



# Meeting Agenda

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

Tuesday, October 5, 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**

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<b>Call to Order and Welcome</b>	Kelly Prevenas
<b>Approval of Minutes</b>	Kelly Prevenas
<b>Committee and Officer Reports</b>	
I. Principal's Report	Jennifer Dooley
II. Treasurer's Report	Emily Schaefer
a. September financials	
b. Grant requests	
III. Dine-Out	Stephanie Zwaga
IV. Staff Appreciation	Kelly Prevenas
V. Art Auction	Megan Fraser
VI. Book Fair	Jackie Manning
VII. Service Project	Betsy Baker
VIII. DFFO Report	Kelly Prevenas
<b>Unfinished Business</b>	
I. T-shirt sales	Kelly Prevenas
II. Trunk or Treat	Kelly Prevenas
III. Picture Days	Kelly Prevenas
<b>New Business</b>	
I. Spirit Days	Kelly Prevenas
<b>Adjourn</b>	



# Board Meeting Minutes

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY  
ORGANIZATION

*Tuesday, September 14, 2021* | 09:15AM | Virtual Meeting

## In Attendance

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

**Community Members:** Suzi Messing, Megan Fraser, Sarah Pfier, Julie Nielson

**Principal/Staff:**

## Call to Order

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

## Approval of Minutes

- August 2021 Minutes was approved by unanimous consent.

## Principal's Report

- N/A

## Committee and Officer Reports

### I. Treasurer's Report

- Approval of August Financials
  - Schaefer reports income for the month was \$1,854.32 including from Amazon Smile (\$29.12), Basha's (\$10), Sundaze Dine Out (\$105), Direct Donations (\$387.95), Mabel's Labels (\$149.66), and Parking Spot Raffle (\$1,172.59).
  - Expenses for the month per Schaefer totaled in \$3,535.23 including Bloomz Subscription (\$1,925.00), New Teacher T-Shirts (\$7.46), Book Fair Costs (\$30.00), Quickbooks (\$26.53), FFO Meeting Expenses (\$36.06), and T-Shirts (1,510.18).
  - Motion to approve August Financial Report made by Prevenas, seconded by Baker, and approved with unanimous consent.
- Grant Requests
  - Room 14 submitted grant request for classroom supplies totaling \$200.33
  - Motion to approve grant request made by Prevenas, seconded by Manning and unanimously approved.

### II. DFFO Report

- This year's enrollment for CFSD is 5,411 Pre-K-12.
- Safe return to school resources are available on the district website.
- Emergency relief funds received to be used for summer school, extended day tutoring, two additional counselors, social emotional support for staff, additional air filtration units, additional chrome books and water bottle filling stations.
- District is working on a bus tracker for school buses.
- Community schools is hiring for after school programs. Applicants need to be 16+.

### III. CFSD Foundation

- Prevenas reports no Tapas for Teachers this year and nominations begin for Teacher of the Year.

### IV. Staff Appreciation

- Prevenas reports first luncheon to be Thursday, September 16th for the staff and will be catered by Baggins with the committee bringing in individual snacks, fruit and drinks for staff.

### V. Art Auction

- Fraser reports the Art Auction is planning to be held outside Saturday, April

2nd at Plaza Colonel.

- The theme will be “Taste of Tucson” with heavy appetizers from 5-6 different Tucson restaurants.
- First committee meeting to be held virtually Monday, October 4 at 6pm.
- Fraser states plan is to divide volunteers into 5 subcommittees.

#### VI. Book Fair

- Manning reports the book fair was very successful with \$8,854.13 in sales and of that \$1,785.28 to go back to Valley View.
- Spring Book Fair to be held March 7-11th and coincide with Pajama Nights March 7th and 8th.

#### VII. Dine Out

- Zwaga reports next dine out is September 22 at Fini’s Landing. Fliers to be distributed in cubbies.
- Zwaga states October dine out to be at MOD on the 19th.
- Schaefer states she will help Zwaga with the W-9 form needed for some upcoming dine outs.

#### VIII. Service Project

- Baker reports two community service projects this year, one for each semester.
- Disney Family Volunteering continues to be on hiatus but Baker will continue to check the website as in previous years the Disney tickets received were used to auction off at the art auction.
- Ideas for Fall semester include to collect items for Casa de los Ninos, Casa Alitas or Ronald McDonald House the week of Nov 15-19.
- Spring service project ideas include collecting books and pajamas for Angel Heart Pajama Project to coincide with Pajama Nights March 7-8.

### Unfinished Business

#### I. Parking Spot Raffle

- Prevenas reports raised over \$1,000 which exceeded budgets of \$500.
- Three winners per month were announced on Bloomz.

#### II. Direct Giving Campaign

- Prevenas states goal of \$5,000 was met this past week.

### New Business

#### I. T-shirt Sales

- Prevenas reports there are 38 t-shirts left from the Giving Campaign which will be sold for \$25 each on October 4th and 5th at the drop off table. Shirts from previous school years to be sold for \$5 at table as well.
- First Spirit Day to be October 6th and each Wednesday to follow.

