

CAPES Executive Board Meeting

April 27, 2020

6:00PM - Open Session

Executive Board attendees:

Hillary Gaddis
Julie Sanders
Crystal Epstein
Maureen Abts-Hovannesian
Burcin Ergun
Lisa Mead
Mike Jock
Rhiannon Buhr
Mindy Davis

Eric Hellon

Stakeholder attendees:

Jen Moran
Sarah Grabinger - auction chair
Stephanie Hoyle - auction chair
Jen Rudolph - fitness club chair, 5th grade promotion chair
Rachel Luken
Elsa Brittain - parent
Ginny Seawright - teacher rep

- Meeting called to order at 6:05pm by Hillary G.
- Introductions of the board and stakeholders

Motion to approve minutes from March 30, 2020 meeting: Crystal E.

- Second: Mike J.
- Motion passes

Treasurer's Report: Lisa M.

- Unchanged balance sheet since February
- Profit/Loss report: direct donation, Amazon, teach date money coming in
- Expenses: teacher date reimbursement, garden expenses
- Teacher dates, 5th grade shirt, family dance over-budget
 - Motion to increase teacher date budget by \$56: Lisa M.
 - Second: Burcin E.
 - *Motion passes*
 - Motion to increase 5th grade shirt budget to a total of \$565 (increase of \$65): Lisa M.

- Second: Burcin E.
 - *Motion passes*
- Motion to increase the dance budget by \$9: Lisa M.
 - Second: Mike J.
 - *Motion passes*
- Melody Makers will be a program with expenses without income because they aren't doing a performance - we have budget to cover
 - Crystal follow up with Suzanne on shirt and ticket sales

Principal's Report: Principal Buhr

- Families need to register by April 30th
- Keeping communications to a minimum to keep the focus on district communications
- Getting clarification on what grading will look like for the kids
 - All the kids will move onto the next grade, have them do the best they can
- Jen M.: Will we be doing school supply kits for the fall?
 - We will ask about refund policies
 - School will probably still need school supplies, even with a modified schedule
- Rachel L.: It would be a morale booster for the kids to see a message from their principal
- Crystal: Any word for summer ESS?
 - They're ready, but it depends on guidance

Fundraising Report: Hillary G. (for Eric H.)

- First dine out for a cause - modestly attended
 - Will move forward with Flippin Pizza on 5/15-16th
- Auction (Stephanie H.)
 - Only director of events is in the office, so communication is spotty
 - Signed new contract for November

Events Report: Mike J.

- 5th Grade Promotion (Rachel L.)
 - Planning some kind of no-contact promotion with certificates, digital content, yard signs
- Staff Appreciation Week (Julie S.)
 - Have families send a video of the students saying thank you
 - Will work with Hillary to put out a suggested schedule for room parents

Programs Report: Crystal E.

- Melody Makers
 - Working with Suzanne to come up with a plan to get shirts to the students
- Yearbook
 - Personal pages due May 1
 - Digital signatures possible on their personal pages
 - Extra pages \$.99

- Arts Attack
 - Parents are not interested in art lessons at home, it's too much
 - Looking into some kind of virtual art show in the Spring

Communication Report: (Maureen A-H.)

- Sending whatever needs to be sent out
 - Announcements & Sunday Message

New Business

- Nomination Committee (Elsa B.)
 - Financial Secretary and Treasurer positions have not been filled
 - We will reach out to room parents to dry and drum up more interest
- Grant Request (Lisa M. on behalf of Jody Tibbs)
 - The library proposes a 2-phased library furniture update
 - 1st phase is colorful tables and chairs
 - \$3100
 - 5 dry erase top tables, 20 chairs
 - 2nd phase is the circulation desk
 - Currently a mismatch of many pieces of furniture
 - \$10,000 max
 - It needs to be considered - it's a lot of money
 - Would it serve the kids in the best way, if the kids are only in the library once a week
 - Since the bond did not go through, there are a lot of areas at the school that need to be upgraded
 - Can we modify the ask to get a new desk, but keep the cost lower?

Meeting adjourned at 7:23PM

Next meeting - May 18th, 6:00 PM