

Xavier Charter School Parent Faculty Association
Tuesday July 12, 2011
Report of Meeting

Executive PFA Committee:

President: Delynn Bird

Vice President: Cynthia Hall

Treasurer: Mikal Bone

Treasurer: Christine Rasmussen

Secretary: Jodi Mehta

1. Reading of PFA Mission

2. 501c3:

- a. Will discontinue further action until we meet with Nancy Koonz
- b. Mr. Bomgardner suggested that we use the school's 501c3

3. Treasurers Report

- a. Reconciliation completed for fiscal year
- b. \$24,741.73 remains from fundraiser
- c. \$3000 given to school to purchase sound equipment
- d. Net fundraiser made \$20,075.37

4. Vice Principal's Report-Thad Biggers

- a. Unable to attend

5. Fundraiser Acquisitions:

- a. Mr. Loosli is purchasing equipment
 - i. Motion made by Mikal to increase PFA contribution from \$3,000 to \$4,000, Jodi made second, discussion took place and all board members voted in favor of increasing donation amount
- b. Library allocation is up to \$3000, but no items were found at the sale in Boise, we will hold this \$ for library purchases
- c.

6. Events for Year:

- a. May 16th award presentation for jog-a-thon
- b. Teacher Appreciation: Thank you Roxanne Brown and all volunteers
- c. Dances done

7. Clothing Exchange: Will be held July 23

8. Next Meeting: Will be held right before August board meeting

9. Question or Comments on Agenda Items (10 Minutes): No questions/comments.

10. Meeting Adjourned

Xavier Charter School Parent Faculty Association
Tuesday August 11, 2011
Report of Meeting

Executive PFA Committee:

President: Delynn Bird

Vice President: Cynthia Hall

Treasurer: Mikal Bone

Treasurer: Christine Rasmussen

Secretary: Jodi Mehta

1. Reading of PFA Mission

2. 501c3:

- a. Moved to end of agenda

3. Treasurers Report

- a. Ending balance is \$28,716.90, will be making another deposit tomorrow for \$40
- b. Deposits include \$20 jog-a-thon donation, \$10 sale of sweatshirt, \$3.66 interest
- c. Payments include \$16.92 for sales tax

4. Principals Report: Mr. Bomgardner

- a. Nothing to report at this time

5. Fundraiser Acquisitions:

- a. Mr. Loosli is purchasing equipment
 - i. Motion made by Mikal to increase PFA contribution to \$3,200, Christine made second all board members voted in favor of increasing donation amount
- b. Library allocation is up to \$1500, will look at seating options for new library
- c. Playground equipment, current bid to have old equipment installed is \$1900
 - i. Christine made motion to approve up to \$2,000 for installation of existing playground equipment, Mikal made second all board members voted in favor of increasing donation amount

6. Sweatshirts:

- a. Jodi, Mikal and Dori Madsen formed committee to design sweatshirt. PFA will be taking pre-orders at registration.

7. 501c3: PFA is deliberating on whether or not to utilize the non-profit status of the school and have the business office manager administer funds. The main issue being discussed is making sure that the PFA still has complete control of where the money is spent, etc. PFA met with Nancy Koontz and she said that most PFA's fall under the non-profit status of their respective schools. PFA has also contacted previous PFA board members to get their input and opinions. Justin provided Agreement for the PFA to review that outlines the process for administering PFA funds. The Agreement is between the PFA and Xavier School Board. PFA and board will review agreement and will take further action at next PFA meeting.

- a. Benefits to falling under Xavier's non-profit status: PFA would fall under schools liability policy, schools accounting firm would do annual audit, would continue to use PFA checking account and no check would be approved without approval of motion at monthly meeting and 3 of 5 board members approval of expenditure.
- b. Disadvantage to falling under Xavier: Some control would be lost, time to issue check, etc

8. Question or Comments on Agenda Items (10 Minutes): No questions/comments.

9. Meeting Adjourned

Xavier Charter School Parent Faculty Association
Thursday September 8, 2011
Report of Meeting

Executive PFA Committee:

President: Delynn Bird

Vice President: Vacant

Treasurer: Mikal Bone

Treasurer: Christine Rasmussen

Secretary: Jodi Mehta

1. Reading of PFA Mission

2. Board Vacancy: The PFA currently has a board opening for Vice President; the main duties of this position will be event coordination and room rep coordination. PFA will be sending our e-mail and will request that anyone interested in filling position please contact the PFA. Each applicant will fill out a brief questionnaire and the PFA will select based on information provided.

