

VAPO Meeting Minutes  
August 19, 2009

Meeting called to order at 8:22a.m.

Council Members present-Pamela Silva, Laura Nicholls, Jeff Diesing, Lisa Schulte, Rachelle Kramer, Heather Loveless, and Dawn Peabody. Twenty-three visitors were present including Heidi Mitchell, Victoria Wilber, and Leslie Szostak.

Meeting minutes- Dawn made a motion to approve meeting minutes from May, June, and July; Heather seconded the motion; motion approved.

Administrative concerns:

VAPO Parent Room Use and miscellaneous building information-discussed having sign out sheet for parents to check key in/out through office. All council members will be issued a key; there will be a key for the adult restroom in the VAPO Parent Room for volunteers and their children. Room is to be used as a workroom for anyone who is doing any type of volunteer work for the school. Specific guidelines will be discussed, decided upon, and posted.

Computer-we have wireless access to internet separate from school server per Heidi at [govalley.com](http://govalley.com). We can request blocks or unblocks for websites from Heidi. We have an e-mail address and e-mails are routed to a specific person. Laura Nicholls volunteered to have e-mails routed to her. She will check daily and forward to appropriate committee chairperson. We discussed purchasing Microsoft Publisher or Office Small Business. Heidi will ck to see if MS license for software would include VAPO so we can have some of the same programs as the school on the VAPO computer.

We will keep a centralized calendar in the room for scheduling meetings.

Use of building- building is set to be alarmed from 6p.m. to 6:30a.m. Mrs. Szostak can come to let people in at other times if special arrangements are made ahead of time. Heidi will put Parent Room on the cleaning schedule for the cleaning company.

Accountant-we may want to change accountants. Heidi is meeting with the school's accountants the week of Aug 30<sup>th</sup> on campus. VAPO officers are invited to meet and consult with them. Heidi will advise us of the exact date. VAPO taxes are due in September.

Pick-up procedure-Mrs. Szostak is trying new pick-up procedure: parents who usually walk to the pick-up line to get their kids will meet them at the front of new building; kids who walk home will gather to be dismissed all at the same time by flagpole. This will hopefully reduce congestion in drive through pick-up area. She also included that consistency is best plan when

picking up students. Preschoolers will have to be signed in & out. Parents will have to walk them to/from class.

Inviting representatives to VAPO meetings-Pamela asked whether teachers and student representatives could be invited to monthly meetings. Per Heidi, VAPO is separate identity; it was not originally designed to include teachers or students. Administration is the liaison between VAPO & teachers. The Student Relations chairperson is the liaison between Student Council & VAPO.

Campus wish list-per Heidi the students need shade structures over the playground equipment. These cost \$7-10,000 each. The old ones were damaged in the move. The drive through pick-up area is shaded by the building. Students can bring umbrellas to use outside, but must ask their teacher before bringing. A misting system was considered but is high maintenance. Another item on the wish list is ceiling mounted drop down projection screens that can be used with computers for classrooms.

Committee updates:

All committee chairs present were given the completed volunteer sign-up sheets for their committees.

Fundraising-Walk-a-thon was a big hit & we will continue to sponsor it. Student council has separate fundraisers for events and activities. Parents need to know what the goal is for fundraising (what it will be used for). We need to put an article in Sept. newsletter telling what funds paid for last year; stage, computer lab, basketball court, etc.

Jump drives-Laura didn't get a response from vendor about selling these at cost. After doing some research, she felt they were overpriced, even at cost, so we won't be selling them.

Someone brought up the idea of a talent show as a way to raise money. Jeff will discuss this with the Student Council to see if they are interested. Try-outs for the show would be necessary and all acts would have to be approved by administration.

Per Pamela, the bylaws do not state a maximum number of fundraisers to be held each year.

Parent Communication:

Carpooling-those interested in carpooling can review the list in the VAPO room and are welcome to contact others on the list to coordinate a schedule.

Online family directory-the idea of an online family directory was discussed, but there are too many security risks. Anything that goes on the web must protect the identity of our students and families.

