



Xavier Charter School Parent Faculty Association
Tuesday, October 23rd, 2012
Minutes

Executive PFA Committee:

President: Chelsea Tucker
Vice President: Paula Hatch
Treasurer: Jeanie Conway
Treasurer: Vacant
Secretary: Beth Hewes

1. Call to Order and Welcome: 7:03 pm
 - a. Introductions
 - b. Review of Role and Goals of the PTA
2. Old Business
 - a. Treasurer's Report: *The PFA didn't spend or receive any money since the last meeting.*
 - b. Head of Schools report: *Mr. Biggers introduced himself, thanked us for our hard work and was glad for our attendance at the meeting.*
3. New Business
 - a. Fall Frolic: *It will be held on Nov 3rd 11-1pm. Lunch will be available to purchase. No costumes required. Parents should be hearing from their student's teachers about games and supplies needed. We would be grateful for volunteers willing to assist during the Fall Frolic..*
 - b. Service Project: *PFA will be in charge of a service project each semester. Several ideas were generated about the project: Ronald McDonald House, Coats (mittens, hats) for Kids, hospital care packages, Refugee kid fun day, letters or cards to military personnel, donate teddy bears to hospital, performing at assisted living centers, raking leaves, shoveling snow, Johnny Horizon day, Highway cleanup, etc. The PFA Board will communicate with the faculty and then decide which one to move forward with.*
 - c. Read-a-thon: *The PFA would like to do something to coordinate with the National Reading Day on Jan. 23rd. More details will follow.*
 - d. Nonfiction giving tree: *Based on the request from the faculty to have more nonfiction books in the library, the PFA would like to have a nonfiction giving tree in the school's lobby during the holidays. The teachers will give the board their wish list of books. This*

book will be listed on a tree ornament. Then parents and students can pick a book if they choose to and supply it for the school.

- e. *Bumper Stickers and Shirts: The PFA are looking in to creating bumper magnets and shirts/sweatshirts/hoodies for the school. Beth Hewes made a motion to purchase 1 box of 100 Bumper Magnets. Jeanie Conway seconded it. The motion was passed unanimously. Ed Ditlefsen volunteered to put together a quick survey to get feedback from students about the design. Design ideas will be sent to him ASAP. The board will also follow through on getting shirts/sweatshirts/hoodies pre-order forms together for purchase around Christmas. We will also speak to the Student Body Government about their design ideas. Magnets will cost approximately \$5. Short sleeved shirts will be approximately \$10, long sleeved shirts \$12 and sweatshirts \$25.*
 - f. *Elect Treasurer: Sylvia Horning was elected co-treasurer.*
4. *Question or Comments on Agenda Items : Mr. Biggers was asked about the lease. At this time, he had no information he could share. There will be a special board meeting this Thursday to address the issue.*
 5. *Meeting adjourned: 8:13 pm.*



Xavier Charter School Parent Faculty Association
Tuesday, November 13, 2012
Minutes

Executive PFA Committee:

President: Chelsea Tucker
Vice President: Paula Hatch
Treasurer: Jeanie Conway
Treasurer: Sylvia Horning
Secretary: Beth Hewes

1. Call to Order and Welcome

- a. Thank you to all who helped with Fall Frolic

2. Old Business

- a. Treasurer's Report: *Current balance is \$25981.05, Fall Frolic gained \$58.50*
- b. Head of Schools report: *Mr. Biggers discussed the lease situation. The school is still having talks with the landlord. The end goal is to either buy the building or get the rent down to about \$450,000 per year. The school needs to have an agreement by November 23rd to give some details to the Charter School Commission. Mr. Biggers also discussed the PFA's generous allocation of \$20,000 to go to the library, computers and a projector. At this point, he is not going to make many of the purchases that were planned for. He would like to hold off until we have more clarity with the landlord. Mr. Biggers shared that the teachers would get a \$2500 pay for performance raise that was set aside by the legislature. He also discussed the Butter Braids fundraiser. The proceeds will go to the arts programs: dance, theatre and art. He encouraged the PFA to assist in any way we possibly could.*

3. New Business

- a. Service Project: *The PFA has decided to do a Hats, Socks, Gloves drive for this semesters service project. Donation boxes will be in the lobby. We will be looking for new socks and new or used Hats and Gloves. The donation box will be in the lobby November 26th-December 18th.*
- b. Nonfiction giving tree: *The PFA will be putting up a "giving tree" in the lobby for nonfiction books. The teachers have requested more nonfiction books in the library. The tree will have ornaments with the name of a nonfiction book listed on it. Students and parents can take an ornament, purchase the book and return it to the school.*
- c. Bumper Stickers and Shirts: *Order forms will be distributed to the teachers this Friday for t-shirt and sweatshirt orders. Order forms will be due by Nov. 30th. A bumper magnet survey is on Xavier's website to vote for a favorite design. The survey will expire on Nov. 25th. The magnets will be available for purchase soon after the survey is completed.*

