

# CAPES Meeting Minutes

## August 23, 2023

### Board Members Present:

Will Smith  
Cyrus Ortiz Luis  
Jessica Teng  
Jenilee Cabading  
Hillary Gaddis  
Jennifer Anderson  
Lauren Baker

### School Representatives Present:

Principal Goulart  
Mr. Hicks  
Ms. May  
Liz Harms

The meeting was called to order at 5:40 pm and was recorded via ZOOM.

**Approval of last meeting minutes:** Will Smith, President

**Motion to approve the minutes was made. A second was offered. Minutes were approved.**

**Principal's Report:** Denise Goulart, Principal

Welcome to everyone. School is off to a great start. Happy kids, teachers and parents at the start of the year!

**Fundraising Report:** Jessica Teng, VP Fundraising

- A. **Back to School Bash:** Spending \$100 on slime and stickers to sell at the back to school bash. The goal is to make about \$1000 in profit from sales.
- B. **Green Envelope:** Rescheduled for October 16th
- C. **APEX:** Scheduled April 29-May 10. Going with a special price scale so we can potentially make up to 70% instead of only 60%. Selling backpacks instead of t-shirts.
- D. **Golf Tournament:** Not moving forward with RB golf course because they only offer charity tournaments on Mondays. Aiming for a Friday sometime in March.
- E. **Book Fair:** Opens on September 8th. Sept 11th-15th during school shopping for kids. Theme is Color Your World with Books. May not be a movie night on Sept 8th. The current projector is broken, but researching options for getting it fixed or potentially purchasing one for the school.
- F. **Dining For Dollars:** 1st one scheduled for Sept 21st but not yet confirmed. Looking for volunteers.
- G. **Grant Writer needed.**
- H. **Spirit Wear:** T-shirt is being designed currently. There will be a booth set up at the back to

school bash with info about the t-shirts. We will have a window for the online t-shirt shop and once it closes the order will be placed. Jessica Teng suggested we keep dates off of all t-shirts so unsold shirts can potentially be re-sold in later years. Also mentioned Abraxis High School has a screen printing program and could make straggler orders once the window has closed. Lori McGuire suggested re-opening the shop later in the school year and feature sweatshirts, etc. Ms Kuck suggested making 5th grade shirts earlier in the year so they have more time to wear them at Chaparral. Novia Lim wants to sell t-shirts for the robotics club. Dr. Goulart wants to research to make sure it is aligned with our school mission and also that it isn't funded by CAPES and is a separate entity.

- I. **Teacher dates:** option to have dates this year will be discussed at their next staff meeting. Teacher dates are grade level fundraising opportunities. It will need to be approved by the teachers for the current school year.
- J. **School kits:** Looking for someone to run school kits for next school year.

#### **Events Report: Cyrus Ortiz-Luis, VP Events**

- A. **Welcome Back Bash, August 25th:** Four confirmed food trucks - pizza, burgers, tacos and Philipino. All are PUSD approved and can be on campus. Hawk Shop sign for selling t-shirts, slime and stickers. Outdoor games - asking for volunteers on Friday to help set up prior to school dismissal. Regarding sound: performer needs wireless headset microphone. Parents should bring chairs/blankets for the show. It was suggested to have student volunteers already chosen to avoid chaos with all of the kids. Stage will be safe for kids with railings.
- B. **Fall Parent Social:** Sometime in the fall - late Sept/early October is the target. Last year was not well attended. They are hoping to attract new parents to CAPES. No ticket cost would probably have more success, especially if the goal is recruitment. Provide the space and not pay for any alcohol. Chicken Charlie's was suggested as a possible venue. Trying to set up childcare to coincide with the event. We'll leave it with the fall parent social committee.

