

REEF BOARD MEETING MINUTES

**October 14, 2015
5:30 PM – 8:00 PM**

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

a. Welcome/Roll Call/General Board Business

- Call to order at 5:36 PM
- Roll Call & Sign-In Sheet circulated

b. Meeting Minutes (Kent Mixon)

- May 13: Dawn motions to approve. Maureen seconds. All in favor. Minutes approved
- May 26: Maureen motions to approve. Stella seconds. All in favor. Minutes approved
- Sept 9: Stella motions to approve. Dawn seconds. All in favor. Minutes approved

c. Revisions to Agenda/Opening Remarks (President – Kent Mixon)

- Revisions to Agenda include: Moving order of CIMI Camp Presentation and removing Cultural Arts and School Directory from agenda

- Kent thanks everyone for productive meeting last month. Reminder that we are here for the kids. Purpose is to fundraise, not manage conflict between staff, district, etc. and to encourage volunteering and community building.
- Reminder to clarify motions before moving on to next subject. Maureen will read back the motion that was made before a vote is taken. If you made a motion make sure it states what you said. Motions should not change in draft meeting minute reviews as memory on specifics can be lost over time and any changes can revise original intent that was voted upon.
- Dawn asks for recommendations to get volunteers from TK and kinder families to support Rose Run and other events. Suggestion to leverage Silla as Room Parent Coordinator to get word out. Additionally, teachers can include in their monthly communications to parents.
- Suggestion to “universalize” the email sign-up form for 2016 Back to School Night so board can contact all parents efficiently early in the school year. Kristin will connect with Silla for next year. Teachers to forward the complete list of room parents to Silla.

II. MEMBERSHIP BUSINESS

a. Principal’s Report (Kent Mixon representing Christy Mendivil) Ms. Phelps and the teachers present assisted with the discussion.

- Ms. Mendivil not in attendance. Kent relayed information from her:
- Parent Square (a communication tool used by other schools in the area) demo link received via email. Request made to invite Parent Square to upcoming REEF meeting to demonstrate features and functionality of tool. Eric Schenker volunteered to forward demo link to board and to contact vendor for an appointment.
- Students getting mid-morning snack (not a hot breakfast). Milk is not served. Good news: more kids are eating at snack time but more of a balanced meal. Ms Mendivil is working with the district to secure more substantial food or more breakfast-type foods
- Leftover snacks from previous day offered before school for students who are hungry.
- Request made to further clarify with Roosevelt families the food offering (snack vs hot breakfast) and at what time this occurs.
- Budget request for one more curriculum specialist was made.

b. Teacher’s Liaison Report (Laurel Phelps/Megan Arce)

- Thanks to REEF board & Ms. Mendivil for open communication
- Ms. Lopez announced Food Day, hosted by the Wellness Committee, on October 23. They are offering persimmon tastings for children during recess between 9:30 – 11 am. Volunteers were secured at the meeting.

c. Annual Budget Revision (Tammi Flemming/George Polchin)

- Tammi explained the approved budget has minor updates, including:
 - Error in formula corrected. Total for expenses was \$2000 short due to error. However an Annual Fund company-matching check received for \$2000 coincidentally offsets the error.

