

CAPES Meeting Minutes

September 20, 2023

Board Members Present

Will Smith
Jessica Teng
Cyrus Luis-Ortiz
Hillary Gaddis via Zoom
Lauren Baker
Jen Anderson

School Representatives Present

Liz Harms
Denise Goulart via Zoom

The meeting was called to order at 5:30pm and was recorded via ZOOM.

Approval of Minutes: Will Smith, President

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

A motion to approve Candice Duvall as the VP or Programs was made. A second was offered. The motion was approved.

Treasurer's Update: Will Smith in Jenilee's absence

- A. Movie Night - A separate line was created in the budget for movie nights. \$3000 will be added under both expenses and income. It will be a break even line for the budget.
- B. Birthday Marquee - A separate line item was created under just income for the birthday marquee. We plan to raise approximately \$1300.
- C. Robotics team has been removed from the budget. They do not meet the requirements for our non-profit. They do not have a teacher sponsor to be on campus. They also do not have the required clearance of CPR and TB testing.

A motion to pass the revised budget as presented was made. A second was offered. The motion passes.

- D. The critical skills department has requested \$301.90 for much needed educational materials for their students. We would be using funds from General Grants.

A motion to approve the grant was made. A second was offered. The motion passes.

Principal's Update: Denise Goulart - Zooming from off campus. Music and garden are starting next week. A second AIR is being processed, but someone has been hired and Stevie will cover until she is cleared. A part time sub has been hired until a full time person can be hired. Library visits will begin next week as well. Illustrative Math teacher learning will begin

over the next couple of weeks. Some K thru 2 teachers will be out for five days for literacy training. Impact teachers have been working since the start of the year. Helping with assessments for 1st and 2nd grade students. We are very grateful for their hard work. Thank you to CAPES for funding the impact teachers. PE teacher is on a medical leave. We hope to have her back mid-October. Currently the teachers are running PE sessions.

Fundraising Report: Jessica Teng, VP Fundraising

- A. Back to School Bash:** \$10K was budgeted, but we only spent \$3,120.01 and we brought in \$1,134 profit. Net of \$1986 spent.
- B. Book Fair: Lindsey Malik** \$21,191 in sales. After sending payment to Scholastic, the school will net an additional \$9,000 in Scholastic dollars. Second book fair is penciled in for the first week of May by Scholastic. That week is APEX week, so we will need to move it. Date will be confirmed at a later time. Approximately \$2000 of Scholastic dollars from earlier book fairs was spent. Jessica Teng - CAPES spent about \$300 on the book fair event.
- C. Spirit Wear:** Michelle Frisco - we raised approximately \$5000. She is still waiting on an invoice from the printer, but she estimates we will net approximately \$2,300. Shirts will take about 2-3 weeks to be delivered - delivery around the first week of October.
- D. Dining for Dollars:** Tony Pepperoni is tomorrow, we will get 20% back. Everbowl is October 14th.
- E. Green Envelope:** Melinda - October 16-20. The direct donate campaign. They are in the process of ordering swag for the kids. Trying to figure out the best way to roll out swag. She thinks it is best to give all of the swag in one drop so kids don't get upset. One drop, any amount, each kid gets a swag bag. No other complications or time sensitive swag will be awarded. Working on training the new round of folks who will take over next year with Green Envelope. Previous years we have asked for \$150 per child. But that amount is to be spread throughout the year. This year we will be asking for \$200 per child. CAPES spends almost \$350 per student per year, so we will slowly work our way up toward a higher per child amount. Music, PE, Garden and Art are all funded through CAPES.
- F. Auction Golf Tournament:** Aiming for March 15th. Dinner portion doubled in price from last year. They are considering alternate options. Possibly moving to a different location for the dinner portion once the golf is done. Another option is to not do the golf and then the auction could be held anytime. Country Clubs only offer fundraisers on Mondays, which is not an option. Another idea is to split up the dinner/auction and golf tournament. We did not make a profit on the golf tournament last year. Hopefully we can raise some money from the golf tournament this year. Kimberly Koll mentioned SD Oasis as a possible location.
- G. APEX Fun Run:** Scheduled for April 29th-May10th. If we can raise \$190K we will get 60% instead of 40%. Looking for a volunteer to run it. Says it is approximately a 5-10 hour commitment.
- H. Teachers Dates** - Liz Harms - says it is still being discussed. A decision has not been made yet.
- I. School Kits:** A volunteer is needed.

