



VALLE VERDE PTA MEETING AGENDA  
May 10, 2022 | 7:00 PM | In Person- VVE MUR  
Audio Only: Zoom Meeting ID: 760 300 6921 Passcode: VVPTA



**TOPIC**

**PRESENTER**

**Welcome, Call to Order**

President, Natalie Ivankovich

**Approve the April Minutes**

Secretary, Anne Nastor

**Reports**

- Board Reports
  - Ratify April Bills/Financial Report Review
  - Approve May/June Expenditures
- Student Council Report
- Principal's Report
  - Computer Lab Update
- Teachers' Report
- Presentation/Approval of 12/21 Audit

Treasurer, Julia Petrov

President, Victoria M.  
Principal, Mignon Perkins

Auditor, Lori Bhatia

**Committee Reports**

- **SPRING FLING: REBOOTED!! Recap**
- **Book Fair- May 2-6 Recap**
- **DREAM Committee- Social May 13**
- PAC Report
- School Kits
- Staff Appreciation
- 5<sup>th</sup> Grade Activities

Amanda Brooks/Elizabeth Schrag

Julia Colby

Jenny Roy/Faye Einspahr

Frith O'Steen

Julia Lam

Hospitality- Lainey Holmes

Heather Maddox/Michelle Greenland

**New Business**

- **VVE Movie Night- Friday, May 20<sup>th</sup> MUR**
- **Open House/Art Show/Food Trucks- Thursday May 26<sup>th</sup> -Evening**
  - Goli Shariat- Food Trucks
  - Jocelyn Silva- Yearbook Signing
  - Michelle Foster- Art Show
  - DREAM-Jenny/Faye
  - Garden Plant Sale- Jane Klinger
- **President Report and Thank you!**

Sarah Foster/Heather Martin

**Adjourn Meeting**

**VVE PTA Expenditure Report  
April 2022**

Date	Num	Description	Memo	Category	Amount
4/13/22	DEBIT	Zoom	Monthly Zoom Payment - April 2022	PTA Function	(14.99)
4/14/22	8339	The Whiskey Chaser	Balance for Spring Fling Bartender Services	Fundraising Expenses	(2,375.00)
4/14/22	8340	Sarah Gamez	Classroom Supplies	Class Teacher Allocation:Gamez	(28.41)
4/14/22	8341	Natalie Ivankovich	Cashier's Check for Liquor license for Spring Fling	Fundraising Expenses	(50.00)
4/15/22	8338	Valle Verde Elementary	YANC SoVoSo Assembly	[Fund-A-Need Most Wanted]	(1,240.00)
4/21/22	8342	Julie Rattaro	Classroom Supplies	Class Teacher Allocation:Rattaro	(68.45)
4/21/22	8343	Sarah Gamez	Classroom Supplies	Class Teacher Allocation:Gamez	(32.34)
4/21/22	8344	Jennifer Philips	Classroom Supplies	Class Teacher Allocation:Philips	(75.55)
4/21/22	8345	California State Railroad Museum	Camp Week	[Graduating Class 2022]	(683.00)
4/21/22	8346	Valle Verde Elementary	Ink Cartridge Supplies	Technology	(607.52)
4/21/22	8347	Mt Diablo Unifed School District	Invoice AR362113; Amber Duran, Q3 21-22	Reading Specialist	(12,611.67)
4/21/22	8348	Mt Diablo Unifed School District	Invoice AR362114; Hilari Gaines, Q3 21-22	Instruct Assist	(4,263.96)
4/21/22	8349	Mt Diablo Unifed School District	Invoice AR362115; Sandra Himel, Q3 21-22	Instruct Assist	(5,582.88)
4/21/22	8350	Mt Diablo Unifed School District	Invoice AR362116; Laurie Lundin, Q3 21-22	Instruct Assist	(5,124.93)
4/21/22	8351	Mt Diablo Unifed School District	Invoice AR362117; Armaghan Mohebbi Bazyar, Q3 21-22	Instruct Assist	(4,263.96)
4/21/22	8352	Mt Diablo Unifed School District	Invoice AR362118; Laurie Anderson, Q3 21-22	Instruct Assist	(17.35)
4/28/22	8354	Slow Hand BBQ	BBQ Catering for Spring Fling	Fundraising Expenses	(5,109.86)
4/28/22	8355	Michelle Greenland	5th Garde Survivor Week	[Graduating Class 2022]	(126.64)
4/29/22	DEBIT	Sign Gypsies	Invoice 3640	[Graduating Class 2022]	(150.00)
4/30/22	EFT	Squarespace.com	Monthly Payment - April 2022	Merchant Fee	(919.66)
<b>TOTAL</b>					<b>(43,346.17)</b>

