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# REEF BOARD MEETING MINUTES

**November 12, 2014  
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 6/15)</b>		<b>Directors (Expiring 6/16)</b>		<b>Non-Voting Members</b>	
✓	<i>Kristin Story ~ Vice President</i>	✓	<i>Sabrina Koceman ~ President</i>	✓	<i>Dr. Donna Ronzone ~ Principal</i>
✓	<i>Chris Davis ~ Secretary</i>	✓	<i>Stella Pynn ~ Vice President</i>		
	<i>Lisa Hall ~ eblasts</i>	✓	<i>Tammi Flemming ~ Treasurer</i>	✓	<i>Alison Throop ~ Teacher Liaison</i>
	<i>Gina Andrews ~ Hospitality</i>	✓	<i>Eric Schenker</i>		
	<i>Angela Moloney Braverman ~ AF</i>	✓	<i>Kent Mixon ~ PR</i>		
	<i>Ian Jay</i>	✓	<i>Doug Throop ~ Parliamentarian</i>		
			<i>Jessica Rubio-Ashtiani</i>		

**I. Board Meeting (5:30-6:00)**

**a. Welcome/Roll Call/General Board Business**

- Chris took roll call to establish quorum & circulated the sign in sheet.
- **Meeting Minutes:** Tammi moved to approve the October 8<sup>th</sup> meeting minutes, Kristin seconded the motion, 7 members voted yes to approve the meeting minutes. The motion passes.
- **Set date for reserve fund meeting:** The Reserve Fund/Finance committee/Budget committee will meet and will provide recommendations to the board. Tammi & Eric will pick a date between now and next meeting to discuss the reserve fund and will help gather the information to come up with a recommended appropriate range for the reserve fund.
- **Open REEF Board potions:** All committee potions are filled. The only position that is not filled is a Grant Writer. Sabrina already talked about Grants at the last meeting, we are no longer going to actively recruit for this position and we have done all we can to explain what would be involved. Nobody has expressed interest in volunteering for this position. The work involved is significant and the payback may not be worth the effort involved. In contrast, Washington school PTA has paid someone to fill that potion - approximately \$60K for a “Development Director”. Doug will check into the Washington position to see what effort/expense is involved since he works at Washington.
- **Grade level photographer:** Still need parent photographer helpers for 1, 2, 4, 6 for Yearbook support. Michelle Heckman (kindergarten parent) is leading the Yearbook

committee. Kristin said she will do 1<sup>st</sup> Grade. Chris said that she will do 2<sup>nd</sup> grade. Now we just need helpers for 4<sup>th</sup> and 6<sup>th</sup> grades.

- ***Oven & Dishwasher in the Teachers' Lounge:*** Sarada is leading the ASEP committee. It was explained that the oven & dishwasher are broken in the teachers' lounge and we will need new ones. Cooking is a popular ASEP class and an oven is needed for the class. Dr. Ronzone said she can handle the cost at the district level with district funds, however, that would take money from other areas, and an oven and dishwasher has not historically been at the top of the list of "must need" items.
- Doug Throop said that the Throop family would like to sponsor the dishwasher. A suggestion was made that REEF donate the funds for the oven, given that it would be needed for ASEP which is a REEF sponsored program.
- REEF needs know how much the oven will cost. Need to do a little bit of research. The suggestion was made that we follow-up with an email vote if the information is made available prior to the next REEF meeting.
- ***Art Teacher*** – We didn't put any money on the budget line item for Art materials this year. However, we have done so in the past. The art teacher suggested a reasonable sum would be \$1,875 for art materials. Sabrina made a motion to amend the budget to add \$1,875 for art materials, Kristin seconded the motion, 8 members voted yes to approve the budget for art materials. The motion passes.

## **II. General Board Meeting (6:00-7:30)**

### **a. Welcome**

- The general meeting began at 6:08 PM.

