
REEF BOARDMEETING MINUTES

**November 13, 2017
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 6/19)		Directors (Expiring 6/18)		Non-Voting Members		
✓	1	✓	2	<i>Dawn Fitzgerald ~ President, Annual Fund</i>	✓	<i>Christy Bazemore ~ Principal</i>
✓	3	✓	4	<i>Robert Mislant, Lobster Boil Chair</i>	✓	<i>Megan Arce ~ Teacher Liaison</i>
✓	5	✓	6	<i>George Polchin ~ Treasurer</i>	✓	<i>Laurel Phelps ~ Teacher Liaison</i>
✓	7	✓	10	<i>Brittany Myles, Rose Run Co-Chair</i>		
	9	✓	12	<i>Nicole Halabisky Lowry, Yearbook</i>		
✓	13	✓	14	<i>John Lucchetti, ~ Secretary</i>		

Meeting notice posted to school bulletin and Parent Square: Month Day, 2017.

I. BOARD BUSINESS

• Welcome/Roll Call

- Call to order at 6:04 p.m.
- Roll call & sign-in sheet circulated
- Dawn Fitzgerald moves to approve minutes from October. Jared Green seconds. 7 yays. 0 nays. 0 abstained. Minutes approved. (7 total board members in attendance at time of vote).

II. MEMBERSHIP BUSINESS

- **Welcome**
- **Principal's Report (Bazemore)**
 - Report Card Conferences Week of 11/13-11/17. 1st – 6th grades out at noon
 - T/K and Kinder regular schedule.
 - Benchmark assessments ended which are used to measure student growth.
 - We have interviews scheduled on Wednesday afternoon for a curriculum specialist.
 - Requesting REEF funds for quality materials to increase literacy in classrooms because not getting Title 1 funds school wide. Interactive Read Aloud for K, 1, 2 grades \$1,056 for one set per gr. level These are interactive sets of books to bring quality materials into our classroom and support our teachers. Ideally there will be one per classroom but are willing to share one per grade level. Goes along with Fountas and Pinnel and provides context and framework for teachers to talk with students about literacy.
 - We have grade level enrichment in the REEF budget. Teachers feel that this program is very worthwhile.
 - The district is looking at buying some of these materials but not the guided reading part that the teachers have requested.
 - Roosevelt teachers are presenting this program as something different from the district's approach because we have the need to boost literacy and have different needs so it's a local solution to promoting literacy at Roosevelt.
 - We have a lot of kids who meet title one standards but because we aren't a title one school we have to get creative about how we fund important programs like this so our kids get the resources they really need.
 - Board vote to spend \$3,000 to buy one set for each grade from the professional development fund to buy these fontbooks. The expectation is to up this level later on. Dawn motions. Scott Seconds. 8 yays, 0 nays, 0 abstentions. Didn't go to full board for vote.
 - Scott Fooks motioned to increase this to add an additional set of books for the kind bringing the total to \$4,000 out of professional development. This is with the expectation that we will add that \$4,000 back into the budget from the surplus at a later Reef meeting. 8 yays, 1 nay, 0 abstentions. Motion approved.
 - Principal is hiring 2 more curriculum specialists. We had 5.5 in the budget. 4.5 has been hired. Principal has own title 1 funds to hire another 1. Reef is asking if we need to fund an additional curriculum specialist. Ms. Bazemore will just hire one more with REEF funds that are currently in the budget. No need to approve additional spending.
- **Teacher Update (Phelps)**
 - Mrs. Arce & Mrs. Phelps in attendance.
 - 6th In the middle of parent teacher conferences. Thanks to REEF for helping to lighten their load with Curriculum Specialists and other initiatives.

