

PFA Meeting 5/8/19 Minutes:

- 1.) Mr. Moon reported information on the last weeks of school including changing performance dates, board meeting next Thursday, budget meeting tomorrow, Showcase CSI 5/23, construction projects including new modular building, new traffic pattern going well, group informational meeting for new parents/students 5/21 and 5/22.
- 2.) Lisa Steneke discussed voting in a new board member, needing help before 5/23 showcase at CSI. Tami Ditlefsen volunteered to help before and after.
- 3.) New Parents/Students meeting 5/21 and 5/22 discussed need for a flyer to be handed out with information about PFA meetings and volunteer info- Nancy Cox to complete this flyer and distribute to Mrs. Thompsen 5/20. Daniell suggested using canva.com.
- 4.) 2019/2020 school year events discussed and who will be in charge of those events.
 - Registration 8/27 and 8/28 t-shirt and sweatshirt sales: Kate Henna and Lisa Steineke. Square credit card reader, PFA volunteer sign up sheet and signup genius laptop (for parents to sign up to donate from businesses-Stacey Hallmark) need to be at registration. Jeremy Bennett will need to set up a computer station at registration table. Cheri's number given to Stacey Hallmark to help coordinate sign up genius. Also, extra t-shirts and sweatshirts will be ordered to have in the front office for the school year to be distributed by Stacey Young to parents as they are needed. Stacey verified with Kate Henna that she is comfortable doing this and that there is a great need to have these available.
 - Flyer for registration including PFA meeting dates and news: Nancy Cox and Daniell to do design
 - Fall Fall Frolic Friday 10/11 from 5-7pm. Sign up genius Stacey Hallmark and Diane to help
 - Butterbraids: Diana, Lisa, and Kellie. There will be a meeting in August to discuss obtaining prizes given out for butterbraid sales with Diana, Daniell, Lisa and Kellie. At September PFA meeting we will determine what projects faculty needs money to be distributed to.
 - Box Tops: Fall- Emily Xavier, Spring- Daniell Bauer. Cheri will help. Nancy mentioned that box tops need to be extended to older children. There is a box in entryway for people to place box tops in- this information is not widely known and will need to be included in PFA flyers and announcements.
 - Kiwi Loco Friday sales: Marilyn Tarkalson
 - Teacher Appreciation Week May 2020: PFA will need to divide jobs for this closer to date
 - Spirit Nights: Emily Xavier to call chick fil a, dutch bros, and coordinate dates to different places. Every other month spirit night was discussed. Having a certain club such as trap and skeet to have a certain spirit night was discussed as well.
 - Teachers lunch Summer Training: Sunshine committee Stacey McFarland, donate \$300 per year to this club. 8/19, 8/20, 8/20 may be dates the teachers will be training and one lunch is needed on one of those dates. In past KB's, tomatoes, Costco pizza has been distributed. Coordination needed with Cory insurance person. Budget is under \$500 for this lunch. Julie, Kate, & Stacey to help.

- Christmas Lunch: Work with Steve Canty to determine his level of involvement and coordinate with PFA & Sunshine committee Stacey McFarland, donated \$300-\$500 in the past per year.

5.) Leadership roles for 2019/2020 school year determined:

- President: Kate Henna
- Vice President: Nancy Cox
- Treasurer: Daniell Bauer
- Secretary: Emily Xavier

Mentors to these leadership roles include Diana & Julie with support from previous leaders.

- 6.) PFA meeting dates for 2019/2020: Thursdays at 3:15pm 9/5, 10/3, 11/7, 12/5, 1/9, 2/6, 3/5, 4/2, 5/7
- 7.) Board Meeting Attendees: We will alternate leadership members to attend once per month board meetings. Diana can also relay PFA information at board meetings.
- 8.) Spirit Night 5/15 at Pizza Pie Café to be sent out in bulletin.
- 9.) Kawasaki motorcycle giveaway discussed: PFA to pay out \$1558.88 for half of the motorcycle as well as tax \$146, title \$14, and doc fees \$149. Kimberly elementary made \$17,000 with this fundraiser. Kawasaki/Action signs, banners, event and flyers need to be approved in the next couple of days. Emily Xavier to coordinate with Kellie to complete this. PFA committed to do this for the 2018/2019 school year, needs to be completed for ticket sales between 5/13 -5/24. Sell tickets at showcases 5/13, 5/15, 5/21, 5/23. Motorcycle to be displayed, Emily Xavier to sell tickets at showcases. Bulletin and flyer is needed – Emily and Kellie to give flyer to front office ASAP to distribute to students. \$.50 tickets to be sold. Diana, Kellie, and Emily to work on this. Card square reader to be at showcases.

