

Painted Rock Organization of Parents (PROP) Meeting Minutes

A scheduled meeting of the PROP Advisory Committee and Parents of Painted Rock Academy was held at 6:30 p.m. at Angie Bakewell's home on July 22, 2013

Governing Council Committee in attendance:

President - Shauna Neaville

Vice President – Laura Hall

Treasurer & Event Fundraising – Donna King

Guest In Attendance: Tiffany Grass, Becky Thompson, Angie Bakewell, Valerie and Jesus Lerma

Shauna called the meeting to order and was ready to proceed with business. Laura acted as secretary of the meeting.

Updates:

- Shauna has accepted a full time teaching position at PRA – therefore will need to step down as President of PROP. Laura Hall will take over this position. The Governing Council Committee was revised as presented below:

President – Laura Hall

Vice President – Tiffany Grass

Secretary – Becky Thompson

Treasurer – Donna King

- **Curriculum:** We need to recruit someone to lead the charge as it relates to curriculum review. Valerie Lerma and Becky Thompson agreed to review the two books Shauna presented and will have their feedback to Mrs. Szostak – Principal by September 1.

Action Items:

Donna King to email Char to see if she will head up this committee

Jesus and Valerie Lerma have the form used to review the book – they will email it out to the group.

- **Standing Bi-weekly meeting with Mrs. Szostak:** Tiffany Grass has agreed to participate in these meetings and will email meeting minutes to the group. If Tiffany is unable to attend she will send an email to the committee and ask for someone to take her place. Donna King and Laura Hall agreed to back her up.
- **Bylaws:** The bylaws need to be updated by the first all school meeting on 9/5. The group agreed that we will start small and add to the bylaws as the needs arise. Keeping in mind we need to have bylaws in place for the 5013C.

Action Items:

Shauna will email the most revised copy of the bylaws to Valerie Lerma who will get them out to the group.

Each member of the group will review and make changes as they deem appropriate.

We will meet on 8/20 at 6:00pm to finalize the bylaws.

- **Homeroom Parent Coordinator:** Becky Thompson agreed to be the Homeroom Parent Coordinator.

Action Items:

Angie will email a list of items that need to be completed in order to successfully lead the homeroom parents.

Becky will get form copied and ready for Meet the Teacher Night (8/8 – 6:30-7:30)

Becky will collect form and get names out to teachers

Becky will make sure each teacher has a parent

Becky will have a kick-off meeting to make sure each homeroom parent has a good solid understanding of what is expected

Shauna will email hard copies of the parent volunteer form to Laura/Becky

- **8th Grade Promotion:** Laura Hall and Donna King will coordinate the efforts.

Action Items:

Laura and Donna to meet – and start planning fundraising efforts.

- **5013C:** We are unable to validate what action has been taken to date. Shauna contacted the Corporate Commission and they were unable to locate a filed document.

Action Items:

Jesus Lerma will contact Vince and see if he is still willing to help us get the ball rolling

- **Meet the Teacher Night:** We will staff a table. Laura and Donna to cover 6:30-7:00 and Jesus and Valerie to cover 7:00-7:30. We will have the volunteer forms available as well as any stock we have of T-Shirts to sell in addition to having T-Shirt pre-order forms.

Action Items;

Laura to email Kristi/MaryAnn to determine where t-shirt inventory is and also verify who has preorder forms for Meet the Teacher Night.

Donna will get cash

Jesus will get cash box to Donna

- **Misc:**

High Schools Night: Kristi Kinney has volunteered to coordinate

Chic **Fi** A – Kristi Kinney to coordinate

T-shirt – Kristy Kinney to coordinate

Peter Piper Pizza – Shauna to send us the date

Civil Service “event” – minimum of 2 per year

- **Meeting Frequency:** It was determined that we will continue to have our meetings on the first Thursday of each month. We will add in the third Thursday of the month as needed.

Next Meeting: August 22 from 6:00-8:00pm. Agenda Items: Finalize bylaws and Planning of the Fall Festival