



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

Monthly Meeting Minutes

May 3rd, 2018

In Attendance:

Executive Governing Council:

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

Committee Chairpersons:

- Jenifer Lovejoy- Special Events
- Stephanie Armentrout- Staff Appreciation
- Lyssa Walter- Commission Based Fundraising
- Heather Ramon- Student Recognition
- Michele McCue- Hawk Pride
- Amber Murtagh- Classroom Communications
- Anne Bonior- Athletics

Members:

Sherry Ehmry, Sandra Zimmermann, Juergen Zimmermann, Elizabeth Kosloski

Administration:

Mr. Bauer

The meeting was called to order at 8:15 A.M. All commenced in the Pledge of Allegiance.

Guest Comments:

No comments

Administrator Report:

For the new playground equipment, Mr. Bauer suggested getting new heavy-duty poles for tether balls since the ones currently in use are flimsy. Otherwise, the kids really like playground equipment. For Staff Appreciation week, all the staff was very thankful for their treats from PROP. Mr. Bauer thought that Penny Wars was a wonderful success but for next year, PROP should consider moving the jars somewhere that wouldn't be so disruptive to the preschool and administration. For the upcoming assembly on Friday, Box tops winners will be announced but he didn't have anything else on the agenda. He asked PROP if they had any other announcements and for some ideas to make the final assembly a little more fun. Lyssa suggested that they mention the upcoming Peter Piper Family Fun night. Heather said that they can make a book fair announcement.

President Report: Jennifer Steere

Jennifer reported that the playground equipment has been installed. She invited Michele to speak more about it. Michele said that the installers were good and worked hard. Everything went in well. The only issue is the tether ball poles that have gotten a bit bent with use.

Jennifer said that we've been doing well financially this year. We've been able to fund everything with leftover money. She said that PROP wants to use some of this excess money to get a shade structure for the new playground equipment. It will be a blue 30'x30' awning and the cost is \$7,982. According to the PROP Bylaws, we must carry over no less than \$10,000 to the following year. We are also obligated by Reid to contribute to marquis fund for \$1,000 or \$2,000. After spending the approximate amount of \$8,000 for shade structure and other expenses for 8th grade activities, PROP should have a few thousand dollars left. The extra money might be used for outdoor water stations. Jennifer asked for a motion to purchase the shade awning for \$7,982.00. Michele McCue motioned to approve this expenditure. Jessica Hayes seconded the motion. All voted in favor to purchase the shade awning for \$7,982.

The next Reid Board Meeting is on June 14th and all are invited.

PROP summer work days will be on Tuesdays during the summer. Committees can work on their own projects or could help put together the packets for the beginning of the school year. Volunteers could work on having a table at the new parent orientations. Jennifer will send a follow-up email regarding the summer work days. The fiscal year ends July 31st so the summer meeting will be on July 24th at 8:15 A.M. We hope to have new President and all of the new officers present.

Vice President Report: Sammie Lyons

Sammie was not present and there was nothing to report.

Secretary Report: Elizabeth Brown

Elizabeth reminded everyone to sign in and asked if everyone had seen the April minutes. Elizabeth motioned to approve the April minutes as written; Lyssa Walter seconded the motion. All voted in favor of approving the April 2018 minutes as written.

Treasurer Report: Jessica Hayes

Jessica had copies of reports for PROP's actual income vs. expenditures and total profit along with pages for each committee. All the chairs need to review the budget to see if anything needs to be changed. The deadline to report these changes is Friday May 11th. Heather mentioned that the Honor Roll Ceremony will need to be adjusted.

The following reports were given by committee chairs:

1. Special Events- Jenifer Lovejoy

Jenifer didn't have anything to report.

2. Library Committee- Victoria Bogat

Victoria was not present, so Heather Ramon gave an update. The Book Fair is moving along but they still need volunteers for Thursday night during Art Walk and during teardown. They also need cube-shaped boxes to look like dog house and stuffed animals to decorate.

The Read-In event went well. The money to purchase books for this event comes from the AmEx matching fund because that fund is designated for books only.