Xavier PFA Meeting Minutes – September 5, 2019

1. Welcome at 3:15 pm by Kate Henna
2. Introduction of 2019-2020 PFA Leaders:
 - a. President: Kate Henna
 - b. Vice President: Nancy Cox
 - c. Treasurer: Daniell Bauer
 - d. Secretary: Tami Ditlefsen
3. Kiwi Loco Coordinator is needed.
 - a. Coordinator would contact Angela Heider, Kiwi Loco, weekly to place the order.
 - b. Coordinator would contact the parent volunteers who have signed up to remind the volunteers to pick up Kiwi Loco and sell during the Xavier lunch on Fridays.
 - c. Marilyn Tarkalson would mentor the new coordinator.
 - d. No one volunteered to be the Kiwi Loco Coordinator at this time.
4. Xavier T-shirt and Sweatshirt Sales
 - a. T-shirt sales have totaled \$669.24 so far.
 - b. 100 sweatshirts have also been ordered (\$ is not included in the prior amount)
 - c. T-shirts and sweatshirts will be delivered next week.
5. Treasurer Report by Daniell
 - a. PFA software needs updating so she will look into pricing of software.
 - b. PFA will not reimburse for personal expenses. People must plan ahead and have payment made to the vendor.
 - c. Xavier T-shirt sales: \$669.24 as of 9/9/19 (Sweatshirt sales not included)
6. Butterbraid Fundraiser – Diana Wettstein
 - a. Forms will be distributed to students on: 9/16/19
 - b. Orders and Money is due: 10/11/19
 - c. Butterbraids picked up at school on: 11/6/19
 - d. Award assembly (prizes) during Congrego on: 11/8/19
 - e. Ideas for prizes: Kiwi Loco free yogurt, Chick Fil-A coupons, name in a drawing for different prizes, tickets to Disneyland, lunch with Mr. Moon.
 - f. Anna Graff volunteered to make a flyer to go home explaining the timeline for selling, prize information and guidelines ex: writing neatly on forms and not selling to strangers.
 - g. Money raised will go to help build a walking/running path for the soon to start Morning Mile program for K-6 graders. The path will be built around Lake Xavier. Dr. Matt Wettstein is sponsoring to pay for ½ of the incentive program for the Morning Mile Program.
7. Scholastic Book Fair
 - a. Amanda Sandell reported the book fair last spring was a huge success. Money raised was \$ 4,000

- b. She is interested in running it again and is looking at dates around Student Led Conferences in March or during Spring Showcase week in May.
- 8. Xavier Weekly Bulletin
 - a. As events come up send information to Stacey Young and she will put the information in the Xavier Bulletin that gets emailed out on Mondays.
 - b. Information should be sent to her before Mondays.
 - c. Bulletin Ideas:
 - i. Kiwi Loco Sign up
 - ii. Fall Frolic Sign up
 - iii. Link to PFA minutes
- 9. Fall Frolic
 - a. Friday, October 11 from 5pm – 7pm at Xavier
 - b. Volunteers needed
 - c. Students and siblings dress up, play games and win prizes
 - d. Travel Club will be selling food and drinks
- 10. Used Uniform Collection
 - a. Stacey Hallmark collected used school clothes at the end of the school year. She washed them over the summer.
 - b. Some items were sold during Registration and items were donated to families in need.
- 11. Adjourn at 3:45 pm

Xavier PFA Meeting Minutes – October 3, 2019

1. Welcome at 3:15 pm by Kate Henna
2. PFA Board Member present: Kate Henna, Tami Ditlefsen, Nancy Cox
3. Kiwi Loco
 - a. The online sign up for volunteers is almost full for the remainder of the school year.
 - b. Thank you to Kiwi Loco and the Angela & Justin Heider for making this fundraiser happen.
4. Xavier T-shirt and Sweatshirt Sales
 - a. 2018-2019 sales = \$1,628
 - i. paid \$7 shirt, charged \$12 shirt
 - b. 2019 sales as of 10/14/19 sales = \$700
 - i. paid \$9 shirt, charged \$15
 - ii. paid \$24 sweatshirts, charged \$28)
 - c. Extra T-shirts and Sweatshirts are for sale in the Office
5. Xavier Spirit Night Fundraiser
 - a. Chick-Fil-A on 11/19/19 from 5:00 – 8:00 pm
6. Butterbraid Fundraiser – Diana Wettstein
 - a. Still in need of more prizes
 - b. Modern Woodman will match \$500 of made funds
7. Microwaves in Cafeteria
 - a. Discussed adding 2 more microwaves for the students in the cafeteria.
 - b. Kate will talk with Brian Loosli and get back to us with details.
 - c. Getting sponsors for the microwaves.
8. Fall Frolic
 - a. Scheduled for Fri., October 11
 - b. Volunteers have signed up for the needed help
9. Box-Tops
 - a. Paper box-tops are ending. All box-tops should be sent to school. School will encourage families to register for the Box-Top App and can use paper receipts to get points for our school.
10. Morning Mile
 - a. Set to start on 10/14/19
 - b. Suggested inviting different groups to come and participate: Police, Air St. Lukes, etc.
11. Adjourn at 3:55 pm

Xavier PFA Meeting Minutes – November 7, 2019

1. Welcome at 3:15 pm by Kate Henna
2. PFA Board Member present: Kate Henna, Tami Ditlefsen, Nancy Cox, Daniell Bauer
3. Title 1 Presentation by Mr. Moon
4. Fall Frolic was successful. Approximately 150 people attended. Costume contest was a hit.
5. Treasurer's Report
 - a. Decided to keep the Butterbraid account separate from the PFA account
6. Butterbraid Fundraiser – Diana Wettstein
 - a. Total raised at this point \$15,236
 - b. Fundraiser was to raise money for a type of track to be built for running/walking on campus.
 - i. 1st bid was to use reclaimed asphalt for an estimated bid of \$16,205 (includes prep)
 - ii. Will continue to get more bids
7. Microwaves in Cafeteria
 - a. Kate spoke with Brian Loosli about the need and logistics of adding 2 new microwaves for the students to use. A separate electrical circuit would need to be installed which would be about \$2,000. Decided to wait on adding new microwaves.
 - b. PFA board voted and approved purchasing 1 new microwave because 1 of the student microwaves wasn't working anymore.
8. Spirit Nights
 - a. Chick Fil A – 11/19/19 from 5pm – 8pm
 - b. Culvers – 12/18/19
 - c. Danielle Hardesty will schedule Spirit Nights for the remainder of the school year.
9. Expectations of PFA
 - a. Assist the teachers/staff/students with items they need
 - b. Previous years the PFA Board has provided
 - i. August Back to School Luncheon for Staff
 - ii. October Parent Teacher Dinner for Teachers
 - iii. Christmas luncheon
 - iv. Teacher Appreciation Week
 1. Organized days for students to bring items to teacher
 2. Teacher/Staff Luncheon
 - v. Sometimes food would be catered and sometimes food would be brought in by volunteer parents.
 - c. Fundraising with previous PFA
 - i. Sold Xavier t-shirts and sweatshirts

- ii. Sold/organized school supplies
- iii. Spirit Nights

10. Square Fee is going up. Discussed whether to continue using it or try something else.

Venmo app was brought up and discussed.

11. Scholastic Book Fair – will discuss next month

12. Box-Tops

- a. Recently mailed in 1,150 boxtops.

- b. Total made for Xavier since Xavier started is \$11,499.

13. Adjourn at 3:45 pm

Xavier PFA Meeting Minutes – December 5, 2019

1. Welcome at 3:15 pm by Kate Henna
2. PFA Board Member present: Kate Henna, Tami Ditlefsen, Nancy Cox, Daniell Bauer
3. Treasurer's Report
 - a. \$8,700 in bank
 - b. Penny Wars: fundraiser idea by Daniell
 - i. Discussed raising money by classes, grade levels or schools.
 - ii. Add up pennies any other money added other than pennies, subtracts from the total made.
 - iii. Prize would be awarded to most money raised. Discussed different prize ideas.
4. Butterbraid Fundraiser – Update on Track
 - a. No new information. Waiting on more bids.
5. Chick-Fil A Spirit Night in November
 - a. Xavier Board Members Diana Wettstein, Melissa Crane and Debbi Burr helped serve that evening.
 - b. \$572 collected
 - c. 50% will go to PFA and 50% to Travel Club
6. Spirit Nights
 - a. Dec. 13 – Culvers from 4:00 – 8:00 pm (Cristina Mauldin)
 - b. Feb. 25 - Panda Express (Danielle Hardesty)
 - i. Must present a flyer: 20% of sales
 - c. April 7 – Blaze Pizza (Danielle Hardesty)
 - i. Must present a flyer: 20% of sales
 - d. Danielle Hardesty is working on scheduling more.
7. Staff Christmas Luncheon: Mr. Canty and Mrs. McFarland
 - a. PFA will help with up to \$500 to cover the Hawaiian Themed Luncheon on Dec. 20
8. Adjourn at 3:45 pm

