



Xavier Charter School Board Meeting Minutes December 18, 2025 6:00 p.m.

I. Roll Call Attendance

6:00 p.m. Melissa Crane, in the Chair. Lisa Thompson - present, Becky Baird - present, Nicole Wilson-present, and Sarah Ahrens - not present

II. Pledge of Allegiance

III. Approval of Agenda –

Motion: To approve the amended December 18th agenda

Made by: NW

Seconded by: LT

Result: All present in favor; motion carries

IV. Consent Agenda –

- a. Approval of Minutes from the November 20, 2025, Regular Board Meeting
- b. Approval of Minutes from the November 12, 2025 Policy Review Committee Meeting
- c. Approval of Minutes from the December 1, 2025 Safety Committee Meeting
- d. Approval of Minutes from the December 11, 2025 Special 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. Reports/Discussion Items –

PFA Report – The Mingle Jingle had a good turnout. The Proceeds will go to Character Scholarship. Presented the financials and discussed upcoming events.

Business Manager Report/Financials – Mr. Gillen presented the financials. Discussed the budget and future concerns.

Elementary Drama Club Proposal – Ms. Hall presented information regarding Drama Club. The goal is to have it for second grade through sixth. First semester would be foundational and second semester would be performative. The goal is to keep it low cost.

K-6 and 7-12 Lead Teachers/HOS/AHOS/Building and Maintenance Reports –

Mr. Moon, Head of Schools – Presented that enrollment is down by a couple of students. He talked about ICAC (Internet Crimes Against Children) gave an eye-opening presentation. We are working on having a representative come to present to our parents. He talked about transportation and the great job the transportation director is doing keeping everything running smoothly. He discussed the sound improvements to the gym. They should be ready by the next performance.

Mrs. Elizabeth Parker – Mrs. Parker discussed how we have switched the way we handle credits and absences. The numbers are down from the past numbers.

Building Facilities – Mr. Moon discussed they would be presenting a long-term maintenance schedule.

Title IX – Mr. Moon discussed training and assigned roles. Liz will be the investigator and Megan will be the decision maker.

Insurance – Open enrollment ends on December 31, 2025.

Election of Board of Directors Secretary – Becky Baird was nominated as board secretary.

Legislative Representative – Idaho School Boards Association is asking for a board member to be a legislative representative to keep the board apprised of the legislation on a monthly basis.

Continuous Improvement Plan – Discussed doing a meeting once a year in the spring. Mr. Moon suggested putting a section in the board report section and work on a proposal.

VII. Action Items

Action: Business Manager Report/Building Petty Cash Reconciliation.

Motion: To approve the business manager report and financials as presented.

Made by: NW

Seconded by: BB

Result: Roll Call: Melissa Crane– yes, Nicole Wilson – yes, Becky Baird – yes, Lisa Thompson – yes. All present in favor; motion carries.

Action: Elementary Drama Club Proposal

Motion: To approve the implementation of the Drama Club

Made by: BB

Seconded by: LT

Result: Roll Call: Melissa Crane– yes, Nicole Wilson – yes, Becky Baird – yes, Lisa Thompson – yes. All present in favor; motion carries.

Action: Elect Board Secretary

Motion: To elect Becky Baird as board secretary

Made by: MC

Seconded by: NW

Result: Roll Call: Melissa Crane– yes, Nicole Wilson – yes, Lisa Thompson – yes. All present in favor; motion carries.

Action: Legislative Representative for Xavier Charter School Board of Directors

Motion: To elect Melissa Crane to serve as Legislative Representative for Xavier Charter School Board of Directors

Made by: LT

Seconded by: BB

Result: Roll Call: Nicole Wilson – yes, Becky Baird – yes, Lisa Thompson – yes. All present in favor; motion carries.

VIII. Adjourn

Motion: To adjourn at 7:11 pm

Made by: NW

Seconded by: BB

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE