



Meeting Agenda

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

Tuesday, December 14, 2021 | 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. November financials | |
| b. Grant requests | |
| III. Dine-Out | Stephanie Zwaga |
| IV. Service Project | Betsy Baker |
| V. CFSD Foundation | Julie Nielson |
| VI. DFFO Report | Kelly Prevenas |
| VII. Staff Appreciation | Kelly Prevenas |

Unfinished Business

- | | |
|------------------|----------------|
| I. Picnic tables | Kelly Prevenas |
|------------------|----------------|

New Business

Adjourn



Board Meeting Minutes

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY
ORGANIZATION

Tuesday, November 9, 2021 | 09:15AM | Virtual Meeting

In Attendance

Board Members: Kelly Prevenas (President), Betsy Baker (Secretary), Stephanie Zwaga (Member-at-Large)

Community Members:

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

Call to Order

Meeting called to order by Prevenas at 9:22 am. Quorum is met.

Approval of Minutes

- October 2021 Minutes was approved by unanimous consent.

Principal's Report

- Principal Dooley states registration for the 2022-2023 school year will begin in December.
- Principal Dooley reports some parents have been curious about outdoor dining options for the students and she states she has been looking at some picnic table options to assist with this. She asked for thoughts on the FFO funding this. There was some discussion and a general consensus to move forward. Principal Dooley states she will do some more research on cost/options and get back to the FFO.

Committee and Officer Reports

I. Treasurer's Report

- Approval of October Financials
 - Income for the month totaled \$2,273.37 including \$24 from Basha's Community Support, \$221 from Fini's Landing dine-out and \$2,028.37 from T-Shirt Sales.
 - Expenses for the month included \$26.08 for supplies for Community Service Projects to purchase supplies to make busy bags, \$12.56 for Family Events, 354.32 for Grant Requests, and \$26.53 for FFO expenses for Quickbooks. This totaled \$429.49 for the month.
 - Prevenas states the FFO has exceeded their goal for many events in the budget so far this year.
 - Motion to approve October Financial Report made by Prevenas, seconded by Baker, and approved with unanimous consent.
- Grant Requests
 - Previously the board virtually approved \$80 for two staff members to attend an educational conference and \$94.75 for an order of Alum, a material used to make playdough which is used by the entire school.
 - Principal Dooley states she will send an email out to staff reminding them of their ability to use grant requests for their classroom supplies.

II. Dine-Out

- Zwaga states November 18th Dine-Out at Raising Cane's from 4pm-10pm. Need to mention Valley View when ordering inside or at the drive thru. 15% of sales will go back to VVELC.
- Zwaga states MOD Pizza Dine-Out brought in \$165 and the check should be mailed in 4-6 weeks.
- December 8th Dine-Out will be at Oregano's Pizza at Speedway location and they will require fliers.
- For January, Zwaga states she is working on Sauce and for February Beyond Bread.
- Prevenas suggested the idea of finding a food truck for March to coincide with Pajama Nights.

III. Service Project

- Community Service Drive to be the week of November 15-19 where we will be collecting donated new arts and crafts, small toys and snacks for “Busy Bags” for Ronald McDonald House of Southern Arizona. These bags are given to children who are staying with their families at the Ronald McDonald House.
- Families can sign up for items on the SignupGenius posted to Bloomz. Baker reports there has been a great turnout for signing up so far. A Bloomz post was made again today as items are still needed. The goal is to make 200 bags so each student can decorate.
- Students will assemble/decorate bags and “thinking of cards” on Monday, Nov 22.
- Baker has been in contact with Ronald McDonald House and they wish to decide closer how items will be dropped off. Principal Dooley or Baker have offered to drop off items if needed.

IV. DFFO Report

- Prevenas reports she was unable to attend the meeting this month. Vice President Siegler reports community schools are still looking for after school coaches and there was talk about coordinating Dine-Outs between schools so they are not on the same day.

Unfinished Business

I. T-shirt Sales

- Prevenas states the remaining t-shirts have come in and been distributed. The cost of the shirts was \$839.
- There are a few extra adult sizes and kids sizes if families inquire about shirts.

New Business

I. Teacher of the Year

- Nominations need to be in by November 30th and can be completed online.

Call to Audience

N/A

Adjournment

Meeting was adjourned by unanimous consent at 10:00 AM. Next meeting will be held Tuesday, December 14th at 9:15am.

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	79.00	300.00	26%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00	-	-%
Dine-outs	491.18	800.00	61%
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	\$ 11,993.14	22,365.00	
Gross Profit	\$ 11,993.14		
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	499.07	2,600.00	19%
FFO Expenses	205.24	300.00	68%
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	638.93	2,300.00	28%
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	0.00	0.00	0%
Total Expenses	\$ 5,971.57	22,365.00	
Net Operating Income	\$ 6,021.57		
Net Income	\$ 6,021.57		

Valley View Preschool FFO Profit and Loss

November 5- December 9, 2021

	Total	Budget	% of Budget
Income			
AmazonSmile	48.92	150.00	33%
Art Auction	0.00	10,000.00	0%
Basha's Community Support	24.00	300.00	8%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00	0.00	0%
Dine-outs	165.18	800.00	21%
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	95.64	700.00	14%
Total Income	\$ 333.74	22,365.00	
Gross Profit	\$ 333.74		
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%
Commuunity Service Projects	26.09	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	134.75	2,600.00	5%
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	272.62	2,300.00	12%
Staff Development	0.00	500.00	0%
T-Shirts	839.10	1,500.00	56%
Volunteer Appreciation	0.00	100.00	0%

Website	0.00	15.00	0%
Wishlist Purchases	0.00	0.00	0%
Total Expenses	\$ 1,299.09	22,365.00	
Net Operating Income	-\$ 965.35		
Net Income	-\$ 965.35		

Valley View Preschool FFO

Balance Sheet

As of December 9, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking (8832)	40,165.42
Direct Donations	-5,813.55
Petty Cash	0.00
Total Bank Accounts	\$34,351.87
Total Current Assets	\$34,351.87
TOTAL ASSETS	\$34,351.87
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	12,490.98
Retained Earnings	21,652.87
Net Income	208.02
Total Equity	\$34,351.87
TOTAL LIABILITIES AND EQUITY	\$34,351.87

Valley View Preschool FFO

Profit and Loss

November 5 - December 9, 2021

	TOTAL
Income	
AmazonSmile	48.92
Bashas Community Support	24.00
Dine-outs	165.18
TShirts	95.64
Total Income	\$333.74
GROSS PROFIT	\$333.74
Expenses	
Community Service Event Cost	26.09
FFO Expense	26.53
Grant Requests	134.75
Staff Appreciation	272.62
T-Shirt Cost	839.10
Total Expenses	\$1,299.09
NET OPERATING INCOME	\$ -965.35
NET INCOME	\$ -965.35