



# Meeting Agenda

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

*Tuesday, May 10, 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**

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### **Call to Order and Welcome**

Kelly Prevenas

### **Approval of Minutes**

Kelly Prevenas

### **Committee and Officer Reports**

- I. Principal's Report
- II. Treasurer's Report
  - a. April financials
  - b. Grant requests
- III. Dine-Out
- IV. DFFO Report
- V. Book Fair
- VI. Art Auction

Jennifer Dooley  
Emily Schaefer

Stephanie Zwaga  
Betsy Baker  
Jackie Manning  
Megan Fraser & Julie Nielson

### **Unfinished Business**

- I. Board election 2022-2023
- II. Last Day of School
- III. Committee Chairs 2022/2023

Kelly Prevenas  
Suzi Messing  
Kelly Prevenas

### **New Business**

### **Adjourn**



# Board Meeting Minutes

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

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*Tuesday, April 12, 2022* | 09:15 AM | VVELC Staff Lounge & Virtual Meeting

## In Attendance

Board Members:

Community Members:

Principal/Staff:

## Call to Order

## Approval of Minutes

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## Principal's Report

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## Committee and Officer Reports

### I. Treasurer's Report

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### II. Dine-Out

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### III. DFFO Report

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#### **IV. Book Fair**

- Manning states thank you to everyone for a successful book fair. The book fair brought in \$1,758.64 for the school.
- Manning reports there is also approximately \$700 in Scholastic Dollars for the school to use for books as well.

#### **V. Community Service Project**

- Baker states approximately 100 pajamas and books were donated last month to Angel Heart Pajama Project and thanks everyone for their contribution.

#### **VI. CFSD Foundation**

- Teacher of the Year Event is May 1st from 2-4pm at Skyline Country Club. Tickets are \$24.
- Foundation is looking for volunteers for the Board for next year.

#### **VII. Art Auction**

- Fraser reports a successful event in this first time modified format and states it is expected to have raised approximately \$11,000 which exceeded the initial goal of \$9,500.
- Fraser states the Auctria website worked well as it was easy to run reports and each item had its own QR code. Fraser states Auctria account expires 4/12/23 so could possibly be used for next year if the event was held early enough.

### **Unfinished Business**

#### **I. Board Election 2022-2023**

- Motion to approve Betsy Baker for 2022-2023 Secretary made by Prevenas seconded by Fraser, approved unanimously.
- Motion to approve Stephanie Zwaga for 2022-2023 Member-at-Large made by Prevenas seconded by Baker, approved unanimously.

#### **II. Engraved Bricks**

- Prevenas states the 18 bricks have been installed on the pathway.

#### **III. Teacher and Staff Appreciation Week**

- Week of May 2-6th. The Staff Appreciation committee will provide snacks for the staff each day.
- Prevenas reports there will be a small craft each day at the FFO table for children to complete to give to their teachers as well as a theme for an optional gift each day.

### **New Business**

#### **I. Volunteer Appreciation**

- Prevenas reports May 11th there will be coffee and pastries for parents who have volunteered for VVELC to say thank you.

#### **II. Last Day of School**

- Prevenas states there will be a photo booth for the last week of school.

#### **III. Committee Chairs/Co-Chairs 2022-2023**

- Prevenas reports Baker will continue as Community Service Chair and Zwaga for Dine Outs.
- Open Positions for next year include Staff Appreciation, Book Fair and Art Auction. If anyone is interested in chairing these positions please contact the FFO or Principal Dooley.

### **Call to Audience**

### **Adjournment**

Meeting was adjourned by unanimous consent at 10:06 AM. Last meeting of the school year will be held Tuesday, May 10th at 9:15am.

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

	Total	Budget	% of Budget
<b>Income</b>			
AmazonSmile	176.06	150.00	117%
Art Auction	12,071.41	10,000.00	121%
Basha's Community Support	145.00	300.00	48%
Bricks	2,335.75	1,750.00	133%
Community Service Projects	0.00	-	-%
Dine-outs	1,243.53	800.00	155%
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	3,837.11	2,500.00	153%
TShirts	2,124.01	700.00	303%
<b>Total Income</b>	<b>\$ 29,075.31</b>	<b>22,365.00</b>	
<b>Gross Profit</b>	<b>\$ 29,075.31</b>		
<b>Expenses</b>			
Art Auction Costs	1,301.16	7,000.00	19%
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	251.47	400.00	63%
Grant Requests	731.95	2,600.00	28%
FFO Expenses	347.89	300.00	116%
FFO Meetings	77.42	300.00	26%
NAEYC Conference	0.00	1,200.00	0%
Parent Education	0.00	500.00	0%
Petty Cash	0.00	0.00	0%
Staff Appreciation	2,395.18	2,300.00	104%
Staff Development	0.00	500.00	0%
T-Shirts	2,349.28	1,500.00	157%
Volunteer Appreciation	0.00	100.00	0%

<b>Website</b>	0.00	15.00	0%
<b>Wishlist Purchases</b>	3,020.08	0.00	0%
<b>Total Expenses</b>	<b>\$ 12,679.06</b>	<b>22,365.00</b>	
<b>Net Operating Income</b>	<b>\$ 16,396.25</b>		
<b>Net Income</b>	<b>\$ 16,396.25</b>		

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

	<b>Total</b>	<b>Budget</b>	<b>% of Budget</b>
<b>Income</b>			
AmazonSmile	0.00	150.00	0%
Art Auction	10,407.56	10,000.00	104%
Basha's Community Support	0.00	300.00	0%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00	0.00	0%
Dine-outs	266.61	800.00	33%
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	1,758.64	2,500.00	70%
TShirts	0.00	700.00	0%
<b>Total Income</b>	<b>\$ 12,432.81</b>	<b>22,365.00</b>	
<b>Gross Profit</b>	<b>\$ 12,432.81</b>		
<b>Expenses</b>			
Art Auction Costs	920.92	7,000.00	13%
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	93.11	400.00	23%
Grant Requests	0.00	2,600.00	0%
FFO Expenses	26.53	300.00	9%
FFO Meetings	41.36	300.00	14%
NAEYC Conference	0.00	1,200.00	0%
Parent Education	0.00	500.00	0%
Petty Cash	0.00	0.00	0%
Staff Appreciation	882.85	2,300.00	38%
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>\$ 1,964.77</b>	<b>22,365.00</b>	
<b>Net Operating Income</b>	<b>\$ 10,468.04</b>		
<b>Net Income</b>	<b>\$ 10,468.04</b>		

# Valley View Preschool FFO

## Balance Sheet

As of May 5, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Chase Checking (8832)	50,540.10
Direct Donations	-5,813.55
Petty Cash	0.00
<b>Total Bank Accounts</b>	<b>\$44,726.55</b>
<b>Total Current Assets</b>	<b>\$44,726.55</b>
<b>TOTAL ASSETS</b>	<b>\$44,726.55</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	10,582.70
<b>Total Equity</b>	<b>\$44,726.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$44,726.55</b>



# Valley View Preschool FFO

## Profit and Loss

April 7 - May 5, 2022

	TOTAL
Income	
Art Auction	10,407.56
Book Fair	1,758.64
Dine-outs	266.61
<b>Total Income</b>	<b>\$12,432.81</b>
GROSS PROFIT	<b>\$12,432.81</b>
Expenses	
Art Auction Costs	920.92
Family Events	93.11
FFO Expense	26.53
FFO Meetings	41.36
Staff Appreciation	882.85
<b>Total Expenses</b>	<b>\$1,964.77</b>
NET OPERATING INCOME	<b>\$10,468.04</b>
NET INCOME	<b>\$10,468.04</b>