



Painted Rock Academy's Organization of Parents (P.R.O.P)

Monthly Meeting Minutes

November 13, 2014

In Attendance:

Executive Governing Council:

Alison Coviello- President

Liz Fuge-Treasurer

Committee Heads:

Rebekah Benz-Athletics

Lacey Diaz-Hawks Pride

Kristi Kinney- 8th Grade Activities

Shelbey Echols – Classroom Communication & Philanthropy

Members:

Colette Lunceford, Maxine Prasad, Jennifer Steere, Valerie Lerma

Administration:

Mr. Bauer

The meeting was called to order at 6:32 p.m. by Alison Coviello. All commenced in the pledge of allegiance.

The executive governing council proceeded to give reports followed by the committee heads of each committee.

President Report: Mrs. Alison Coviello

Alison Coviello began the discussion with the announcement that PROP was given the 501(c) (3) status. The 501(c) (3) gives PROP an exempt status. This is important because when we get donations or have events the places donating or hosting the event can obtain a tax write off. Alison Coviello said she now has to file the 990 N tax document as soon as possible.

Action Item: Alison will submit the 990 N to the IRS

Secretary Report: Alison Coviello (in Becky Thompson's absence)

The meeting minutes from the last meeting were reviewed and approved. Kristi approved followed by all in attendance in favor. Information in the monthly newsletter needs to be sent to the Secretary, Becky Thompson by the 15th of the month. The newsletter will then be compiled and sent to administration for approval.

Treasurer's Report: Mrs. Liz Fuge

Liz Fuge and Alison Coviello have been working on revamping the budget to make it easier to understand. Liz will have a copy of the budget out to all executive council and committee leads at each meeting along with a copy of the budget per committee to each committee head. Liz led discussion on possible areas to trim down the budget. It was discussed to reinstate the \$130 budget for each book fair going forward. This had been limited to \$50 for the Fall Book Fair. Kristi voted to reinstate this and all were in favor. It was discussed to get rid of expenses for Shelving, Storage Totes, Checks, and Recycle Bins. All voted in favor. Shelby Echols stated that she could donate 3 large storage totes. It was also voted to remove Checks and Binders from the budget but a note to add these line items back to next year's budget. It was also agreed to change all advertisement budgets for all areas except Spring Fling from \$20 to \$15. Alison Coviello made the motion and all were in favor of this reduction to the advertisement budgets. It was discussed to remove the \$450 budgeted for Parent/Child Dances but this idea was rejected and it was decided to not remove this amount because we may move forward with this event if we can find a PROP member to lead it. It was discussed to lower the Staff Appreciation budget from \$50 to \$30. It was agreed to keep it at \$50. One of the reasons for trimming down the budget was to free up money to be able to add funds to Student Recognition budgets.

Action Item: Talk to Colette Lunceford about possible interest in organizing Parent/Child Dance

The following updates were given from Committee Heads:

Volunteer Communication- Alison Coviello (in Ashley Jones and Angie Sanich's absence)

We need volunteers for Turkey Trot as well as a volunteer to lead the Hawk Pride Committee since Lacey Diaz is resigning from the role due to her daughter being located to another school. We also need 1-2 more volunteers for Picture Make up Day on Nov. 21st. Jana Nielsen is the only volunteer signed up so far for Picture Day.

It was mentioned to look into Sign Up Genie to help us get volunteer sign ups and the system automatically sends reminders.

Action Item: Alison to pass along Sign Up Genie suggestion to Angie Sanich.

Angie is planning a Holiday Goody morning where we will serve coffee and invite volunteers to join us and bring a treat to share. Angie also wants to look into having a family movie night at the school. Kristi Kinney voiced concern about this idea due to copyright issues.

Staff Appreciation- Alison Coviello (in Nikki Bermudez' absence)

We would like to do a Staff Appreciation gift at the end of the year. Kristi mentioned possibly doing a PRA ID lanyard. We discussed that money to pay for this would possibly come from Box Top money.

Action Item: Kristi Kinney will let Alison know about designs and prices for lanyards within 3 weeks.

8th Grade Activities- Kristi Kinney

The 8th grade motto is “You Wish...” and the proposed color theme is midnight blue and black. They are getting bids for a caterer with the cost of \$6-\$10 per person for the promotion dinner. The 8th graders will be allowed to wear their graduation T-shirt on Spirit Day and every Friday. There will be 7th and 8th grade letter going out to sign up to help with 8th grade promotion activities. Donna King, a 7th grade mom is a possible volunteer. The dance is in need of white string lights. The 8th grade will also be in charge of food sales at Spring Fling as a fundraiser.

Commission Based Fundraising- Valerie Lerma

The first pay out for the Box Top program will be in November and the Spring payout is around February 1st. We expect to receive a check for approximately \$497 and the number of box tops being submitted soon that will be paid out in the Spring is approximately \$564.

Action Item: Valerie will have Heather Ramon pick up the Box Tops in time for our school deadline of December 1st so that we can determine which class earned the Pizza Party.

Library/Curriculum Committee- Liz Fuge

The book review process has started and we have 6 or 7 volunteers reviewing books.

Athletics: Rebecca Benz and Kristi Kinney

Kristi updated us about the “Couch Potato” fundraiser idea which involves having a small loveseat available at games for students or parents to buy a ticket to enter a drawing. A drawing would then commence and the selected person can choose a friend and eat a pizza provided and watch the game with a comfortable and close view. These fundraiser funds will go towards the Athletic department.

Kristi plans on contacting America’s Furniture for a possible coach donation now that PROP has the non-exempt status.

Rebecca Benz has not pursued the proposed water bottle fundraiser for Athletics.

Turkey Trot is Monday, Nov. 24th and Tuesday, Nov. 25th. We need to purchase a megaphone, finish line tape, and whistles. We will not be using air horns. Ribbons will be purchased for race winners.

Event Fundraising: Kristi Kinney (in Amy Kratz's absence)

The fall festival went well. We made \$53 from balloon sales and \$133 from other sales.

Hawks Pride: Lacey Diaz

Lacey informed us that she would organize the PROPsicle cards before she leaves. It was discussed that we need to find a replacement for this role.

Kristi Kinney brought up the fact that we are out of many popular sizes for the t-shirts. She would like to place an order soon

Action Item: Kristi will contact Alison in reference to any T-Shirt needs.

Winter Dance: Kristi Kinney

Winter Dance is Friday, Dec. 12th from 6:30-8:00. PROP is in charge of photos and cash register money for ticket and photo sales. Tickets sold ahead of time. We need volunteers for set up, clean up, and chaperoning. This dance is open to 6th-8th grades.

Action Item: Kristi will contact Liz Fuge and Alison Coviello about the amount of money needed for cash register.

Meeting was adjourned at 8:04 by Alison Coviello

Respectfully submitted,

Alison Coviello

Painted Rock Organization of Parents

President