ID badges-will take approximately 2 weeks to process.

VAPO meetings-we discussed changing meetings to 2<sup>nd</sup> Monday or 2<sup>nd</sup> Thursday of each month and rotating between morning and evening times to give more parents an opportunity to attend. Those who attended this meeting said advertising on the new sign and e-mail attracted them to come. Laura motioned that all monthly meetings whether morning or evening, be held on the 2<sup>nd</sup> Thursday and that every other meeting starting with September, be held in the evening at 6:30p.m.; Jeff seconded the motion; motion approved.

Pamela clarified that the bylaws state only parents or guardians can hold council seats. Parents who are new to Valley Academy and are interested in becoming VAPO Council members are encouraged to shadow committee chairpersons of their choosing for the first year to become familiar with how the committee operates. Attending committee meetings is a good way to find out which committee you are interested in helping.

Meeting minutes will be reviewed and approved by Council Members via e-mail so they can be posted on the website sooner.

Confidentially forms must be signed by all Council Members & kept on file in the school office.

Recognition committee- Laura made a motion to add Mindy Rupley as chairperson for this committee; Heather seconded the motion; motion approved.

Campus pride committee- Laura made a motion to add Sue Ellen Zollinger as chairperson for this committee; Heather seconded the motion; motion approved. Jeff suggested that we change the name of "Handy Dads" to "Handy Hands".

Extracurricular-Donald will continue to head this committee. He does not need to be voted on.

Curriculum-Laura distributed the new Recommended Reading List to teachers.

Library-Dawn is planning three book fairs this year; the usual Fall and Spring fairs, as well as, a junior high only fair.

Non-Academic-Heather is working on the spirit shirt order form. She is waiting for Coach Crow to finalize price for shirts. They will not be ready by the first Spirit Day in September. She has a volunteer who will organize used uniforms weekly or as needed.

Student relations-Jeff will schedule Great Skate nights for the year.

Treasurer's report-Committee chairpersons should review budgets and submit any changes. Jeff will e-mail last year's budgets. Some were blank and need to be filled in. We will vote via e-mail for any budget changes. Pamela asked about adding the secretary as a signer on the

checking account to expedite check requests. According to the bylaws, only the president, vice president, and treasurer can be signers. The bylaws would need to be changed to do this.

Secretary's report-Lisa distributed VAPO Governing Council binders to new members and updated information to returning members. New mailbox trays are now located in the VAPO Parent Room on the shelves behind the desk. There is a beige basket at the front desk in the main office where all VAPO mail will be deposited. Any Council Member who is on campus should retrieve the mail from the basket and distribute it to the appropriate mailbox in the VAPO Parent Room.

Old business:

School sign-is working well, but has no anti-vandalism screen. A check for the remaining balance of \$17,983.00 to pay off the sign will be sent today.

Stage- is being stored in music room.

Teacher breakfast-teachers enjoyed and appreciated the breakfast.

Back to school night-had a good turnout. Next year, the schedule needs to be organized differently so that used uniform sales can take place after the speakers are finished.

Ribbon cutting ceremony-went very well, thanks to all who organized this event. The school paid Mike Van Loon, the D.J., but VAPO will be billed for his services and will need to reimburse the school.

Upcoming events: Great Skate August 28<sup>th</sup>, Spirit Day ice cream sales September 4<sup>th</sup>, Picture Day September 30<sup>th</sup>.

Questions/Comments:

Turnaround time for flyer approval varies, but should allow two weeks. Discussed process of getting flyers approved and where they should be filed when finished. All VAPO flyers must be printed on VAPO approved yellow paper.

We discussed when to have the walk-a-thon; date will have to be approved by Coach Mims. Pledge packets should be sent out in early February with the walk scheduled to take place in March or early April.

Parents expressed concern that 5<sup>th</sup> graders have nothing to do at recess. Per Jeff, the playground equipment is on backorder and has not arrived.

Next meeting will be held on September 10<sup>th</sup> at 6:30 p.m. in the VAPO Parent Room #8.

Meeting adjourned at 11:03 a.m.