Valle Verde Elementary School PTA 2021/2022 Budget & YTD Results

	2020/2021		2021/2022			
	YTD Actual As of 6/30/21	Budget 2020/2021	Previous March	Current April	YTD Actual As of 4/30/22	Budget 2021/2022
<b>Income:</b>						
Art Docent Program	0	0			3,000	0
Book Fair	0	1,500			0	2,500
Box Tops	107	500			65	100
Carnival	0	8,000			0	0
Amazon Smile	602	250	228		589	1,000
Dine Around	2,929	1,500			2,156	2,500
FunRaising	6,257	0			0	5,000
Fun Run	12,416	12,000			59,498	20,000
Read-A-Thon	0	0			0	8,000
Shop & Give	1,495	0	61	152	501	0
Sponsorship	167	5,000			9,813	5,000
Distance Learning School Supply	918	0			0	0
Fund-A-Need: Chromebooks	19,150	0			0	0
Fund-A-Need: Most Wanted	0	0			0	0
Gift Cards	0	200			0	600
Interest Income	46	30	4	4	39	50
Misc. Income	166	0	324		324	0
PTA Dues	879	1,200	13		751	1,000
Spring Event	0	0			0	3,000
Spring Fling	700	10,000	3,662	16,936	23,049	20,000
Spirit Wear	2,261	1,500			1,765	2,000
Trunk or Treat	0	0			7,787	0
Viking Fund	87,634	60,000	815	1,700	79,283	85,000
Yearbook	2,943	1,000			0	1,000
<b>Total Income:</b>	<b>138,670</b>	<b>102,680</b>	<b>5,107</b>	<b>18,792</b>	<b>188,618</b>	<b>156,750</b>
<b>Expenditures:</b>						
Art Show	0	(100)			0	(200)
Bank Charges	(75)	(25)			0	0
Class Teacher Allocation	(3,424)	(8,860)	(324)	(205)	(2,216)	(8,805)
Credit Card Processing	(2,989)	(3,500)	(155)	(920)	(5,089)	(3,500)
Crossing Guard	(4,932)	(6,520)			0	(6,520)
Custodian Appreciation Week	0	(175)			(200)	(200)
Distance Learning School Supply	(147)	0			0	(771)
DREAM Committee	0	0	(607)		(607)	(1,275)
Emergency Backpacks	0	(150)			(77)	(100)
Family Events/STEAM	0	(100)			0	(400)
Carnival	(2,811)	(800)			0	0
Fun Run	0	0			(1,468)	(1,700)
Read-A-Thon	0	0			0	(200)
Spring Event	0	0			0	(1,000)
Spring Fling	0	0	(3,350)	(7,535)	(12,285)	(10,000)
Trunk or Treat	0	0			(258)	0
Hospitality	(783)	(1,000)			(1,379)	(1,000)
Instructional Assistant	(75,396)	(71,000)		(19,253)	(69,686)	(79,000)
Insurance	(258)	(258)			(258)	(258)
Campus Beautification/Landscaping	(137)	(300)			(6,044)	(6,000)
Library	0	(250)			0	(250)
Misc. Expense	0	0			0	(250)
Principal's Fund	(468)	(600)	(346)		(417)	(750)
PTA Functional	(1,018)	(1,900)	(15)	(15)	(1,331)	(1,500)
Reading Specialist	(42,566)	(40,200)		(12,612)	(45,023)	(46,800)
Scholarship	0	(100)	(200)		(200)	(200)
School Play	1,032	0			0	0
Service Awards	(504)	(500)			0	(500)
Teacher Grant Expense	0	(2,000)			(951)	(2,000)
Tech. Coordinator	(6,741)	(7,100)			0	0
Technology	0	(1,170)	(146)	(608)	(1,719)	0
Technology Software	(9,424)	(16,100)			(5,240)	(7,000)
Websites	(371)	(250)			(384)	(375)
Yearbook	(2,172)	0			(1,907)	(2,000)
Art Docent Program	0	0			(1,157)	0
Chromebooks	0	0	(13,963)		(13,963)	(19,150)
Graduating Class	(5,654)	(6,000)	(5,664)	(960)	(6,624)	(6,000)
Most Wanted	0	0		(1,240)	(1,240)	0
<b>Total Expenses:</b>	<b>(158,837)</b>	<b>(168,958)</b>	<b>(24,770)</b>	<b>(43,346)</b>	<b>(179,721)</b>	<b>(207,704)</b>
<b>Total Income Less Expenses:</b>	<b>(20,167)</b>	<b>(66,278)</b>	<b>(19,662)</b>	<b>(24,554)</b>	<b>8,897</b>	<b>(50,954)</b>
Beginning Cash	271,655	271,655			251,488	251,488
Ending Cash	251,488	205,377			260,385	200,534
<b>Reserves (Restricted Cash)</b>	<b>Beginning</b>	<b>Ending</b>	<b>Beginning</b>	<b>Ending</b>		
Graduating Class 2021	3,954	325	0	0		
Graduating Class 2022	0	2,822	2,822	12,387		
Graduating Class 2023	0	0	0	14,521		
Art Docent Program	3,427	3,427	3,427	5,270		
Sandy Himel Grant	0	0	0	324		
School Play Reserve	3,000	3,000	3,000	3,000		
Fund-A-Need: Chromebooks	0	19,150	19,150	5,187		
Fund-A-Need: Most Wanted	0	0	0	(1,240)		
Education Fund	110,000	110,000	126,000	126,000		
<b>Restricted Cash</b>	<b>120,381</b>	<b>138,724</b>	<b>154,399</b>	<b>165,449</b>		
<b>Unrestricted Cash</b>	<b>151,274</b>	<b>112,764</b>	<b>97,089</b>	<b>35,084</b>		
<b>Total Cash</b>	<b>271,655</b>	<b>251,488</b>	<b>251,488</b>	<b>200,534</b>		



