



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

**Monthly Meeting Minutes November 3, 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

Heather Ramon – Student Recognition

Sammie Lyons – Hawk Pride

Shari Boone – Major Fundraising

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

Elizabeth Goings – Special Events

**Members:**

Krystal Tobin, Lyssa Walter, Candace Hallberg, Chris Smith, Sital Dhruva, Dalia Santana,

**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. Boosterthon did very well with 59% of the \$31,000 kept by PROP. A regular fundraiser lets the school keep between 40% and 50%. For example, cookie dough sales earns PROP 40% of the proceeds. The money is earmarked for the purchase and installation of an awning on the North side of the building where the pick-up and drop-off area is. This will most likely be done in the spring. The online pledge system made it easy for people to pledge. Moving Boosterthon to the fall was a great idea. Next year, the pep rally will not be on a Friday but rather the following Monday. Tomorrow, Mr. Bauer will be hit with 25 balloons filled with water since the school made our Boosterthon fundraising goal.

Alison met with the VAPO (Valley Academy Parent Organization) President and found out that VAPO has five committee positions open. Peter Piper Pizza has offered to host a meeting with PROP and VAPO officers and chairperson and they have offered to provide 20 pizzas.

Alison will not be president next year as well as Liz will not be treasurer next year. Sammie may be interested in the position of treasurer for the next year. Stephanie may be interested in the treasurer role as well.

Alison discussed PROP's policy about who handles money. She wants to put the practice of only chairpersons and officers handling money into the bylaws. Alison is working on proposed changes to the PROP bylaws and she hopes to present the proposed changes at the beginning of the year.

**Treasurer's Report: Liz Fuge**

Liz mentioned that PROP did well with Boosterthon. We brought in \$31,000 and we get to keep 59% of that. We only spent \$10,000 this month but \$9,000 of that was the pay out to Boosterthon. That amount only included the amount of the first two Boosterthon pay out invoices so we will have to pay more once we receive the new invoice after the next count day. Liz is going to start emailing the budget each month instead of providing a printed copy. If a recipient loses, a PROP reimbursement check there is a \$30 bank fee so the recipient will have to pay that amount for a check to be reissued.

**ACTION:** Alison will call the Boosterthon contact to get the late invoices.

**Secretary's Report: Viola Burt**

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

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

**Library: Victoria Bogat / Heather Ramon**

The Fall Book Fair is going well; sales are good and the schedule works well with the library Specials schedule. Next sale, we need to make sure the teachers know that the students will not be permitted to buy from the book fair during Library Special times, and instead will just be able to preview.

Victoria has bought about 100 books for the recommend reading list using the money donated by AMEX. There will be three baskets of books as part of a prize drawing at the Fall Festival. The ticket sales for these baskets needs to be handled by a chairperson or officer. Shari Boone volunteered for this role.

Alison is putting together a reading event called a Read In, where professionals will go to the classes and read to them. This event will be held on April 18th. Alison is looking for a partner for the event. The books read at the event will be purchased by PROP and will then be donated to the class.

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

The cakewalk is tonight. We still need volunteers to bring in cakes. Pat was informed that if she does not have enough cake donations, PROP still has a gift card from Winco from last year. Liz was also able to find \$52.00 in the budget for Fall Festival if needed for cakes. We only have 6 cakes and we need 17 total. Some volunteers attending the meeting will bring in cakes. The set up for the cakewalk is at 5:45 P.M.

High School Night is November 9 and there will be six high schools attending. Nikki Bermudez is leading this event and Pat will be there to help. The Yogurtini Family Fun Night, benefitting the 7<sup>th</sup> & 8<sup>th</sup> grade Activities Committee, is scheduled for November 17 from 3:00 -7:00 P.M. on 7<sup>th</sup> Street & Bell Road.

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

Fall Festival plans are going well but we still need a few more volunteer to show up. We will have a tent if it rains for the outside games. Sophie will be there to let volunteers know where they are working. The committee will be using brown bags for the kids' candy. We are still in need of more candy. Most of the events are indoors. Set up for the event begins at 5:30 P.M. and Jana is responsible for the set-up of the outside games. The Girl Scout troop will set up and clean up and they will have a craft table. The school only allows five or so people to help set up in the M.P.R. so it does not affect Boulder Club.

**Major Fundraising: Shari Boone**

Boosterthon went well as previously discussed.

### **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**

Turkey Trot is on November 21<sup>st</sup> and 22<sup>nd</sup> in the morning. We still need volunteers, so an email will be sent out. Viola Burt will wear Turkey costume. Shari will be the MC. Krystal will help if she is off work. Jana ordered the ribbons for Turkey Trot and we will have these by Nov. 15.

In addition, we need team parents to take care of water, etc. on sport game days.

### **Classroom Communication: Jana Nielsen**

Turkey Trot – We may need volunteers to help make the class posters. Contact Jana or teacher to help. The Spelling Bee awards and ribbons **Staff Appreciation** – Jana Nielsen were ordered from Blue Ribbon Awards on Cave Creek Road. Jana also made the decision to add a third place trophy.

### **Staff Appreciation: Jana Nielsen**

The Staff Appreciation Lunch went well and the next event is Staff Appreciation Week in May. The Homeroom parents for each class have not yet received the Teacher Interest Surveys that include the teacher's likes and dislikes. Since we moved away from a single homeroom parent per class it makes more sense to send out the form to each parent.

**ACTION:** Jana will create a two-sided flyer to send home with each student that will include the Teacher Interest Survey.

### **Student Recognition: Heather Ramon**

Heather ordered \$340 worth of prizes for Caught Being Good. This was the rest of her budgeted money. She believes she has enough help for tomorrow's Caught Being Good event. Honor Roll Ice Cream went well this quarter.

### **School Support: Michele McCue**

Michele mentioned that she needs help with PROPsicle 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: Sammie Lyons**

Food Drive is scheduled for Nov. 14 -18.

**Commission Based Fundraising: Open**

The class that turns in the most Box Tops will get a pizza party sponsored by PROP.

Alison also mentioned the various programs our school participates in that helps 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.

**Amendment**

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