



Meeting Agenda

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

Tuesday, April 12, 2022 | 9:15 AM | Staff Lounge & 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. March financials | |
| b. Grant requests | |
| III. Dine-Out | Stephanie Zwaga |
| IV. DFFO Report | Kelly Prevenas |
| V. Book Fair | Jackie Manning |
| VI. Community Service Project | Betsy Baker |
| VII. CFSD Foundation | Julie Nielson |
| VIII. Art Auction | Megan Fraser & Julie Nielson |

Unfinished Business

- | | |
|--|----------------|
| I. Board election 2022-2023 | Kelly Prevenas |
| II. Engraved bricks | Kelly Prevenas |
| III. Teacher & Staff Appreciation Week | Kelly Prevenas |

New Business

- | | |
|--|-------------------------------|
| I. Volunteer Appreciation | Kelly Prevenas |
| II. Last Day of School | Kelly Prevenas & Suzi Messing |
| III. End of Year Staff Celebration | Kelly Prevenas |
| IV. Committee Chairs/Co-Chairs 2022-2023 | Kelly Prevenas |

Adjourn



Board Meeting Minutes

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY
ORGANIZATION

Tuesday, March 8, 2022 | 09:15AM | Virtual Meeting

In Attendance

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

Community Members: Megan Fraser, Julie Nielson, Fatima Bravo

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

Call to Order

Meeting called to order by Prevenas at 9:16 am. Quorum is met.

Approval of Minutes

- February 2022 Minutes was approved by unanimous consent.

Principal's Report

- Principal Dooley reports that an email went out yesterday for enrollment confirmation for the 2022-2023 school year.
- VVELC summer program registration will begin next week with limited space compared to previous years due to staffing.

Committee and Officer Reports

I. Treasurer's Report

- Approval of February Financials
 - Income for the month totaled \$1,053.40 including \$98.02 from AmazonSmile, \$678.79 from the Art Auction, \$18.00 from Basha's Community Support and \$258.59 from Beyond read Dine-Out. Expenses totaled \$430.10 including \$93.57 from Art Auction, \$36.53 for FFO expenses and \$300 from Staff Appreciation Luncheon.
 - Overall, Prevenas reports we are exceeding our budget in many income line items and are doing well for the year.
 - Motion to approve the February Financial Report made by Prevenas, seconded by Baker and approved with unanimous consent.
- Grant Requests
 - Ms. McKenzie is requesting \$38.00 for a 48 pack of 8x10 canvas panels for her classroom's self portrait project
 - Motion to approve this grant request totaling \$38.00 made by Prevenas, seconded by Manning, approved unanimously.
 - Grant request for new teacher orientation for two t-shirts at \$10.50 and 4 gift cards at \$5 each totaling \$41.00
 - Motion to approve this grant request for the gift cards only as the t-shirts will be voted on at a later date made by Prevenas, seconded by Baker, approved unanimously.
 - Grant requested verbally from Principal Dooley for two new Cozy Coupe Cars as two have broken, price of items not to exceed \$150.
 - Motion to approve this grant request made by Prevenas, seconded by Manning, approved unanimously.

II. Dine-Out

- Next Dine-Out is March 29th at Chipotle on Wetmore from 4-9pm. A code or flyer is needed. Prevenas states she will put fliers in cubbies on March 28th.
- Last dine-out for the school year will be in April at Rubio's.

III. DFFO Report

- Teacher retention is currently at 82% for the district.
- District is currently in the middle of budget planning for next year and will be finalized this summer.
- There will be a board election this fall.
- Masks are currently optional in schools as Pima County is now in the “yellow” moderate zone.
- Community Schools are in great need of staff especially for middle school coaches. Please inquire through Community Schools.
- Community Schools Summer Program registration to begin after spring break.

IV. Book Fair

- Manning states spring book fair is the week of March 14th. The theme is “Reading is Magic.”
- Books to be delivered Thursday and set up on Friday in the Library.
- Shifts are still available to volunteer at the cash register. Manning states she will make a Bloomz post for Principal Dooley to post for volunteers.

V. Community Service Project

- Baker states community service drive will be Monday 3/14 through Friday 3/18. The drive will be collecting new pajamas and books for the Angel Heart Pajama Project. Pajamas need to be new, complete sets that are flame retardant and sizes needed are 0 months to children's XXL.
- Items can be dropped off at the boxes located by the book drive.
- Baker reports the donations will be picked up by Stacie at Angel Heart Pajama Project on Monday, March 28th at 9:30 AM after spring break.

VI. CFSD Foundation

- Nielson states Teacher of the Year Event is May 1st 2-4pm at Skyline Country Club. More details to come.
- Foundation is looking for volunteers for the Board for next year.