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### AUDIT REPORT

Date 3/01/22 Fiscal Year 2021/2022  
 Name of Unit Valle Verde PTA IRS EIN 68-0259821  
 Council Mt. Diablo Council of PTA District PTA 32nd  
 Bank Name Bank of America Account Name Checking  
 Bank Address 2290 Oak Grove Rd. City/Zip Walnut Creek, CA 94598  
 Membership Dues Per Bylaws \$ 12.75  
 Total Members YTD 103 E-Members YTD 0

Dates covered by this audit 7/01/2021 to 12/31/2021

Check numbers reviewed in this audit 8250 to 8313

BALANCE ON HAND at date of last audit <u>6/30/2021</u> (date)	\$ <u>131,153.61</u>
RECEIPTS since last audit	\$ <u>155,594.56</u>
	<b>TOTAL</b> \$ <u>286,748.17</u>
DISBURSEMENTS since last audit	\$ <u>77,462.47</u>
BALANCE ON HAND as of <u>12/31/2021</u> (date)	\$ <u>209,285.70</u> *

#### BANK RECONCILIATION

BANK STATEMENT BALANCE as of <u>12/31/2021</u> (date)	\$ <u>211,061.20</u>
DEPOSITS not yet credited (add to balance)	\$ <u>0</u>
\$ _____ \$ _____ \$ _____	

#### UNCLEARED CHECKS (List check number and amount)

#8103 \$1,500	#8179 \$30.00	#8258 \$119.69
#8129 \$25.81	#8244 \$100.00	# _____ \$ _____

TOTAL uncleared checks (subtract from balance)	\$ <u>1,775.50</u>
BALANCE in checking account as of <u>12/31/2021</u> (date)	\$ <u>209,285.70</u> *

\*These lines must balance

Read the following when the auditor's report is given: I have examined the financial records of the treasurer of Valle Verde PTA PTA/PTSA and find them:

- correct.
- substantially correct with the attached recommendations and findings.
- partially correct. More adequate accounting procedures need to be followed so that a more thorough audit report can be given.
- incorrect.

