
REEF BOARDMEETING MINUTES

**February 12, 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, 2018.

I. BOARD BUSINESS

● **Welcome/Roll Call**

- Call to order at 6:05 p.m.
- Roll call & sign-in sheet circulated.
- Brittany Miles moves to approve minutes from January. Kristin Story seconds. 6 yays. 0 nays. 0 abstained. Minutes approved. (6 total board members in attendance at time of vote).

II. MEMBERSHIP BUSINESS

- **Welcome**
- **Principal's Report (Phelps & Arce)**
 - Thanks to the Variety Show team. There were a few technical difficulties with the speaker system, but the show was a big success. The kids worked hard to prepare, audition, and had a great time.
 - Student council started selling popcorn for fundraisers. They brought in approximately \$92 selling popcorn at the Variety Show. The proceeds will go towards field equipment. Susanne Fitzgerald made all of the popcorn and brought it in. Thanks Susanne. Next time we'll plan ahead and use a popcorn machine to save the last minute hassle.
 - There should be funds already allocated for sports equipment. The kids wanted to designate the popcorn funds for equipment. The Student Council also thinks that the funds could help clean up graffiti in the bathroom, but Kristin thought graffiti should be covered by site funds as well. Lastly, the Student Council also wanted funds raised to go towards keeping bathrooms supplied with soap and towels.
 - It was brought up. "Is there a set schedule when the janitor checks soap refills in the bathroom?". There should be soap every day. Mrs. Phelps said she's sure it gets checked daily. Soap generally runs out quickly especially among the lower grades because the kids use so much of it. Mrs. Phelps will relay that to Mrs. Bazemore.
 - Thanks to REEF for the guided reading materials. We really appreciate you funding this program and we enjoy implementing these materials in the classroom.
 - They have enough guided reading books for their needs for now. Many of the complimentary questions are available digitally online.
 - 6th grade science camp is scheduled May 29th. We're really excited to send them off in a grand way given that there have been a lot of disruptions this year due to natural disasters.
 - We hired a new curriculum specialist named Anthony Ramos. He is supporting Grades 4,5,6, lower grades, and EL students. He is intended for supplementing and supporting instead of enrichment, but he's fantastic and could handle anything.
 - Writing extravaganza is March 12th. This is modeled like an open house. Parents can come in their child's classroom to see their writing.
 - At 5:30 p.m. there will be time to meet with the Principal and ask any questions.
 - REEF meeting will follow the chat with the Principal at 6:00 p.m.
 - It was requested that we extend child care to 5:30 p.m. on March 12th.
- **Teacher Update (Phelps & Arce)**
 - We are continuing conferences and half days until Feb. 23rd
 - Going to Moxi soon
 - Variety show was successful for all kids involved. We even had a Kindergartner participate.

- We're getting to the point in the year that as we get closer to the warm weather the kids in the upper grades feel pressure that we're getting nearer towards testing and the kids start to feel antsy. They're getting "Senioritis".
- Mrs. Phelps has been talking to the kids about mindfulness in her classroom. She asked REEF parents to check in with their kids to ask about how things are going and guide them to push through to the end of the year. Please help them promote a calm environment when they come to school.
- **Green Committee Update (Sonia Van Der Kooi)**
 - Sonia is here to represent Valerie Carney who is President of the Green Committee since Valerie couldn't make it tonight.
 - Green Committee is growing very fast. They have 14 members already
 - Goal of the Green Committee is to educate students about sustainability and environmental matters. Secondary goal is to educate the parents on these initiatives after that.
 - Green Committee wants to make the water booth even better at the Rose Run this year.
 - They have great speakers come into the classrooms talking about sustainability.
 - They would like feedback about the Bee Keepers who come every year. It's been amazing, we love having them back, and would like your input.
 - We are organizing an Archeology speaker for 4th and 6th grades
 - Christina Voigt a prominent environmental attorney will give a speech in the classrooms
 - Food day is where they give away seasonal vegetables
 - We have a new Committee member focused on Crayola recycling. Please ask your kids to bring in markers that don't work from home so we can recycle them here at school.
 - Hillary from City Trash and Recycling program will talk about the importance of recycling in school
 - Landscape designer named Yvonne will help design a planter with drought resistant plants and succulents
 - CSA is the seasonal organic veggies and fruit boxes that are delivered at school. 5% of proceeds from these boxes will go to support the green committee so they can do more programs in school.
 - Green Committee proposed a Recycling Fair that will work similar to a Science Fair. Kids can present interesting new recycling projects
 - Sonia asked REEF for financial support to help put on the Recycling Fair. They were thinking approximately \$500 would be needed. It was stated that in order to be considered, the board would need to understand EXACTLY how much money the committee is asking for, for what purpose, and how much overall cost is there (ie are they matching our funding?)
 - The cheapest recycled display boards to be used for the Recycling Fair are approximately \$4. Green Committee is not sure how many children will participate so they're trying to estimate a more concrete budget needed. Sonia will talk to George Polchin (Treasurer) to see how much REEF budget is available to support this initiative. They still have approximately \$400 from the CSA.

