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## REEF BOARD MEETING MINUTES

**September 10, 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)

Directors (Expiring 6/15)		Directors (Expiring 6/16)		Non-Voting Members	
✓	<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>Graham Lyons - RESIGNED</i>	✓	<i>Jessica Rubio-Ashtiani</i>		

### I. Welcome/Roll Call

- Meeting began at 5:30 pm. Chris circulated the meeting sign-in sheet and did a board member roll call.
- The REEF Bylaws were circulated by Kristin Story. Kristin mentioned that the bylaws committee anticipates that they will be ready to present recommendations for amended bylaws in October.
- REEF needs volunteers for the following: Yearbook, ASEP, Fall Ball & Carnival, Rough Rider Roundup, and more.
- Mari spoke about ASEP – Mari has all the information and can discuss what the steps are to set up the ASEP classes. Mari has a calendar of the tasks that need to happen. ASEP needs a group of 4 people to keep it running.
- Kristin Story said she will help Mari write out the tasks so it's easy to handoff to the next group of volunteers.
- Chris Davis said she would make “ASEP Volunteers Needed” posters to get the word out. Kent Mixon later offered to make the posters instead.
- Sylvie Rich & Chris Davis will take over the volunteer's portion of Fall Ball & Carnival.
- Jen Brown is heading up the 4<sup>th</sup> grade fundraising – Chris & Sylvie will help.
- Yearbook needs one grade level person to make sure there are pictures of all kids in each grade. 7 parents total.

- There are so many ways to help your school – donating, volunteering. Contact Sabrina Koceman if you'd like to get involved.
- 5:59 PM REEF board meeting was adjourned, and general membership meeting began.
- Began meeting by going around the room and each person introduced themselves.
- George Polchin volunteered to be the REEF auditor. Thanks George!
- Teachers present included Alison Throop 2<sup>nd</sup> grade teacher & Roosevelt parent, Mr. Senzamic 6<sup>th</sup> grade teacher, Ms. Davis 3<sup>rd</sup> grade teacher, Veronica Gallardo 1<sup>st</sup> grade teacher & Roosevelt parent, and Ms. Corral 3<sup>rd</sup> grade teacher.

## **II. Principals Report**

- Roosevelt starts the school year off with 611 kids. This year Roosevelt was not able to accommodate all kids (in primary grades) that enrolled.
- October 3<sup>rd</sup> will be the 1<sup>st</sup> Character Counts assembly and REEF Coffee Connection event.
- October 17<sup>th</sup> will be the Fall Ball.
- December 11<sup>th</sup> will be the Variety Show (formerly known as Talent Show)
- 5 curriculum specialists have been hired/retained from last year for the upcoming school year.
- This morning Dr. Ronzone interviewed art teachers.
- Dr. Ronzone cleaned out the Art room this summer, cleaned out all the old stuff so it's ready for use by a new part-time art teacher.
- Eric asked Dr. Ronzone to explain the local control funding formula (LCFF). Roosevelt received about the same amount of LCFF money as last year but not as many restrictions as last year. The focus of the funding is on - Foster, ESL, and children at risk.
- Dr. Ronzone also briefly explained the local control accountability plan (LCAP)
- Parcel tax money pays for science and technology which is about \$20K - \$25K
- Roosevelt is a targeted Title 1 school – money has to be spent on at risk children (via programs such as Reading Intervention). If 35% of families enroll in free or reduced lunch, Roosevelt would qualify for Title 1 funds, which would be about \$20K. Roosevelt qualified for Title 1 funds over the years but has not been eligible for Title 1 in the last 4 years.

## **III. Financial Reports**

- Financial reports were summarized by REEF Treasurer - Tammi Flemming. Balance sheet = total \$303K. This seems like a lot but it's really not because most of that money is committed through the budget for the next year.
- Roosevelt's main fundraising events are The Annual Fund & The Rose Run. Other fundraising that occurs is the Dad's Poker night and box tops.
- Check register - \$28K, the majority is for CIMI Camp & bus transportation – this is a self-funded program but the money is due in advance of the monies being raised.
- 2016 Graduating (Current 5<sup>th</sup> Grade Class) – Shows a negative \$9,600, for CIMI Camp reimbursement to REEF, but the fundraising chair has been working hard to raise funds to cover this deficit.

- New computer lab was approved by the board last year and is up and running. The amount REEF spent for this improvement was approximately \$60k.
- Chris made a motion to approve the financial reports, Stella seconded the motion, all board members voted to approved the financial reports, motion carries.