J. School Cookbook: Katie Watts has volunteered to put together a school cookbook to raise money. Hoping to get it up and running for the holidays so it can be given as a gift. Kids will be illustrating for it and parents will be asked to put their recipes in. Recipes will be submitted Sept 29-Oct, final order for the books must be placed on 11/3 so it can be delivered on Dec 1st. They will be handed out by Dec 4th. Any extras will be sold until the end of school on Dec 22 at a slightly higher price than the pre-ordered copies. Hillary Gaddis suggested to highlight with the funds from the sale we will use the money towards x. Ms. B-Hall notes the new garden AIR is Toni Craft who used to work at Cafe Merlot. Perhaps she can offer her services as a chef in some way.

Melody Makers - Suzanne Law - Registration will begin October 16th for 2 days. Student number cap is 130 students per choir. Says with new risers she could probably accommodate 140. Wants to know how Jenilee wants the fee to participate in Melody Makers to be handled. March 28th is final show at Poway Performing Arts. Juniors will practice on Mondays and Seniors will practice on Thursdays. Doing the shows that were canceled just before the final performance in 2020 due to COVID - Go West and Go Fish. Risers have been priced out and it is not good news. Risers that are sturdy enough and not old and dirty will be approx \$1300 per set and we need two sets. Currently it is \$25 per kid to participate. Cyrus suggested we increase the budget so the risers cost could be offset. Last year CAPES provided a small amount of money, but otherwise the \$25 covers everything to break even. Will provide an update on cost increase and a grant request for the risers. Or possibly this could be pulled from the Arts and Music Grant. Hillary says it is ideal for this grant since it would be a one-time purchase.

Treasurer's Report:

- A. New money market account in the first month made \$21 compared to \$0.65 which would have been earned when in the checking account. Additional funds will be transferred into the account to maximize income.
- B. \$3.5K was utilized from the restricted Leighton Grant to pay for signs and Critical Skills furniture, purchased at the beginning of the year.
- C. Back to School Event came in under budget. The total budget was \$10K for the year. There is a budget savings of \$8.9K
- D. Reminder to VPs and Chairs to send in receipts and reimbursement requests ASAP to CAPES so we can get them paid back and keep the budget up to date. Send all requests to the treasurer's email and also the president's email.

Events Report: Cyrus Luis-Ortiz, VP Events

- A. **Movie Night:** Estimates we had 400 people. Someone brought a dog and when approached by Cyrus, the person said it was a support dog but did not have any proof. If someone were to get bit by a dog we would be liable. Need to be more strict in the future. The snacks were great, but we need more inventory and also to start keeping track so we know how much to purchase in the future. A couple of parents asked why we weren't selling the popcorn since it is a fundraiser. But traditionally family movie nights weren't meant to be a fundraiser, more of a community event. Popcorn would sell

well and it needs to be discussed. Another option is to charge \$1 for popcorn and offer free refills so people don't throw their boxes away.

- B.** Regarding educating our parents on what CAPES does, Cyrus mentioned Westwood has made a trifold that shows what programs CAPES supports and how much it spends per student every year. Maybe include a pie chart showing how much money per student goes to PE or garden AIRS, etc. to educate the parents. This could be included with Green Envelope. Other schools in the district will be asked how much they ask from parents annually and we hope to learn which fundraisers work best at their schools.

Communication Report: Hillary Gaddis - Reminding chairs and VPs to get their info to her in a timely fashion so it can be blasted out to the school.

Fitness Club: Lori McGuire - Fitness Club starts October 4th and they will be selling shirts shortly after that.

Meeting is adjourned at 6:57pm, next meeting October 18th at 5:30 pm