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## REEF BOARD MEETING MINUTES

**November 4, 2015  
5:30 PM – 8:00 PM**

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

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

Directors (Expiring 6/17)			Directors (Expiring 6/16)			Non-Voting Members	
✓	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 ~ Room Parent Coordinator</i>		10	<i>Open</i>		
✓	13	<i>Scott Fooks ~ Budget Committee</i>		14	<i>Open</i>		

### I. BOARD BUSINESS

- **Welcome/Roll Call**

- Call to order at 5:38
- Roll Call & Sign-In Sheet circulated
- Meeting Minutes (Kent Mixon) October 14: Sabrina motions to approve. Stella seconds. Minutes approved.
- Dawn Battles took minutes in Maureen's absence.

## II. MEMBERSHIP BUSINESS

### a.) Visual Arts Program Update (Ms. Alvarez)

- Coincides with the Museum of Art program. She sees all the students once a week.
- They have rotating exhibits in the office and in art room; all are welcome. The district is planning to have a district-wide exhibit in a larger forum sometime this year, being led by Dr. Ronzone in her new role.
- 1<sup>st</sup> grade – still life unit.
- 2<sup>nd</sup> grade – telling a story using a line. Studying Kandinsky to coincide with geometry/shapes. Also, symmetry using Monticello as an example. Starting color schemes.
- 3<sup>rd</sup> grade – scribble people with music; People in action; Matisse, Cityscapes; textures, borders, adding layers throughout the lessons
- 4<sup>th</sup>- Negative and Positive shapes; color wheels; Circles; electrical prisms; musical instruments from life (live cello) and putting together into composition influenced by Picasso
- 5<sup>th</sup> – connections, relationships, applications. Drawings from life for realistic drawings; Kandinsky influences for shapes. Covering the 6 art elements, line, space, texture, form, value, etc.
- 6<sup>th</sup> – DaVinci influence: writing their names in reverse; keeping notebooks with hand contours, drawing from life; Escher influences with water colors for tessellation effect. Tone scales light to dark/dark to light. Starting photography and early man drawings with sticks.

### b.) Principal's Report (Christy Mendivil)

- Breakfast is back. The morning snack was not as efficient. Ms. Mendivil went to the district and hot breakfast will start again on Monday. The mid-morning snack will remain as well.
- A new curriculum specialist hired in to fill the open spot. They are fully bi-lingual and credentialed. Will focus on 1<sup>st</sup> and 4<sup>th</sup> grade. Will focus on small group support and some learning intervention; reading intervention in 4<sup>th</sup>.
- Two additional noon duty persons are in the works to be added to staff. They will be here from 11:30 – 1:00. District site funds pay for this.
- Parent Square – the District is considering incorporating Parent Square into the district for all schools. Brian Rouse is Dir. Of IT at the district is working with Ms. Mendivil to help implement. The recommendation was made to have a demonstration made at our Board meeting. Ms. Mendivil will help coordinate.
- Extended EL program day is being planned.
- Report card conferences are week of 11/16-20. Noon dismissal on those days. RAP hours only go to 4:30. Kinder is still normal schedule. 4<sup>th</sup> grade CIMI fundraiser will hold movie daycare the week of conferences.
- Thanksgiving week holiday is 11/23 – 27 – No School.

### **c.) Teacher's Liaison Report (Laurel Phelps)**

- Kudos to REEF for the fun, successful Fall Ball. Teachers are excited about the additional Curriculum Specialist.
- Reminder about conferences. Next Wednesday is a holiday and next Friday is early dismissal at noon.

### **d.) Annual Budget Revision (Tammi Flemming/George Polchin)**

1. **Reserve Spending/Budget Amendment:** Finance committee met 2 times and determined a reserve is still necessary but the reserve has not been used in several years and has built up. The funds have been used for a computer lab and other long term items. The committee recommends the amount of \$25,000 to fund an additional curriculum specialist. They will continue to meet to gather input on future items to use the funds for long term project. With the additional curriculum specialist we will have a total of 6. 5 paid for by REEF and one by the District. There are candidates in line to hire now. The amount would be the standard amount but pro-rated for the shorter term starting later in the year.
  - Sabrina made a motion to approve amendment to the budget for \$26K for an additional curriculum specialist plus \$1,000 to ensure entire year is covered.
  - Stella seconded. 27 yea; 0 No; 1 Abstain. Motion passes. Budget revision approved.
2. **Management of reserves discussion:** The committee discussed tagging \$25K-\$30K for upgrading/replacing computers in the future.
3. **Administrative Streamlining/REEF Reimbursement form changes/Removing principal's signature for some items:** Discussion was held regarding signatures required on funds request forms whether the principal is required to sign or not. For REEF-funded items Ms. Mendivil does not feels she needs to sign. The forms will be reviewed with her and determine which signatures and approvals should be on the forms requesting reimbursement.
  - Kristin moves to amend the requirement for Principal approval for REEF approved funds
  - 14 Yea; 0 opposed; 1 abstain. Motion passes.
4. **Carryover budget proposed for school year startup costs:** Tabled until a future meeting in the interest of time.
5. **Audit status:** George indicated that the audit is starting and will report more as progress is made.
6. **Treasurer Reports:** (see below).

### **e.) Bylaw Review (Kristin Story)**

- Current By-Laws were approved on June 5, 2007. By-Laws should be updated every 5-7 years. It was identified as an action to complete. Most of the items changed were to incorporate new processes (electronic voting) and legal counsel recommended updated language to be current with non-profit laws, which have changed since our bylaws were implemented.
- By laws were circulated to entire membership in the October 21<sup>st</sup> REEF eBlast. Copies were available during the meeting. Questions and discussion occurred.

- A motion was made by general member Chris Davis to vote to accept the By-Laws tonight. Kristin seconded.
  - Discussion: Recommended change 6.1(c) to the authority of 9.1. 9.1 allows the Board to fill a vacancy. If the Board doesn't fill a vacancy; then the general members can vote. If you change 6.1(c) then the board would not be able to fill.
  - 18 yea, 1 opposed, 1 abstain, Motion approved.

**f.) Treasurer Reports: (George Polchin)**

- ASEP report netted \$240.00. Total students signed up 200; 22 classes offered.
- Checks this month: mostly for ASEP and Fall Ball; Axxess cards. \$19,836.72
- REEF made approx. \$6,000 from Axxess sales.
- A motion was made by Tammi to approve; Sabrina seconded; 10 yea, 0 opposed, 1 abstain. Motion approved.

**g.) Annual Fund Update (Kent Mixon)**

- \$16,106 – 17% goal; 8% families have donated. The goal is 100% by January.
- Brittany took pictures of Curriculum specialists to introduce them to the school.

**h.) Fall Ball (Sabrina Koceman)**

- Thank you to the Fall Ball committee for all of the hard work and efforts. It was a fabulous event and everyone applauded the additional attractions such as the photo booth and games.
- Thank you Dimma for coordinating food. It was all donated and funds raised went to REEF.
- The committee chairs need to hand over this event to new parents. They will break down the jobs to get more volunteers.
- The event netted approx. \$3K.
- Spring carnival is June 3<sup>rd</sup>.

***Meeting Adjourned at 7:40 PM.***