

REEF BOARD MEETING MINUTES

**April 10, 2013
6:00 PM – 7:30 PM**

6:00 PM – Board of Directors Meeting (public meeting open to all members)

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

Directors (Expiring 6/13)		Directors (Expiring 6/14)		Non-Voting Members	
✓	<i>Nancy Mixon ~ REEF President</i>	✓	<i>Tammi Flemming ~ REEF Treasurer</i>	✓	<i>Dr. Donna Ronzone ~ Principal</i>
✓	<i>Chris Davis ~ REEF Secretary</i>	✓	<i>Jen Jones</i>	✓	<i>Alison Throop ~ Teacher Liaison</i>
	<i>Gina Andrews</i>	✓	<i>Sabrina Koceman</i>		
	<i>Lisa Ballantine</i>	✓	<i>Stella Pynn</i>		
✓	<i>Jen Brown</i>	✓	<i>Eric Sanchez</i>		
	<i>Lyla Clyne</i>	✓	<i>Eric Schenker (late arrival)</i>		
	<i>Jeff Peterson</i>		<i>Kristin Story</i>		

II. Call to Order

- Nancy began the meeting and Chris did the board member roll call.

III. Consent Agenda

- **Minutes from February Meeting** – Chris sent the March REEF meeting minutes to all board members for review on April 9, 2013. Alison and Jen Jones provided minor edits that were incorporated into the revised March meeting minutes. Chris sent revised minutes on March 14, 2013. Eric Sanchez moved to approve the minutes and Jen seconded the motion. All board members approved the March meeting minutes.
- **Current Financial Reports** – Tammi summarized the main financials of the month.
- Tammi asked the board to approve a new 12 month cd, all approved. Annual Fund is now at \$77,000 actual. So far the Annual Fund had \$84,000 pledged.
- 6th grade class – in the negative, but didn't use some of their art budget.
- 5th grade class – a little bit in the negative.
- 4th grade class – raised quite a bit of money. \$31,000 for CIMI camp already deposited and they will still have \$7,000 in their budget. Half of the money raised was from the conference week movie days, \$4,000 was from parent donations, and some money came from coffee sales.
- Chris motioned to approve the financials, Eric Sanchez seconded the motion. All board members approved the financials.

6:30 PM – General Meeting (public meeting open to all members)

I. President's Report – Nancy Mixon

- Final Bio's for the board election are needed by May 1st. Send Bio's to Nancy.
- Fundraising – Nancy would like to have a meeting with committee chairs to recap the strategy for Annual Fund and Rose Run fundraising. We need to put in place a different structure, so the division of labor is more manageable. Fall ball and carnival were divided out really well this year. So many people want to help, we just need to outline what needs to be done at the beginning of the year and let people run with it.
- For Annual Fund we will need to do a 2nd big fundraising effort at the end of May. We will probably include donation envelopes in Thursday folders.
- May 8th REEF Meeting – we will convert the scheduled REEF meeting to the Budget meeting. All board members and committee chairs should be present at this meeting.
- May 22nd – last REEF Meeting of the year.
- If anyone knows of a graphic artist let Nancy know, so we can transfer the Roosevelt graphics from Christine Feldman. Lisa Hall volunteered to hold the files and support that transition.
- Unfortunately, Nancy has to step down as president next year, due to her work schedule stepping up. She is working on several options for a replacement President. She will still be running for reelection as board member.
- We could also use more people to join the board. Please reach out to parents who may be interested in participating on the REEF board. Get those Bio's in by May 1st.

II. Principal's Report – Dr. Donna Ronzone

- Fundraising efforts have been wonderful this year. A Rummage sale will happen on Saturday in the school parking lot for 5th grade fundraising, to benefit the 5th grade class for Rose Run.
- English learner students – 30 students have been reclassified. Out of 30 reclassified, 26 are now classified as English proficient.
- Right now we can be allowed to have a 26:1 average student to teacher ratio for K-3, and a 33:1 average student to teacher ratio for grades 4-6. Best mitigating help right now are the curriculum specialists that REEF funds and parent volunteers in the classroom.
- Safe routes to school. May 24th Helmet day. There is a petition out for another cross walk near school. It would be good if we had a safety committee. Jen Jones suggested that Lisa Ballantine would be good to help with that since she is an avid bike rider.

