

July 12, 2011

Meeting called to order at 9:10am

President Vicki Lowery welcomed new council, and opened with Pledge of Allegiance and moment of silence. Roll call sign in sheet was passed. Eight members were present and one visitor, as well as Principal, Victoria Wilber.

President Vicki Lowery provided binders for each committee chair. Council members were asked to review by laws. Keys will be provided to each at the next month's meeting. The Declaration of Confidentiality was explained and signed by each member and collected and given to Mrs. Wilber. VAPO "Upholding a Higher Standard" form was explained, signed by each member, and given to Vicki Lowery. Dress code standards were reviewed and explained by Audra Nuttall.

Dissemination of meeting minutes was discussed and reviewed, including responsibilities of the members and committees. Incoming committee chairs requested training and information from prior committee chairs who were still on VAPO. Various policies and rules were reviewed with the incoming council, including Roberts Rules of Order, rules for use of the VAPO room, use of the VAPO computer, e-mail policy, and conduct on campus. Additional rules for handling of VAPO money, use of the cash box, handling of VAPO mail, approval procedures for flyers, staff room rules, work room rules, copy machine rules, reporting of volunteer hours, and public meeting policy were also discussed, as outlined in the printed VAPO policies binder. A new location for the location of the filing cabinet key was suggested and agreed upon.

Vice President, Audra Nuttall requested a letter opener for opening bank statements and VAPO mail. Darline McGraw will donate a letter opener for VAPO use.

Vice President, Audra Nuttall reminded committee members to advertise events in at least three different ways, school messenger, flyer, calls, posters, etc.

President Vicki Lowery reminded members to use official Valley Academy letterhead for letters for donations for school functions following approval procedure only, NOT for class baskets, classroom donations, etc. Blank letterhead is not to be shared with non-VAPO members.

**Secretary's Report:**

Last month's meeting minutes had already been approved, thus no secretary's report was necessary.

**Principal's Report:**

In the principal's report, Mrs. Wilber advised that class lists will be provided on "back to school night" (new name to be announced) on August 9, 2011. New lanyards must be purchased for all parents, as a security measure. Cost will be \$4 each. A photographer will be available at "back to school night" as the first opportunity to purchase a new lanyard.

**Board Meeting Update:**

New board member: Katie Whitchurch.

Letha Warner renewed for another year.

Replication application for a second campus was submitted. Currently Valley Academy has 810 students on the waiting list.

More textbooks need to be purchased for next year. Social studies textbooks were purchased this year for third and fifth grade. Audra Nuttall raised a question about whether VAPO could help purchase needed textbooks. This item is on the agenda for later in the meeting.

New teachers were hired for preschool. We are also in need of a part-time maintenance person.

Ideas for an eighth grade gift were submitted, possibly a coyote mascot costume.

Next board meetings are August 4, 2011 at 6pm and September 15, 2011.

Board President Mark Mettes requested a meeting with the VAPO council and the Board of Directors to get to know new members/council members. Audra Nuttall suggested giving a list of potential dates to the Board for a dinner meeting. President Vicki Lowery will check with Jeanine regarding dates, location, and planning. August 11, 2011, August 18, 2011, and August 25, 2011 were suggested as a possible date.

**President's Report:**

Purchases:

Purchases from last year's funds included a vacuum cleaner, TV stand, and DVD player for the children's room. Organizational items and filing cabinet were also purchased. A dollhouse was donated for the children's room.

**Unfinished Business:**

A carryover of \$1880.00 was held from last school year for possible taxes owed to the IRS. As of today's meeting, VAPO has been informed that we do NOT owe this amount. President Vicki Lowery suggested this amount be applied to purchase kindergarten awnings.

**Upcoming Events:**

Vice President, Audra Nuttall will be filling in for Vicki Lowery at New Parent Orientation on August 4, 2011, as Vicki will be out of town.

Back to School Night:

Discussion was held regarding a new name for Back to School Night. Volunteer Communications chair Shannon Day will be in charge of the event, and has artwork available for committee posters. Audra suggested doing supply bags for raffle that include items from each grade's supply list (as was done last year). Shannon will organize the bags. New names for Back to School night were discussed. Secretary Sherri McCulloch suggested the name "Gear Up for School Night." The name was agreed upon and passed unanimously. All committee

chairs are to prepare a foam board/poster board/tri-fold board promoting their committee for sign-up for Gear Up for School Night. Shannon Day will prepare sign-up sheets for each committee. Potential volunteer opportunities/duties should be included on each poster to give parents ideas for the types of duties they can perform.

All committee members were advised that flyers for Meet the Teacher Day need to be prepared, approved, and ready before the VAPO work day (proposed for July 26, 2011 at 9am. Flyers should be submitted to Vicki Lowery for approval by July 15, 2011. Committees with flyers include:

Volunteer Communication, Volunteer Flyer  
Special Events Lock Down Kit Flyer  
President, Welcome Letter  
Office Fundraising, e-scrip, Fry's Cool Cash, Boxtop Start-up Reminder  
Coyote Pride, Spirit Day T-shirts, Spirit Day Ice Cream

Sherri McCulloch suggested sending out a school messenger message inviting parents to participate in the VAPO work day. Vicki will prepare a message to be sent out to parents soliciting their help.

