
REEF BOARD MEETING MINUTES

**May 13, 2015
5:30 PM – 7:30 PM**

REEF Meeting (public meeting open to all members)

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

Directors (Expiring 6/15)		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>Alison Throop ~ Teacher Liaison</i>
	<i>Lisa Hall ~ eblasts</i>	✓	<i>Tammi Flemming ~ Treasurer</i>		
	<i>Gina Andrews ~ Hospitality</i>	✓	<i>Kent Mixon ~ PR</i>		
✓	<i>Angela Moloney Braverman ~ AF</i>				
✓	<i>Ian Jay</i>				

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

a. Welcome/Roll Call/General Board Business

- Sabrina/Stella/Ian provided dinner to thank all REEF members for their service to the school.
- Call to order at 5:30 PM
- Roll Call & Sign-In Sheet was circulated by Chris Davis
- Stella Pynn welcomed all new board members who have been elected to the board for the 2015/2016 school year.

b. Meeting Minutes (Secretary – Chris Davis)

- Chris Davis explained that Kent Mixon and Stella Pynn took notes during the 08 April meeting because Chris was absent. Chris then formatted those notes and circulated them to the board members for review and comment. Chris received only one comment (spelling error), and the revised minutes were circulated again to the board members prior to this meeting.
- Eric Schenker had a few questions regarding the draft March 2015 meeting minutes, and asked why he didn't receive a copy of the draft minutes. Chris Davis explained that the draft minutes were circulated to all current board members for review and comment (Eric was not a board member at the time), consistent with board procedures, and that the draft minutes were discussed and approved at the 08 April 2015 meeting. All approved meeting minutes are also posted to the REEF website, eblast, and a hard copy is located in the REEF Meeting Minutes Binder located in the library.

- Eric also asked why the minutes are approved during the general board business meeting vs. the general membership meeting, and he cited old meeting minutes from April 2014 that indicated that meeting minutes would be discussed at the general membership meeting. Several board members explain the reason for shifting the meeting minutes discussion back to the board business meeting was because several general members did not want the board to conduct “board business” during the general REEF meeting. Therefore, it was agreed that the meeting minutes discussion is more appropriate during the board business meeting, and has been discussed during the board business meeting most of this school year. It was also explained that anyone is welcome to attend the entire REEF meeting, including the board business meeting, so if someone is interested in the meeting minutes discussion they can come to the board business meeting.
- Angela motioned to approve the 08 April meeting minutes, Ian seconded the motion, 9 voted in favor, 1 abstention, 0 opposed, the motion passes.

c. Financial Reports (Treasure – Tammi Flemming)

- \$128K checking, \$72k money market, 3 CDs \$50K each. Total \$351K
- Deposits included: \$37K annual fund, \$5K jog-a-thon, \$11K poker tournament.
- Self-funded expenses - ASEP paid, payment to yearbook.
- \$10K net income
- Checks for approval - \$92,320
- Chris motioned to approve the financial reports, Stella seconded the motion, 10 voted in favor, 0 abstentions, 0 opposed, the motion passes.

d. Budget Survey Results (Sabrina)

- George Polchin created a pie chart of the survey results.
- The top results were: 1) Curriculum Specialists, 2) Art Teacher 3) P.E., 4) Art Materials, 5) Classroom Supplies
- Some people provided additional comments such as asking for more adult supervision on the playground. However, this topic is not a REEF issue and additional staff would have to be hired through the district. Dr. Ronzone said the issue is getting the right folks who will stay for \$9-\$10 dollars per hour for yard duty supervision.
- Some people also added a few suggestions for how to clarify some of the budget survey items.
- There were 34 surveys submitted.

e. Budget Committee (Tammi Flemming)

- The budget committee met and have developed a preliminary budget. They discussed having the art teacher start at the beginning of the year and have her for more days. They recommended to increase the art teacher’s hours and have allocated a preliminary budget of \$75K.
- The committee also talked about having 4 curriculum specialists to secure them for the next school year. They have allocated a preliminary budget of \$100K.
- It was discussed that Roosevelt always wants to strive for 7 curriculum specialists, this year REEF paid for 5, and 3 others were covered using site funds.

