



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

Monthly Meeting Minutes April 7, 2016

In Attendance:

Executive Governing Council:

Alison Coviello – President

Jennifer Steere – Vice President

Liz Fuge- Treasurer

Bri Bojang-Secretary

Committee Chairpersons:

Kristi Kinney – Special Events, Athletics

Angie Sanich – Volunteer Communications

Jana Nielsen – Staff Appreciation

Rebekah Benz-Athletics

Michele McCue – School Support

Amber Mutagh – Major Fundraising

Heather Ramon – Student Recognition

Krystal Tobin – Library

Sammie Lyons-Hawk Pride

Members:

Shari Boone, Elizabeth Goings, Lyssa Walter, Karen Schnee, Maria Lopez, MaryKay Ammons, Danielle Hert,

Administration:

Ms. McMillan

The meeting was called to order at 8:15 a.m. by Alison Coviello. All commenced in the Pledge of Allegiance.

Guest Comments: None

Administration Report:

Ms. McMillan thanked PROP for the completed installation of the sound system in the multipurpose room.

Ms. McMillan also stated that she will not be returning next year. She is going to a role in her family's business. Mr. Bauer will become the new Principal of PRA. The school has not yet announced the new Vice Principal.

President's Report: Alison Coviello

Alison reported that roles are open for next year. All roles are a 2 year commitment and all officers and committee chairs were asked to please consider finishing their terms. Special Events, Major Fundraising, and Library are a few of the committee chairs that will be open. She would like to encourage more than one person to sign up for each committee to help make it run the best it can.

Alison mentioned that the Volunteer Appreciation dinner is in 2 weeks and encouraged people to sit at different tables in order to meet new people and hopefully get more people helping with PROP.

After this year, Alison's 2 year term is finished. She is willing to run again for the President position but would like it noted that she is not agreeing to commit to another 2 year term. She would like to help someone take over the role.

Alison then spoke about Boosterthon. Jennifer, Alison, and Amber discussed that there was too much going on in the Spring to do Boosterthon then and they would like to move it to the Fall. She mentioned that Reid's rule is that we cannot do 2 fundraisers in 1 semester so if we move Boosterthon to the Fall, we will have to move whatever other fundraiser we do to the Spring. In order to reserve our date for Boosterthon, a \$2,000 deposit needs to be paid. It was agreed upon that \$2,000 will be allocated to reserve either October 7th or a date in November for Boosterthon next school year.

Ms. McMillan also confirmed that testing will be done in March again next year.

The next Reid Board meeting has been cancelled.

Action Item: Alison, Liz, and Ms. McMillan need to sit down to talk about the Boosterthon teacher percentage pay out.

Treasurer's Report: Liz Fuge

Liz started by talking about budget updates and the summary of monthly expenses. This month's income is \$8,488 and we have spent \$6,200.

Liz talked about the taxes being filed. PROP has to file taxes because we hit \$50,000 in the account. The taxes were due in December but an extension was given. Another extension was also given once Alison and Liz were informed by the accountant that all business solicitations received last year need to be tracked.

Liz then talked about Boosterthon numbers. Boosterthon brought in \$28,000 this year which is more than what was brought in last year. After payouts and incentives spent which are \$9,000, PROP is left with a profit of \$19,000. Teacher incentive pay outs still need to go out which will affect the final PROP profit.

Secretary's Report: Bri Bojang

A motion to approve the meeting minutes from the March meeting was made by Alison Coviello and a second motion was made by Jennifer Steere, all were in favor.

Bri gave thanks to Jennifer Steere for filling in for her in the month of March.

The following updates were given by committee chairs:

Special Events: Kristi Kinney

Kristi reported that she contacted the inflatable rental company (White Knight Party Rental) and informed them of our dissatisfaction in their employees' job performance at Spring Fling. One of the inflatables also would not blow up properly so she is waiting for a reimbursement check from the company for the amount of that rental.

The 8th grade food booth should be paying PROP \$279 back which was the cost of the food supplies. Liz then informed Kristi that PROP covered the \$279 for the 8th grade food booths because they did not make that much money this year.

Major Fundraising: Amber Murtagh

No Update.

Volunteer Communication: Angie Sanich

Angie is working on getting a Sign Up Genius ready for the Book Fair.

Skills assessment testing is also in need of volunteers for 8:30 and 12:30 tours. The volunteers are needed the week of April 25th – April 29th.

Kristi mentioned that someone is needed to take over High School Night. She said that she has already prepared everything for that night so it will be easy for someone to take it over. It is essential that someone contact the school now with a "Save the Date" message to ensure High School participation in this event.