- Increased Grade Level Enrichment Funds for TK/K and 3rd by \$300 each (due to extra classes per grade that were not originally accounted for). Also increased Grade Level Special Events fund by \$300 for TK/K.
- Discussion around additional budget request for \$600 for ELAC (to include printed sign, coffee at meetings, and celebration at end of year for kids graduating to English speakers) resulted in budgeting \$25 for printed sign only. The ELAC president, who was present, indicated they did not designate a specific amount and believed they could raise the funds needed for coffee and end of the year celebration elsewhere. They had already incurred the cost for the sign. Agreement to re-address additional funds at a later date.
- Final change in budget is \$925 (\$300 for the extra grades & ELAC sign). Sabrina moves to approve budget addition of \$925. Dawn seconds motion. 14 yea, 0 abstain, 0 nay. Motion passes. Budget revision approved.
- Discussion to support one additional funded curriculum specialist specifically for first grade. REEF to consider budget for curriculum specialist but principal and staff determine which class to assign curriculum specialist to if position is funded.
- George reviewed treasurer report. Copies of reports available to anyone who requests a copy. Reports are also now accessible online, as read-only files at Quickbooks Online. See George for more information.
- Tammi motions to approve reports and checks. Scott seconds. All approve. Checks dated October 14 approved for payment.
- George provided an update regarding cash reserve which has built up over years. Budget committee met with Ms. Mendivil to discuss reserves on Sept 18 and Sept 30. Recommendation is to propose a 5-year plan, covering current needs (such as curriculum specialist) and longer term projects (i.e. capital improvements).
- Philosophy is to raise money in year 1 and spend in year 2. Kent and George sought recommendations from REEF Founders and other financial experts to determine appropriate amount for reserve funds. The goal at the time for those individuals was to have 100% of expenses in the bank on day 1 of school year.
- No specific recommendations now on how to spend the reserve funds. Topic will be on agenda at next two meetings for further discussion. This will be a membership vote.

d. Bylaw Review (Kristin Story)

- Bylaws last updated in 2007.
- Draft copy was distributed to board prior to the meeting. Board to please review and bring comments next month for discussion and vote.
- Electronic copy will go out next week via eBlast for all to review. Old version is also online for comparison sake.

e. Annual Fund Update (Kent Mixon)

- Still no chairman for Annual Fund. However, contributions are coming in through existing reoccurring PayPal accounts.
- Campaign stops in January so it doesn't compete with Rose Run efforts.

- Promotion of Annual Fund includes: Letter from Kent with pledge form and a graphic depicting where funds are spent. Table top presence at drop off to take donations and answer questions through the end of the year.
- Additional advertising at Character Counts assemblies, Fall Ball, eBlast notices and a mailing to a radius around the school.
- 599 kids enrolled now so if each parent pays \$13/month at 100% participation, we would reach our goal of \$90,000.

f. CIMI Camp Update (Jen Brown)

- Jen Brown reported a successful fundraising effort for Class of 2017. They raised \$26,966.32 (\$1,124.92 extra)! No more fundraising for current 5th graders is required! Movie Days generated \$6,436. Parent donations were \$13,187. Axxess delivered \$1,800 and wine event generated \$4,785.
- 86 kids, 4 parent chaperones and 4 teachers attended CIMI camp in September

g. CIMI Camp Update Class of 2018 (Maureen Burke)

- Need to raise nearly \$30K. Strategy to try many things and pass along what worked best to next years' class. Goal is to be 80% by end of March.
- Maureen reviewed upcoming fundraising efforts, open to the entire school.
- To date, class of 2018 has raised \$4,200 in parent donations and \$2,700 from 4th grade Axxess book sales.
- Dawn raised a question about how to coordinate fundraising efforts across Annual Fund, Rose Run and CIMI camp. Suggestions included:
 - Master calendar showing fundraising efforts and indication of who benefits from each event (4th grade only vs. entire Roosevelt student body)
 - Look at Rose Run data by grade to see if there is a drop in 4th grade due to CIMI fundraising
 - Discussion turned to informing new parents about events and activities at Roosevelt in general. Need more explanation beyond just name and date for all items. Suggestion to create a video or welcome packet to share with new parents. Might need to come from Ms. Mendivil because REEF doesn't have mailing addresses. Teachers will ask Ms. Mendivil to determine best way to get information out.

h. Fall Ball (Emily Carey/Sabrina Koceman)

- Setup at noon. Fall Ball starts at 4pm. Ends at 7pm.
- Need 6th grade volunteers and parent volunteers. Parents to see volunteer sign-up link in eBlast. Ms. Phelps to help with 6th grade volunteers.

Meeting Adjourned at 8:00 PM.