



(805) 384-1415 • Fax (805) 384-1473  
777 Aileen St. • Camarillo, CA 93010  
www.CamarilloCharter.org

**Camarillo Academy of Progressive Education Parent Teacher Student Org.  
Executive Board/General Meeting - Minutes  
Wednesday, February 15<sup>th</sup>, 2023, at 8:15 a.m.  
CAPE CCR**

**Attendees:** Melissa Godsey, Khushbu Dalsania, Jaclyn Salnick, Diane Kiefer, Lucia Brown, Megan Brown, Doreen Learned, Maryellen Lang, Danielle Wakefield, Maria Lesky, Jack Swisher, Dean, Mia

**Call to Order:**

- Called to order by Khushbu Dalsania @ 8:16 a.m.

**Flag Salute** – Khushbu Dalsania (Dean Liddell)

**Approval of Agenda** – Khushbu Dalsania 2<sup>nd</sup> by Lucia Brown

**Approval of Minutes** – Diane Kiefer 2<sup>nd</sup> by Megan Brown

**Student Report – Dean and Mia**

- (Dean) 8<sup>th</sup> grade is working on the Pythagorean theorem and in Language Arts they are working on a book project. Boys' basketball is pretty good and is going well. (Mia) All classes are good. Learning about math and square roots and in social studies they are working on a storyline including the civil war. For Science they are learning about electromagnets and circuit building. For Language Arts they are doing a novel study. Promotion preparation has started and their songs for promotion have been chosen. (Khushbu) We heard 8<sup>th</sup> graders were sad because there were no valentines in the class. Admin provided valentines and all the students were told how loved they all are.

**Teacher Report –**

- Nothing to Report

**Admin Report – Maryellen Lang/Doreen Learned**

- PTSO Meeting Minutes should be added to the "Week at a Glance" post so make sure to include admin in the minutes emails. (They are currently posted on the PTSO website). Capetopia was successful. Kudos to Mrs. Sage. The students were very well behaved. The kids loved it and enjoyed themselves. Some students came dressed up and took it seriously. Spelling Bee was great. It was very intense. We had a 3<sup>rd</sup> grader challenge Arth. We were super impressed with the 3<sup>rd</sup> grade. Admin met with the Pleasant Valley School District and created plans for the summer. They are not putting in a lunch shelter until 2024, that is disappointing. We walked the campus and discussed cracks and the blacktop. These are safety issues. They did do a patch job this year (temporary fix) that more permanent resolution It could be part of the 2024 renovations. There will be a new playground that should be put in as well. We were able to choose which one we wanted to have installed. Kinder will have theirs replaced this summer. We picked a structure that has shade. There is a plan to remove the large tree that is a current danger and attracts bees. The root system is coming out over the grass and is dangerous. The water was cutoff back in Kinder area, but that is going to be reconnected and a retaining wall will be put in to protect the kinder area in the event a vehicle jumps the curb on that edge of campus. CAO – update: still on going. The students are very excited and did well as usual. The kids that continued are now at the city level still competing. (Khushbu) None of the other schools held a contest like CAPE did and we appreciate that, after speaking with other parents. (Jacklyn) there are so many kids that are self-motivated. (Maria) Regarding the wellness center, were there roadblocks? Is there any help needed? Admin – we have the wellness garden. Children use the garden to sit and enjoy that peaceful area. We have been communicating with the students who many need that relaxation. We are not looking to create an actual room. There will be a Wellness Garden sign coming. Brief update on "Day with an Author" Sarah Scheereger. Admin will provide lunch, there will not be a potluck, this is less stressful and easier. The budget amount needs to be adjusted as it was nowhere near what was needed this year. Next year's author is already lined up so it will be returning next year as well so we should consider expenses this year to be close to what is needed for future. Also, the budget should be reviewed for teachers amounts. They are going over their amounts. (From PTSO) Should we build it up based on current year or is there a general idea as to what is needed? We can use the amounts they use this year and base it on that. (Diane) Mrs. Sage used budget money for plants for the garden, should that be charged towards something else? (Yes, community line maybe?) Tomorrow, admin will be in Anaheim to accept the Distinguished School award.



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**Treasurer Report – Diane Keefer / Rakesh Pandey**

- AmazonSmile is being discontinued. \$688 has been brought in so far. There are no other notable expenses. Sidenote: Teachers – they're not overbudget. After reviewing the budget, the date was adjusted to end this month and the amounts reflected this and prorated their budget amounts. This is not correct, and they are within their budget. There really isn't an issue with the budgeted amounts so they should be OK.

**President Report – Khushbu Dalsania**

- International Day – PTSO did order passports for this. We could handout passports to the classrooms beforehand or have the 1<sup>st</sup> classroom at the event handle the passing out of the passport. We have done a PTSO table in the past and had long lines. Handing out the passports beforehand may be a better idea to give the students excitement and incentive to come back. Food sales – American food this year? Hotdogs and burgers? We could ask a parent to possibly prep food. Maryellen – let me think about this, we may have a family that can help. (Khushbu) thought it was in March, since it is in May we need to reconfirm with John to see if the Lions Club can attend and do the BBQing since the date is different than what was expected. We do have food trucks too. PTSO will have the responsibility of ticket sales and food/drinks. Roxy movie nights update – per our contact there, they cannot do it anymore because management cannot afford it. We may be able to do it at an increased amount of \$5.50 per ticket but we must promise to sell 155 tickets. We will need to know a week in advance as to whether we can fill the seats or not so that they can cancel in time to not lose money. Should we do away with this and use the large screen here on campus instead? One issue is the days of the week that these fall on, weekend dates will never be an option at this theater. (Parent) What about up charging the ticket? (Khushbu) We have done that in the past and it still didn't work out. Suggestion, we can use the "poll option" in Parentsquare which could help in deciding on the spot whether we continue or not. We can get immediate feedback and then decide. We can also contact other theaters. 2023-2024 board positions are opening. Both treasurers are leaving, Maria (VP of Volunteers) is leaving, Khushbu (President) is leaving, Jaclyn (VP of Communications) Lucia and Megan (Fundraising) and Melissa (Secretary) are returning. Opinion – 2 years per position may not be enough time to really nail down the position. We may want to revisit the bylaws and consider changing it to 3-4 years for positions. This helps with building relationships with community and continuing these relationships is important for maintain future relationships. Establishing connections and shadowing current positions will help too. (Admin) we stager the positions for the General Board so that there isn't an entire brand-new board all starting at once. We had binders for every positions as well for PTSO and every position had an email address too. We may want to bring that back. Being able to track how events ran in the past will help to eliminate having to start from scratch every year.

