
REEF BOARD MEETING MINUTES

**September 7, 2016
6:00 PM – 7:30 PM**

REEF Meeting (public meeting open to all members)

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

Directors (Expiring 6/18)		Directors (Expiring 6/17)		Non-Voting Members	
✓	2 Dawn Fitzgerald ~ Annual Fund		9 Lisa Hall ~ Vice President	✓	Christy Bazemore ~ Principal
✓	4 Robert Mislant	✓	1 George Polchin ~ Treasurer	✓	Megan Arce ~ Teacher Liaison
✓	6 Tammi Flemming ~ A/R Financial Secretary	✓	11 Maureen Burke ~ President		Laurel Phelps ~ Teacher Liaison
✓	8 Courtney Hyman ~ Room Parent/Volunteer Coordinator	✓	5 Ian Jay ~ Hospitality		
✓	10 Brittney Myles ~ Rose Run	✓	3 Dawn Battles ~ Secretary, Rose Run		
✓	12 Nicole Halabisky Lowry	✓	13 Scott Fooks ~ Budget Committee		
	7 Open		14 Open		
	15 Open				

Meeting notice posted to school bulletin and Parent Square: August 29, 2016. George Polchin arrived at 6:26.

I. BOARD BUSINESS

- **Welcome/Roll Call**

- Call to order at 6:02 p.m.
- Roll call & sign-in sheet circulated
- Ian moves to approve minutes from June. Robert seconds. 9 yays. 0 nays. Minutes approved.
- Arrived after vote: George Polchin

II. MEMBERSHIP BUSINESS

a.) Welcome/Introductions (Maureen Burke)

REEF is fundraising body of the school to pay for items not covered by district or state funds.

b.) Principal's Update (Christy Bazemore)

- Donation of basketball back boards; district will put up
- Screening for curriculum specialists – 17 candidates. Will hire 5 within 2 weeks.
- Back to School Night – September 26th.
- Volunteer forms are in the office
- New art teacher. Emilia Horner was an art teacher with the iCAN program and now works for the districts. She will be bringing an art show to the school this year.

c.) Teacher's Update (Phelps/Arce)

- Ms. Barr is substituting for Ms. Phelps. 6th grade science camp can no longer use high school students and are requesting parents to be cabin leaders. October 18, 19, 20, 21st (4 days/3 nights) at Rancho Allegro near Lake Cachuma. Need 5 female and 5 male parents. Must be fingerprinted and TB tested (\$57/ea). No other costs required.
- Mr. Pech is a former curriculum specialist and is now a 5th grade teacher. He has reiterated the importance of the curriculum specialists.

d.) Annual Fund Update (Dawn Fitzgerald)

- A new video has been created to educate families on what the Annual Fund is and how important it is for our school. This was a collaboration effort by parent volunteers. The video was viewed to everyone's admiration. The video will be posted on Parent Square, streamed at Back-to-School night and posted on the website.

e.) Call for Committee Volunteers (Maureen Burke)

- There are many additional committees which need volunteers this year. Sign-up sheet routed and to be posted to Parent Square. 6th graders can earn community service hours for helping during lunch and after school.
 - a) 6th grade fundraising – hosts end of year party, special events
 - b) REEF financial auditor
 - c) Box Tops lead
 - d) Fundraiser grant writer
 - e) Lost and Found coordinator
 - f) REEF document translation
 - g) Family nights coordinator
 - h) Annual Fund committee members
 - i) Rose Run committee members

- j) Third Treasurer volunteer

f.) Treasurer's Report (George Polchin/Tammi Flemming)

- 2016-2017 Budget Review
 - a) Net Fundraising total: \$194,043
 - b) Total curriculum specialist expenses: \$154,000
 - c) Other expenses: \$ 176,870
 - d) Estimated balance less expenses: -\$36,827
 - e) Art teacher and supplies no longer required this year (\$70,000) as the district is now paying
 - f) There are three different funds for teachers/classrooms:
 - i. Teacher's fund: \$15/student
 - ii. Grade Level Enrichment fund: \$900/grade level; K has extra class (\$1,200)
 - iii. Special Event Fund (field trips): \$800/class + music class
 - g) Curriculum specialists
 - i. We currently have 3 working now
 - ii. There are 6 currently in the REEF budget
 - iii. Site funds were supposed to cover one but funds have been cut and will most likely not cover a CS.
 - iv. Newcomer professionals – helps with new students
 - v. Class aides – district no longer pays for this position. REEF cannot pay for a position that is no longer offered.
 - h) Poker Night Funds
 - i. It was discussed that the poker night funds raised will be donated to CIMI Camp for next year, instead of a separate fundraising event. The budget for next year will be approximately \$10,000 less due to this change. This was discussed outside of the REEF meeting.
 - i) New Fundraiser Idea
 - i. Robert Mislant discussed a new fundraiser called a Lobster Boil. There will be a new committee formed and the funds raised will go to the general REEF fund.
- Reserve fund
 - a) Has accumulated over the years and the budget committee is creating a plan to spend this money. The total amount is \$71,000. Request went out last year in budget survey for input on how best to spend this money. Additional input requested. Follow-up meeting will be announced.
- Yearbook fund
 - a) The current budget (\$25/ea) only covers soft-bound books and the cost for an agency to produce the book. Nicole Lowry has volunteered to organize the yearbook but cannot donate all of the hours required to layout and produce the book. The current budget requires \$30/ea to be charged. A motion was raised (Brittany) to increase yearbook budget by \$500.00. Scott seconded.
- Specialist Ed Teacher funds:

Commented [MB1]: The total balanced changed slightly after we added \$500 for yearbook and \$400 for special ed supplies.

- a) There is currently no budget for these 2 teachers. Scott moved to add \$200/teacher for each. Ian Seconded.

Robert moves to pass the 2016-2017 budget; Scott seconds. 20 Yeas; 0 Nays; 0 Abstains. The Budget is approved.

- Total checks this month: \$ 26,512.37
 - a) Self-Funded: (CIMI) \$21,000
 - b) REEF draw down \$
 - c) Other \$
- Tammi moves to approve all checks and treasurers report. Scott seconds. 12 yeas. 0 nays. Checks approved.
- Montecito Bank & Trust – we applied for community dividends grant (\$2,500)
- Raytheon can now match funds.

g.) New Business

- Additional Board Member: There are 3 open spots on the board (2 – two year terms; 1 – one year term). New board members can be voted into absent spots by board vote at any time. This will be addressed at the next board meeting.

Scott moves to adjourn the meeting. Nicole seconded.

Meeting Adjourned at 7:31 PM.