School Support: Michele McCue (not present)

No update, other than what was mentioned about volunteers for the Skills Assessment tours.

8th Grade: Karen Schnee

Karen reported that the T-Shirt sales are going well. The 8th grade students have permission to wear their shirts every Friday until the end of school. They are still waiting for 4 kids to pay. Extra shirts were ordered in case students changed their minds or different sizes were needed.

Liz mentioned that money was not adding up from T-Shirts so Karen and Alicia need to go through the money again to make sure that they did not go over on their budget.

The 8th Grade Field Trip will be Tuesday, May 17th at Castles and Coasters. All of the details have been settled. A hamburger lunch deal will be included in the price for the field trip.

Volunteers are needed to help decorate for 8th grade Promotion. Karen has received 2 quotes for the Promotion Dinner and is waiting on a third quote before making their decision. Aracely is interested in doing the centerpieces for promotion but nobody has gotten in contact with her yet.

Action Item: Karen needs to meet with Alicia to discuss a flyer going out for the Field Trip and get a copy sent to Alison ASAP for approval.

Action Item: Alison needs to get Aracely's new email address to Kristi Kinney who is leading the decoration portion of the committee.

Library: Krystal Tobin

Krystal reported that the Spring Book Fair will take place from April 25th-29th. She is in need of more volunteers during the day and afternoons. She will not be able to be there every day during the day like she was at the Fall Book Fair so she really needs volunteers. A Sign Up Genius is being made in order to gain more volunteers. There is busy work such as cutting circles and sorting flyers that needs to be done that Maria Lopez has volunteered to do.

Athletics: Kristi Kinney for Rebekah Benz

Kristi talked about the shirts for Track were made.

Alison mentioned that PROP has made sure all PRA sport have uniforms this year which is a great thing PROP accomplished this year.

Staff Appreciation: Jana Nielsen

Staff appreciation is the 1st week of May. The theme is “A World of Thanks”. Each day will be a meal or snack from an area of the world. Monday is American fare, Tuesday will be a Mexican nacho bar, Wednesday will be Italian pizza (donated by Peter Piper Pizza) and salad, Thursday will be Indian/Middle Eastern cuisine, and Friday will be a European themed breakfast.

A highlighter will be purchased for each teacher and put in their box with a note that says, “You Highlight our World”.

Jana also mentioned an idea to sell carnation flowers before and after school that students and parents can purchase and bring to their teacher during Staff Appreciation Week.

There will be a poster making party during the last week of April to make posters for all of the teachers and staff who don't have a volunteer making one for them.

Action Item: Jana needs to send Ms. McMillan a list of the foods dates and times and to CC Alison on that email.

Action Item: Alison and Ms. McMillan are going to meet to talk about flower sales.

Classroom Communication: Shelby Echols (not present)

Action Item: Alison needs to meet with Shelby to talk about homeroom parents and Staff Appreciation

Student Recognition: Heather Ramon

Honor Roll Recognition ceremony certificates will be printed at Costco because that is the best price. Heather mentioned that she has a friend that does calligraphy who can write the names nicely on the certificates. Ms. McMillan said to print a few extra just in case.

The chairs have been ordered and now just need people to help set them up immediately after school on the day of the ceremony (Wednesday, May 18th).

Ms. McMillan mentioned that they have Honor Roll bumper stickers that will be given to each student on the ceremony night.

Hawk Pride: Sammie Lyons

Sammie talked about creating a flyer to advertise for donating used uniforms before the end of the year. She also wants to do more advertising to families on the New Parent Orientation night about used uniform sales.

Alison mentioned that strong consistent volunteers are needed for the used uniform sales on the Tuesdays and Thursdays sale days. Sammie would like to consider new monthly sale days for next year.

A lot of Spirit Day shirts were ordered so it was talked about selling them at a discount as we are looking at creating a new design to celebrate the 5th anniversary of the school.

Stickers for cars was also talked about but nothing has been decided yet.

Commission Based Fundraising: Alison Coviello for Julia Mui

Alison reported that someone is needed once a month to collect Box Tops. Box Tops have not been collected in a while and parents are confused about when to bring them in to teachers.

An idea of zip lock bags in each teacher's box once a month to collect box tops was discussed.

Action Item: Alison needs to get a hold of Valerie Lerma who is responsible for this program.

Meeting was adjourned at 9:39 a.m. by Alison Coviello.

Respectfully submitted,

Bri Bojang

Painted Rock Organization of Parents

Secretary