Attach separate report of explanation and recommendations to executive board.  
A separate audit form must be completed for each bank account.

Date Audit Completed 4/01/22 Date Audit Reviewed by Committee 4/25/22  
 Date Executive Board Adopted 4/26/22 Date Association Adopted 5/10/22

Auditor's Signature Lori A. Bhatia Auditor's Printed Name Lori A. Bhatia

Review Committee Signature(s) [Signature]

(Copies to: unit president, secretary, and treasurer; council treasurer or auditor and district PTA treasurer or auditor as directed by the district PTA. Attach copies of tax filings to copies provided to next level PTA.)



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 Council Mt. Diablo Council of PTA District PTA 32nd  
 Bank Name Bank of America Account Name Merchant  
 Bank Address 2290 Oak Grove Rd. City/Zip Walnut Creek, CA 94598  
 Membership Dues Per Bylaws \$ 12.75  
 Total Members YTD 103 E-Members YTD 0

Dates covered by this audit 7/01/2021 to 12/31/2021

Check numbers reviewed in this audit N/A to N/A

BALANCE ON HAND at date of last audit <u>6/30/2021</u> (date)	\$ <u>10,264.66</u>
RECEIPTS since last audit	\$ <u>56,452.09</u>
	<b>TOTAL</b> \$ <u>66,716.75</u>
DISBURSEMENTS since last audit	\$ <u>60,051.99</u>
BALANCE ON HAND as of <u>12/31/2021</u> (date)	\$ <u>6,664.76</u> *

#### BANK RECONCILIATION

BANK STATEMENT BALANCE as of 12/31/2021 (date) \$ 6,664.76  
 DEPOSITS not yet credited (add to balance) \$ 0  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

#### UNCLEARED CHECKS (List check number and amount)

# <u>N/A</u>	\$ _____	# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____

TOTAL uncleared checks (subtract from balance) \$ N/A  
 BALANCE in checking account as of 12/31/2021 (date) \$ 6,664.76 \*

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 Membership Dues Per Bylaws \$ 12.75  
 Total Members YTD 103 E-Members YTD 0

Dates covered by this audit 7/01/2021 to 12/31/2021

Check numbers reviewed in this audit N/A to N/A

BALANCE ON HAND at date of last audit <u>6/30/2021</u> (date)	\$	<u>110,070.06</u>
RECEIPTS since last audit	\$	<u>24.72</u>
DISBURSEMENTS since last audit	TOTAL	\$ <u>110,094.78</u>
BALANCE ON HAND as of <u>12/31/2021</u> (date)	\$	<u>0</u>
		\$ <u>110,094.78</u> *

### BANK RECONCILIATION

BANK STATEMENT BALANCE as of 12/31/2021 (date) \$ 110,094.78  
 DEPOSITS not yet credited (add to balance) \$ 0  
 \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

### UNCLEARED CHECKS (List check number and amount)

# <u>N/A</u>	\$ _____	# _____	\$ _____	# _____	\$ _____
# _____	\$ _____	# _____	\$ _____	# _____	\$ _____

TOTAL uncleared checks (subtract from balance) \$ N/A  
 BALANCE in checking account as of 12/31/2021 (date) \$ 110,094.78 \*  
 \*These lines must balance

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Auditor's Signature Lori A. Bhatia Auditor's Printed Name Lori A. Bhatia

Review Committee Signature(s) [Signature]

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# VALLE VERDE PTA EXEC BOARD MEETING AGENDA

April 26, 2022 | 7:30 PM | Zoom

Meeting ID: 760 300 6921 Passcode: VVPTA

<b>PTA Board Members</b>	<p>President: Natalie Ivankovich</p> <p>Vice President/Communications: Sarah Foster</p> <p>Historian: Janis Alloco</p> <p>Vice President/Safety: Heather Martin</p> <p>Recording Secretary: Anne Nastor</p> <p>Treasurer: Julia Petrov</p> <p>Parliamentarian: Stephanie Jensen</p> <p>Auditor: Lori Bhatia</p>	
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**Attendees:**

