



Meeting Agenda

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

Tuesday, January 11, 2022 | 9:15 AM | Virtual

Board Members

Kelly Prevenas, **President** | Emily Schaefer, **Treasurer** | Betsy Baker, **Secretary** | Jackie Manning, **Member-At-Large** | Stephanie Zwaga, **Member-At-Large**

Call to Order and Welcome	Kelly Prevenas
Approval of Minutes	Kelly Prevenas
Committee and Officer Reports	
I. Principal's Report	Jennifer Dooley
II. Treasurer's Report	Emily Schaefer
a. December financials	
b. Grant requests	
III. Dine-Out	Stephanie Zwaga
IV. Art Auction	Megan Fraser
Unfinished Business	
I. Library volunteers	Kelly Prevenas
New Business	
I. Board positions 2022-2023	Kelly Prevenas
Adjourn	



Board Meeting Minutes

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY
ORGANIZATION

Tuesday, December 14, 2021 | 09:15AM | Virtual Meeting

In Attendance

Board Members: Kelly Prevenas (President), Betsy Baker (Secretary), Stephanie Zwaga (Member-at-Large), Jackie Manning (Member-at Large), Emily Schaefer (Treasurer)

Community Members: Megan Fraser, Julie Nielson

Principal/Staff: Jennifer Dooley (Principal)

Call to Order

Meeting called to order by Prevenas at 9:15 am. Quorum is met.

Approval of Minutes

- November 2021 Minutes was approved by unanimous consent.

Principal's Report

- Principal Dooley states registration for 2022-2023 school year is underway for previous VVELC and in-district families with 150 registrations as of today. Registration opens up tomorrow to the greater Tucson community.
- Principal Dooley discussed there is possibly a need for parent volunteers to help organize/reshelve books in the library monthly or every other week. There are stickers on the back of each book with a category to help organize them. Prevenas suggested possibly doing a Bloomz post to remind families of this when they are in the library to help. FFO Board to brainstorm other ideas.
- Prevenas stated in previous years her family has received both class photos if they attended both days the photos were taken but this year only received one photo. She asked if this was a new change. Principal Dooley states she has heard of this with other families and will reach out to Interstate. In the meantime, families can let Principal Dooley/Margie know.

Committee and Officer Reports

I. Treasurer's Report

- Approval of November Financials
 - Income for the month totaled \$333.74 including \$48.92 from Amazon Smile, \$24.00 from Basha's Community Support, \$165.18 from MOD Pizza dine-out, and \$95.64 from T-Shirt Sales.
 - Expenses for the month totaled \$1,299.09 including \$26.09 for supplies for Community Service Projects to purchase additional supplies to make busy bags, \$134.75 for Grant Requests, \$26.53 for FFO expenses for Quickbooks, \$272.62 for Staff Appreciation Luncheon and \$839.10 for purchasing additional T-shirts.
 - November Financial Report was approved by unanimous consent.
- Grant Requests
 - Room 1 submitted a grant request for \$16.20 for fairy garden supplies for a unit they are doing and an additional \$32.60 for a water bottle cart.
 - Motion to approve Room 1 grant request made by Prevenas, seconded by Manning, approved with unanimous consent.
- Additional Treasurer Information
 - Schaefer reports there was a check from 1/13/2021 that was never cashed from Ms. Lizette Sanchez for \$31.74 for a grant request. The request was approved by the 2020-2021 FFO Board and the class is still using the items. There was a short discussion about if the check should be reissued. Prevenas moved to reimburse Ms Lizette Sanchez \$31.74 for the grant request from 2020-2021, seconded by Baker, approved unanimously.

- Fraser had a question about how to receive reimbursement for the Art Auction. There was some discussion between Prevenas and Schaefer who decided it is best for the committee to submit invoices for large items with the FFO paying with their debit card/check and for smaller items receipts can be submitted.

II. Dine-Out

- Zwaga states next dine out at Beyond Bread Ina/Oracle location on January 26 from 4-7pm with 20% going to VVELC and no flier required.

III. Service Project

- Baker reports a successful community service project as students made 200 “Buys Bags” for the Ronald McDonald House of Southern AZ and had leftover donations to give RMH as well.
- Spring community service drive will be for the Angel Heart Pajama Project with collecting books and pajamas. This will coincide with the book fair and Literacy Nights the week of March 14th.

IV. CFSD Foundation

- Nielson reports the overall fundraising goal for the Foundation is \$150,000 and currently at \$45,000.
- Teacher of the Year Nominations closed on November 30th with 464 nominations and all nominations are given to the teachers. Winners to be announced in February with the Teacher of the Year event in Spring 2022.
- Giving Tuesday had 22 donors donating \$13,000 total.
- Week of Giving is wrapping up this week with a goal of \$25,000.

V. DFFO Report

- First round COVID vaccine clinics through the district administered 685 doses. Clinics for the second round are going on now.
- Kindergarten Town Hall Meetings are going on. Interested families can look on the district website or Bloomz for more information.
- Open Enrollment is going on now through 1/31/22.
- Valley View will be hosting the virtual DFFO meeting March 3rd at 9:15 am.

VI. Staff Appreciation

- December Staff Luncheon will be Thursday 12/16 and be catered by Sauce. Committee is asking for donations of treats or decor and can leave in the staff lounge.

Unfinished Business

I. Picnic Tables

- Principal Dooley is requesting four picnic tables to create an outdoor dining space for classes to use. This was previously discussed at last month’s meeting. The cost is \$2,823.48.
- Prevenas moved to approve the cost of the four picnic tables, Manning seconded. Approved unanimously.

New Business

I. Events for 2022

- Spring Book Fair is 3/14-3/18 which includes two evenings of Literacy Nights. FFO to begin planning this in the new year.
- The Art Auction committee plans to send out a save the date by the end of the year and also have themes for baskets by the end of January.

