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## REEF BOARD MEETING MINUTES

**January 13, 2016  
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 6/17)</b>			<b>Directors (Expiring 6/16)</b>			<b>Non-Voting Members</b>	
✓	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>		

Meeting notice posted to school bulletin: Monday, January 4, 2016.

### **I. BOARD BUSINESS**

- **Welcome/Roll Call**

- Call to order at 5:37 p.m.
- Roll call & sign-in sheet circulated
- Meeting Minute approval delayed to end of meeting due to lack of quorum
- Jen Brown unable to attend tonight. Alliance for Arts Education agenda item removed.

## **II. MEMBERSHIP BUSINESS**

### **a.) Principal's Report (Christy Mendivil)**

- Curriculum specialist funds at work. Interviewing four candidates next week and hope to have position filled in 3 weeks.
- Parent square update: staff training occurred last Wednesday but system not up and running yet. ARIS glitches with data contacts not matching correctly. District office is working on fixing this and hopes to have up and running by Feb 1. REEF contact can be trained at later time.
- English Language program, "Imagine" starting Feb 1. Desktop computers need to be configured with program first. Targeting 50 students to participate. The program accesses student needs then routes them to the proper path of learning. One teacher in place now. The hope for 3 teachers total.
- Roosevelt has 90 iPads. Each grade level can check out a cart and work with computers. (There are two iPad mobile carts). Tech Department to configure the computers.
- Food services reports breakfast is dwindling. Before break had 200+ students eating breakfast. It's now down to 100. Ms. Mendivil will continue to monitor. Change in numbers might be due to the weather.
- Ms. Alvarez shared update via Ms. Mendivil. See attached for details by grade.
- Ms. Mendivil and teachers considering other ideas in replacement of Principals Recess. Principals Recess was removed this year because it took time away from teaching.

### **b.) Teacher's Liaison Report (Laurel Phelps & third grade teachers)**

- Thrilled about new curriculum specialist. Excited about Parent Square coming online, and getting jazzed up for Rose Run. Teachers are assisting with Annual Fund by getting word. Storyteller, Michael Katz came and did a great job.
- 3rd grade report by Ms. Lopez, Ms. Davis, Ms. Warwick: 3<sup>rd</sup> grade sales are approaching. All students at Roosevelt participate by buying the goods. Teachers requesting \$600 for materials for the sale. Ties into money unit students are learning. In the past, received \$200 per classroom as a grant. The grant is no longer available. In past, sales have been more than \$600. Money earned is donated to Transition House.
- Sabrina makes a motion to approve \$600 for 3<sup>rd</sup> grade sales. If parent donations or Village Properties donations come in, REEF will offset that \$600. Kristin Story seconds. Robert Mislant a parent (present at meeting) and employee of Montecito Bank & Trust offered to donate the \$600 and may also continue for future years as well. Motion rescinded. Thank you Robert!

### **c.) Rose Run update (Dawn Fitzgerald, standing in for Dawn Battles):**

- Corporate sponsor committee is staffed. There is a need new corporate sponsors. Committee is attempting to incentivize corporate sponsors from last year to up-level their donation for this year.
- Dawn needs assistance with securing prizes for students. Please volunteer.
- See attached 'Rose Run 2016 Key Dates' document.

#### **d.) Annual Fund (Kent Mixon)**

- Thank you to Dawn Fitzgerald for assistance with Annual Fund. Less than 90 days left in current campaign. Handouts before break spurred activity and donations.
- 15 new families have donated (3%) since this push began.
- 94 families have donated (about 20% of total family student body) to date. There are 473 total families at Roosevelt.
- Almost at 41% of financial goal. Have had some company matches. \$37K gross collected to date. Tally by class coming soon.
- Neighborhood appeal letter will go out to a wider circumference this year. Kent will divide up map to hand deliver letters this month or beginning of next month. Volunteers needed. Emily Carey, Dawn Fitzgerald, Nicole Lowry and Maureen Burke offered to help.
- Suggestion to pass out REEF info at kindergarten assessment/intake meeting in May and utilize parent square to share the information. Parents should assemble a committee to prep REEF info during summer so incoming parents can be off and running. Kristin Story offered to prepare the list of needed items. Nikki Horne offered to take over the Parent-Student handbook which she has been translating in past years.
- Emily Schwabecher states directory is done but only a minority of families participate. Parent Square may replace the directory going forward. This may be the last year for printed school directories.

#### **e.) Cultural Arts (Kristin Story)**

- Kristin has Cultural Arts CCP meeting tomorrow and will have more information next month. Michael Katz came on Monday of this week and performed for entire school. it was suggested by one parent to include a bully presentation in October as it is bully awareness month.

#### **f.) Treasurers Report (George Polchin)**

- Check report available for review (see attached). Includes: \$100K for curriculum specialist and \$2,095.12 for self-funded items. Regarding funded items, \$2,403.97 includes printed 1099 forms, PTO insurance renewals, CIMI fundraising, bus transportation and other items. Tammi moves to approve the financial reports. Sabrina seconds. All in favor. Checks approved.
- REEF received Apple stock donation. Recommendation is to hang onto stock and not cash out. In the past, REEF would sell and get the cash. Robert Mislant and Tammi Flemming to follow-up on a recommendation.

### **III. BOARD BUSINESS (continued)**

- Several board members arrived late. Quorum established. Sabrina moves to approve December meeting minutes, George seconds. 7 approve. 2 abstained. Minutes approved.

*Meeting Adjourned at 7:12 PM.*

Next Meeting February 10, 2016, 5:30pm in the School Library.