Janis Alloco, Behnoush Babzani, Lori Bhatia, Amanda Brooks, Genevieve Dong, Shell Foster, Sarah Foster, Michelle Greenland, Natalie Ivankovich, Stephanie Jensen, Julia Lam, Heather Maddox, Heather Martin, Julia Petrov, Principal Mignon Perkins, Anne Nastor, Elizabeth Schrag, Goli Shariat, Jocelyn Silva, Christine Stroh, Lindy Sullivan

Call to Order 7:30 pm	Natalie Ivankovich, President
New Business	<ol style="list-style-type: none"> <li>1. Honorary Service Awards - Janis Alloco             <ol style="list-style-type: none"> <li>a. In person at the last PTA mtg May 10th</li> <li>b. Hospitality budget for refreshments</li> <li>c. Pins and succulents as gifts</li> </ol> </li> <li>2. Spring Fling - Elizabeth Schrag/ Amanda Brooks             <ol style="list-style-type: none"> <li>a. Sold out!</li> <li>b. \$35k in value in auctions not including the principal for a day, etc.</li> <li>c. Set up account for bidding tomorrow and then a special package Friday morning</li> <li>d. Need some post-event clean up and some roles for the night of</li> </ol> </li> <li>2. Valle Verde Movie Night - May 20th 5:30-8pm "Encanto" in the MUR             <ol style="list-style-type: none"> <li>a. Board Event: snacks, set up, clean up 5-8:30pm</li> <li>b. Capacity for eating is 232</li> <li>c. RSVP on Konstella</li> </ol> </li> <li>3. Open House/ Art Show/ Food Trucks- May 26th             <ol style="list-style-type: none"> <li>a. Restrictions are lifted so families can be on Campus</li> <li>b. Displays in the Library and front of school - Art</li> <li>c. Portfolios and students' work on their desks - students get to show off their work!</li> <li>d. Food Trucks at 5-8pm, Art show in MUR will open at 6-8pm, classes at 6:30-7:30pm                 <ol style="list-style-type: none"> <li>i. Recommend trucks with lower minimums?</li> <li>ii. Plzza, taco (Los Panchos?), CREAM, or Tikis</li> </ol> </li> <li>e. Art Show update (Shell): need to select pieces with current list of students                 <ol style="list-style-type: none"> <li>i. Black butcher paper and staple up</li> <li>ii. Sandwich Panels can be prepped ahead of time when finished with Spring Fling</li> <li>iii. Print labels and mount by class</li> <li>iv. Shell will get volunteers to mount/labels</li> </ol> </li> </ol> </li> <li>4. Goli Shariat - Jack's DIne and Donate update \$500 coming soon</li> <li>5. Assembly - Thursday, May 5th SoVoSo (percussion band for Bobby McFerrin) Latin rhythm and African Tribal rhythms</li> </ol>

