



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

Monthly Meeting Minutes May 5th, 2016

In Attendance:

Executive Governing Council:

Alison Coviello – President

Jennifer Steere – Vice President

Liz Fuge- Treasurer

Bri Bojang-Secretary

Committee Chairpersons:

Kristi Kinney – Special Events, Athletics

Angie Sanich – Volunteer Communications

Jana Nielsen – Staff Appreciation

Rebekah Benz-Athletics

Michele McCue – School Support

Heather Ramon – Student Recognition

Sammie Lyons-Hawk Pride

Shelbey Echols- Classroom Communication

Julia Mui- Commission Based Fundraising

Members:

Shari Boone, Elizabeth Goings, Lyssa Walter, Karen Schnee, Sarah Hammadi, Pat O'Neil, Sophie Maggiore

Administration:

Ms. McMillan

The meeting was called to order at 8:16 a.m. by Alison Coviello. All commenced in the Pledge of Allegiance.

Guest Comments: None

Administration Report:

Ms. McMillan thanked PROP for the completed installation of the sound system in the multipurpose room.

Ms. McMillan also stated that she will not be returning next year. She is going to take a role in her family's business. Mr. Bauer will become the new Principal of PRA. The school has not yet announced the new Vice Principal.

President's Report: Alison Coviello

Alison started by talking about the fiscal year for this school year ends July 31st and the last meeting for the fiscal year will be held on Tuesday July 26th. The last meeting will be a budget approval meeting. Copies of the proposed budget will be sent out prior to the meeting. There will be two PROP summer work days which are Tuesdays June 14th and June 21st at 9:00 A.M. These work days are for cleaning and organizing the PROP room, making posters, and any other work that needs to be done before the next school year.

Alison then commenced in the voting process to fill the open committee chairs for next year.

Library Committee- Krystal Tobin will be stepping down after serving one year of the two-year term. Heather Ramon and Victoria Bogat were nominated to co-chair the committee. **A motion for Heather Ramon and Victoria Bogat to take over Library Committee was made by Karen Schnee. A second motion was made by Jana Nielson and all were in favor.**

Volunteer Communication- Angie Sanich served her two-year term and she is ready to move on to another role. Sophie Maggiore was nominated for the chair. **A motion for Sophie Maggiore to chair the Volunteer Communication Committee was made by Michele McCue. A second motion was made by Liz Fuge and all were in favor.** Angie Sanich will work within this committee to meet parents, encourage them to volunteer with PROP, and will also be a presence on campus to help where needed.

8th Grade Committee- Karen Schnee is stepping down from 8th grade committee due to her son promoting to High School. Pat O'Neil was nominated for the role. **A motion for Pat O'Neil to take over 8th Grade Committee was made by Karen Schnee. A second motion was made by Michele McCue and all were in favor.**

Athletics- OPEN

Rebekah's two-year term has been served. Rebekah Benz and Angie Sanich said that they are both willing to help with Athletics but are not wanting to run it.

Special Events- Kristi Kinney will no longer be doing Special Events Committee. Elizabeth Goings said that she will take over Fall Festival and Jana Nielson said that she will take over Spring Fling. **A motion for Elizabeth Goings and Jana Nielson to co-chair the Special Events Committee was made by Sammie Lyons. A second motion was made by Julia Mui and all were in favor.**

Major Fundraising- Amber Murtaugh is stepping down after serving one year. Shari Boone was nominated for the role. **A motion for Shari Boone to take over the Major Fundraisers Committee was made by Jana Nielson. A second motion was made by Julia Mui and all were in favor.**

Treasurer- Liz Fuge's two-year term has been served but she is interested in serving one more year since no one else has stepped forward for this role. **A motion for Liz Fuge to remain Treasurer for one more year was made by Jennifer Steere. A second motion was made by Jana Nielson and all were in favor.**

Sammie Lyons has expressed interest in shadowing Liz in hopes that she will learn the role and take it over after next year.

President- Alison Coviello has served her two-year term. She is expressed interest in staying as President for one more year since no one else has stepped forward for this role. **A motion for Alison Coviello to remain President for one more year was made by Karen Schnee. A second motion was made by Jana Nielson and all were in favor.**

All roles begin August 1st.

The next Reid Board meeting will be May 26th at 6:00 P.M. all are welcome to attend.

Vice President's Report:

Jennifer thanked the group for a great year and called for everyone to reflect on how much we have accomplished this year.

Treasurer's Report: Liz Fuge

Liz started by talking about budget updates. This month we spent more than we brought in so the budget amount is at a negative right now. The reason for that is that we do more spending at the end of the year and it will balance out.

Liz then talked about the budget for next year that she and Alison put together. Voting for the budget for next year will take place at the summer meeting July 26th. She asked all committee chairs to review their

current budgets and see if there are any changes that need to be made. If there are any changes please email Liz Fuge.

Receipts need to be turned into Liz by the end of the month for reimbursement. July 31st is the last day of PROP's fiscal year so if receipts and reimbursement forms aren't turned in by then, you will not be reimbursed.

The accountant is still working on the taxes and hopefully they will be finished by the end of this fiscal year.