3. Sign in: Please note that all attendees will be asked to sign into the PFA meeting using the computer located outside of the office.

4. 501c3 Under Xavier's :

a. Discussion: PFA members discussed this option with several parents, previous board members and an independent accountant who specializes in non profit accounting. Some of the benefits: Save filing fee, PFA won't have to worry about quarterly tax filings, audit will be done annually under school audit at no charge to PFA, Justin is bonded, PFA board and school board will sign contract which outlines how monies will be dispersed. PFA will continue to keep own checking account, 3 board members must approve any expenditures, deposit statements will be sent to home of treasurer, deposits will continue to be made by PFA board member and the PFA will keep their own set of books for at least the first year.

b. Motion: Mikal made motion that moving forward PFA would fall under schools 501c3. Christine seconded, no further discussion took place and all board members voted unanimously in favor of motion. Motion passed.

5. Treasurers Report

a. Ending balance is \$30,289.76

b. Deposits were \$1,572.86 and included jog-a-thon \$ and clothing sales.

c. Payments: No payments made during this statement period, but do have \$50 outstanding payment that was used to purchase breakfast items for the staff.

6. Principals Report: Mr. Bomgardner

a. Not at meeting

7. Fundraiser Acquisitions:

- a. Sound system purchased waiting for invoice from school.
- b. Library allocation is up to \$1500, will look at seating options for new library when library is complete.
- c. Playground equipment: Maybe installed as early as next week, school is still going through city hurdles.
- d. Sign: Melissa Crane looking at possibility of getting donation.
- e. Idaho High School Activities Association: At last board meeting request was made that PFA pay registration for membership into this association so that our students can participate in competition, etc. The cost varies depending on school size. After discussion, determined that this would be a good expenditure for the PFA.C
 - i. Christine made motion to approve up to \$1,500 membership into the Idaho High School Activities Association. Mikal made second, no further discussion and motion passed with approval by all board members.

8. Tentative Events:

- a. 10-29-11 Fall Frolic: Renee agreed to be faculty advisor for this event and will have her 4th grade class take the lead in planning this event. Cindy Bezas and Diane Stevens volunteer to assist with this event.
- b. 12-10-11 Breakfast: Looking into having another breakfast to raise money for a dishwasher in the kitchen.
- c. 05-18-11: Dance-a-thon, planning an all school dance-a-thon since secondary students enjoyed so much. Date is tentative and will be changed if this date interferes with state testing.

9. Fundraisers:

- a. Box Tops: die cut machine purchase with \$ from previous years. Will do drive sometime this year.
- b. Ink Cartridges: PFA will check with Hillary Biggers to get a box and inquire if she is still willing to oversee this project.

10. Sweatshirts:

- a. Information will be sent home via e-mail for the purchase of this year's sweatshirts. Cost will be \$25 for zip up and \$21 for pull-over. It has been confirmed the under the guidelines of Xavier's Dress Code, students may wear these sweatshirts to school.

11. Question or Comments on Agenda Items (10 Minutes): No questions/comments.

12. Meeting Adjourned

Xavier Charter School Parent Faculty Association
Thursday, October 13, 2011
Agenda

Executive PFA Committee:

President: Delynn Bird

Vice President: Cindy Bezas

Treasurer: Mikal Bone

Treasurer: Christine Rasmussen

Secretary: Jodi Mehta- absent

1. Please be sure to sign in on volunteer computer

2. PFA Mission: The mission of Xavier Charter School PFA is to support the students, teachers and parents of the school; by raising funds we can develop and implement activities that build community and enrich the learning environment. It is our belief that children become motivated to be life-long learners when they are a part of a thriving learning environment that includes the participation of family, school and community. We agree to positively uphold and model the vision of Xavier's Great Expectations

3. New Board Member Introduction: Cindy has two children enrolled at XCS. She is a free lance writer and has experience with grant writing and participation of various committees. The PFA board is thrilled to welcome Cindy Bezas as Vice President.

4. Treasurers Report – Mikal and Christine: Ending balance is \$30,243.00. Deposits- Interest of \$3.73. Expenses-\$50.00 for XCS staff breakfast for welcome back to school.

5. Principal's Report: Mel Wiseman and Kelly Murphy introduced themselves. They are retired public school administrators that together have a combined 50+ years of experience. They have accepted the charge of interim administration as Murphy Consulting on a month to month basis. They are asking questions, doing the required reporting, and preparing for Xavier's 5 year accreditation review which will be discussing in more detail at the school board meeting. Kudos to the mission and charter of Xavier- with 600+ kids discipline has been fairly easy to handle.