- REEF is hoping that next year site funds can also cover 3 curriculum specialists, and REEF would pay for 4 curriculum specialists, for a total of 7 curriculum specialists at Roosevelt.
- The Budget committee will meet again over the summer.
- The preliminary budget (as recommended by the budget committee) will be approved at the first meeting of the school year.
- Dr. Ronzone explained that all curriculum specialists district wide will receive pink slips. In order to have HR reauthorize the art teacher, it needs to be reflected in the REEF meeting minutes that REEF intends to rehire the art teacher – even though the budget is not officially approved until the beginning of the school year.
- Dr. Ronzone – has been told to expect about the same amount of money from site funds as we received this year.
- Somebody asked if the cost for curriculum specialists will be about the same as last year. Dr. Ronzone said they received a pay raise (about 3%), but that the \$25K per curriculum specialist is still the average for budgeting purposes.
- The Budget committee members are: Dr. Ronzone, Sabrina Koceman, Tammi Flemming, George Polchin, Ian Jay, Scott Fooks, Kristin Story, Alison Throop (briefly attended).
- There was more discussion about the art teacher budget line item. Currently the art teacher is contracted for 3 days per week at 60% time. The budget committee discussed recommending an increase to 4 days per week 75% time (\$75K budget).
- The topic of a P.E. teacher also came up. The general consensus was to get the art teacher & curriculum specialists solidified before addressing P.E., but that REEF wants to also focus on addressing P.E. this next school year. Silla Siebert (new Board Member) also talked about P.E. and said she will help take this topic for action.
- Several teachers at the meeting also expressed their support of the Art Teacher and would be happy to have her continue at Roosevelt for more days next year.
- **Vote of intent for Art Teacher Budget** – to approve the preliminary budget that includes an art instructor for \$75K (roughly 4 days per week). Sabrina Kocemen made a motion to approve the preliminary budget for the art teacher line item for the 2015/2016 school year. Motion seconded. All members voted to approve, none opposed, none abstained, the motion passes.

f. Bylaws Update (Kristin Story)

- Kristin explained that the lawyer who is reviewing the bylaws revision just sent the revised bylaws, Kristin will review those and will discuss the changes at the next meeting.

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

a. Poker Tournament (Mark Flick, Matt Davis, John Elis)

- There was a standing ovation for Poker Tourney team – Matt Davis, John Elis, Mark Flick – Many thanks for your hard work making this event such a fun and successful event.
- Mark explained that the May 10th Poker Tournament event was the 3rd annual poker tournament. The 1st year there were 40 participants, the 2nd year there were 60 participants, and this year there were 75 participants. The big difference was that this

year REEF grossed \$20K and the net amount was \$14K which was more than double from last year. This was a hugely successful and fun event.

- Also, big thanks to Angela Bevan for securing the Carriage museum venue at no cost.

b. REEF Audit Update (George Polchin)

- George provided an update of the REEF audit (audit of financials from past school years). George met with Eric Schenker & Kristen Kirby. George said he's about a third of the way through the first year reports. He will be auditing the following school year reports: 2011/2012, 2012/2013, 2013/2014, 2014/2015. He said that so far all the documentation is great and very well organized because of Tammi & Stella.

c. Yearbook Update (Sabrina Koceman)

- Sabrina said that Michelle Finley Heckman has completed the yearbook and it looks great. It's a huge job to do this, thank you Michelle !!!

