

Prop Meeting Minutes 8-22-2013

In attendance:

Prop Board:

Laura Hall- President-8th Grade Promotion

Tiffany Grass-Vice President- PRA Communication Chair

Donna King- Treasurer-Fundraising, 8th Grade Promotion

Becky Thompson- Secretary-Homeroom Parent Coordinator, Library Chair, Curriculum Chair

Committee Chairs:

Angie Bakewell- Staff Appreciation and Book Fair

Valerie Lerma- Library Chair

Kristi Kinney- High School Night, Honor Roll, Athletics

The Meeting was called to order by Laura Hall at 6:00 p.m.

The first order of business discussed was in regards to the Parent Room and Painted Rock Academy and its uses. Angie questioned Mrs. Szostak as to who is allowed in the room and if we are able to keep things in their safely. Mrs. Szostak stated the Parent Room is for all parents to come in and work on things if they choose. She also stated that PROP can have a filing cabinet that we can keep our paperwork in, so we all can have access to this. The two keys, one for the desk, and one for the future filing cabinet will be kept with Claudia.

Our next discussion addressed by-laws and establishing a master calendar for the fall term. All members agreed to a few changes with the bylaws and we all would like there to be at least 8-10 committee heads underneath the Board. Finalization will follow.

Dates to be put on our calendar were decided upon. Listed as follows with a brief explanation:

- 1st Thursday of Every Month we will have PROP meetings, we are open to having any needed meetings on the 3rd Thursday of every month as needed for planning events.
- Peter Piper Pizza Night- Angie will contact Shauna as to when Shana had registered PROP to do this. We believe it is in September, flyers will be passed out to inform the school and get as many people as we can to participate! **The funds we earn from this will help with 8th grade promotion and activities. Angie will follow up with us and we will have the date and information.**

- McTeacher Night: October 22 or October 24th. Donna will be in charge of this and lead contact.
- Food Drive: October 21st through October 25th. Food acquired will be donated to St. Mary's Food Bank. We decided as a group that whole grade competitions for the most food will be held as a contest and the reward will be a pizza party .
- Book Fair- November 4th 2013 thru November 8th 2013 Angie Bakewell will be in charge of this and lead contact.
- Fall Festival will be on November 7th, 2013.
- High School Night- November 14th, 2013. Kristi Kinney will be heading this and lead contact. Kristi will speak with Mrs. Del Giorno about this and we are inviting both 7th and 8th Graders this year.
- Barnes & Noble Present Wrapping- November 29 2013 - December 1, 2013. Also December 7th and December 8th 2013. Along with December 21 and December 22nd 2013. Donna King and Valerie Lerma will be heading this and are lead contacts.
- Winter Dance- Friday the 6th of December is a possible date. This dance will include 6th, 7th and 8th graders this year.

Upcoming & Spring Events : We have no date set yet but would like to commit to the following:

- Move-A-Thon: We would like to put this on in hopes of raising enough money for a marquee for the front of the school.
- Turkey Trot: Kristi will speak with Coach Mitchelson in regards to a Turkey Trot. Whether or not he wants to do one this year and level of volunteers will determine if this is possible. **Kristi will speak with Coach Mitchelson and let us all know.**
- Need one more community service event minimum.
- Possible Ideas we are playing with are: a rummage sale, another food drive, a sock-hop or four square dance
- Another fundraising event.

Updates:

This year our T-Shirt sale at Meet the Teacher went fantastic. **Kristi will place an order within the next few days and will order extra shirts** including toddler sizes in all colors so we can distribute, have some on hand, and have some for the upcoming Fall Festival. We now have shirts in three different colors, red, white and black.

Laura will attend the School Board Meeting on August 22nd.

This year we will be having a homeroom parent meeting on September 10th and most of the teachers at this point have at least one homeroom parent. If a teacher is without a homeroom parent, Becky will help them via sending more flyers or PROP stepping in to help as needed. The meeting on the 10th will be an overview of the role of the homeroom parent in the classroom along with their responsibilities.

Parent Management System: We now have documentation of parent volunteers for the following areas: Athletics, Fundraising, Uniform Resale, Honor Roll Rewards, Festivals, DIBLES, School Picture Day, Art/Photography, Curriculum, Luncheons, and 8th Grade Promotion and Activities.

The plan is for certain people to email the list of volunteers in one group to get them the information they need and be possible committee chair for said group. Jobs are as follows:

- **Laura- Will email the Art/Photography group to see if any of them could help with school dance pictures. Also forward the list to the art teacher. Laura will find out more information (dates) about DIBLES, email the list of volunteers to see if anyone would like to be chair of this. Laura will also find out about who the person interested in running Uniform Resale.**
- **Tiffany- Will send emails to the school picture day people to see if there are any photographers or anyone that wants to lead this committee.**
- **Angie- Will email the list of volunteers about jobs or extra help we need with our Festivals or Teacher Luncheons**
- **Kristi- Will pass the Athletics list onto Coach Mitchelson and discuss the Turkey Trot with him. She will also contact the Honor Roll Rewards group when the help is needed.**
- **Becky- Will send emails to all the Curriculum volunteers and form two different committees. A Library Committee responsible for reading and reviewing potential library books and a Curriculum committee is needed. Becky and Valerie will turn in current books to Mrs. Szostak and once we have volunteers to read we will delegate reading jobs to them and stay on top of it. Becky and Valerie will co-chair the Library Committee and Becky will be the chair for the Curriculum committee.**

Urgent To Do Items:

- **-5013c:** Jesus Lerma contacted the person from last year that knew information but was unable to reach him. **Donna will email some of the parent volunteers to find out if anyone knows anything about the 5013c and could help us get this started.** AZCC needs to be called also and our records from last year need to be submitted to AZCC.
- **Last Year Ledger:** We need to have a ledger of last year. We also need to figure out what we need to do in order to file taxes and follow all the laws that we need to follow to be a non-profit organization.
- **Profit/Loss Balance Sheet:** We need this for this and last year.
- **List of officers Online:** Becky will submit a final list (the one on the top of this) to Cheryl Stradling to be online for Parents. This list will include email addresses only if parents want or need to contact us. There will be many open spots but once we have people then they can be filled.
- **Master Calendar:** All of our events need to be given to Heidi or Cheryl so they can also be made available online.

Agenda for Our Next Meeting:

September 5th, 2013: Upcoming events, Lockdown Comfort Kits, 5013c, Quick updates on all tasks at hand.

Submitted On August 21, 2013 By:

Becky Thompson

PROP Secretary