VII. Art Auction

- Fraser reports the event will be April 4th-8th at drop off and pick up. They will use app Auctria for the bidding.
- Classroom basket items are needed by Friday, March 11th.
- There was some discussion about volunteers and a general consensus was made to have some volunteers for set up/take down and 1-2 volunteers during drop off hours to assist with any questions and with raffle, etc.
- There was also a discussion about how to organize items due to limited space. Principal Dooley suggested using the library for overflow.
- Nielson reports currently have 25 items for silent auction and 3 sponsors confirmed. This committee’s deadline for silent auction items/sponsorship is Friday, March 11th.

Unfinished Business

I. Board Positions 2022-2023

- Prevenas states board positions are open for next year including President, Vice President and Treasurer. If you are interested please contact Prevenas, the FFO or Principal Dooley.

II. Engraved Bricks

- Prevenas states received 17-18 order forms for bricks and will send them over to vendor for installation.

New Business

I. Teacher Appreciation

- Prevenas reports Teacher Appreciation week is May 2-6th. There will be a theme for each day for a gift idea for the teachers. FFO may also have a table with an activity for students to do. If you have any ideas please email Prevenas. More details to come at the next meeting.

Call to Audience

Prevenas reports Manzanita is having an outdoor Spanish movie night on April 1st with food trucks that is open to the community.

Adjournment

Meeting was adjourned by unanimous consent at 10:10 AM. Next meeting will be held Tuesday, April

12th at 9:15am.

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

	Total	Budget	% of Budget
Income			
AmazonSmile	176.06	150.00	117%
Art Auction	1,663.85	10,000.00	17%
Basha's Community Support	145.00	300.00	48%
Bricks	2,335.75	1,750.00	133%
Community Service Projects	0.00	-	-%
Dine-outs	976.92	800.00	122%
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	\$ 16,642.50	22,365.00	
Gross Profit	\$ 16,642.50		
Expenses			
Art Auction Costs	380.24	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	227.46	500.00	45%
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	731.95	2,600.00	28%
FFO Expenses	321.36	300.00	107%
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	1,512.33	2,300.00	66%
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	\$ 10,714.29	22,365.00	
Net Operating Income	\$ 5,928.21		
Net Income	\$ 5,928.21		

Valley View Preschool FFO
Profit and Loss
 March 5- April 7, 2022

	Total	Budget	% of Budget
Income			
AmazonSmile	0.00	150.00	0%
Art Auction	985.06	10,000.00	10%
Basha's Community Support	0.00	300.00	0%
Bricks	2,335.75	1,750.00	133%
Community Service Projects	0.00	0.00	0%
Dine-outs	147.15	800.00	18%
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	\$ 3,467.96	22,365.00	
Gross Profit	\$ 3,467.96		
Expenses			
Art Auction Costs	286.67	7,000.00	4%
Basha's Community Support	0.00	-	
Bloomz	0.00	1,750.00	0%
Bricks	0.00	500.00	0%
CFSD Activies	120.00	500.00	24%
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	144.08	2,600.00	6%
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	0.00	2,300.00	0%
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	0.00	0.00	0%
Total Expenses	\$ 577.28	22,365.00	
Net Operating Income	\$ 2,890.68		
Net Income	\$ 2,890.68		

Valley View Preschool FFO

Profit and Loss

March 5 - April 7, 2022

	TOTAL
Income	
Art Auction	985.06
Bricks	2,335.75
Dine-outs	147.15
Total Income	\$3,467.96
GROSS PROFIT	\$3,467.96
Expenses	
Art Auction Costs	286.67
CFSD Activities	120.00
FFO Expense	26.53
Grant Requests	144.08
Total Expenses	\$577.28
NET OPERATING INCOME	\$2,890.68
NET INCOME	\$2,890.68

Valley View Preschool FFO

Balance Sheet

As of April 7, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Chase Checking (8832)	40,072.06
Direct Donations	-5,813.55
Petty Cash	0.00
Total Bank Accounts	\$34,258.51
Total Current Assets	\$34,258.51
TOTAL ASSETS	\$34,258.51
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Bal Equity	12,490.98
Retained Earnings	21,652.87
Net Income	114.66
Total Equity	\$34,258.51
TOTAL LIABILITIES AND EQUITY	\$34,258.51

Valley View 2022



TEACHER & STAFF APPRECIATION WEEK

Monday, May 2

FLOWER & PLANT DAY!

Bring your teachers a flower or plant! Plus, stop by the FFO table to make a paper flower for staff members.

Tuesday, May 3

GIVE 5 DAY!

Bring your teachers a \$5 gift card to a place they love! Plus, stop by the FFO table to give a high five to a staff member by adding a hand cutout to our banner.

Wednesday, May 4

TREAT DAY!

Bring your teachers a special treat! Plus, stop by the FFO table to write a Kind Note for staff members.

Thursday, May 5

SUPPLY DAY!

Bring your teachers school supplies for the classroom! Plus, stop by the FFO table to color a picture of your teachers.

Friday, May 6

HONOR YOUR TEACHER DAY!

Make a donation to the CFSD Foundation in honor of a Valley View teacher or staff member! Plus, stop by the FFO table to decorate a rock for your teacher.