

Meeting was called to order at 8:21 a.m. by President Vicki Lowery.

Council members present included President Vicki Lowery, Vice President Audra Nuttall, Treasurer Nikki Schultz, Library Committee Chair Lisa Schulte, Event Fundraising Chair Libby Hammond, Student Recognition Chair Patricia Ogden, Volunteer Communication Chair Shannon Day, Curriculum Chair Donna Padilla, Athletics Chair Rachael Smith, and Coyote Pride Chair Valeen Palomo. Three visitors were in attendance, including Valley Academy Vice Principal, Mrs. Browne.

**Secretary's Report:**

Meeting minutes were distributed for approval but no motion was made. October 11, 2011 meeting minutes will be approved after additional revisions are made. October 27, 2011 meeting minutes were also distributed for revision. Minutes from both meetings will be addressed for approval at December's meeting.

**Administrator's Report:**

No administrators report was given.

**President's Report:**

Board Meeting Update:

- An auditor was here and had no negative findings. He said that, "Valley Academy is in a great position to grow."
- In-school suspensions are up a bit but nothing alarming.
- Holiday gifts were chosen.
- Four budget overrides were granted. 1.) Drinking fountain in the MPR. 2.) Sound insulation between the VAPO room and the Tutoring room. 3.) Cox communication to expand. 4.) Video monitoring systems.
- Valley Academy is at full capacity.
- Student Assessment reports were discussed for teachers.
- The next Board of Directors meeting will be December 8<sup>th</sup>, Vicki will attend.
- Parent-approved parent contact information listed alphabetically by student has been provided to the VAPO Governing Council and is not to be shared among the parent population.

President Vicki Lowery and Vice-President Audra Nuttall attended an off-campus meeting with Peter Hodgson, the Community Liaison Coordinator for Arizona Charter Schools Association. Information was shared regarding Voter Voice emails. Parents may sign up to get weekly information for legislature for charter schools. There is a fee to be a member of the Arizona Charter School's Association. A Parent Track Conference was scheduled for Friday, November 11, 2011 at the Arizona Charter Schools Conference

in Tucson. Further information was given as to the content of that conference. Both Vicki and Audra will attend. All parents are welcomed.

Vicki explained details of procedural updates.

- VAPO has been asked to limit e-mail correspondence to only one Alert Now e-mail per week. Discussion was held with regards to the limitations placed on VAPO by this policy. Questions were raised as to why this limitation is being placed. Communication is critical to making events successful, and limiting VAPO to one e-mail per week may seriously hamper VAPO's ability to effectively raise funds for the school. Mrs. Browne advised that she would relay VAPO concerns and coordinate a meeting with administration for further discussion. A suggestion was made that Karen Sommerfield be involved in developing procedures for streamlining this process. A suggestion was made to table this discussion until administration can meet and discuss further ideas with VAPO. Mrs. Browne left the meeting after discussion was concluded.
- Administration has requested to receive final drafts only on all items needing administration approval. Vicki reiterated the approval process and clarified that all articles should go through her for approval, and then be sent by her to administration.
- American Express Employee Giving Program sent paperwork to be filled out for our school to receive donations from AMEX employees. Vicki has provided this information.

### **Treasurer's Report:**

Treasurer Nikki Schultz requested that check requests be completely filled out and signed, clearly stating where the check is to be credited, as this affects committee budgets. Deposits need to be filled out accurately as well. Both need to be signed by council members, not by sub-committee volunteers.

2011-2012 committee budgets are specific to each committee. Nikki is working on making more detailed reports that are committee specific. Nikki will train both Vicki and Audra on how to read the treasurer's reports.

The due date was extended to February 15<sup>th</sup>, 2012 for VAPO's Exempt Organization Return. VAPO's accountant filed for an extension in case this could not be completed by the November 15, 2011 deadline.

Vicki read from Article 8.4 for clarification on the Arizona Corporation Commission. These records need to be reviewed by someone other than a VAPO Governing Council member and it was suggested to have Mrs. Mitchell look them over before they are sent.

**Unfinished Business:**

There was no unfinished business.

**Committee Reports:**Curriculum: Donna Padilla

Teri Hunt presented a list of books to approve but approval was tabled for a vote until the December meeting so that the council can have a chance to look over parent reviews. Clarification was made on the approval process when dealing with series and authors.

