



# Meeting Agenda

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

*Tuesday, September 13, 2022 | 9:15 AM | Staff Lounge & Virtual*

## Members

Kelly Prevenas, **President** | Julie Nielson, **Treasurer** | Betsy Baker, **Secretary** |  
Tina Ienna-Balistreri, **Member-At-Large** | Stephanie Zwaga, **Member-At-Large**

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### 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                      | Julie Nielson   |
|       | a. Approval of August financials        |                 |
|       | b. Approval of amended 2022-2023 budget |                 |
|       | c. Grant requests                       |                 |
| III.  | DFFO Report                             | Kelly Prevenas  |
| IV.   | Art Auction                             |                 |
| V.    | Dine-out                                | Stephanie Zwaga |
| VI.   | Book Fair                               | Kaitlin Jones   |
| VII.  | Staff Appreciation                      | Katie Jacobson  |
| VIII. | Community Service                       | Betsy Baker     |

### Unfinished Business

- |    |                        |                |
|----|------------------------|----------------|
| I. | Direct Giving Campaign | Kelly Prevenas |
|----|------------------------|----------------|

### New Business

- |      |                |                |
|------|----------------|----------------|
| I.   | T-shirts       | Kelly Prevenas |
| II.  | Trunk or Treat | Kelly Prevenas |
| III. | Picture Days   | Kelly Prevenas |

### Adjourn



# Board Meeting Minutes

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY  
ORGANIZATION

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*Tuesday, August 16, 2022* | 09:15 AM | VVELC Staff Lounge & Virtual Meeting

## In Attendance

**Board Members:** Kelly Prevenas (President), Betsy Baker (Secretary), Tina Ienna-Balistreri (Member-at Large), Stephanie Zwaga (Member-at-Large), Julie Nielson (Treasurer)

**Community Members:** Katie Jacobson, Theadora Davis, Taylor Rascher, Becky Moss, Krista Klein, Mike Kinzinger, Dana Fletcher, Yuxi Rogers, Nina Bove Patel

**Principal/Staff:** Jennifer Dooley (Principal), Carole Siegler (President of Governing Board)

## Call to Order

Meeting called to order by Prevenas at 9:19 am. Quorum is met.

## Approval of Minutes

- July 2022 Minutes was approved by unanimous consent.

## Principal's Report

- Principal Dooley reports the year is off to a great start and encourages families to join and support the FFO in their upcoming events.
- Water days will begin Tuesday, August 23rd and will be held on Tuesday and Fridays through September 30th.
- The FFO gifted the district a shade sail and two additional shade sails to be provided by the district. Principal Dooley reports waiting to hear about the timeframe for installation.
- President Siegler thanked the FFO for their gift of the shade sail and reported the District formally accepted the FFO's gift at their last meeting.

## Committee and Officer Reports

### I. Treasurer's Report

- Approval of July Financials
  - Nielson reports income for the month totaled \$149.42 including \$6.00 from Basha's Community Support, \$96.62 in direct donations and \$46.80 from Fry's Rewards
  - Expenses included \$2,247.50 for Bloomz, \$720 for a reissued check to the brick company for last year's bricks, \$31.83 for FFO expenses of Quickbooks and \$19,813.48 for wishlist purchases for the shade sail. Expenses totaled \$22,663.39.
  - July Financials were approved with unanimous consent.
- Approval of Budget 2022-2023
  - Prevenas presented the budget for 2022-2023.
  - Motion to approve the 2022-2023 budget made by Prevenas and seconded by Baker, approved unanimously.
- Grant Requests
  - Motion to approve the grant request for Room 12/Mrs. Gina for \$86.94 for a pack of mirrors, pack of timers, pack of magnifying glasses, dramatic kitchen play item and hand washing timer made by Prevenas seconded by Ienna-Balistreri approved unanimously.
  - Motion to approve the grant request for Room 11/Ms. Lizette for \$76.53 for counting pegs and magnetic/white board with easel made by Prevenas, seconded by Baker, approved unanimously.
  - Motion to approve the grant request for Room 13/Ms. Vanessa for counting peg board, sensory bin tools, table-top magnetic easel and whiteboard for \$81.96 made by Prevenas seconded by Baker, approved unanimously.
  - Motion to approve the grant request for Ms. Aiko in Room 6 for

\$166.56 for a 4-way mirror and mirror tray made by Prevenas seconded by Ienna-Balistreri and approved unanimously.