Mrs. Robbins gave activities update-October 21 is Sadie Hawkins dance for secondary students. New school coordinated events similar to the summer day at the swimming pool. The school coordinates the event but parent provide the supervision. High school went to Laser Mania last week and 5-8 grades will go this week.

6. Xavier Helping Hands: Cindy-Explained the idea of Xavier Helping Hands. It would be a community service event with students wearing vests that say "Xavier Helping Hand" on the back. The vests would be used for specific community service events that could be done 2-4 times per year like a canned food drive. Discussion: We get credit for a portion of Highway 30 cleanup, yet we're not doing the work. Make sure existing projects to build positive PR before going door to door. Need to not wear out kids or parents. Mel Wiseman asked about central coordination of events. Discussion that role historically has been the school administration.

7. News Letter: Cindy suggested a school wide newsletter that could be used to help communicate upcoming events and showcase achievements. Suggested a student section for poetry or artwork to showcase students work. Parent suggestion to make it fun so as including pictures of dances, highest GPA, etc. Power school is used for primary communication but not all parents have internet and some check email infrequently.

8. LED lighting system for dances, etc: PFA received a requested to help purchase a LED lighting system for school dances. Since the request was received, the graduating class of 2011 and the student body decided to split the cost. The light system together with the school's PA system can be used instead of hiring a DJ to provide lights and sound for school dances.

9. Tentative Events Schedule:

- a) Fall Frolic-scheduled for Saturday October 29th from 11-2. Admission is a bag of candy per family. The Dance Company will be offering hot dogs, chips, snacks, and drinks. Each of the K-6 grade classes will have a game booth. The teacher's room reps are coordinating the game booths.
- b) Xavier Helping Hands-TBD
- c) College Prep-The secondary faculty are teaming up to offer afterschool college prep events. Mrs. McCallister asked for snacks as an added incentive. The PFA is asking for parent volunteers to provide the snacks. The first college prep day will be on October 18th.
- d) Dance-a-thon-scheduled for May.

10. Fundraisers

- a) Box Tops: Keep collecting
- b) Soup Labels-Keep collecting
- c) Ink Cartridges-Need new collection box.
- d) New ideas: penny wars, auction and dinner. Open discussion: Some parents were feeling last year like there were a lot of fundraisers. Parents/students are not obligated to participate in everything. Pick the ones you want to participate in. Several schools have had great success in silent auctions: really nice dinner, different baskets and items for silent auction, plus also desserts. A parent said she would be willing to head it up. We've had the suggestion of the penny wars with the big bottles; pennies count toward your class, anything other counts against the class. Run for maybe a month or so; the winning class would get a pizza party or something like that. Maybe even in the future the penny war could be longer and team up with a community entity. There's no going door-to-door, etc. People could participate or not. Last year we had a matching sponsor for a fundraiser breakfast and were able to purchase table and a freezer. If we did this, it would be for a dishwasher for the lunch program. A dishwasher would eliminate the need for the disposable trays and would be a cost-saving for the lunch program plus being more eco friendly. A couple parents about the Barnes and Noble book fair. The book fair can be done in store and online; could be emailed to friends and relatives, etc. Discussed ways to make the Dance/Jog-a-thon more parent friendly such as sending a family form instead of individual forms. There would be less expense, less work for parents to address, less work for people tallying, and more eco friendly.

11. Sweatshirts and Directories-Preordered items will be available for pick-up at the Fall Frolic. The final order for sweatshirts will be sent out in November. All orders will need to be in by December 1st for delivery before Christmas.

12. Questions or Comments on Agenda Items-no further questions.

Adjourned.

Xavier Charter School Parent Faculty Association
Thursday, December 8, 2011
Report of Meeting

Executive PFA Committee:

President: Delynn Bird
Vice President: Cindy Bezas
Treasurer: Mikal Bone
Treasurer: Christine Rasmussen
Secretary: Jodi Mehta

