

# REEF BOARDMEETING MINUTES

**September 11, 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	<i>Jessica Willbanks</i>	✓	2	<i>Dawn Fitzgerald ~ President, Annual Fund</i>	✓	<i>Christy Bazemore ~ Principal</i>
✓	3	<i>Kristen Story, TBD</i>		4	<i>Robert Mislant, Lobster Boil Chair</i>	✓	<i>Megan Arce ~ Teacher Liaison</i>
✓	5	<i>Jared Green</i>	✓	6	<i>George Polchin ~ Treasurer</i>	✓	<i>Laurel Phelps ~ Teacher Liaison</i>
✓	7	<i>Mark Flick, TBD</i>	✓	10	<i>Brittany Myles, Rose Run Co-Chair</i>		
✓	9	<i>Michael Costa, TBD</i>	✓	12	<i>Nicole Halabisky Lowry, Yearbook</i>		
	13	<i>Scott Fooks ~ Budget Committee</i>	✓	14	<i>John Lucchetti, ~ Secretary</i>		

Meeting notice posted to school bulletin and Parent Square: August 28, 2017.

**I. BOARD BUSINESS**

• **Welcome/Roll Call**

- Call to order at 6:06 p.m.
- Roll call & sign-in sheet circulated
- Nicole moves to approve minutes from June. George seconds. 6 yays. 0 nays. 0 abstained. Minutes approved. (6 total board members in attendance at time of vote).

## II. MEMBERSHIP BUSINESS

- **Welcome & Pizza**
- **Principal's Report (Bazemore)**
  - Start of the School Year: Attendance (importance of).
  - Update on Free Breakfast and Lunch for All (Provision II funding and how it impacts "snack/2nd chance breakfast"). Accurate number of students will be tracked for who is eating breakfast and lunch.
  - Title 1 funds: Funded Mr. Perkins. District funds half of his salary, so Title funds help offset those costs. Received email today saying title funds can't be used for that anymore. Need to find an additional \$13,000 for PE, but it will not be REEF's responsibility. She also received an email about additional carryover funds that are leftover title money from last year. We received \$11,000 which along with the \$13K totals \$24,000 in newly available title funds. We can fund another curriculum specialist with this money.
  - Parking Lot (For STAFF and Handicapped permits only). Thanks for not parking here. It's been a lot better than last year.
  - K-1 materials (Fountas & Pinnell materials) Purchased by site funds and support from REEF. We have K,1,2 foundational literacy team who are assessing reading skills. REEF sent Mrs. Throop and Mrs. Gallardo to Fountas & Pinnell training which is highly respected and proven to work.
  - There will be a math committee forming to assess math needs similar to the foundational literacy team. This should be forming this fall.
  - Curriculum Specialist role and funding. We have 5 Curriculum Specialists this school year. Mr. Rabe and Maddie are both credentialed teachers.
  - Parent asks about equitable distribution of Curriculum Specialists. They spend 40 min in each grade level, so you have 5 until noon who go from K-2<sup>nd</sup> grade at different times. Two may go into one etc...depending on classroom needs and teacher requests. Then in the afternoon Mrs. Bean leaves so then we're down to 4 who are distributed in 3rd and then 4th, 5th, and 6<sup>th</sup> until the CS's leave at 2:00. 6<sup>th</sup> gets Mr. Rabe at the end of the day. The rest are distributed between 4<sup>th</sup> and 5<sup>th</sup> depending upon what time math is or ELA. It depends on what the teacher need is. They still get the 40 minutes, but they don't get that extra person.
  - That's why the new title money could be good. She is now looking to add 1 more Curriculum Specialist with the newly available title funds. Adding one more with help with upper grades in particular. Last year we worked with a staggered schedule for Curriculum Specialists, but we don't have that ability to stagger for this year due to their schedules that they were hired for.
  - In 6th grade they haven't always had a curriculum specialist since Ms. Bazemore has been here. It's a new position. This new model is trying to target and intervene in earlier grades so that the Curriculum Specialists are needed less in later grades.
  - Parent asks how the schedules for the CS are decided. The teachers look at students and the need. Some used them for remedial intervention. Some use them

for math. Most in the primary grade use them for ELA. When you get into the upper grades sometimes the better bang for their buck is math.