#### **Treasurer's Report: Jenilee Cabading, Treasurer**

- A. **2023/24 Budget Approval:** This year for the direct donation, we want to increase the ask per child from \$150 to \$200. Will Smith - CAPES spends approximately \$350 per student per year. This school year is funded and covered. So, this is in preparation for the next school year's budget. New fundraising line item - teacher dates. Teachers still need to approve for the current year. Book fair profit is a net zero because all profit stays with the library so they can keep bringing in new books. The district is not funding music this year and so CAPES will need to cover the cost. Because we are able to cover it through parent funding, the state will not pay it back. CAPES will need to fund for the full year. Hopefully the state will cover it next year. Two garden AIRs will be sharing 1 contract because additional funds were needed to cover music. Our PE teacher is only covered through the end of this year. Next year is not covered yet, so donations are crucial to cover the cost and we need to know by March if we have enough to pay for the PE teacher for the next school year. \$104,171 is anticipated to be our ending cash at the end of the school year. Fundraising ideas: talent show, car wash. **Motion to approve the budget as presented. A second is made. Unanimous vote to approve the budget. Motion is passed.**
- B. **Money Market Update:** Treasurer suggests we take our current cash and invest it into a money market account to earn 4.5% interest. Risk is you must keep a \$25,000 balance in the account.

If interest rates change it will just revert back to our current 0.65 interest rate. No motion is needed, just information for the board.

- C. **Update signers of CAPES bank account: Motion to update signers of CAPES bank account to President Will Smith and Treasurer Jenilee Cabading. A second is offered. Motion is passed.**
- D. **June, July Treasurer's report: Motion to approve the June and July Treasurer's reports. A second is offered. Motion is passed.**

#### **Programs Report: Will Smith (acting VP Programs)**

- A. **Robotics Team:** Bruce asking for about \$1000. Rodger Dohm is the district's robotics coordinator out of Poway High. He hopes to use our program as an example for the rest of the district. We also have support from Christime Carrera, ESS/ASES Director, and said they will have funds to help support the program as well. President recommends sending out info to parents and advertising to the school to gain awareness and excitement. Then setting up a meeting of parents and coordinators. Dr. Goulart to research if this program, which takes place after school hours and is not open to every student, should be funded through CAPES.

#### **Communication Report: Hillary Gaddis**

- A. Room parent orientation this Friday. All communication will be sent out through multiple media. Stressed to be clear with any info that needs to be sent out to parents and also that it must already be approved with CAPES president and the principal prior to sending it to Hillary.

#### **New Business:**

- A. Ryan Hicks is asking for funds. \$500 for Love on a Leash. He would like to use them twice a month as therapy dogs and have them here to assist with students in need. They charge nothing, this is just a suggested donation. Each visit with two dogs could support up to 60 kids per visit.
- B. Ryan Hicks also wants to purchase 20 shirts for No Place For Hate. And 50 shirts for Hawks Squad students. He is informed he can send the invoice to CAPES once the purchases have been made.
- C. It has been suggested to combine obsolete line items in the budget into one Social/Emotional budget. **Motion is made to combine 4 line items totalling \$1000 - character counts, no place for hate, red ribbon week and kids in action - into a Social/Emotional learning counseling line item in the budget. A second is offered. Motion passes.**
- D. Garden has asked for an additional \$2600 beyond the \$4000 in restricted reserves. CAPES was able to make this happen.
- E. Melody Makers: Asking for more risers. Currently there is not enough space for all of the students that would like to participate. They could also be used for grade level music performances. It is mentioned to get everyone thinking and will be brought back up at the next meeting. Dr. Goulart said the back to school bash was under budget and perhaps those leftover funds could go towards visual and performing arts.
- F. Kindergarten Playground: supplies to paint the blacktop and update the plexiglass for back marquis have not yet been purchased.

**Meeting is adjourned at 7:12 pm. Next meeting - September 20th at 5:30 pm.**

**Important Upcoming Dates:**

- A. 8/25 Welcome Back Night**
- B. 9/8 Book Fair / Movie Night**
- C. 10/16 Green Envelope Week**