3. Commission Based Fundraising- Lyssa Walter

Lyssa received the check from Box Tops for \$209.70. The check from Yogurtini was less than \$100. The last family fun night of the year is at Peter Piper next Friday May 11th from 4-9 P.M. Lyssa needs volunteers to help greet at the door. She already booked dates with Peter Piper for next year on September 14th and May 17th. Lyssa talked about sending an end of year survey to parents to find out what fundraisers parents enjoyed.

4. Athletics- Anne Bonior

Anne had nothing to report.

5. Major Fundraising- Shari Boone

Shari was not present. Heather Ramon reported on Penny Wars which raised \$3,292.61. The event was very successful and enjoyed by students, teachers, and parents. The money was counted Monday-Thursday in the PROP room. Friday the money was taken to the bank and counted there but the time it took to do that was about the same that it took to count at the school. The overhead cost for this event next year will be almost nothing since almost everything that was purchased this year can be re-used. Sherry suggested putting a plug at the bottom of the jugs for next year to make it easier to get the money out.

6. Staff Appreciation- Stephanie Armentrout

Stephanie updated on Staff Appreciation week. The teachers are excited about the festivities and the food that has been made available to them. She is going to purchase small gifts for all the teachers and set up a raffle for restaurant gift cards. She thanked everyone for all their help.

7. School Program Support- open

Nothing to report.

8. Hawk Pride- Michele McCue

Friday is last Spirit Day PROPsicles for the year. Michele is covered for volunteers. Michele will work over the summer to get new racks for the used uniforms.

9. Student Recognition- Heather Ramon

The Honor Roll Ceremony is May 23rd from 6-8 P.M. for any students 3rd-8th grade who made honor roll at least 3 out of 4 quarters. They receive ribbons, trophies, and certificates along with

a reception for the family afterwards. Heather needs volunteers to set up Wednesday afternoon.

10. Volunteer Communications- Krystal Wilhelm

Krystal was not at the meeting. New parent orientations will be June 12th and July 30th.

11. Classroom Communications- Amber Murtagh

Amber did not have anything to report.

12. 7th/8th Grade Activities- open

Liz stepped down as chair of this committee. Jennifer Steere has been working on all 8th grade-related activities. On Friday May 18th she needs volunteers to help with the 8th grade dinner and dance in different capacities (setting up, chaperones, and help with food). PROP received a 25% discount on food for the 8th grade dinner from Valle Luna. The dinner will be at 5:30 and the dance is from 7-9 P.M.

The floor was opened discussion:

Lyssa may have to change next year's Peter Piper day due to conflict in May.

PROP COUNCIL ELECTIONS FOR THE 2018/2019 SCHOOL YEAR

Jennifer explained that you are allowed to nominate yourself. Some people will be moving from different chairs to another one. It is not recommended to hold 2 chairs because that takes away another vote and takes away potential for someone else to step up into a role.

President- Don Nielsen

Vote: majority in favor

Vice President- Stephanie Armentrout

Vote: majority in favor

Treasurer- Elizabeth Brown

Vote: majority in favor

Secretary- Jen Thurber

- New parent to school and willing to help
- Has not been in PROP before

Vote: majority in favor

Major Fundraising- Lyssa Walter

The Council can appoint a new chair since previous chair's term is not over.

Vote: majority in favor

School Program Support- Claudia Garcia

- Has children in 2nd grade and 4th grade

- Excited to get involved
Vote: majority in favor

Staff Appreciation- OPEN

Sandra Zimmermann nominated herself

Vote: majority in favor

Special Events- OPEN

Commission Based Fundraising- OPEN

Lyssa will continue to oversee committee until it's filled

8th Grade Activities- OPEN

Classroom Communication- Jennifer Steere

Vote: majority in favor

Continuing as Chairs:

- Anne Bonior - Athletics
- Michele McCue- Hawk Pride
- Heather Ramon- Student Recognition
- Victoria Bogat- Library
- Krystal Wilhelm- Volunteer Communication

The meeting was adjourned by Jennifer Steere at 9:25 A.M.

Respectfully submitted,

Elizabeth Brown

Secretary

Painted Rock Organization of Parents