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## REEF BOARD MEETING MINUTES

**June 1, 2016  
5:30 PM – 7:30 PM**

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### **REEF Meeting (public meeting open to all members)**

**Board Member Roll Call/Establish Quorum: (✓ if present at meeting)**

<b>Directors (Expiring 6/17)</b>			<b>Directors (Expiring 6/16)</b>			<b>Non-Voting Members</b>	
✓	9	<i>Lisa Hall ~ Vice President</i>	✓	2	<i>Kent Mixon ~ President</i>		<i>Christy Mendivil ~ Principal</i>
✓	1	<i>George Polchin ~ Treasurer</i>	✓	6	<i>Tammi Flemming ~ AR/ Financial Secretary</i>		<i>Megan Arce ~ Teacher Liaison</i>
✓	11	<i>Maureen Burke ~ Secretary</i>	✓	8	<i>Kristin Story ~ Parliamentarian</i>		<i>Laurel Phelps ~ Teacher Liaison</i>
	5	<i>Ian Jay ~ Hospitality</i>	✓	4	<i>Stella Pynn ~ Nominating Committee</i>		
✓	3	<i>Dawn Battles ~ Rose Run</i>	✓	12	<i>Sabrina Koceman ~ Nominating Committee</i>		
	7	<i>Silla Siebert ~ RESIGNED</i>		10	<i>Open</i>		
✓	13	<i>Scott Fooks ~ Budget Committee</i>		14	<i>Open</i>		

Meeting notice posted to school bulletin and Parent Square: May 19, 2016.

### **I. BOARD BUSINESS**

- **Welcome/Roll Call**

- Call to order at 5:40 p.m.
- Roll call & sign-in sheet circulated
- Stella moves to approve minutes from May. Sabrina seconds. 6 yays. 0 nays. Minutes approved.
- Arrived after vote: Lisa Hall, George Polchin, Dawn Battles, Kristin Story

## II. MEMBERSHIP BUSINESS

### a.) Teacher's Report (Barbara Barr & Alison Troop)

- Math Super Bowl update: 5<sup>th</sup> grade got 6<sup>th</sup> place; 6<sup>th</sup> grade got 5<sup>th</sup> place and Amelia Mendro got 6<sup>th</sup> place overall for an individual. 3<sup>rd</sup> place for hands-on building went to 6<sup>th</sup> grade.
- Teachers practicing their dance for Principal/Teacher's Challenge Assembly on Friday at 1:30PM.

### b.) Treasurer's Report (George Polchin)

- Total checks this month: \$68,663.23
  - a) Self-Funded: \$11,317.53
  - b) REEF draw down \$55,735.70 (if \$50K gets approved for curriculum specialist – see below)
  - c) Other \$1,610.00
- Discussion around funds provided to district over the school year:
  - a) Approximately \$150K in funds for art teacher and curriculum specialists given to district by REEF.
  - b) REEF authorized for 3 and paid for 2 curriculum specialists at beginning of year. 3<sup>rd</sup> position was filled mid-year. Teachers get paid different fees. Contact at district has been in surgery so adding to confusion of why balance at district is different than our records.
  - c) Going forward, need to know our balance from the district. \$50K needed now to secure curriculum specialist slot for next year. \$18K from this year budget (unspent) and \$32K from 2016-2017 budget.
- Consider credit cards for teacher supplies going forward to make AP more efficient.
- Budget vs. Actuals: some teachers went slightly over. (Approx. \$100 over)
- Secretary of State Statement of Information has been filed. Every other year this document is required.
- Overall budget: fundraising down from last year (missed goal off by \$13K) but art teacher is covered by district for next year so no concerns about next year's budget.
  - a) Approx. \$6K still coming in from Rose Run fundraising (budgeted for Rose Run at \$114K but the actual goal was \$120K).
  - b) \$22K short of Annual Fund goal.
- Balance sheet: statement shows have \$14K more than last year. George will dig into details of this.
- Stella moves to approve all checks and treasurers report. Dawn seconds. 10 yays. 0 nays. Checks approved.