**VP of Volunteers – Maria Lesky**

- Nothing to report.

**VP of Communications – Jaclyn Salnick**

- Been in contact with teacher and parents. Is there an option to expand physical education to lower grades? Could PTSO help cover this cost? Could we outsource P.E.? We have local businesses that have their own liability insurance such as Ninja Academy and Coach Patty's who have a charter school program of some sort. Jaclyn would be happy to compile a list of which places would be options to review. (Admin) Issue is that they have to have credentials. It is necessary. We must have a teacher of record and they must have credentials in order to have them teach. Would there be the ability to offer a full-time position for a teacher? (Admin) that would look to be near a \$100,000 annually and we must do it within the budget. We are pushing music and arts and things that our teachers can't provide. Spanish, is there an option to have this taught multiple days a week? It is a matter of fitting in core curriculum. Adding another day would be adding another teacher. Could we add programs from the community member to teach? Is this something we can add? It could be monthly. "Art with Ms. Helen" for example? This is like repeating mini courses. Parents are doing this already for their student's classrooms. Could it be that they visit other classrooms and PTSO pay them for their hours? Possibly, it would need to be for a total of 25 classes and we would need to check on the cost. Some parents are asking about a breakdown of how funds were allocated, to what programs on the CAPE side? (Admin) advise parents that all the PTSO funds are in the LCAP and to attend board meetings where this is all discussed in detail.



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**VP of Programs – Alison Burke (Not in attendance)**

- Jack Swisher: Golf tournament update: we have 3 sponsorships. Gabe's match as well which makes 4. So far, we have about 52 golfers signed up so far. This Friday is the deadline for saving a little money. The price per golfer will increase to \$200 after. We would LOVE to get to at least 72 golfers. We are about 30 days out until the tournament. As a committee we collectively feel happy where we are at right now. Our next meeting is tomorrow Thursday February 16<sup>th</sup> at Flat Fish Brewing Co. located at 126 Wood Rd Ste 100, Camarillo, CA 93010 at 6:00 pm. Some will come a little early to have dinner. (Admin) Have you thought about advertising in the Acorn? (Jack) Very few times do you get money from outside sources. I find that you have to have some sort of tie to the program you are providing funds to. It could be a grandparent that isn't on ParentSquare. We have many families that are willing but just don't know how to. We just have to get them the communication they need. We need to push the communications out to extended families and make it super easy to give. For treasury - no money has been collected yet, outside of a few checks that have trickled into the office. People are signing up without paying right now. Payments will be coming in via Venmo, Zelle and check. (Khushbu) Square is in the office if you need to use it. (Jack) The square will be used the day of for impulse buys, etc. (Parent) If we are sponsoring golfers do you need their info now? No, just the numbers.

**VP of Fundraising – Lucia Brown**

- Gala update – Schedule has been created with doors opening at 4:30. The bar will open at 6 after the high school leaves. 2<sup>nd</sup> entrance is open at 8:00 for those who choose to skip the dinner. Selfie Booth 805 has donated 2 hours of service. We are still working on securing a DJ, desserts, and fruit. Ticket sales will start soon. We want to advertise "Thirsty Thursday" as the designated day for Gala payments for drinks and tickets. This will help treasurers. \$5 drink tickets will be sold for everything alcoholic. For drinks, we will have the margarita machine, shots, sangria and hopefully 2 kegs. The Youngerman's have volunteered to handle the check-in process and we are grateful for that. We will have raffle items for the dinner ticket holders. Martha Adams is in charge of the coffee bar setup. We will need a setup crew the morning of the event with an 8am setup start. We will have access to the facility all day. (Maria) Can you email what hours are needed for volunteers? We are looking for maybe 2-hour increments and to be done by noon. Is there a theme? (Lucia) Casual dress. Donations are coming in. Teachers are also preparing "experiences" as donated items for the auction too. (Khushbu) Can we contact the Hollywood beach house? Lucia will reach out to them again and will also contact other past donators for sports events as well. Ticket prices are going to be \$60 per person for the full event and \$25 for the after - dinner party only. We will be hosting a car show Saturday June 10<sup>th</sup>. This will serve as a farewell to Jeff Roberts. "Mr. Roberts is Cruising into retirement" event that will include food trucks who may give back a percentage of all sales during the event. Pizza Man Dan's and Mister Softee along with a few others will come for this event. We need to push for alumni to be in attendance as he really wants that to be a part of this.

**Old Business**

- Nothing to report.

**New Business**

- Nothing to report

**Good & Welfare**

- Nothing to report

**Adjournment** – adjourned 9:27 a.m. Next meeting scheduled for Wednesday March 15<sup>th</sup>, 2023 @ 8:15 CCR.