- 1. PFA Mission was read:**
- 2. Treasurers Report – Mikal and Christine:**
- 3. Principal's Report:** Mr. Wiseman was in attendance. He gave information regarding the drug dog on campus and indicated that they will be doing this search periodically as other schools do. Also discussed changes to policy manual and how they are making changes and when it will be posted on the Xavier web site.
- 4. Xavier Helping Hands:** Cindy discussed possibility of doing 2 large projects and would like to do the first one in the spring.
- 5. News Letter:** Cindy gave overview of her ideas for the Xavier Newsletter. Thought it would be a good idea to get it started and then teaching staff could take it over. Nice to highlight staff and students each month.
- 6. Grand Piano:** The truck (dolly) is on order should be here in the new week. Also bench has been ordered, shipping was extra, but Jim Osborne is willing to cover extra amount. Total cost will be about \$900. Still looking for quilt to put inside to dampen sound.
- 7. Plaque Update:** Delynn did pricing on line, would be metal plaque to be attached to whatever donated by PFA. Julie Beus will help come up with a list of items that the PFA has donated throughout the years.
- 8. Library Update:** Met with librarian to develop plan and get rid of old books and inappropriate books. Some parents are willing to do fundraiser dinner for library, but we are waiting for from administration what final plan is. PFA would like to donate about \$1000 to library. Motion was made by Christine to set supply budget for library at \$1000, Cindy 2nd, unanimous vote.
- 9. Sweatshirts:** Sweatshirts have been ordered and will be in about 10 days.
- 10. Tentative Events Schedule:**
 - a) Xavier Helping Hands
 - b) College Prep: Mrs. McAllister giving dates
 - c) Dance-a-thon
- 11. Fundraisers**
 - a) Box Tops: Drive will be in February
 - b) Soup Labels
 - c) Ink Cartridges
- 12. Questions or Comments on Agenda Items**
- 13. Adjourn**

Xavier Charter School Parent Faculty Association
Thursday, January 12, 2012
Report of Meeting

Executive PFA Committee:

President: Delynn Bird
Vice President: Cindy Bezas
Treasurer: Mikal Bone
Treasurer: Christine Rasmussen
Secretary: Jodi Mehta

1. PFA Mission Read:

2. Treasurers Report – Mikal and Christine: Outstanding amount of approx \$1,000 to be paid out for sweatshirts and directories. No reported income besides monthly interest. Disbursement for the month was \$6,900 for the playground equipment installation.

3. Leadership Report: Mr. Wiseman was in attendance and indicated that Shelly McElliott will be working with students to get the on track for graduation.

4. Xavier Helping Hands: Cindy was unable to attend meeting so nor report was given

5. Grand Piano: Approved truck purchase was cancelled since the size did not work for the piano. Andie Dayley offered to find a quilt which will be used to dampen the sound of the piano so that it does not disturb office staff.

6. Library Update: PFA donate items when it is determined what items are needed.

7. Sweatshirts: Any sweatshirts that were ordered and not picked up are in the office. We have a few old sweatshirts available for \$5, if you are interested, please contact a PFA board member.

8. Tentative Events Schedule:

a) Dance-a-thon: working on

9. Fundraisers

a) Box Tops: Will contact Lisa Maxwell to inquire about box top drive

b) Soup Labels

c) Ink Cartridges

10. Questions or Comments on Agenda Items : Stacy Young requested a donation from the PFA for approximately \$200 that would be used for the Open House. Delynn asked for a specific breakdown of items needed and expected attendance. Andie Dayley volunteered to take care of organizing all the paper supplies and food donations.

11. Adjourn

Xavier Charter School Parent Faculty Association
Thursday, February 9, 2012
Report of Meeting

Executive PFA Committee:

President: Delynn Bird
Vice President: Cindy Bezas
Treasurer: Mikal Bone
Treasurer: Christine Rasmussen
Secretary: Jodi Mehta

1. PFA Mission Read:

- 2. Treasurers Report – Mikal and Christine:** Deposits \$397.00 for sweatshirts, interest deposit, a few checks written resulting in balance of \$17,511.42
- 3. Leadership Report:** Mrs. McAllister will be leadership representative for the PFA until a head of schools is hired.
- 4. Xavier Helping Hands:** Cindy was unable to attend meeting so no report was given, but thought it may be good to partner with NHS.
- 5. Grand Piano:** Still looking for wheels.
- 6. Library Update:** Update that PFA will still reserve money to contribute to library when needs are assessed. Determined that library will mainly be used for lower grade levels as upper grades typically use internet for research, etc.
- 7. Open House:** Christine made motion to approve \$175 to contribute to open house on February 28, Jodi made second and motion passed unanimously. Mrs. McAllister will confirm with Stacy what colors they will be having, size and number of tables for the event. Christine and Delynn will see if they can find supplies for less expensive.
- 8. Audit:** Will take place soon of PFA funds, this will take place on an annual basis.
- 9. Ski Day:** Will not take place this year because it was a huge hit financially for school because kids didn't attend school and the busing. Parent brought up that maybe next year we could have an Xavier Family ski day that would take place on a non school day and Xavier would just "negotiate" reduced rate for that day for Xavier Families.

