



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

### Meeting Minutes

July 21, 2014

In Attendance:

#### Executive Governing Council Members:

President Interim: Alison Coviello

Vice President: Alison Coviello

Secretary: Becky Thompson

Treasurer: Sondra Cevelin

#### Committee Heads:

8<sup>th</sup> Grade Activities: Kristi Kinney

Special Events: Sondra Cevelin

#### Members:

Amber Murtagh

Amy Kratz

Jesus Lerma

Valerie Lerma

The meeting was called to order at 6:29 p.m. by President Interim Alison Coviello. This emergency meeting was called to vote on our final budget for the school year 2014-2015 and elect new members.

#### **1<sup>st</sup> Order of Business: Voting of amount allocated towards Spring Fling costs**

The current proposed amount of money for attractions is \$1500.00 for Spring Fling. After reviewing the budget we all agreed to decrease this to \$1200.00. Moved by Valerie Lerma, seconded by Sondra Cevelin. HOWEVER we will also set a date of DECEMBER 1<sup>st</sup> to see where our funds are and project what we need to allow for changes in the Spring Fling budget. Moved by Valerie Lerma, seconded by Kristi Kinney.

#### **2<sup>nd</sup> Order of Business: Final Approval of Budget**

Alison Coviello moved to accept the final budget, Sondra Cevelin seconded this motion, approved by all present.

#### **3<sup>rd</sup> Order of Business: Voting in New Committee Heads**

Philanthropy Committee and Classroom Communication Committee now have a new committee head, Amber Murtagh. This vote was moved by Alison Coviello and accepted by all.

Staff Appreciation Committee now will have a new committee head, Nikki Bermudez. The vote was moved by Alison Coviello and approved by all present.

Special Events Committee now has a new committee head, Sondra Cevalin. The vote was moved by Alison Coviello and approved by all present.

#### **4<sup>th</sup> Order of Business: News & Updates**

Box Tops: The discussion brought forward by Valerie Lerma involved the concern for which tax ID last year's box top program used, PROP's or the School's. Valerie and Alison will work together to search for this and decide if we need to make a new account and/or can transfer the funds earned from last year to our tax ID.

**Action Item: Valerie Lerma and Alison Coviello be in touch about box tops and find out what needs to happen for all funds to be associated with our tax ID for this school year.**

Volunteer Coordination: Becky Thompson discussed the system used to organize the volunteers last year. This year a document needs to be made so everyone can add volunteers to each committee list along with any and all contact information. Jesus Lerma brought up the fact that we need to find out if our volunteer list is being saved to the hard drive of the computer or where else it is being saved. The concern is if the system crashes we are still able to retrieve our volunteer information.

**Action Item: Becky will make a document (Excel) and send this out via email to everyone so Volunteer Coordination can begin once the first Volunteer Sheet is returned.**

**Action Item: Alison Coviello will check if the PROP room computer has Excel and if we need any password. Check out what type of backup the computer in the room has.**

T-Shirts: The option for having a Women's cut shirt is available this year. This shirt needs to be shown and approved by administration before we order any.

**Action Item: Kristi Kinney will email Alison Coviello a picture of the shirts.**

**Action Item: Alison Coviello will show the picture to Miss McMillian and let Kristi and the group know the results.**

501(3) c: The discussion of when our pending status will change ensued.

**Action Item: Alison Coviello and Sondra Cevalin will research and provide any records of when we filed along with status for record keeping purposes.**

#### **Meet the Teacher Night**

The discussion of the need for volunteers to staff our PROP table, order t-shirts, sell used uniforms and help with ID badges resulted in the following schedule:

Sondra 6-7

Kristi 6-7

Becky 6-7

Alison 7-8

Nikki 7-8

Adjourn: Meeting was adjourned at 8:45 p.m. by Alison Coviello.