



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

**Monthly Meeting Minutes February 2, 2017**

In Attendance:

**Executive Governing Council:**

Alison Coviello – President

Liz Fuge – Treasurer

Viola Burt - Secretary

**Committee Chairpersons:**

Sophie Maggiore – Volunteer Communication

Jana Nielsen – Staff Appreciation

Michele McCue – School Support

Sammie Lyons – Hawk Pride

Shari Boone – Major Fundraising

Elizabeth Goings – Special Events

Lyssa Walter - Commission Based Fundraising

Heather Ramon – Student Recognition

Pat O'Neil – 7<sup>th</sup> -8<sup>th</sup> grade Committee

Victoria Bogat - Library Committee

**Members:**

Stephanie Armentrout, Kenda Mathewson, Lanette Stuart, Elizabeth Brown

**Administration:**

Mr. Bauer

Alison Coviello called the meeting to order at 8:15 A.M. All commenced in the Pledge of Allegiance

**Guest Comments:** None

**Administration Report:**

No comment.

**President Report: Alison Coviello**

Alison welcomed and thanked everyone for making time to attend the PROP meeting. The next Reid meeting is February 23, 2017. In 4 months, Liz and Alison will need replacements. We can still have PROP without a President but we are unable to go without a Treasurer. A letter will be going out to the parents letting them know we looking to fill these positions as well as several chair positions for the upcoming school year. We also need to know if the current committee member will stay in their current role for the upcoming school year. There is also the Vice President position open.

**Treasurer Report: Liz Fuge**

Liz updated the budget on 2/1/2017 and sent it out last night to everyone. Liz would like to buy a laser printer for PROP. She now works solely at the school and a printer would be useful because she is printing multiple pages and the copy room printer does not print these correctly. In addition, it will be convenient to use when only a few copies are needed. Sophie motioned to agree to purchase a laser printer for \$115. Michele McCue seconded the motion and everyone voted in favor to use \$115 to buy the printer. The funds for this purchase will come from the remaining accountant audit funds. If you need to use the printer, you will need to ask Alison or Liz. Mondays will be Liz's new workday for issuing checks, etc.

**Secretary Report:**

A motion to approve the meeting minutes from the January meeting was made by Jana and seconded by Sophie. All were in favor and the January meeting minutes were approved as written.

**The following updates were given by Committee Chairs:**

**Library: Victoria Bogat / Heather Ramon**

There is \$850.00 remaining in the AMEX employee-matching program. Alison would like to use a portion of this money to purchase the books that will be donated to the classrooms for the Read In Event. Victoria led a motion to allocate \$400 to purchase 27 books for this event. Jana seconded the motion and all voted in favor of this allocation. Alison mentioned the teachers need to let us know what books they

want for their classrooms for the upcoming Read In event. Victoria volunteered to help obtain copies of the requested books.

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

Car washes are on February 11 and April 8. Promotion package order forms went out this week. The T-shirt design went to the printer and the quote came in under budget.

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

Spring Fling is March 4 from 11:00 A.M. – 2:00 P.M. We have one more spot for entertainment. We need volunteers for the Dunk Tank and Mr. Bauer will help with this. The Spring Fling is open to everyone.

**Major Fundraising: Shari Boone**

We need volunteers for cookie dough delivery on April 5, 2017 from 5:00 – 7:00 P.M. Flyers will go out Monday for this fundraiser. Chipotle proceeds was around \$963.00.

**Volunteer Communication: Sophie Maggiore**

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 to reach out to the people on their list(s) for volunteer help.

**Athletics: Open**

Field Day is on February 22 starting at 8:15 A.M. and will go until 2:50 P.M. We need volunteers for the younger grades but 7<sup>th</sup> – 8<sup>th</sup> grades do not need as much help. If we do not get enough help by February 10, we will cancel Field Day.

**Classroom Communication: Jana Nielsen**

Jana will send out an email to the teachers to see if any volunteers are still needed for their classroom's Valentine's Day Party.

**Staff Appreciation: Jana Nielsen**

**Student Recognition: Heather Ramon**

Caught Being Good needs some help with the first lunch period.

**School Support: Michele McCue**

Michele is looking for volunteers to do school tours and screen the Kindergarten applicants from March 6 – March 9. This need will be included in an email going out to volunteers soon. Viola will be able to volunteer on March 6 and March 9. Spring Picture Day is February 23 and we need a few volunteers.

**Hawk Pride: Sammie Lyons**

We will be doing a sales promotion for Used Uniforms, which is a “Buy One, Get One Free” for the month of March.

**Commission Based Fundraising: Lyssa Walter**

Campbell’s Soup Labels for Education program will be ending this year.

Alison Coviello adjourned meeting at 9:30 A.M.