



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

**Monthly Meeting Minutes December 1, 2016**

In Attendance:

**Executive Governing Council:**

Alison Coviello – President

Liz Fuge – Treasurer

Viola Burt - Secretary

**Committee Chairpersons:**

**Sophie Maggiore – Volunteer Communications**

Jana Nielsen – Staff Appreciation

Michele McCue – School Support

Shari Boone – Major Fundraising

Pat O'Neil – 7<sup>th</sup>/8<sup>th</sup> Grade

**Elizabeth Goings – Special Events**

Victoria Bogat - Library

**Members:**

**Candace Hallberg, Sital Sheura, Dalia Santana, Lyssa Walter, Krystal Tobin**

**Administration:**

Mr. Bauer

The meeting was called to order at 8:15a.m. by Alison Coviello. All commenced in the Pledge of Allegiance

**Guest Comments:** None

**Administration Report:**

Mr. Bauer thanked the PROP group for all it does.

**President's Report: Alison Coviello**

Alison welcomed and thanked everyone for making time to attend the PROP meeting. Next Reid meeting is Dec 8. The annual PROP holiday party is Dec 14, 2016 at 8:15am.

There is one open committee, Commission Based Fundraising, and Lyssa Walter has expressed interest in leading this committee. Michele McCue motioned to accept Lyssa as Chairperson of this committee. Pat O'Neil seconded the motion and all were in favor of Lyssa Walter as chairperson of the Commission Based Fundraising committee.

Chris Auker-Smith is leading business solicitation letters and we are looking for more volunteers to help with this. The first person that gets five letters sent out will win a \$5 gift card to the store of their choice.

**Treasurer's Report: Liz Fuge**

Liz will email the updated budget this weekend. The Cake Walk raised \$230.00. The amount made from Yogurtini Family Fun Night is still unknown. The Fall Festival was under budget. The Fall Book Fair was as successful as last year.

**Secretary's Report:**

A motion to approve the meeting minutes from the November meeting was made by Michele McCue and Jana Nielsen made a second motion. All were in favor and the November meeting minutes were approved as written.

**The following updates were given by committee chairs:**

**Library: Victoria Bogat / Heather Ramon**

The Fall Book Fair went well, bringing in \$6,300 dollars. Next time, they will order more books as soon as they see what is delivered at the beginning. The book selection was not that great for 3<sup>rd</sup> & 4<sup>th</sup> graders for this book fair. The book basket drawing did not do as well as hoped. The location outside the library for the basket drawing ticket sales table was not a good spot and next year it will be moved elsewhere. Alison would like the committee to complete a Program Event form to get feedback on the events. Spring

Book Fair dates have been changed and it is now scheduled for May 8– 12. It will be good timing for summer reading purchases. The date of the Art Walk needs to be changed to Thursday, May 11. Mr. Bauer asked that PROP find a couple of volunteers to help Mrs. Fox take down the art after the Art Walk so she can get the pieces back to the students in time for the last day of school.

PROP is putting together a more formal process for reviewing videos, from both online sources and DVDs. The Library Committee needs help reviewing these videos. It was decided that if a video is being reviewed by a PROP Committee Chairperson or Officer, then only one individual needs to review and approve it. Otherwise, two volunteers need to review and approve a video. Further discussion needs to take place as far as how the approval of a video is recorded and communicated. A form exists on the S Drive, which the teachers may or may not use, but it does not include a spot for a volunteer to give approval.

Victoria also mentioned that Valley Academy has a larger approved reading list than Painted Rock Academy has. The Committee wants to ensure that PRA's list is updated as Valley's list is updated since PRA has agreed that any book approved at Valley can go on our list.

#### **7<sup>th</sup> & 8<sup>th</sup> Grade Activities: Pat O'Neil**

The Cake Walk went well. The schedule of having a walk every five minutes worked well. Next year, we should do 10 not 12 people for each round. The Cake Walk raised \$230.

High School Night was successful. One of the five High Schools was a "no show". Pat will meet with Mrs. Harper to discuss committee activities. She also mentioned that there might be a need for volunteers for the Winter Dance. She will check with Mrs. Wolpert about this. Pat will send an email to the 7<sup>th</sup> and 8<sup>th</sup> grade parents in January to invite them to an informational meeting and to organize volunteer needs. The budget for 8<sup>th</sup> grade activities is \$4100. PROP would like the committee to raise at least \$2000 of the budgeted amount. Alison C. mentioned the need for the committee to start planning for their Spring Fling food booth now so they are better prepared.

**Action Item: Fill out the Program Event form for the Cake Walk so we have this information recorded for next year.**

#### **Special Events: Elizabeth Goings / Jana Nielsen**

The rain the night of Fall Festival made us move everything indoors. Next year, we will move some of the cafeteria tables to the hallway to create more walking space in the M.P.R.

Elizabeth is looking for vendors to contact for Spring Fling.

**Action Item: Fill out the Program Event form for the Fall Festival so we have this information recorded for next year.**

**Major Fundraising: Shari Boone**

Boosterthon went well as previously discussed.

**Volunteer Communication: Sophie Maggiore (absent)**

All the blue volunteer information forms were uploaded to the volunteer database. There are new committee volunteer lists to be printed and will be passed out shortly. Sophie checks the volunteerprop@gmail.com email account every day. Sophie requested that the committee chairpersons reach out to her if they need volunteer help.

**Athletics: Open**

**Classroom Communication: Jana Nielsen**

Mr. Bauer has the ribbons for the Geography Bee. An email will be sent out to teachers to see if any of them need help finding a parent to help with the winter class party.

**Staff Appreciation: Jana Nielsen**

No update

**Student Recognition: Victoria Bogat for Heather Ramon**

The Caught Being Good program needs help tomorrow with the first lunch period. We are considering changing Caught Being Good to later in the month beginning in February. The new date in February will be February 17. The new March date will be March 24 (later due to Spring Break), April's new date will be on April 21 and the May Caught Being Good date will be May 12. Victoria called Heather during the meeting and Heather is ok with this change.

Action Item: Alison will ask Sophie to send out message about volunteer help needed tomorrow for the Caught Being Good program.

**School Support: Michele McCue**

Michele mentioned she needs volunteers to help with the PROPsicle program this week, as she will not be available. Lyssa Walter is going to be the lead for this event. Stephanie will also be helping.

**Hawk Pride: Alison Coviello for Sammie Lyons**

Sammie was unable to attend the meeting .The Food Drive was not as successful as the previous year. We were down by about 400 food items from last year. We collected approximately 700 pieces of food. The group discussed whether the reason for the decline in donations was due to no class incentive prize attached to the event like the previous year.

**Commission Based Fundraising: Open**

There are two Box Top incentive contests this year. The two classes that collect the most Box Tops during the school year will win a pizza party. The winner for the first pizza party was Mrs. Neville's class. PROP will continue to collect Box Tops throughout the year and the second pizza party will be awarded at the end of the year in time for the last party.

Alison also mentioned the various programs our school participates in that help raise money for PROP. Those mentioned include Fry's Community Rewards, EScript, Box Tops, Amazon Smiles, American Express employee donation matching program, and Office Max Back to School Rewards. PROP also added a new program, Tyson Project A+.

Meeting was adjourned at 9:30 a.m. by Alison Coviello.