III. Rose Run Committee Report

- Rose Run Committee Report ~ Jen Brown presented an update of the Rose Run. Schedules for the Rose Run are posted in every classroom. The Run will occur from 8:15-11:30. Come out to volunteer. We have collected \$19,000 from 43 sponsors. If we meet our fundraising goal, Dr. Ronzone will be doing a slip and slide through sundae toppings and a gooey chocolate mess. Teachers will also

participate and will perform the Gangnam Style dance for the students. May 22nd will be the prize distribution day. We still need a coffee donation for Rose Run, Jen Brown will ask her contact at coffee bean and tea leaf. The Rose Run committee did a kindergarten training last Friday and the 6th grade class had an inspirational speaker come.

- Next year will do an online volunteer sign-up sheet.
- Students who raise \$75 and up, get to go into the prize room.
- April 26th Rose Run money is due, and the committee will do a big deposit on that day.
- We have also secured a professional DJ for the even -- a former Roosevelt student.

IV. Teacher Liaison Report – Alison Troop

- Everyone is happy and busy and getting ready for testing to start.
- Teachers and Dr. Ronzone will continue to talk about the art curriculum and come up with a plan for next year. The staff is currently split on how they liked the art program this year. Some grade levels really liked the freedom to pick art to enhance their curriculum; some struggled to decide what they wanted to do. The staff was split more by grade level, than by individual teachers.
- We have a goal to purchase an ipad for every student 3rd grade and up.
- We have also figured a way to get the portal compatible with ipad, so that is working now.

V. Board Elections (Seats Starting July 2013)

- We have 8 spots and 6 people are officially running. Bio's need to be in by May 1st. Elections will be held online.

VI. Fundraising Update

- 4th grade has raised \$6,409 but this amount does not include the movie days fundraising. 4th grade is trying to fundraise for CIMI camp next year.
- 5th grade is negative \$2,000 for this year due to CIMI camp.
- 6th grade is negative \$1,600.
- There are other areas in the budget where we are under budget, which will balance out these deficits.

VII. Open Comments

- Dr. Ronzone explained that recruiting and hiring for curriculum specialists is set by the district, and there is a set rate. Also, she mentioned that we will probably have and slightly smaller budget next year or maybe close to the same, but that the changes are not anticipated to be drastic either way (up or down).
- For the upcoming budget meeting we will forecast on historical spending. We will look at REEF survey results. We may also include some "May Fund" categories.
- May 31st is carnival – YEAH!
- Annual fund banner on Emerson is looking very tattered and in need of replacement.

- Also on Emerson there are kids who are starting to run down the street to their parents cars instead of waiting as they are supposed to do. Some people park on Emerson, which you are NOT allowed to do. Suggest that in the next principal letter Dr. Ronzone explain the rules of the Emerson drop-off and pick-up routine.
- Eric Schenker asked about a parent square recap – communication software is similar to constant contact. Roosevelt has chosen not to accept it because there is a social media component and concern. This means there is a responsibility to monitor any post back messages. Nancy explained that this component is a “Deal Breakers.” For one, people already have a “talk back” opportunity. For example, speaking up at REEF meetings, talking to Dr. Ronzone directly, emailing Dr. Ronzone. It would require a lot of volunteer time to monitor this site and it’s too much to ask a REEF present or other volunteers to monitor this.
- Eric Schenker requested approval for reimbursement of costs associated with obtaining the “As-Built” drawings for the playground area from the school district office. Reimbursement costs will come out of the photocopy /administrative budget. Approval was granted.
- Eric Schenker suggested that for the people who are leaving the board to please consider leaving the board with a “wish list” of things left undone or things they wished they could have accomplished, similar to an exit interview.
- Nancy mentioned that committee chair leaders should train a replacement before leaving a position to ensure a seamless transition. Nancy said she will put that topic on the agenda for next meeting.

Meeting Adjourned at 7:36 PM