Call to Audience

N/A

Adjournment

Meeting was adjourned by unanimous consent at 9:55 AM. Next meeting will be held Tuesday, January 11th at 9:15am.

Addendum 12/17/21: After the meeting the cost of the 4 picnic tables was changed to \$3,020.08. Board upheld their previous vote with the new cost.

Valley View Preschool FFO
Profit and Loss
July 1, 2021-June 30, 2022

	Total	Budget	% of Budget
Income			
AmazonSmile	78.04	150.00	52%
Art Auction	0.00	10,000.00	0%
Basha's Community Support	121.00	300.00	40%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00	-	-%
Dine-outs	571.18	800.00	71%
Direct Donations/PayPal	5,813.55	5,000.00	116%
Frys Community Rewards	6.64	65.00	10%
Mabel's Labels	149.66	100.00	150%
Parking Spot	1,172.59	500.00	235%
Photography	0.00	500.00	0%
Read-A-Thon	0.00	-	-%
Scholastic Book Fairs	2,078.47	2,500.00	83%
TShirts	2,124.01	700.00	303%
Total Income	\$ 12,115.14	22,365.00	
Gross Profit	\$ 12,115.14		
Expenses			
Art Auction Costs	0.00	7,000.00	0%
Basha's Community Support	0.00	-	
Bloomz	1,925.00	1,750.00	110%
Bricks	0.00	500.00	0%
CFSD Activies	107.46	500.00	21%
Community Service Projects	52.17	0.00	0%
Credit Card/Bank fees	0.00	400.00	0%
Direct Giving Campaign	0.00	0.00	0%
Enrichment Classes	0.00	2,500.00	0%
Family Events	158.36	400.00	40%
Grant Requests	587.87	2,600.00	23%
FFO Expenses	231.77	300.00	77%
FFO Meetings	36.06	300.00	12%
NAEYC Conference	0.00	1,200.00	0%
Parent Education	0.00	500.00	0%
Petty Cash	0.00	0.00	0%
Staff Appreciation	1,212.33	2,300.00	53%
Staff Development	0.00	500.00	0%
T-Shirts	2,349.28	1,500.00	157%
Volunteer Appreciation	0.00	100.00	0%

Website	0.00	15.00	0%
Wishlist Purchases	3,020.08	0.00	0%
Total Expenses	\$ 9,680.38	22,365.00	
Net Operating Income	\$ 2,434.76		
Net Income	\$ 2,434.76		

Valley View Preschool FFO Profit and Loss

December 09, 2021- January 7, 2022

	Total	Budget	% of Budget
Income			
AmazonSmile	0.00	150.00	0%
Art Auction	0.00	10,000.00	0%
Basha's Community Support	42.00	300.00	14%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00	0.00	0%
Dine-outs	80.00	800.00	10%
Direct Donations/PayPal	0.00	5,000.00	0%
Frys Community Rewards	0.00	65.00	0%
Mabel's Labels	0.00	100.00	0%
Parking Spot	0.00	500.00	0%
Photography	0.00	500.00	0%
Read-A-Thon	0.00	0.00	0%
Scholastic Book Fairs	0.00	2,500.00	0%
TShirts	0.00	700.00	0%
Total Income	\$ 122.00	22,365.00	
Gross Profit	\$ 122.00		
Expenses			
Art Auction Costs	0.00	7,000.00	0%
Basha's Community Support	0.00	-	
Bloomz	0.00	1,750.00	0%
Bricks	0.00	500.00	0%
CFSD Activies	0.00	500.00	0%
Community Service Projects	0.00	0.00	0%
Credit Card/Bank fees	0.00	400.00	0%
Direct Giving Campaign	0.00	0.00	0%
Enrichment Classes	0.00	2,500.00	0%
Family Events	0.00	400.00	0%
Grant Requests	88.80	2,600.00	3%
FFO Expenses	26.53	300.00	9%
FFO Meetings	0.00	300.00	0%
NAEYC Conference	0.00	1,200.00	0%
Parent Education	0.00	500.00	0%
Petty Cash	0.00	0.00	0%
Staff Appreciation	573.40	2,300.00	25%
Staff Development	0.00	500.00	0%
T-Shirts	0.00	1,500.00	0%
Volunteer Appreciation	0.00	100.00	0%

Website	0.00	15.00	0%
Wishlist Purchases	3,020.08	0.00	0%
Total Expenses	<u>\$ 3,708.81</u>	<u>22,365.00</u>	
Net Operating Income	<u>-\$ 3,586.81</u>		
Net Income	-\$ 3,586.81		

Valley View Preschool FFO

Profit and Loss

December 9, 2021 - January 7, 2022

	TOTAL
Income	
Bashas Community Support	42.00
Dine-outs	80.00
Total Income	\$122.00
GROSS PROFIT	\$122.00
Expenses	
FFO Expense	26.53
Grant Requests	88.80
Playground Additions and Maint (deleted)	0.00
Playground Add - Goods	3,020.08
Total Playground Additions and Maint (deleted)	3,020.08
Staff Appreciation	573.40
Total Expenses	\$3,708.81
NET OPERATING INCOME	\$ -3,586.81
NET INCOME	\$ -3,586.81

Valley View Preschool FFO

Balance Sheet
As of January 7, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking (8832)	36,578.61
Direct Donations	-5,813.55
Petty Cash	0.00
Total Bank Accounts	\$30,765.06
Total Current Assets	\$30,765.06
TOTAL ASSETS	\$30,765.06
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	12,490.98
Retained Earnings	21,652.87
Net Income	-3,378.79
Total Equity	\$30,765.06
TOTAL LIABILITIES AND EQUITY	\$30,765.06