



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

**Monthly Meeting Minutes**

**October 2, 2014**

In Attendance:

**Executive Governing Council:**

Alison Coviello- President

Sabiha Begum-Vice President

Becky Thompson-Secretary

Liz Fuge-Treasurer

**Committee Heads:**

Nikki Bermudez-Staff Appreciation

Ashley Jones-Speaking for Volunteer Communication

Amy Kratz-Event Fundraising

Rebekah Benz-Athletics

Lacey Diaz-Hawks Pride

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

**Members:**

Janet Wallace, Anila Thomas, Jennifer Steere, Shelbey Echols, Michele McCue, Sara Peterson

The meeting was called to order at 6:35 p.m. by Alison Coviello. All commenced in the pledge of allegiance.

The meeting began with guest comments. The following comments were made:

Kristi Kinney mentioned that she is writing a letter to be sent to Reid in regards to the free and reduced lunch program. Painted Rock Academy has sent out surveys to families which will be sent in to see if Painted Rock can receive free and reduced lunches. Kristi has a few concerns in regards to this relating to the stringent expectations and the vast amount of paperwork required for all to do if the school begins this program. Kristi asked that if anyone felt the same way to contact her in regards to writing a letter.

The administration report and elections of new committee heads followed:

**Administration Report: Ms. McMillan**

The administration is impressed with the effort, organization, and dedication of all PROP members this year.

## **Committee Updates:**

As of last week the committee head for both Classroom Communication and Philanthropy resigned from her position. Alison Coviello nominated Shelbey Echols and seconded by Amy Kratz. A quorum was reached and the following members voted and agreed: Amy Kratz, Kristi Kinney, Liz Fuge, Rebecca Benz, Nikki Bermudez and Lacey Diaz. Shelbey Echols is now the new committee head and contact for both Classroom Communication and Philanthropy.

The vice president, Sabiha Begum, was nominated by Kristi Kinney to fill the Student Recognition Committee and seconded by Amy Kratz. The quorum was met and all in favor included; Alison Coviello, Liz Fuge, Nikki Bermudez, Amy Kratz, Rebecca Benz, Lacey Diaz and Amy Kratz.

The following committees still have an opening for committee head: Commission Based Fundraising and Special Events Committee. Janet Wallace mentioned a possible Harkins Christmas deal.

**Action Item: Alison and Janet will speak about this.**

The executive governing council proceeded to give reports followed by the committee heads of each committee.

## **President Report: Mrs. Alison Coviello**

Alison Coviello began the discussion with a brief overview and status update about the 501(c) 3. The 501(c) 3 gives PROP an exempt status. This is important because when we get donations or have events the places donating or hosting the event can obtain a tax write off. Alison Coviello completed an amendment to our Bylaws and all the updated paperwork is due by October 14<sup>th</sup>, 2014.

**Action Item: Alison will provide updated news at the next PROP meeting.**

Alison discussed some news in regards to needs of a few of our elective classes. The music department still has a list of donations needed along with the P.E. department.

**Action Item: Alison will contact both the music and P.E. teacher in regards to this list.**

November 21<sup>st</sup> is picture make up day- Michelle McCue volunteered to help. More potential volunteers will be contacted.

The next Reid Board Meeting is October 22, 2014 at Painted Rock Academy in the Reid Offices. It is noted that all PROP volunteers and council members are encouraged to attend the meeting.

## **Secretary Report: Mrs. Becky Thompson**

The meeting minutes from the last meeting were reviewed and approved. Amy approved followed by all in attendance in favor. Information in the monthly newsletter needs to be sent to the Secretary, Becky Thompson by the 15<sup>th</sup> of the month. The newsletter will then be compiled and sent to administration for approval.

## **Treasurer's Report: Mrs. Liz Fuge**

Liz Fuge and Alison Coviello met with an accountant to review our books from last year and our year up to date. The budget needs to be redone. Liz will have a copy of the budget out to all executive council and committee leads at each meeting along with a copy of the budget per committee to each committee head. Liz asks that if anyone is looking over the budget and needs or wants something additional to contact her first. Liz suggests that we as a group need to trim down, and reuse what we have. The previous budget had some inaccuracies. The Coupon Book Fundraiser has not brought in as much money as we had thought it would. The funds from Yogurtini need to be moved to 8<sup>th</sup> grade funds from restaurant night funds. Athletics budget for the

year was briefly discussed. Alison or Liz need to talk to the PE teacher about the cost estimate for Turkey Trot this year to see if any funds can be moved around. The budget as noted is a work in progress.