## **II. Dine-Out**

- Zwaga reports still waiting to hear from Sundaze for the total from that dine-out.
- Next dine-outs are scheduled for September 15th at BJ's on Oracle from 11am-8pm with 20% going back to VVELC. Flyer/code needed. Second September dine-out will be at Jeremiah's Italian Ice on September 20th with 20% going back to VVELC if \$100 is reached.

## **III. Book Fair**

- Fall book fair dates are September 6th-9th in the VVELC Library.

## **IV. Community Service**

- Baker reports planning on two service projects for the school year with the fall being to make "busy bags"/activity bags for the children at the Ronald McDonald House of Southern AZ and the spring to collect pajamas and books for Angel Heart Pajama Project.

## **Unfinished Business**

### **I. Committee Chairs**

- Prevenas reports still looking for chairs for Staff Appreciation and Art Auction committees. If interested please reach out to the FFO or Principal Dooley.

### **II. Reserved Parking Sign**

- Prevenas states there are currently three reserved parking spot signs. Two are used by VVELC for the parking spot raffle and one is used for the Foundation. There has been previous discussion about adding a fourth reserved spot for VVELC to use in the raffle. Prevenas reports she received a quote for a U-channel of \$60 for the additional parking spot.
- Motion to approve to purchase a U-Channel that would not exceed \$60 for an additional reserved parking spot made by Prevenas and seconded by Baker, approved unanimously.

### **III. Art Auction**

- Prevenas reports the tentative date of the art auction is Saturday, March 4th. The last in-person event was previously held at Plaza Colonel and states they prefer for the event to be held on a Thursday evening or Sunday afternoon and would require to use a restaurant onsite for food/drinks/alcohol. Two other locations have been contacted however the price of these were also quite high. There was a general consensus to look into the pricing at Plaza Colonel.

## **New Business**

### **I. Parking Spot Raffle**

- The Raffle will begin tomorrow, 8:15-9:15 am, Wednesday, Aug 17th and continue through the week each morning. Raffle tickets are 1 ticket for \$5 and 5 tickets for \$20.
- Three winners will be selected for each month for September through May.

### **II. Direct Giving Campaign/Curriculum Night**

- Campaign will begin September 6th with the goal of raising \$5,000.
- With a \$100 donation families will receive a VVELC student t-shirt.

### **III. Parent Involvement Forms**

- There were 44 parent involvement forms returned.
- Still looking for room parents for rooms 7,8 and 10. If you are interested in volunteering please contact the FFO or Principal Dooley.

### **IV. Fundraising Opportunities**

- AmazonSmile, Basha's Community Support Card, Fry's Reward, Mabel's Labels are all ongoing fundraisers the FFO is involved in. Please consider designating Valley View FFO for these when you shop.

## **Call to Audience**

## **Adjournment**

Meeting was adjourned by unanimous consent at 10:17AM. Next meeting is scheduled for Tuesday, September 13th at 9:15AM.

**Valley View Preschool FFO**  
**Profit and Loss**  
**July 1, 2022-June 30, 2023**

	<b>Total</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Income</b>			
AmazonSmile	0.00	273.00	0%
Art Auction	0.00	13,600.00	0%
Basha's Community Support	6.00	200.00	3%
Bricks	0.00	1,690.00	0%
Community Service Projects	0.00	-	-%
Dine-outs	200.00	1,200.00	17%
Direct Donations/PayPal	241.99	5,000.00	5%
Frys Community Rewards	46.80	100.00	47%
Mabel's Labels	0.00	200.00	0%
Parking Spot	744.07	1,150.00	65%
Photography	0.00	500.00	0%
Read-A-Thon	0.00	-	-%
Scholastic Book Fairs	0.00	3,600.00	0%
TShirts	0.00	2,000.00	0%
<b>Total Income</b>	<b>\$ 1,238.86</b>	<b>29,513.00</b>	
<b>Gross Profit</b>	<b>\$ 1,238.86</b>		
<b>Expenses</b>			
Art Auction Costs	0.00	7,000.00	0%
Basha's Community Support	0.00	-	
Bloomz	2,247.50	2,248.00	100%
Bricks	720.00	1,240.00	0%
CFSD Activies	0.00	330.00	0%
Commuunity Service Projects	0.00	100.00	0%
Credit Card/Bank fees	0.00	200.00	0%
Direct Giving Campaign	0.00	0.00	0%
Enrichment Classes	0.00	2,500.00	0%
Family Events	0.00	500.00	0%
Grant Requests	411.99	2,600.00	16%
FFO Expenses	63.66	400.00	16%
FFO Meetings	41.36	500.00	8%
NAEYC Conference	0.00	3,000.00	0%
Parent Education	0.00	500.00	0%
Petty Cash	0.00	0.00	0%
Staff Appreciation	0.00	2,500.00	0%
Staff Development	0.00	1,000.00	0%
T-Shirts	2,311.73	2,400.00	96%
Volunteer Appreciation	0.00	200.00	0%