- K-1 don't have conferences this week but will be sending progress reports home.
- Parent Square has dramatically simplified how parent teacher conference scheduling is done. Some parents are claiming that they have difficulty logging into Parent Square. Mrs. Phelps said that the staff will be happy to help parents get logged in if they have problems.
- Variety show is coming up. Pink permission slips have been sent out in last Thursday folder.
- **Annual Fund Update (Dawn)**
 - We're at \$65k of the \$85K goal
- **Treasurer's Report (George Polchin)**
 - Vote to approve another curriculum specialist not needed at this time.
 - Check Approvals Total: \$32,318.15. Robert motioned to approve checks. Brittany seconded it. 8 yays, 0 nays, 0 abstentions. Motion approved.
 - BUDGET VOTE: We are proposing adding \$12.5K to this year's budget.
 - i. We have a \$7.7K surplus from what we raised last year, so we are voting to increase the budget by $(\$12.5K - \$7.7K) = \$4.8K$.
 - Fixed -\$10,110.22 showing in Lobster Boil Actuals in Budget vs Actuals report last meeting (Oct 9, 2017); We had done a Journal Entry on July 1, 2017 (start of this fiscal year) moving the Lobster Boil Income and Expense but it should have been dated Jun 30, 2017 (end of prior fiscal year). Mona McMillan and George made that change.
 - i. Side note: We did not put any money for Lobster Boil Expense in this year's budget. However the way we do budgeting we do not vote on explicit amounts for fundraising expenses; they are just footnotes for reference. But we do include their numbers in the Budget vs. Actuals report every month.
 - ii. SUMMARY: Just because there is zero for the Expense doesn't mean we are saying No to the Lobster Boil.
 - TenMarks: Ms Warwick 3rd Grade had requested \$1000 last year for TenMarks pilot program which the Board approved and which was part of what became the Professional Development line item. She did not use the money last year but is requesting it again for expanding TenMarks usage, for items like headphones and chargers for iPads so kids can do TenMarks while other kids do other classroom activities. Est \$800. To come from Prof Development Fund
 - PayPal
 - i. We have lost our volunteer PayPal processor. She was too busy.
 - ii. George is trying to connect PayPal to QuickBooks Online. He is halfway there.
 - iii. We still need to move money over. About \$27K. See "PayPal Bank" line item in Balance Sheet
 - George requested to put Movie signups, CSA, and yearbook payments online.
 - Taxes have not yet been filed (Nov 15, 2017 due date) but tax attorney Maryanne Plamondon (sp?) will file an extension and get them done by next week.
 - REEF Audit. will be done by Kristin Kirby. Kristen finished up to 2014 and still needs to audit 2015-2016

- Franchise tax board sent notice that our non-profit status is in jeopardy. This should be taken care of already but a past issue was still on file.
 - It was brought up that Reef pays for translation for each meeting but we haven't needed translation for the past few meetings. Reefs' goal is to have all populations represented here so it's worth the payment to have someone available just in case there is a translation need at each meeting.
- **Denise Higgins Yearbook Committee**
 - First yearbook committee communication will be sent out in Thursday folders.
 - Looking for a teacher volunteer to help with current year theme and hardcover photo project
 - **Sarah Cranston: REEF Fundraiser**
 - Manages clothing sales at Fall Ball and brought up having a Holiday fundraiser.
 - Idea is to do a pop up retail fundraiser. Get Roosevelt parents involved to sell their products and a certain percentage of profits go to support REEF
 - This is similar to a dine out fundraiser. Request is to use Parent Square to make an announcement.
 - **Robert Mislant: Lobster Boil**
 - Asking board if we want to pursue the Lobster Boil this year. We netted less than \$4,777k. Many parents bought tickets last year and gave them to teachers
 - Request to have a 4th grade parent chair this committee. Scott has offered to Co-Chair. Robert will be on the committee if needed, but can't chair this committee for 2018 due to time constraints
 - They will review these suggestions and talk off line
 - **Raffle (Dawn)**
 - Raffle for Roosevelt Mug: Mrs. Arce won
 - **Adjournment (Dawn)**
 - Dawn Fitzgerald moves to adjourn the meeting. Scott Fooks seconds.

Meeting Adjourned at 7:50 PM.