



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

**Monthly Meeting Minutes July 26, 2016**

In Attendance:

**Executive Governing Council:**

Alison Coviello – President

Jennifer Steere – Vice President

Liz Fuge - Treasurer

**Committee Chairpersons:**

Angie Sanich – Volunteer Communications

Jana Nielsen – Staff Appreciation

Michele McCue – School Support

Heather Ramon – Student Recognition

Sammie Lyons – Hawk Pride

**Members:**

Shari Boone, Pat O'Neil, Sophie Maggiore

**Administration:**

Mr. Bauer

The meeting was called to order at 8:21 a.m. by Alison Coviello. All commenced in the Pledge of Allegiance.

### **President's Report: Alison Coviello**

On behalf of PROP, Alison welcomed Mr. Bauer, as the new principal.

Alison reported that the vote to purchase new shelves was approved over the summer. She purchased two new shelves, at a cost of \$30.00 each.

Alison requested that committee chairs, whose roles were now ending, please meet with the new chairperson who will be taking their role before the beginning of the year. Please provide as much pertinent information as possible to make for a smooth transition.

Resignations were announced including Bri, Rebekah, Shelbey, and Julia. This leaves vacancies in the following roles: Secretary, Athletics chairperson, Classroom Communication chairperson, and Commission Based Fundraising chairperson. In addition, we will need people to take over the administration of the Box Tops program and writing staff birthday cards. Michele McCue has volunteered to write the staff birthday cards which Alison has purchased. It was noted that the duties of the Classroom Communication committee will be changing somewhat. It was also noted that for Commission Based Fundraising, the Family Fun nights were basically scheduled, although someone needs to schedule a Family Fun Night for January 26<sup>th</sup>, 2017. We are looking at Chipotle because we keep 50% of the proceeds.

August 18<sup>th</sup> is PROP Volunteer Night for 6:00 to 7:30. At this time committees (chairpersons) are asked to be available to provide information and recruit volunteers for their committees as well as other committees needing chairpersons and members.

Meet the Teacher Night is August 8<sup>th</sup>. We are asking for volunteers to sign up for 30 minute time slots to help with used uniform/spirit shirt sales, as well as provide information about PROP.

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

Before Liz began speaking about the 2016-2017 budget, Alison stated that if things on the budget changed, the budgeted amount either went up (due to larger enrollment, more students on Honor Roll, etc.) or were removed completely because the expenditure is no longer needed (for example, sports uniforms were a one-time purchase).

Liz explained that the old budget will be closed out. After today, no reimbursements will be made from that budget's expenses. From this point on, you may save receipts to submit on the next budget. Liz explained that the new budget may be a tighter budget. There is some uncertainty about the amount of money we will make on Boosterthon, with its change to a fall fundraiser after being in the spring 2016. The new budget details us bringing in approximately \$52,000 in income and us spending approximately \$47,000.

Jana Nielsen moved to approve the 2016-2017 PROP budget. Michele McCue seconded the motion. A vote was taken and the budget was approved.

Liz iterated that PROP was very successful last year. We were able to give \$25,000 to the school. Mr. Bauer noted that 27 classroom projectors were installed.

**Secretary's Report: Alison Coviello for Bri Bojang**

Alison asked the group if they reviewed the May meeting minutes.

Alison distributed binders to all committee chairpersons. These binders will hold information pertinent to the committee functions and duties. The chairperson should expect to pass on the binder to the next chairperson. These binders can hold items such as job descriptions, calendars, contacts, and any notes the chairperson feels would be helpful for the next person to know. There is also a new confidentiality notice in the binder. A new agreement must be signed every year.

The following updates were given by committee chairs:

**Library: Krystal Tobin (not present)**

No update given at this time.

**8<sup>th</sup> Grade Activities: Alison Coviello for 8<sup>th</sup> Grade**

The promotion activities all went well. We are looking forward to having Pat O'Neil as our new chairperson. There was some discussion of changes for next year's activities, including having the dinner be catered by a private caterer.

**Special Events: Kristi Kinney (not present)**

No update given at this time.

**Major Fundraising: Amber Murtagh (not present)**

No update given at this time.

**Volunteer Communication: Angie Sanich**

Sophie, our new chairperson for the 2016-2017, will create a volunteer sign-up through Sign-up Genius for Meet the Teacher night on August 8<sup>th</sup>. Help is needed for used uniform sales, spirit t-shirt sales, and general PROP information. Sign-ups will begin at 5:30, for 30 minute slots.

**Athletics: Rebekah Benz (not present)**

No update given at this time.

**Classroom Communication: Shelby Echols (not present)**

Alison mentioned that there will be new sign-up sheets for Meet the Teacher night. Parents may sign up per event or classroom party, rather than signing up solely as homeroom parent.

**Staff Appreciation: Jana Nielsen**

No update given at this time.

**Student Recognition: Heather Ramon**

No update given at this time.

**School Support: Michele McCue**

Help is still needed for school tours and the Emergency Kits.

**Hawk Pride: Sammie Lyons**

Sammie reported that after a vote of PROP chairpersons, the winning shirt was design #1. For these newly designed spirit t-shirts, we will go through Boosterthon's t-shirt company. The cost per shirt is significantly less than our previous company. There will be a women's cut available for sale. For the beginning of the year, the new design t-shirts will sell for \$10 each and the original design will sell for \$5 each.

Sammie will need help at Meet the Teacher night for used uniform sales and spirit t-shirt sales. Those who will be selling t-shirts should make sure they have the Square app on their smart phone. Liz will update our account for the new items and pricing. Sophie said she will be able to donate a Square card reader to PROP.

School uniform sales will change to the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month. The uniform shop is open from 7:30-8:15 a.m. and 2:15-3:30 p.m. We need people to work the uniform sales. It would be ideal to have someone who could come regularly. We will have the used uniform donation bins out for the first week of school.

Sammie needs help sorting and hanging uniforms prior to Meet the Teacher Night.

There was some discussion about the creation of a school spirit decal. Nothing has been decided.

**Commission Based Fundraising: Julia Mui (not present)**

No update at this time.

**Amendment**

There was an email vote to approve the May meeting minutes. The vote was unanimous to approve the minutes.

Meeting was adjourned at 9:22 a.m. by Alison Coviello.

Respectfully submitted,

Jennifer Steere

Painted Rock Organization of Parents

Vice President