Website	0.00	295.00	0%
Wishlist Purchases	19,813.48	2,000.00	0%
Total Expenses	\$ 25,609.72	29,513.00	
Net Operating Income	-\$ 24,370.86		
Net Income	-\$ 24,370.86		

Valley View Preschool FFO				
Profit and Loss				
Aug 1st 2022 - Aug 31st 2022				
	Total	Budget	% of Budget	
Income				
AmazonSmile	0.00	273.00	0%	
Art Auction	0.00	13,600.00	0%	
Basha's Community Support	0.00	200.00	0%	
Bricks	0.00	1,690.00	0%	
Community Service Projects	0.00	0.00	0%	
Dine-outs	200.00	1,200.00	17%	
Direct Donations/PayPal	145.37	5,000.00	3%	
Frys Community Rewards	0.00	100.00	0%	
Mabel's Labels	0.00	200.00	0%	
Parking Spot	744.07	1,150.00	65%	
Photography	0.00	500.00	0%	
Read-A-Thon	0.00	0.00	0%	
Scholastic Book Fairs	0.00	3,600.00	0%	
TShirts	0.00	2,000.00	0%	
Total Income	\$ 1,089.44	29,513.00		
Gross Profit	\$ 1,089.44			
Expenses				
Art Auction Costs	0.00	7,000.00	0%	
Basha's Community Support	0.00	-		
Bloomz	0.00	2,248.00	0%	
Bricks	0.00	1,240.00	0%	
CFSD Activies	0.00	330.00	0%	
Communiuty Service Projects	0.00	100.00	0%	
Credit Card/Bank fees	0.00	200.00	0%	
Direct Giving Campaign	0.00	0.00	0%	

<b>Enrichment Classes</b>		0.00	2,500.00	0%
<b>Family Events</b>		0.00	500.00	0%
<b>Grant Requests</b>		411.99	2,600.00	16%
<b>FFO Expenses</b>		31.83	400.00	8%
<b>FFO Meetings</b>		41.36	500.00	8%
<b>NAEYC Conference</b>		0.00	3,000.00	0%
<b>Parent Education</b>		0.00	500.00	0%
<b>Petty Cash</b>		0.00	0.00	0%
<b>Staff Appreciation</b>		0.00	2,500.00	0%
<b>Staff Development</b>		0.00	1,000.00	0%
<b>T-Shirts</b>		2,311.73	2,400.00	96%
<b>Volunteer Appreciation</b>		0.00	200.00	0%
<b>Website</b>		0.00	295.00	0%
<b>Wishlist Purchases</b>		0.00	2,000.00	0%
<b>Total Expenses</b>	<b>\$</b>	<b>2,796.91</b>	<b>29,513.00</b>	
<b>Net Operating Income</b>	<b>-\$</b>	<b>1,707.47</b>		
<b>Net Income</b>	<b>-\$</b>	<b>1,707.47</b>		

# Valley View Preschool FFO

## Profit and Loss

August 2022

	TOTAL
Income	
Dine-outs	200.00
Direct Donation	145.37
Parking Spots	744.07
<b>Total Income</b>	<b>\$1,089.44</b>
GROSS PROFIT	<b>\$1,089.44</b>
Expenses	
FFO Meetings	41.36
Grant Requests	411.99
Intuit/Quickbooks	31.83
T-Shirt Cost	2,311.73
<b>Total Expenses</b>	<b>\$2,796.91</b>
NET OPERATING INCOME	<b>\$ -1,707.47</b>
NET INCOME	<b>\$ -1,707.47</b>



# Valley View Preschool FFO

## Balance Sheet As of August 31, 2022

		TOTAL
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
Checking (8832)		25,106.09
Petty Cash		0.00
<b>Total Bank Accounts</b>		<b>\$25,106.09</b>
<b>Total Current Assets</b>		<b>\$25,106.09</b>
<b>TOTAL ASSETS</b>		<b>\$25,106.09</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
<b>Total Liabilities</b>		
Equity		
Opening Bal Equity		12,522.72
Retained Earnings		36,954.23
Net Income		-24,370.86
<b>Total Equity</b>		<b>\$25,106.09</b>
<b>TOTAL LIABILITIES AND EQUITY</b>		<b>\$25,106.09</b>

