

Meeting called and facilitated by	A. Wilson (President)
Type of Meeting	Monthly
Attendees	A. Wilson (President/Valley Communication), W. Hunker (Vice President/Office Fundraising), D. Cooper (Treasurer), N. Critz-Lane (Secretary/Library Co-Chair), J. Combs (Library), N. Reed (Coyote Pride), A. Maxey (Event Fundraising), H. D’Elia (Athletics), A. Pierson (Office Assistance), H. Chapin (8 th Grade Promotion), Mrs. Wilber
Guests	D. Hunker & B. Gebhart

Meeting called to order at 8:15 a.m.

Administrator’s Report:

- Staff suggestion to have “lock down kit needs” sheet ready for teachers at the end of the year to prepare for the upcoming year. School staff participated in a school safety training. Procedures are current and staying as is. Valley Academy has received a Grade A scoring. Reminder that if there is bulk trash to be picked up to submit a maintenance request to be removed.

President’s Report: No report.

New Business:

- Confidentiality form, volunteer contract and get to know you forms were passed out and requested to be returned promptly.
- Make notice of the yellow paper usage; if low, please advise office staff to order additional quantity for VAPO use.
- All items requiring approval shall be submitted to A. Wilson who will once approved send to K. Sommerfield for additional approval. Note there is a 48 hour turn around request for emails.
- Thank you to A. Maxey for the new update to Kid’s Playroom. Additional items needed to purchase such as organizational bin, chairs with a budget request of \$250. A. Pierson motioned to accept. J. Combs seconded. Motion passed.
- Group discussion on Kona Ice pricing. J. Combs to email all the Kona Ice information to H. D’Elia. Kona Ice will not be attending this year’s Turkey Trot.
- Library is in need of two tables for the Book Fair use. Total of 6 tables are damaged and needing to be replaced. J. Combs presented a quote for \$64.99 per table for an estimated total near \$425. W. Hunker motioned to pass. D. Cooper seconded. Motion passed.
- VAPO office computer security update. Please log out of profile when finished. Passwords will be updated for two profiles; VAPO counsel and parents. Safe and black cabinets to be locked.

Treasurer’s Report:

- D. Cooper reported numbers via email as well as stating subtotal of Cash Funds to be \$38,915.17.

Secretary’s Report:

- Review of September’s minutes. W. Hunker motioned. A. Pierson seconded. Motion passed.

- N. Critz-Lane working on a proposal to update the current volunteer time logging system. No volunteer hours available to submit at this time. Ideas for encouragement to parents for additional volunteer time: listing hours, email updates, or gift card raffles.

Committee Reports

Library: Book Fair update. Tracy Snyder will be attending the classroom preview. The book crew will be meeting after school to discuss ideas and needs. There will be an author attending the Read In.

Coyote Pride: N. Reed reported one t-shirt being replaced due to damage and a few added to new order due to not making it on the first order. N. Reed reported a need for an additional freezer or new one to replace the current ice cream storage freezer in the MPR. Mrs. Wilber will research additional locations to host a new freezer. Counsel will research prices and ideas to better serve the ice cream storage needs.

Staff Appreciation: W. Stemmons absent. A. Wilson reported there has been a sign-up genius sent out to request help for the upcoming Teacher Appreciation meal. It will be a soup & potato bar on Thursday, October 18th.

Special Events: D. Rangel absent. A. Wilson reported that lock down kits are complete. Food trucks are booked. W. Hunker is working on games. Caught Being Good is being moved from today to Friday, October 12th.

Office Fundraising: W. Hunker reported Fiesta Fundraising distribution will be on Wednesday, October 17th. Times are unknown. Will have pick up the same day.

Event Fundraising: Box tops has submitted first collection with a total of \$959.90. Box Top visuals have been placed through out the school. As well as Box Top collection kits are being made for each classroom. A. Maxey would like to have a Spring Festival planning meeting on November 6th at 8:15 a.m. in the VAPO room. A. Maxey also collecting suggestions for volunteer recruitment, food trucks and rides. All items need approval through Valley Academy Administration.

Athletics: Submitting the following times for approval for the Turkey Trot. Kindergarten at 10:15 a.m. First and Second grade at 11:15 a.m. Third grade at 12:15 a.m. Fourth through Eighth grade at 1:00 p.m. N. Reed volunteered her Girl Scouts group to run some sales using the concession stand. Student Council will get first option. Girl Scouts will provide their own items to sell. Schedule has been giving to Mrs. Browne and H. D'Elia. Suggestion made that each team would benefit from a team parent or two.

8th Grade Promotion: Eighth grade parents had a successful first meeting. The car wash was moved to November 3rd due to weather. Dance has a theme of a Royal Masquerade Ball. All items need approval through Valley Academy administration.

Office Assistance: A. Pierson reported overall a successful picture day. Working on a process to help coordinate between photographer needs and school needs to ease the flow of picture day. Feedback from staff was that they were ahead of schedule and went well.

Valley Communication: Homeroom Parent Orientation meeting date to be moved from October 16th. Date to be announced.

Meeting adjourned at 9:52 a.m.

Respectfully submitted,
Nicole Critz-Lane
Secretary & Co-Library Chair
VAPO, The Parent Organization of Valley Academy