

DISCOVERY COMMUNITY SCHOOL

Steering Meeting MINUTES

January 3, 2008, 6:00 p.m.

Location: Carl Sandburg Teacher's Lounge

Present: Dawn, Pauline, Shannon, Marc, Pete, Toby, Diane, Anne, Susan V, Nadine.
Meeting commenced at 6:03 PM

Shannon/Pete - Welcome!

Information night, scheduled 2/21/08, was discussed. Teachers will select the student panel and direct the information / Q&A portion of the evening. Pauline and most likely Patty will do the tour. Hospitality will set out signs and direct parents to the meeting room. It was thought helpful to have some Steering members present early to be there at the sign in table to greet parents. Prospective parents will listen to a brief introduction to the community meeting and then leave for the tour and info night with the teachers.

ACTION ITEM: Pauline will check with Janet about the Information Night: the size of the group and volunteers needed. She will talk to Jill about the hospitality portion. Linda can be there early to help Jill.

Toby/Diane - Staff Report

Toby reported that the before and after school programs are running smoothly as are the rest of the day to day operations. Discussion continues on what to do with the reader board in the front of the school. An electrical sign would be a good option but there are strict requirements for these signs. Final outcome TBD.

Diane reported that the "discovery time" groups are going well. The topical format for parent ed at the community meetings will continue. There will be no parent ed in February due to Information Night.

Marc - Treasurer's Report

Marc distributed an income and expense report dated Jan 3, 2008, a list of authorized signature approvals, and a revised reimbursement form. There will be a notification of dues paid status sent out to all families. **ACTION ITEM:** Marc will email Authorized Signature Approvals List to Anne for her to update and send back. **ACTION ITEM:** Shannon will send Marc an email with correct verbiage for the Reimbursement Form. **ACTION ITEM:** Marc will send the updated Reimbursement form to Dawn for her to create the Excel template and lock both versions. **ACTION ITEM:** Dawn will post both versions of the Reimbursement Form and the Authorized Signature Approvals List to PO and send to Holly for her to post on the website.

Committee Reports

Nadine - Enrichment

A 4-5 week Friday special will start the end of January. This will include photography with Tom, Chinese dance with Yvonne B and a special teacher, and possibly origami (needs a lead).

Tom - Finance

No comments

Susan/Christi - Community Outreach

Susan received a thank you card from Food Lifeline which she will present at the Community meeting. They will be helping Nancy with the Women's luncheon on March 1st. Susan offered to help make connections in the classroom with these types of events. **ACTION ITEM:** Linda and Pauline will check on possible Beanie baby supplies for Women's luncheon and communicate with Nancy. The possibility of a drive for beanie babies among the students was discussed. Susan/Christi will be in touch with Nancy regarding this.

Pauline - Community Building

Pauline will be in contact with Cameron about the pool party. Pauline will run the elections with the help of Laura R. Will send out an email to stimulate thinking about potential nominees for the elections. Also planning for another PNO sometime in the spring.

Dawn - Communications

Dawn reported that we are awaiting photo release forms for the new Website release. If the forms cannot be obtained in a timely manner, she will replace the photos with pictures that already have authorization. The goal is to have the new website up and running by next Monday, 1/7/08.

Other Business

Anne - Volunteer Report

Anne will be sending out letters regarding volunteer hour status for families. There is a concern about low hours from some families. After discussion it was affirmed that all families that have significantly low hours should be contacted to see if support or ideas are needed to complete the hours. A notification letter will also be sent with a summary of hours accounted for/still pending and a reminder about volunteer commitment.

Shannon - Discussion: Steering Meeting start time of 6:30 pm. vs. 6:00 pm.

The time of the meeting was discussed. Historically the steering meeting started at 6PM per staff request. The staff's needs for this time have changed. A vote was taken and it was unanimously decided to change the start time of the steering meeting to 6:30 PM, effective next month. **ACTION ITEM:** Dawn will post the new start time for the Steering Meeting, 6:30 PM, on PO. **ACTION ITEM:** Shannon/Pete will announce the new start time for the Steering

Meeting, 6:30 PM, at the community meeting.

ACTION ITEM FOLLOW-UP

>FROM DECEMBER STEERING MEETING

Marc		Add appropriate names to the Authorized Signature Approvals and clarify wording of the Approvals description line on the Reimbursement Request Form.
Cameron		Contact local State Farm Insurance agency re: Grant Opportunities ~ bring update to January February Steering meeting.
Anne	DONE	Send e-mail to all families letting them know she's available to help with who to contact and how to connect with DCS to complete volunteer hours.
Pauline	DONE	Send e-mail to new families offering support around volunteer hours.
Dawn		Website follow-up: check on pointing PO to the link for community minutes, link to LWSD website for map, and minor corrections.
Shannon	DONE	Forward Steering's suggestions to Holly including: adding a light blue or green to the background, putting the newspaper articles in reverse date order so the most recent article appears first, adding an intro sentence to the Glossary page, highlighting the tabs when they're clicked on (eliminating the page titles).
Anne	ENDED	Post Elections job description/request volunteer (in January).

>From January Steering Meeting

Pauline		Pauline will check with Janet about Information Night: the size of the group and volunteers needed. She will check with Patty about the Information Night tour. She will also talk to Jill about the hospitality portion. She will check with Cameron about the pool party.
Marc		Email Authorized Signature Approvals List to Anne for her to update and send back.
Shannon		Send Marc an email with correct verbiage for the Reimbursement Form.
Marc		Send the updated Reimbursement Form to Dawn for her to create the

Excel template and lock both versions.

Dawn Dawn will post both versions of the Reimbursement Form and the Authorized Signature Approvals List to PO and send to Holly for her to post on the website.

Pauline/Linda Check on possible beanie baby supplies for Women's luncheon and communicate with Nancy.

Dawn Will post the new start time for the Steering Meeting, 6:30 PM, on PO.

Shannon/Pete Will announce the new start time for the Steering Meeting, 6:30 PM, at the January Community Meeting.

New Business

None reported.

Adjourn 7:26 PM