# Valley View Early Learning Center - Family Faculty Organization Budget 2022-2023

INCOME	2022-2023 Budget	Explanation - NOTE: Most figures are based on reported numbers from previous years
Amazon Smile	273.00	Similar to previous years
Art Auction	13,600.00	Primary fundraiser for all FFO-supported programs and expenses. Income includes auction of artwork from each classroom, silent auction of local business donations, a 50/50 raffle, drink ticket sales and more.
Basha's Community Support	200.00	Includes sales from selling unused cards and the 6% back from each reload
Bricks	1,690.00	Personalized bricks are purchased by families and are laid along the brick pathway outside of the school. 13 brick minimum at \$130.00/per brick
Dine-Outs	1,200.00	Planning for eight dine-outs earning \$150 per event
Direct Donations/PayPal	5,000.00	Direct Giving campaign is held at the beginning of the year with a goal of \$100 per family
Fry's Community Rewards	100.00	Parents shop with Fry's VIP cards and have the FFO selected as their charity. A portion of sales goes back to Valley View every quarter. Budget based on previous years
Mabel's Labels	200.00	FFO earns 20% on every sale of labels made for tagging personal items of students. Valley View FFO (Tucson) must be selected as fundraiser. Budget based on previous years.
Parking Raffles	1,150.00	Raffle to win a designated parking spot at VVELC for a month. 1 ticket = \$5, 5 tickets = \$20
Photography	500.00	Commission from Interstate Studios for school pictures/portraits
Scholastic Book Fairs	3,600.00	Goal of \$7,200 sales for each book fair (\$14,400 total); opt for cash
T-Shirts	2,000.00	Spiritwear shirts will be available for purchase at \$25 per shirt, or free per \$100 direct donation. FFO plans to sell off previous year shirts for \$5.
<b>TOTAL INCOME</b>	<b>\$ 29,513.00</b>	

EXPENSES	2022-2023 Budget	Explanation - NOTE: Most figures are based on reported numbers from previous years
Art Auction Costs	7,000.00	Costs is based on previous years and covers art materials, event food and drink, table/linen hire, advertising and postage for business donation requests, and additional supplies
Bloomz	2,248.00	Communication app for parents and teachers of Valley View
Bricks	1,240.00	Based on minimum 13 bricks at \$40 each (they did not cash check last year; reissued)
CFSD Activities	330.00	VVELC's portion of CFSD joint events: New Teacher Orientation (\$70.00); CFHS hosted Staff Breakfast (\$100.00); DFFO meetings (\$60.00); TOY (\$100.00)
Community Service	100.00	Budget \$50 each project for any necessary supplies
Credit Card/Bank Fees	200.00	Based on previous expenses
Enrichment Classes	2,500.00	Estimate from earlier years
Family Events	500.00	Costs for hosting Trunk o' Treat in October and Pajama Nights in March
FFO Expenses	400.00	FFO overhead including postage and office supplies.
FFO Meetings	500.00	10 monthly meetings at estimated \$50 per meeting for refreshments
Grant Requests	2,600.00	13 teachers at \$200 each
NAEYC Conference	3,000.00	Cost for two teachers and admin to attend event
Parent Education	500.00	Informative seminars about parenting methods; planning for 2 to 3 sessions
Shade Sail	19,813.48	Gift to district; multi-year fundraising project
Staff Appreciation	2,500.00	Food for back-to-school staff retreat, staff luncheons, teacher appreciation week, and tokens of appreciation for administrative and teaching staff
Staff Development	1,000.00	For teacher professional development; planning for 2 to 3 sessions
T-Shirts	2,400.00	All staff members and board members receive spiritwear t-shirts. Parents receive one free t-shirt per \$100 donation or they can be purchased for \$25
Volunteer Appreciation	200.00	End of year appreciation event for all parent volunteers; cost based on previous years
Website	295.00	Annual domain renewal is \$15 every June; premium plan renewal for \$280 is up again in 2023
Wishlist Purchases	2,000.00	Special, unplanned requests during the year
<b>TOTAL EXPENSES</b>	<b>\$ 49,326.48</b>	

**NET INCOME** (\$19,813.48)

## Valley View FFO Grant Request Form

(The Grant Request must be submitted for FFO approval before anything can be purchased. Please attach a copy of the item(s) from the website to your request.)