### **b. Art Teacher**

- Elizabeth Alvarez is the new art teacher. She is currently working with grades TK, K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>. Grades 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> will start at the end of January.
- She has 20 years of teaching experience. She will focus on the elements of art and will incorporate age appropriate teaching methods using national art curriculum standards. Doug asked how many minutes the classes are. The classes are 40 minutes per class, and they occur once per week.
- A parent REEF member asked why all grades aren't doing art now? Dr. Ronzone explained that all classes are doing art with their teachers in their classrooms and explained that art with the art teachers is 0.75 time and there is not enough time for her to teach art classes to all grade levels at once. Logistics demand that the classes be staggered.
- A parent REEF member asked if REEF could send out an eblast introducing the new art program and include a bio of the art teacher.
- Kent is coordinating an interview to eblast out to the Roosevelt community.
- Sabrina said that we will also verbally spread the word.

### **c. Kinder-garden Presentation**

- The Kinder-garden was planted a couple weeks ago with 20 parents there to help. The kids love going out to the garden, it has become a great learning tool.
- The REEF garden was also planted a couple weeks ago and it looks great!

#### **d. Summer Gate conference**

- Mr. Lovejoy provided a presentation on the Summer Gate conference that he and 2 other teachers attended (Mr. Lovejoy 4<sup>th</sup> grade, Ms. Aldapa 1<sup>st</sup> grade, Ms. Warwick 3<sup>rd</sup> grade). They learned the state standards for gate and how to implement them in the classroom with the Common Core standards.
- The instructors at the conference were instrumental in creating the gate standards.
- The conference included Demonstration classes which allowed them to watch the Gate teachers as they are teaching gate children.
- Mr. Lovejoy received a lot of resources to use and he is already implementing some of them.
- In summary, Mr. Lovejoy explained that they got a lot out of this conference and he would highly recommend this to other teachers who are interested in going next year. The conference is in the middle of the summer and is a 3-day intensive conference. Mr. Lovejoy will let REEF know when the next conference is scheduled.

#### **e. Principals Report & Other Topics**

- We now have two funded councilors – case load is based on referral through a parent or a teacher. The services are being used and is well spent.
- Eric provided a recess equipment status report based on his assessment of the recess equipment. He raised several questions to Dr. Ronzone and the teachers present at the meeting...How do we go about monitoring and upgrading the equipment? The equipment room is not well organized. Can we do something, such as parent volunteers to re-organize that space to make it easier to pump-up the balls?
- Ms. Bar addressed Eric's questions and equipment assessment. She explained that we can have too many balls on the playground during recess, too many balls is dangerous. Nobody uses the pumping station in the equipment room, instead an electronic pump is used. The room belongs to the teachers, so if there are parents who want to help the teachers that would be great, but parents are not allowed in there without teacher approval. REEF already has a sufficient budget line item for balls. The equipment room organization needs a little "TLC," but the teachers are the only ones who are supposed to use that room. Dr. Ronzone has reminded the teachers to make sure to put supplies away.
- There is currently a work order in for repainting the lines for 4 square and the basketball courts.
- Mr. Senzamici had an idea that if REEF wanted to donate a couple Room balls to every grade level that would help keep some balls in good shape. The Room balls tend to be the coveted balls that are treated with more respect and care and tend to last longer.
- Mr. Senzamici will bring up the equipment room concerns at the next staff meeting, to lay out some expectations.
- Gail had a question about how breakfast is working this year. Dr. Ronzone explained that there are 4 tables in the cafeteria for breakfast. There is a long line, and the service is being used, approximately 90-100 breakfasts per day. The school gates opens 10 minutes to 8am, which allows ample time for breakfast. However, we may not be reaching everybody in need. The breakfast used to be free for everyone (including

parents and other siblings), now it's just free for the children. The food is also fresher, in contrast to last year's program when the breakfast was served in the classroom and included packaged breakfasts.