### **c.) 2016-2017 Budget & Budget Survey (George Polchin)**

- Budget survey generated 22 respondents in total.
- Input on whether to spend down the existing reserve is biggest issue to focus on. For example, results show people want more shade and gym equipment.
- For next year, recommend to recruit a third person to look after this. George will address later in meeting during nominations portion.
- George will respond to questions received by parents who took the survey via Parent Square.
- Discussion around yard duty volunteers. It is hard to hire yard duty people and this falls under District responsibility. Possible program to train parents to do voluntary yard duty, however, might be issue with District or biased behavior from parents. Recommendation: Parent to go through District for job if want to do yard duty at lunch and/or recess.
- PE salary is partially paid by district and the other part is paid out of site funds (not REEF funds).
- Note: original REEF board recommended to spend \$200K per year and have \$100K in bank at beginning of year, then raise \$200K during the year. This is not what has been done in recent years because we don't write checks without the money.
- Next steps:
  - i. Ask students and teachers what they want to spend money on at school.
  - ii. Top priority to spend down reserve money against what membership wants.
  - iii. Budget committee to take next step on budget requests. Next year, by second REEF meeting, committee should have proposal for how to spend on reserve funds. Reserve is approx. \$100K.
  - iv. According to Ms. Barr, parents want to see something tangible that their money is spent on. Reminder: our mission is to fund things that promote education.
- George and Tammi to put together prelim budget by mid-June.
- Ms. Barr requesting \$261.23 for Math Super Bowl t-shirts (27 total). Axxess funds raised can cover this but requesting to add t-shirt to the budget for next year. George moves to approve. Tammi seconds. Move to overspend so it will be flagged for next year. All in agreement. Approved.
- According to Ms. Barr, there are no books in the district for math. It's just a website with tasks, called Georgia Tasks. There is no teacher lesson tied to this task. This happened with the transition to Common Core (last 2 years). This is not solved with money because must be a district-wide decision.

### **d.) Rose Run Final Tally**

- Benchmark fundraiser total was \$500. This covered the shortfall that was going to be covered by excess carnival funds. Carnival funds not needed to meet goal of \$120,000. There are still outstanding corporate matches that will come in over the next 6 months. Accounting for those brings the total raised to just over \$120,000.

- Principal’s challenge scheduled for Friday at 1:30. There will be a dunk tank and committee still trying to figure out how to have all 600+ students throw a ball and try and dunk Ms. Mendivil.
- The teachers are rehearsing a dance to the “Nae Nae” song.

**e.) Nominating Committee (Stella Pynn)**

- Congratulations to new members:
  1. Cortney Hyman
  2. Brittany Myles
  3. Dawn Fitzgerald
  4. Robert Mislant
  5. Tammi Flemming
  6. Nicole Lowry

All are 2-year slots unless someone wants a 1-year slot. Emily S may be interested to join but about to have a baby. REEF board can add members at any time during the year.

Nominations for President: President must be someone on the board from this year. Maureen nominated for President. Kent motions to approve. Stella seconds, 10 yays. 0 nays.

- Vice President – Lisa willing to take this role.
- Treasure function – 3 people needed: treasure role that sits on board, Accounts Receivable and Accounts Payable/Financial Secretary.
  - Tammi to keep Accounts Receivable role.
  - Accounts payable role is easiest to fill so George can stay on board as Treasure.
  - Treasurer role is a larger task of running budget committee and analyzing reports. Duties listed out by Tammi.
  - Brittany to send out notice on Parent Square asking for AP support (due on Sunday).
- Secretary: Dawn Battles
- Rose Run Co-Chair: Brittany Myles! Dawn will mentor and co-chair.
- Suggestion to do open house to recruit committee members, perhaps at Back to School Night.
- By-laws to be sent to new board members for review.

Kent moves to adjourn the meeting. Kristin seconded.

***Meeting Adjourned at 7:46 PM.***