- d. Box Tops: *The PFA would like to have monthly contests for collecting Box Tops. Party ideas discussed were: face painting party, butter braid party, movie party, extra recess, game party and popcorn party.*

4. Question or Comments on Agenda Items

5. Adjourned: *7:45 pm*



Xavier Charter School Parent Faculty Association
Tuesday, December 11, 2012
Minutes

Executive PFA Committee:

President: Chelsea Tucker
Vice President: Paula Hatch
Treasurer: Jeanie Conway
Treasurer: Sylvia Horning
Secretary: Beth Hewes

1. Call to Order and Welcome: 7:04pm

2. Old Business

- a. Treasurer's Report: *The PFA's beginning balance was \$25,981.05. After some expenditures for the shirt order forms and snacks for the book covering event, the end balance was \$25,850.76.*
- b. Head of Schools Report: *Butter braids will be distributed Wednesday, 12/12/12 at 2:50pm. Any support the PFA can provide will be useful. The winter showcase is on the 18th for 7th-12th grades. Mr. Biggers needs 4 people for each performance to take money. The shows are at 6 and 7:30pm. There is a \$3 admission fee. Mr. Biggers mentioned that the 2 most recent newspaper articles about Xavier were pretty accurate regarding the schools finances. The leadership team is currently working on a 5 year financial projection. He reminded us that the Board meeting was changed to Wednesday, 12/19/12 at 6pm.*
- c. Service Project: *The project is going well. The bin has been emptied once and will be available for donations until 12/18.*
- d. Tshirt/Sweatshirt: *The shirt order is in and Argo is busily creating them. The PFA will deliver them to home rooms and teachers on the morning of 12/18.*
- e. Giving Tree: *People have been taking the ornaments and some books have been brought in. Although the tree will be removed during the break, people can still bring the books in at any time.*
- f. Book Covering Report: *Several people (10) were able to come and cover books on Saturday. We covered quite a lot of books and some people took more books home. The PFA will put together another date in January to do this again.*
- g. Read a thon: *The event will take place on Jan. 23rd. The PFA is working to inviting local "celebrities"—Mayor, Radio Hosts, CSI SBO, CSI early ed students, etc. It was decided to focus this event on the grammar school—K-4. We'll use the last hour of class to read and bring in readers. Pillows and blankets are encouraged, but uniforms will remain the dress code.*
- h. Box Tops: *We would have decided on our contest for January, February and March. Box Tops will be due 2/1/13, 3/1/13 and 4/5/13. The class with the most box tops will receive a party two weeks after the deadlines. The first contest winners will get a Kiwi Loco party. Other party ideas are cookie decorating, games, face painting, extra recess, etc. Marilyn Takalson can be contacted regarding Kiwi Loco.*

3. New Business

- a. Bi-laws: *The PFA Board would like to revise the Bi-laws. Please read those over for the January meeting to provide feedback.*
- b. Field Day: *Field day will be set for Friday, May 31st. This event will be focusing on grades K-6. It will run about ½ the day with the last group participating being the afternoon kindergarten. Ideas being considered for the event are a jog event, relays, and games. Any additional ideas will be greatly appreciated.*

4. Question or Comments on Agenda Items

5. Adjourned: 7:45pm



Xavier Charter School Parent Faculty Association
Tuesday, January 08, 2013
Minutes

Executive PFA Committee:

President: Chelsea Tucker

Vice President: Paula Hatch

Treasurer: Jeanie Conway

Treasurer: Sylvia Horning (*not present*)

