

VAPO Governing Council Meeting 9-13-11

Meeting was called to order at 8:22 a.m. by President Vicki Lowery.

Welcome to members and visitors. Members present include President and Valley Communications Chair, Vicki Lowery, Vice President and Eighth Grade Chair, Audra Nuttall, Treasurer and Staff Appreciation Chair, Nikki Schultz, Secretary and Office Fundraising Chair, Sherri McCulloch, Event Fundraising Chair, Libby Hammond, Special Events Chair, Darline McGraw, Volunteer Communications Chair, Shannon Day, Student Recognition Chair, Patricia Ogden, Athletics Chair Rachael Smith, Library Chair, Lisa Schulte, and Curriculum Chair, Donna Padilla.

Six visitors were present, in addition to Principal, Victoria Wilber.

**Secretary's Report:**

August meeting minutes were submitted for approval, and approved unanimously.

Birthday cards were circulated for signatures.

**Administrator's Report:**

Picture Day schedules for volunteers for picture day were handed out. VAPO members were reminded to appear for photos Wednesday, September 14, 2011 at 8 a.m.

**President's Report:**

VAPO and Board of Directors dinner was a great success, and Vicki expressed her thanks to all for participating.

Lisa Young has resigned her position as Coyote Pride Committee Chair. Valeen Palomo has submitted an application for this position. Donna Padilla moved that Valeen Palomo be appointed Coyote Pride committee chair. The motion was seconded by Sherri McCulloch, and carried unanimously.

President Vicki Lowery reminded the Council about money handling procedures. Always have a second person present for counting. Deposits are to be made within three days.

A donation was made by American Express through their employee matching program. Updates to donation accountability procedures were added to the VAPO Governing Council binders. Procedures were updated to better track incoming donations to VAPO. Thank you cards were made, and are in the desk in the VAPO room, and should be sent for each donation within 30 days. Governing Council members are also welcome to use the thank you cards for unsolicited donations.

A visiting parent asked about VAPO policy for accepting donations from parents and matching funds from employees/employers. Clarification was made regarding the difference between donating to VAPO and donating to Valley Academy. The parent was

directed to the school business office for further clarification on policies regarding cash donations to Valley Academy.

Procedures regarding outgoing VAPO mail were reviewed. VAPO pays for their own postage. If mail needs to be posted through the school, reimbursement is to be paid in the business office with Jeannine.

Board meeting 6 p.m., Thursday, September 15, 2011. Vicki will attend.

President Vicki Lowery needed to leave the meeting early. The meeting was continued by Vice President Audra Nuttall.

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

Treasurer Nikki Schultz had to leave the meeting early. She had requested further clarification understanding the terms used to specify committee money. Additional clarification was made specifically with regard to Library money; that other committees are not permitted to spend Library money.

### **New Business:**

Discussion was held regarding the money can in the VAPO refrigerator for donations to replenish drinks. Vice President, Audra Nuttall suggested replacing the sign "Drinks 50 Cents" with a sign "Please Take One, Donations Welcome." Secretary Sherri McCulloch moved that the note be changed to "Please Take One, Donations Welcome." The motion was seconded by Lisa Schulte, and carried unanimously.

Concern was raised over the quality of work being done to convert used uniform pants into shorts and whether to continue this. A decision was made to continue, but have Vice President Audra Nuttall will speak to the volunteer doing the sewing, and ask that the work be done in a more consistent manner.

### **Committee Reports:**

#### Curriculum:

Discussion was held regarding approval of books that are part of a series for both the library and for recommended reading lists.

Donna also reported 25 Tom Sawyer books were replaced due to wear. There is also a request for replacement of 28 Thanksgiving on Thursday books (Magic Tree House Series) due to wear.

Donna has researched several scenarios for purchasing needed books. Discussion was held regarding which scenario for purchase, and which book supplier would best serve the Curriculum Committee and would be most cost effective. Audra clarified that the Curriculum Committee is able to make a decision regarding which vendor to use without approval from the VAPO Governing Council.

Curriculum Committee member Terri Hunt clarified the procedure for parent approval of submitted books. A list of library and parent approved books was presented to the VAPO Governing Council (see attachment) to be added to reading lists. Audra Nuttall motioned that the list be approved as submitted. Libby Hammond seconded the motion. The motion passed unanimously.

Additional discussion was held regarding how books are approved for inclusion in the school library. Terri Hunt provided further information in this regard.

Donna Padilla gave an update regarding plans to update curriculum books in the VAPO room.

Library:

Volunteers are needed to help with cashiering for the Book Fair 8:30-1:30 the week of September 26, 2011. Council members volunteered to help, as a member needs to be present at all times when money is being exchanged. Lisa will e-mail a link to the Easy Scan tutorial to review prior to volunteering.

Volunteer Communication:

Dibels testing is going on at the present time. Volunteers are in place.

Database info has been entered, and names have been sorted into lists of parents who volunteered for each job. The master copy will be kept in the VAPO room. Copies will be made for each council member.

Most teachers have already taken care of a Scholastic Coordinator for their classroom. Any teachers who need help in this regard may request assistance.

Audra suggested holding a Stage Set-Up Training to set up and take down the stage on Tuesday, October 4, 2011 at 6:30 p.m.

Coyote Pride:

Valeen Palomo is the new committee chair. Lisa Young will still handle Spirit Day Ice Cream. Patricia received an ice cream invoice from Big Boy Ice Cream. It will be given to Treasurer Nikki Schultz.

Volunteers are in place for picture day tomorrow.

Eighth Grade:

Upcoming events include Great Skate September 16, 2011, High School Night, October 6, 2011, and the Fall Dance on October 7, 2011.

Valley Communication:

Homeroom Parent Breakfast is September 20, 2011. Invitations have been sent.

Student Recognition:

Approval was obtained for a banner for Caught Being Good. Patricia requested assistance from Audra in making the banner.

Special Events:

Darline McGraw is continuing to prepare for Family Fun Night.

Office Fundraising:

Box Tops back to school contest was a great success with, over 6000 Box Tops turned in. Cookie Dough money counting volunteers are needed for Friday, Monday, and Tuesday. Council members volunteered to help count money on needed days.

Cookie Dough distribution will be from 1:30 p.m. to 7:00 p.m. on October 5 and 6, 2011. Volunteers will be coordinated by Sherri McCulloch.

Staff Appreciation:

An Italian dinner is planned for October 20, 2011 during Parent/Teacher Conferences.

Event Fundraising:

Talent Show Tryouts are October 24 and 25, 2011. Libby is working on promotion for this event and obtained additional information and an organizational binder from Audra, the past organizer.

Athletics:

A schedule of upcoming games is needed.

Audra presented suggestions for car decals for Booster Club.

**Reminders:**

Newsletter items are due September 16, 2011.

Next VAPO Meeting is Tuesday, October 11, 2011.

Meeting was adjourned by Vice President, Audra Nuttall at 10:13 a.m.

Respectfully Submitted,

Sherri McCulloch  
VAPO Governing Council Secretary