



Xavier Charter School Board Meeting Minutes April 16, 2026 6:00 p.m.

I. Roll Call Attendance

6:15 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 as presented.

Made by: BB

Seconded by: NW

Result: All present in favor; motion carries

IV. Consent Agenda

Motion: To approve the consent agenda with suggested edits.

Made by: NW

Seconded by: BB

Result: All present in favor; motion carries

V. Public Input -- None

VI. Reports/Discussion Items

- a. PFA – Financials were presented. We are doing 3-D printing for the Jog A Thon. We have a family night at Skateland April 20, 2026. New shelving was constructed for the library. Parent volunteers are cataloging. National School Bus Driver Day is April 28, 2026.
- b. Business manager report was presented in person by Jonathan Gillen. There is no increase in funding.
- c. Quest CPA audit engagement letter was presented and pricing discussed.
- d. The proposed EDGAR manual was presented.
- e. ERC checks were sent to us and deposited and set aside in a new fund created specifically for those funds.
- f. Paraprofessional pay will be changed to 12-month pay starting September 1, 2026.
- g. 2026-2027 payroll for those not receiving a pay increase was discussed.
- h. Staff Spotlight: Mr. Moon presented Devon Norris—She is the front office administrative assistance and substitute scheduler. She is a huge asset to Xavier. She is good at seeing the big picture. She brings issues to light with a proposed solution.
Ms. Parker presented Darla Ridenour – She has taught for almost 40 years all over the United States primarily in dance. She has been at Xavier for 8 years. She is big on family, Darla’s ideas are a lifeline for the kids.

Ms. Lemons presented Christopher Clegg – He is the elementary music teacher for 3 years at Xavier. He likes to spend time with his family and loves to read books. His classroom management is deeply effective. He manages the STEM club for the elementary.

- i. **Mr. Moon** presented the substitute report and that teacher coverage has greatly been reduced. He talked about chemistry and math grades. The sound panels have started to be installed in the gym and should be finished within a week. He talked about ICAC coming to present to staff and hopefully have a presentation for parents in the fall. He presented enrollment numbers which have not changed.

Miss Rogers reported on the Idaho Prevention and Support Conference in Sun Valley. She learned about motivational interviewing. She talked about IDLA and not being able to offer custom sessions.

Ms. Lemons presented the Amira data. She reported about the student led conferences.

- j. The maintenance tracker was presented to show all the maintenance tasks that were performed or addressed.
- k. Ms. Harm presented the a new science curriculum for Earth Science with a cost of \$ 90 a book and would cost no more than \$7,000. The digital materials are all free.
- l. Mr. Moon presented numbers for cost of copier/printers. A recommendation will be made soon.
- m. Open enrollment and lottery has been done. It is proposed we move the date to January 5 through February 10 and have the lottery February 23.
- n. Talked about setting a board budget work session after Mr. Gillen and Mr. Moon have a meeting.
- o. Head of Schools evaluation date is to be determined.
- p. A new dress code proposal was presented and will be further discussed at another meeting.
- q. High school requirements for Advanced Opportunities would like to change policy to require a student to be enrolled at Xavier for at least half-time.
- r. Policy 2600 was presented with edits.
- s. ISBA legislature representative report was encouragement to write letters, make calls, and send emails to our representatives.

VII. Action Items

Motion: To approve the Business Manager financial report as presented.

Made by: NW

Seconded by: BB

Result: All present in favor; motion carries

Motion: To approve the Quest CPA audit engagement letter as presented.

Made by: NW

Seconded by: LT

Result: All present in favor; motion carries

Motion: To approve the EDGAR Manual as presented.

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries

Motion: To adopt the Inspire Earth Science curriculum up to \$7000.

Made by: MC

Seconded by: BB

Result: All present in favor; motion carries

Motion: To change open enrollment to January 5 through February 16 and Lottery date to February 23.

Made by: MC

Seconded by: BB

Result: All present in favor; motion carries

Motion: To approve Policy 3085 as presented.

Made by: MC

Seconded by: NW

Result: All present in favor; motion carries

Motion: To approve Policy 2600 as amended.

Made by: LT

Seconded by: BB

Result: All present in favor; motion carries

- V.II 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, (f) communicate with legal counsel**

Time In: 9:52 p.m.

Motion: To enter into Executive Session

Made by: MC

Seconded by: NW

Roll Call: Melissa Crane – present, Lisa Thompson – present, Becky Baird – present, Amy Wendler – present, Nicole Wilson – present

Motion: To exit Executive Session

Made by: MC

Seconded by: NW

Roll Call: Melissa Crane – present, Lisa Thompson – present, Becky Baird – present, Amy Wendler – present, Nicole Wilson – present

Action:

Motion: To accept resignation from Employee A.

Made by: MC

Seconded by: BB

Result: All in Favor: Four yes

Motion: To accept recommendation to hire Application A

Made by: MC

Seconded by: LT

Result: All in Favor: Four yes

VIII. Adjourn

Motion: To adjourn at 10:07 p.m.

Made by: MC

Seconded by: NW

Result: All present in favor; motion carries

Signature of Board Secretary

Date

Recorded by SE