Secretary: Beth Hewes

1 Call to Order and Welcome: 7:03pm

2 Old Business

- a Treasurer's Report: *Beginning balance: \$25,850.76, Ending balance: \$30,366.19*
- b Head of Schools Report: *Mr. Biggers was not present.*
- c Service Project: *Delivered to Coats for Kids and the Salvation Army: Huge thank for you're the outpouring of support for this project. Coats will be delivered soon.*
- d Giving Tree: *Thanks, we received 14 nonfiction books and about \$160 in contributions. Lisa Steineke volunteered to shop for the remaining books.*
- e Read a thon: *This event will be held on Jan. 23rd from 1pm-3pm for students k-6. Local "celebrities" and parents are encouraged to come and read to individual class rooms. Students can dress up as favorite book character and bring their favorite book.*
- f Box Tops: *PFA's first contest will be from now until February 1st. A Kiwi Loco Party will be February 15th for the class that turns in the most. There will also be two other contests as well. One in February and one in March. Some suggestions about other awards were: a traveling trophy, pizza party, buttons. There was also a suggestion about using the sheets provided by the Box Tops website for organizing the box tops.*
- g Bi-Laws: *The bi-laws were discussed. Typographical errors were discussed and considered. Also a change in the election process was discussed, including a change to the term for vice president and treasurer. It was recommended that these positions would be 2 year positions. Parents and teachers provided feedback for bi-laws. The board will vote on changes next month.*

3 New Business

- a Field Day: *This event will be held on May 31st. We are going to talk to the previous PFA president to get feedback on the event. We are going to ask Walmart to sponsor the water bottles, sunscreen, etc.*
- b Service Project for 2nd Semester: *Suggestions were given to the lead teachers, they will get back to us.*
- c Grandparents day: *The PFA was asked to assist on March 7th for an open house for grandparents. Grandparents can come in throughout the day and sit in on classes. PFA was asked to provide refreshments and be there to answer questions.*

4 Question or Comments on Agenda Items

5 Adjourned: 7:45pm



Xavier Charter School Parent Faculty Association
Tuesday, February 12, 2013
Minutes

Executive PFA Committee:

President: Chelsea Tucker
Vice President: Paula Hatch
Treasurer: Jeanie Conway
Treasurer: Sylvia Horning
Secretary: Beth Hewes

1. Call to Order and Welcome: 7:04pm

2. Old Business

- a. Treasurer's Report: *The PFA's beginning balance was \$25,981.05. After some expenditures for the shirt order forms and snacks for the book covering event, the end balance was \$25,850.76.*
- b. Head of Schools Report: *Butter braids will be distributed Wednesday, 12/12/12 at 2:50pm. Any support the PFA can provide will be useful. The winter showcase is on the 18th for 7th-12th grades. Mr. Biggers needs 4 people for each performance to take money. The shows are at 6 and 7:30pm. There is a \$3 admission fee. Mr. Biggers mentioned that the 2 most recent newspaper articles about Xavier were pretty accurate regarding the schools finances. The leadership team is currently working on a 5 year financial projection. He reminded us that the Board meeting was changed to Wednesday, 12/19/12 at 6pm.*
- c. Service Project: *The project is going well. The bin has been emptied once and will be available for donations until 12/18.*
- d. Tshirt/Sweatshirt: *The shirt order is in and Argo is busily creating them. The PFA will deliver them to home rooms and teachers on the morning of 12/18.*
- e. Giving Tree: *People have been taking the ornaments and some books have been brought in. Although the tree will be removed during the break, people can still bring the books in at any time.*
- f. Book Covering Report: *Several people (10) were able to come and cover books on Saturday. We covered quite a lot of books and some people took more books home. The PFA will put together another date in January to do this again.*
- g. Read a thon: *The event will take place on Jan. 23rd. The PFA is working to inviting local "celebrities"—Mayor, Radio Hosts, CSI SBO, CSI early ed students, etc. It was decided to focus this event on the grammar school—K-4. We'll use the last hour of class to read and bring in readers. Pillows and blankets are encouraged, but uniforms will remain the dress code.*
- h. Box Tops: *We would have decided on our contest for January, February and March. Box Tops will be due 2/1/13, 3/1/13 and 4/5/13. The class with the most box tops will receive a party two weeks after the deadlines. The first contest winners will get a Kiwi Loco party. Other party ideas are cookie decorating, games, face painting, extra recess, etc. Marilyn Takalson can be contacted regarding Kiwi Loco.*

3. New Business

- a. Bi-laws: *The PFA Board would like to revise the Bi-laws. Please read those over for the January meeting to provide feedback.*
- b. Field Day: *Field day will be set for Friday, May 31st. This event will be focusing on grades K-6. It will run about ½ the day with the last group participating being the afternoon kindergarten. Ideas being considered for the event are a jog event, relays, and games. Any additional ideas will be greatly appreciated.*

4. Question or Comments on Agenda Items

5. Adjourned: 7:45pm



Xavier Charter School Parent Faculty Association
March 12, 2013
Agenda

Executive PFA Committee:

President: Chelsea Tucker
Vice President: Paula Hatch
Treasurer: Jeanie Conway
Treasurer: Sylvia Horning
Secretary: Beth Hewes