Xavier PFA Meeting Minutes – January 9, 2020

1. Welcome at 3:15 pm by Kate Henna
2. PFA Board Member present: Kate Henna, Tami Ditlefsen, Nancy Cox, Daniell Bauer
3. Treasurer's Report
 - a. Bills to pay to Kiwi Loco and upcoming Taxes
4. Spirit Nights:
 - a. \$280 was made at the December Culvers Spirit Night
 - i. Thanks to Christina Mauldin for organizing this event
 - b. Panda Express – Feb 25
 - c. Kneaders – March 17
 - d. Blaze Pizza – April 7
5. Teacher Needs – Tami Ditlefsen
 - a. The faculty/staff was asked via email for some ideas of teacher needs. The ideas ranged from help with school supplies, camera for Yearbook, mics for performances, playground equipment and a new building.
 - b. Tami will ask the Admin Team what they recommend and will report back at the next meeting.
6. Penny Wars: will be discussed at the next meeting
7. Teacher Appreciation Week:
 - a. This is an event in the spring. PFA has done a variety of things in the past. It was discussed that this year the PFA will let the families know when the week is and recommend having children write notes to their teacher. There will not be specific items to be brought on specific days.
 - b. PFA will provide a lunch for the teacher and staff towards the end of the week.
8. Board Meeting on 1/16: Tami Ditlefsen will attend
9. Open to Discussion:
 - a. Book Fair: Scheduled for March 17-19 which is the week of Parent Teacher Conferences. Parents can order online or buy books in our Xavier Library.
10. Adjourn at 3:45 pm

Xavier PFA Meeting Minutes – February 5, 2020

1. Welcome at 3:15 pm by Kate Henna
2. PFA Board Member present: Kate Henna, Tami Ditlefsen, Nancy Cox, Daniell Bauer
3. Treasurer's Report
 - a. \$7,700 in bank
4. Spirit nights
 - a. Tuesday, Feb 25 at Panda Express
 - i. Flyer will be sent home
 - ii. 20% of sales with flyer or online code
 - b. March 17 at Kneaders
5. Teacher Needs – Tami Ditlefsen
 - a. Talked with the Music/Drama Dept and the teachers expressed a need of a portable curtain to use on the stage. Katie Carr will research the portable curtain to determine a \$ amount.
 - b. Balls and Jump Ropes are needed for K-6. Kate Henna will look into previous years orders.
6. Penny War Fundraiser
 - a. Competition will be between the 3 Fellowships.
 - b. Start after Feb. 27
7. Butterbraid Fundraiser – Update on Track
 - a. No new information.
8. March Parent Teacher Conference Potluck
 - a. Planning on having a Sign up for parents to help provide dinner on Wed., March 18.
9. Box Tops
 - a. Paper box tops continue to come in. Recently submitted \$252
 - b. Xavier Lifetime: \$11,738
10. Book Fair
 - a. March 16-19
 - b. A sign up will go out for help with setting up on March 16 and taking down on March 19.
11. Board Meeting on 2/20 – Tami Ditlefsen will attend and report
12. Xavier Library – Julie Beus
 - a. Asked for PFA to purchase about 20 book ends for the library – approved
13. Adjourn at 3:40
14. Adjourn at 3:45 pm

Xavier PFA Meeting Minutes – March 5, 2020

1. Welcome at 3:15 pm by Kate Henna
2. PFA Board Member present: Kate Henna, Tami Ditlefsen
3. Treasurer's Report
 - a. No report this month
4. Spirit nights
 - a. Tuesday, Feb 25 at Panda Express
 - i. Decent turnout
 - ii. No check receive yet.
 - b. March 17 at Kneaders
 - c. April – Blaze Pizza
5. Teacher Needs – Tami Ditlefsen
 - a. Miss Carr presented information on portable curtains that can be used at various events and in classrooms. It was decided to order the curtain presented.
6. Penny War Fundraiser
 - a. Starting on 3/9. The jugs will be moved in and out of the Admin Office every day.
7. March Parent Teacher Conference Potluck
 - a. Potluck sign up sheet almost full
8. Box Tops
 - a. Paper box tops continue to come in, send in \$58 worth recently
 - b. \$ earned so far this school year: \$258
 - c. Xavier Lifetime: \$11,745
9. Book Fair
 - a. March 16-19
 - b. Amanda Sandell has the books ordered and is ready to go.
10. Board Meeting on 3/19 – Tami Ditlefsen will attend and report
11. Butter Braid Fundraiser – Mr. Moon is taking over the track with the help of Kellie Glodowski.
12. PFA Board for 2020-2021 school year – Christian Mauldin elected president.
13. Adjourn at 3:45