

VAPO Governing Council Meeting Minutes August 16, 2011

Meeting called to order by President Vicki Lowery at 8:27 a.m.

Council members Vicki Lowery, Audra Nuttall, Nikki Schultz, Sherri McCulloch, Lisa Schulte, Donna Padilla, Shannon Day, Darline McGraw, and Rachael Smith were present. Five visitors attended, including Principal, Victoria Wilber. Visitors were introduced to the VAPO Council members.

Training of Members:

Most training has already been done. New members were given VAPO Governing Council binders. A brief explanation of the contents was outlined by President Vicki Lowery. New members were asked to stay after for updates.

Secretary's Report:

Minutes were passed for review. Vice President, Audra Nuttall moved for the minutes to be approved. The motion was seconded by Darline McGraw, and carried unanimously.

Birthday cards were passed for signatures.

Administrator's Report:

Mrs. Wilber advised that almost all campus positions have been filled. One maintenance position is still open. Mrs. Peggy Browne was hired as Assistant Principal. An open house event for Mrs. Leach will take place later this month, using the kindergarten MPR. Date and time TBA. Keys have been signed out to all active VAPO members.

A Valley Academy parent's personal blog was discovered with the VAPO name on it. Mrs. Wilber will address concerns about public dissemination of school events by non-VAPO members.

Mrs. Gan has asked for updated reading lists. Discussion was held regarding teacher opinions in the approval process. Mrs. Wilber clarified the teacher's role in the approval process, as well as her role and Mrs. Gan's role. Governing Council members need to work through Mrs. Wilber.

The VAPO cash box is currently with the front office. Clarification was made regarding the location of the cash box, amount of money left in the box, and procedures for where to put the box when cash is present.

Money from Sprit Day ice cream and t-shirt sales is coming in for VAPO. A request was made to have Karen contact VAPO when monies need to be picked up.

President's Report:

Denise Burton has completed her three year term.

Application for second campus is still in progress.

AIMS testing exceeded district schools except for 8th grade math.

Staff health care plan was changed to United Healthcare.
New bullying policy was reviewed, and is available in the office for parents to read.

Approximately 45 students left Valley, many to Basis Charter School in Peoria (grade 5-8) and many new students are coming in.

Valley Special Education Department earned a 9 out of 10 by the Department of Education. We lost one point, because our Special Ed population is less than 14%. Our school addresses many special education needs in the classroom, rather than classifying students as Special Ed, therefore our percentage of Special Education students as part of the entire student population is lower.

AIM scores have exceeded last year. Beginning this year, AIM classifications will be changed from Excelling, etc., to A, B, C, etc. Our classification has not yet been publicly released.

VAPO and Board of Directors dinner is Thursday, August 25th at 6pm in the staff lounge. VAPO will be providing dinner (catered) and the Board will provide dessert. Attire is business casual. Approximately 20 guests are expected.

Erin Moler has an indoor storage shed, and has offered it to VAPO for use. Because of logistic concerns, it would have to remain in her husband's name, and would need to be paid in cash. Concerns were raised over housing items off campus. At this time, the council does not wish to take advantage of this offer.

Lost and Found will be assigned to a council member for each month. The responsibilities include gathering Lost and Found items from the MPR and bringing them to the VAPO room, hanging up clothing, etc.

All committees now have a file name in the VAPO computer. Members were asked to clean out old information or move files to the appropriate location.

Jamba Juice has contacted us regarding future fundraising opportunities. Information will be forwarded to the appropriate committees.

Awnings have been requested for room 9-10 in the kindergarten area by Heidi Mitchell. Remaining preschool awnings should be installed in September.

Treasurer's Report:

Votes were held for removing old officers from the bank account and adding new officers to the bank account. Audra Nuttall moved that Molly Browne, Rachele Kramer, and Laura Nichols be removed from the bank account. The motion was seconded by Donna Padilla. Sherri McCulloch moved that Vicki Lowery, Audra Nuttall, and Nikki Schultz be added to the bank account. The motion was seconded by Darline McGraw, and carried unanimously.

