



Xavier Charter School Board Meeting Minutes March 19, 2026 6:00 p.m.

I. Roll Call Attendance

6:02 p.m. Melissa Crane – present, 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 agenda

Made by: BB

Seconded by: LT

Result: All present in favor; motion carries

IV. Consent Agenda

Motion: To approve the minutes from the February 19, 2026 regular board meeting

Made by: LT

Seconded by: NW

Result: All present in favor; motion carries

V. Public Input -- None

VI. Reports/Discussion Items

- a. **PFA Report** – Ms. Brossy presented the PFA financials. She stated the Jog A Thon is in the works and is reserved to pay for sound equipment for the gym. They are building shelves to move around.
- b. **Business Manager report** – Mr. Gillen and Mr. Schmelzle presented the financials. They discussed general fund balance and the changes with capital expenditures. They gave the State funding update and talked about a similar budget process as the one we did last year.
- c. **Staff Spotlight** – Dave Woodhead: He has driven bus for Xavier for eight years. Lots of positive comments on social media about him. He owns Lamphouse Theater and has written a novel.
Amanda Sandell: She consistently shows up and steps in where there is a need. She organized PI day. She has creative ideas and good follow through. She has only been a teacher at Xavier.
Tami Ditlefsen: She is incredibly compassionate with students and staff. She provides a positive voice. She is engaged and responsive to student needs.
- d. **Mr. Moon** – He discussed enrollment is similar to February's numbers. Letters are going out to inform of enrollment and the lottery. He presented the substitute report and stated teacher coverage and para usage has been minimal. He discussed possible changes with classified employee pay.
Mrs. Lemons – She provided data on testing.
Mrs. Parker – She presented on senior intervention plan. She talked about a National Civics Bee opportunity at the State Capital.

Facilities Report – The day-to-day things are being handled efficiently with the use of the tracking system. The grounds keeper will be begin working after Spring Break.

- e. **National Symposium** – Mr. Moon briefly touched on this stating there were lots of planning and discussions going on by the teachers who attended. He mentioned that all schools struggle with similar issues.
- f. **School Pulse** – Ms. Rogers presented on this software that parents can opt-in for at not cost. It is only available to students Grades 5-12 to provide support to students and help protect administrative time.
- g. **School Calendar** – Two calendar options were presented and discussed which one was preferred.
- h. **Copier/printer Purchase** – Mr. Moon presented options of purchasing or leasing. These are still being investigated and will present more information in April.
- i. **Dress Code Review Committee** – Ms. Parker gave a quick overview of their meeting. The next meeting will look at cost of each proposed solution. It was suggested a decision be made by April board meeting.
- j. **Federal Programs Review** – The findings were positive. No plan of action needed. They were impressed we had no findings the last two reviews. It was asked about Edgar manual approval and possibly having it ready by April.
- k. **Home School Requirements for Advanced Opportunities** – Mr. Moon mentioned we may need to create a policy for this.
- l. **CIP/Strategic Plan** – Mr. Moon suggested we pause until legislation is done. Talked about possibly condensing the information to present to parents and post as reminders in the school.
- m. **Policy 2600** – Mrs. Parker presented and discussed. It will return for second reading.
- n. **Policy 2700** -- Mrs. Parker presented and discussed. It will return for second reading.
- o. **Legislative Update** – Several bills are waiting to move on.
- p. **Policy 9450** – Mr. Moon suggested to leave as is. Our lawyer reviewed and said the policy was good.
- q. **Letters of Intent** – Mr. Moon discussed which staff would possibly be leaving.

VII. **Business Manager Report**

Motion: To approve business manager report as presented by Mr. Gillen and Mr. Schmelzle.

Made by: LT

Seconded by: BB

Result: All present in favor; motion carries

VIII. **School Calendar 2026-2027 School Year**

Motion: To approve calendar option #1 for 2026-2027 School Year

Made by: LT

Seconded by: NW

Result: All present in favor; motion carries

IX. **Executive Session as per Idaho Code 74-206 Section (1) (f) communicate with legal counsel**

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 at 8:54 p.m.

Made by: MC

Seconded by: LT

Roll Call: Melissa Crane – Present, Nicole Wilson – Present, Lisa Thompson – Present, Becky Baird – present and Sarah Ahrens – Not present

Motion: To move out of Executive Session

Made by: BB

Seconded by: LT

Roll Call: Melissa Crane – Present, Nicole Wilson – Present, Lisa Thompson – Present, Becky Baird – present and Sarah Ahrens – Not present

No Action Required

X. Adjourn

Motion: To adjourn at 9:02 p.m.

Made by: BB

Seconded by: NW

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE