



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

**Monthly Meeting Minutes September 3, 2015**

In Attendance:

**Executive Governing Council:**

Alison Coviello- President

Jennifer Steere- Vice President

Bri Bojang-Secretary

Liz Fuge-Treasurer

**Committee Chairpersons:**

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

Angie Sanich – Volunteer Communication

Rebekah Benz – Athletics

Sammie Lyons-Hawk Pride

Shelby Echols-Classroom Communication

Michele McCue-School Support Program

Amber Murtagh-Major Fundraising

Krystal Tobin- Library Committee

Heather Ramon- Student Recognition

**Members:**

Elizabeth Goings, Shari Boone, Jana Nielson, Lyssa Walter, Sarah Hammadi, Eric Galtman, Pat O'Neil, Cher Downs, Sabiha Begum

### **Administration:**

Miss McMillan

The meeting was called to order at 8:30 a.m. by Alison Coviello. All commenced in the pledge of allegiance.

**Guest Comments:** Mrs. McGovern is asking for volunteers to help give tours of the school to new families attending the school. She is also looking for volunteers to help with the summer screening tours as well. A sign-up sheet was passed around.

The executive governing council proceeded to give reports followed by the committee chairs.

### **President Report: Alison Coviello**

Alison Coviello opened a discussion with the PROP approval for the additional shade structure to be built costing \$4,800. It will provide extra shade over the grass area. The deposit has been made and now we will wait 7-8 weeks for construction to begin. The technology that PROP purchased have begun being installed. Two projectors have been installed in the Science Lab and Art room. Six speakers and a projector have also been installed in the multi-purpose room. This project costs \$850 a room and will be continued until all classrooms have a projector. Alison is talking with administration about buying additional textbooks and CD's for older grades. A larger project that is being saved for is the \$15,000 shade structure covering the drop off/pick up area. Money is being set aside to build the Marquee but it is not a number one priority at this time.

Alison also spoke about the 2 chairperson vacancies for 8<sup>th</sup> Grade Activities and Staff Appreciation.

**Kristi Kinney motioned for Cher Downs to be the chair person for 8<sup>th</sup> grade activities and was seconded by Angie Sanich.**

**Motion from Sammie Lyons for Jana Nielson to be the chair person for Staff Appreciation and was seconded by Jennifer Steere.**

American Express is allowing employees to set aside money from their paychecks to be donated to Painted Rock Academy and AMEX will match the funds.

September 22nd at 6:00 p.m. is the next Reid Board Meeting. All PRA parents are welcome to attend this meeting.

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

A motion to approve the meeting minutes for July was led by Amber Murtagh and all voted in favor of acceptance of the July meeting minutes as written.

Bri made sure each chairperson had their folders that contain a PROP handbook, contact sheet, PROP calendar, a Getting to Know You form, and a Declaration of Confidentiality.

Bri let the group know that any news or updates that need to be in the October newsletter be sent to her by October 8<sup>th</sup>.

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

Liz started by handing out the most recent monthly budget to all chair persons. She let the group know that the budget is updated every month and if anybody would like a copy of it to contact her so she can send it.

Liz mentions that PROP purchased Quicken to make reports and recording the budget easier.

Income that has been spent so far this year is \$1,736.09. Income that has been made so far this year is \$2,778.20.

Liz explained how the Reimbursement forms work and showed where they are located. The form also needs the event and committee to be included on the form in order to be inputted into the budget. She also explained to lump your expenses if you know that you will be doing a lot of spending that month for your committee. She reminded committee chairs to make sure the amount being spent is approved in their budget before spending.

Looking for a Co-treasurer to come in a couple of times a week to write checks. A schedule can be worked out with whoever is interested.

The following updates were given from Committee Heads:

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

Angie started by talking about a binder that will be available in the PROP room with all volunteer interest forms in it. Ashley Jones put all of the volunteer interest information into a google database and will email info to committee chairs. Committee chairs will also receive the paper copy as well.

Angie mentioned the success of emailing and texting for volunteer needs.

After the meeting all chair persons can pick up their committee's contact sheet.

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

Heather Ramon talked about Caught Being Good and how she purchased about 1,000 prizes to hand out for caught being good. She is looking for help handing out prizes at the same time as

PROPsicle. She is also looking for someone to help out in November after her baby is born.

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

Kristi Kinney started by saying special events needs people to sign up to help with Fall Festival which is on November 5<sup>th</sup>. Sign up genius will be used for helping with signing people up.

Kristi is open to ideas for Spring Fling for a theme.

### **8<sup>th</sup> Grade- Cher Downs**

There is a car wash September 26<sup>th</sup> 9-11 a.m. location is still to be determined. Posters and sign-up sheets need to be made.

8<sup>th</sup> grade is doing food for Spring Fling. Aracely mentioned selling tacos.

8<sup>th</sup> grade family night is October 8<sup>th</sup> from 4-7 p.m. at Yogurtini.

Rummage sale discussed for maybe in late winter still needs administration approval.

8<sup>th</sup> grade T shirts are going to be designed by the students. Students can submit ideas and students will vote on final design.

Castles and Coasters for 8<sup>th</sup> grade lunch will be included with ticket purchase.

Dinner dance is going to be a Mexican or Italian theme.

Liz mentioned 8<sup>th</sup> grade tickets being sold for a flat price for the whole package with a deadline to pay.

The next 8<sup>th</sup> grade meeting is in October.

**Action Item: Alison Coviello is going to follow up on 8<sup>th</sup> grade activities with Cher Downs.**

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

They have been working with Mr. Bauer on getting a stencil for hop scotch and 4 square. They will be purchasing the template.

She showed the samples of the red uniforms that will be used for girls' basketball and volleyball. They would also like to purchase black uniforms for away games,

Home games are played at the Valley campus so they are trying to find a way to transport the red couch for couch potato. You purchase tickets for \$3 for couch potato and if you win you get to watch the game and eat pizza on the couch.

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

Shelby is collecting all of the homeroom parent info in order to start contacting them.

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

Michele McCue put together the lock down kits but still needs volunteers to help add water to the kits.

PROPsicles needs volunteers to help hand them out. **Pat O'Neil** and **Lyssa Walter** volunteered to help.

### **Hawk Pride – Sammie Lyons**

Sammie Lyons started by mentioning that spirit day shirts will be on sale the morning before school on Friday. **Jennifer Steere** volunteered to help.

Sammie also showed everyone where the used uniform vouchers are and to have people donating uniforms to fill them out.

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

Jana Nielson spoke about the staff lunch coming up. It will be a fall feast theme and it will be pot lock style. A sign-up sheet was passed around to sign up to bring in dishes for the lunch. Jana also needs volunteer to help October 22<sup>nd</sup> to set up and take down the lunch. Extra fall decorations are also needed.

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

Commission based fundraising has a good team helping with different areas. Valorie is doing box tops, Erica Ricci leads labels for education.

Fry's can link their card to a community reward program.

Sign up for E scrip and you can earn money when spending money at certain places.

Julia is looking into recycling ink cartridges. **Kristi Kinney** mentioned she has info for that.

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

Krystal started by saying that she needs volunteers to help with the book fair. She is really in need of help during the day November 2<sup>nd</sup>-7<sup>th</sup>. She needs to get people trained on the register. The book fair will be a monster theme.

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

Cookie Dough fundraiser will being September 14<sup>th</sup>-25<sup>th</sup>. Wednesday September 30<sup>th</sup> submit order forms. Next week posters will be hung as a reminder for the fundraiser. October 29<sup>th</sup> from 5-7 p.m. will be the cookie dough pick up day. There will be extra help needed on that day. The count will be on October 28<sup>th</sup>.

Mrs. McMillan was asked if PROP could have a 2 min. spot at the Friday assembly to promote the cookie dough fundraiser and that was approved.

**Public Comments**

The next meeting is on Thursday October 1st, 2015.

Meeting was adjourned at 9:50 a.m. by Alison Coviello

Respectfully submitted,

Bri Bojang

Painted Rock Organization of Parents

Secretary