

The Parent Organization of Valley Academy
Meeting Minutes
September 8, 2015

Meeting was called to order at 8:20 a.m. by Student Recognition Chair Tracy Lund. Those present included Library Chair Stacie Romley, Staff Appreciation Chair Deanna Rangel, Events Fundraising Chair Evan Neuman, Coyote Pride Chair Lauren Watson, Student Recognition Chair Tracy Lund , Office Fundraising chair Amy Joy Wilson , Curriculum Chair Debra McLemore, Special Events Chair Katie Libby, JodyKay Combs, Danelle Burns, Violet Rodriguez (Sanchez), Gabriela Sanchez and Shannon Day.

Administrators attending: Mrs. Wilber

Administrator's Report: Mrs. Wilber

Mrs. Wilber wanted to remind the VAPO members to get approval from the office for everything. She also wanted to thank everyone for stepping up to fill in empty board member spots.

She also handed out Declaration of Confidentiality sheets to board members to sign and return to her.

New Business: Mrs. T. Lund

Discussion on Mrs. K. Libby becoming the Special Events chairperson. Mrs. S. Romley motioned to have Mrs. K. Libby become the Special Events chairperson. Mrs. A. Wilson seconds the motion. Motion passed unanimously.

Discussion on Mrs. T. Lund becoming the President of VAPO. Mr. E. Neuman motioned to have Mrs. T. Lund become the President of VAPO. Mrs. A. Wilson seconds the motion. Motion passed unanimously.

Mrs. T. Lund announced that she would need to pass on her duties as the Student Recognition chairperson to someone else. She explained the duties and asked the board if they knew of anyone interested to let her know. She also discussed the board's need for an 8th Grade Promotion chairperson.

Discussion on Mrs. V. Rodriguez (Sanchez) becoming the 8th Grade Promotion chairperson. Mrs. T. Lund motioned to have Mrs. V. Rodriguez (Sanchez) become the 8th Grade Promotion chairperson. Mrs. D. McLemore seconds the motion. Motion passed unanimously.

President's Report

Mrs. H. Chapin will no longer be the VAPO president. No President's report available at this time.

Secretary's Report: Mrs. L. Watson

The July and August meeting minutes were emailed to everyone. No problems or corrections reported. The process of approval of meeting minutes was discussed for further clarification. July meeting minutes approved. August meeting minutes approved.

Treasurer's Report: Mrs. D. Rangel

Subtotal of cash funds for September 2015 was \$26,207.22, Money market \$24,134.05 and checking \$2,073.17. Scholastic dollars total \$1,205.00. Earmarked funds total \$15,000.00. Self contained funds total \$1,340.44, \$167.99 for Booster Club and \$1,172.45 for Library.

Subtotal of general funds is \$11,207.22. Total upcoming expenses from current balance is \$6,300.00, the breakdown being Book Fair \$3,000.00, Spirit Day t-shirts \$1,900.00, Spirit Day ice cream \$250.00, Teacher dinner \$250.00, car wash \$100.00, and fall dance \$800.00. The adjusted total from current general funds is \$4,907.22.

Mrs. J. Combs reminded the board members of the proper procedure for dealing with money earned by VAPO. She explained the process of preparing a deposit properly.

Committee Reports:

Curriculum: Mrs. D. McLemore

Mrs. D. McLemore submitted an invoice for books. She has not received any more requests for book orders. No issues to report.

Volunteer Communications: Mr. P. Dabberu

Chair not in attendance. A need for a volunteer sign up sheet was discussed. Possible locations for the volunteer sign up sheet- inside VAPO room, front office, MPR, on website. Mrs. Wilber reminded the board that sign up sheets must be submitted for approval by administration. Mrs. T. Lund wanted to remind board that when trying to recruit volunteers, to impress upon them that they are not committing to anything to avoid scaring them away.

Shannon Day passed out volunteer communication sheets to the board members. She reminded everyone when emailing multiple volunteers to utilize the BCC or when texting multiple volunteers to take off the group messaging option as to not share contact information.

Staff Appreciation: Mrs. D. Rangel

Mrs. D. Rangel reported that the teacher Italian dinner night is in October during parent/teacher conferences. She will be using information given to her by past board member to help with planning and will use Sign Up Genius for volunteers. VAPO board members need to sign staff birthday cards.

Eight Grade Promotion:

Discussion followed regarding the possible need for a sub-committee due to the large amount of work involved with the many events.

Office Fundraising: Mrs. A. Wilson

Mrs. A. Wilson reported that cookie dough sales are underway and that money and order forms are due back this Thursday. She has been collecting coupons for foxes and discussed the routine for the prize drawing with Mrs. Wilber. She also expressed her need for volunteers from VAPO and former VAPO members to count money with her on Friday of this week and Monday of next week. She also needs volunteers on the distribution days September 30 and October 1. Lastly, Mrs. A. Wilson discussed with the board the options for redeeming the Labels for Education points. The board voted for all outdoor equipment such as balls, jump ropes, parachute, and lemon twist.

Special Events: Mrs. K. Libby

Mrs. K. Libby reported on her planning for the Family Fun Night event. She has been having difficulty contacting food truck companies and securing volunteers. She will need a minimum of two volunteers and was encouraged to utilize Sign Up Genius to recruit volunteers. The theme will be Monster Mash consisting of dancing, dress up, crafts, bean bag toss and photo booth. Mrs. Wilber reminded her that when all of her plans are compiled, to touch base with her for approval.

Athletics: Mrs. S. Barry

Chair not in attendance.

Student Recognition: Mrs. T. Lund

Mrs. T. Lund reported that next week, students who were Caught Being Good will be rewarded. She also briefly discussed holding the Honor Roll ceremony at the church again this year.

Library: Mrs. S. Romley

Mrs. S. Romley reported that she attended a book fair workshop. The book fair will be from September 21-25. Set up for the event starts September 18th. She has volunteers for the book fair, and has four volunteers who would like to volunteer regularly in the library. She will be enlisting a book fair crew of students to help with the book fair. She expects a well organized event.

Event Fundraising: Mr. E. Neuman

Mr. E. Neuman informed the council that the spring festival theme will be Sky's the Limit (space, stars, planets, etc). He reported that he got approval for the attractions and that all planning is on schedule.

Coyote Pride: Mrs. L. Watson

Mrs. L. Watson reported that the first Spirit Day went well with only a few minor issues. She thanked all her volunteers for doing a wonderful job. Spirit Day t-shirts should be in by the next Spirit Day on October 2, 2015. Picture day is coming up on September 30, 2015.

Valley Communication:

A decision still needs to be made on what VAPO is raising money for. The goal needs to be approved by administration. Mrs. Wilber provided a quote for the ceiling mounted projectors. Other ideas are to replace basketball backboards, replace volleyball net posts, another tether ball court. Idea to split funds for ceiling mounted projectors as well as one of the other ideas. It was agreed that any other ideas as well as quotes should be brought to the next meeting and voted on at that time.

The next VAPO meeting will be held on October 13, 2015 at 8:15 a.m.

Please submit committee info to Mrs. T. Lund ASAP to be included in VAPO newsletter that gets distributed September 15th.

Board Meeting September 24, 2015 held at Reid District office at 6:00 p.m. VAPO board members are welcome to attend.

Meeting adjourned at 9:45 a.m.

Respectfully submitted,

Lauren Watson

Secretary and Coyote Pride Chair VAPO, The Parent Organization of Valley Academy