



Meeting Agenda

VALLEY VIEW EARLY LEARNING CENTER FAMILY FACULTY ORGANIZATION

Tuesday, August 10, 2021 | 9:15 AM | Staff Lounge & Virtual

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. Approval of July financials | |
| | b. Approval of 2021-2022 budget | |
| | c. Grant requests | |

Unfinished Business

- | | | |
|-----|--------------------------------------|----------------|
| I. | School spirit t-shirts | Kelly Prevenas |
| II. | Dine-out: Sundaze Yogurt & Smoothies | Kelly Prevenas |

New Business

- | | | |
|------|-----------------------------------------|----------------|
| I. | Parking Spot Raffle | Kelly Prevenas |
| II. | Parent Involvement | Kelly Prevenas |
| | a. Form submissions | |
| | b. Room Parents | |
| | c. Art Auction | |
| | d. Staff Appreciation | |
| | e. Book Fairs | |
| | f. Picture Days | |
| | g. Dine-outs | |
| | h. Community Service Projects | |
| III. | Fall book fair: Sept. 3-10 | Kelly Prevenas |
| IV. | Direct Giving Campaign/Curriculum Night | Kelly Prevenas |
| V. | Other fundraising opportunities | Kelly Prevenas |
| | a. AmazonSmile | |
| | b. Bashas' Community Support Card | |
| | c. Fry's Rewards | |
| | d. Mabel's Labels | |

Adjourn



Board Meeting Minutes

VALLEY VIEW EARLY LEARNING CENTER

Tuesday, July 13, 2021 | 09:00AM | Valley View ELC & Virtual Zoom

In Attendance

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

Principal/Staff: Jennifer Dooley (Principal)

Call to Order

Meeting called to order by Prevenas at 9:04 am. Quorum is met.

Approval of Minutes

- May 2021 minutes was approved by unanimous consent.

Principal's Report

- Principal Dooley reports that letters to families about the new school year will go out on Friday. There are 12 classrooms this year and they currently have a wait list.
- Principal Dooley reports that NAEYC accreditation will begin this fall but that they will not receive any visits during the month of August.
- Principal Dooley reports that all 11 scholarships are in use for the 2021-2022 school year, three from Pima Early Education Program Scholarships (PEEP) and eight from Quality First.
- Principal Dooley states that per district and state policy, masks will be optional. In addition, they will not be doing curbside drop-offs starting in the fall and will return to parents coming inside.
- Principal Dooley reports that parent orientation will be the end of July and that it will be virtual.

Financial Report

- Schaefer met with the former treasurer and will be adding her name to the Chase account in the coming weeks.
- Schaefer reports that a \$500 check was received that will be used towards the Direct Giving Campaign.
- Dooley will check to see if a 1099 form is needed for work done in the past school year with Proios Sandblasting and Engraving for the personalized bricks.

New Business

I. 2021-2022 Calendar

- Parking spot raffle is added to the calendar to run from August 18 to August 20 with winners selected August 23. Parents who complete the orientation will receive one free raffle ticket for three open spots for the rest of August.
- Dooley will check with Margie Brown about picture days and retake day.
- The Giving Campaign will start on September 7 to coincide with the first Curriculum Night.
- The October FFO meeting is moved to the first Tuesday of the month (Oct. 5) since Oct. 12 is during Fall Break.
- Motion to approve 2021-2022 calendar made by Prevenas, seconded by Schaefer. Approved unanimously.

II. 2021-2022 Budget

- Motion to approve draft 2021-2022 budget made by Prevenas, seconded by Manning. Approved unanimously. Budget to be presented to general membership in August.
- Dooley states that Valley View would like to use excess FFO funds to purchase a shade sail for the playground. Dooley will gather additional information on budget for this project. FFO may use this project as the focus of the Art Auction.

III. School T-Shirts

- Shirts will be purchased through Safeguard. Board and student shirts are Next Level and staff will be District. Students are royal blue and board are charcoal.
- Dooley will decide on staff shirt color and collect sizes of all staff and provide to Prevenas to order.
- Adult shirt artwork will be lowered on the front and back.
- Approval postponed until artwork is updated and provided for review by the board and Dooley.

IV. Fundraising Efforts

- Direct Giving campaign will begin on September 7 with goal of raising \$5,000. FFO has currently raised \$600 toward that goal.
- The FFO currently has 13 Bashas' Community Support Cards with varying amounts.
- Motion to sell remaining Bashas' cards for \$5 made by Prevenas, seconded by Manning. Approved unanimously.
- Mabel's Labels has a 20% discount for July. FFO to post on Bloomz about the special. Currently have a balance of \$18 but need to hit \$50 to receive a check.
- Remind families to link AmazonSmile accounts to the FFO and to shop through AmazonSmile.