**Action Item: Talk to Mrs. Hunt about needs for turkey trot.**

**Action Item: Liz will keep us updated on all matters of the budget.**

The AZCC filing fee was paid by Alison this year; along with other fees for our 501(c) 3. Alison has spent \$160.00 of her personal money on this. Kristi voted to pay Alison back in full and have an amount of \$200.00 allocated in the budget now on for any fees we may have to pay in regards to filing, publishing etc. Amy moved the vote, all present were in favor.

The following updates were given from Committee Heads:

### **Volunteer Communication- Ashley Jones**

Ashley asked about if everyone was receiving the emails. She also wanted to inform all members that there is a black binder in the PROP room with a hard copy list of all the volunteers.

### **Staff Appreciation- Nikki Bermudez**

October 23<sup>rd</sup> is the Staff Lunch. Nikki informed us all that we are still in need of dishes, clean up, dessert, breadsticks, and a main dish. Michelle McCue volunteered to bring a dessert. Jay stated that she be interested in helping and to have Nikki email her.

### **8<sup>th</sup> Grade Activities- Kristi Kinney**

Kristi reported that 8<sup>th</sup> grade made \$270.00 at Yogurtini. Student Council is doing the winter dance and the theme is Starry Night. The theme for the 8<sup>th</sup> grade dance is Masquerade. The field trip this year will be to Castles and Coasters. Having a better DJ is requested. Kristi asked if funds could be juggled in order to make this happen.

**Action Item: Liz will contact Kristi about this. Open for discussion.**

### **Commission Based Fundraising- No update**

### **Library/Curriculum Committee- Liz Fuge**

Liz and Alison meet with Mrs. Tenold. Mrs. Tenold has books that need be read, the committee will receive books to read. These books must be read 3 times. Volunteers will be contacted.

**Action Item: Liz will contact volunteers and start getting books read.**

### **Athletics: Rebecca Benz and Kristi Kinney**

Kristi updated us with a new idea about having a small loveseat available at games for students or parents to buy a ticket to. A drawing would then commence and the selected person can choose a friend and eat a pizza provided and watch the game with a comfortable and close view. We are in need of the loveseat. These funds will go towards the Athletic department.

Rebecca Benz proposed a potential fundraiser for Athletics. Rebecca has done research on pop top plastic type water bottles to sell for \$ 5.00 at games for the players, parents, and students to purchase. These funds would go to the athletics department and in order to buy these items and funds need to be moved around within this

committee so the committee can purchase. Rebecca will contact Sarah for contact person to possibly get a discounted rate.

**Action Item: Rebecca will bring a report to the next meeting and get contact information from Sara.**

**Action Item: Rebecca and Kristi will talk with Liz to see about moving funds to obtain money to spend on the water bottles.**

### **Event Fundraising: Amy Kratz**

The fall festival planning is going well. The event will be held in the multi-purpose room and partially on the field on November 6<sup>th</sup> from 6-8 p.m. Amy is requesting that PROP has one or two booths to sell t-shirts, uniforms, bags and other merchandise along with water to all the attendees. Amy needs to email more people to make sure all items and booths have what they need.

**Action Item: Amy will email fall festival committee and be in touch with other PROP people to fill the PROP booth. She will talk to Athletics to ask about using the water bottles.**

### **Hawks Pride- Lacey Diaz**

Lacey informed us that volunteers are covered for Spirit Day and the need to track purely cash sales and intake is needed.

Kristi Kinney brought up the fact that we are out of many popular sizes for the t-shirts. She needs to contact Alison in regards to this. The idea of selling stock pile at games and events was also brought up.

**Action Item: Lacey will find someone or keep track of incoming cash sales when selling PROP sicles and report on this.**

**Action Item: Kristy will contact Alison in reference to any T-Shirt needs.**

**Action Item: Kristy and Lacey along with potentially Alison will discuss sales of T-Shirt stockpile at events and games.**

### **Upcoming Events:**

High School Night- Janet Wallace has everything set up for the event on October 16<sup>th</sup>.

### **News:**

Ms. McMillan informed the group about Valley being nominated and receiving the prestigious Blue Ribbon for superb education. Only 5 schools in the state receive this. Valley is the 9<sup>th</sup> charter school in this state to receive this. A school must be opened 5 years before receiving a nomination.

Meeting was adjourned at 7:57 by Alison Coviello

Respectfully submitted,

Becky Thompson

Painted Rock Organization of Parents

Secretary