#### **IV. Review & Approve Budget**

- Net fundraising from last year = \$212,102
- Cost for a part-time Art teacher is \$39K (previously proposed budget was \$45K). The expected time period for that position is Sept 15<sup>th</sup> – June 6<sup>th</sup>
- 5 curriculum specialists = maximum of \$125K – Mr. Senzamici explained what a curriculum specialist is and how important they are. They help with small group instruction, they help the teachers with day to day tasks, they can work with individuals or small groups. They basically help combat large class size. The goal is to have 1 assigned curriculum specialist per grade level.
- In addition to the 5 curriculum specialists we do have some student teachers but it's not the same. The people we hire for curriculum specialists primarily work with kids.
- Kent asked if there is particular grade level that is currently under-served. Answer, no one particular grade is in more need than any other at this point. Dr. Ronzone mentioned that they were able to share the specialist between grade levels and use them where needed.
- Last year was the only year we had 1 curriculum specialist per grade level.
- We raised roughly \$225,860 last year to go toward expenses this year.
- If we budget for 2 more curriculum specialists that would increase the budget by about \$45K. It was agreed that the Board would approve the 5 specialists now and Dr. Ronzone would evaluate through the year how that was working.
- Our cash balance is \$303K – As of July 1<sup>st</sup>.
- If we take everything we earned last year, minus the proposed budget, we would have \$74K left in reserves. The question is do we want to spend \$45K for 2 more curriculum specialists?
- Eric mentioned that the Bylaws allow a reserve fund to cover unbudgeted items and emergencies. Such as the case of approving the computer upgrades at the end of last school year.
- Gina moved to approve the proposed budget as corrected for the \$6,000 difference for the art teacher. Eric seconded the motion, all board members voted to approve the proposed budget with corrections, motion carries.
- Eric motioned to have the budget voted on by the general membership. Doug seconded the motion. The general membership voted to approve the budget, none opposed.

#### **V. Annual Fund**

- Geoff Brown & Angela Moloney Braverman are the Annual Fund chair heads.
- Dr. Ronzone has approved the letter and pledge form that will be sent home in the Thursday folder which includes information for parents to please make your Annual Fund pledge.
- Angela stressed the need to have all board member support.

- If you set-up your pledge via PayPal it is on-going until you cancel it. PayPal is a super easy way to donate. You can donate a monthly amount or a one-time subscription. It's considered a "subscription" if it's ongoing. So, it'd be a monthly subscription or a one-time donation.
- Also, in the office there is a REEF Safe that you can drop off your donation check for Annual Fund. Label the envelope as Annual Fund.
- The sooner you give and the sooner we get pledges, the better off our school will be.
- Annual fund week is Oct 6<sup>th</sup> – 10<sup>th</sup>. We will have volunteers at the entrance of school to remind parents to support the Annual Fund.
- Class champions will work with each grade level to spread the word through each class.
- Every month at the board meetings, Angela will distribute the Thank You letters for the board members to sign and send to each Annual Fund contributor.
- Corporate sponsors may also do a company match. Somebody suggested that it would be nice to have a list of local companies that are known to do corporate school donations/matching. Angela said she would look into this and try to provide a listing.

## **VI. Meeting Minutes**

- REEF Secretary - Chris Davis explained that we had three sets of meeting minutes from the end of last year and over the summer that require board approval. Draft non-approved meeting minutes were circulated for review to the board and general membership via email and posting to the eblast and website. Revised draft meeting minutes that incorporated edits/comment received were again circulated to board members via email prior to the REEF meeting.
  - Angela moved to approve the May 28<sup>th</sup> meeting minutes, Gina seconded the motion, all board members approved the minutes with one abstention (Doug).
  - Stella moved to approve June 11<sup>th</sup> meeting minutes, Angela seconded the motion, all board members approved the minutes.
  - Stella moved to approve June 12<sup>th</sup> meeting minutes, Lisa seconded the motion, all board members approved the minutes with two abstentions (Gina & Kristin).

## **VII. Other Non-Agenda Items Discussed**

- ASEP – Mari talked about ASEP again and the need for volunteers. See is looking for a group of people to head it up.
- Kristin & Mari will write up what the tasks are for ASEP to run smoothly so that they can pass it off to the next group of volunteers. ASEP is an 8-week program.
- Variety show is set for December 11<sup>th</sup>. Roosevelt staff will organize it.
- A parent at the meeting mentioned that the handbook on the website is very outdated and should be taken down and updated and reposted.
- Eric asked if "Grants" can be added to the agenda for the next meeting
- Tammi motioned to adjourn, Angela seconded the motion, all board members approved, meeting adjourned at 7:50 PM.