

CAPES Executive Board Meeting

May 18, 2020

6:00PM - Open Session

Executive Board attendees:

Hillary Gaddis

Lisa Mead

Crystal Epstein

Burcin Ergun

Eric Hellon

Mike Jock

Mindy Davis

Maureen Abts-Hovannesian

Stakeholder attendees:

Stephanie Hoyle - auction chair

Jen Rudolph - fitness club chair, 5th grade promotion chair

Rachel Luken - 5th grade promotion

Robyn Smith - parent

Elsa Brittain - parent

Anthony Edstrom - parent

Raja & Subbu Venkateswaran

Ginny Seawright - teacher rep

- Meeting called to order at 6:07pm by Hillary G.
- Introductions of the board and stakeholders

Motion to approve minutes from April 27, 2020 meeting: Crystal E.

- Second: Burcin E.
- Motion passes

Treasurer's Report: Lisa M.

- 5th grade tile expenses coming in
- 5th grade promotion expenses coming in
- We have enough to get through salaries paid by CAPES
- We are not expected to go negative, but next year

Principal's Report: Mindy Davis

- Distribution was a big job
- Promotion committee is still meeting to confirm city and state requirements
- Kindergarten registration:
 - Kindergarten registration was a success

Fundraising Report: Eric H.

- Dine out for a cause - modestly attended
 - We may not have another
- Auction (Stephanie H.)
 - No new updates
- Eric is reaching out to chairs to confirm they want to participate next year

Events Report: Mike J.

- Staff Appreciation Week - we didn't receive any feedback, but hopefully parents reached out
 - Mrs. Seawright's class parents were incredible
 - Some inequity in how teachers were recognized, but overall they were appreciated
- 5th grade promotion (Jen R. and Rachel L.)
 - Working on a drive thru promotion
 - District is dictating the timeline
- A few open positions for next year: picture day

Programs Report: Crystal E.

- Melody Makers
 - Getting refunds for people who bought tickets
 - Most MM shirts were given with school supplies, but a few are missing
 - Suzanne will chair next year
- Yearbook
 - Digital signatures still coming in
 - Can go to print at any time
 - Needs a new chair next year
 - Will be delivered to your home if you updated your address
- Arts Attack
 - Spring virtual art show submissions open
- Fitness Club
 - All wrapped up!
 - Awards haven't been delivered, but are purchased
 - 201 students earned awards
- Garden
 - Garden is donating food that is grown during the shut down

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
 - Burcin will continue as financial secretary
 - Anthony Edstrom is willing to take on Treasurer if it still vacant
 - Rest of slate:
 - All current board positions will continue in their role next year (except Treasurer)
 - June meeting will vote on next year's CAPES board
- Non-complete robotics team (Subbu V. & Bruce)
 - \$1800 deficit from what was spent on Robotics materials and what was collected
 - Some companies pledged money, but COVID
 - Lisa M.: suggest a loan rather than a grant from CAPES that can be reimbursed through grants from other sources
 - In the future, spend money after it is received
 - Currently a reserve account with \$600, which would go negative if the money is reimbursed, more money shouldn't be expected until it is brought up from negative
 - *Motion to "loan" non-complete Robotics team for \$1600 and allow reserve account to go negative: Lisa M.*
 - Second: Burcin E.
 - Motion Passes

Meeting adjourned at 6:57 PM

Next meeting - June 8th, 6:00 PM (via Zoom)