



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

**Monthly Meeting Minutes**

**September 3<sup>rd</sup>, 2020**

In Attendance:

**Executive Governing Council:**

- Elizabeth Brown- President
- Claudia Mocan- Treasurer

**Committee Chairpersons:**

- Jenifer Lovejoy- Volunteer Communication
- Lyssa Walter- 8<sup>th</sup> Grade Activities
- Heather Ramon- Student Recognition
- Jana Nielsen- Special Events
- Wendy Murtagh- Staff Appreciation
- Amber Murtagh- Athletics

**Members:**

Abra, Kaitelynn Young, Maria, Elizabeth Kiss, Lacy Rubenstein, David, Moriah Bedient

**Administration:**

Mrs. Harper

The meeting was called to order at 2:05 P.M. via online Zoom conference.

Elizabeth welcomed everybody and started off by encouraging everyone to use the chat feature on Zoom while muted. She also explained that the voting procedure for the meetings pertain specifically to the governing council chairs, but that everyone is welcome to comment or give their opinion.

**Administrator Report:**

Mrs. Harper reported that the school is working on the possibility of moving to Phase 2 by the end of September since the benchmarks have been met, assuming nothing else changes. They sent emails to parents to try and figure out who would be returning and who would still be remote. Several people reported not receiving any emails from the school.

**President Report: Elizabeth Brown**

Elizabeth reported that Mr. Bauer has given PROP the green light to move forward with a PROP website if we have some type of written procedures & policies in place. We are looking into using a company called Paperless PTO because they specialize in school parent organizations. Elizabeth is currently working with Jenifer Lovejoy, Deanna Clark, and Renee Phillips to get all the details figured out, but welcomed anyone else who would like to be involved in this process.

**Vice President Report: OPEN**

Nothing to report

**Secretary Report: OPEN**

Elizabeth had sent out the July 2020 & August 2020 Meeting Minutes. There were no comments. Lyssa Walter motioned to approve the minutes; Wendy Murtagh seconded the motion; all voted in favor and both sets of minutes were approved.

**Treasurer Report: Claudia Mocan**

Claudia reported that the overage in the 2019-2020 budget has been spent, per the amendment on the August 2020 minutes. The 2020-2021 proposed budget was emailed to all the chairs. It did include a budget for the new website. No one had any comments or questions. Jana Nielsen motioned to approve the 2020-2021 budget; Jenifer Lovejoy seconded the motion; all voted in favor and the budget was approved.

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

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

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

Bruster's Ice Cream Night- Sept. 3<sup>rd</sup> 4 P.M. – 8 P.M.

Elizabeth reported that Deanna is still working on finding other places to do family fun nights, as discussed in previous meetings.

We are still trying to figure out what to do for virtual fundraising. Jana suggested a company that her work used (We Care). Lyssa said that Get Movin' Fundraising has different programs available, too.

**2. Special Events- Jana Nielsen**

Jana had nothing to report since all big events are cancelled for the foreseeable future

**3. 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.

**4. Student Recognition- Heather Ramon**

Heather has not been able to do programs such as Caught Being Good but asked Mrs. Harper if there is anything else that PROP can do to help incentivize kids even with remote learning. Mrs. Harper said she would reach out to teachers.

**5. Volunteer Communications- Jenifer Lovejoy**

Jenifer reported that she and Sherry at Reid have been able to figure out and fix the problem with the online volunteer registration. Jenifer reported that she has received a handful of online volunteer registrations.

Jenifer also reported that the Paperless PTO website company has fundraising options built into the website, so that can be another option we use.

**6. Library Committee- Renee Phillips**

Renee was not present at the meeting.

**7. Athletics- Amber Murtagh**

Amber had to leave the meeting early. There was nothing to report.

**8. 7<sup>th</sup>/ 8<sup>th</sup> Grade Activities- Lyssa Walter**

Lyssa reported that she has not started on the 8<sup>th</sup> grade activities yet.

Lyssa also asked about the mural project. Mrs. Harper requested that she send the information again (the students' ideas) so we can try to narrow down what the mural should look like.

**9. Staff Appreciation- Wendy Murtagh**

Wendy was present but unable to connect at the time. Elizabeth reported that we normally do a staff appreciation meal during the parent-teacher conferences in October. Mrs. Harper said that although the conferences will likely be via Zoom, a meal would still be a good idea.

**10. School Program Support- OPEN**

Elizabeth explained the duties of this committee (such as finding volunteers for Kindergarten screening, hearing/vision screening, picture day, etc.) since it is still open.

**The floor was opened discussion:**

Heather Ramon asked about Box Tops. It was suggested that we keep a collection box in the front office for those who still have clipped Box Tops. Lyssa said she would reach out the Kelley Bowman to see if she is still wanting to oversee Box Tops this year.

Claudia asked about the other silent fundraisers (such as Fry's and Amazon Smiles). Elizabeth said that she did include the information on those 2 programs in a letter that was emailed to parents, but we can send another separate email with all of the silent fundraising once we know what is going on with Box Tops.

The meeting was adjourned by Elizabeth Brown at 2:48 P.M.

Respectfully submitted,

Elizabeth Brown

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