- Please appreciate the Green Committee and let them know you're reading their posts. It will mean a lot to them.
- It was suggested that the Green Committee try to self-fund this project. They will speak with the treasurer to reconcile how much they've spent so far and how much is still available.
- Dawn suggested charging more for the CSA boxes (10%) so that they can fully self-fund.
- The initial idea was to make the Recycling Fair sometime around Earth Day in April, but that is a Sunday and too close to the Rose Run and other events. They're looking for a date in May.
- **Rose Run Update (Brittany Miles & Jared Green)**
 - Jared Green has been heading up fundraising for the Rose Run. We're 1 week into fundraising and we're at \$14,000 so far. There is 3 weeks left. We've hit a lot of the low hanging fruit already. Please let Jared know if there are any other contacts who might help.
 - It was suggested that they send a parent square notice to K and TK since those parents are new to the Rose Run.
 - The response to Jared's outreach has been mixed but polite. They need to reach new sponsors, perhaps find 4 or 5 new sponsors per grade.
 - We should send Rose Run sponsorship flyers in Thursday Folders.
 - We will be selling Rose Run t-shirts to parents. We are working on the t-shirt order and needs assistance translating. One parent in attendance at REEF volunteered to help with translations.
 - We have a small prize team that we've mobilized and have requested additional volunteers to help.
 - For the prize room this year instead of receiving prizes based on the total amount pledged, this year for every \$20 a child raises they will get a raffle ticket and be entered into the prize raffle.. All prizes will be on the stage, there will be fewer, bigger, better prizes this year and less disposable plastic prizes.
 - For the Principal's challenge, the class who wins will get a popsicle party.
 - The teachers feel that this is a big step up from prizes in the prize room because all kids have a chance to win a larger prize while still enabling the kids who raised the most to have more options to win. This seems like a fairer way to handle this event.
 - At the Rose Run kick off assembly, The Rose Run committee will explain the changes in the prize room to the students in 3rd - 6th grades so they understand what the changes are and why the changes are being made.
- **Treasurer's Report (read by John Lucchetti via George Polchin email)**
 - I am not able to make it to the REEF meeting tonight but am available by phone 805 895 7844
 - Please vote on the checks as described below and in separate PDF.
 - If you need me for quorum for the vote, please call me at 805 895 7844
 - Jared Green has the checks to sign. CHECK SIGNERS Please sign the checks after we vote
 - See Check detail report REEF_Check+Detail_Feb12, 2018.pdf

- REEF Funded: \$7427.66 Self-Funded: \$0 TOTAL: \$7427.66
 - There were 3 bus charges for last fiscal year. I will have to correct the accounts in Journal Entries later.
- Treasurer Transition: I met last week with a volunteer to start training him on accounts payable; the idea is to train several people to each do a part of the job
 - Michael Costa has also volunteered for some; I'll get to you Michael (thank you!)
- I filed and sent 1099 forms to the IRS and to our vendors from 2017 (which included ASEP last school year.)
- This calendar year 2018 we don't process ASEP anymore so we won't have to file 1099s for them, but one vendor remains: The woman who does 2nd grade clay projects (Rebecca Russell) but QBO offers online processing now. I found out about it too late for this year :-(-
- Tax acct is almost done with our taxes from last fiscal year
- Dawn Fitzgerald motioned to approve the checks. Jared Green seconded. 7 yays, 0 nays, 0 abstentions. Checks approved
- **CIMI Update (Kristin Story)**
 - We raised approximately \$3,500 from movie days. We have more movie days coming up.
 - Shannon obtained a grant for \$2,500 from the Kirby Foundation.
 - We have restructured how we're collecting money this year. Requests went out in last week's Thursday folders to fourth graders. We modeled our request based on what others schools are doing. We're asking for a deposit by February 23rd. They will go to each classroom in the morning to explain what they're doing to fund CIMI Camp.
 - We're excited about what we're doing so far and will have more to report in a month.
- **Open Forum/Agenda Item (Dawn Fitzgerald)**
 - We have a neighborhood letter we walked around and personally handed out last year that raised approximately \$1,000.
 - Jamie Doheny is printing 1,000 letters this year so we need 20 people to take 50 letters to homes in the neighborhood or some other variation. The request in the letter is to donate between \$100 to \$500.
 - We've formed a Gate Committee at Roosevelt. They've talked to Mrs. Bazemore about certifying more teachers this year. Monroe sends a teacher to gate meetings.
 - We're going to do the same and do what we can to help our GATE kids and advance learners here at Roosevelt. We also feel like having a committee will help relieve some parent anxiety
 - Robert asked how many Roosevelt families are over at Washington. Dawn replied that to her knowledge there are 25 families from the Roosevelt district, 20 are in the GATE program.
 - Read with Roosevelt will be April 20th. The chairperson would like to have someone shadow her to prepare to take over the program for the next 4 years.

Preferably this person shadowing would be a parent of a 1st grader so they will be around for a while.

- This entails coordinating with the teachers to get the students council to organize questions for the readers. A lot of this program is already outlined and in place so they need someone to execute the plan.
- Robert Mislant said he can't chair Read with Roosevelt next year but he is happy to volunteer to help out.
- Dawn will post a parent square directly to TK-1 grade parents.
- Please be sure to include the Office Ladies in Parent Square announcements. There is a special check box that will include them in announcements that go out.
- **Raffle**
 - There was no raffle held today
- **Adjournment (Dawn Fitzgerald)**
 - Dawn Fitzgerald adjourned the meeting.

Meeting Adjourned at 7:26 PM.