Secretary's Report: Bri Bojang

A motion to approve the meeting minutes from the April meeting was made by Michele McCue and a second motion was made by Sammie Lyons, all were in favor.

Bri passed out an Events and Programs sheet to each person at the meeting and asked them to fill one out about an event that they either ran or attended. Those forms will be used for future reference of things that did and didn't work.

The following updates were given by committee chairs:

Special Events: Kristi Kinney

No Update.

Major Fundraising: Amber Murtagh Not Present

Alison filled in during Amber Murtagh's absence. Alison talked about how we will be able to give the school a lot of money from Boosterthon. In addition, PROP gave 5% of what each class brought in for Boosterthon back to each teacher to purchase something for their classroom. This equated to about \$1,455 directly back to the classrooms.

Volunteer Communication: Angie Sanich

Angie started by talking about the New Parent Orientation which will be on May 25th. She said that she will follow up more with volunteer needs. Placement testing will take place in June, July, and August volunteers will be needed for tours.

Shari Boone volunteered to help with tours.

School Support: Michele McCue

No Update.

8th Grade: Karen Schnee

Kristi Kinney will be taking over 8th grade dinner and dance from Karen Schnee. Kristi said that Mr. Hicks and Mrs. DelGiorno's students should all be willing to serve at the dinner. She mentioned that she has received no forms back for help with set up.

Field trip slips and money are due by Friday May 13th.

Kristi then talked about the decorations for Promotion. They still have not decided whether or not they want to use black fabric for decorations or something else within budget for Promotion. Elizabeth Goings mentioned that the company she works for may have decorations that PROP could rent or borrow. Pat O'Neil said she would help with Promotion decorations as well.

A motion was made by Karen Schnee to raise the budget for Promotion decorations from \$60 to \$200. A second motion was made by Sammie Lyons and all were in favor.

Action Item: Kristi Kinney needs to meet with Elizabeth Goings and talk about decoration ideas.

Action Item: Kristi Kinney needs to contact with Shari Boone about help with Promotion.

Library: Krystal Tobin not present

Alison filled in for Krystal Tobin. The Spring Book Fair raised \$3,500 in Scholastic credits which is only \$200 under what was made at the Fall Book Fair. All of the money goes to the Library.

Shari Boone mentioned Scholastic has a warehouse in South Phoenix and does sales. Alison responded that those sales would be where we could spend the money earned from AMEX.

Athletics: Rebekah Benz

No Update.

Staff Appreciation: Jana Nielsen

Staff Appreciation Week is going great and all of the teachers and staff are really enjoying themselves. Valle Luna provided all of the food for the Hispanic Day which was great. Jana said they have received a lot of donations and volunteer help to make it run smoothly.

Classroom Communication: Shelby Echols (not present)

Alison filled in for Shelby Echols. She mentioned that there needs to be better communication between the homeroom parents and PROP because some teachers ended up with two posters.

Mrs. DeGiorno needs a new poster made because her poster was vandalized. Sammie Lyons agreed to make a new one after the meeting ended.

Next year there will be a new system for homeroom parents that will hopefully break up some of the workload so one parent is not responsible for the every event and party during the year.

Student Recognition: Heather Ramon

Honor Roll Recognition reception is significantly bigger than what was expected because more student earned honor roll this year than in years past. Heather spent \$350 on trophies. The ribbons were \$120 over but that might change as teachers start to enter grades. Also, for the certificates, \$60 was spent on paper alone and the printing was \$28. The paper and printing will go \$54 over budget. Altogether it will be \$175 over budget for the Honor Roll Reception.

A motion was made by Jennifer Steere to increase the Honor Roll Reception budget to \$125. A second motion was made by Liz Fuge and all were in favor.

There will be \$50 left over from Honor Roll ice cream which will go towards the Honor Roll Reception.

Next year, we will have a better idea on how much is needed for the Honor Roll budget.

Tomorrow is the last Caught Being Good. Heather could use some volunteers especially for the 10:50 A.M. shift. She also needs some extra help putting Honor Roll reception invitations into envelopes.

Hawk Pride: Sammie Lyons

Sammie talked about creating a flyer to advertise donating used uniforms by next week to encourage parents to donate at the end of the year.

It was confirmed that next year Used Uniform sales will be on the 1st and 3rd Wednesday.

Commission Based Fundraising: Alison Coviello for Julia Mui

Alison mentioned that she needs help at the table from 5:00 P.M- 7:00 P.M. at Peter Piper Pizza Family Fun Night. There are 20 min. shifts that need to be filled. It is at a new location this time; the Peter Piper Pizza at Metro Center.

Mrs. Henry's class won the class pizza party for Box Tops.

Action Item: Alison needs to meet with Julia to discuss next year.

Action Item: Alison needs to contact Mrs. Henry to discuss pizza cost reimbursement.

Meeting was adjourned at 9:40 a.m. by Alison Coviello.

Amendment to May Minutes: A vote took place via email for the expenditure of up to \$120 to purchase shelving for the PROP room. The vote passed with a unanimous vote from all committee chairs.

Respectfully submitted,

Bri Bojang

Painted Rock Organization of Parents