



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

**Monthly Meeting Minutes**

**September 7<sup>th</sup>, 2017**

In Attendance:

**Executive Governing Council:**

- Jennifer Steere- President
- Elizabeth Brown- Secretary
- Jessica Hayes- Treasurer

**Committee Chairpersons:**

- Krystal Wilhelm- Volunteer Communications
- Matt Lukase- School Program Support
- Stephanie Armentrout- Staff Appreciation
- Michele McCue- Hawk Pride
- Lyssa Walter- Commission Based Fundraising
- Anne Bonior- Athletics
- Heather Ramon- Student Recognition

**Members:**

Michelle Nolan, Marsha Nolan, Fatharne Voily, Amber Murtagh, Ramadevi Devireaaay, Chelsea Alderman, Kenda Mathewson, Ricquia Ross, Victor Berrelez, Midhi Sherlma, Jennifer Smith, Jorge Baysa, Edwin Fernandez, Renee Phillips, Luella Gourgue

**Administration:**

Mr. Bauer

The meeting was called to order at 8:16 A.M. All commenced in the Pledge of Allegiance. Jennifer Steere introduced herself and welcomed everyone to the meeting.

**Guest Comments:**

None given

### **Administrator Report:**

Mr. Bauer thanked PROP and their purchase of the shade structures. He needs ideas of what we will be raising money for this year. He was hoping to think of something that will get the kids excited. One idea he had was improvements on the playground. Administration need ideas soon, though.

### **President Report: Jennifer Steere**

Jennifer made a special thanks to Michele McCue for all her work in and on the PROP room.

Jennifer introduced Amber Murtagh who volunteered to fill the open role of Classroom Communications chair. Michele McCue motioned that Amber be appointed as Classroom Communications chair; Lyssa Walter seconded. All voted and approved to make Amber the new Classroom Communications chair person.

Sammie Lyons volunteered to fill the open Vice President role. Michele McCue motioned that Sammie be appointed to Vice President; Amber Murtagh seconded. All voted and approved to make Sammie the new Vice President.

The Code of Ethics sheet was distributed to the governing council members. This is a document holding PROP members to a certain behavioral standard of Painted Rock Academy and to protect the organization in the future. Jennifer read the sheet aloud. Governing council members needed to sign a sheet stating that they agree to the Code of Ethics.

Important Upcoming dates were mentioned:

- Peter Piper Family Fun Night- Sept. 15<sup>th</sup>
- Reid board meeting- Sept. 28<sup>th</sup> 6 P.M.

### **Secretary Report: Elizabeth Brown**

The July meeting minutes were passed around. Elizabeth asked for a motion to approve the July meeting minutes as written. Amber Murtagh motioned to approve the minutes; Jennifer Steere seconded. All voted and the motion passed to approved the July 2017 minutes as written.

### **Treasurer Report: Jessica Hayes**

Jessica passed out budget sheets for each committee to review.

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

#### **1. Commission Based Fundraising- Lyssa Walter**

Lyssa again reminded everyone about the upcoming Peter Piper Family Fun Night. The next Family Fun Night Fundraiser will likely be at Chipotle in November. Lyssa mentioned the other fundraising opportunities that we currently participate in such as Box Tops, Amazon, Fry's, Tyson labels, and more.

#### **2. Major Fundraising- Shari Boone**

Shari was not present at the meeting but Jennifer Steere talked about Boosterthon coming up in October (10<sup>th</sup> for Pep Rally and 20<sup>th</sup> for the Fun Run). She explained to the new parents how Boosterthon works (students collecting pledges and different challenges). We will be needing volunteers for both the actual run and prep work. Our financial goal \$19,000.00. Lyssa Walter noted that Boosterthon is on a half day this year. Jennifer agreed that kid-centered goals are a priority this year, maybe something for music classes, PE class, or new technology. PROP members have shown interest in doing a small electronic sign for PROP use out by the pickup line.

**3. Hawk Pride- Michele McCue**

Michele does not know exactly how much money we've made so far this year with Spirit shirts, used uniforms, and PROPsicles, but she did say that everything has been going well. Michele explained how the PROPsicle program works.

**4. Student Recognition- Heather Ramon**

Heather stated that Friday, Sept. 15<sup>th</sup> is the first Caught Being Good where a lunch time "prize redemption booth" is set up for kids who have tickets. Donations are always accepted for small prizes. Help at the booth is always welcome.

**5. Library Committee- Victoria Bogat**

Victoria was not present at this meeting, but Heather Ramon gave an update.

Book Fair is coming up Oct. 30<sup>th</sup>- Nov. 3<sup>rd</sup> and will be Western theme. Volunteers will be needed for set up on Monday and to run the book fair. An email will be sent out to get volunteers.

Western-themed decoration donations will be accepted as well.

For the recommended reading list, they are trying to figure out how to combine our list with Valley Academy's list because theirs is more comprehensive. Volunteers are always welcome to help read children's books to get on the approved reading list.

**6. Special Events- Jenifer Lovejoy**

Jenifer was not present, so Jennifer Steere talked about the Fall Festival coming up on Nov. 2<sup>nd</sup>. We are trying to think of new ideas for this event, possibly a small petting zoo.

**7. Volunteer Communications- Krystal Wilhelm**

Krystal is hoping to have a list of volunteers for each committee sent out by tomorrow. She needs know about volunteer needs so she can send out emails/sign-up genius. She has several people helping her with certain tasks and someone interested in being her co-chair.

**8. School Program Support- Matt Lukase**

Matt has Luella helping him out this year. He still needs to work on the Classroom Emergency Kits. Oct. 12<sup>th</sup> is fall picture day and volunteers will be needed. School Support will also be heading campus tours and kindergarten screening. Luella introduced herself as co-chair and will be available during the day while Matt is working.

A "vote of confidence" was asked to make Luella the co-chair. Michele McCue motioned to vote Luella as co-chair; Elizabeth Brown seconded. All approved to make Luella the co-chair of Classroom Communications.

**9. Athletics- Anne Bonior**

Anne is still needing team parents for most of the sports teams (volleyball, cheer, & football). Basketball and Track will be coming up later in the year. Turkey Trot is coming up in November and will be needing volunteers. Field Day is in February.

**10. Classroom Communications- Amber Murtagh**

Amber Murtagh was voted as chair earlier in the meeting. She will be "liason" between PROP and each classroom to makes sure classroom needs are met.

**11. 7<sup>th</sup>/8<sup>th</sup> Grade Activities- Liz Fuge**

Liz was not present at the meeting. She will coordinate 2 car washes and a booth at Spring Fling for fundraising for 7<sup>th</sup> & 8<sup>th</sup> grade.

**12. Staff Appreciation- Stephanie Armentrout**

Staff birthday cards are underway. She will coordinate the Staff Lunch on Oct. 19<sup>th</sup>. She is trying to figure out a theme of food and an email with a sign-up genius will be sent out to volunteers. There was discussion about having the birthday cards at the monthly meeting for PROP members to sign.

**The floor was opened for the following discussions:**

Lyssa Walter can accept pictures of different events to be used in the yearbook.

Stephanie Armentrout needs the sheets from teachers with their 'likes' and 'interests'.

There was discussion about creating a Dropbox to upload pictures, setting up a Goodwill drive, and sending out letters to accountant firms to encourage people to donate to Painted Rock.

The meeting was adjourned by Jennifer Steere at 9:28 A.M.

Respectfully submitted,

Elizabeth Brown

Secretary

Painted Rock Organization of Parents