



# **Xavier Charter School Board Meeting Minutes June 17, 2025 6:00 p.m.**

## **I. Roll Call Attendance**

6:03 p.m. Melissa Crane, in the Chair. Lisa Thompson - present, Becky Baird - present, Amy Wendler- present, Nicole Wilson- not present, and Sarah Ahrens - present

## **II. Pledge of Allegiance**

## **III. Approval of Agenda –**

**Motion:** To approve the June 17th agenda

**Made by:** AW

**Seconded by:** LT

**Result:** All present in favor; motion carries

Removed May 20<sup>th</sup> regular meeting minutes from the consent agenda.

## **IV. Consent Agenda –**

- a. Approval of May Accounts Payable
- b. Approval of May Building Petty Cash Accounts Payable
- c. Approval of Special Meeting Minutes
- d. Approval of Safety Meeting Minutes

**Motion:** To approve the consent agenda

**Made by:** AW

**Seconded by:** BB

**Result:** All present in favor; motion carries

Sarah Ahrens amended May 20<sup>th</sup> meeting minutes to read as Sarah Ahrens not present instead of present.

**Motion:** To approve the amended May 20<sup>th</sup> meeting minutes

**Made by:** BB

**Seconded by:** LT

**Result:** All present in favor; motion carries

## **V. Public Input – None.**

## **VI. Annual Meeting of Xavier Charter School 501(c)3 Corporation**

- A. **Swearing in of newly-elected and newly-appointed Board Members** - Sarah Ahrens and Amy Wendler read the Oath of Office.
- B. **Signature of Code of Ethics for Board Members** - All Board members have signed the Code of Ethics.
- C. **Motion:** To appoint Amy Wendler to a 3-year seat.  
**Made by:** MC  
**Seconded by:** LT  
**Result:** All present in favor; motion carries

### **D. Election of Board Officers**

- a. **Treasurer—Nicole Wilson** was nominated;  
**Motion:** To approve Nicole Wilson as treasurer  
**Made by:** MC  
**Seconded by:** LT  
**Result:** All present in favor; motion carries
- b. **Board Chair—Melissa Crane** was nominated;  
**Motion:** To approve Melissa Crane as Board Clerk  
**Made by:** Amy Wendler  
**Seconded by:** Sarah Ahrens  
**Result:** All present in favor; motion carries—Melissa Crane abstained
- c. **Vice-Chair—Lisa Thompson** was nominated;  
**Motion:** To approve Lisa Thompson as Board Vice Chairman  
**Made by:** AW  
**Seconded by:** MC  
**Result:** All present in favor; motion carries—Lisa Thompson abstained
- d. **Secretary—Amy Wendler** was nominated;  
**Motion:** To approve Amy Wendler as Board Secretary  
**Made by:** BB  
**Seconded by:** MC  
**Result:** All present in favor; motion carries

### **E. Assumption of office by the Chair, Melissa Crane.**

**F. Set a Time and Date for the Monthly Board Meetings for FY 2025-2026** – The first meeting will be July 17th and is set to be the third Thursday of each month at 6 p.m.

## **VII. Reports/Discussion Items –**

- a. **PFA Report/Financials** – They are exploring the possibility of bigger and fewer fundraisers. Financials were presented.
- b. **Budget Amendment FY 25**—This was not done due to transferring to a new company mid fiscal year.
- c. **Budget Hearing FY 26** – There were no changes made from the budget work session. Mr. Gillen presented the budget for fiscal year 2026.
- d. **Business Manager Report/Building Petty Cash Reconciliation** – Mr. Gillen presented the monthly financials and answered questions.
- e. **K-6 and 7-12 Lead Teachers/HOS/AHOS/Building and Maintenance Reports** –  
**Ms. Kelsey Rogers**—Presented the Class of 2025 highlights.

**Mr. Moon, Head of Schools** – Discussed the summer plans that began the day after the teachers were gone. He talked about redistributing administration duties. He attended the Idaho Superintendent

Network virtually. He reported on the Regional Charter Collaboration meeting where Gary and Melissa presented and it went well. He discussed how Xavier is transitioning to a new liability company.

**Mrs. Elizabeth Parker** – Discussed that the curriculum purchase needs to be changed. Speech curriculum needs to be purchased. She mentioned the changes should not change the budget.

**Mrs. Megan Choate** – Presented the Istation data which is showing growth. She discussed potentially hiring a dance teacher part time to strengthen our elementary dance program and use in place of PE. Placing drama as an extracurricular as that position is a challenge to fill. Music program is strong.

**Building Facilities** – Mr. Moon presented the facilities report. He discussed the cleaning contract, hiring a grounds keeper, and prioritizing furniture purchases.

