

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

Monthly Meeting Minutes

November 5, 2020

In Attendance:

Executive Governing Council:

- Elizabeth Brown- President
- Elizabeth Kiss- Secretary
- Claudia Mocan- Treasurer

Committee Chairpersons:

- Jenifer Lovejoy- Volunteer Communication
- Lyssa Walter- 8th Grade Activities
- Heather Ramon- Student Recognition
- Amber Murtagh- Athletics

Members:

None

Administration:

None

The meeting was called to order at 8:37 AM via online Zoom conference.

Administrator Report:

No administrator report was given, as there was no representation for Administration.

President Report: Elizabeth Brown

Elizabeth Brown reported that the PROP website is up and active and being updated as are social media pages.

Elizabeth Brown wanted the committee chairs to vote on using the Online Policies & Procedure document (sent in an email) for the website as a Governing Document to protect PROP against any potential liabilities. Amber Murtagh motioned to adopt the website's User Policy as a PROP Governing

Document; Jenifer Lovejoy seconded the motion; all voted in favor of the Online Policies & Procedures document becoming a Governing Document.

Elizabeth Brown discussed that a check was given to Painted Rock Academy at the beginning of the school year which included an earmark to purchase playground balls. Per Elizabeth Brown, the school has purchased these balls so that each classroom should have their own sets so that they are not shared given the COVID-19 pandemic.

Vice President Report: OPEN

Nothing to report.

Secretary Report: Elizabeth Kiss

Elizabeth Brown sent out the meeting minutes for October 2020. There were no comments. Elizabeth Kiss stated that there was nothing else to discuss. Amber Murtagh motioned to approve the minutes; Jennifer Lovejoy seconded the motion; all voted in favor and both sets of minutes were approved.

Treasurer Report: Claudia Mocan

Claudia had nothing to report regarding the treasury.

Claudia also had the monthly reconciliation report available for anyone who wanted to see it.

The following reports were given by committee chairs:

- **Commission Based & Major Fundraising- OPEN**

Elizabeth reported that Deanna is still working on finding other places to do family fun nights, as discussed in previous meetings. She stated that she has not heard back from Deanna regarding Family Fun Nights. Lyssa discussed having talked to a new person to take over fundraising.

We are still trying to figure out what to do for virtual fundraising. Lyssa said that Get Movin' Fundraising has different programs available, too.

A discussion was had regarding uniform sales. Elizabeth Brown suggested selling uniforms in conjunction with the book fair; however, she still needed to discuss with Principal Bauer how this would happen given the current COVID-19 pandemic as Principal Bauer did not want people coming into the office unnecessarily. Jenifer suggested that if parents wanted to buy uniforms, that they could be delivered to the students in their classrooms where they would take them. Elizabeth Brown and Claudia stated that they could volunteer to be on campus at the PROP room to go through the uniforms and get them where they needed to go.

Lyssa brought up having silent fundraisers.

Elizabeth Brown discussed virtual fundraisers with some type of movement, instead of reading. She wanted to figure out a date and a timeline to have something to work towards. It was decided that there would be a "Moving Into Spring Break" with a tentative date in the beginning of March as Spring Break begins on March 15 - 19, 2020.

- **Library Committee- OPEN**

Heather discussed the Scholastic Book Fair, stating that the profits would be all scholastic dollars for the library. The book fair is virtual this year due to COVID-19 and begins on November 6, 2020 and would continue for two weeks. Heather also informed that there would be a drive-thru book fair that was taking place on Veterans Day as school was not in session. Prepackaged book bundles would be sold out of the vehicle. They would also have 100 individual books to sell for those who could not afford to buy the pre-packaged bundles. There would be no cash sales due to COVID-19; only credit cards.

Claudia asked if they would be putting a flyer out to explain the restrictions to the parents, for both the virtual and drive-thru book fair. Heather explained that everything was going out in an e-mail to the parents, and there were also brochures sent home with the students attending on campus.

Heather mentioned that there was a new librarian at the school.

- **Hawk Pride- Sherry Ehmry**

Sherry was not present at the meeting. Elizabeth explained that we are not able to do many of these programs due to the remote learning.

- **Student Recognition- Heather Ramon**

Heather was in attendance at the meeting; however, there was nothing to report on student recognition. She stated that she would bring it back up once the book fair was over.

- **Volunteer Communications- Jenifer Lovejoy**

Jenifer had nothing to report regarding this area, and had to leave the meeting at 9:00 AM.

- **Special Events- OPEN**

Nothing to report

- **Athletics- Amber Murtagh**

Amber was in attendance. There was nothing to report with the ongoing COVID-19 pandemic. Lyssa stated that she spoke with teacher Shaunna Neaville, who stated that they are not doing sports this year due to the ongoing COVID-19 pandemic.

- **7th/ 8th Grade Activities- Lyssa Walter**

Lyssa reported that she has not started on the 8th grade activities yet.

Lyssa discussed the ongoing mural project. Lyssa says that she has been in contact with the muralist and that she is waiting on the muralist who had been working on a mural for the Phoenix International Raceway. Lyssa stated that she would be in contact with her next week to see if she had any rough drafts completed yet.

Lyssa stated that there is nothing planned or going on when asked by Claudia about High School Night for the 8th Graders, due to the ongoing COVID-19 pandemic and that this needs to be discussed with Ms. Harper. Lyssa said that she would be contacting Ms. Harper.

- **Staff Appreciation- OPEN**

Elizabeth Brown stated that the Staff Appreciation Day went well, and that the parents wanted to help.

- **School Program Support- OPEN**

Elizabeth Brown brought up lockdown kits and stated that they needed to be updated, and that it was necessary to talk about what needs to be added. It was suggested that an e-mail go out to the parents asking if they wanted to donate.

It was also discussed that an e-mail could go out to the parents to put together lockdown kits specifically for their children which would include things that their student(s) would like in the event of a lockdown, such as their favorite snacks or drinks, activities to do during the lockdown, notes, and personalized things. If this happened, we would only have to purchase additional materials for those students who did not have their parents return personalized bags to put into the lock down kit.

Claudia stated that there was approximately \$450.00 in the budget to replace and update the lockdown kits.

The floor was opened discussion:

Elizabeth Brown discussed buying more Spirit Day shirts and obtaining more merchandise with the school's logo on the merchandise. Elizabeth Kiss offered to speak to an individual she knew who did these sorts of sales. Elizabeth Brown discussed selling off surplus merchandise.

Lyssa discussed having the 8th grade students submit ideas for their theme for their t-shirts.

The meeting was adjourned by Elizabeth Brown at 9:29 AM.

Respectfully submitted,

Elizabeth Kiss, Secretary

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