	<ul style="list-style-type: none"> <li>a. TK-2 (9:10-9:55) and 3-5 (8:15-9)</li> <li>b. Ask early friends to come early at 9am?</li> <li>c. Paid for by Spring Fling fundraising - planning for 2 more assemblies but need to push to next year</li> <li>d. Thank you Ms. Perkins and Debbie!</li> </ul> <p>6. Audit Presentation - Lori Bhatia</p> <ul style="list-style-type: none"> <li>a. 2nd half of 20-21 school year; June and January 31</li> <li>b. Committee signature; present to exec board; present to PTA</li> <li>c. Thank you Julia Petrov! for such a great job as treasurer</li> </ul> <p>7. Computer Lab Update - Mignon Perkins/Natalie Ivankovich</p> <ul style="list-style-type: none"> <li>a. Fund-a-Need raised tech funds 2018-2019; 14K budgeted for lab</li> <li>b. One year of planning by tech committee</li> <li>c. District is not going to approve the Purchase Requisition for the lab <ul style="list-style-type: none"> <li>i. Possible teacher strike, mass distribution of chromebooks - Mignon's supervisor is not supporting computer labs for any school. MDUSD is going 1:1 and no computer labs.</li> <li>ii. Think about a STEAM Lab: robotics, etc.</li> </ul> </li> </ul>
Other Business	<ul style="list-style-type: none"> <li>1. Book Fair May 2-6 - Julia Colby <ul style="list-style-type: none"> <li>a. Hours</li> <li>b. Volunteers - need more</li> <li>c. Blast on Konstella when teachers are visiting to get parent volunteers</li> </ul> </li> <li>2. Teacher Appreciation May 2-6 - Lainey Holmes <ul style="list-style-type: none"> <li>a. Families have been notified, Sunday they will chalk the walk and decorate</li> <li>b. Monday - coffee and donuts; Tuesday - luncheon Jack's; Wednesday - fruit spread; Thursday- sweets for Perkins; Friday - tie dye shirts and gifts from classes</li> </ul> </li> <li>3. School Kits - Julia Lam</li> <li>4. DREAM - Jenny Roy/Faye Einspahr <ul style="list-style-type: none"> <li>a. Social May 13th</li> <li>b. Open House/ Library</li> </ul> </li> <li>5. Garden - Jane Klinger <ul style="list-style-type: none"> <li>a. Plant Sale at garden section at Open House</li> <li>b. Summer Garden Maintenance</li> </ul> </li> <li>6. Yearbook - Jocelyn Silva <ul style="list-style-type: none"> <li>a. Should have by May 13</li> <li>b. Distribution during Open House and selling extra</li> <li>c. Signing Day - May 26th?</li> <li>d. 5th grade yearbook costs are covered by 5th grade activities \$25 yearbook cost sells for \$30-40, makes a profit and covers 5th grade's books <ul style="list-style-type: none"> <li>i. Past years have done it differently</li> <li>ii. Do 5th grade yearbooks come from the 5th grade fund or Viking fund?</li> <li>iii. Use 5th grade fund since that is what was advertised</li> </ul> </li> </ul> <p><b>Natalie Ivankovich made a motion to keep the yearbook fund separate from the 5th grade fund. 11 yes, 1 abstain. Motion passes</b></p> <li>7. 5th grade activities - Michelle Greenland/ Heather Maddox <ul style="list-style-type: none"> <li>a. Survivor Week - supplies coming in, sign up sheets coming soon but waiting for field trips to ask again for parent help, keep Car Wash,</li> <li>b. Graduation June 2nd - outdoors/ After Party 4-7pm at Woodlands Pool, DJ, photo booth, pizza, drinks THE FUTURE IS BRIGHT theme</li> <li>c. Mignon will revisit chairs to make it more formal</li> </ul> </li> </li></ul>



	<ul style="list-style-type: none"> <li>d. Grandparents should be able to come</li> <li>e. 4th grade meeting- may not be needed since Michelle will be back! And parents are interested</li> <li>f. In years past, Halloween and Survivor Week, etc have been different parents</li> <li>g. Mignon talked to teacher to jog memory of what it used to be like and teachers recommended 4th grade meeting to preview 5th grade activities</li> <li>h. 4th grade parents have helped with graduation set up so 5th grade parents can enjoy the morning- pick up coffee and pastries</li> </ul>
<p>Upcoming Events:</p>	<p>View and Sync Google Calendar: <a href="https://vvpta.com/calendar">https://vvpta.com/calendar</a></p> <ol style="list-style-type: none"> <li>1. <b>Friday, April 29, 2022 6:30 pm</b> – Spring Fling Gone Country</li> <li>2. <b>May 2-6</b>- Book Fair- Times for each Day</li> <li>3. <b>May 2-6</b> Teacher Appreciation- include info for what students need to do on each day</li> <li>4. <b>Friday, May 13th</b> DREAM Social- time/place/link to RSVP</li> <li>5. <b>Friday, May 20th</b> -VVPTA Movie Night 5:30-8pm- MUR</li> <li>6. <b>Thursday, May 26th</b> - Open House/Art Show- Time</li> <li>7. <b>June 2nd</b> - Graduation</li> </ol>
<p>Adjourned Meeting: 9:41pm</p>	<p>Natalie Ivankovich, President</p>