Nikki met with the new accountant, and reviewed accounting terminology. She also addressed how monies are identified, separated, and tracked. Monies from Library and Booster Club carry over from year to year, and are not voted on or spent by VAPO. A new method of clarification and reporting was suggested by Nikki to more clearly outline budget amounts for different committees. This would include starting two new savings accounts at the bank, one for Library, and one for Booster Club. Discussion was held regarding the logistics of having separate accounts versus having the monies held in the VAPO account. Additional discussion was also held regarding which type of account would best serve the needs of the committees. Nikki will do additional research to find out what type of account will work best as well as potential fees. A decision will be made at a later date with updated information.

Taxes are due October 15, 2011. Gail Clemmons, the accountant is aware of that and will submit them before the due date. By December 31, 2011 we should put out a summary, end of year 1099 tax donation form to the companies that have donated to VAPO throughout that Jan – December calendar year. This encompasses two council years and records need to be kept.

After research, Nikki reported that we do not qualify for postcard filing, and will have to use the regular tax forms.

Nikki also requested a letter from our accountant on official letterhead stating our current 501(c3), exempting VAPO from federal tax . Our status is current and has not expired, but IRS documentation can be confusing to the non-accounting onlooker.

Outstanding checks are present.

A check for \$9.71 to Frank De La Cruz.

A check for \$5737.07 from May 2011 has not yet been presented for payment. It will be paid to Phoenix Tent and Awning on completion of preschool awning in September 2011.

A check for \$30 for Susan McIver from May.

An effort will be made to contact those parents with outstanding checks so they can be presented for payment.

Committee Reports:

Valley Communications –

Homeroom Parent Breakfast is scheduled for Tuesday, September 20, 2011.

Volunteer Communication –

Gear Up for School Night was well attended. There were very long lines for ID badges, but good participation overall.

Dibels testing – no information yet. Volunteers need to be coordinated. Vicki will clarify with Mrs. Wilber after the meeting.

Yellow volunteer forms – Shannon is currently entering information.

Phone call work party – Scheduled for Monday and Tuesday August 29 and 30th from 8:00 to 10 a.m.

Audra Nuttall moved that the budget for the VAPO/Board dinner be increased from \$150 to \$200. The motion carried unanimously.

Curriculum:

Donna is working on organizing the curriculum information, hopefully to have it ready to invite parents to view by October. Additional volunteers are needed for book review, especially in older grades.

8th Grade:

Calendar Items:

Talent Show tryouts October 24 and 25 after school.

8th grade car wash Sat. October 29, 10-2

Talent Show dress rehearsal October 4.

Talent Show October 5.

Coyote Pride:

Lisa Young was not present. Used uniforms will be available for Curriculum Night. Volunteers needed for Kindergarten Curriculum Night. Audra will be able to help.

Special Events:

Darline is mostly finished with lock down kits.

Lisa and Darline are beginning to plan for Family Fun Night, coming up Friday September 30th. They are working on food vendors and obtaining necessary licensing for food handling.

Library:

Book Fair is the week of September 26-30. This year will have an alien theme. They are planning an art contest. Further details will be forthcoming. A creative writing contest is also planned and other classroom activities are planned to encourage reading.

A written Library budget was presented. Sherri McCulloch moved that the budget be approved as presented, seconded by Donna Padilla, and carried unanimously.

Staff Appreciation:

Back to School Breakfast was successful. Teachers really appreciated the hard work. Budget went slightly over, as the council members were the only volunteers for this event and more items had to be purchased.

Next event is for Parent Teacher Night, Thursday, October 20th.

Student Recognition:

Caught Being Good occurs monthly. This needs to be included in the calendar.

Office Fundraising:

We will be receiving \$1130.70 in December from Box Tops for Education.

Campbell's labels will be mailed in shortly.

Will look into Coke Rewards.

Need volunteers for BTFE pickup.

Cookie dough approaching. Will need volunteers for cookie dough distribution days.

Sherri will be coordinating this, as Audra will be busy with 8th Grade events that week.

Athletics:

Medals will be ordered later in the year. Other events will be handled later in the year.

Event Fundraising:

Libby Hammond is able to volunteer for this council position. Her application was submitted for review. Audra Nuttall moved that Libby Hammond be appointed Event Fundraising chairperson. Lisa Schulte seconded, and the motion carried unanimously.

Unfinished Business:

None.

New Business:

None.

Newsletter Items:

Due today.

Next Meeting Tuesday, September 13, 2011.

Meeting was adjourned at 10:45 a.m. by President, Vicki Lowery.

Respectfully Submitted,

Sherri McCulloch

VAPo Governing Council Secretary