- f. **PA system for outside** – The PA bid was presented in the amount of 6,453.87. A grant to pay for half was discussed.
- g. **Final Suspension Report** – Mr. Moon presented to the board the K-12 suspensions for the 2024-2025 school year.
- h. **Elementary School Handbook** – The handbook was presented to reflect a table of contents and reorganized it to make it easier to find. They cleaned up the language and formatting so it was consistent.
- i. **Vendor Contracts** – The following contracts were presented with no significant price increases: Progressive Behavior Services, Magic Valley ABA Therapy, Jesse Mittelstadt, Edwise, Clear Source, Class Act, Primary Therapy, and TFSD.
- j. **Board Retreat** – The board retreat was discussed for September or October.

## VII. Action Items

**Action:** Business Manager Report/Building Petty Cash Reconciliation.

**Motion:** To approve the financials as presented.

**Made by:** AW

**Seconded by:** BB

**Result:** Roll Call: Melissa Crane– yes, Becky Baird – yes, Lisa Thompson – yes, Amy Wendler – yes, Sarah Ahrens – yes. All present in favor; motion carries.

**Action:** Fiscal year 2026 budget.

**Motion:** To approve the budget as presented.

**Made by:** BB

**Seconded by:** AW

**Result:** Roll Call: Melissa Crane– yes, Becky Baird – yes, Lisa Thompson – yes, Amy Wendler – yes, Sarah Ahrens – yes. All present in favor; motion carries.

**Action:** PA System for Outside

**Motion:** To approve the bid for the outside PA System by IdeaCom in the amount of 6,453.87.

**Made by:** LT

**Seconded by:** AW

**Result:** Roll Call: Melissa Crane– yes, Becky Baird – yes, Lisa Thompson – yes, Amy Wendler – yes, Sarah Ahrens – yes. All present in favor; motion carries.

Policies (First Reading) 3050, 3265, 3281

Tabled to June 2024 meeting.

**Action:** Approve the Elementary School Handbook

**Motion:** To approve Elementary School Handbook to include the asterisk to find updated policies on the website.

**Made by:** MC

**Seconded by:** AW

**Result:** Roll Call: Melissa Crane– yes, Becky Baird – yes, Lisa Thompson – yes, Amy Wendler – yes, Sarah Ahrens – yes. All present in favor; motion carries.

**Action:** Vendor Contracts.

**Motion:** To approve the vendor contracts for 2025-2026 year as presented.

**Made by:** AW

**Seconded by:** BB

**Result:** Roll Call: Melissa Crane– yes, Becky Baird – yes, Lisa Thompson – yes, Amy Wendler – yes, Sarah Ahrens – yes. All present in favor; motion carries.

## **VIII. Executive Session as per Idaho Code: Executive Session as per Idaho Code 74-206**

**Section (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**

Pursuant to 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, (c) conduct deliberations considering legal negotiations or acquire real property (d) consider records that are exempt from disclosure as provided in chapter 3, title 9, Idaho Code (e) consider preliminary negotiations involving matters of trade or commerce in which the governing body in competition with governing bodies in other states or nations (f) communicate with legal counsel (g) consider custody review of Idaho Department of Juvenile corrections (h) custody review (i) communicate with schools risk manager or insurance provider on pending litigation (j) labor negotiations.

**Motion:** To move into executive session

**Made by:** MC

**Seconded by:** AW

**Result:** All present in favor; motion carries

### **Roll Call Attendance**

8:12 p.m. Melissa Crane, in the Chair. Lisa Thompson - present, Becky Baird - present, Amy Wendler - present, Nicole Wilson - not present, and Sarah Ahrens - present

Discussed resignations of employees A and B.

Discussed corrective action plan for employees C and D.

Discussed corrective action plan for employee E.

**Motion:** To move out of executive session at 9:14 p.m.

**Made by:** MC

**Seconded by:** LT

**Result:** All present in favor; motion carries

## **XIII Action Items from Executive Session**

A. **Motion:** To approve resignations of employees A and B

**Made by:** LT

**Seconded by:** SA

**Result:** All present in favor; motion carries

- B. **Motion:** To approve corrective action plan for employees C and D

**Made by:** LT

**Seconded by:** SA

**Result:** All present in favor; motion carries

- C. **Motion:** To approve corrective action plan for employee E

**Made by:** LT

**Seconded by:** SA

**Result:** All present in favor; motion carries

- D. **Motion:** To approve certified employee list as presented

**Made by:** LT

**Seconded by:** SA

**Result:** All present in favor; motion carries

## **IX. Adjourn**

**Motion:** To adjourn at 9:18 pm

**Made by:** MC

**Seconded by:** BB

**Result:** All present in favor; motion carries

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**Signature of Board Secretary**

**Date**

**Recorded by SE**