Call to Audience

N/A

Adjournment

Meeting was adjourned by unanimous consent at 10:05am.

Valley View Preschool FFO

Profit and Loss

July 1-August 10, 2021

	Total	Budget	% of Budget
Income			
AmazonSmile	0.00	150.00	0%
Art Auction	0.00	10,000.00	0%
Basha's Community Support	0.00	300.00	0%
Bricks	0.00	1,750.00	0%
Community Service Projects	0.00 -		-%
Dine-outs	0.00	800.00	0%
Direct Donations/PayPal	616.80	5,000.00	12%
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 -		-%
Scholastic Book Fairs	0.00	2,500.00	0%
TShirts	0.00	700.00	0%
Total Income	\$ 616.80	22,365.00	
Gross Profit	\$ 616.80		
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	100.00	500.00	20%
Commuunity 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	115.80	400.00	29%
Grant Requests	0.00	2,600.00	0%
FFO Expenses	42.68	300.00	14%
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	\$ 258.48	22,365.00	
Net Operating Income	\$ 358.32		
Net Income	\$ 358.32		

Valley View Early Learning Center - Family Faculty Organization Budget 2021-2022

INCOME	2021-2022 Budget	Explanation - NOTE: Most figures are based on reported numbers from previous years
Amazon Smile	150.00	Similar to previous years
Art Auction	10,000.00	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	300.00	Includes sales from selling unused cards and the 6% back from each reload
Bricks	1,750.00	Personalized bricks are purchased by families and are laid along the brick pathway outside of the school. 14 brick minimum at \$125.00/per brick
Dine-Outs	800.00	Planning for eight dine-outs earning \$100 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	65.00	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	100.00	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; would need \$500 in sales
Parking Raffles	500.00	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	2,500.00	Goal of \$5,000 sales for each book fair (\$10,000 total); opt for cash
T-Shirts	700.00	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 \$10.
TOTAL INCOME	\$ 22,365.00	

EXPENSES	2021-2022 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	1,750.00	Communication app for parents and teachers of Valley View
Bricks	500.00	Based on 14 bricks at \$35 each
CFSD Activities	500.00	VVELC's portion of CFSD joint events: New Teacher Orientation (\$70.00); CFHS hosted Staff Breakfast (\$200.00 for two years); DFFO meetings (\$60.00); TOY (\$100.00)
Credit Card/Bank Fees	400.00	Based on previous expenses
Enrichment Classes	2,500.00	Fees associated with visiting artists
Family Events	400.00	Costs for hosting Trunk o' Treat in October and Pajama Nights in March
FFO Expenses	300.00	FFO overhead including postage and office supplies.
FFO Meetings	300.00	Bagels and coffee for monthly FFO meeting attendees
Grant Requests	2,600.00	13 teachers at \$200 each
NAEYC Conference	1,200.00	Virtual event; cost to cover registration fees for staff
Parent Education	500.00	Informative seminars about parenting methods; planning for 2 to 3 sessions
Staff Appreciation	2,300.00	Food for back-to-school staff retreat, staff luncheons, teacher appreciation week, and tokens of appreciation for administrative and teaching staff
Staff Development	500.00	For teacher professional development; planning for 2 to 3 sessions
T-Shirts	1,500.00	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	100.00	End of year appreciation event for all parent volunteers; cost based on previous years
Website	15.00	Annual domain renewal is \$15 every June; premium plan renewal for \$280 is up again in 2023
TOTAL EXPENSES	\$ 22,365.00	

NET INCOME \$0.00

Student shirts:



Staff shirts:



celebrate a great week
with a **sweet treat!**

Join your Valley View family for our first
dine-out fundraiser of the school year!



Friday, August 13
11am to 8pm
Sundaze Yogurt & Smoothies
4777 E Sunrise Dr

*Valley View FFO will receive 10% of all sales on
August 13 at Sundaze Yogurt & Smoothies!
No flyer needed.*

Valley View FFO PARKING SPOT RAFFLE

AUGUST 18 - AUGUST 20
8:15AM - 9:15AM

You could win a reserved parking spot for an entire month! Winners to be announced August 23.

1 ticket for \$5

5 tickets for \$20

**WE ACCEPT THE FOLLOWING
FORMS OF PAYMENT:**

Cash

Check
(make payable to Valley View
Preschool FFO)

Credit Card
(via Square or PayPal)



 **PayPal**



Scan. Pay. Go.