



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

Monthly Meeting Minutes

May 4th, 2017

In Attendance:

Executive Governing Council:

- Alison Coviello- President
- Liz Fuge- Treasurer

Committee Chairpersons:

- Jana Nielsen- Staff Appreciation & Classroom Communications
- Victoria Bogat- Library Committee
- Pat O'Neil- 7th/8th Grad Activities
- Heather Ramon- Student Recognition
- Michele McCue- School Support Program
- Shari Boone- Major Fundraising
- Lyssa Walter- Commission Based Fundraising

Members:

Krystal Tobin, Elizabeth Brown, Angie Sanich, Matt Lukase, Jessica Hayes, Lanette Stuart, Jenifer Lovejoy, Vicky Young, Stephanie Armentrout, Elizabeth Kosloski, Rebecca Lara, Anne Bonior

Administration:

Mr. Bauer

The meeting was called to order at 8:20 A.M. by Alison Coviello. All commenced in the Pledge of Allegiance.

Alison welcomed everyone to the last meeting of the school year.

Guest Comments:

Pat O'Neil presented Alison with a going-away card signed by PROP members to thank her for her years of service with PROP.

Administrator Report:

Mr. Bauer thanked the group for all their hard work this year on behalf of all the administration.

President Report: Alison Coviello

New Council and Committee positions will be voted on at the end of the meeting.

Reid Meeting will be held on June 8th.

The Fiscal Year ends on July 31st; PROP will have another meeting before then on July 11th at 9:30 A.M. The proposed PROP bylaw changes will be discussed at that meeting. The importance of the PROP bylaws to our group were discussed and reiterated.

Secretary Report: Viola Burt

Viola was absent from this meeting. Alison asked for a motion to approve the April 2017 meeting minutes as written. Jana Nielsen motioned to accept the minutes. Pat O'Neil seconded the motion. All were in favor of approving the April meeting minutes as written.

Treasurer Report: Liz Fuge

The current budget and proposed budget for the 2017/18 school year were emailed to all chairpersons. A small change needed to be made to the Cookie Dough Sales (typographical error). A request was made to add more money to the budget for the Fall Book Fair- book baskets. A motion was made by Jana Nielsen to increase the Fall Book Fair budget from \$230.00 to \$250.00. A second motion was made by Lyssa Walter. All were in favor of changing the budget for the Library Committee Fall Book Fair.

Lyssa Walter made a motion to accept the proposed 2017/18 budget, with approved changes as noted above. A second motion was made by Pat O'Neil. All were in favor of accepting the 2017/18 budget.

Liz thanked everyone for staying well within their budgets this year so that more money can go to the school. She will not have exact profit numbers until after all the end of year activities conclude. PROP will keep \$10,000.00 to carryover to next year and the rest will go to the school.

Last year we forgot that we had designated \$4,600.00 for the school awning. With that money and what we raised this year, we will be able to purchase an awning for the pickup/drop-off area. Next year, we expect to raise money for another awning over the bleachers by the basketball court. Fundraising for a school marquee is being put off so we can make purchases that are more beneficial to the students. We are currently donating \$2,000.00 a year to go toward this purchase of a school marquee that will cost approximately \$30,000.00.

Liz reminded all chairpersons that she needs check requests with receipts for reimbursement turned in to her by July 1st.

Staff Appreciation- Jana Nielsen

The meals for Staff Appreciation Week are going well. We received lots of donations from parents. PROP had earned an Office Depot gift card from the Office Depot Back to School program which paid for presents for the entire staff. We came in under budget for this event. The Teacher Appreciation flyer that was sent home with parents needs to be changed for next year to avoid confusion about signing up for food donations.

Library Committee- Victoria Bogat

The Spring Book Fair is coming up May 9th-12th and has a camping theme. Set up will be May 8th. Volunteers are still needed for set up, teardown, and working in the book fair, especially during the May 11th Art Walk. A volunteer email needs to be sent out. Books for the Book Fair can be ordered online and orders for specific books to be carried at the book fair can be made at the beginning of the week.

Read-In Event went well last month. There was discussion about changing the date next year but it was decided to keep it in April. Next year, we will need to make sure that Boulder Club and the Cafeteria staff know about this event and plan accordingly.

The Fall Book Fair dates have been set for October 30th- November 3rd and will be a Wild West theme.

The committee wants to get a few more books approved for the Approved Reading List before the end of the year.

8th Grade Activities- Pat O'Neil

More volunteers are needed for the 8th grade Dinner/Dance on May 20th at 5 P.M, mainly in the kitchen. The T-shirts were passed out to the 8th graders and came in under budget.

Student Recognition- Heather Ramon

Everything is all set with the Honor Roll Ceremony on Wednesday, May 24th. Heather will be making certificates and purchasing awards. Set up and decorating will begin after school on that Wednesday and will coincide with 8th grade promotion decorating.

School Program Support- Michele McCue

Grade Assessment Testing and School Tours are May 15th-19th from 8:30-11 A.M. More volunteers are needed for both.

Volunteer Communications- Sophie Maggiore

Sophie was absent from this meeting. Alison reminded everyone to report all of their volunteer needs to Sophie so she can send out emails accordingly.

Major Fundraising- Shari Boone

Shari pointed out that Boosterthon next year will be 2 weeks before the Book Fair. There was nothing else to report.

Hawk Pride- Sammie Lyons

Sammie was absent from this meeting. Michele reported that everything is going well with the PROPsicles program.

Special Events- Elizabeth Goings

The chair position for this committee is now vacant because Elizabeth Goings has officially resigned.

Classroom Communication- Jana Nielsen

The only thing left for the year is the End of the Year class parties. In previous years, the teachers have handled the parties without the help of PROP. Jana will check in with teachers just in case.

Commission Based Fundraising- Lyssa Walter

Lyssa has flyers printed up and ready to hand out with a list of commission-based fundraising programs that PRA participates in. These will be added to the parent packets from PROP.

The Peter Piper Family Fun Night is May 12th and more volunteers are needed to help at the welcome table.

Athletics- Alison Coviello

Nothing to report

NOMINEES FOR 2017/18 SCHOOL YEAR POSITIONS

Alison presented all the open positions and nominees along with a short description of their qualifications.

Council Positions:

- President- Jennifer Steere
 - Jennifer has served PROP as Vice President last year, but was unable to participate this year due to work
 - Jennifer can only commit to 1 year in this position
- Vice President- Jana Nielsen
 - Jana is willing to back up Jennifer and fill in the gaps as needed
 - She is willing to commit to 2 years
- Treasurer- Jessica Hayes
 - Jessica works full time; she has been a part of the school for 3 years
 - She is willing to commit to 2 years
- Secretary- Elizabeth Brown
 - Elizabeth works from home full time and may need support in areas like the newsletter
 - She is willing to commit to 2 years

Committee Chair Positions:

- Athletics- Ann Bonier
- Classroom Communications- OPEN, duties assigned to Vice President Jana Nielsen
- Hawk Pride- Michele McCue

- Staff Appreciation- Stephanie Armentrout
- Student Recognition- Heather Ramon
- Special Events- Jenifer Lovejoy (could use additional help)
- Volunteer Communication- Krystal Tobin
- School Program Support- Matt Lukase (could use additional help)
- 7th/8th Grade Activities- Liz Fuge

Chairs Continuing in their positions and therefore not voted on:

- Major Fundraising- Shari Boone
- Library Committee- Victoria Bogat
- Commission Based Fundraising- Lyssa Walter

Alison reiterated the importance of having Chairpersons so that someone is responsible for the budget for each committee. All nominees were presented to the group for a verbal vote. All nominees were unanimously approved.

Alison reminded everyone that Tuesdays during the summer are PROP work days and all are welcome to come get things done.

Meeting adjourned by Alison at 9:16 A.M.

Amendments to May meeting minutes:

On May 31st via email, Alison motioned to spend \$6,740.00 on an awning over the bleachers. The funds are left over from this year's budget. Liz seconded the motion. A quorum was established and all voted in favor of the motion. The order for this awning will go in as soon as possible so it can be installed this summer.

On June 27th, Alison motioned to spend \$6,400 on a classroom media cable relocation project. This project entails relocating unsightly cords that hang down in the middle of each classroom. The school would like to move these cords through the ceiling and down through the front wall to allow the teachers access to the equipment at the front of the room. PRA wants a forward facing/teacher focused teaching method and moving the equipment to the front will satisfy this. Due to the limited time to vote because of scheduling constraints with the installers, the decision was made to present this expenditure via email. Liz Fuge seconded the motion. A quorum was established and all voted in favor of the motion to allocate \$6,400.00 to the media cable relocation project. The work will be able to be completed before the start of the new school year.

Respectfully submitted,

Alison Coviello

President PROP

Painted Rock Organization of Parents