d. Principals Report Dr. Ronzone

- Tk through grade 3 enrollment is closed – we are already sending people away that live in our district.
- Judging by the LONG waiting list - Roosevelt is the most desirable school in the district.
- Regarding the “letters to the community” that were sent out as part of the Annual Fund efforts (500 letters sent out to nearby residents). A handful of responses and donations have come in, and the comments received are all very sweet and positive, it's a good example of the wonderful school we have here. The kids learn in a beautiful community.
- Dr. Ronzone thanked several people for their service to the school, including existing board members, new board members, ESL coordinator, teachers, and her husband Bill.
- Kent Mixon asked if there is a new principle update. Dr. Ronzone said all she is at liberty to say is to stay tuned, and that the selection will hopefully be done before the end of the year. It's in HRs hands.
- There will be a new roof & HVAC system installed on the office/library building this summer. During construction the front office will be in Room 17.
- The district is developing a uniform/common website.
- Parent Dan Meisel thanked Dr. Ronzone for her service all these years, she has been so wonderful.
- Dan had a question about Title 1 (eligibility and funds). Dr. Ronzone explained that Roosevelt has never reached full Title 1 status during her years here. In the 11 years she has been here, Roosevelt has reached targeted Title 1 (i.e., 35% of enrollment has been accepted for free & reduce lunch). Targeted Title 1 means that we received a smaller amount of money and we have to target that money to those students on the free & reduced lunch program. What Washington & Roosevelt have done every year is for the first day of school packet we ask everybody to fill out the eligibility form. The problem is you have to put your salary down, and many people don't want to do that. We try to let everybody know that it's important, and sometimes we get enough

and sometimes we don't. The outreach for this effort is not a job that we can give to parents. You have to apply for it every year. The district also includes a letter from Dr. Cash to go with the form.

- Dan had a question about opening the campus afterschool and allowing the community to use the campus after hours and on weekends. Dr. Ronzone explained that this is a facilities issue and would need to be discussed downtown. Unfortunately when not gated, there have been reports of vandalism and theft. This topic would need to be discussed at the district level.
- Dan asked if there are any open campus' – Dr. Ronzone said she is not aware of any. Peabody is the exception, but this is a Charter School, not a district school.

e. Art Teacher Update (Ms. Alvarez)

- Ms. Alvarez provided a slide show presentation of the children's art work this year. She explained that she sees between 250 – 300 kids per week. There is a lot of work that comes through the art room. She explained what each grade has worked on this year. Students also submitted art for the state wide art competition (Theme: Water), the results should be available on May 18th.
- Several teachers present at the meeting also reiterated that Ms. Alverz works great with the kids and with the teachers.

f. Open Items

- Jen Brown explained that \$22K has been raised for 5th grade CIMI camp, and she has already recruited fundraising chairs for next year's class. Well Done Jen!!
- Carnival is on (despite the threat of Rain) - it's going to be a really good one! REEF is looking for new chairs for carnival and fall ball. It's really fun, but Emily & Sabrina are ready to hand it off to new volunteers. The process is all outlined and very organized in a binder, so it will be easy to just hand it off to another group of volunteers for next year.
- Dawn Battles gave a Rose Run update. Rose Run was a really successful event this year. Key highlights: corporate sponsor raised \$3K more than last year, kids ran 100 more laps, 73% participants (70% last year), made \$1,000 more during the rummage sale, implemented the high 5 for \$25 so kids who make \$25 get a prize - and this lead to \$4K more this year for that \$25-\$75 range. These little things added to the extra spirit of the event.
- The numbers aren't quite all in yet, but the results will be announced soon.
- May 29th will be the prize ceremony at 12:30, and the prize room will be open until the end of the day.
- If we reach our goal, the Principle Challenge will be a Silly String Hurricane, where the top 25 kids who raised the most money get a can of silly string to blast at Dr. Ronzone and she has to wear the silly string around all day. The Teachers will also do a dance off to "Uptown Funk You Up"
- Kristin Story said that the Harlem ambassadors assembly was great and the kids enjoyed it.
- RAP is selling ice cream after school soon (look for posters on campus) - \$1 – 2:30-3:30. Fundraiser for RAP.

- Thank you to Angela for all her help with the annual fund.
- Thank you to Sabrina for all her support as the REEF president this year.
- Thank you all outgoing and incoming board members for your service.
- Garden committee will do an update next meeting.

Meeting Adjourned at 7:45 PM.