Teacher(s) name(s):

Zhiwei Shepard

Amount of money requested:

\$203.58

List of items to be purchased:

See detailed invoice attached

Brief description of the educational use that this money will be used for:

Class teaching, experiment, art etc.

Total amount (including shipping and tax):

\$203.58

Signature: Zhiwei Shepard Date: 8/23/2022

Approval: (yes) \_\_\_\_\_ (no) \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_



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your cart

Room 14 — Zhiwei shepard

Item #	Item name	drop ship	Item price	qty	total price
	PSD Washable Plastic Dinosaur Stencils - Set of 6		\$13.99	1	\$13.99
	WDPZSET Colorations® Decorate Your Own 3-D Wooden Puzzles, 12 Designs		\$14.97	1	\$14.97
	DINOEGG Dino Egg Dig Science Education Kit		\$12.99	1	\$12.99
	PETSET Animal Sticker Variety Pack 20 Sheets		\$13.60	1	\$13.60
	DINOFOAM Colorations® Dinosaur Foam Shapes, 500 pieces		\$12.36	1	\$12.36
	DINOCONT Dinosaur Counting Activity Set		\$38.99	1	\$38.99

	LWRE	Colorations® Liquid Watercolor™ Paint, Red - 8 oz.		\$4.70	2	\$9.40
	LWMA	Colorations® Liquid Watercolor™ Paint, Magenta - 8 oz.		\$4.70	1	\$4.70
	LWFS	Colorations® Liquid Watercolor™ Paint, Fuschia - 8 oz.		\$4.70	1	\$4.70
	LWTU	Colorations® Liquid Watercolor™ Paint, Turquoise - 8 oz.		\$4.70	1	\$4.70
	LWPI	Colorations® Liquid Watercolor™ Paint, Pink - 8 oz.		\$4.70	1	\$4.70
	LWPR	Colorations® Liquid Watercolor™ Paint, Purple - 8 oz.		\$4.70	1	\$4.70
	LWTE	Colorations® Liquid Watercolor™ Paint, Teal - 8 oz.		\$4.70	1	\$4.70
	LWGR	Colorations® Liquid Watercolor™ Paint, Green - 8 oz.		\$4.70	1	\$4.70
	LWYE	Colorations® Liquid Watercolor™ Paint, Yellow - 8 oz.		\$4.70	1	\$4.70
	LWBL	Colorations® Liquid Watercolor™ Paint, Blue - 8 oz.		\$4.70	1	\$4.70
	NBFBDINO	Dinosaurs Felt Set		\$24.99	1	\$24.99



SNAPBDS

Colorations® Snap Accessory Beads, Set of 1000

\$19.99

1

\$19.99

Item Total: \$203.58

## payment method

Card# \_\_\_\_\_ Exp Date \_\_\_\_\_

Cardholder Name (print) \_\_\_\_\_

Signature \_\_\_\_\_

☐ Check Enclosed☐ Purchase Order

Check # \_\_\_\_\_ PO # \_\_\_\_\_

Duplicate or previously submitted order? ☐ Yes ☐ NoAre you a new customer? ☐ Yes ☐ No

Account# \_\_\_\_\_

Cancel items Out of Stock? ☐ Yes ☐ No

## freight, tax and totals

①	Total of all In-stock Items:	\$203.58
②	Total of all Drop Ship Items:	\$0.00
③	<b>Add Lines 1 and 2 for Item Total:</b>	<b>\$203.58</b>
④	Add \$10 for shipping Line1 items: No shipping Charge if Line 1 is over \$99	
⑤	Add 15% of Line 2 for Drop Ship Shipping:	
⑥a	Calculate Applicable Sales Tax for Line 3 Total for AL, AZ, MA, MO, OK, UT	
⑥b	Calculate Applicable Sales Tax for Lines 3, 4 and 5 Totals for AR, CA, CO, CT, DC, FL, GA, IL, IN, KS, KY, MD, MI, MN, NC, NJ, NV, NY, OH, PA, RI, SC, TN, TX, VA, WA or provide a copy of Tax Exempt Certificate with your first order. Due to changes beyond our control, we may occasionally be required to charge sales tax in states not listed here.	
⑦	<b>Add Lines 3, 4, 5 and 6 for Grand Total:</b>	
Final order total, freight and taxes will be confirmed once a sales rep reviews your order form		



**MENTION**  
Valley View Early  
Learning Center!

**of Northwest Tucson**

**JOIN US AS WE SUPPORT**  
**Valley View Early Learning**  
**Center!**



**TUESDAY**  
**Sept. 20th!**

**20%**  
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