1. Call to Order and Welcome: 7:05pm

2. Old Business

- a. Treasurer's Report: *Starting balance: \$30,117.85, Ending Balance: \$25,409.89*
- b. Head of Schools Report: *Mr. Biggers wanted to extend a thanks for all PFA's assistant w/ Grandparents day. Mr. Biggers described several events happening soon: Pi Day, Pancake Breakfast and Rock the Arts, April 14th. The Board will be holding it's election in May. Biggers requested that a PFA member be on the committee that interviews the candidates. Chelsea will get back to him with a name. Biggers has a received bid for the computers that they hope to purchase. He is waiting for another bid. He is also going to check on the library's needs for funding.*
- c. Grandparents day: *Thank you to all the parents and volunteers. There was a huge outpouring of assistance.*
- d. Service Projects: *Recycling bag project—Mrs. Bizik would like continue with her recycled bag project. She would like the PFA to support her with prizes.*
- e. Box Tops: *Congrats to Mrs. Baird's class for February and Miss Wendland's class for March! Next Deadline: April 1st: It was suggested that we ask the winning class' teacher what type of party the students might want like.*
- f. Volunteers to sell Kiwi Loco on Friday's: *PFA will put out a sign-up sheet for parents to sign up to volunteer. We will be ordering 700 this next time so no one has to miss out.*
- g. Magnets: *We will have magnets on sale at the front desk. We will also be selling them at various student productions.*

3. New Business

- a. Field Day—Xavier Fun Run + Games, need volunteers: *Field Day will be May 31st from 9am-2pm. We will be providing an Xavier Fun Run and games throughout the day. One suggestion was to have a family picnic during the lunch hour. We are working on refreshments, water*

coolers, water bottles, etc. We will need a small army of parents and volunteers to assist with this day. We will send emails out after spring break.

- b. Equipment: The PFA (thanks to Lisa _____) has spend over \$300 on nonfiction books for the library. The PFA is also willing to go with Mr. Biggers decision on the best bid for the computers.*
- c. Pancake Breakfast: More volunteers are need to assist with the breakfast. An email will be sent out to ask for assistance.*
- d. Nominations: It's time to think about nominating people for the PFA board. The PFA will be accepting nomination in April and electing members in May.*

4. Question or Comments on Agenda Items

5. Adjourned



Xavier Charter School Parent Faculty Association
April 9, 2013
Minutes

Executive PFA Committee:

President: Chelsea Tucker
Vice President: Paula Hatch
Treasurer: Jeanie Conway
Treasurer: Sylvia Horning
Secretary: Beth Hewes

1. Call to Order and Welcome: 7:04 pm
2. Old Business
 - a. Treasurer's Report: *Starting Balance: \$25,409.89, Ending Balance: \$25,385.33*
 - b. Head of Schools Report: *Mr. Biggers gave the PFA a huge "thank you" for purchasing computers for the school. They will be up and running by the end of the week. The students are excited to be able to use them. Biggers mentioned that the Kiwi Loco sales are going well. Activities at the school will be ramping up with ISATS, Willy Wonka, the Art Gala, Prom, Showcases, Field Day and Graduation. Biggers also mentioned that the hiring process is moving along to replace him as head of schools.*
 - c. Box Tops: Final Deadline: April 11th: *Winning class will get to choose their party.*
 - d. Service Projects: *Grammar school is doing a plastic bag drive. As an incentive, the PFA will provide rubber bracelets to students. Beth Hewes made a motion to purchase 1,000 rubber bracelets to use as incentive for future projects. Paula Hatch seconded the motion. The vote passed unanimously. The cost of the bracelets should be approximately \$270.00. No new information was available for the other school s' service projects.*
3. New Business
 - a. Field Day—Xavier Fun Run + Games, need volunteers: *Chelsea reviewed the plan for field day. It takes place May 31st from 9 am – 2 pm for K-6. The fun run will be from 9-10:30ish. Each class will run while the other classes cheer them on. From 11-12 there will be a picnic that parents are invited to. After lunch a series of games will be available. Each class will rotate through 6 or 7 games. Chelsea will send out an email to get volunteers to assist.*
 - b. Equipment: *The computers have been purchased, (\$14,460) and have arrived! We have purchased books from the library and Mr. Biggers is looking into the prices for the projector.*
 - c. Election: Accepting Nominations: *Chelsea will put out a call for nominations on email. Nominations taken at the meeting were: Lisa Stieneke—President, Chelsea Tucker—Vice President, Jeanie Conway—repeat Treasurer, Sylvia Horning—Secretary.*
4. Question or Comments on Agenda Items
5. Adjourned: 8:00 pm