10. Tentative Events Schedule:

- a) Dance-a-thon: May 3 will get final approval on date from leadership team. PFA met with leadership to discuss where \$ from last year's jog-a-thon should be spent and requested that they give PFA ideas for where \$ will be needed this year. Dance-a-thon will not be all day activity like previous years, this was requested by teachers that it takes too much time out of day. Other possible changes from last year: No t-shirts, but will do water bottles, number of forms will be sent as a family (for example, maybe 10 per family), prizes for most contributions will be given to the family instead of individual students, will have donation form available for e-mail distribution, will have pay pal option again this year, instead of having each student draw picture for their donation request form contest will be held as a school to come up with form.

11. Fundraisers

- a) Box Tops: Box top drive has been extended until Feb 15th.

- b) Soup Labels
- c) Ink Cartridges

12. Questions or Comments on Agenda Items: No questions presented.

13. Adjourn

Xavier Charter School Parent Faculty Association
Thursday, March 8, 2012
Report of Meeting

Executive PFA Committee:

President: Delynn Bird-present

Vice President: Cindy Bezas

Treasurer: Mikal Bone

Treasurer: Christine Rasmussen

Secretary: Jodi Mehta-present

- 1. PFA Mission Read:**
- 2. Treasurers Report – Mikal and Christine:** Ending balance \$17,573.80.
- 3. Leadership Report:** Mrs. McAllister spoke with Mrs Baird and said that teachers would be interested in field day the last week of school.
- 4. Xavier Helping Hands:** Cindy was unable to attend meeting so no report was given
- 5. Grand Piano:** Complete, wheel bases in place to help protect floors and Styrofoam inside to reduce sound level.
- 6. Update Last Year Jog-a-thon funds:** PFA and XCS check on signage for the school but unable build sign along street because it is a residential neighborhood and not allowed. Next month will vote on money for library and computers as the PFA is still waiting on final estimates from the school.
- 7. Dance-a-thon:** Scheduled for May 11th. Date moved at lead teachers request to avoid conflict with state testing.
- 8. Fundraisers**
 - a) Box Tops: Winner of popcorn party will be announced. Discussed purchasing a couple more die cast pieces and new paper cutter(s)..
 - b) Soup Labels
 - c) Ink Cartridges: Recvd check for \$12.30
- 9. Nominations next month for 2012-2013 board**
- 10. Questions or Comments on Agenda Items:**
 - a) Andrea Jensen gave presentation on doing a science day at school. She gave over view of what Perrine does with their science fair. Ms. McAllister will present to other lead teachers.
- 11. Adjourn**

Xavier Charter School Parent Faculty Association
Thursday, April 12, 2012
Report of Meeting

Executive PFA Committee:

President: Delynn Bird-present

Vice President: Cindy Bezas

Treasurer: Mikal Bone

Treasurer: Christine Rasmussen

Secretary: Jodi Mehta-present

- 1. PFA Mission Read:**
- 2. Treasurers Report – Mikal and Christine:** Ending balance \$16,732.73.
- 3. Leadership Report:** No representation.
- 4. Update Last Year Jog-a-thon funds:** \$6900 for playground equipment and bark, \$3000 for sound system, \$570 for piano bench and wheels, \$1200 High School Activities.
 - a) Mikal made motion to set aside \$5000 for laptop computers and \$2500 for library necessities when need is determined some of the money will go towards e-readers. Christine made second, voted unanimously to approve.
- 5. Dance-a-thon:**
 - a) Water bottles ordered, received donation for almost entire purchase amount.
 - b) Will not be monogrammed, but will have place to write students name.
- 6. Fundraisers**
 - a) Box Tops: Cindy made motion to buy additional die cuts and buy 2 paper cutters for teachers. Unanimous vote to pass.
 - b) Soup Labels: Cindy made motion to allow Becky Baird to decide what should be chosen. Unanimous vote to pass.
 - c) Ink Cartridges:
- 7. Teacher appreciation week:** Lisa and Cindy will do list of things to do throughout week and organize luncheon.
- 8. Nominations next month for 2012-2013 board**
 - a) Will be able to make nominations at next board meeting.
- 9. Questions or Comments on Agenda Items:**
 - a) Christine will represent PFA on picture day and help where needed
- 10. Adjourn**