- Parent asks that 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> graders are not getting as much time because they decided there wasn't as much of a need? No. It just works out that way because of the hours. Ms. Barr and Ms. Phelps say they just takes the time they are given. Having a CS at all is a gift. Money is tight. They fact that they can fund this many people is great for lower grades so that by the time they get into the higher grades, there isn't as big of a need.
- Ms. Gallardo explains that lower level intervention with CSs is best in a 3:1 ratio and they monitor progress over a 10-week period. Researched based interventions are 20 min max, but we are fortunate to have our specialists for 40 min.
- **Teacher Update (Arce, Phelps)**
  - Mrs. Gallardo, Mrs. Bailey, Mrs. Throop, in attendance. This year has started incredibly well.
  - 5th grade is going to CIMI Camp next week.
  - iPad roll out in 4th and 5th grade. This opens a lot of doors for different avenues of learning and creative ways the teachers can use them for education. Teachers are researching what iPad tech are best for learning and then present them to a committee.
  - We have 4 Kindergarten classes this year.
  - 6th grade Science Camp Rancho Alegre burned in the Whittier fire this summer. They have found a camp near HWY 154 that might work. Potentially the week after Thanksgiving break. More parent volunteers are needed for this 4-day camp. Volunteers need TB test and finger printing ahead of time and need to fill out volunteer form. If you've done the TB test and finger printing for CIMI, that will carry over and be valid for 6th grade science camp. Fingerprinting is cheaper if you do it through the Sheriff's department, but it takes longer to complete.
  - Thanks to REEF for support and welcome to new Board Members.
- **Annual Fund Update (Dawn/Annalise)**
  - Annual fund forms are coming out in Thursday Folders this week.
  - \$16k has come in through PayPal so far. Paying through Parent Square is preferred.
  - Donating to the Annual fund is the best way for us to pay for Curriculum Specialists.
- **Call for Committee Volunteers (Dawn/Board)**
  - Looking for Committee Members for Annual Fund, Rose Run co-chair, Fall Ball, Carnival
  - Need an auditor who audits the work of the treasurer. It was suggested that we hire someone external to handle this.
  - Need a grant writer for the school
- **Website Information Update (Dawn)**
  - We have a new website coordinator to update the website. Will being adding photos and bios of all teachers on the website.
- **Intro Potential New Board Members/Vote (Dawn)**
  - Jessica Willbanks and Jared Green were elected last year.

- Kristen Story: Has previously been on the board and is coming back to help. Co-chair of CIMI fundraising. George motioned to approve. Nicole seconded. Unanimous approval Do we need to say how many yays, nays, and abstentions? Does unanimous cut it? if so...here were 7 YAYS here
- Mark Flick: Daughter in 5th and Son in Kindergarten. Has been involved with Poker Tournament. Now is the time to help out on the Board. George motioned to approve Nicole seconded. Unanimous approval. 8YAYS
- Michael Costa: Michael Costa. Has a daughter in Kindergarten. Wants to help with fundraising through Photography. Brittany motioned to approve. George seconded. Unanimous approval 9YAYS
- **Treasurer's Report (George Polchin)**
  - Need Board vote on the following statement:
  - Check Approvals
  - Discuss and vote on Enabling Resolution to Morgan Stanley Smith Barney to make George C Polchin, an Authorized Person on our account. This is to take over from Tammi Flemming who has left Roosevelt. See attached Morgan Stanley Document.
  - Annual Budget Review
  - Raised \$201,162.13 last year
  - Proposing spending approx. \$189k this year

That \$189k includes 5 part-time curriculum specialists at \$25k each for a total of \$125k. We're currently at 4.5 Curriculum Specialists so that will be updated. Kristen motioned to approve Annual Budget. Nicole seconds. 23 yays. 0 nays. 0 abstentions

  - Total REEF funded checks: \$2,307.49
  - Self-Funded: \$395.04
  - Total all checks \$2,702.53
  - Kristen motioned to approve checks for \$2,702.53. Nicole seconds. 6 yays. 0 nays. Checks approved.
  - **Raffle (Dawn)**
    - No raffle
  - **Adjournment (Dawn)**
    - Dawn moves to adjourn the meeting. John seconds

***Meeting Adjourned at 8:19PM.***