Books that were ordered came in, there were three sets purchased, and Mr. Bauer is the proud owner of *The Outsiders*.

*Tuck Everlasting* as a classroom set needs to be discussed with Mrs. Wilbur. If this work is not purchased by VAPO, the school will purchase it.

The book rotation needs to be discussed with Mrs. Wilber. Clarification is needed on whether VAPO is responsible for resources for the classrooms (financially and materially).

Donna is working on putting procedures for Curriculum in place and is in the process of obtaining state requirements and state recommendations for each grade level.

Donna is specifically researching books for each grade level. Recommended list, approval list, and required list. This is good backup when a book is questioned, and it supports a teacher's desire to have the book in the classroom. This will also serve as a visual reference to parents to show the quality curriculum at Valley Academy.

8<sup>th</sup> Grade Promotion: Audra Nuttall

Only Booster Club sports decals have been for sale thus far. Decals for the school are being considered.

Car Wash fundraiser was successful and made \$1,040.00.

Many of people have bought Harkins Theatre cups for 2012 in support of purchasing gowns for Promotion and have also donated money as well. 300 cups need to be sold, we have sold 100 at this point.

Event Fundraising: Libby Hammond

The Talent Show made \$958.00 and went smoothly.

A Spring Festival theme has been chosen and is Farm. Meetings are November 17, 2011, December 15, 2011, January 12, 2012, January 26, 2012, February 9, 2012, and February 23, 2012. A parent volunteer will assist with food item donations and Donna will assist

with getting additional items. The suggested budget for food and drink is \$1,000. There was some concern that this might be too much, and that \$600 would be more realistic. This needs to be added as a line item in the budget. Audra Nuttall made a motion for a \$700 budget line item for Spring Festival food and drink. Libby seconded, and the motion carried unanimously.

Athletics: Rachael Smith

Turkey Trot is November 21 and 22, 2011. Coach Mims will be announcing banners.

Kindergarten Turkey Trot has been added this year and will be on Tuesday, November 22, 2011 at 10:15 a.m. Audra and Vicki volunteered to help with Kindergarten Turkey Trot. Coach Mims will announce their banners as well.

Our school has been picked to host the All-Star Charter School Football game. Cheerleaders are coming to cheer for the East Side (in which Valley Academy is included).

Special Events: Committee Head needed

The Spelling Bee will be held December 8, 2011. School will be dismissed at 12:40 p.m. and the Spelling Bee will begin at 1:00 p.m. Parent volunteers are needed to assist. Audra is helping with this until the Special Events chair is replaced.

Student Recognition: Patricia Ogden

Caught Being Good will be held November 17, 2011. This will be one of three Grand Prize giveaways for sixth through eighth grades.

Honor Roll ice cream went well. An absentee day was held as well.

Staff Appreciation: Nikki Schultz

The Staff dinner went really well. The budget for this dinner was \$10 under budget which will help make up for the over-budget from the first event.

A Staff lunch will be on December 13, 2011, and is a Christmas theme with Mexican food being served.

Office Fundraising: Sherri McCulloch

October's totals for the Box Tops monthly contest are not yet in. Including over the summer, over 17,000 box tops have been sent in. A check is expected in December for an approximate amount of \$1,750.40.

Coyote Pride: Valeen Palomo

Picture Retake Day went very well and very efficiently. There was a good amount for retakes.

Spirit Day ice cream went very smoothly. The next Spirit Day ice cream is December 2<sup>nd</sup> 2011. A question was raised about how to handle the students that say they have a card but one is not found. The council advised that if a student says they don't have a card, the parent should be contacted about replacing the card. Also, ways to track payment by both cash and check were shown as well as where to locate that paperwork.

Volunteer Communication: Shannon Day

A Volunteer Communication binder is on the shelf in the VAPO room. Please refer to this when volunteers are needed for an event.

Library: Lisa Schulte

Nothing to report

Valley Communication: Vicki Lowery

An email was sent to the Homeroom Parents for whom contact information was available to update them on their Homeroom Parent Duties.

Newsletter items for December/January are DUE today to Vicki.

The next VAPO meeting has been rescheduled for Tuesday, December 6, 2011 due to a Staff lunch on December 13<sup>th</sup> 2011.

Meeting was adjourned at 10:47 a.m. by President Vicki Lowery.