

7.7.2016

8:15 A.M.

<b>Meeting called</b>	A. Wilson (President)
<b>Type of meeting:</b>	Monthly
<b>Facilitator:</b>	A. Wilson(President)
<b>Attendees:</b>	A. Wilson (President), D. Rangel (Treasurer/Staff Appreciation), S. Romley (Vice-President/Library), S. McCulloch (Eighth Grade Promotion), K. Libby (Special Events), B. Coleman (Curriculum), Mrs. Wilber No guests present Absent: L. Watson (Coyote Pride)

Meeting called to order at 8:26 a.m.

#### **Administrator's Report:**

- Mrs. Wilber asked that the Declaration of Confidentiality and Upholding a Higher Standard forms be completed by each VAPO member and turned in as soon as possible. She reviewed the rules while being on campus and the importance of communication between members and administration.
- Mrs. Wilber discussed the following area needs/changes:
  - Staff changes: Mrs. Pace will be the new 5<sup>th</sup> grade teacher and Mr. De La Cruz will be the new 7/8 writing teacher.
  - Curriculum: 5<sup>th</sup> grade would like encyclopedias.
  - Book Fair: Has reviewed how Painted Rock Academy does Family Fun Night and proposed Valley Academy to change it from Friday to Thursday evening the week of the book fair. Mrs. Gan is agreeable to the change in night.
  - Lock Down Kits: Teachers would like bulk kits rather than individual ones due to space issues.
  - Food: Otter Pops are not ok in the classrooms due to juice staining carpets. Will still be ok for outside.
  - Access to VAPO supplies: VAPO supplies currently housed in a storage unit and cannot be accessed.
  - Staff Lounge Cabinets: VAPO will now have four cabinets available to utilize.
  - Sports: school is changing leagues to CAA due to prior league dissolving. Fees more expensive in new league.
- School Desires:
  - Projectors hanging in remainder of classrooms
  - Sports jerseys for athletic teams.
  - Team bench.
  - Silver bleacher.
  - Kindergarten bikes.

- Additional information:
  - VAPO mailbox will be in the office.
  - Lost and found will still start in the MPR, then into Kindergarten MPR, then donated. Timeline may need to be shortened in each area due to space.
  - The basketball courts have been painted. New hopscotch, basketball, 4-Square areas have been painted in the fire lane since the playgrounds have been disassembled.
  - Presented idea for recruitment – Bring a friend to VAPO day – provide prizes/raffles as incentive.
  - Advised that the blue awnings are able to be repurposed and will be put over the water fountains.

### **President's Report:**

- Mrs. Wilson reviewed expectations for meetings. Subcommittee meetings should be held at separate times.
- Binders were distributed and materials reviewed. Members asked to read material and become familiar with it. Went over Declaration of Confidentiality, Upholding a Higher Standard and Getting to Know You forms. Asked that they be returned as soon as possible.
- Discussion led about need for additional council members to fill vacant spots. If not filled, events will not happen. Members have a 10 hour/month commitment and help at other times when able.
- The “Gear Up For School” event will be August 5<sup>th</sup> from 1:00-3:00 p.m., concurrent with Meet the Teacher Day/Time. VAPO members discussed recruiting volunteers and council members at this event. Tri-fold posters will be made for each committee area. The boards will need to be approved by Mrs. Wilber. Gift card raffles were discussed rather than school supplies since most families have bought them by this date.
- The “BooHoo Breakfast” for families new to Valley Academy will be the first day of school at 8:15 a.m. Members were asked to attend and bring committee posters to recruit at this event as well.
- New Parent Orientation is August 10<sup>th</sup> at 6:00 p.m. Mrs. Wilson will be attending and invited other members to attend as well.

### **New Business:**

- Secretary: B. Coleman volunteered to be temporary secretary until a member is obtained for the position.
- Talent Show: members discussed continuing the talent show at this time. D. Rangel motioned to discontinue the talent show and S. McCulloch seconded. Motion passed unanimously.
- Review and vote on budget: budget was handed out by treasurer, D. Rangel. Due to inventory/supplies in storage, budgets will need adjusting to obtain supplies needed until access can be made again. Members advised of their budget adjustments in their areas.

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

- D. Rangel presented budget and discussed changes on forms. Asked that members communicate expenses and if adjustments need to be made so budgets can be accurately adjusted. Requests for checks need to be approved by committee heads.  
D. Rangel motioned to receive the adjusted budget and S. Romley seconded. Motion passed unanimously.

### **Secretary's Report:**

- April and May meeting minutes were emailed for review prior to today's meeting.  
D. Rangel motioned to accept the minutes, S. McCulloch seconded. Motion passed unanimously.

### **Committee Reports:**

- *Curriculum:* Four books were reviewed by parents and recommended to be placed on the Valley Academy Recommended Reading List. They include DK Adventures Series: In The Shadow of the Volcano, The Kissing Hand, The Ranger In Time Series: Danger In Ancient Rome and Young Americans, The Series: A Rose at Bull Run.  
S. McCulloch motioned to approve the books and S. Romley seconded. Motion passed unanimously.
- *Volunteer Communication:* A new database is being created to log volunteer hours. The goal is to have it accessible by more than one person and combine the online entries with manually entered data.
- *Staff Appreciation:* The first appreciation meal will be a continental breakfast on August 4<sup>th</sup> at 8:00 a.m. for staff. VAPO to supply food.
- *8<sup>th</sup> Grade Promotion:* There has been a preliminary meeting held. A fall fundraiser is being planned. The carwash has been assigned. S. McCulloch would like a High School Night survey to be included in the first day packet. She will submit to the president and principal for approval. She would like to be available on the 7<sup>th</sup> and 8<sup>th</sup> grade curriculum night to discuss the year with parents.
- *Office Fundraising:* The fall fundraising will be popcorn and Yankee Candles. Important dates were reviewed and the need for members to assist with the process discussed.
- *Special Events:* Lock down kits were discussed and changes to how they'll be put together. Water and snacks will be solicited from parents. Non-expired goods to be donated to Booster Club for special events in the future.  
Family Fun Night will be on Thursday night during the week of book fair.
- *Library:* Book Fair will be held October 24<sup>th</sup> – October 28<sup>th</sup> with a buccaneer theme.
- *Athletics:* Sports night is August 22<sup>nd</sup> for students interested in joining sports this year. S. McCulloch volunteered to attend this and ask for volunteers to sign up to sell concessions and other help related to athletics.
- *Student Recognition:* No report.
- *Coyote Pride:* Spirit shirt and ice cream forms will be in the first day packets. Mrs. Wilber advised that price should be \$4.00 to buy a card or \$.50 for an individual item. It was suggested to add "dairy free options available" to the notices.

- *Valley Communication*: Newsletter articles are due August 5<sup>th</sup> to Mrs. Wilson.  
Next VAPO meeting to be August 10<sup>th</sup> at 8:15 a.m.

Meeting adjourned at 10:30 a.m.

Respectfully submitted,

Beth Coleman

Interim Secretary and Curriculum Committee Chair  
VAPO, The Parent Organization of Valley Academy