

## DCS Steering Minutes 9-6-2007

Attendees: Patty R, Diane J, Dawn G, Shannon B, Toby B, Sara S, Nadine R, Amy B, Tom C, Marc B, Pauline T, Pete S, Susan V, Rachel H and Anne C, Toby B, Mark B and Stuart D.

Meeting called to order at 6:06 by Shannon B.

**Staff Report:** Toby -Smooth start for 3 days and he has visited all classes. Diane – Monica has spent \$300 on science/technology. No need to vote or get steering approval since already in budget. Also, someone from District called with enrollment numbers being down. They have called in the past and no concern about school closing but we could look at more recruitment. With plans to update our website and other things we already have a head start. Also curriculum night is Oct 19 for Youngers 6:30, Middlers 7:15 and Oct 20 for Olders. Notification will go out via emails from teachers.

**Treasurer's Report:** Marc presented budget for 2007/08 and budget vs. actual of last years information. Noted that expenses charged to a committee needs chairs approval or it will be sent back. Also any dollar value over \$100 will be sent via US mail not kid mail. Recommends to cancel savings and move money to checking for ease of accounting since it only earned \$3 last year. Amy motioned to close savings and Tom seconded.  
**Vote was unanimous to close savings and move dollars into checking account.**

**Volunteer Report:** Anne reported that org chart is filling out nicely. Learning Celebration will need help, whose responsibility. Pauline will take charge of it as Community Building chair. **Action item: Diane to check with teachers regarding their ideas surrounding Learning Celebration and Pie Share and report to Pauline.**

**Enrichment:** Amy presented DCS Friday Calendar 2:20-3:29 time of day. Starting 10/5 the four week session will have three choices: Healthy Cooking, Cartooning and Outdoor/Playground Games. Introduced an idea to do on 9/28 or other day, regarding this year's theme: "DCS: Lighting the Way". **Action Item: Diane to take to teacher's to see if they could do or have.** She does know prepping for curriculum night does take a lot of their time.

**Finance:** Tom reported talking about goals about cash balance before discussion of increasing the donation amount. **Diane responded from an action item that Explorer has \$150 donation and Community just went from \$170 to \$200. Explorer does 'Pass the Hat' every other year per family as a fund raiser asking for \$25. Tabled for future.** See Diane's action item below from last month regarding what the other two choice schools in the district are asking. **Action item: Tom to contact Gabriel S regarding bringing laptop to sign people up for Safeway, etc.**

**Community Outreach:** Susan stated that the school supply collection ends this Friday and they will be donated to First Place. March 1<sup>st</sup> will be Homeless Luncheon, and doing something with Food Lifeline and integration with enrichment.

**Community Building:** Pauline asked if anyone wanted to sponsor a PNO.

**Communications:** Dawn stated that people who do a lot of posting should train on PO, all other postings can go to Dawn, with at least 48 hour notice before you want it to go out. Shannon reported that Ron will be PO Administrator giving training when necessary. Discussion surrounding use of PO versus mailing list. Thoughts are if it is a form or document or with specific date time then PO. Other is important document should be PO only, if it's just communication then mailing list. **Action item: Stuart to give what he sent out last year regarding email etiquette to Steering list.**

**Spring camp:** This year is 16-18<sup>th</sup> of May. Last year attendance numbers were 118 Friday night, 125 Saturday night and 6 Saturday day only. Last year was \$1000 under budget. Committee is planning on using the overage to cater Saturday 3 meals for \$3000. Steering has recommended to increase Spring Camp fees \$5 more per individual to cover catering of meals charge.

**Website:** Holly needs people to look at handbook and bylaws for the website Shannon, Diane and Toby will look at it. **Action item: Shannon to ensure with Holly that signed permissions on file for anyone who is in the website.**

**Other Action items follow-ups from prior meetings:**

Shannon	Parent Education. Possibly 3 parent ed pieces for the year. Looking into seeing if PTSA might fund.
Christi	Talk w/Cris about Publicity (of parent ed?)
Janet	Booster Seat Forms

Meeting adjourned at 8:10  
Notes taken by Patty Richter