



Xavier Charter School Board Meeting Minutes November 20, 2025 6:00 p.m.

I. Roll Call Attendance

6:01 p.m. Melissa Crane, in the Chair. Lisa Thompson - present, Becky Baird - present, Nicole Wilson- not present, and Sarah Ahrens – not present

II. Pledge of Allegiance

III. Approval of Agenda –

Amended the agenda to move Elementary Drama Club presentation to next month's meeting.

Motion: To approve the amended agenda as presented.

Made by: BB

Seconded by: LT

Result: All present in favor; motion carries

IV. Consent Agenda –

a. Approval of Minutes from the October 16, 2025, Regular Board Meeting

Motion: To approve the consent agenda

Made by: LT

Seconded by: BB

Result: All present in favor; motion carries

V. Public Input – None

VI. PFA – PFA presented their financial report and discussed they are working on the sound equipment in the gym. Our spirit night at Pizza Pie café was a success. The Mingle Jingle is coming up on December 13.

Business Manager – Mr. Gillen presented the financials. He is continuing to monitor and plan conservatively.

Credit Card Increase – A request was made to increase the credit card up to 40,000.00 to accommodate for price increases and large travel purchases.

Health Insurance – The increase in health insurance and the options of how to pay it were discussed.

Trap and Skeet Update – Mr. Moon presented documentation on the changes Mr. Dickson provided of the Trap and Skeet Club.

HOS/Dean/Counselor/Building and Maintenance Reports –

Mr. Moon, Head of Schools – Mr. Moon reported that the enrollment is staying steady. The Idaho Charter School Association visited our school. He presented the substitute report and said we have a bigger substitute pool. He reported on the FACE conference and what was discussed and presented there.

Ms. Kelsey Rogers – Ms. Rogers talked about the Cool to Care program by the Jae Foundation. She reported that 80% of the seniors have completed Apply to Idaho. FAFSA completion is more than ever before with 61% submitted. Currently 100% of the seniors want to go to college.

Ms. Hillary Harm – Ms. Harm briefly discussed ISAT. She reported on the new teacher cohort by Annie Archer and that they will be going through Love and Logic after Christmas.

Megan Lemons – Ms. Lemons presented the teacher kudos they have implemented. She discussed Amira and how they are working on navigating it. She reported on the Veteran's Day activities. We received positive feedback from the veterans.

Liz Parker – Ms. Parker also presented on the Veterans' Day event we had and the positive communication and patriotism. She talked about the senior project and the three changes for graduation requirements. She reported the Civics test does not have to change as ours meets state requirements. Parent/teacher conferences had 126 families over two days.

Building Facilities – The gym doors are in the process of being ordered. The parking lot will need to be address in the near future. The mule has been a beneficial asset to the school. It needs an ignition replacement.

S&P Rating Call – The call went really well.

Policy Review Committee – We need another member to join the committee. An email will be sent out to invite someone to join.

Parent Enrollment Agreement – This was reviewed and suggestions made from previous meetings and wording was discussed.

VII. Action Items

Action: Business Manager Report/Building Petty Cash Reconciliation.

Motion: To approve the financials as presented by the business manager.

Made by: BB

Seconded by: LT

Result: All present in favor; motion carries.

Action: Insurance Increase and District and Employee Funding

Motion: To approve Regence with the grandfathered plan.

Made by: MC

Seconded by: BB

Result: All present in favor; motion carries.

Motion: To approve Delta Dental

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries.

Action: Credit Card Limit Increase

Motion: To approve credit card increase to a 40,000 limit.

Made by: LT

Seconded by: MC

Result: All present in favor; motion carries.

Action: Parent Enrollment Agreement

Motion: To approve the parent enrollment agreement.

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries.

Action: Policy Review Series 4000-4200

Motion: To approve the policies with edits as stated.

Made by: MC

Seconded by: BB

Result: All present in favor; motion carries.

VIII. Adjourn

Motion: To adjourn at 7:52 p.m.

Made by: BB

Seconded by: LT

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE