sign checks. Through the whole process they have not seen any mishandling of funds – but, they have found procedures that could be improved. The relationship has been strained with Paragon, so Paragon will end their contract earlier. It is in the best interest of both parties. Mr. Fairbanks has asked if that can happen before the next school year, and his staff will assist with a smooth transition. JHurlock asked if bank statements could be included in board packets and wanted to know what the board was doing so accounts will gain interest. TMuñoz stated that the school's main accounts earn interest.

**Discussion Item(s) (for discussion only)**

❖ **Discuss Proposed Amendment to Policy 1220 – Board Candidate Qualifications (First Reading)**

The board reviewed the proposed revisions to Policy 1220. Mrs. Robbins asked if the policy could say that the person appointed could only apply to non-stakeholder. SWillsey noted that the idea was brought up by a stakeholder. TMuñoz said there is no objection if there is a non-voting member to give us insights without affecting the school. Mrs. Robbins said that they discussed having a non-stakeholder on the board. They discussed having a teacher or founding teacher served on the board as a non-voting board member. She would not be allowed in executive session, but would give insight. It would be appropriate to consider Becky Baird, and Mrs. Robbins thought it would be a greater help than a random community member. TMuñoz said we should say any person could be a non-voting member, stakeholder or not. Mrs. Thompson stated that because board members cannot be removed except by themselves, they should not be able to appoint. TBerry indicated she will go back to the drawing board. Ginger Narum said maybe there should be a seat open to alumni. JHurlock said candidates should have to read all of books and agree wholeheartedly with what the books say, just like the President should have read the constitution before becoming President. Mrs. Baird said the vision came from her heart so she believes that the candidate should support it wholeheartedly. Mrs. Baird's vision is to have training on the vision. *The Making of Americans* gets people excited, she believes three books is not too many to ask people to read. *Cultural Literacy* and *The Making of Americans* could be one or the other. SWillsey asked if there is a short vacancy this requirement may cause issues. Mrs. Baird said a short time could be different.

❖ **Discuss Marketing Flyers**

EHuber asked what the board would want included in a flyer to be posted throughout the community; she also asked about the budget for this item. She stated Fredrick Ridenour is willing to draw up fliers to go up in our community over the summer. SWillsey moved to allow EHuber and the Marketing Committee to design the flyer with final approval going to Mr. Biggers. JHurlock seconded. The motion passed unanimously.

**Business Item(s)**

❖ **Discuss and Vote to Approve Proposed Service Animals in School Policy (Second Reading)**

TBiggers read the proposed Service Animals in School Policy (3230). TMuñoz moved to approve Policy 3230. JHurlock seconded. The motion passed unanimously.

❖ **Discuss and Vote to Form Board Member Nominating Committee**

JHurlock began by stating she wants to be on the board nominating committee. EHuber will participate as well. Jodi Mehta will serve on the committee as the PFA representative, and Mrs. Baird and Mrs. Corpron will represent the teachers. Applications will be due May 1st. Mrs. Robbins said the teacher's association wants a question panel for the nominees so people can know them. Tomorrow an email will go out to the stakeholders. SWillsey moved to appoint EHuber, Jodi Mehta, Shannon Corpron, Becky Baird and JHurlock to the nominating committee. JHurlock seconded. The motion passed unanimously.

❖ **Discuss and Vote to Form FY2012 Budget Committee**

TBerry shared the need to prepare a budget for next year, and she asked TBiggers how he would like to proceed. For example, would he like a board member to help. If the school finds a short-term administrator that has the skills, that would be best. SWillsey will be gone, so he asked JHurlock to assist. TBiggers can help JHurlock know what to do. Tato will end his term before the budget is adopted.

❖ **Discuss and Vote to Grant School Administrative Assistant Access to Petty Cash Account Balance**

EHuber moved to grant the school administrative assistant access to petty cash account balance. TMuñoz seconded. The motion passed unanimously. JHurlock wanted to know when the board will discuss the financial information for the school. TMuñoz stated that the board could ask questions before executive session at the meeting. TBerry thinks we should look at packets before meetings and bring the answers to the entire board. JHurlock thinks we should always have time for questions on the agenda.

**EXECUTIVE SESSION PURSUANT TO ID CODE SECTION 67-2345(1)(b) (CLOSED TO THE PUBLIC).**

TMuñoz moved to enter closed session 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 pursuant to

Idaho Code Section 67-2345(1)(b). SWillsey seconded. Roll Call Vote: TMuñoz-yes; JHurlock-yes; EHuber-yes; TBerry-yes; SWillsey-yes. TMuñoz moved to come out of executive session. EHuber seconded. The motion passed unanimously and open session resumed.

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