#### II. Trunk or Treat

- Trunk or Treat to be held on October 21 from 6-7pm.
- A general consensus was made for parents to sign up for a spot to decorate their car at the front desk and to have a car parked every other parking spot for a total of 35 spots. Any VVELC child and their family is welcome to come trick or treat.
- Prevenas states FFO will have a table with water bottles.
- Messing states she will help with the photo booth.

#### III. Picture Days

- Picture Days are October 19 and 20. Prevenas states if your child attends both days they will have their individual picture on the first day.
- Prevenas states she will reach out to volunteers to assist if needed.

### Call to Audience

N/A

### Adjournment

Meeting was adjourned by unanimous consent at 10:08AM. Next meeting will be held Tuesday, October 5th at 9:15am.

**Valley View FFO Grant Request Form**  
(Please attach a copy of the item from the website to your request.)

**Teacher(s) name(s): Jennifer Dooley**

**Amount of money requested: \$168.60**

**List of items to be purchased:**



**Step2 Neighborhood  
Wagon with Seats, Red**

Step2

**\$83.92** Prime FREE Delivery  
& FREE Returns



**Step2 Whisper Ride II Ride  
On Push Car, Blue**

Step2

**\$74.99** Prime FREE Delivery  
& FREE Returns

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

Replacement ride on toys for all children to use on the playground.

**Total amount (including shipping and tax): \$168.60**

Signature:  Date: 9/24/2021

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

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

	Total	Budget	% of Budget
<b>Income</b>			
AmazonSmile	29.12	150.00	19%
Art Auction	0.00	10,000.00	0%
Basha's Community Support	31.00	300.00	10%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00	-	-%
Dine-outs	105.00	800.00	13%
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	0.00	700.00	0%
<b>Total Income</b>	<b>\$ 9,386.03</b>	<b>22,365.00</b>	
<b>Gross Profit</b>	<b>\$ 9,386.03</b>		
<b>Expenses</b>			
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	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	145.80	400.00	36%
Grant Requests	0.00	2,600.00	0%
FFO Expenses	152.18	300.00	51%
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	366.31	2,300.00	16%
Staff Development	0.00	500.00	0%
T-Shirts	1,510.18	1,500.00	101%
Volunteer Appreciation	0.00	100.00	0%

<b>Website</b>	0.00	15.00	0%
<b>Wishlist Purchases</b>	0.00	0.00	0%
<b>Total Expenses</b>	<b>\$ 4,242.99</b>	<b>22,365.00</b>	
<b>Net Operating Income</b>	<b>\$ 5,143.04</b>		
<b>Net Income</b>	<b>\$ 5,143.04</b>		

# Valley View Preschool FFO

## Profit and Loss

September 9- October 1, 2021

	Total	Budget	% of Budget
<b>Income</b>			
AmazonSmile	0.00	150.00	0%
Art Auction	0.00	10,000.00	0%
Basha's Community Support	21.00	300.00	7%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00	-	-%
Dine-outs	0.00	800.00	0%
Direct Donations/PayPal	4,808.80	5,000.00	96%
Frys Community Rewards	6.64	65.00	10%
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	-	-%
Scholastic Book Fairs	2,078.47	2,500.00	83%
TShirts	0.00	700.00	0%
<b>Total Income</b>	<b>\$ 6,914.91</b>	<b>22,365.00</b>	
<b>Gross Profit</b>	<b>\$ 6,914.91</b>		
<b>Expenses</b>			
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	0.00	2,600.00	0%
FFO Expenses	82.97	300.00	28%
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	366.31	2,300.00	16%
Staff Development	0.00	500.00	0%
T-Shirts	0.00	1,500.00	0%
Volunteer Appreciation	0.00	100.00	0%

<b>Website</b>	0.00	15.00	0%
<b>Wishlist Purchases</b>	0.00	0.00	0%
<b>Total Expenses</b>	<b>\$ 449.28</b>	<b>22,365.00</b>	
<b>Net Operating Income</b>	<b>\$ 6,465.63</b>		
<b>Net Income</b>	<b>\$ 6,465.63</b>		



# Valley View Preschool FFO

## Balance Sheet

As of October 1, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Chase Checking (8832)	39,286.89
Direct Donations	-5,813.55
Petty Cash	0.00
<b>Total Bank Accounts</b>	<b>\$33,473.34</b>
<b>Total Current Assets</b>	<b>\$33,473.34</b>
<b>TOTAL ASSETS</b>	<b>\$33,473.34</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Bal Equity	12,490.98
Retained Earnings	21,652.87
Net Income	-670.51
<b>Total Equity</b>	<b>\$33,473.34</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$33,473.34</b>

# Dine Out at MOD Pizza



Just mention Valley  
View Early Learning  
Center at checkout  
for 20% back to our  
school!

When: October 19th  
10:30 AM- 10:00 PM

Where: 4386 N. Oracle Rd  
Suite 150

\*\*When ordering online you must type in  
GR198212V in the coupon code box\*\*