



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

I. Roll Call Attendance

6:01 p.m. Melissa Crane – Present, Lisa Thompson – Present, Sarah Ahrens – present, Nicole Wilson – Not present, and Becky Baird – Not present

II. Pledge of Allegiance

III. Approval of Agenda

Motion: To approve the agenda as presented.

Made by: LT

Seconded by: SA

Result: All in favor; motion carries

- IV.** Removed from consent the June 29, 2026 special board meeting minutes to add motion made by NW to approve the hire of candidate A. SA seconded the motion and all in favor; motion carries. Put back into consent.

V. Consent Agenda

- a. Approval of Minutes from June 18th, 2026 Regular Board Meeting
- b. Approval of Minutes from June 29, 2026 Special Board Meeting

Motion: To approve the consent agenda with the amended minutes.

Made by: LT

Seconded by: SA

Result: All in favor; motion carries

VI. Public Input -- None

VII. Action Items: Annual District Meeting

- a. Designation of Head of Schools as the Administrator in charge is Gary Moon
- b. Designation of official publication is The Times News
- c. Designation of financial institution(s) and designation of signatures for accounts for **First Federal Bank:** Melissa Crane and Gary Moon, **DL Evans:** Melissa Crane and Gary Moon, **Zions Bank:** Melissa Crane and Gary Moon
- d. Designation of who has the right to transfer funds to and from school bank accounts is Gary Moon and Joseph Schmelzle
- e. Designation that fiduciary accounts of the school are the responsibility of reporting through the business

- manager to the Board once a month is Joseph Schmelzle
- f. Designation of Bonding agency and amount on Business Manager is Moreton & Company API Obsidian Specialty insurance and \$500,000 per occurrence
 - g. Designation of Property and Liability Insurance carriers is Moreton & Company API Obsidian Specialty insurance
 - h. Designation of Title IX officer is Gary Moon
 - i. Designation of employee drug testing agency is St. Luke's Occupational Health
 - j. Designation of Legal Counsel is Anderson, Julian, Hull
 - k. Designate payroll signature is Melissa Crane and Gary Moon
- Motion:** Approve the annual district meeting designations as stated
Made by: MC
Seconded by: LT
Result: All present in favor; motion carries

VIII. Reports/Discussion Items

PFA—Gary Moon presented the PFA financials.

Business Manager Report—Joseph presented financials. He talked about the employee retention credit contributed to the next assets. Expenses were lower. Everything looks good across the board.

Head of Schools—Mr. Moon presented on new matrix for Strategic Planning Development. He talked about data review. He presented on bus registration and routing and the lease for the bus depot. He said they are looking into grants to pay unpaid lunch balances. IASBO conference and that Charter Impact sponsored part of it. He discussed adjusting Safe Schools Training. Mr. Moon presented the facilities report—He mentioned repairs being made, the parking lot is being re-sealed and a drain on the modulars is started as well as Anderson is finishing up the gym doors. The stage is being painted. Some modular classrooms are being carpeted and painted.

Hillary Harm—presented an outline of summer training August 17-21, 2026 and August 24-27, 2026
 Alice training for all staff is on August 24.

Student Handbooks—Presented the handbooks and edits.

Employee Handbook—Presented the employee handbook and edits.

School Parent Agreement—Mr. Moon presented an agreement that would be issued during registration regarding the grievance process and social media posts.

Strategic Plan Template—Mr. Moon presented the strategic plan template to give guidance in working on the plan in the future.

Data Presentation—Mr. Moon presented on the following tests—ISAT, IRI, AMIRA, and SAT.

Policy 3260—Wording was discussed and admin fielded questions.

Policies-New Legislation-(First Reading-No Action): 2353, 2353F, 3295, 3295P1, 3330, 3331, 3500, 3500F, 3515F, 3515P1, 3540, 5100, 5100P1, 5100F1, 5210, 5260, 5265, 5295, 5296, 5296P1, 5335, 5335FA1&2, 5500, 5900

IX. Action Items

- a. **Business Manager Report**—MC tabled the report until August 2026 board meeting.

- b. **Student Handbooks**

Motion: To accept the student handbooks with edits.

Made by: LT

Seconded by: SA

Result: All present in favor; motion carries

- c. **Employee Handbook**

Motion: To approve the employee handbook with edits.

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries

d. **Policy 3260 Student Dress Code K-6**

Motion: To approve policy 3260 with edits.

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries

e. **Policy Updates: 1303, 1405, 2150, 2150P(1), 2570, 3255, 5360, 7400, 7400P(3), 7400P(4), 7403, 7430, 7455, 8103 (1303 pulled out until August board meeting).**

Motion: To pass policy updates as recommended.

Made by: MC

Seconded by: LT

Result: All present in favor; motion carries

X. 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,

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 at 8:36 p.m.

Made by: MC

Seconded by: LT

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

Motion: To Exit Executive Session

Made by: MC

Seconded by: LT

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

XI. Entered Open Session 8:45 p.m.

Motion: To hire Candidate A for Secondary Academic Dean
Made by: MC
Seconded by: SA
Result: Unanimous Vote-All Ayes

XII. Adjourn 8:47 p.m.
Motion: To Adjourn
Made by: LT
Seconded by: SA
Result: Unanimous Vote-All Ayes

Signature of Board Secretary

Date

Recorded by SE