**Coyote Pride Report:**

Used uniforms will be moved to the MPR for Gear Up for School Night.

**Staff Appreciation Report:**

Committee chair Nikki Schultz raised questions about volunteers who worked at the teacher appreciation lunch eating at the lunch. Nikki will work out a schedule to allow volunteers to eat lunch at an appropriate time after teachers have eaten.

Nikki needs volunteers for August 8, 2011 at 8am. Audra suggested using VAPO members for the event. Children cannot attend. Audra suggested taking turns managing kids in the VAPO room so moms can volunteer to help with food.

**Curriculum/Book Review Report:**

Teri Hunt, a member of the curriculum book review committee, outlined updates to Curriculum Book Review procedures as outlined in the document attached. Mrs. Wilber advised that the procedures had administration approval. Vice President, Audra Nuttall moved for the council to approve the procedures and forms outlined by Teri Hunt. Discussion was held regarding the difference between approvals for library books versus approval for reading lists. The motion was seconded by Shannon Day, and carried by unanimous vote. A copy of all forms and procedures will be included in meeting minutes and will be kept for reference by VAPO.

Teri Hunt also asked for the committee membership to be updated to include her name only on the Curriculum Book Review committee and remove it from other committees.

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

Treasurer Nikki Schultz advised last year's books are still not closed. She is currently working on entering information in Quicken to complete last year's finances. Nikki anticipates having all finances from last year to the accountant by July 31, 2011, and taxes ready to submit by August 15, 2011.

Nikki also advised that the corporate return with the Arizona Corporation Commission will be the next business item approaching with a deadline.

Committee chairs were asked to refer to section 12 of the committee binder as an outline for budget projection and actual earnings/expenses for each event. Discussion was held regarding a blank form to be created to committee use.

Nikki explained formatting in the proposed budget for 2011-2012 school year. Vice President Audra Nuttall advised each committee member to look over the section for their committee to note any changes that might need to be made before a vote. Curriculum Book Review chair Donna Padilla raised questions as to the use of funds for her committee and how those funds are allocated. Audra and Nikki advised that the numbers included in the budget are based on the past years' expenses. Donna asked for direction on where to find out teacher requests for allocation of the funds for her committee. Mrs. Wilber advised that each teacher fills out budget requests at the end of each school year and that this information is available for review for VAPO assistance in planning.

### Budget Item Changes:

Vocabulary Bee (\$100) will be deleted from the budget. No teacher sponsor is listed at this time.

Under Valley Communication, playground toys are moved under Volunteer Communication. Vice President Audra Nuttall suggested purchasing sand toys/chalk, etc. now while items were on sale, and saving them for distribution approximately half-way through the school year. The amount for refreshments at VAPO meetings was increased to \$70.

Under Volunteer Communication, \$150 was added to purchase school supplies for raffle.

Under Athletics, \$50 was added for certificates for winners/participants.

Under Office Fundraising, the amount for prizes and parties was increased to \$230. For the walk-a-thon, the amount for prizes was decreased to \$500 and the amount for stamps/envelopes was increased to \$200.

The amount of \$150 was added to unpaid 2010-2011 invoices.

Coyote Pride chair Lisa Young suggested adding \$50 to the Spring Family Fun night budget, as she used mostly on-hand items for this event last year, and the current budget reflects an amount that is probably lower than might be needed for the upcoming school year.

Audra Nuttall motioned to approve the budget, as adjusted. The motion was seconded by Darline McGraw, and carried unanimously

VAPO is projected to make \$8714.39 in the coming school year.

**Office Fundraising:**

President Vicki Lowery reviewed several requests for allocation of cookie dough funds for the 2011-2012 school year.

Items listed included:

Kindergarten has requested four small picnic tables at \$300 each. New play structures for kindergarten area.

Sports benches (one proposed, approximately \$400).

Storage shed (for VAPO use)

Gym mats.

Books for curriculum.

Document cameras with projectors (\$2000 each) requested by ten teachers.

Discussion was held, and the council agreed that cookie dough funds should be earmarked for document projection systems for classrooms, and any excesses be used for other items on the fundraising request list. Motion was made by Sherri McCulloch, seconded by Donna Padilla, and carried unanimously.

**Volunteer Communication:**

Sherri McCulloch suggested having a phone call work party after school starts to contact volunteers for assignments.

Newsletter items are due August 16, 2011 to Vicki Lowery.

**Upcoming Dates/Calendar Changes:**

VAPO Breakfast August 8, 2011

Gear Up for School Night: August 9, 2011

Meet the Teacher Day: August 12, 2011

VAPO Meeting August 16, 2011

Change February VAPO meeting to February 7, 2012.

Meeting adjourned at 12:20pm.

Respectfully Submitted,

Sherri McCulloch  
VAPO Secretary