

REEF BOARD MEETING MINUTES

**September 9, 2015
5:30 PM – 8:20 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	Lisa Hall ~ Vice President	✓	2	Kent Mixon ~ President	✓	Christy Mendivil ~ Principal
✓	1	George Polchin ~ Treasurer	✓	6	Tammi Flemming ~ AR/ Financial Secretary		TBC ~ Teacher Liaison
✓	11	Maureen Burke ~ Secretary	✓	8	Kristin Story ~ Parliamentarian		
	5	Ian Jay ~ Hospitality	✓	4	Stella Pynn ~ Nominating Committee		
✓	3	Dawn Battles ~ Rose Run	✓	12	Sabrina Koceman ~ Nominating Committee		
✓	7	Silla Siebert ~		10	Open		
✓	13	Scott Fooks ~ Budget Committee		14	Open		

I. BOARD BUSINESS

a. Welcome/Roll Call/General Board Business

- Call to order at 5:30 PM
- Roll Call & Sign-In Sheet was circulated

b. Meeting Minutes/Agenda (President – Kent Mixon)

- May 13 and May 26 meeting meetings to be approved at October Board Meeting.
- Addition of Roosevelt Green Committee

c. Board Member Seat Numbers (President – Kent Mixon)

- Two open 1-year seats. Intend to fill these two seats this year
- Reviewed and confirmed each Directors REEF commitment and seat number.
- Kristin motioned to approve board seat commitments, George second, all in favor, Motion approved

d. Meeting Time & Calendar (President – Kent Mixon)

- 5:30 PM start to REEF board meetings; Lisa motions to approve; Sabrina seconds, all in favor, Motion approved
- Meetings calendared for second Wednesday every month throughout the year, with November and December as exceptions due to conflicts. These meetings were moved to the first week. Motion from Kristin to approve; Lisa seconds. All in favor. Motion Approved. Lisa to add calendar to eBlast and Dawn to add to Google calendar (updated online at school website).

e. Meeting Structure (President – Kent Mixon)

- Proposed one general monthly meeting with agenda and set times (instead of a Board Meeting followed by General Board meeting) for efficiency sake
- Kristin motions to approve, Stella seconds. All in favor, Motion approved.

f. Board Committees/ Open Positions (President – Kent Mixon)

- Committee list reviewed. Open positions discussed:
- 5th Grade Fundraising: Position not critical. Fundraising needs are very limited.
- Annual Fund: Critical open position. Kent discussing with possible interested candidate this week.
- Axxess: Nicki Horne to take position. Discussed expanding program fundraising dollars to all grades and allowing all grades to participate. Decision to change program is Axxess Committee's responsibility.
- Carnival and Fall Ball: Silla Siebert volunteered to co-chair committee
- Coffee Connection: Coffee has been donated; In need of chair
- EBlast: Constant Contact is technology used to design and distribute. Request one additional person to train. (Brittany Myles may be a possible candidate. Lisa to discuss with her).
- Room parent coordinator: Silla Siebert volunteered to chair committee
- Rose Run: Dawn requested a co-chair and committee members. Request to be added to upcoming eBlast(s)
- Rough Rider Roundup: Open but not critical position to fill
- Translation: Carla Mendez possible candidate to be added to translation services. Currently does Rose Run translations.
- A/P Financial Secretary: In need of person to take position (accounting experience not necessary for the role).
- Website Content Development: See Membership Business section "g" below

f. MEMBERSHIP BUSINESS

a. Principal's Report (Christy Mendivil)

- 5th grade students going to CIMI camp Sept 14-16. On Sept 29th there will be an Information Night for 4th grade parents to learn about CIMI camp for 2016.
- A water bottle refill machine will be installed either inside gym or multi-purpose room so all students can access it.
- Temporary lunchtime organization is due to technological issues with the mobile food cart. Expect construction to be finished this weekend and the cafeteria to be open on Monday.

- “Everything is going well so far.”
- **Teacher’s Liaison Report (Laurel Phelps)**
 - Thanks to REEF board & Ms. Mendivil; Phelps and Arce will be at REEF meetings (Mr. McMurtrey to substitute, as needed)
 - Common Core: District not adopting math curricula; language arts haven’t changed much. This year will be a “smoothing out kinks” from last year.
 - Curriculum Specialist role: role doesn’t exist for every grade level because REEF-funded only 4 and the District is funding 1. (see budget)
- b. Annual Budget Review (Tammi Flemming)**
 - Fiscal year end June 30, 2015 review. Financial report available to all for review.
 - All membership votes on proposed budget.
 - REEF budget priorities based on survey done at end of year plus teacher and principal needs (such as Curriculum specialists)
 - Annual budget pays art teacher’s salary (currently committed to 80% time)
 - Budgeted for four curriculum specialists, district pays for one position; None paid by site funds this year. There are 5 total.
 - PE position paid 50% by district and 50% by site funds (not a REEF budget item)
 - Music position paid for by district (not a REEF budget item)
 - Fundraising estimates are conservative. See goals noted in the budget footnotes.
 - Eric Schenker moved to amend the budget to reduce the 6/30/16 projected reserve balance down to \$50,000 and to expend the funds in a manner consistent with what staff and principal recommend. (Possible items include sun shade structure, capital equipment fund or other long term expenditures). There is a second to the motion. Discussion: George volunteered take on the analysis of the reserves to determine best recommended number to maintain in reserves. Membership vote, 2 in favor – motion did not pass.
 - Kristin motioned to approve budget as presented and amended, continue discussion and make decision based on findings/data to spend down reserve. Findings to be delivered in 3 months or sooner. Scott seconds the motion. 19 approve, 1 opposed 1 abstained – motion approved. Budget is approved.
 - Checks dated Sept 9 were approved for payment.
- c. Bylaw Review (Kent Mixon)**
 - Received updates from attorney. The chair is consolidating the comments. When complete a notice will appear in eBlast and possible copy in the office notifying the membership they are ready to review.
 - A change from previous bylaws is a new law requiring us to keep record of membership name, address on file. Therefore we need membership applications. Bylaws, elections, budget and directors can be voted on by membership. The California code that applies to this issue is: Corporations code 6320.a3.
- d. Annual Fund (Kent Mixon)**
 - See Board Business item “f” above.

e. Kinder Ice Cream Social (Kent Mixon)

- Thank you to Ian, Gina Andrews and Fernanda Friden for helping to pull off a great event.

f. Committee Review Open Positions (Kent Mixon)

- See Board Business item “f” above.

g. Website Information Update (Tammi Flemming)

- f. In need of an auditor of websites to reconcile old website and new district website. Position would keep website current working closely with principal. Brittany Myles a possible candidate or Maria Zate as a Communication expert to work with Marc Flemming on implementation.

h. Apparel (Kent Mixon)

- No adverse comments regarding new logo designs.

i. Upper East Association (Kent Mixon)

- Upper East Assoc approached the school and requested volunteers to paint addresses on approx. 220 homes in the area in exchange for \$1000 donation to the school. Existing REEF PTO insurance does not cover this activity and costs to have single day coverage or multiple days would not cover the donation.
- George motions to reject offer. Maureen seconds. All in agreement.

j. Other (Kent Mixon)

- New Garden Committee chair: Kendall Craig, a volunteer from non-profit (Coordinator for the Center for Sustainability). She is on campus on Tuesday and partial day Friday. Will teach children and maintain garden.
- Green Committee, chaired by Carmen Geiler, working on zero waste for Rose Run and other green efforts. Kids to provide input to the committee and participate in the activities. eBlast notifications to follow. Will unite efforts with Kendall Craig.

Meeting Adjourned at 8:20 PM.