



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

Monthly Meeting Minutes April 6, 2017

In Attendance:

Executive Governing Council:

Alison Coviello – President

Liz Fuge – Treasurer

Viola Burt - Secretary

Committee Chairpersons:

Sophie Maggiore – Volunteer Communication

Jana Nielsen – Staff Appreciation

Michele McCue – School Support

Sammie Lyons – Hawk Pride

Shari Boone – Major Fundraising

Elizabeth Goings – Special Events

Lyssa Walter - Commission Based Fundraising

Heather Ramon – Student Recognition

Pat O'Neil – 7th -8th grade Committee

Victoria Bogat - Library Committee

Members:

Elizabeth Brown, Jennifer Lovejoy ,Stephanie Armentrout, Bri Bojang , Sherry Ehnry ,Kelley Bowman, Matt Lukase

Administration:

Mr. Bauer

Alison Coviello called the meeting to order at 8:19 A.M. All commenced in the Pledge of Allegiance

Guest Comments: None

Administration Report:

No comment.

President Report: Alison Coviello

Alison needs help putting up green tape 18 inches down from ceiling around the room to remind us not to pile boxes or items above this line. The Fire Marshal stated we were placing items too close to the ceiling. Next month's meeting on May 4th is an important meeting as we will be voting on new officers and chairpersons. The list of those interested in running for an opening is growing but we still need more people to fill all the roles. We still don't have a candidate for the Treasurer role. This role requires at least three hours per week commitment to write checks, enter information into accounting software and create reports etc. This role also requires additional time during large events or programs for money counts and deposits. Taking nominations officially ends today.

Treasurer Report: Liz Fuge

Committee budget sheets were passed out. Liz asked that each chairperson review their budget and let her know if they would like any changes for next year. Chairpersons are to sign their name in the note field so we know you have reviewed it. We will vote on next year's budget at the May meeting.

Secretary Report:

A motion to approve the meeting minutes from the March meeting was made by Jana and seconded by Pat. All were in favor and the March meeting minutes were approved as written.

The following updates were given by Committee Chairs:

Library: Victoria Bogat / Heather Ramon

PROP will now own the responsibility of updating the school's recommended reading list. Volunteers are needed to help with the Book Fair. Sophie will send out a volunteer email. Set up for this event will be on May 8th. The Read In event on April 18 needs a couple of volunteers and one reader is still needed. Light refreshments will be offered to the volunteer readers in the staff lounge. Some of the volunteers we

have to read are a pharmacist, an engineer, a firefighter, and a writer. The 2nd grade needs a volunteer reader from 9:15-9:45 A.M.

7th & 8th Grade Activities: Pat O'Neil

T- Shirts are ordered and they will take 2 weeks to come in. We came in under budget for them. Pat paid the invoice and she needs reimbursement. Castles and Coasters is booked for the 8th Grade Field Trip. PROP is looking for someone to help set up the Activity Room for Honor Roll and 8th Grade Promotion on Wednesday, May 24th. We are seeking a creative person to undertake this. The topic of using silk flowers for stage decorations was discussed. Mr. Bauer confirmed that White Knight Rental Company has been hired to provide chairs for promotion. We will also use them to rent the tables and chairs for the promotion which is the same as last year. The 8th Grade food booth as Spring Fling made about \$500. We didn't sell as much soda this year but that may be because we didn't offer a drink and a slice meal deal this year. It is important that if nachos are served again that the sauce is prepared ahead of time. The booth had enough volunteers. The second car wash is this weekend. If events like this need cash for change, a form needs to be filled out for the treasurer, 5-7 days before the event. May 23rd is the 8th grade breakfast, before their field trip. Promotion invitations are done. The quote for catering doesn't include dessert yet but since that quote came in under budget, there is still money left to provide it.

Special Events: Elizabeth Goings / Jana Nielsen

Spring Fling went well. The event came in under budget. The ticket booth set up was good this year. The location for the Cake Walk continues to be a problem. A small group was formed to discuss the basket drawing for next year.

Major Fundraising: Shari Boone

Harkins Summer movie tickets are in. We didn't do as well selling cookie dough in the Spring as we had done in the Fall like last year. We knew there would be a decrease. Next year, PROP is considering doing a Penny War fundraiser instead of a product sales fundraiser. Alison will talk to Mrs. Wolpert and Mr. Bauer about this because it is at the same time as Student Council's coin drive.

Volunteer Communication: Sophie Maggiore

Sophie would like chairpersons to send her their upcoming volunteer needs soon so she can send out a volunteer email.

Athletics: Open

No report was given.

Classroom Communication: Jana Nielsen

No report was given.

Staff Appreciation: Jana Nielsen

The poster party will be a week before Staff Appreciation on Wednesday, April 26th. Jana will make sure all staff members has a volunteer signed up to make a poster or we will take care of it at the poster party. Jana has purchased a small gift for each staff member and is organizing donations for the snack or meal each day.

Student Recognition: Heather Ramon

The Honor Roll ceremony is on May 24th. Heather has the templates still from last year to put together the certificates. Caught Being Good is on April 21 and volunteers are needed to help.

School Support: Michele McCue

Michele wanted to thank everyone for the help with Kindergarten screening. She also reiterated the importance of making a positive impression on future PRA families.

Hawk Pride: Sammie Lyons

Used uniforms are \$1.00 each for the rest of the school year. We need 3-4 new racks for the clothes .The new budget is \$150 for all of the racks. We are going to start keeping 5 of each size and size and donate the rest. The Propsicle program has enough volunteers for tomorrow. Michele is open to different popsicle choices for next year. Heather will go to Smart & Final to see if they sell push pops or other popsicles. Next year, we will no longer to a PROPsicle card. Instead, we will either do a sticker on the back of the student badges or a heavy duty hole punch. Either option is about the same cost, though the hole punch will last for several years and stickers will need to be purchased yearly. Michele will look into sticker designs as well as hole punch companies.

Commission Based Fundraising: Lyssa Walter

Campbell's Soup Labels for Education program will be ending this year. Lyssa is working on a new flyer describing all of our small fundraisers.

Alison Coviello adjourned meeting at 9:30 A.M.