



Xavier Charter School Board Meeting Minutes October 16, 2025 6:00 p.m.

I. Roll Call Attendance

6:00 p.m. Melissa Crane – Present, Lisa Thompson – Present, Becky Baird – present, Nicole Wilson – present, and Sarah Ahrens – present

II. Pledge of Allegiance

III. Approval of Agenda

Motion: To approve the agenda as presented.

Made by: LT

Seconded by: MC

Result: All present in favor; motion carries.

IV. Consent Agenda

a. Approval of Minutes from the September 18, 2025 Regular Board Meeting

b. Approval of Minutes from the October 7, 2025 Policy Review Committee Meeting

Motion: To approve the consent agenda as presented.

Made by: BB

Seconded by: SA

Result: All present in favor; motion carries.

V. Public Input

VI. Reports/Discussion Items

a. PFA—Ms. Samantha Muffett, secretary for PFA presented the financials and reported on Texas Roadhouse fundraiser, outdoor movie night, and mentioned upcoming book fair and mingle jingle.

b. Financial report presented by Mr. Jonathan Gillen. We appear to be right on target. We are invested in the safest and best right now. He discussed the audit.

c. Audit presented by Kurt from Quest CPA. He presented and explained the reports. Everything looked accurate and it went well.

d. Form 990—Our audit tax return that the IRS requires.

e. Audit information put into a report for the state and required to publish in the paper.

f. Trap and Skeet will present at another meeting.

g. Mr. Gary Moon reported on enrollment, early release meetings, the Jae Foundation and the substitute report. He talked about the federal programs conference and upcoming FACE conference.

Ms. Kelsey Rogers presented about new students in middle school and a six-week program to teach things like time management. The goal is to connect. The Cool to Care program was talked about.

Ms. Hillary Harm presented ISAT information. CLT testing is completed.

Ms. Liz Parker presented to the board the Quest Posters. She reported Exalt week was excellent. Ms. Megan Lemons emailed the elementary kudos.

Facilities –The lot cleanup was finished and done faster and less costly than anticipated. We are obtaining bids for sterilant. We had an insurance claim on our fence that was damaged. The back gym doors need replaced. The ice machine in the kitchen was serviced.

- h. Ms. Rebekkah Hall is sponsoring the elementary drama club proposal. They will meet 2-3 times a week after school and they will have sign ups. It is voluntary and needs further discussion.
- i. The facilities director summer stipend and mileage reimbursement were presented.
- j. The buddy bench quote—“Find that place inside yourself where nothing is impossible.” Deepak Chopra
- k. Veteran’s Day update was presented with a schedule and various activities that will occur.
- l. A Challenge Coin design was presented. It will be given to the military personnel helping with Veteran’s Day.
- m. A parent enrollment agreement was presented for review. The goal is to make it a part of the registration paperwork

VII. Action Items

Motion: To approve the Business Manager Report of District and ASB accounts as presented.

Made by: BB

Seconded by: LT

Result: All present in favor; motion carries.

Motion: To approve the Audit Report 2024-2025 School Year as presented.

Made by: LT

Seconded by: NW

Result: All present in favor; motion carries.

Motion: To approve Form 990 as presented.

Made by: NW

Seconded by: LT

Result: All present in favor; motion carries.

Motion: To approve the Statement of Financial Condition as presented.

Made by: NW

Seconded by: LT

Result: All present in favor; motion carries.

Motion: To approve the Facilities Director Stipend of 5,145.75 for summer remodel.

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries.

Motion: To approve the Facilities Director mileage of 543.20 for summer remodel.

Made by: NW

Seconded by: BB

Result: All present in favor; motion carries.

Motion: To approve the Buddy Bench Quote: “Find a Place Inside Yourself Where Nothing Is Impossible.”

Made by: BB

Seconded by: NW

Result: All present in favor; motion carries.

Motion: To approve the Veterans Day activities as presented.

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries.

Motion: To approve the Official Challenge Coin Designation as presented.

Made by: LT

Seconded by: NW

Result: All present in favor; motion carries.

Motion: To approve the discarded items list of 1 old table, 1 chair, and 2 desks were donated.

Made by: LT

Seconded by: NW

Result: All present in favor; motion carries.

Motion: To approve Policy 2530F with edits presented.

Made by: LT

Seconded by: BB

Result: All present in favor; motion carries.

VIII. Executive Session as per Idaho Code 74-206 Section (1) (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 enter into Executive Session 8:14 p.m.

Made by: MC

Seconded by: NW

Result: All present in favor; motion carries.

Roll Call: Melissa Crane – Present, Lisa Thompson – Present, Becky Baird – present, Nicole Wilson – present, and Sarah Ahrens – present

No action required.

IX. Adjourn

Motion: To adjourn at 8:29 p.m.

Made by: MC

Seconded by: NW

Result: All present in favor; motion carries.

Signature of Board Secretary

Date

Recorded by SE