- In general, there doesn't seem to be a stigma associated with the breakfast, and overall the campus feel is a lot better, compared with last year's challenges. The breakfast in the classroom program was a significant challenge for teachers and parents alike.
- Regarding staggered dismissal, and early release day. These are inconvenient for parents. Also, the staggered release is tough for the staff to meet with other teachers afterschool.
- Dr. Ronzone explained that the reason for the later start and staggered release is due to working around instructional time constraints and providing teacher development time.
- The staggered dismissal is becoming more complicated because we are getting bigger and we have a small school property.
- Teachers liked the early start 8am that we had last year. The mornings are when the kids are their freshest. Some parents were explaining that they prefer the 8:30am start time which allows for a more relax morning, and some parents prefer the 8:00am start time (especially working parents).
- Eric asked if last year's fifth graders received education related to sex (puberty) education and if the parent permission slips went home. Mr. Senzamici explained the fifth graders last year did not receive the talk and the forms were not sent out, citing a shortage of male teachers to participate. Dr. Ronzone added there were other reasons but she could not go into any detail. Mr. Senzamici explained what the talk consists of and explained that the talk does not address intercourse & pregnancy. Kids provide anonymous questions that are screened and answered by the teacher (if appropriate). The plan is to provide that education component later in the year (in the spring). Eric suggested that the talk which was intended for last year's fifth graders (who are now sixth graders) occur now, and the talk intended for this year's sixth graders occur later in the year. Mr. Senzamici said that's a great suggestion and he will bring that up with his team.

#### **f. Treasures Report**

- \$360K total. Tammi will move forward with 3, 6, 9, 12 month CDs. The interest rate is low, we have funds available to cover the CDs.
- Fall ball raised \$8K.
- Annual fund is at 44% of our goal.
- Tammi will add a separate line item in the budget for the green committee.
- Check register – there were several deposits for ASEP, fall ball expenses, \$6K for Axxess.
- 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> grade accounts are all positive.
- Taxes are the same amount every year.
- Total check run was \$24K.
- Sabrina motioned to approve the financial reports, Kristin seconded the motion, 7 members voted yes to approve the financial reports, 1 member abstained from the vote. The motion passes.

### **g. Open Discussion**

- ***Spanish Translation at REEF Meetings*** – At the last 2 REEF meetings there was no need for Spanish translation. The REEF board agreed that we should still have translation available at every meeting and have him stay for 1 hour, and if nobody shows up who wants the services, we would release him after 1 hour.
- ***Parent handbook*** – Kent said the parent handbook is finished & is translated in Spanish. All new kids will get a copy, the handbook will be posted to the website.
- ***Public Relations*** – Kent explained that the art teacher bio will go out soon.
- ***Annual Fund*** - Sabrina explained that the annual fund is now at \$42K raised this year. At this time last year we had only raised \$22K. We have made great progress and have done significant outreach. Ideally we want the pledges by the end of this year.
- ***PAC Meeting Minutes*** – Kent & Eric attended the PAC meeting as Roosevelt representatives. Eric took his own notes during the meeting and asked if he could circulate those notes to the general REEF community. Kent's recommendation is to go to those meeting and just provide an informal brief report back to our REEF meeting, and not circulate formal meeting notes.
- Dr. Ronzone explained that historically every school gets 1 person that the principle invites to go to the PAC meeting. Dr. Ronzone usually invites the REEF president but this year Kent was delegated by the REEF president to attend. Eric also chose to attend. The meetings are held 4 times per year. Meeting minutes are not formalized at this meeting and it would not be appropriate for our REEF members to circulate personal non-approved meeting notes about a non-REEF sponsored meeting.
- Eric asked a question about the date chosen for the Rose Run (April 10th – week that income taxes are due). He asked, because the Rose Run is such an inspiring event for all parents to attend, if this year's date could be changed, or if not this year if we could please consider changing the date next year, to the first Friday after the April 15th income tax filing deadline so those parents who earn a living preparing taxes could attend this special event.
- ***Meeting Adjourned at 7:55 PM.***