



Xavier Charter School Board Meeting Minutes July 17, 2025 6:00 p.m.

I. Roll Call Attendance

6:00 p.m. Melissa Crane – present, Lisa Thompson – not present, Becky Baird – not present, Amy Wendler – present, Nicole Wilson – present, and Sarah Ahrens – present

II. Pledge of Allegiance

III. Amend the agenda to add annual designations to action items a-l.

IV. Approval of Agenda

Motion: Approve the agenda as presented with amendment

Made by: AW

Seconded by: NW

Result: All present in favor; motion carries

V. Consent Agenda

a. Approval of Minutes from the June 19th Regular Board Meeting

b. Approval of Minutes from the July 15th Policy Review Committee Meeting

c. Approval Grammar/Logic (K-6) Handbook

Motion: Approve the consent agenda as presented

Made by: AW

Seconded by: SA

Result: All present in favor; motion carries

VI. Public Input -- None

VII. Reports/Discussion Items --

PFA – Presented financials. Working on pancake breakfast money purchases.

Business Manager Report – District and ASB Accounts – Mr. Gillen presented the financials and explained budget has been submitted to the State. He gave a State and federal funding update.

HOS/Dean/Counselor/Building and Maintenance Reports –

Mr. Moon gave the summer update on the maintenance report. The upgrades are almost complete. The new grounds man is doing a super job. He discussed redistributing some administrative duties. The admin summer retreat will be held in Salmon this August. Half of the cost of the PA speakers will be paid by a grant through First Federal.

Policy Review Committee -- Policy review will be presented at the August meeting.

Becky Baird arrived at 6:33 p.m.

Student Transportation – Mr. Moon reported there is an increase in ridership from 170 to 240. Our transportation director is doing a great job. Working on tying the phone system at the bus depot into the main system. All drivers are returning for the 25-26 school year.

Rhetoric/Logic Handbook – Ms. Parker presented these and discussed suggested changes.

Summer Training – Discussed training would happen August 18th -30th.

Board Retreat – Discussed that it would be some time after October.

VIII. Annual District Meeting

- a. Designation of Head of Schools as the Administrator in charge -- Gary Moon.
- b. Designation of official publication -- The Times News.
- c. Designation of Financial institution(s) and designation of signatures for accounts -- **First Federal Bank:** Melissa Crane, Gary Moon, Jonathan Gillen, **DL Evans:** Melissa Crane, Gary Moon, Jonathan Gillen; **Zion's Bank:** Melissa Crane, Gary Moon, Jonathan Gillen;
- d. Designation of who has the right to transfer funds to and from school bank accounts -- Gary Moon and Jonathan Gillen
- e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business manager to the Board once a month – Jonathan Gillen
- f. Designate that the business manager has fiduciary reporting responsibility to the Board at least monthly – Charter Impact
- g. Designation of Bonding agency and amount on Business Manager – Moreton & Company API Obsidian Specialty insurance and \$500,000 per occurrence
- h. Designation of Property and Liability Insurance carriers – Moreton & Company API Obsidian Specialty insurance
- i. Designation of Title IX officer – Gary Moon
- j. Designation of employee drug testing agency – St. Luke's Occupational Health
- k. Designation of Legal Counsel – Anderson Julian Hull
- l. Designate payroll signature – Melissa Crane and Gary Moon

Motion: Approve the annual district meeting designations as stated

Made by: AW

Seconded by: NW

Result: All present in favor; motion carries

IX. Action Items

A. Business Manager Report—District and ASB Financials

Motion: To approve the district and ASB financials as presented

Made by: NW

Seconded: BB

Result: All present in favor; motion carries

B. Rhetoric/Logic (7-12) Handbook

Motion: To approve the Rhetoric/Logic (7-12) Handbook as presented

Made by: AW

Seconded: BB

Result: All present in favor; motion carries

C. Employee Handbook

Motion: To approve the employee handbook as presented

Made by: AW

Seconded: BB

Result: All present in favor; motion carries

- X. Executive Session as per Idaho Code 74-206 (1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated to fill a particular vacancy or need, unless a vacancy in an elective office is being filled (b) consider evaluation, dismissal or disciplining or, to hear complaints or charges brought against an employee or student**

Time In: 6:55 p.m.

Motion: To enter into executive session

Made by: MC

Seconded by: AW

Roll Call: Melissa Crane – present, Lisa Thompson – not present, Becky Baird – present, Amy Wendler – present, Nicole Wilson – present, and Sarah Ahrens – present

Hiring of vacant positions.

Motion: To leave executive session

Made by: MC

Seconded by: AW

Result: All present in favor; motion carries

Time Out: 7:14 p.m.

Roll Call: Melissa Crane – present, Lisa Thompson – not present, Becky Baird – present, Amy Wendler – present, Nicole Wilson – present, and Sarah Ahrens – present

No motions made.

XI. Adjourn

Motion: To adjourn at 7:15 p.m.

Made by: BB

Seconded by: NW

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE