



**Painted Rock Academy's Organization of Parents (PROP)
Meeting Minutes
July 11th, 2014**

In Attendance:

Executive Governing Council Members:

President: Nicole Reed

Vice President: Alison Coviello

Secretary: Becky Thompson

Treasurer: Sondra Cevelin

Committee Heads:

8th Grade: Kristy Kinney

The meeting was called to order at 11:22 a.m. by President Nicole Reed. The meeting was called to discuss the budget for 2014-2015 school year.

1st Order of Business: Resignation and Bank Account

Nicole Reed resigns from the President position effective immediately due to personal reasons. The Vice President (Alison Coviello) is now responsible for both her Vice Presidential duties and promoted the new title of interim President of PROP until further notice.

It is noted that Becky Thompson, the Secretary, was voted to be an added on the bank account lead by Alison Coviello and seconded by Sondra Cevelin due to Nicole Reed's resignation.

2nd Order of Business: 2014-2015 Budget Concerns and Edits

The following categories listed have an update to their totals in the budget and was approved on by all in attendance.

Athletics:

Field Day money was raised from \$250.00 to \$300.00.

Turkey Trot added and money dedicated to supplies and awards total \$300.00 along with \$20.00 for water and/or advertisement.

Dances:

The music in the following 3 dances: Winter, Parent/Child, and 8th grade was increased to \$100.00. The Spring Dance category is now renamed 8th Grade Dance all funds allocated for this dance will go to 8th grade.

8th Grade Promotion

The following name Souvenir was changed to T-shirts to avoid any confusion for 8th graders and Parents this year. Approved by all in attendance. A brief discussion involving the purchasing of the 8th grade banner and its whereabouts ensued. The final date for 8th graders to turn in funds from any fundraising they will do for the 2014-2015 year was voted and approved by all for March 7th, 2014.

Action Item: Alison Coviello will touch base with Miss McMillan in regards to the location of the 8th grade banner and update us all at the next meeting.

Event Fundraising:

The discussion of a rain out day for Spring Fling followed and was approved by all in attendance for March 28th, 2014. The attraction cost for Spring Fling was increased to total \$1500.00 from the \$700.00 originally.

Hawks Pride

In regards to freezer costs the total of \$350.00 was moved down to \$100.00 to cover the costs of a tray, lock and any potential cleaning. Under the t-shirts category the funds allocated towards the costs were increased from \$500.00 to \$1000.00. The discussion of a vendor Kristi knows that could provide possible spirit day snacks and a new vending machine was discussed. If we were to change vendors Painted Rock could get potential proceeds back from the company.

Action Item: Kristi Kinney will talk to her Ace contact about potential deal and update us all at the next meeting.

Valley Communication:

The following name was changed to PROP Office due to the nature of the duties of this person. Extra Large Boxes were added to the list for \$60.00 approved by all in attendance. The costs of paper was increased from \$100.00 to \$200.00. The PROP paper color will be Salmon for this year. Voted on and approved by all. The following will be added to the Prop Office Budget: 2 sandwich boards: \$100.00, 2 Standing Easels: \$60.00, Cash Box \$20.00, and Name Badges \$30.00. The following is eliminated from Prop Office: Freezer payment to the school.

Action Item: Sondra will print and/or send name badges to Alison.

Action Item: Alison will purchase more name badges and provide receipts to Sondra.

Office Fundraising:

The following name was changed from Office Fundraising to Commission Based Fundraising or CBF. This motion was voted and approved by all in attendance. The name Coupon Book was changed to product fundraiser. The discussion of what large fundraiser PROP will be doing this year ensued. Researching potential ideas and contacting the Coupon Book company from last year needs to happen. Sondra suggested doing a trash bag fundraiser. Cookie Dough fundraising was discussed but put on the back burner due to everyone wanting to find something else. Advertising for the Move-A-Thon was increased to \$20.00. Teacher Time Raffle was voted on and approved by all to remove from the budget.

Action Item: Becky Thompson will contact the company that ran the Coupon Book Fundraiser last year and find out any and all information needed including the rules regarding returning of books.

Action Item: Sondra Cevelin will research trash bag fundraisers and update us all about her findings the next meeting.

Special Events:

The following events were removed from the budget: BooHoo Breakfast, Bullying Awareness Week, Red Ribbon Week, and Holiday Gift Shop. All were approved by all in attendance at the meeting. However Sondra would like to meet with Miss McMillan to discuss potential academic Special Events for the year.

The following events were moved under the new category of Philanthropy: Food Drive.

High School Night, Kinder Tea with Moms, and Pre-K Pastries will remain. Pre-K Pastries funds were increased from \$30.00 to \$60.00.

Lockdown Classroom Kits were moved up from \$150.00 to \$200.00. Supplies was increased from \$20.00 to \$50.00.

Action Item: Sondra will meet with Miss McMillan to discuss potential academic special events this year. Additionally Sondra will come up with specific definitions and potential dates for Kinder Tea and Pre-K pastries and email the information to Alison.

Action Item: Alison will contact Miss McMillan in regards to expectations for lockdown kits this year. Individual vs classroom will be addressed. The group at large will then be updated.

Philanthropy:

The new category of Philanthropy was added and will include the following:

Food Drive

Clothing Exchange

\$20.00 will be given for any advertising needs, boxes will be provided and/or already purchased by PROP Office.

Toys for Tots is potentially being ran by Student Council this year.

Action Item: Kristy will touch base with teacher contacts for Student Council to discuss Toys for Tots and if Student Council is taking this on or not. She will update us at the next meeting.

Staff Appreciation:

Poster Board costs are moved from \$20.00 to \$30.00. A PROP gift for teachers was added for the amount of \$50.00.

Student Recognition:

The funds for redemption certificates was eliminated and the prizes was increased from \$80.00 to \$100.00. The cost of bumper stickers was eliminated from Honor Roll and pizza with the principal was increased from \$80.00 to \$100.00. \$50.00 will cover Honor Roll Certificates and an additional \$50.00 total covers ceremony refreshments.

Valley Communication:

The Volunteer Breakfast was changed to Coffee and Pastries given 3 times a year in the PROP room to any volunteers. Food and refreshment costs were increased from \$100.00 to \$150.00.

Additional To Do Items:

Action Item: Kristi Kinney will touch base with an accountant to determine costs, she will update us with this information year. It is noted that our fiscal year ends July 31st, 2014.

Action Item: Alison Coviello and Becky Thompson: Find out more information about the PROP newsletter and the protocol the school wants us to take along with any additional information needed.

The meeting was called to close by Alison Coviello at 3:42.

Future Meeting Dates:

July- Possible voting meeting on final budget along with reviewing of Bylaws.

August 21st Prop General Information Meeting

September 4th- First Official Prop Meeting

Meeting Minutes Submitted July 12, 2014 2:08 p.m.

By Becky Thompson

Prop Secretary