



**Painted Rock Academy's Organization of Parents (P.R.O.P)**  
**Monthly Meeting Minutes January 7th, 2016**

In Attendance:

**Executive Governing Council:**

Alison Coviello- President

Jennifer Steere- Vice President

Liz Fuge- Treasurer

Bri Bojang-Secretary

**Committee Chairpersons:**

Kristi Kinney - Athletics, 8<sup>th</sup> Grade

Rebekah Benz-Athletics

Jana Nielson- Staff Appreciation

Michele McCue-School Support Program

Shelbey Echols-Classroom Communication

Heather Ramon-Student Recognition

Amber Murtagh-Major Fundraising

Krystal Tobin- Library Committee

**Members:**

Elizabeth Goings, Shari Boone, Lyssa Walter

**Administration:**

Miss McMillan

The meeting was called to order at 8:23 a.m. by Alison Coviello. All commenced in the pledge of allegiance.

**President Report: Alison Coviello**

Alison opened with talking about plans for the money that was earned from Boosterthon last year. \$6,329 is remaining from last year's Boosterthon, \$4,000 of that money goes to buying the Marquee for PRA. There is \$2,329 is left over to be spent. Alison then spoke about her plan for the left over money. There is a need to supplement the textbook supply in the older grades and a discussion was had about the need for the books and the best way to spend the money on the books. Alison mentioned that there is a need for the 3 science books. Kristi Kinney mentioned that the Social Studies textbook is also needed.

Kristi Kinney motioned that \$1,500 of the Boosterthon pay out money to be allocated to be spent on textbooks. Jennifer Steere seconded the motion, and all were in favor.

After the \$1,500 is allocated towards textbooks there will be \$829 left over. Alison said that there is not microphone in the multipurpose room where the projector and speakers were installed. A microphone would be very useful in that room for many different reasons.

Amber Murtagh motioned to allocate the remaining \$829 to be used for a mic to be installed in the multipurpose room. Jana Nielson seconded the motion and all were in favor.

Alison then spoke about the money raised from American Express Employee Donation Matching Program. \$260 was raised and Alison would like to see the money go to buying more books for the library.

Alison motioned to ear mark \$100 towards the purchase of books requested by Mrs. Tenold on the reading list. Jana Nielson seconded this motion and all were in favor.

Alison also motioned that the other \$100 to go towards purchasing books on the list of books that the library committee would like to review and possibly be placed on the recommended reading list. Krystal Tobin seconded this motion and all were in favor.

**Vice President's Report: Jennifer Steere**

Jen started by talking about business solicitations for the baskets for Spring Fling. There is a letter already drafted to make business solicitations. Alison mentioned that she will give a \$5 gift card to a coffee place of their choice to the 1<sup>st</sup> person to solicit 5 businesses.

**Action Item: Jennifer will email the group the general solicitation letter as well as the business solicitation spreadsheet.**

### **Secretary Report: Bri Bojang**

Bri started by getting approval for the December meeting mins. Amber motioned for the approval of the meeting mins. And Jana seconded the motion.

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

Liz told the group that she will no longer be printing everyone an individual copy of their budgets for the meetings in order to save time and paper. If someone would like a copy of their committee's budget she will either email them the copy or print a copy for them.

The following updates were given by Committee Heads:

### **Major Fundraising- Amber Murtagh**

Amber started by talking about Boosterthon and the need for volunteers. A Sign-Up Genius will be set up for volunteers. During the week of raising money 2 volunteers are needed to organize and hand out prizes. Bri and Michele volunteered to do the prizes. The Wednesdays after Boosterthon is over will be count days. 3 volunteers are needed to help count pledge money on those Wednesdays.

Alison then spoke about the upcoming Boosterthon. She asked the group how they felt about PROP paying the \$2 transaction fee if families pay online. Everyone present agreed this was not a good idea and families can either pay the \$2 fee or pay with cash or check.

Alison also spoke about doing a teacher incentive this year to show appreciation for the teacher support.

Alison motioned that if we meet our budgeted goal of \$11,000 we will pay each teacher 5% of what their classroom raised. Amber Murtagh seconded this motion and all were in favor.

### **Special Events - Kristi Kinney**

Kristi started by talking about Spring Fling. The Rain Day plan for Spring Fling has been determined. The hours for Spring Fling are set from 10 am- 2 pm. It was decided that Kona Shaved Ice would be better than using Jamba Juice as a vendor. There will also be Kettle Corn. The theme for Spring Fling is 'Blast From the Past' so all décor will be themed around that. The entertainment will be karate, a dance group, and there might be an Indian dance group.

It was mentioned that on the flyer for Spring Fling it should state to bring cash. Jana Nielson volunteered to design the Spring Fling info flyer. Kristi would also like our posters to be more generic so they can be used multiple years.

Jana Nielson and Shari Boone volunteered to do the baskets for Spring Fling. They will collect all of the basket donations at the end of February. They need to team up with Jennifer Steere as well to keep an accurate inventory list. Wednesday, March 2<sup>nd</sup> will be the basket assembly day, volunteers are needed that day.

**Action Item: Shelby and Kristi need to meet and talk about the expectations for homeroom parents for Spring Fling.**

### **Athletics – Rebekah Benz & Kristi Kinney**

No Update.

### **8<sup>th</sup> Grade - OPEN**

Alison filled in for 8<sup>th</sup> grade and started by saying that 8<sup>th</sup> grade committee is in need of help.

Lyssa Walter spoke about the 8<sup>th</sup> grade t-shirt designs. She mentioned that the art teacher did not get a chance to help the kids come up with a design.

Karen Schnee mentioned that a flyer and/or email was needed to inform parents about the t-shirt design in order to get them involved to motivate their student to get their designs in. The flyer or email should go out next week with the deadline for submitting designs being the 19<sup>th</sup> of January.

Alison also mentioned that 8<sup>th</sup> Grade is in need of someone to lead the food booth at Spring Fling. The food booth will have a nacho bar and pizza this year. Karen Schnee mentioned she might be able to fill in.

Karen Schnee said that at the very least, she can lead the 8<sup>th</sup> Grade breakfast volunteer role.

### **Library Committee – Krystal Tobin**

Krystal spoke about the upcoming Book Drive and the need for volunteers. They will be collecting all books that are school appropriate. Any books that are not used will be taken to Bookman's and traded in. Any trade-in money received from Bookman's will go towards buying books needed in the Library. Mrs. Tenold and Krystal need volunteers on Friday of the Book Drive to go through all of the books.

### **Volunteer Communication- Angie Sanich**

Angie spoke about her monthly volunteer emails. The Sign-up Genius for Boosterthon will be included in this month's email.

### **Classroom Communication - Shelby Echols**

Shelby started by saying that she thinks the Holiday parties went well. She has not received any feedback.

The Valentine parties are on February 12th.

### **Staff Appreciation - Jana Nielson**

No update.

### **Student Recognition - Heather Ramon**

Heather mentioned that she is in need of volunteers for Caught being Good prizes on Friday January 8<sup>th</sup>.

### **School Support - Michele McCue**

Michele mentioned that she is in need of 2 volunteers for PROPsicle sales on Friday January 8<sup>th</sup>. She has not heard back from her normal volunteers.

### **Commission Based Fundraising - Julia Mui (not present)**

Alison filled in for Julia. She started by talking about the Panda Express Family Fun Night and that \$130-\$140 was raised.

The next Family Fun Night is March 24<sup>th</sup> at Chipotle, the location is still to be determined.

### **Hawk Pride – Sammie Lyons (not present)**

There will be no Spirit Day Shirt sales this month.

### **Public Comments:**

The next meeting is on Thursday February 4th, 2016 at 8:15 a.m.

Meeting was adjourned at 10:00 a.m. by Alison Coviello.

Respectfully submitted,

Bri Bojang

Painted Rock Organization of Parents

Secretary