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## BOARD MEETING

**DATE:** September 20, 2021  
**TIME:** 3:30 p.m.  
**PLACE:** GoToWebinar  
Teleconference

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## MINUTES

### 1. OFFICIAL OPENING OF MEETING

Jason McAuliffe called the meeting to order at 3:29 p.m.

Board members in attendance include Jason McAuliffe, Anna Sorensen, Kim Brown, Layton Spracklen, and Jill Beigh. The meeting was held via GoToWebinar.

### 2. PLEDGE OF ALLEGIANCE – The pledge of allegiance was led by Mr. McAuliffe.

- ### 3. ADOPTION OF AGENDA – **MOTION: Mrs. Beigh moved to accept the Agenda with the removal of item 7E, for “Review and possible vote on new legal updates to CAPE’s Short-Term Independent Study and the Online High School Study Program” listed under Action Items. The motion was seconded by Mrs. Brown. The motion was approved by unanimous, 5-0-0 voice vote with no abstentions.**

### 4. PUBLIC COMMENT - No public comment submitted.

### 5. APPROVAL OF MINUTES

- A. August 20, 2021 - **MOTION: Mr. Spracklen moved to accept the August 20, 2021 minutes as presented. The motion was seconded by Mrs. Sorensen. The motion was approved by unanimous, 5-0-0 voice vote with no abstentions.**

### 6. ADMIN REPORT

#### A. Happenings on Campus -

- i. Flag football tryouts are happening. Mr. Bryan Roberts will be the coach.
- ii. Girls Volleyball tryouts are happening. Ms. Maureen Hayes will be the coach.



- iii. Vocal choir is being offered at lunch time and is being headed by Mr. Carlisle.
  - iv. A new band teacher was offered the position but found a job elsewhere. The search to fill the position with a credentialed Band teacher will continue.
  - v. Thank you to all of the families that have transitioned from Jupiter to ParentVue. The grading/assignment application syncs better with record keeping and does not CAPE additional funds to use.
  - vi. The third week of free COVID-19 testing is occurring this Wednesday. The testing is open to students and all household members.
  - vii. Safety drills are starting and are important since the students have not experienced the safety drills for about a year and a half. CAPE has signed up for "The Great Shake-Out" which is scheduled for October 21, 2021 and is a drill for earthquake preparedness.
  - viii. For after school student pick-up, more fences are being opened at the end of the day so that families can spread out while waiting for students.
  - ix. Admin is working out what the Halloween festivities will be this year.
  - x. It has been fabulous to see students and staff on campus these past weeks.
- B. PTSO Communication and Fundraising - As mentioned at the last meeting, the new PTSO President is Khushbu Dalsania and Admin looks forward to working with her.
- i. The Halloween pumpkin drive-thru is in planning stages.
  - ii. Consideration is being given to sending home pumpkin kits so that students can take the pumpkins home and decorate them.
  - iii. February 2022 will be a wine and cheese adult gala.
  - iv. A virtual book faire will take place in November 2021 so that families have the opportunity purchase books as gifts for the upcoming holidays.



- v. A Comet virtual run is being considered as a possible fundraising event.

7. ACTION ITEMS -

- A. Review and approval of June 2021 Financials and Check Registry (ExEd) - **MOTION: Mrs. Brown moved to approve the June 2021 Financials and Check Registry as presented. The motion was seconded by Mrs. Sorensen. The motion was approved by unanimous, 5-0-0 voice vote with no abstentions.**
- B. Review and possible vote on the FY 20/21 Unaudited Actuals (ExEd) - **MOTION: Mrs. Beigh moved to approve the 20/21 Unaudited Actuals, as presented. The motion was seconded by Mr. Spracklen. The motion was approved by unanimous, 5-0-0 voice vote with two abstentions.**
- C. Review of FY 21/22 Budget and Forecast (ExEd) - **MOTION: Mrs. Beigh moved to approve the FY 21/22 Budget and Forecast, as presented. The motion was seconded by Mrs. Brown. The motion was approved by unanimous, 5-0-0 voice vote with no abstentions.**
- D. Review and possible vote on ExEd-Nvoicepay Payment Solution Software agreement (ExEd) - **MOTION: Mrs. Brown moved to approve the ExEd-Nvoicepay Payment Solution Software agreement, as presented. The motion was seconded by Mrs. Beigh. The motion was approved by unanimous, 5-0-0 voice vote with no abstentions.**
- E. Postponed from the September 20, 2021 agenda

8. BOARD MEMBERS' REPORT

- Mrs. Beigh - The Back To School Night (BTSN) event for middle school was really well done and informative. The teachers did a great job explaining their expectations. It is exciting to see some of the middle school sports starting. There have been reports of excitement about the lunch-time choir opportunity.



Thank you for the reminder about the upcoming VCOE Charter Conference.

There is always good information presented and looking forward to attending.

- Mrs. Sorensen – BTSN went really well with all of the second grade teachers presenting together and she has received good feedback. She is getting ready for Fall and Halloween. Everyone has survived the first four weeks of school and time is flying by.
- Mrs. Brown - It is week five already. Everyone seems to be establishing routines and it is exciting to see everyone back. Middle school have lockers again which requires a whole new lesson on combination locks. Hands-on science labs have been wonderful with the students following safety protocols. Live and in-person teaching has been a joy. BTSN went well and she has received positive feedback from families. The turnout was excellent with over 100 families participating in the virtual event. She values everyone's flexibility as things, such as drop-off and pick-up, are revamped and reworked as necessary to keep everyone safe.
- Mr. Spracklen - It is great to hear about the positive comments about activities starting back up and still following safety guidelines. It is great to hear about choir and sports coming back. He is happy to see that CAPE is able to have these opportunities while staying safe.
- Mr. McAuliffe – Many of his thoughts have been expressed by the other board members. With the start of school, it has been nice to see the teamwork between staff and parents at drop-off and pick-up. Flexibility is so key to making things work. The families new to CAPE are learning and he really appreciates the teachers flexibility. He is excited about the sports programs starting and it is great for the students. It is nice to see smiles on faces and he is thrilled with the success of the first four weeks. He is looking forward to the next four weeks.

9. ADJOURNMENT– at 4:18 p.m.

Respectfully submitted by Jill Beigh