



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

Monthly Meeting Minutes October 6, 2016

In Attendance:

Executive Governing Council:

Alison Coviello – President

Liz Fuge - Treasurer

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

Victoria Bogat – Library

Pat O'Neil – 7th/8th Grade

Elizabeth Goings – Special Events

Members:

Angie Sanich, Bri Bojang, Viola Burt, Elizabeth Brown, Gaim Al-Mawsawi (G.G.), Tracy Gillespie, Sital Dhruva, Rebekah Benz, Nicole Adams Doyle, Sarah Spina, Dalia Santana, Kendra Mathewson, Harold Rammath, Stephanie Armentrout

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:

No report.

President's Report: Alison Coviello

Alison welcomed and thanked everyone for making time to attend the PROP meeting. Alison introduced Viola Burt and informed group that Viola is interested in taking on the role of secretary until the end of this school year. Michele made a motion to elect Viola Burt as Secretary of PROP. Jana Nielsen seconded the motion. All members voted in favor and the motion passed to elect Viola Burt as PROP Secretary for the rest to this school year. Construction for the shading at the drop off and pick up area will most likely start in the summer of 2017. VAPO and PROP would like to start meeting with each other to share ideas. The VAPO President wanted to thank PROP for the easy and fast transfer of funds to their school when a student transferred to Valley. The next Reid Meeting is October 22nd.

Treasurer's Report: Liz Fuge

Liz updated the budget from the beginning of the school year. From August –September, we have spent \$640.00 .We have not spent more than we have made. We will need a new treasurer for the upcoming school year.

Secretary's Report:

A motion to approve the meeting minutes from the September meeting was made by Michele McCue and a second motion was made by Jana Nielsen, 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

Library volunteers needed for Fall Book Fair, which runs from Nov.1st – November 4th before and after school from 7:15 - 8:15 A.M. and again from 2:00 – 4:00 P.M., as well as during the Fall Festival on Thursday, Nov. 3rd. The Library Committee will handpick cashiers. An email will go out to the volunteer database Wednesday about the volunteer needs for the fair. Preview for the book fair is on Oct 31st for

teachers. There will be a basket drawing to raise money. There will be 3 different age level baskets to win. We have received back 20 of the 40 books out for review. The lollipop sales at the book fair goes towards the All for Books program. Scholastic matches the donation and donates books to low income areas.

ACTION : Committee needs to see if the students will be able to buy books at the book fair during their scheduled library time or just before and after school and at Fall Festival.

7th & 8th Grade Activities: Pat O'Neil

There will be no car wash fundraiser this year because there were not enough volunteers for the event last year and overall, it just was not successful. There will be a cakewalk at the Fall Festival. The 8th grade class is donating the cakes hopefully. There will be a flyer going out about this. PROP will be setting up and doing tickets sales for this. Liz and Pat will get together to discuss the cakewalk further.

ACTION: An email will be sent out to all of the volunteers letting them know what is going on with various programs and events and how they can help.

Special Events: Elizabeth Goings / Jana Nielsen

Fall Festival details include having a food truck or providing dinner food for attendees. Cotton candy and kettle corn will also be sold. A flyer needs to be made as well as signage. Volunteers are needed to run booths and PROP committee chairs or officers will deal with the money at the event. Liz has the form for the cash withdrawal needs. The form needs to be filled out and returned to Liz so she can get the cash the committee will need. We also have a need for volunteers to set up and break down the festival.

Basic games will be used that we already own with an “Under the Sea” theme to go with the Book Fair Bookaneer theme.

Jana mentioned they are trying to build the committee with more volunteers. We are looking for someone especially to lead the Basket Drawing for Spring Fling. The group discussed how we need a subcommittee to lead business solicitation not only for the Spring Fling basket drawing but also for other events and programs. Anyone interested in helping with this needs to meet with Alison first as there is a certain way we do this.

ACTION: Rebekah will go to WinCo for a possible donation. Alison has the cover letter that needs to be updated and sent to the business.

Major Fundraising: Shari Boone

Pep Rally is September 23. Fun Run October 7.

Need Volunteers. A Sign up Genius link will be created. Michele McCue and Jana Nielsen will help with prize distribution. PRA has received 97% of our target goal in pledges. Boosterton T-shirts are available free for volunteers working that day.

Volunteer Communication: Sophie Maggiore

The Blue forms have all been uploaded to the system and there are new ones printed and will be passed out today. Sophie checks the volunteerprop@gmail.com email every day. Sophie requested that the committee members reach out to the people on their list for volunteer help.

Athletics: Open

Turkey Trot is Monday and Tuesday morning before Thanksgiving. Rebekah Benz said she will organize this. Rebekah mentioned we need someone to dress up as the turkey for Turkey Trot. Viola Burt agreed to do it. An emcee for the event is still needed. Krystal will help if she is off work.

Alison mentioned that we need team parents to take care of water, etc. at each practice and game.

Classroom Communication: Jana Nielsen

In regards to Turkey Trot, Jana mentioned we might need volunteers to make the poster for the younger grades. She asked that people contact her or teacher. Jana mentioned that for Spring Fling, we need volunteers to staff the booths and set up for the March 4, 2017 event. The sign-up sheet for this homeroom parent duty was worded in an unappealing manner so that is probably why it is an unfilled responsibility for many classes. The main responsibility is to help staff the booth and it does not require designing or building the game.

Staff Appreciation: Jana Nielsen

Staff lunch is October 20th. It will have an autumn theme with the food consisting of soup, chili, and sandwiches. Sara Spina would like to sign up for chili. We will need help with food, set up, and break down of the event.

Student Recognition: Heather Ramon

A monthly volunteer or two is needed for Caught Being Good from 10:30 – 1:00. Caught Being Good occurs on Spirit Day. Honor Roll Ice Cream will occur on October 28th. Students who make honor roll are invited to attend a ceremony at the end of school year. There are three levels of Honor Roll: Teachers, Principal, and Board of Directors.

School Support: Michele McCue

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

Kit needs include: AAA batteries, Ritz Crackers, Water and lollipops.

Hawk Pride: Sammie Lyons

Michele McCue needs PROPsicle volunteers from 10:30 – 1:00 on Spirit Day this month and ongoing.

ACTION: Sammie is going to schedule the Food drive for Nov 14 -16.

Commission Based Fundraising: Open

We need a volunteer to make a new leader board for the Box Top program in the next 2 weeks. Sammie Lyons agreed to work on this.

Alison also mentioned the various programs we participate in that helps raise money for PROP. Those mentioned included: Fry's Community Rewards, Escrip, 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.